

**HAREFIELD INFANT SCHOOL GOVERNING BODY &  
HAREFIELD JUNIOR SCHOOL GOVERNING BODY  
FULL GOVERNING BODY MEETING**

**Thursday 17<sup>th</sup> March 7:15pm, Harefield Infant School**

Chair:	Mr B Evans
Headteacher, Infant School:	Mrs B Lloyd
Headteacher, Junior School:	Mr P Dodd

Governors Present:

Dr P Bassill	Mrs L Boden	Mr D Chapman	Mr P Dodd
Mr B Evans	Mrs C Evans	Mr G Hewett	Mrs S Hooson-Jones
Mrs B Lloyd	Mrs J Moss	Mr S Niranjana	Mrs R Scott
Mrs S Soanes	Ms L Stanton		

Clerk: Mrs K O'Donnell

		<b>Action</b>	<i>Governing Body</i>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Ms J Holland. Cllr. H Higgins did not attend.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p> <p><b><u>Governing Body Membership</u></b></p> <p>Mr Evans informed Governors that Mr C Stewart has resigned as Infant School Parent Governor and co-opted Governor for the Junior School and Mrs P Leggeat had resigned as Junior School Parent Governor and co-opted Governor for the Infant School. Mr Evans had thanked them for their contribution to the Governing Body and wished them well for the future.</p>		<i>Both</i>
2.	<p><b><u>Minutes of FGB Meeting Held on 4<sup>th</sup> February 2016 – Matters Arising</u></b></p> <p>– Summary of details for Strategic Planning. Action ongoing.</p> <p>– Mrs Lloyd confirmed that the Infant School are currently cooking meals which are being delivered to two other schools, The original contract stated that Taylor Shaw would pay the school 15p a meal, as on minutes of previous meeting a new contract stated Taylor Shaw will only pay 5p a meal. This has been resolved and after Easter, Taylor Shaw has apologised for this and 15p a meal will be reimbursed.</p> <ul style="list-style-type: none"> <li>- The Infant School will have a new telephone number from 21<sup>st</sup> March 2016; they are unable to keep the original telephone number as HGFL originally</li> </ul>	BE	<i>Both</i>

	<p>secured it. Letters will be going out to all parents and staff informing them of the new contact details. HGFL will cease 31<sup>st</sup> March 2016. The Infant school has purchased mobile telephones as back up should there be a fault with the new telephone lines.</p> <ul style="list-style-type: none"> <li>- The ongoing concern is about what support the Children’s Centre will receive once HGFL ceases trading at the end of March. Ms Stanton reiterated to Governors that she has been assured by the local authority that the Children’s centre will not be left without any ICT and communications support, she is meeting with a BT Engineer on Monday 21<sup>st</sup> March. The Communication cupboard for the Children’s Centre is housed in the Infant School.</li> </ul>		
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Curriculum Sub Committee</u></p> <p>Minutes from the Curriculum Sub Committee had been circulated to Governors. Mrs Evans highlighted the following:</p> <p>Infant School</p> <ul style="list-style-type: none"> <li>- In the main the meeting centred on the curriculum and how the levels/targets are going, and how they are being monitored. Under the new curriculum, the targets now have to be reported and monitored as Emerging/+, Secure/+ and Advanced/. The target is for 80% secure which under the old system is Level 3.</li> <li>- The School continues to use the Classroom Monitor System with the continuing focus that no child is left behind with their learning. Currently in year 1 56% of the children are on 2-3 points. So are on track to achieve point 3 which is secure.</li> <li>- 63% of children that are entitled to free school meals have attendance of 95%. The Infant School has two attendance Officers that monitor absence and work closely with the families involved to resolve issues that are causing children to be absent from School.</li> <li>- Harefield Infant School has been selected to take SATS 6 weeks early to be completed, marked and returned between 11<sup>th</sup> – 22<sup>nd</sup> April 2016.</li> </ul> <p>Junior School</p> <ul style="list-style-type: none"> <li>- Mr Dodd confirmed an Amendment needs to be made to the Curriculum minutes, Mrs O’Donnell to Amend.</li> <li>- The Junior School has introduced Reciprocal Reading, it will help improve reading. They will also be holding writing competitions every half term for the children with an aim to improve writing skills.</li> <li>- SATS are changing and under the new grading Emerging/+, Secure/+ and Advanced, it is very difficult to predict targets as they cannot be compared to last year. Children’s marks are converted in scores between 80 to 130, with 100 being equivalent to the old 4b.</li> <li>- The School will continue with the Classroom Monitor System and it is updated regularly.</li> </ul>	KO	<p><i>Infant</i></p> <p><i>Junior</i></p>

	<p style="text-align: center;"><u>Inclusion Sub Committee</u></p> <ul style="list-style-type: none"> <li>- Mrs Boden Presented the Inclusion Minutes to Governors and asked if anyone had any questions regarding these. There were no questions from Governors.</li> <li>- Mrs Boden asked if a Parent Governor would join The Inclusion Sub Committee, Mr Hewett confirmed that he would be happy to do so.</li> </ul>		<i>Both</i>
4.	<p><b><u>Children's Centre</u></b></p> <p>Ms Stanton highlighted the following from the March 2016 Children's Centre Report which had been circulated to Governors.</p> <ul style="list-style-type: none"> <li>- First Steps in ICT, a ten week programme for beginners skills was requested by parents who completed The Preparing for Employment Programme at the Children's Centre. Throughout the course parents/carers will learn how to use a computer and how to use the internet, send emails, how to access information and use learning tools on the computer to help them and their children.</li> <li>- Following the success of the previous Attention Hillingdon Programme the Children's Centre will once again be delivering this 8 week Programme to support children who struggle with their attention and listening.</li> <li>- A six week self-esteem programme is being developed by the administrator within the children's centre who is a qualified counsellor. It will be designed to encourage positive thinking, assertiveness and confidence. It will be loosely based on the 'Just for You' programme which was delivered back in 2013. And include holistic relaxation techniques in which the administrator has experience. The need for the programme was indentured through the delivery of the Seasons for Growth Courses.</li> <li>- Due to a demand for a Friday Stay and Play at the Centre the Little Acorns with gardening and growing fun is being reinstated for the Summer Term.</li> <li>- MEND is continuing from Spring Term</li> <li>- Early Bird is continuing from Spring Term.</li> <li>- A six week Your Bump and Beyond Programme is available for first time parents, with input from the Health Visiting Team.</li> <li>- Other Activities at the Centre include a Respite Crèche, counselling, stay universal stay and plays, breastfeeding support, brush for life, midwifery, child health clinic, family support and baby Massage.</li> <li>- Outcomes for quarter 4 so far – After a year of trying to establish a five week course for Traveller Floristry, the Centre held an Introduction to Floristry in the Spring Term. There were eight traveller ladies taking part three of which had daughters who also took part. The group are enthusiastic to continue with their floristry therefore the Children's Centre are seeking to establish whether there would be funding for them to progress onto completing a Level 1 qualification starting in the Autumn term.</li> <li>- Following on from 'A Seasons for Growth Session' focusing on 'the importance of doing something for yourself' one of the parents has enrolled to do an Open University degree.</li> </ul>		<i>Infant</i>

	<ul style="list-style-type: none"> <li>- Mrs Lloyd noted that when Pupils Parents attended the courses the children were in school on these days, so the courses are having a positive effect on attendance.</li> <li>- The Children's Centre budget for this year remains the same.</li> <li>- Children's Centre will have a review in April.</li> </ul>		
5.	<p><b><u>Finance</u></b></p> <p><b><u>Infant School Financial Value Standard (SFVS)</u></b> Mrs Edwards submitted Harefield Infant Schools ratified 2016 SFVS Submission to the Local Authority's Finance Team.</p> <p><b><u>Junior School Financial Value Standard (SFVS)</u></b> Mrs Edwards submitted Harefield Junior Schools ratified 2016 SFVS Submission to the Local Authority's Finance Team.</p> <p><b><u>Infant School</u></b></p> <ul style="list-style-type: none"> <li>- Have had reduction in budget for the next year of £50 per pupil.</li> <li>- There is a buffer in place to ensure spending does not drop below budget.</li> <li>- Spending is broadly in line with last year.</li> <li>- The School is now expected to find the first £6,000 of a child's education Healthcare Plan and this has put a strain on the budget.</li> <li>- Changes to the nursery structure may have to be considered for the next academic year. This is due to lower numbers, the revenue into the nursery was less and it is an area that is hard to predict.</li> </ul> <p><b><u>Junior School</u></b></p> <ul style="list-style-type: none"> <li>- In April there will be a movement of support staff as one of the schools TAs is leaving. The School is in the process of recruiting another member of staff.</li> <li>- A teacher left in December, the school has been unable to recruit a replacement for a permanent position and have therefore used an agency. This has meant there has been a saving under the Teaching staff cost centre and overspend on the teaching supply area.</li> <li>- Spending is in line with SIP and the school has obtained the best value throughout and has made savings which will be reflected at year end.</li> <li>- An anticipated spend, which has not yet taken place, is in ICT and the ICT Coordinator is in the process of obtaining a quote for this from the schools ICT Support Provider.</li> <li>- The Schools unallocated funds are £138,073. There is an anticipated year end carry forward (including the unallocated funds) in the region of £240,000. However, this forms part of the schools cushioning in the projected years to come, which is essential as the Government are warning schools of future austerity in funding.</li> <li>- Careful consideration has been taken to ensure that the school remains within budget for the next three years.</li> </ul>		<p><i>Infant</i></p> <p><i>Junior</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>
6.	<b><u>Headteacher's Written Report</u></b>		<i>Both</i>

<p><u>Junior School</u></p> <p>Mr Dodd presented Harefield Junior School Headteachers written report to Governors and summarised the following.</p> <ul style="list-style-type: none"> <li>- The School has a new premised manager and he has made a big impact.</li> <li>- The School hopes to have the stairwell decorated and have some ANZAC and historical pictures mounted there, Mr Leach has attained three quotes for the work. The work shall be done in the near future.</li> <li>- On Tuesday 19<sup>th</sup> January, the School underwent a lockdown drill. This is the procedure in place in very extreme circumstances such as an individual intent on harming the School. The drill went very well and will continue on an annual basis.</li> <li>- A fire drill took place in the Junior School today.</li> <li>- Attendance is down on last year. The welfare team are focusing on individual pupils and groups with a view to improving attendance.</li> <li>- The statistic's for persistent absence, children who are the worst offenders, has now been reduced from 85% to 80%.</li> <li>- Staff has undergone training for reciprocal reading. In simple terms this has a committee approach to discussing a book and unpicking meaning with each child having a specific role. The aim is to ensure that the children have better comprehension skills and challenge each other.</li> <li>- The School is trying very hard to raise the profile of writing and to encourage the children to write for a purpose. One approach is to have regular writing competitions.</li> <li>- A learning walk was conducted for writing in March. Generally the quality of teaching was high. However there was some lack of precision with learning objectives and success criteria. This was addressed at a recent staff meeting which looked at elements of an outstanding lesson.</li> <li>- The school has continued to develop a number of clubs it runs with an additional football club and also a basic skills club that are being run. The netball team are due to take part in the local authority Rally on 19<sup>th</sup> March 2016.</li> <li>- The playground has undergone an overhaul with two new trained coaches from fit4sport contributing to structured play.</li> <li>- The school is due to celebrate sports relief on Friday 18<sup>th</sup> March.</li> <li>- The School improvement partner, Jill Forbes, visited the school on 24<sup>th</sup> February 2016. Jill was impressed with the progress the school is continuing to make. She felt the school was well placed to achieve outstanding in the event of an Ofsted inspection.</li> <li>- The Key Stage 2 Tests – Governors have seen examples of the new KS2 tests and understand that the tests are considerably harder than on previous years. It is quite difficult to know the impact this will have on our results. New targets have been set but it is more difficult to be certain how the children will achieve in the new test.</li> <li>- The School recently had an Audit from the Local Authority as a result of a complaint that was made regarding Safeguarding and bullying by an ex-governor. The LA found the School to be compliant with the law. An improvement was they felt that on the Schools safeguarding policy, the</li> </ul>		<p><i>Infant</i></p>
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- coordinators name should be shown. This has been updated.
- Mr Evans confirmed that Mr Dodd's Performance management meeting took place on 24<sup>th</sup> February 2016.

#### Infant School

Mrs Lloyd presented Harefield Infant School Headteachers written report to Governors and summarised the following.

- All staff have completed PREVENT training.
- The School ran a Safeguarding for Parents internet training which included keeping children safe in the community.
- Councillor Palmer recently visited the School in response to a security question that was raised. She found the School to be very secure and satisfactory.
- This is the First year of the new SATS. Since September the DfE have been sending out advice and tweaking the process as they go along. The criterion for writing only came out in January 2016 and was updated again last week. Miss Cooper and her team have coped really well with the changes and are ensuring that year 2 are ready to take the tests in whatever format they take.
- The school does not know what the pass mark will be and because there are no levels we are basing our predictions on the assessment data from the classroom monitor on the amount of curriculum covered and understood by each child.
- The criterion is working towards expected – expected-exceeded. The expected level is similar to the level 3. The New National Curriculum expects children to be secure, which we have taken as expected.
- Harefield Infant school has been selected by the DfE to take the mathematics paper early, which means other children around the country will have up to six weeks additional teaching before they sit the test. Selection is mandatory.
- Miss Frost has agreed to take on the role of SENCO. She will start her formal studies in May this year for the qualification in Special Needs.
- Both year 1 and 2 have taken part in cluster moderation with Frithwood School, Coteford Infant School, Hillside Infant and Junior School and Harlyn School. The teachers from each year group met up with teachers in other schools from the same year group to discuss assessment and assessment judgements. From this each year group has an agreed set standardisation samples from across the schools in writing. It was useful that the cluster heads have agreed to set one up for maths. The teachers have reported that it is enabling them to make judgments about a child's progress and attainment with colleagues and feel that these are sound judgements.
- Foundation Stage Assessment – The Infant School completed the baseline data with Early Excellence in nursery and reception and this was submitted to the DfE. Some of the criteria around how the data could be used changed, however the School found that splitting some of the areas is useful when considering the support individual or groups of children might need. The baseline data shows that more than 50% of the children entering reception are below age related expectations in communication, language and literacy. It also shows that 50% of the children are below age related

	<p>expectations in mathematics as well. To counter this, the school has introduced Lolah the Listening Lion and Tony the Talking Tiger to develop speaking and listening skills.</p> <ul style="list-style-type: none"> <li>- All teaching Staff have completed an interim review and Mrs Lloyd is pleased to confirm that they are on track to achieve their targets.</li> <li>- The School has changed the way they observe teaching and learning and a new Teacher observation pro forma is used. It incorporates the principles of developing thinking, work scrutiny that shows progress and pupil interviews.</li> <li>- Mrs Lloyd confirmed that 25% of the lessons observed were good with outstanding features with 75% outstanding.</li> </ul>		
7.	<p><b><u>Junior School Journey</u></b></p> <p>The year 6 school journey will be going to Bournemouth this year with more pupils booked to go on the trip than last year. Mrs Scott confirmed that she is assessing all risks for a Risk assessment, there is a pupil with special needs attending and as their needs will change up to 14 days before the trip she will complete it then, the pupils parents are to update the school in regards to this. Governors accepted the Risk Assessment and agreed that Mr Evans is to ratify the risk assessment once completed.</p>	RS & BE	<i>Junior</i>
8.	<p><b><u>Assessments/Inspections</u></b></p> <p><u>Infant School</u></p> <ul style="list-style-type: none"> <li>- Mrs Lloyd stated that the quality of teaching, learning and assessment is very good with outstanding features. The work of the school has been validated by NACE, Inclusion award and Philosophy for children and that they are constantly working towards improving the outcomes of our children.</li> </ul> <p><u>Junior School</u></p> <ul style="list-style-type: none"> <li>- The School Improvement Partner, Jill Forbes visited the school on 24<sup>th</sup> February 2016. Jill was impressed with the progress the school in continuing to make. She felt the school was well placed to achieve outstanding in the event of Ofsted inspection.</li> </ul>		<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>
9.	<p><b><u>Governor Training and School Visits</u></b></p> <p><u>Infant School</u></p> <ul style="list-style-type: none"> <li>- Mrs Soanes visited the Infant School on 5<sup>th</sup> February 2016; the focus of the visit was to learn how meaningful feedback, including marking can raise achievement and the self-esteem of the children in early years and KS1. Mrs Soanes highlighted in her Governor report that as a result of her she has learned that; Feedback is delivered in a variety of forms to support and encourage the children in their learning at their own level. Children are supported inspired and challenged by this approach and happy to share their enthusiasm. Looking through individual books she could see that marking</li> </ul>		<p><i>Both</i></p> <p><i>Infant</i></p>

had directly influenced subsequent work and that a number of books showed considerable improvement over the course of a term.

- Aspects that Mrs Soanes would like clarifying and questions she had as a result of the visit are detailed below together with answers from Mrs Moss.
  1. Does “Emerging Developing Secure” give staff a sufficiently robust assessment strategy in place of levels?  
*The classroom Monitor Rising Stars assessment tool is the way we track our children. This has the following levels:  
Beginning, Beginning+  
Developing, Developing+Secure and Exceed  
Children undergo a baseline assessment when they enter year 1 and this provides an opportunity for teacher to assess pupils under the new KS1 curriculum. Some pupils with therefore WT (working Towards) e.g. WT 1 beginning.*
  2. As writing is a particular focus in this school, are targets for writing based primarily on spelling, phonics and grammar? Does content and context also have a focus?  
*Next Steps comments refer to spelling and grammar in year 2 e.g. Check your homophones are spelt correctly. Cross curricular/topic writing is taught based on the Victorians e.g. Queen Victoria’s Knickers. More genres are now taught including Newspaper reports and story writing is a large unit in Year 2 with storytelling and cross referring traditional tales.*
  3. Is “Philosophy for Children” having an impact on Thinking Skills, understanding and spoken language.  
*We have many children who start school with deficient language skills. To help fill this gap we have been teaching Philosophy for children for the past two years.  
To further imbed this we decided to become a Thinking School. This involved a whole school approach with all the teachers using mind maps, making higher order questioning explicit and providing ‘thinking time’.  
We are beginning to see the children’s confidence increase as they are more able to think for themselves and make informed choices; which will be invaluable tools for learning and for life.*

Mrs Soanes commented further that it was a really enjoyable visit, many thanks to all children and staff for their welcome and enthusiasm, to Mrs Moss for taking time to show me around and to the kitchen staff for a great lunch.

- The Infant School were asked by Thinking Schools and Philosophy for Children (P4C) to host an open afternoon for colleagues around South East to share and demonstrate how we teach P4C and thinking in the School, Mrs Scott attended this and thanked staff and commented that they were a doing a great job.
- Mr Evans questioned whether Thinking School would relate to the Junior



	<p>School; Mr Dodd replied this was something they would need to investigate further.</p> <ul style="list-style-type: none"> <li>- Mrs Scott attended with Councillor Palmer on a recent visit to the Infant School looking at security</li> <li>- Mrs Scott accompanied reception on a trip to Hendon RAF Museum.</li> <li>- Mr Henderson accompanied Year 1 on a trip to Windsor Castle.</li> <li>- Mrs Evans, Mrs Soanes and Mrs Scott attended the Junior Schools world book day assembly.</li> <li>- Mr Evans, Mrs Evans Ms Stanton and Mrs Soanes attended PREVENT training.</li> </ul>		
10.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Junior School</u>  <i>Fundamental British Values Policy</i>  This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Anti-Bullying Policy</i>  This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Safeguarding Children in Education</i>  This policy had been ratified by Governors previously but needed to include coordinators details; this has been actioned and ratified by Governors.</p> <p><i>Physical Education Policy</i>  This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p>		<i>Junior</i>
11.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p><u>Infant School</u>  There have been no notifiable accidents recorded in the Infant School since the last meeting.</p> <p><u>Junior School</u>  There have been no notifiable accidents recorded in the Junior School since the last meeting.</p> <p>Health &amp; Safety</p> <p>There is now a defibrillator in the Children’s Centre. Ms Stanton is to liaise with Mr Niranjan to arrange training for First Aiders to attend.</p>	LS & SN	<i>Both</i>
	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>- Mrs Lloyd required the following Service Level Agreements to be signed</li> </ul>		<i>Infant</i>

	<p>off:</p> <ol style="list-style-type: none"> <li>1. School Library Service</li> <li>2. Learning Development Programme</li> <li>3. Finance Support</li> <li>4. Insurance Services</li> <li>5. Library Behaviour Support</li> </ol> <p>Mr Evans signed these.</p> <p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 19<sup>th</sup> May 2016, 7.15pm, Harefield Infant School.</p>		
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Signature \_\_\_\_\_  
*(Chair of Governors)*

Date \_\_\_\_\_