

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

Thursday 4th February 2016, 8.00pm, Harefield Junior 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 P Leggeat	Mrs B Lloyd	Mrs J Moss	Mr S Niranjani
Mrs R Scott	Mrs S Soanes	Ms L Stanton	Mr C Stewart
Mr J Swan			

Clerk: Mrs A Edwards

The meeting was preceded by a Safeguarding Principles, Policy and Practice training session presented by Michele Robbins.

		Action	<i>Governing Body</i>
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mr S Henderson and Ms J Holland. Cllr. H Higgins did not attend.</p> <p><u>Declaration of Pecuniary Interests</u></p> <p>None other than previously recorded.</p> <p><u>Governing Body Membership</u></p> <p>Mr Evans informed Governors that Mr Swan was resigning as Junior School Parent Governor and thanked him for his contribution to the Governing Body and wished him well for the future. Mr Evans also advised Governors that Mrs Edwards, Clerk to Governors, was resigning and Governors thanked her for the support she has given the Governing Body over the years, particularly in achieving the Governor Mark Award on two occasions, and wished her well for the future. Mrs Edwards will be coaching the new Clerk to Governors when they are appointed.</p>		<i>Both</i>
2.	<p><u>Minutes of FGB Meeting Held on 26th November 2015 – Matters Arising</u></p> <p><u>Item 2. (a)</u> Mrs Edwards had updated the sub-committee membership list and circulated it to Governors. She advised that Mrs Moss has now joined the Premises Sub-committee. Action closed.</p>		<i>Both</i>

	<p><u>Item 2. (b)</u> Mr Evans will prepare and circulate a summary of the details from the last Strategic Planning meeting. Action ongoing.</p> <p><u>Item 2. (c)</u> Governors had attended the Safeguarding training session prior to the FGB meeting. Action closed.</p> <p><u>Item 5.</u> Mr Evans advised that it is likely that the Hillingdon SIMS team will be joining the Schools HR Cooperative. The Infant School are looking at having some interim SIMS support until this arrangement has been set up. The only remaining concern is about what support the Children’s Centre will have after the Hillingdon Grid for London (Hgfl) ceases trading at the end of March. Ms Stanton informed Governors that she has been assured by the local authority that the Children’s Centre will not be left without ICT and communications support and will be switched over to whatever system the local authority will be using.</p> <p><u>Item 13.</u> A new site manager has been recruited, Mr Michael Leach, and both Mr Dodd and Mrs Lloyd advised that he has settled in really well and that the new caretaking teams are working very well. Mr Leach will not be moving into the school house so plans are being made to let the house out.</p> <p><u>Item 14.</u> Mr Dodd advised that the lock-down procedure successfully went ahead and parents and children had been informed in advance.</p>	BE	
3.	<p><u>Sub-committee Reports</u></p> <p><u>Premises Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Scott highlighted the following:</p> <p><i>Children’s Centre</i></p> <ul style="list-style-type: none"> - Although the Children’s Centre now has hot water and heating, there is still an issue with the boiler which needs to be resolved. - The leak in the midwifery room has dried up at the moment so this will have to be monitored but this does make it difficult to know how to deal with the problem. - New lighting has been successfully fitted. - There is still a problem with the windows with only a temporary fix in place at the moment. However, there is no capital budget available to address this problem. <p><i>Infant School</i></p> <ul style="list-style-type: none"> - A problem with the drains has developed since the new kitchen was installed and although a drain survey was carried out at the time this only covered a small area. The situation needs to be monitored. - The office space has been reconfigured with an entrance through to a new office area from the staff room. This is working much better for the School Business Managers who are now nearer the main school office and the office is also being used by the Site Manager. - A new disabled toilet has been fitted in Reception which has given a disabled pupil greater independence allowing both him and staff to manage much better. <p><i>Junior School</i></p> <ul style="list-style-type: none"> - New speakers are going to be fitted in the hall. - One larger disabled parking bay has been created from the two existing smaller ones providing wide access on either side with an additional temporary disabled 		<p><i>Infant</i></p> <p><i>Junior</i></p>

	<p>- Information will be available soon for the 2016/17 budget which will need to be ratified by the end of May.</p> <p><i>Benchmarking</i> Mr Evans advised that both schools had reviewed benchmarking information which confirmed that they are running efficiently from a cost perspective with downward trends in most areas. The graphs show that the Junior School has quite a high number of teaching assistants compared to other schools. Mrs Lloyd informed Governors about how the role of teaching assistant is changing as funding for SEN pupils is dramatically reduced which is putting a huge strain on schools' finances. Teaching assistants are now expected to fulfil their statutory duties first for children on Education Health Care Plans which is quite a shift. There is also no longer any extra funding for Nursery or Reception pupils and the Government have changed the staff/pupil ratio in class to 1:30. Without teaching assistants in these areas it would not be possible to have outdoor learning. Schools have to change how they use teaching assistants and staff and parents need an understanding of this as well. One-to-one support is being replaced with group work and some work will be needed with parents around this.</p> <p><i>Pensions for Non-Teaching Staff</i> Mr Evans advised Governors of an issue that has arisen with pensions for non-teaching staff since the local authority outsourced the pensions department in 2012. This was at a similar time to when the local authority outsourced payroll and it seems that the two agencies have not linked up properly and allocations to pensions have not taken place. A committee has now been set up to include Headteachers and administrative staff and they are working through the process to address the issue but it is difficult to get anybody to take responsibility for what has happened. Dr Bassill added that this problem is not unique to Hillingdon and has been replicated in other local authorities.</p> <p><u>Inclusion Sub-committee</u> Mrs Boden advised that following on from Headteacher's Questions at the last FGB meeting and a question relating to behaviour, a working party has been formed to address the issue raised regarding policies. The working party has met and agreed the following actions:</p> <ul style="list-style-type: none"> - Mr Dodd will review the Behaviour, Anti-bullying and Safeguarding policies by the end of the Spring Term. - The working party will then meet again to discuss his findings and report back to the FGB during the summer term. - Governors will also undertake learning walks in both schools during the summer term to understand the process and paper trail for recording incidents. 		<i>Both</i>
4.	<p><u>Children's Centre</u></p> <p>Ms Stanton highlighted the following from the February 2016 Children's Centre Report which had been circulated to Governors.</p> <ul style="list-style-type: none"> - Traveller Floristry is finally going ahead and has been really successful. It has brought young parents into the Children's Centre and is also involving girls from The Harefield Academy who are on a part-time timetable and who seem to be really enjoying it. Adult Education are funding the tutor and The Harefield 		<i>Infant</i>

	<p>Academy are funding the resources for the girls with the Children's Centre funding the other resources.</p> <ul style="list-style-type: none"> - The Early Bird programme is running to support the increasing number of families with special needs. - A key outcome for the last quarter is MEND with some really good results from a follow up three months after the programme ran which shows that families have sustained their healthy eating habits and being more active. - Attention Hillingdon was delivered by the Centre for the first time and helps parents recognise the small steps their children are making. Practitioners will need to support parents in completing their evaluations. - The transition to nursery sessions for the September intake went very well. - The Brush for Life project has had really good results especially considering there is no NHS dentist in Harefield. - The Children's Centre's first ever fundraising event was very successful and raised over £1000. Another event is planned for next Christmas. - A Staff Development Day was held last December which all staff enjoyed. An action plan was drawn up to support the Centre gaining Healthy Early Years Status and tracking families over a number of years for long term impact was a focus of the day, particularly looking at Travellers, families with children with additional needs and those that attend respite crèche. These groups will be tracked to at least the end of the Early Years Foundation Stage. 		
5.	<p><u>Finance</u></p> <p><u>Infant School Financial Value Standard (SFVS)</u> The Infant School SFVS submission had been reviewed and updated by Mrs Edwards, Ms Tong and Ms Stanley (School Business Managers) and the Finance Sub-committee. Harefield Infant School and Governing Body fully comply with all the questions. Governors agreed to ratify the 2016 SFVS submission for Harefield Infant School and Mr Evans signed it off. Mrs Edwards will send it to the local authority's Finance Team early next week.</p> <p><u>Junior School Financial Value Standard (SFVS)</u> The Junior School SFVS submission had been reviewed and updated by Mrs Edwards, Ms Palmer (School Business Manager) and the Finance Sub-committee. Harefield Junior School and Governing Body fully comply with all the questions. Governors agreed to ratify the 2016 SFVS submission for Harefield Junior School and Mr Evans signed it off. Mrs Edwards will send it to the local authority's Finance Team early next week.</p> <p><u>Junior School External Audit of Private School Fund and School Journey Fund</u> Mr Evans signed off the external audit of the 2014/15 Junior School Private School Fund and School Journey Fund.</p>		<p><i>Infant</i></p> <p><i>Junior</i></p>
6.	<p><u>Headteacher's Question Time</u></p> <p>There were no questions from Governors for Mr Dodd or Mrs Lloyd.</p>		<i>Both</i>

	<p><u>Official Opening of Infant School Kitchen</u> Mrs Scott commented on how well the official opening of the Infant School kitchen had gone and was particularly impressed by the children’s dancing and singing. Mrs Lloyd thanked Mrs Moss for organising the event supported by other members of staff. Mrs Lloyd advised that the Mayor and Mayoress spent the rest of the morning in school and seemed impressed by what they saw.</p>		<i>Infant</i>
7.	<p><u>Inspections/Assessments</u></p> <p><u>Governor Mark</u> The Governor Mark team will meet with the new Clerk to Governors to review the feedback from the Governor Mark Assessor’s report and prepare an action plan to put forward to the Governing Body.</p> <p><u>Junior School Single Central Register</u> Mrs Hooson-Jones recently inspected the Junior School Single Central Register.</p>		<i>Both</i> <i>Junior</i>
8.	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> - Governors attended a Safeguarding Principles, Policy and Practice training session prior to the FGB meeting. - Mrs Soanes attended the February 2016 Hillingdon Governors’ Termly Meeting. At the meeting the Chair of Governors for Colham Manor Primary School reported back and shared lots of pointers about the school’s recent Ofsted inspection which saw the school move from ‘requires improvement’ to ‘good with outstanding features’. He particularly mentioned Ofsted’s interest in the Prevent strategy, British values and diversity and PE funding and a healthy lifestyle. <p><u>School Visits</u></p> <ul style="list-style-type: none"> - Mr and Mrs Evans, Mr Niranjana, Mrs Scott and Mrs Soanes attended the official opening of the Infant School kitchen and celebration of recent achievements at the end of January. - Mrs Soanes will be attending a Learning Walk in the Infant School this week. - Mr Chapman, Mr Dodd, Mr and Mrs Evans, Mr Henderson, Mr Hewett, Mrs Scott, Mrs Soanes and Mr Stewart attended various Infant School Christmas Productions and/or Dressing the Tree at the end of last term. - Mr Niranjana and Mrs Soanes joined Mr Dodd to look at the Junior School’s RAISEonline profile at the beginning of term. - Mr Henderson, Mrs Leggeat, Mr Niranjana and Mrs Scott attended various Junior School Christmas productions and/or assemblies at the end of last term. - Mrs Hooson-Jones regularly attends the Junior’s School Council meetings. 		<i>Both</i> <i>Infant</i> <i>Junior</i>
9.	<p><u>Ratification of Policies/Documents</u></p> <p><u>Premises Sub-committee Terms of Reference</u> The Terms of Reference were reviewed by Premises Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the</p>		<i>Both</i>

	<p>Terms of Reference.</p> <p><u>Infant School</u> <i>Healthy Eating Policy</i> This policy had been circulated to Governors prior to the FGB meeting. Governors agreed to ratify this policy.</p> <p><i>Payroll Procedures</i> These procedures had been reviewed by Finance Governors and were circulated to Governors prior to the FGB meeting. Governors approved the procedures.</p>		<i>Infant</i>
10.	<p><u>Record of Notifiable Accidents</u></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><u>Health & Safety</u> Mrs Scott advised that outstanding water checks have now been completed.</p>		<i>Infant</i> <i>Junior</i> <i>Both</i>
11.	<p><u>A.O.B</u></p> <p>There were no AOB items.</p>		<i>Both</i>
	<p><u>Date of the Next Meeting</u></p> <p>Thursday 17th March 2016, 7.15pm, Harefield Infant School.</p>		

Signature _____
(Chair of Governors)

Date _____