

## HAREFIELD INFANT AND HAREFIELD JUNIOR SCHOOLS' GOVERNING BODY MEETING

**Thursday 4<sup>th</sup> July 2013, 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 P Dodd	Mr B Evans
Mrs C Evans	Mrs A Gibson	Mr S Henderson	Mrs S Hooson-Jones
Ms C Keating	Mrs B Lloyd	Mrs R Marks	Miss R Penny
Mrs R Scott	Mr J Swan	Mrs J Walker	

Clerk: Mrs A Edwards

The meeting opened at 7.15pm.

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting and introduced Sue Ripley, Chair of Governors from Bishop Winnington Ingram Primary School, who was attending the meeting as an observer. Apologies were received from Mr D Chapman, Mrs J Moss, Mrs S Soanes and Ms D Sturges-Allard. Cllr. H Higgins did not attend.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>	
2.	<p><b><u>Minutes of FGB Meeting Held on 16<sup>th</sup> May 2013 – Matters Arising</u></b></p> <p><u>Item 4./5. (a)</u> Mr Evans has sent a provisional draft Business Recovery Plan to Mrs Lloyd and Mr Dodd based on one of the templates circulated to Governors in May. It is now at the stage where school contact details etc. need to be added and things need to be identified that the schools would need in order to keep them running in extreme circumstances. Preparing a Business Recovery Plan is one of the SFVS action points. Action ongoing.</p> <p><u>Item 4./5. (b)</u> Mr Dodd is considering offering hot school meals in the Junior School and has been over to the Infant School to see their service in action. He has also spoken to the local authority procurement officer who has advised that if the Junior School were to choose to go with the same company as the Infant School it would be very straight forward. However, if the Junior School decided to go with another company it would be a little more complex. The Junior's have been looking at their lunchtime model and feel there shouldn't be any serious problems. The school is also surveying parents to see what sort of take up there would be. Mr</p>	BE/BL PD

	<p>Swan suggested surveying year 2 parents as well adding that the year 2 children are used to having hot lunches and know the procedure well. Mr Dodd advised that the Junior School's main problem is with turnaround which was even an issue twenty years ago when the school last offered hot lunches. Mr Dodd is not against the idea in principle, especially for those children who don't usually have a hot meal every day. Mrs Lloyd added that the Infant School kitchen expansion plans with ISS Caterhouse are dependent on the decision the Junior School make whether to use them or not as well. Caterhouse would then treat the two schools as a unit, cooking in the Infant School and sending food over to the Junior School. If the Junior School decide to buy their service elsewhere it is unlikely that the kitchen will be developed in the Infant School as they would have to sell to other schools which wouldn't be viable. The Whiteheath kitchen serves a wider community with 500 meals but if the Infant School couldn't sell on it may be locked into ordering 100 meals a day. If the kitchen expansion plans went ahead the Infants would be locked in with Caterhouse for three years but after that it could come out of the contract and employ its own chef. Action ongoing.</p> <p><u>Item 6.</u> The Infant School gates have now been repaired and are fully operational. The work was paid for from capital and not insurance. Action closed.</p> <p><u>Item 9. (a)</u> The Infant School Audit action plan has been presented to the Governing Body. Action closed.</p> <p><u>Item 9. (b)</u> Mrs Edwards informed Mr Dodd when the Junior School was last audited and since then the local authority have contacted Mr Dodd to advise him that the Junior School will be audited mid September 2013. Action closed.</p> <p><u>Item 12.</u> The Governing Body will return to strategic planning in the autumn term. Action ongoing.</p> <p><u>Item 13.</u> The Ofsted action plan has now been incorporated into the Infant School Development Plan and circulated to Governors. Action closed.</p>	<p>PD/BL</p> <p>BE</p>
3.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Personnel Sub-committee</u></p> <p>Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans explained that the primary issue the Personnel Sub-committee has been dealing with is the new Pay Policy which must be in place by September 2013. Personnel Governors have agreed that an interim policy should be in place for September which will continue to be reviewed throughout the year to see what improvements can be made to it as more information becomes available e.g. from Schools HR Cooperative. The Infant School have adopted the current version of the Schools HR draft policy and additional guidance. The Junior School have an interim Performance Management policy. Both documents have been circulated to Governors. Mr Evans explained that the most discussion had taken place around the teaching standard 2.1 which relates to teaching staff being accountable for pupils' progress and attainment linked to the expected national average. The Personnel Sub-committee agreed that there should be a degree of flexibility relating to 2.1 without building failure into the system. Mr Evans stressed the importance of the policy being rigorous enough. With discussions relating to the Pay Policy still ongoing, the full Governing Body agreed that decisions relating to this matter can be delegated to the Personnel Sub-committee.</p>	

	<p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Boden informed Governors that the Infant School SENCO, Margaret Hassell, had joined the meeting and had provided an update on the Infant's SEN data and that Mr Dodd had done the same for the Junior School. Inclusion Governors were also advised about transition arrangements that both schools had been making.</p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Evans informed Governors that a considerable amount of time had been spent reviewing the agenda for future meetings, breaking down each meeting per term in order to make sure that any statutory obligations are met and to allow Mr Dodd and Mrs Lloyd time to gather information prior to meetings. Curriculum Governors received lesson observation feedback. It was too early for the SATs results to be available for review. There has still been no further information about the new curriculum. This term's reports from School Improvement Partner, Jill Forbes, will be available for Governors next term.</p>	
4.	<p><b><u>Children's Centre</u></b></p> <p>A report to Governors and the most recent Advisory Group meeting minutes had been circulated to Governors prior to the meeting. There were no questions.</p>	
5.	<p><b><u>Finance</u></b></p> <p><u>School Balances</u> Mr Evans had circulated to Governors a spreadsheet detailing Hillingdon primary school balances as at 31<sup>st</sup> March 2013 and advised that both schools had carry forward percentages of under 4%, close to the bottom of the list. Mrs Lloyd reminded Governors that the Infant School has £23k sitting against its account which is not part of the school's carry forward but is the remaining local authority money from the Infant School roof project. This matter has been raised with the local authority by Mrs Godden. Governors felt that it is quite likely that schools with large carry forwards may well include similar money put against their accounts for expansion projects, rather than it being money for the schools to spend themselves. Mr Evans also advised Governors of the percentage of spend per pupil for both schools in the areas of staffing costs, learning resources, premises and admin.</p> <p><u>Infant School Audit Action Plan</u> The action plan following the 2013 Infant School audit by the local authority had been circulated to Governors prior to the meeting. Governors acknowledged that only a few minor actions were required and they had no further questions. The action plan was ratified by the Governing Body.</p>	

	<p><u>CFR (Consistent Financial Reports)</u> The final figures for the Infant School and Junior School Consistent Financial Reports (CFR) had been approved by the local authority. The reports were ratified by the Governing Body.</p>	
6.	<p><b><u>Performance Related Pay for Teachers</u></b></p> <p>Mr Evans advised Governors that following a lot of work by both schools and the Personnel Sub-committee, interim Pay Policies for both the Infant School and Junior School are now in place for September 2013. These policies will continue to be reviewed as more information becomes available through the Schools HR Cooperative. The Governing Body agreed to ratify these policies.</p>	
7.	<p><b><u>Headteacher’s Written Reports</u></b></p> <p><u>Infant School</u> <i>Staffing</i> – Mrs Lloyd informed Governors about staff changes for September with Miss Morse returning from maternity leave to take PPA in year 1 and Ms Keating leaving at the end of this term. Mrs Lloyd spoke of how Ms Keating was instrumental in the improvements that have been made in the Foundation Stage taking it forward to where it is today. She also informed Governors of the recent success the children in Ms Keating’s guitar club have had in the borough’s Sing and Win competition, singing and playing the guitar to a song that one of the children composed. <i>Fischer Family Trust Targets Type B</i> – Governors asked Mrs Lloyd for an explanation of what Type B targets are. Mrs Lloyd explained that there are four levels, A – D. The local authority use Type B for Infant Schools, a challenging target although it is achievable. Mrs Lloyd confirmed that the figures on page 6 of her report have already been moderated and are the actual figures and indicate that pupils have made more progress than expected. Governors congratulated the Infant School on these results for a challenging cohort. <i>Coaching School</i> – Governors asked Mrs Lloyd what a coaching school is? Mrs Lloyd explained that two thirds of the staff have received training in coaching techniques from Dr Neil Suggett. Further training from Dr Suggett is planned throughout next year to develop a coaching model for the school. This will fit in well with the new performance management model. Mrs Boden will be attending coaching leadership training in order to train up support staff as well. Dr Suggett has worked in many schools in the borough and some schools already use coaching quite extensively. It works well with NQTs and can also be expanded to coach children as well. The impact of coaching can be measured in improvements in standards e.g. seen through lesson observations. Mr Dodd advised that he has done a lot of coaching training and that Dr Suggett is extremely good. He added that group coaching is also very good.</p> <p><u>Junior School</u> <i>Staffing</i> – Mr Dodd informed Governors that three teachers will be leaving at the end of term; Mrs Knight is retiring, Mr Ison-Jacques is relocating and Mr Davies is moving to a school nearer where he lives. The Junior School is currently a teacher</p>	

short for September but is working on plans to resolve this.

*Attendance* – Mr Dodd advised that attendance is still reasonably good and that staff do a very good job of following this up with families. Attendance figures in both schools have been hit hard by pupils going on holiday. Mrs Lloyd thinks this is partly due to cost and also the holidays available through the Sun newspaper tend to be at this time of year. There is no flexibility now about holidays but the schools feel that some parents still think that they can take ten days term time holiday a year. Both school have been warning parents about the possibility of panels and confirmed that it doesn't take much to change the attendance figures.

*Teaching and Learning* – Mr Dodd confirmed that the two GTP students had successfully completed their programme achieving Outstanding and Good with Outstanding features.

*Physical Education and Sport* – PE and sport is very high profile at the moment and the Junior School plan to work with The Harefield Academy which will be a great opportunity for both children and staff.

Year 5 and year 6 children did well at the District Sports Competition winning eight medals despite the weather.

*Performance and Standards* – Although the results are not available yet, year 6 staff are fairly positive about the SATs tests and the predictions and targets set were included in the report.

*SEN* – Ms Chakravorty, the advisory inclusion teacher, will be with the Junior School until July and Mrs Mahajan will be returning in September.

*Behaviour* – The report included incidents recorded in the Detention Book during the Spring Term. Mr Dodd advised that behaviour is really well managed and visitors to the school are always saying to him what wonderful children the school has.

*Premises and Health & Safety* – Mr Dodd thanked Mrs Scott for dealing with the damaged roof tile in the new building.

Mr Dodd informed Governors that one of the pupils had won a new bike in a borough wide art competition organised by the Sustrans Bike It project.

*Child Protection* – Child protection statistics were included in the report.

*Friends of Harefield Junior School* – Mr Dodd advised Governors of the enormous amount of work that the Friends have put into organising a huge summer fayre from scratch. Mr Dodd has enjoyed getting to know the parents. Mr Henderson thanked those Governors that had responded to his email asking for help and reminded everyone that there are still plenty of spaces for helpers remaining. Mr Dodd added that there has been a Dragon's Den competition in school being judged by two pupils from the School Council, a member of the Friends and a teacher. The two most successful entrants will be running two stalls at the fayre, in competition with each other.

*Fundraising* – The sponsored walk raised funds for developing the school library.

*ANZAC Day* – An article about the way the school approaches ANZAC Day appeared in five national newspapers in Australia.

*Updates* – Governors can read the weekly newsletter online and keep in touch with what's happening in school.

*Coming Up* – Governors were invited to attend the school concert: Oliver! They were also invited to the official opening by the Mayor of the new school building on 11<sup>th</sup> July at 9.30am.

	<p>There will be prize giving for the children at the end of term and anyone can donate a shield. Mrs Knight has donated one for Maths.</p>	
8.	<p><b><u>Assessments/Inspections</u></b></p> <p><b><u>Self Evaluation Form (SEF)</u></b> Both the Infant School and Junior School SEFs were circulated to Governors for information prior to the meeting.</p> <p><b><u>School Development Plan (SDP)</u></b> The Infant School SDP was circulated to Governors for information prior to the meeting. The plan has been revised to include the actions decided upon following the Ofsted inspection in December 2012 and Governors agreed to ratify the plan.</p> <p><b><u>Governor Mark</u></b> The Governor Mark team have held their second meeting to start working towards reassessment and have begun to update the evidence grid.</p>	
9.	<p><b><u>Governor School Visits</u></b></p> <p><b><u>Junior School</u></b> Mrs Gibson, Mr and Mrs Evans, Mr Henderson, Mrs Lloyd and Mrs Walker attended the Junior School Concert. Mr Henderson has assisted with the Girls Cricket Tournament.</p> <p><b><u>Infant School</u></b> Mrs Soanes observed a moderation staff meeting and her report was circulated to Governors. Mrs Walker assisted with the Reception trip to Whipsnade Zoo, accompanying children to the Primary School Sing &amp; Win competition and will be assisting with the Year 2 Discovery Centre trip.</p> <p><b><u>Governor Training</u></b> Mr Henderson has completed Parts 2 and 3 of the Introduction to Governance training.</p>	
10.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><b><u>Infant School Child Protection Policy</u></b> This policy had been circulated to Governors prior to the FGB meeting. The policy has one change relating to dealing with an adult disclosure and has been reviewed by the Inclusion Sub-committee. The Governing Body agreed to ratify this policy.</p> <p><b><u>Infant School Inclusion/SEN Policy</u></b> This policy had been circulated to Governors prior to the FGB meeting. The policy has one change, the addition of the school's behaviour statement at the beginning of the policy and has been reviewed by the Inclusion Sub-committee. The Governing Body agreed to ratify this policy.</p>	

	<p><u>Infant School PE Policy</u> This policy had been circulated to Governors prior to the FGB meeting. The policy has been reviewed by the Curriculum Sub-committee who found it very thorough. The Governing Body agreed to ratify this policy.</p> <p><u>Attendance Policy</u> Both the Infant School and Junior School policies had been last reviewed and ratified by the Governing Body in November 2012. Both policies are virtually identical apart from minor differences in office administration, personnel etc. Following Local Authority advice, both the Infants and Juniors have made the same change to the Exceptional Leave section of their Attendance Policies. The Governing Body agreed to ratify the new policies with this change.</p> <p><u>Annual Review of Asbestos Management Plan</u> Mrs Scott informed Governors that she has conducted the annual review of each school's Asbestos Management Plan. There were no changes to the Infant School Plan. There were only changes to personnel details in the Junior School Plan which both Mr Dodd and Mr Evans have signed off. The Junior School does not have any asbestos within the school building.</p>	
11.	<p><b><u>Record of Notifiable Accidents</u></b></p> <p>There have been no notifiable accidents recorded in the Infant School to date this term.</p> <p>There has been one notifiable accident recorded in the Junior School to date this term. A ceiling tile came adrift in the new build but did not fall down and did not create any damage. ASHE came within half an hour of being called out and the tile has been replaced.</p>	
12.	<p><b><u>Notice of Election for Chair and Vice-chair</u></b></p> <p>Mrs Edwards gave notice of the election for Chair of Governors and Vice-chair of Governors to be held at the next FGB meeting in October.</p>	
13.	<p><b><u>2013/14 FGB Meeting Dates</u></b></p> <p>The 2013/14 FGB meeting dates were arranged as follows:-</p> <p><u>Junior School, Thursdays, 7.15pm</u> 3rd October 2013 21st November 2013 30th January 2014</p> <p><u>Infant School, Thursdays, 7.15pm</u> 13th March 2014 15th May 2014 3rd July 2014.</p>	

14.

**A.O.B**

Friends of Harefield Junior School

Mr Dodd reminded Governors about the summer fayre on 13<sup>th</sup> July being run by the Friends of Harefield Junior School and mentioned that the Friends were still looking for volunteers to help on the day.

Associate Governor

Governors agreed for Margaret Hassell to join the Governing Body as an Associate Governor from September 2013. Mrs Hassell is the Infant School SENCO and will be one of the Assistant Headteachers from September.

Governor of the Month

Mrs Edwards thanked those Governors who had already responded to her about being a Governor of the Month next term. She will put together a timetable of visits and advised that Mr Dodd and Mrs Lloyd had provided a list of areas visits could focus on related to their School Improvement Plan/School Development Plan.

Non-Staff Governors for Sub-committees

Further to her request for more non-staff Governors for the Appeals & Complaints and Pupil Disciplinary Sub-committees, Mrs Edwards advised that Mrs Evans and Mr Henderson had offered to join both of them. At the meeting, Mr Swan and Mrs Walker also offered to join these Sub-committees.

Review of Terms of Reference

Mrs Edwards advised that the amendments that had been discussed at the last FGB meeting to the Terms of Reference for the Food Policy, Pupil Disciplinary & Appeals & Complaints Sub-committees had now been made and that these had been signed off by the Sub-committee's Chairs. She added that the Pupil Disciplinary and Appeals & Complaints Sub-committees would only meet on an 'as and when necessary' basis and that reports to the full Governing Body should be set at a level and content appropriate to the inherently sensitive nature of the situations in which these Sub-committees meet.

Firework Event

Mrs Walker advised Governors of plans for a joint venture between the Friends of Harefield Infants and the Friends of Harefield Juniors to hold a firework event in November on the school field. Research into how this event could be organised has already begun and Governors thought that it would be a great idea and that a joint venture would have more impact in the village. The event would be advertised in the community and tickets would be sold in advance. Two parents are firemen and they will be able to assist with health & safety planning.

Thank You

Mr Dodd thanked Governors for their support throughout his first year as Headteacher at Harefield Junior School.

Mr Evans thanked Ms Keating, who is leaving at the end of term, for all her support to the Infant School and the Governing Body.



	<p><b><u>HS2</u></b>  Mr Swan raised concerns about the impact on both schools by the proposed route for the HS2 high speed railway. Trains will be running every eight minutes only 1km from the schools and will be visible from the school field. Mrs Lloyd advised that research has shown that noise can lower academic achievement and wondered whether there might be a need for acoustic screening. She also raised concerns about vibration undermining the school buildings. Mr Swan also highlighted the impact of road closures for five/six years on both schools for both parents and staff. Mr Evans will write to Nick Hurd MP to raise these concerns and ask what research has been done into noise, traffic, health implications e.g. asthma from construction traffic etc.</p>	BE
	<p><b><u>Date of the Next Meeting</u></b>  Thursday 3<sup>rd</sup> October 2013, 7.15pm, Harefield Junior School.</p>	

Signature \_\_\_\_\_  
*(Chair of Governors)*

Date \_\_\_\_\_