

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

**Thursday 2<sup>nd</sup> July 2015, 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	Mrs A Gibson	Ms L Gwatkin
Mr S Henderson	Mrs S Hooson-Jones	Mrs P Leggeat	Mrs B Lloyd
Mr S Niranjana	Mrs R Scott	Mr J Swan	

Clerk: Mrs A Edwards

		<b>Action</b>
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Evans welcomed Governors to the meeting. Apologies were received from Mrs M Hassell, Mrs J Moss, Mrs S Soanes, Ms L Stanton and Mrs J Walker. 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 21<sup>st</sup> May 2015 – Matters Arising</u></b></p> <p><u>Item 2.</u> Mr Evans advised that the action regarding the Governing Body's strategic planning has been ongoing for some time. With the current Government's emphasis on academisation of schools Mr Evans suggested putting this on the agenda at the next FGB meeting for further discussion. Dr Bassill added that single academies are being approached to form multi-academy trusts which could ultimately mean that there will be no single academies in the future. One of the Governing Body's concerns is being pressurised into becoming an academy. Action ongoing.</p> <p><u>Item 7. (a)</u> The Instrument of Government for each school's Governing Body have been ratified by the local authority and will come into effect on 1<sup>st</sup> September 2015. Action closed.</p> <p><u>Item 7. (b)</u> Mrs Edwards circulated to Governors the final version of the Standing Orders for each Governing Body. These will be presented for ratification under agenda item 10. Action closed.</p>	BE
3.	<p><b><u>Governing Body Membership</u></b></p>	

<p><u>Governor Resignations/Appointments</u>  Mr Evans advised of three Governors resigning from the Governing Body at the end of the academic year – Mrs Gibson, Miss Gwatkin and Mrs Hassell. He thanked them for their support during their time with the Governing Body.</p> <p>Mrs Gibson’s resignation leaves a Junior School Parent Governor vacancy. There are currently two Infant School Parent Governors with children moving on to the Junior School, Mr Niranjan and Mrs Walker, and they had discussed and decided that Mr Niranjan would move on to become a Junior School Parent Governor as Mrs Walker will be concentrating on her commitment to the Friends of Harefield Junior School. This will leave an Infant School Parent Governor vacancy and Mrs Edwards will organised the recruitment of a new Parent Governor into this position in the autumn term.</p> <p>Miss Gwatkin’s resignation leaves a Junior School Staff Governor vacancy and Mr Dodd advised that staff had elected Ms Julie Holland into the position from September 2015. Mrs Edwards will contact Ms Holland about her induction to the Governing Body.</p> <p><u>Notification of Governing Body Membership following Re-constitution</u>  Mrs Edwards advised that further to the ratification of the new Instrument of Governments, which come into effect from 1<sup>st</sup> September 2015, Governing Body membership from 1<sup>st</sup> September 2015 will be as follows:-</p> <p><u>Harefield Infant School Governing Body</u>  <u>Parent Governors</u>  Mr S Henderson, Mrs J Walker, Vacancy  <u>Local Authority Governor</u>  Mr B Evans  <u>Staff Governor</u>  Mrs J Moss  <u>Headteacher</u>  Mrs B Lloyd  <u>Co-opted Governors</u>  Dr P Bassill, Mrs L Boden, Mr D Chapman, Mrs C Evans, Mrs S Hooson-Jones, Mrs P Leggeat, Mr S Niranjan, Mrs R Scott, Mrs S Soanes, Mr J Swan  <u>Associate Governors</u>  Ms L Stanton, Cllr H Higgins</p> <p><u>Harefield Junior School Governing Body</u>  <u>Parent Governors</u>  Mrs P Leggeat, Mr S Niranjan, Mr J Swan  <u>Local Authority Governor</u>  Mrs C Evans  <u>Staff Governor</u>  Ms J Holland  <u>Headteacher</u>  Mr P Dodd</p>	<p>AE</p> <p>AE</p>
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	<p><u>Co-opted Governors</u> Dr P Bassill, Mrs L Boden, Mr D Chapman, Mr B Evans, Mr S Henderson, Mrs S Hooson-Jones, Mrs R Scott, Mrs S Soanes, Mrs J Walker, Vacancy</p> <p><u>Associate Governors</u> Cllr H Higgins</p> <p>Further to the re-constitution of the Governing Body, the terms of office for Governors remaining in their previous positions will be carried over. The terms of office for the new position of Co-opted Governor will start for four years from 1<sup>st</sup> September 2015.</p> <p><u>Publication of Governor’s Details and the Register of Interests</u> Mrs Edwards advised that from 1<sup>st</sup> September 2015 there will be a new statutory requirement for Governing Bodies to publish on their school websites information about their members e.g. name, category of Governor, term of office, names of committees the Governor serves on etc. and the Governing Body’s Register of Interests. Mrs Edwards will prepare this information ready for publication in September.</p>	AE
4.	<p><b><u>Sub-committee Reports</u></b></p> <p><u>Inclusion Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Boden confirmed that she had emailed the Infant School Transition Policy to Mr Dodd. The Infant School Inclusion/SEND Policy was reviewed by the Sub-committee and is recommended for ratification under agenda item 10.</p> <p><u>Personnel Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mr Evans explained that one of the main purposes of the meeting had been to catch up with where each school was with their performance management cycle and Pay Policy. There was some debate about the pace that teaching staff can move through the Upper Pay Scale. Mr Evans advised that looking again at the minutes of recent meetings is it not clear exactly where the Governing Body is at making a decision about this. Progression through M1 – M6 and UPS is now based on performance. Governors felt that with UPS, staff would really need to excel at teaching. As this would not be easy Governors felt that it would probably take three years to achieve each of the stages/levels. The Governing Body needs to ensure that the requirements to proceed through the levels are challenging enough and would therefore naturally take time to achieve. However, the Governing Body would not want to hold back the progression of a member of staff who is achieving extremely well. To conclude, Mr Evans advised that whilst the minutes indicate there is an expectation that moving through each UPS level will take three years or more, both schools are still working with the 2013 Pay Policy.</p> <p><u>Curriculum Sub-committee</u> Minutes from the Sub-committee meeting had been circulated to Governors. Mrs Evans advised that Governors had discussed the Infant School’s new initiative</p>	

	<p>starting in September of becoming a Thinking School which builds on Philosophy for Children and is a very positive and interesting project. Assessment schemes in both schools were discussed. The Infant School is already using Rising Stars and plans to continue to do so. The Junior School has been on more of a journey, looking at alternative assessment schemes, but has decided to use Rising Stars. From a Governors point of view this is a good decision to have both schools using the same assessment scheme. Discussions were also had about the SATs targets and Governors also looked at anonymised Classroom Monitor data for both schools which was extremely useful. Mrs Gibson asked when the Year 6 SATs results were expected to be published and Mr Dodd advised that it should be at the beginning of next week.</p>	
5.	<p><b><u>Children’s Centre</u></b></p> <p>Mrs Lloyd informed Governors that the new Strategic Board has still not met and with no information from the local authority about when the first meeting is likely to be, members of the original Strategic Advisory Board including Headteachers, Children’s Centre Managers and Governors are meeting next week to catch up. Mrs Scott commented that there is a lot of change happening in the London Borough of Hillingdon particularly around youth. Mrs Lloyd added to this that six Children’s Centres in the South of the borough have been graded as Requires Improvement by Ofsted linked to data and outcomes. Mrs Lloyd has written to the local authority in order to express an interest in the cluster bidding for the Children’s Centres if they were put out to tender. Coteford’s Governing Body have expressed an interest although Hillside’s Governing Body are in a slightly different position as the school owns the land that the Centre is built on. As South Ruislip is a local authority Children’s Centre the cluster might have to consider bidding for this Centre as well.</p>	
6.	<p><b><u>Finance</u></b></p> <p><b><u>CFR (Consistent Financial Reports)</u></b>  The final figures for the Infant School and Junior School 2014/15 Consistent Financial Reports (CFR) had been approved by the local authority. The reports were ratified by the Governing Body.</p> <p><b><u>Pupil Premium</u></b>  Mrs Lloyd has been informed that the school’s Pupil Premium funding has been reduced by £20k. The school is going to contest this figure as it does not take account of four Looked After Children. Pupil Premium funding is based on the previous years’ pupil numbers and they have fallen as less parents have signed up this year, partly due to less incentives now with the introduction of Universal Free School Meals (UFSM) but also due to Government changes in eligibility. Pupil Premium pupil’s lunches are not covered by UFSM funding. Governors agreed that this is a very complicated way of funding. The Junior School will be offering hot meals from September and Mrs Lloyd asked whether the Juniors could let the Infants know if they sign up any new Pupil Premium pupils who might have siblings in the Infant School. The Infant School will be inviting parents in to eat</p>	

	<p>with their children on the October and January school census days to encourage them to sign up for Pupil Premium if they are entitled and will also promote it at the transition meetings. Mrs Leggeat commented that parents don't necessarily want other people to know their business. Governors suggested that the school emphasise more to parents how beneficial it is to the school if they sign up for Pupil Premium. Mrs Lloyd added that Breakfast Club and after school clubs are free to Pupil Premium pupils.</p>	
7.	<p><b><u>Headteacher's Written Report</u></b></p> <p><u>Junior School</u>  The Junior School Headteacher's Report was circulated to Governors prior to the meeting. Mr Dodd highlighted a number of items from his report.</p> <ul style="list-style-type: none"> <li>- <i>Personnel</i> Mr Dodd informed Governors of personnel changes including Mrs Ashton, Learning Mentor, who retired from her post after 23 years and Ms Penny and Ms Gwatkin who are leaving to move on to other schools</li> <li>- <i>Friends of Harefield Junior School</i> Mr Dodd thanked Mrs Leggeat who is stepping down as Chair Person for the Friends highlighting the achievements of the fundraising group over the past two years since it first started.</li> <li>- <i>Governor Mark</i> Mr Dodd thanked those Governors involved in working towards Governor Mark. In addition to Mrs Evans, Mrs Hooson-Jones and Mrs Edwards who were mentioned in the report, other Governors involved included Mrs Scott, Mrs Soanes and Mrs Walker as well as those who met with the assessor when she visited.</li> <li>- <i>Prize Giving</i> Mr Dodd invited Governors to forthcoming events at the school and particularly asked Mrs Scott and Mr Chapman if they would like to attend the prize giving assembly as they have donated prizes.</li> </ul> <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> <li>- <i>School Improvement Report</i> Mr Evans highlighted the School Improvement Report from Jill Forbes stating that it was very positive. Mrs Evans asked whether there was anything to expand on in the report? Mr Evans confirmed that the reports are usually brief.</li> <li>- <i>Attendance</i> Governors commented that years 3 and 5 seem to have the best attendance records. Mr Dodd added that the top classes for attendance usually have percentages in the high 90s.</li> </ul> <p><i>Note. Mr Swan arrived at the meeting.</i></p> <p><u>Infant School</u>  The Infant School Headteacher's Report was circulated to Governors prior to the meeting. Mrs Lloyd highlighted a number of items from her report.</p> <ul style="list-style-type: none"> <li>- <i>Leadership</i> Mrs Lloyd advised Governors of changes to the leadership team. Mrs Hassell is retiring and Mrs Lloyd thanked her for all her hard work as Assistant Headteacher and SENCO. Mrs Hassell will return to school as a class teacher for three days per week. Mrs Lloyd thanked Mrs Boden who will become Inclusion Manager from September working with Mrs Lloyd who will become SENCO. The Senior Leadership Team and the School Leadership Team meet on alternate fortnights.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <i>Mini Road Safety Officers</i> The school's mini road safety officers have won the London Borough of Hillingdon's first Mini Road Safety Officer Plaque and each child won a £100 Halfords gift card. Pupils have been out in the village being good ambassadors, campaigning for cars to slow down and use the car park. Mrs Lloyd thanked Miss Cooper who led the work of the mini road safety officers. Mrs Leggeat added how impressed she was with Miss Cooper and Mr Lewis who ran a session for the Eco Warriors and their parents in the woods.</li> <li>- <i>NACE Certificate</i> Each year the school's data is analysed by NACE and the school has been given a certificate of continuing validation.</li> <li>- <i>Moderation</i> This year the local authority have moderated year 2 work. The moderators scrutinised 27 children's work putting two children's levels up. They were impressed with the schools moderation practices including the way the whole school meets to moderate, moderation every two weeks in year groups and the way evidence is collated into evidence folders.</li> <li>- <i>Thinking School</i> The school will be working towards becoming a Thinking School over the next three years with Exeter University. Mrs Lloyd invited Governors to the Thinking School training session on 1<sup>st</sup> September 2015. One of the projects will be to work on mind maps for lower ability children who are not registered SEN.</li> </ul> <p><u>Governor Comments</u> Mr Evans asked whether the local authority's external moderation visit was a surprise? Mrs Lloyd explained that schools are chosen at random and that the school was informed of the visit in the Spring term. KS1 is all teacher assessment. Mrs Lloyd added that Mr Law is now a local authority maths moderator and is not only going into other schools to moderate but has been checking levels within school. Mr Dodd added that the local authority can visit to externally moderate writing and last came to the Junior School the year before he became Headteacher there.</p>	
8.	<p><b><u>Inspections/Assessments</u></b></p> <p><u>Governor Mark Award</u> The Governing Body has successfully achieved the Governor Mark Award for the second time. Certificates have been sent to each school but the report has not been received yet. Mrs Edwards will follow this up.</p> <p><u>Inclusion Quality Mark</u> The Infant School is being assessed for the Inclusion Quality Mark on 15<sup>th</sup> July.</p> <p><u>Investor in People Award</u> The Infant School is being assessed for the Investor in People Award next week.</p> <p><u>NACE Re-accreditation</u> The Junior School's NACE re-accreditation has now been postponed by NACE until the autumn term.</p> <p><u>Health &amp; Safety Inspection</u> The Infant School will have a local authority Health &amp; Safety inspection on 16<sup>th</sup></p>	AE

	July.	
9.	<p><b><u>Governor Training</u></b></p> <p>There has been no Governor training since the last FGB meeting.</p> <p><b><u>School Visits</u></b></p> <p><b><u>Junior School</u></b></p> <ul style="list-style-type: none"> <li>- Mr Chapman, Mr and Mrs Evans and Mrs Scott attended the Science Fair.</li> </ul> <p><b><u>Infant School</u></b></p> <ul style="list-style-type: none"> <li>- Mr Henderson accompanied the Reception trip to Butterfly World.</li> <li>- Mr Henderson assisted with Learning Assistant interviews.</li> <li>- Mrs Leggeat joined the Eco Warriors trip to the woods.</li> </ul> <p>Governors have also been invited to a range of end of term performances including the Year 1 and 2 dance performance, the Year 2 leavers assembly and the Year 6 production of Grease.</p> <p><i>Note. Mr Niranjani left the meeting early.</i></p>	
10.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><b><u>Governing Body Standing Orders</u></b></p> <p>Further to the re-constitution of the Governing Body the Standing Orders have been reviewed. Mrs Edwards advised that the previous version has been brought up to date using the Governor Support Service’s template. The new version is enhanced and improved and provides more clarity for the Governing Body. The final section references new requirements around publishing Governor information from September and Mrs Edwards advised that she will be working on this to ensure it comes into effect then. The Governing Body agreed to ratify the Harefield Infant School Governing Body Standing Orders and the Harefield Junior School Governing Body Standing Orders. Mrs Edwards also advised Governors that she will update the Governor Code of Conduct form for September based on a new template from the National Governors Association.</p> <p><b><u>Sub-committee Terms of Reference</u></b></p> <p><b><u>Personnel Sub-committee</u></b></p> <p>The Terms of Reference were reviewed by Personnel Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Terms of Reference.</p> <p><b><u>Pupil Disciplinary Sub-committee</u></b></p> <p>The Terms of Reference were reviewed by the Sub-committee’s Chair, Mrs Evans, and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Terms of Reference.</p> <p><b><u>Appeals &amp; Complaints Sub-committee</u></b></p>	<p>AE</p> <p>AE</p>

	<p>The Terms of Reference were reviewed by the Sub-committee’s Chair, Mr Evans, and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify the Terms of Reference.</p> <p><u>Junior School Maths Policy</u> This policy had been reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Science Policy</u> This policy had been reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School RE Policy</u> This policy had been reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p> <p><u>Junior School Behaviour Policy</u> This policy had been circulated to Governors prior to the FGB meeting. Further to some minor typing amendments the Governing Body agreed to ratify this policy.</p> <p><u>Infant School Marking and Presentation Policy</u> This policy had been reviewed by Curriculum Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p> <p><u>Infant School Inclusion/SEND Policy</u> This policy had been reviewed by Inclusion Governors and circulated to Governors prior to the FGB meeting. The Governing Body agreed to ratify this policy.</p>	
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>	
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>2015/16 Meeting Dates</u></b></p>	

	<p>The 2015/16 FGB meeting dates were arranged as follows:-</p> <p><u>Junior School, Thursdays, 7.15pm</u>  15th October 2015  26<sup>th</sup> November 2015  4th February 2016</p> <p><u>Infant School, Thursdays, 7.15pm</u>  17th March 2016  19<sup>th</sup> May 2016  30<sup>th</sup> June 2016.</p>	
14.	<p><b><u>A.O.B</u></b></p> <p><u>Defibrillator</u>  The Infant School, Junior School and Children’s Centre have applied to the London Borough of Hillingdon to share a defibrillator between the three premises. Applications had to be made to the borough by a certain date and Mrs Lloyd has completed the borough’s application form stating that the Governing Body have met and agreed to have a defibrillator. Mr Niranjan has kindly offered to provide training about how to use the defibrillator for staff. Once the defibrillator has been received this can be advertised in the village, particularly as the Children’s Centre is open most of the year. Mrs Scott will let Mr Niranjan know when the defibrillator has been received.</p> <p><u>Communication</u>  Mrs Leggeat asked whether incidents involving children’s safety, not necessarily at school, are discussed between the two Headteachers? Mrs Lloyd and Mr Dodd advised that there are occasions when they would do this, depending on the context of the incident and the impact on both schools, adding that as the school’s Child Protection leads they do meet to discuss child protection matters.</p>	
	<p><b><u>Date of the Next Meeting</u></b></p> <p>Thursday 15<sup>th</sup> October 2015, 7.15pm, Harefield Junior School.</p>	

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

Date \_\_\_\_\_