

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

**Thursday 26<sup>th</sup> January 2017 at 7:15pm, Harefield Junior School**

Chair:	Mr B Evans
Executive Headteacher:	Mrs B Lloyd
Head of School, Junior School:	Ms K Ryan
Head of School, Infant School:	Mrs J Moss

Governors Present:

Dr P Bassill	Mrs L Boden	Mrs S Soanes	Mr D Todd
Mr B Evans	Mrs C Evans	Mrs S Hooson-Jones	Mrs B Lloyd
Mr S Henderson	Mrs M Hayes	Mrs R Scott	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 and Mr S Niranjani. Cllr Higgins did not attend and no apologies were received.</p> <p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>None other than previously recorded.</p>		<i>Both</i>
2.	<p><b><u>Minutes of FGB Meeting Held on 24<sup>th</sup> November 2016 – Matters Arising</u></b></p> <p><u>School House</u> Mr Evans confirmed that he has now received the lease from the Local Authority; the lease has now been reviewed by a solicitor for the school. The lease only being 1 year would not be enough. Ms Palmer the business manager from the Junior School went back to the Local Authority and they have agreed to increase this to a 3 year lease and will send a revised lease out. It was agreed at the premises sub committee meeting that responsibility for the School house would be delegated to Mr B Evans and Mrs R Scott. All Governors at the Full Governing Body Meeting agreed with this. Mr Evans added that he and Mrs Scott have inspected the property and there are some small repairs that need to be carried out in order for the property to be let out. The repairs that are needed can be actioned by the site manager Mr Leach.</p>		<i>Both</i>

<p>Mr Evans confirmed that Ms J Palmer is in the process of getting quotes for a tenancy agreement. Mr Todd questioned whether the house will be managed by the school; Mr Evans confirmed that yes it would. Mr Todd asked whether there would be insurances in place to cover in case non payment of rent. Mr Evans explained that the property would be let to a staff member.</p> <p><u>School Catering</u> Mrs Lloyd confirmed that The Pantry is now catering for both schools and this is working very well. Governors thanked the business managers in both schools for all of their hard work and effort in procuring this and ensuring the change of caterers went smoothly. Action Closed.</p> <p><u>School Policies</u> Mrs Evans stated that she has checked the schools websites and there are policies on the website that require reviewing/updating. Ms Ryan and Mrs Lloyd confirmed that they would look at this ASAP. Action ongoing.</p> <p><u>Sub Committee Membership</u> Mrs O'Donnell updated the subcommittee membership and circulated to Governors. Mrs O'Donnell added that Dr Bassill has joined the appeals and complaints subcommittee. Action Closed.</p> <p><u>Finance Policy</u> The Finance policies in both schools needed to be updated to confirm that Head of School will have safe keys. The Junior School Finance Policy has been updated; Infant School policy needs to be updated. Action Ongoing.</p> <p><u>School Signs &amp; ID Badges</u> Mr Evans had requested that the new school signs and identification badges clearly show each school as separate rather than Harefield Infant and Junior School. Mrs Lloyd confirmed that this has been actioned. Action Closed.</p> <p><u>Fischer Family Trust Data</u> It was discussed that Mrs Lloyd would liaise with Ms O'Sullivan to look at how the Academy use the Fischer Family Trust system to obtain anonymised pupil data, as Mrs Evans has been asking for this information so that Governors can track a selection of children's progress from reception right through until year 6. This action is ongoing.</p> <p><u>Children's Centre Roof</u> The Children's Centre roof is still leaking and this issue has not been resolved. However, due to other issues regarding the children's centre have taken priority over the roof, this will be discussed later in the meeting. Action Ongoing.</p> <p><u>Governor Financial Capability</u> Dr Bassill forwarded the Matrix to Mrs O'Donnell who in turn circulated to Governors. Action Closed.</p> <p><u>Roald Dahl Reading Day</u> It was agreed at the last FGB meeting that students from The Harefield Academy would come and read with the children on Roald Dahl Day. The students did come in and read with the children and the day was a complete success. Governors thanked the Academy for allowing this. Mrs Boden added that the students that come to the Infant School were Year 10 Students and they were very good. Action Closed.</p> <p><u>Arbor Report</u> The Arbor report for the Junior School was circulated by Mrs O'Donnell to all</p>	<p>KR &amp; BL</p> <p>BL &amp; FO</p>	
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	<p>Governors. Action Closed.</p> <p><u>Writing Moderation</u> Mrs Moss forwarded the answers to the questions in response to Mrs Soanes writing moderation visit report. This was circulated to all Governors. Action Closed.</p> <p><u>Parking at Park Lane School Entrance</u> Mrs Scott confirmed that the Governing Body has not yet written to the new owners of the house next to the Park Lane entrance as the house sale has not yet gone through. Action Ongoing.</p> <p>Governors agreed the minutes.</p> <p><b><u>Additional Item - Nursery</u></b> New Government legislation will start from September 2017 whereby nurseries are to offer 30 hours free childcare for children. Mrs Lloyd confirmed to Governors that the Infant School business manager has looked into this and carried out an exercise looking at costings for the school and what this will mean. As a result Mrs Lloyd stated that the school would like to propose the following. 35 morning places for children in the nursery plus a further 10 places for children under the 30 hours funding rule. This would be viable for the school in the first instance. Mrs Scott asked what the cost would be for parents for those children – Mrs Lloyd confirmed that the 30 hours is free but if the children wanted a school meal then the cost for lunch is £3.50 per lunch per child. Mrs Hayes asked if the school is able to use figures from the Children’s Centre to get an idea of how many children would need or qualify for the 30 hours free funding. Ms Stanton confirmed that this would difficult as lots of families use different childcare providers, another childcare provider in the village has also started to offer 30 hours. Mrs Lloyd added that the nursery within the school does have a qualified teacher. Mr Evans asked if the 10 children is a conservative figure, Mrs Lloyd confirmed that yes it was at this time as the school needs to protect the budget and anymore would cost the school. Mr Evans questioned what the staffing commitment was if the 10 children did not take the places for all day. Mrs Lloyd confirmed that staff could be redeployed. Governors agreed this.</p>		<i>Infant</i>
3.	<p><b><u>Sub Committee Reports</u></b></p> <p>The premises subcommittee report was circulated to Governors prior to the Full Governing Body meeting. Mrs Scott Summarised the following:</p> <ul style="list-style-type: none"> <li>• Defibrillator training had been completed.</li> <li>• The benches in the Junior School playground had been installed.</li> <li>• Health and Safety Policy in both schools has been updated.</li> <li>• The Infant School are still waiting for a price for CCTV to be installed on the school entrance.</li> <li>• The House next to the Park Lane School access gate has not yet been sold so Governors have not written to them as yet to clarify that access could be required at anytime and it is school land.</li> <li>• The improvement works to the quiet area in the Infant School playground</li> </ul>		<i>Both</i>

	<p>are now complete.]</p> <ul style="list-style-type: none"> <li>• Both schools are now using new caterers The Pantry.</li> <li>• Mrs Scott will carry out a risk assessment for hot drinks in the Junior School.</li> <li>• School House – Governors are hoping to let this out ASAP so that both schools can receive the revenue from it.</li> <li>• Signs have been put up in both playgrounds reiterating no scooting or cycling in the school playgrounds.</li> <li>• Mrs Scott added that the Junior School requires new water tanks as a matter of urgency, the site manager has obtained quotes and this work will be carried out over half term.</li> </ul> <p><u>Governor Comments</u></p> <p>Mr Todd asked the purpose of the CCTV, Mrs Scott confirmed that the main gate from the High Street is unlocked as access is required for the Children’s Centre throughout the day so this would be added security.</p> <p><b><u>Finance Sub Committee</u></b></p> <p>The Finance Sub Committee meeting minutes for the Children’s Centre, Infant School and Junior School were circulated to Governors prior to the Full Governing Body Meeting. Mr Evans summarised the following:</p> <ul style="list-style-type: none"> <li>• The Children’s Centre budget ended with a £843 underspend which is good financial planning.</li> <li>• The Infant School has delegated funds with a carry forward of £35,000.</li> <li>• The Junior School has funding of £1.7 million with unallocated funds of £124,000.</li> <li>• Both Schools do not yet know the budget for next year, these are expected shortly.</li> <li>• Other aspects that were looked at within the Finance committees – Governors want to ensure that both schools are able to come out of the current interim structure.</li> <li>• Cost savings need to be found across both schools.</li> <li>• Apprenticeship levy and costs being passed onto schools. Mrs Lloyd and Ms Palmer will bring this up at primary forum.</li> </ul> <p><u>Governor Questions</u></p> <p>Mr Todd asked when the Local Authority will let schools know their budgets for the forthcoming year; Mr Evans stated that this is normally in March.</p> <p>Mr Evans asked if any members of the full governing body would like to join the Finance Sub Committee. No Governors responded.</p>		
4.	<p><b><u>Children’s Centre</u></b></p> <p>The Children’s Centre Governor report was circulated to Governors prior to the meeting. Ms Stanton summarised the following:</p> <ul style="list-style-type: none"> <li>• On 7<sup>th</sup> December the Centre held a Christmas party and Fundraiser at St Mary’s Church Hall. The fundraiser was a huge success and raised £600 which will go towards purchasing 'Outlast' blocks from Community</li> </ul>		<i>Infant</i>

	<p>Playthings.</p> <ul style="list-style-type: none"> <li>• The Children's Centre is in the process of a large project which will enable the Centre to track and support the most vulnerable families. This has involved setting up a spreadsheet detailing all the vulnerable families and what they have attended on a weekly basis and any significant conversations staff may have had with that family. Should a family not attend for two months they will receive a call from the Family Support Worker, who will be seeking to re-engage that family. Again if they do not engage after a further two months and a month after that they will not be called again. However, this will evidence the efforts made to engage those families. It will also allow, through conversation, the Centre to establish why people may not be attending the Centre for example if the child has started nursery or other circumstances preventing them from attending</li> <li>• A meeting was held on 9<sup>th</sup> December with Tom Murphy (Head of Early Intervention and Prevention) and Claire Fry (Service Manager, Child and Family Development) to which all Children's Centres, line managers and governors, if applicable were invited. The presentation detailed the closure of two children's centres (Hillside in Northwood and Uxbridge College in Hayes), children's centres being line managed by the Local Authority (instead of the schools) and a move towards 'Hub and Spoke' model. South Ruislip is proposed to be the Children's Centre Hub in the North locality and would oversee Coteford and Harefield. The public consultation finished on 25<sup>th</sup> January 2017. The plan is for the Local Authority to take over the Children's Centres as of 1<sup>st</sup> April 2017. A staffing review will take place between April and June.</li> </ul> <p>Ms Stanton confirmed that if these arrangements go ahead it will have many implications on the provision of activities and services provided at Harefield, these were listed in the report to Governors and Ms Stanton confirmed the following:</p> <ul style="list-style-type: none"> <li>• The Centre will be overseen by South Ruislip (Ofsted 'Requires Improvement') with Harefield being a linked site, from which services will be delivered. As can be seen in other Borough's some linked sites are only open one or two days per week</li> <li>• Harefield families may have to travel further to access services at other children's centres</li> <li>• The Centre will lose established staff that know and meet the community needs. The Centre will no longer have an individual on-site manager and historically Local Authority children's centre's have no Family Support Worker</li> <li>• There will be negative impact on partnership working with the school, for which school readiness, transition and family support is a key strength</li> <li>• The closure of Hillside could extra pressure on Harefield and potentially take support away from Harefield families</li> </ul> <p>Ms Stanton further stated that Since the meeting on 9<sup>th</sup> December a meeting between school-based centre managers, head teachers and chairs of governing bodies, was held on 11<sup>th</sup> January. At this meeting the way in which the proposals were to be contested by school-based children's centres was discussed. It was</p>		
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	<p>decided that an open letter was to be sent to Get West London and Councillor Simmonds and individual children's centres were to set up petitions. Harefield's petition was delivered to the Civic Centre on 25<sup>th</sup> January in advance of a petition hearing on 1<sup>st</sup> February.</p> <p>There was also a Council Meeting held on Thursday 19<sup>th</sup> January at which the proposals were discussed by councillors. This can be viewed on the Council website.</p> <p>At present Children's Centres have not been informed of when the findings of the public consultation will be available.</p> <p><u>Governor Comments</u></p> <ul style="list-style-type: none"> <li>• Mrs Soanes asked Ms Stanton whether she knew why South Ruislip Children's Centre has been selected to be the Hub centre; Ms Stanton stated that the Local Authority stated that the decision was a geographic one.</li> <li>• Ms Stanton confirmed that Harefield Children's centre has been a successful lead centre for the last three years.</li> <li>• Mrs Lloyd stated that not being linked to the Children's Centre could pose a safeguarding issue as they will no longer be able to share data on vulnerable children and families. At present Harefield Children's Centre comes under Harefield Infant School so they are able to this and work very closely for the benefit of the families and children that need support.</li> <li>• Ms Stanton confirmed that the petition against this has 450 signatures and this is from Harefield alone.</li> <li>• Mrs Lloyd confirmed that they need to consult with the Local Authority as with the current timeframes that have been put forward, the Children's Centre needs to know what the contingency plan as. The current service level agreement with the school will come to an end. There will be bills, service agreements, caretaking that all needs to be taken care of. The Local Authority has not been forthcoming with this information.</li> <li>• Dr Bassill asked if the changes to provision are happening when will they take affect?. Ms Stanton stated she believed it would be August-September time this year.</li> <li>• Dr Bassill asked what the children's Centre budget will be from April – September 2017. Ms Stanton confirmed that they have not been told.</li> <li>• Mrs Lloyd stated that the Infant School Business Manager is currently costing out all implications and costs for the change in provision.</li> </ul>		
5.	<p><b><u>Finance</u></b></p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p><u>Infant School</u></p> <p>Mrs O'Donnell circulated the draft SFVS document to Governors prior to the Full Governing Body Meeting. Governors agreed this and Mr Evans signed the SFVS.</p> <p><u>Junior School</u></p>		<i>Both</i>

	<p>Mrs O'Donnell circulated the draft SFVS document to Governors prior to the Full Governing Body Meeting. Governors agreed this and Mr Evans signed the SFVS.</p> <p><u>Infant School</u> It was also noted that the Consistent Financial Planning report (CFR) was submitted to the Local Authority in June.</p> <p><u>Junior School</u> It was also noted that the Consistent Financial Planning report (CFR) was submitted to the Local Authority in June.</p>		
6.	<p><b><u>Headteachers Question Time</u></b></p> <p>The following questions were circulated to both Heads of School prior to the Full Governing Body Meeting:</p> <ul style="list-style-type: none"> <li>• How many unfilled places are there in The Infant School and the Junior School?</li> <li>• What is the average/typical value of funding for an individual additional child joining the Infant or Junior School at the start of a school year</li> </ul> <p><u>Infant School</u> Mrs Lloyd confirmed to Governors that there are currently 53 unfilled spaces in the Infant School and the loss for 53 spaces to the schools funding is £153,000.</p> <p><u>Junior School</u> Ms Ryan confirmed to Governors that the Junior School has 295 pupils on roll. In Year 3 there are 19 spaces available, in Year 4 there are 8 spaces available, in year 5 there are 15 spaces available and in Year 6 there are 23 spaces available. In the October census a head count takes place and the school receives £3091.73 for each child on roll. The loss to the school in funding for 65 unfilled spaces is £200,000.</p> <p><u>Governor Comments</u> Mrs Hayes questioned whether the schools need to market more aggressively and what are we doing to up the spaces being filled. Mrs Lloyd commented that in the last census 98% of children living in the locality do come to Harefield Schools. Mrs Hayes added that parents will travel to take their children to an excellent school, and that she would be more than happy to help with a marketing campaign to help fill up the spaces. Mrs Hayes will meet with Mrs Lloyd, Mrs Moss and Ms Ryan to look at this further. They will arrange an action to meet towards the end of March 2017.</p>	MH, BL, KR, JM	<i>Both</i>
7.	<p><b><u>Assessments/Inspections</u></b></p> <p><u>Infant School</u> <u>Report on Learning Walk – Jigsaw</u> Mrs Moss went on a learning walk – the focus of the observations – to ensure the ‘Jigsaw PHSE program is becoming embedded. In reception, Mrs Moss observed</p>		<i>Both</i>  <i>Infant</i>

	<p>‘What makes us Special’. In Year one the learning was about being different and in Year 2 ‘Dreams and Goals’ lessons were observed. The report on all of these observations was circulated to Governors prior to the meeting. There were no Governor comments.</p> <p><u>Junior School</u> Ms Ryan confirmed to Governors that the Junior School has today been reaccredited the Basic Skills award. The assessors were in school today and their feedback was extremely positive. Mrs Lloyd and Ms Ryan thanked the following staff members and Governors for their help and hard work for today’s assessment: Cheryl Evans – Governor Samuel Niranjana – Parent Governor Helen Taylor – Maths Lead Tish Fox –SENco Sue Moxon – English Lead Kathy Pinchen – Parent Katie Evans – BS Lead</p> <p><u>Single Central Register</u> <u>Infant School</u> Mrs Scott signed the single central register for the Infant School. <u>Junior School</u> Mrs S Hooson-Jones signed the single central register for the Junior School.</p>		<p><i>Junior</i></p> <p><i>Infant Junior</i></p>
8.	<p><b><u>Governor Training and School Visits</u></b></p> <ul style="list-style-type: none"> <li>• Mrs L Boden, Ms K Ryan and Mrs J Moss attended Fischer Family Trust Data Training</li> <li>• Mr D Todd attended Introduction to Governance, held at the Governor Support Service in January.</li> <li>• Mrs Evans attended the first Innovation and Improvement Network meeting in December 2016.</li> <li>• Mrs S Hooson-Jones attended the Junior School Council meeting.</li> <li>• Mr Evans, Mrs Evans and Mrs Scott attended various Xmas events held in both schools during December.</li> <li>• Mr Henderson visited the Infant School in preparation for the PE Active Mark Award.</li> </ul>		<i>Both</i>
9.	<p><b><u>Ratification of Policies/Documents</u></b></p> <p><u>Whistleblowing Policy – Infant School</u></p>		<p><i>Both</i></p> <p><i>Infant</i></p>

	<p>This policy was circulated to Governors prior to the Full Governing Body meeting. Governors reviewed the policy and no changes were required. Mrs Scott and Mr Evans ratified the policy.</p> <p><u>Finance Policy – Junior School</u> The Finance Policy was circulated to Governors prior to the Full Governing Body meeting. Governors ratified the finance policy. Mrs Lloyd confirmed that she would check if the Infant School policy has also been updated in regards to holders of safe keys.</p>	BL	<i>Junior</i>
10.	<p><b><u>Record Of Notifiable Accidents/Health and Safety</u></b></p> <p><u>Infant School</u> There have been two notifiable accidents recorded in the Infant School since the last meeting.</p> <p><u>Junior School</u> There has been one notifiable accident recorded in the Junior School since the last meeting.</p>		<p><i>Both</i></p> <p><i>Infant</i></p> <p><i>Junior</i></p>
11.	<p><b><u>AOB</u></b></p> <p><u>Junior School Council</u> Mrs Hooson-Jones has met with the school council and a survey has been sent round to classrooms. The School Council would like to raise money for school sports kit and would like to ask Governors if they can get sponsorship for these and have a company name on their school team kit. Governors agreed this.</p> <p><u>Behaviour</u> Mrs Evans asked how the new behaviour policy was working in the Junior School.</p> <ul style="list-style-type: none"> <li>• Mrs Lloyd confirmed that it was working very well and there has been an improvement.</li> <li>• Ms Ryan added that opening up three classrooms during lunchtime for inside activities has helped greatly.</li> <li>• Mrs Lloyd confirmed that they have seen great strategies within the classrooms whilst on learning walks.</li> <li>• Mrs Evans asked if parents are aware of the new behaviour policy. Ms Ryan confirmed that yes they are.</li> </ul> <p>Meeting closed 9:34pm</p>		<p><i>Both</i></p> <p><i>Junior</i></p>

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

Date \_\_\_\_\_