

**Minutes of School Governors Meeting  
Tuesday 15<sup>th</sup> July 2008  
Bromley Heath Infant School**

**Present:**       **Chris Chrystal (CC)**  
                      **Andrew Dommett (AD)**  
                      **John Essex (JE)**  
                      **Maureen Frankcom (MF)**  
                      **Juliette Hughes (JuH)**  
                      **Jane Hulm (JaH)**  
                      **Mark Lester (ML)**  
                      **Tina Long (TL)**  
                      **Daksha Mistry (DM)**  
                      **Di Oxenham (DO)**  
                      **Neil Todd (Chair) (NT)**  
                      **Heather Williams (HW)**

**1. Apologies and Welcome**

Apologies received from Michelle Llewellyn (ML) & Claire Coggins (CLC)

Governors welcomed Maureen Frankcom (Parent Governor) to first meeting

**2. Minutes of last meeting**

Agreed to be a correct record.

**3. Matters Arising**

JaH confirmed that dates are now agreed in first two weeks of September for Jason memorial sculptures to be erected.

Julie in school office to arrange CRB check for MF. **CC to confirm that AD & HW have been processed.**

**3. School Improvement Partner report**

Vally Lambert (VP) presented the SIP annual report to the Governors following her Summer Term visit focusing on leadership, management and coaching. Standards and achievements at BHIS are significantly higher than the national levels and have been sustained over the 2 year reporting period. Target setting at the school is in place and matches Key Stage 1 best practice.

School self evaluation has resulted in contact and feedback for parents above average for most Junior schools and strategies are in place for close parental support. Parent and children feedback is considered at all times.

Amongst priorities identified for improvement by the school, Boys Writing network and working towards Eco school status are showing considerable success.

Section 3 of the SIPS report identifies high standards achieved across the school and Section 4 compliments initiatives introduced under the extended school agenda, together with praising the ethos of involving children in their own education.

VP has worked with BHIS over the last 2 years as SIPS partner but is now relocating to Derbyshire. NT expressed the Governors' appreciation of her support and input.

NT on behalf of the BoG congratulated CC and her staff for the very positive SIPS report and delivery of the achievements highlighted in it.

#### **4. Analysis of Foundation Stage Profile**

JaH & CC reviewed the good results achieved and explained that these are a result of children being keen on learning as they receive a good 'diet' of learning directed at them. BHIS has more boys than girls in class but the learning opportunities programme has worked very effectively and will be rolled out in September across the school. DM commented that children are very keen to get to school and JuL felt that the 2007/8 academic year has been outstanding for children's' learning development.

Children 'choose' approx. 80% of their learning activities in a structured and managed way and JaH gave specific examples of children choice and how this leads to them 'learning to learn'.

Management focus is key to ensure inclusion by gender, age, talent and encouragement is given to children to 'take risks' in their education.

The delivery model is mirrored in BHJS and JaH will provide further information to BHIS parents in September term.

#### **5. Analysis of end Key Stage 1 Assessments**

TL provided Governors with a detailed analysis of Key Stage 1 results and confirmed that some areas of improvement suggested in the SIPS report by VL were already incorporated in practice.

The SATS attainment target is 2B and BHIS children achieved or exceeded this standard: -

Reading 62%  
Writing 73%  
Mathematics 72%

#### **6. Matters arising**

At the May Governor meeting it was agreed that the current 1 job share was appropriate for the size of the school but advice on legalities would be needed to take this forward to the next

meeting. **CC to review and report.**

The School Profile has been updated by CC following a review with NT and AD and will be posted onto the appropriate website with address details communicated to parents - **CC**

## **7. Head teachers Report**

No written report due from CC for Jul meeting.

Attendance has exceeded target of 96% at 96.2% and authorised absence has decreased. Analysis by class/child is now available to CC and trends in for example broken weeks can be reviewed for appropriate action as required. Trends identified from this analysis can be used to target input/resource from say School Nurse. A leaflet prepared jointly with the junior school to explain acceptable holidays taken in term time will be given out at the start of each school year.

Consideration is still being given to presenting a class/child toy/object/certificate award for good attendance in a given period.

TL advised that poor attendance in Year 1 statistically leads to poor attendance in Year 6.

## **8. Committee Reports**

### **Finance**

Flat roof to be replaced during Summer holidays 2008.

Hall windows replacement delayed until Autumn on H & S grounds

Purchasing policy has been revised and aligned with agreed mandate levels.

Budget impact of possible statemented child expected in September to be kept to a minimum but with child needs fully met. CC has arranged interviews for additional teaching resource.

Security Fencing – to be progressed by Junior School as biggest impact is on their budget.

### **Curriculum**

The learning model has been successfully introduced.

ECO School status Bronze award is expected

Gardening club is thriving and over subscribed

The remodeling programme was reviewed in depth during in-service and future curriculum information evenings will be held to give parents advance information.

Outside activities will increase in line with the successful learning model.

Seating in the wooded area is now in place via AXA Challenge

## **9. Class Report**

HW did some reading exercises and observed hand writing lessons during a recent school visit

## **10. Governor Training**

NT attended FMSiS parts A & B and gave an overview of the standard to Governors. Compliance with the standard must be attained by August 2010 and it was agreed that BHIS start the process in Summer 2009 with Governors taking on compliance with individual sections of the standard as required.

AD, HW & MF require Governor induction training. **NT to contact Kate Davis at SGC**

Governors have not yet received 2008/9 training programme. **NT to contact Kate Davis at SGC**

## **11. Parent Governor Issues**

Combined School Fayre with BHJS appeared to be a success.

## **10. Staff Governor Issues**

No issues raised.

## **11. Community Governor Issues**

NT contacted The Ridings School with regard to their schoolbuses driving too quickly past the school at around 8.40am, causing danger to children both on the bus and walking to school. Response from the bus company was defensive and does not address the issues.

ML confirmed that the beat Police Officer (Jim Rockford) school visit was positively received and will be repeated in the future.

ML has contacted South Glos Council on traffic issues (drop kerb and zebra crossing) in school vicinity but received a negative response letter.

ML has seen no evidence of illegal parking issues at school drop-off/pick-up times to date.

## **13. Any Other Business**

- DM expressed appreciation of quality and clarity of reports issued by Class Teachers.
- CC congratulated Governors on 2007/8 performance and is confident that management is giving appropriate direction.
- JuL thanked the teaching staff for their efforts and achievements on behalf of Governors

- HW asked if communication with parents on Junior school transition arrangements could be reviewed as some parents seemed unsure on these. **CC agreed to review current announcement letters.**
- HW suggested that communication of children working groups might be improved to enlighten parents on their child's activities and encourage home contribution. **CC/TL to review future communications**
- AD attended the recent dance festival and commented that the BHIS children taking part clearly demonstrated their enthusiasm and enjoyment at taking part
- Governors will be required to reaffirm confidentiality and pecuniary interest agreements at October meeting. **CLC to arrange.**
- CLC will take up post as Clerk to Bromley Heath Junior School in September whilst remaining in post with BHIS. **CC/CLC to liaise with BHJS on future Governor meeting dates.**
- JE asked if Newsletters could be sent by e-mail to Governors who do not have BHIS attending children. **CC to arrange**

#### **14. Date and Time of Next meeting(s)**

Tuesday 14<sup>th</sup> October 2008 at 6pm.

Tuesday 2<sup>nd</sup> December 2008 at 6pm

Tuesday 3<sup>rd</sup> February 2009 at 6pm.