

**Minutes of School Governors Meeting  
Tuesday 20<sup>th</sup> May 2008  
Bromley Heath Primary School**

**Present:** Chris Chrystal  
Neil Todd (Chair)  
John Essex  
Juliette Hughes  
Mark Lester  
Tina Long  
Jane Hulm  
Di Oxenham  
Daksha Mistry  
Andrew Dommett  
Heather Williams  
Michelle Llewellyn

**1. Apologies and Welcome**

No apologies received

**2. Minutes of last meeting**

Agreed to be a correct record.

AD and HW have not yet received CRB forms. Julie in School Office will be asked to organise these.

AOB – There is a legal duty for Governor addresses to be provided, but the school address can be given as the contact address.

The soap dispensers in the school boy's toilets have now been fixed.

Downend Out of School club closed 2<sup>nd</sup> May 2008. The next nearest Out of School Clubs are now at Stanbridge and Barley Close but this is not walking distance and there is no pick up from Bromley Heath.

**3. Matters Arising**

Jason memorial sculptures – JH is continuing to discuss the final arrangements for these and will aim for these to be completed in September 2008.

## **5. Head teachers Report**

### **Teacher Job Shares**

What is a viable amount of job shares at school without disruption to children?

There is currently 1 job share out of the 6 classes. Flexible working should be considered but the school needs to be practical.

Advantages of job shares are getting more ideas which bring more to the school. Having cover for an absent member of staff.

Disadvantages could be disruption to children being taught by 2 teachers and the possibility of 2 teachers not working well together.

The current job share works extremely well and there are no further job shares imminent.

Financial implications are nil, but there could be implications if job share staff overlap with time i.e. inset days.

Teachers could ask for job share after being offered a role. If a job is advertised as full time it would be acceptable to say job share would only be considered if another candidate was looking for job share.

Job shares incur more work for the Headteacher i.e. managing 2 members of staff rather than 1.

If all teachers don't attend inset days there could be communication problems.

At Bromley Heath full time teachers are preferred – there could be more flexibility if the school was larger.

Consensus of the group was that the current 1 job share was appropriate for the size of the school.

Advice on legalities would be needed to take this forward to the next meeting.

### **School Development Plan.**

#### Update of School Profile.

Governors were asked to assist with this.

3 volunteers were nominated – Mark Lester, Neil Todd and Andrew Dommett. A meeting will be arranged. Date and time to be confirmed.

New reports are being issued this year using symbols to indicate progress and general comments from teachers.

The Gardening Club is thriving. 3 staff are working with children to grow flowers, shrubs and vegetables.

### Absence

A leaflet about attendance will be prepared jointly with the junior school to explain acceptable holidays taken in term time. The leaflet could be given at the start of each year.

Consideration will be given to presenting a class aware for good attendance i.e. looking after a special attendance toy/object for that week.

Attendance target is 96%.

Some schools fine parents for taking children out for holidays.

More than 8 broken weeks are questioned by the authority and with 10 or more broken weeks we should consider inviting parents to attend a meeting with the authority. CC can see absence reasons at a glance and will keep an eye on those who continually take time away from the school.

CC to bring statistics to the next meeting for Governors to see.

**Action: CC**

### Achievement and Standards

Foundation and Key Stage 1 assessments will be analysed and results brought to the next meeting. The impact of additional support and challenge will be evaluated..

### Personal Development

Transition Club will run from 12<sup>th</sup> June by DO, for year 2 children going into year 3. All places are taken. This gives support to children who may be anxious, shy, nervous etc.

### Quality of Provision

The staff is aiming to re-write some of the current curriculum. Childrens views as to what they would like to learn will be taken into account.

The next Inset Day will look at this so everyone knows what happens in each year group and ensure things don't overlap. Throughout the next school year staff will be reviewing, planning and altering the Curriculum if and where necessary.

### Management & Development

TL and Fran Park will be developing their roles as KS 1 leader and Foundation Stage leader and CC taking a step back to let them progress and working with them in a more strategic manner within a leadership team situation.

A meeting for the parents of the new children who will start school in September will be held 19<sup>th</sup> June at 6.30pm and led by the Foundation Stage staff.

### Inclusion

The Psychologist and Speech Therapist continue to be involved with a couple of younger children and a year 2 pupil.

### Liaison

A joint governors meeting is to be rearranged following the meeting postponed on 14<sup>th</sup> May.

### Pecuniary Interest

This is a rolling agenda item. Any changes should be sent to Claire.

A form needs to be signed annually.

Hilary in the school office will circulate this form to governors.

**Action: Claire to request from Hilary.**

## **6. Committee Reports**

### Finance

Budget 08/09 to be ratified. A summary was distributed to governors. Full finance details are available if required.

Projected surplus for 10/11 is quite small so need to be mindful in the future. There are no concerns about the way the school spends money.

Planned expense:-

Flat roof to be replaced Summer 2008.

Kitchen expenditure has increased by £1450

Fencing – to be advised as this is being done in conjunction with the Junior School.

Finance is healthy. All requests for the current year are agreed.

NT authorised the budget for 08/09.

## **Curriculum**

The next curriculum meeting takes place 4<sup>th</sup> June at 4pm

### **7. Class Report**

DM had a lovely day at the zoo with Reception class. Singing on Tuesdays is really enjoyed by all the children.

### **8. Governor Training**

NT has now attended all modules for Taking the Chair and is fully trained. CC attended the last session.

NT and JH are attending FMSiS – NT will complete both parts and JH will complete Part B.

JH and DO taking Governor induction training. AD and HW unable to get in as all places were full.

A new training manual has been issued. Everyone requested hard copy. Claire will request these from Kate Davies.

**Action: CLC**

### **9. Parent Governor Issues**

AD had received some parent complaints about boys being unable to play football in the playground. There were some Health and safety issues as concern around the number of children playing in the grounds and the risk of injury to parents, staff and younger children.

Parents had asked if school doors could be opened earlier on rainy days. The earliest consideration would be 8.45am as teachers need time to prepare classrooms.

### **10. Staff Governor Issues**

DO is looking forward to taking the Transition Group. Everyone attending is very enthusiastic.

### **11. Community Governor Issues**

Parking has become worse since the double yellow lines have been done. Cars park lower down the hill which has caused a couple of near misses.

The Ridings School bus drives too quickly past the school at around 8.40am. This causes danger to children both on the bus and walking to school. NT to write to the Ridings.

**Action: NT**

ML enquired whether Jim Rockford had contacted CC about a talk at the school. CC has not heard anything to date so ML will investigate and feed back.

**Action: ML**

ML will do a police visit and discussion with children – date and time to be arranged.

**Action: ML**

The Bromley Heath Festival could boost money for the school if something was set up i.e. games. NT will speak to Junior School Headteacher to see whether this could be considered as a joint venture.

**Action: NT**

### **13. Any Other Business**

- AD and HW would like to visit the school. A day will be agreed with CC.
- Claire also visiting the school on 13<sup>th</sup> June.

**AD/HW**

### **14. Date and Time of Next meeting**

Tuesday 15<sup>th</sup> July at 6pm. CLC unable to take minutes.

The School Improvement Partner will attend to give a report on her view of the development and progress made in the school throughout this school year.

JH and TL to report on Foundation and Key Stage 1 Curriculum Feedback