

**Minutes of School Governors Meeting
Tuesday 25th March 2008
Bromley Heath Primary School**

Present: Chris Chrystal
Neil Todd (Chair)
John Essex
Juliette Hughes
Mark Lester
Tina Long
Jane Hulm
Di Oxenham
Nikki Marshall
Andrew Dommett
Heather Williams

Apologies: Daksha Mistry
Michelle Llewellyn

1. Apologies and Welcome

Neil confirmed apologies and welcomed Andrew and Heather, two new parent governors

2. Minutes of last meeting

Agreed to be a correct record.

3. Matters Arising

Jason memorial sculptures – JH has received a letter providing details of sculptures for the school play area. Jane will check all the details. The sculptures could possibly be created during the school summer holidays.

HW and AD are to be CRB checked and photographed for the School Board.

5. Head teachers Report

Staff

Both teachers have returned from long term sick leave. Louise Coles has completed her phased return and will be back to working full hours with effect from 31st March.

Friends of School

Infant and Junior Friends of School have been working together. A joint Summer Fare will take place.

A donation made by Friends of School will help to provide flat screen monitors.

School Development Plan

A questionnaire was distributed to Class 2 parents at the beginning of the year. Only 50% have been returned so the response may not provide a true picture.

Achievement and Standards

Three questions were asked of children to see how they felt they are learning.

Children have given lots of ideas about how they learn, want to learn etc.

The School Improvement Partner is visiting school on 26th March and children will be encouraged to speak to her.

A meeting took place with Key Stage 1 Representative to show the systems for judgement of learning levels and this provided very positive feedback.

Personal Development

The school is not yet involved in the SEAL Programme but CC has attended a meeting to find out more and planning will be put in place for September 2008. Key themes will be put in place throughout the year to help children with their own development.

JH has been running an Ocarina club after school for 5 weeks. A music advisor will attend assembly where children play this instrument Jane has found this easier for children to use.

Gardening Club

TL has run a new gardening club over the last 3 weeks. Each group attends for 4 weeks. 55 children applied to join but unfortunately Tina couldn't accommodate all of them. Children are planting seeds, weeding and will plant flowers in a new flower bed.

Quality of Provision

The school works to a curriculum and wants to move to a skills based curriculum for Stage 1. TL and CC will look at this in term 5 and visit a school in Gloucester who have already done it.

Skills for all year groups will be looked at. Other schools in the area are looking at this curriculum..

CC will get an overview and then start working closer with staff to get the skills curriculum in use.

Management & Development

TL is involved in budget setting.

Fran Holmes has been asked to help other schools as a consultant for Early Years. This is good development for Fran and she also helps to train staff for Early years in school, pre-school and nursery. Fran is due to complete this at the end of this current term but it may go into the next term.

CC attends Head for the Future. Staff will complete a questionnaire. JH and NT were also asked to complete one as Governors, on CC behalf. CC out of school for 3 days prior to the end of the term in May.

A welcome letter is being sent to parents for children starting in September. All new places were allocated and some children had been turned away.

Assessment

DO is working with children needing extra support and those who are really bright.

Those needing extra support have ongoing assessments and are generally making excellent progress in Literacy, Reading and Writing. All children have gone from illegible word and sentence writing to well structured work that shows in all subjects of the curriculum. Working with these children in smaller groups allows them to gain confidence, knowledge and self belief. They find it easier to admit they don't understand at times but enjoy just having a go. The children show enthusiasm and eagerness to read and spell above their own expectations.

Working with the brighter group, concentrates on details that will hopefully lead to some good level 3's that were perhaps a bit shaky. The small group is very popular and there is a real sense of passion to improve.

In the Summer term, the "middle range" children will get more attention.

Inclusion

There is now a speech therapist in post who has been to the school a few times working with children and teaching assistants. Some parents have now met with her and lots of information has been provided to parents.

Time will tell if this will continue successfully.

It was felt it could be hard for parents to practice with children at home as they are not always sure what they should be listening for. It would help if parents could spend 10-15 mins in a class with the therapist to hear what sounds are expected.

A Psychologist has been requested for a Year 2 child, but the child may be in Year 3 before support is provided.

Julie and Hilary now have protected time. They are not disturbed during this period so they can get on with projects and issuing of parent information etc.

6. Committee Reports

Finance

A meeting took place on 6th February 2008. A budget exercise had taken place. If the balance goes over 8% (£41k) it is to be taken away. The current carry forward is now £80k and JE has to confirm what the excess will be spent on if it is to be saved.

The new windows are being replaced in the summer and this will cost £37,000 which covers the excess.

The carry forward will then be £43k plus £30k is being given to the school to cover major works:-

Flat roof leaks – 18/19 years old (has normal life span of 10 years)

This is a priority for the summer at a cost of £120,000. The school will contribute £30,000 and governors were asked to confirm they were happy for this money to be taken from next year's budget. All were in agreement.

Security fencing is ongoing with the Junior School. The cost of this will probably be less than £10,000.

Next year Finance

The following works are listed to be carried out:-

- Hall Curtains
- Kitchen in Staff Room
- Play Equipment
- Library Refurbishment

Carry forward in 12 months time is estimated to be £22k

Budgets may decrease over the following 2-3 years due to staff experience/expense.

Curriculum Meeting

New frameworks introduced – statutory numeracy and literacy from September. The school is ready for this change.

Good Learning Model in the form of a jigsaw has been introduced.

The library has been updated and a librarian comes twice each week to work with Year 2 children changing books. More library bookshelves are needed. JH will ask her husband to help.

Action: JH

Updated marking policy is being trialled which uses codes to help children understand their marks.

Reports are now provided in a new format which shows what children should achieve by using smiley faces. This helps both the children and parents to see how well their child is doing.

Mark Lester and Daksha Mistry are to swap their current roles. Daksha will now attend finance meetings and Mark will attend Curriculum meetings.

Andrew Dommett will join the Curriculum Committee – next meeting 4th June at 4pm
Heather Williams will join the Finance Committee – next meeting 30th April at 5pm

7. Class Report

Juliette visited Zebra class and found children to be happy. JH was surprised at the speed at which reception children were learning.

New Governors would be welcomed to visit. They should ask when they would like to come in.

Parents talk about the success of the recent parents evening and the information received. 10 minutes allocated time slot for each child worked well.

The website does not show consistency for all classes i.e. some classes indicate that children are very happy and others do not which could be misinterpreted.

8. Governor Training

NT proposed a minimum standard for all governors to attend 2 training sessions in every 12 months. 1 training session of choice, and 1 training compulsory session chosen so that all governors have a wide range of knowledge.

The new training book is due to be issued which indicates all courses available. This will be carried forward to the meeting taking place in July when discussions can take place who will attend what and when.

ML has attended the Induction and Child Protection courses.

NT finished Module 4 for Taking the Chair. CC and NT are attending Module 5 together.

NT and JH attended a complaints course.

JH and CC attended Child Protection.

Daksha attended the Governor Induction.

Governors to prepare their own CV to show what courses they have completed. Information should be sent to Claire who will forward to the school for a booklet to be made up.

Action: All

9. Parent Governor Issues

Governors did not hold a clinic at the Parents evening and parents noticed they were unable to speak with Governors. This will be held at all future parents evenings.

10. Staff Governor Issues

None

11. Community Governor Issues

ML raised concern over a suspicious incident recently at Stanbridge School and Sandringham Avenue where a child had been approached.

ML will organize the beat officer "Rocky" to come to the school to do a Stranger Danger talk.

Action: ML

A letter should be sent to parents and after school club staff to advise them of these incidents and to be aware of anything suspicious.

Action: CC

ML asked if the school was involved in the Bromley Heath Festival. ML will approach the scouts for more information.

Action: ML

A child recently ran in to the road outside of the school and concern was raised about no pedestrian crossing sited in Quakers Road. It was suggested the School Council could raise this issue to see whether there was possibility of a crossing being put in.

13. Any Other Business

- There is a legal duty to issue personal addresses of School Governors on the website. Governors did not agree. It was agreed school governor addresses should be shown as Care of Bromley Heath Infant School. NT will obtain further information and feedback at the next meeting.

Action: NT

- Daksha Mistry had received enquiries about the Breakfast, after school and holiday clubs. CC confirmed this would not be considered in the foreseeable future. There is an alternative holiday club available locally. Breakfast clubs are difficult to run from staffing, room availability and health and safety issues.
- Query was raised over how often the School Council Meetings were held. No Governors attend these meetings.
- There are no soap dispensers in the boys' toilets as containers had been broken, but these are due to be replaced.
- Not all schools CRB check Governors but this is due to become mandatory this year.
- School dinners are not always served hot. They are kept in a hot trolley until they are ready to be served, but some children get cold food. CC will speak with the catering manager.

Action: CC

- NT thanked Nikki Marshall for her service to governors.

14. Date and Time of Next meeting

Tuesday 20th May at 6pm.