

**Minutes of School Governors Meeting
Tuesday 19th May 2009
Bromley Heath Infant School**

Present: Chris Chrystal (CC)
Andrew Dommatt (AD)
Maureen Frankcom (MF)
Juliette Hughes (JuH)
Tina Long (TL)
Heather Williams (HW)
Michelle Llewellyn (MiL)
Neil Todd (NT)
John Essex (JE)
Daksha Mistry (DM)
Diane Oxenham (DO)

Apologies: Jane Hulm (JaH)
Mark Lester (ML)

1. Apologies and Welcome

Apologies received from JaH and ML

2. Minutes of last meeting

DO was present in May but not shown as attending.

3. Pecuniary and Agenda Interest

None

4. Matters Arising

Jason's memorial has now been completed but not yet located in the playground.
A meeting will take place with the Play adviser to assess the area before the snails are placed in their permanent home.

All Governors agreed a plaque should be placed to show why the snails have been made. A site for the plaque is to be agreed.

Jason's wife is being kept informed of progress. It is anticipated this project will be finished and unveiled by the end of Term 6.

The new School Governor photographs will be taken at the next meeting.

The Breakfast Club being run by Bromley Heath Junior School will commence in Sept 2009 as a pilot scheme.

5. Head teacher Report

Staffing

Interviews for the Teaching Assistant Vacancy will take place during the morning of Friday 5th June. CC, TL and Fran Park will hold the interviews and JH will attend as representative of Governors. DM will be available if JH is unable to attend.

The post has 25 hours available but the school needs 32.5 hours.

Rose Cane is now back at work until mid-June but will then be off until November for treatment. Hilary Hurley will help during Rose's absence with any finance related issues.

The Governor Profile is not up to date. It was felt the school website was a better tool for providing information to parents. The Governor Profile will be updated by CC by the end of July.

Action: CC

Personal Development and Well Being

KSI and Foundation Stage profile results will be provided in Term 6.

A Transition programme has been put in place for all children.

A Transition booklet has been prepared to provide parent information

DO is planning a lunch club for year 2 children with junior school teaching assistants which will be held in the Junior School

Parents will be informed of new class teachers for year 2009/10 early in June.

In-service Day with the Play Adviser takes place on 1st June and Governors are welcome to attend.

Management

FMSiS assessment will take place by March 2010

Early Years

A new parents induction meeting takes place on 18th June

Moderators have recently visited and the feedback from them was positive and encouraging.

Inclusion

A child with special educational needs will be starting school in September and a meeting will be held with a paediatric cardiac nurse, parents and class teacher to discuss the child's needs and to compile a health care plan.

Jamie (Caretaker) will be painting all edges, steps, walls and kerbs in white in order to make any dangerous edges stand out to assist a child with a severe visual impairment who will start school in September.

Professional Development

CC is doing the final stage of Heads Future course. CC networking with heads from other areas in the Country and finding this liaison very useful.

ICT staying safe lessons have had an impact on the children following observations by Di Ashman ICT subject leader.

6. FMSiS

NT distributed information to Governors to discuss the initial self assessment.

There are 5 areas to cover:-

Leadership & Governance
People Management
Policy & Strategy
Partnerships & Resources
Processes

Governors will be divided into 5 sub groups and work on 1 section each. (see attached) The feedback assessment results from each group will be given to Governors by September 2009.

CC will check initially with school records for any existing evidence. Governors will then work on outstanding issues.

All work will be discussed with CC as the Leader for FMSiS

Once the self assessment is completed, it will be sent to FMSiS to check before the official audit is carried out.

FMSiS will be added to future School Governor agendas for updates at each meeting.

It is hoped a date will be set for the audit by the end of 2009.

7. Governing Body Checklist

The Child Protection Policy will be discussed and updated with Mark Lester who is Child Protection Lead.

Special Educational Needs carried forward to next meeting.

8. Parent Survey

DM distributed forms to the Governors which indicated statistics received from each year group. Feedback was mainly positive, but there were some small issues raised.

A newsletter will be prepared to address these issues and distributed by CC

Action: CC

9. Committee Report

Finance

Last meeting held 13th May to discuss final budget for year.

The 3 year repair/maintenance plan will be sent out to all governors. This has been costed as far as possible and linked to the School Development Plan as part of FMSiS.

The carry forward is now £46,000 in hand. The local authority maximum carry forward is 8%. The school is slightly over this maximum in order to maintain staff costs through the next year.

The set budget for April 2010/11 carry forward will be £20,000 which shows an overspend of £12,000.

It is anticipated the school will overspend by £30,000 each year and means it will be in a deficit position soon. There is a need to look at areas of major cost and reduce/save where possible.

The Training Package for teachers which takes them away from class means there is additional supply teaching costs. This could be reduced if CC reduces the amount of teachers attending

training.

There are currently no large areas of general maintenance costs and the school still has a healthy Capital Fund.

The current position shows a credit for this current year of £45,000 with £20,000 credit next year and then £12,000 debit the year after.

Extra funds from the local authority may not be forthcoming this year due to the current economic state. The school needs to be more aware of spending and all planned expenditure needs to be tightened.

The budget was agreed by the FGB and signed by NT.

The statement of Internal Control and Statement of Best Value for 2009/10 were both approved by the FGB and signed by NT.

Next Finance Meeting takes place 15th July.

Curriculum

Meeting recently held in May.

The new Health and Safety Policy needs to be made more relevant to the school rather than generic. A safeguarding children statement needs to be added.

Community Links

- Children to invite a relative to the school
- A rolling programme will be organised, starting with Foundation, year 1 and then year 2.

Outdoor Play

- We shall be working with the Play adviser during the next school year
- Developing School Grounds

The School Development Plan will be revised at year end.

The Transition Leaflet for parents will be sent out in early June.

10. Class Visits

None

11. Governor Training

The list had been updated and will be distributed to the FGB by Clerk

Action: CLC

12. Parent Governor Item

Parents are enquiring about class changes for Children next year. CC will be confirming these in due course.

13. Staff Governor Item

None

14. Community Governor Item

None

15. LEA Governor

DM's term had finished on 16th May. It was unanimously decided DM would continue for another Term. Clerk to confirm this to South Glos.

Action: CLC

16. Any Other Business

A local child minder had approached CC about running a pilot Holiday Club for 1 week in August. The club would possibly be held in the Junior School. CC supports the idea and would be happy to offer equipment for children to use.

A questionnaire may be considered to canvas interest.

JuH had attended Wake Up, Shake Up recently and thought the school was represented well. Children were well behaved and this event was a credit to both Tina and Lisa.

DM is looking into an after school French Club from September. This was raised at the coffee morning recently and received a positive response. DM will obtain more information.

Action: DM

Two unofficial complaints had been received about Friends of School looking after children

recently. Parents were concerned at the slightly aggressive verbal manner used with children. These had not been made official and no action would be taken unless this progressed to official status.

SIP will be attending the next meeting.

17. Date of Next Meeting

Tuesday 7th July at 6pm, with drinks afterwards.

DRAFT