

**Minutes of School Governors Meeting
Tuesday 24th March 2009
Bromley Heath Infant School**

Present: Chris Chrystal (CC)
Andrew Dommett (AD)
Maureen Frankcom (MF)
Juliette Hughes (JuH)
Tina Long (TL)
Heather Williams (HW)
Michelle Llewellyn (MiL)
Jane Hulm (JaH)

Apologies: Neil Todd (NT)
John Essex (JE)
Daksha Mistry (DM)

1. Apologies and Welcome

Apologies received from NT, JE, DM

2. Minutes of last meeting

Agreed to be a correct record.

3. Pecuniary and Agenda Interest

None

4. Matters Arising

Hilary leaves the school next week. A collection has been made and CC has organised her gifts.

Jason's memorial will be completed in 2 stages:

22nd/23rd April, 2 Snails will be made

Week commencing 27th April, the mosaics will be completed

The snails will be placed to face each other with a tree to show new life planted in between.

The new School Governor photographs taken at the last meeting do not match the existing photos and it was decided all Governors would have new photographs taken at the start of the next meeting for the board to be updated.

The Breakfast Club pilot being run by Bromley Heath Junior School will commence in September 2009, with Infant School children welcomed. Survey letters have been issued to Year 2 parents to obtain an idea of interest.

Security Fencing – This is work in progress with the Junior School. Junior School funding has stopped this work proceeding at the moment, but it has not been dismissed.

5. Head teacher Report

CC provided a verbal report.

The number on roll stays the same.

A restructure of office staff has now been completed. Hilary has spent time training staff in preparation for her leaving next week.

Friends of School have organised a Disco for children on 2nd April and a Race Night is being held on Friday 27th March.

Early Years Foundation

CC has been working with the new head at Christchurch School and in particular is looking at improving childrens induction programme. A consultation with parents during the last coffee morning proved positive. New children joining the school will either attend during the morning or the afternoon and then do 1 full week to include their lunch before they start to attend full time. A letter will be sent out to parents of new children to explain when their child will be expected to attend (AM or PM), to enable them to arrange necessary child care.

Assessment

The latest data has been put on the system to track children's progress. This helps to identify the children who need more support in phonics, social skills, numeracy, literacy etc.

Key stage 1 moderators visited the school to see how year 2 teachers make assessments of children. A year 3 teacher from BHJS also attended to provide them with an understanding of how children are assessed before they move into the Junior School.

SIP visited recently and went on a learning walk with Tina through all classes. They reported evidence of good progression, lively classes, good curriculum achievements and learning skills.

She also looked at SEF sections 3 and 5 which proved to be in order apart from the Community Cohesion evidence. The school need to be more explicit in showing what is being taught about other communities in the school area, City of Bristol, and worldwide.

The SEN financial return has been completed and shows a good understanding of income/expenditure within the school.

Progress since the last visit was also discussed i.e. staff coaching, leadership and management.

School Development Plan

Transition to be worked on over the next couple of months. There will be more work on transition of children between year groups and not just focus on infants moving into juniors. A transition club will run again this year for the year 2 children.

Identification of future priorities include:-

Outdoor learning
Updating/Improving IT
Storage
Elliott Building

Inclusion

96% attendance

Unauthorised absence is up, whilst authorised absence is down.

Year 2 and Year 3 children recently took part with 6 other schools in making a short animated film which will be put on to the website. The children really enjoyed it.

A letter was recently sent out to parents asking if they had any skills which could be used to provide information to children in the school. Parents would be invited to do talks to the children about their particular occupation or skill. Parents were also asked if their children had

any skills or talents that would normally be done outside of school but could be shared/discussed with other children at school (ie music, art)

Professional Development

The new Head of Christchurch School is working with CC and BHIS as part of her development project, which has proved positive for both parties. This is becoming a good partnership to share ideas, provide feedback. The Head has been working with CC with particular focus on Gifted and Talented. She has met with other teachers, and visited their classes. She has given CC lots of positive feedback. It is intended to work together on Outdoor Play ideas next year with the South Glos Play Adviser.

6. Full Governor Checklist

It was agreed this would be carried forward to the next meeting when NT and JE were also in attendance.

7. Finance Committee Report

Heather provided information from the Finance Meeting held on 18th March.

A revised carry forward amount of £32,000 was confirmed for the end of this year from a projected £53,000.

There had been an underspend on utility bills, playground equipment, library equipment and a £7,000 saving on windows that was unexpected.

Over the next 3 years there is expected to be a deficit, with expenditure (mainly salary costs) exceeding income by £29,000 in 2009/10. Due to the experience of school staff, salary costs are high which does not allow for any slack in budget terms. This expenditure cannot be reduced.

Benchmark figures were used to look at any areas that may be out of line with other schools of a similar size, but this is not the case.

Capital Budget

A 3 year Repair and Maintenance Plan is being developed for:-

- Outdoor play equipment
- Cookery
- Library flooring
- IT replacements
- Elliott Building
- Any other decoration and/or maintenance

Approval of the final budget for 2009/10 was carried forward to the next meeting.

8. Governor Visit Report Form

It was decided 3 visits would be made by governors each year, to enable them to visit each year group. Report forms would be completed for these visits which would provide an overall/complete picture of the school.

9. Governor Training

The training form was checked and amendments/additions will be made by Claire. All Governors to confirm to Claire if they book/attend/cancel any training so the information can be kept up to date.

10. Parent Governor Item

None

11. Staff Governor Item

None

12. Community Governor Item

None

13. Any Other Business

Comic Relief money collected by the school had now reached in excess of £1000 and money is still being welcomed!

Parent Surveys

AD and DM had now met and gone through year 2 responses. The findings will be put into a spreadsheet and presented at the next meeting. Feedback will be provided to parents who participated with the survey, and an action plan prepared.

Coffee mornings are going well. It was suggested signs could be put up to indicate when/where/time/subject etc so that more parents become aware of these meetings taking place.

It was agreed the School website was a good information tool as it was regularly updated with ongoing events and things happening.

Parents Evenings take place on 30th March between 4pm and 7pm and 1st April between 3.30pm and 5pm.

The following Governors would be available:-

30th March

4pm-5pm – JH, DM and DO

5pm-6pm – AD and MF

6pm-7pm – DM

1st April

3.30pm-4pm – DO

4pm-5pm – HW

4.30pm-5.30pm - NT

14. Date of Next Meeting

19th May at 6pm.