

**Minutes of School Governors Meeting
Tuesday 7th July 2009
Bromley Heath Infant School**

Present: Chris Chrystal (CC)
Andrew Dommett (AD)
Maureen Frankcom (MF)
Tina Long (TL)
Heather Williams (HW)
Neil Todd (NT)
John Essex (JE)
Daksha Mistry (DM)
Diane Oxenham (DO)
Jane Hulm (JaH)

Apologies: Juliette Hughes (JuH)
Mark Lester (ML)
Michelle Llewellyn (MiL)

1. Apologies and Welcome

Apologies received from MiL. JuH and ML not present but apologies not received. NT requested all governors to confirm apologies prior to each meeting.

2. SIP

The SIP went through the Report issued to the school following the visits made during this year.

The main aim of the SIP is to support the school but also to challenge. 5 visits were made this year but during a normal school year there will be 3 visits.

Section 1 reflects the 2008 results and how the school tracks progress through Reception and Year 1.

Challenging targets for the current 2009 year. Predicted results were assumed to be lower this year but Early Years are slightly above. However, the school is in line with expected results.

Year 1 are on track to make good progress.

Section 2

The school is in a good position to release CC for secondment.

The new SEF is available from 13.7.09 and will be much easier to understand and complete which makes it a more valuable document.

Literacy and Assessment were looked at and there has been good progress in these areas.

Priorities had been discussed for the forthcoming school year.

Section 3

There is clear vision at school with a good team who work well together.

Section 4

Pupils and Staff are positive

Section 5

The secondment of CC will bring back positives to BHIS. It will provide benefits to others in the team who backfill during this absence.

NT congratulated CC on an excellent report.

3. Pecuniary and Agenda Interest

None

4. Minutes of Last Meeting

A query raised in AOB was omitted from the minutes taken in May.

At future parent evenings, parents with siblings in different years had enquired whether they could have times allocated that followed on or as near as possible together. This would save parents coming backwards and forwards to school. It was agreed this would be considered in future.

5. Matters Arising

The snails for Jason's memorial are still to be moved. Friends of School are looking for someone to help move them.

It was suggested the press be involved when the snails are officially in place. CC will contact Jason's wife beforehand.

The unveiling of the snails would take place on 22nd July at 1.15pm.

A competition will be held for the children to suggest names for the snails.

Governor photographs would now be done at the next meeting.

French Club – dates are being agreed. A talk will be held with children at assembly and a letter sent out to parents. It is intended to start French club with Year 2 children in the autumn and to include Year 1 children later in the school year.

6. SEN Report

The provision map was distributed to governors for the current year. This shows support provided. Fran Parkes will spend time with teachers to help them understand the data and actions.

7. Head teacher Report

Staff News

The final 2 teachers have now gone through Threshold. All teachers have now passed.

The Teaching Assistant appointment was made earlier this term. Cover had now been arranged for TL class during Term 1 & 2, and information would be sent out during the next week.

Carol Hartley would be helping in Rose's absence and Hilary Hurley will continue to help out with the finance issues.

TL had been appointed as Acting Head teacher during CC's secondment period, with JaH acting Deputy Head teacher.

The Friends of School Summer fair went well with approximately £1200 - £1400 taken during the day.

The Early Years Foundation Stage profile was presented by JaH.

There are 34 boys and 26 girls this year and results are slightly up but broadly in line with last year. 26 children scored 91 and above.

Parents will receive 2 learning diaries for their child/ren. One will show the ability at entry level and the other will show the year end level/result. A book of the child's work through the year will also be given to parents. Parents are always pleased to receive the learning diaries as this holds valuable information about children's progress and development.

Outdoor play has had a significant impact. An hour everyday is spent playing outside. This brings children's imagination, social and creative skills out.

Themes for learning are not set in stone. Children show what interests them and the school provides the necessary resources to help them learn.

Parents will be invited to school to see progress through children's diaries throughout the year and engage them with the type of evidence needed for diaries.

Key Stage 1 results were presented by TL. Overall results were shown.

83.3% of children achieved Level 2B or above in Reading.

71.1% of children achieved Level 2B or above in Writing.

Results and Focus

Writing – Composition and Effect will be more concentrated on next year. More emphasis on children achieving 2C in order to get them achieving 2B

Reading – Focus on Inference next year. Overall the results have been good this year.

Maths – 89% of 2B and above. Level 3's maintained. Focus will be on children achieving 2C in order to get them achieving 2B.

Overall the 2B results were above the national average.

8. FMSiS

Governors provided an update on progress with FMSiS.

Leadership & Governance – JE has listed the proof required for Leadership and will include the Finance meeting information as evidence for Governance.

People Management – JuH not in attendance

Policy & Strategy – DM and CC are working together but had not yet collated information

Partnerships & Resources – AD and TL are working together but had not yet collated information

Processes – CC is working on this section

There were no issues arising at this time. CC is able to find information now that evidence required is known.

A list of Curriculum Link Governors was requested. CLC will prepare and issue this to Governors.

Action: CLC

9. Governing Body Checklist

The Child Protection Policy needs to be updated. The new policy is awaited for Safeguarding Children, before BHIS can update the policy.

The Special Educational Needs Report will be circulated to Governors.

Action: CC

10. Committee Report

Finance

The next meeting takes place next week on Wednesday 15 July at 5pm.

ICT renewals will be discussed at the next Finance meeting. This expense is to be included in the 3 year plan.

Curriculum

The next Curriculum Meeting date had not yet been set.

11. Class Visits

None

12. Governor Training

DM attended the Ofsted Framework.
The Training Programme for next year was distributed.
Training will be discussed at the next meeting.

Child Protection to be added to the Database for TL. This was completed in May.

Action: CLC

13. Parent Governor Item

None

14. Staff Governor Item

A list of Link Governors to be prepared by the Clerk and distributed.

It was suggested a Governor should be placed as overall contact for parents. (?Decision to be made)

15. Community Governor Item

None

16. Any Other Business

A meeting on play is being held on 20th October between 6.30pm and 7.30pm. Parents and Governors are welcome to attend.

17. Date of Next Meeting

The dates for meetings during 2009/10 were set. These will now be held on Wednesdays at 6pm. Additional meetings were arranged on a monthly basis during CC secondment period.

30th September 2009

21st October 2009 (additional meeting)

25th November 2009

16th December 2010 (additional meeting)

27th January 2010

31st March 2010

26th May 2010

15th July 2010

Could all Governors please confirm apologies prior to each meeting.