

**Minutes of School Governors Meeting
Tuesday 2nd December 2008
Bromley Heath Infant School**

Present: Chris Chrystal (CC)
Andrew Dommett (AD)
John Essex (JE)
Maureen Frankcom (MF)
Juliette Hughes (JuH)
Jane Hulm (JaH)
Tina Long (TL)
Neil Todd (Chair) (NT)
Heather Williams (HW)

1. Apologies and Welcome

Apologies received from Di Oxenham (DO), Daksha Mistry (DM) Michelle Llewellyn (MiL), Mark Lester (ML)

2. Minutes of last meeting

Agreed to be a correct record.

3. Matters Arising

JaH advised the memorial for Jason was now booked for 22nd and 23rd April, with Mosaics to be completed the week after.

MF has already been CRB checked. HW and AD still to be checked. Enhanced CRB checking takes effect during 2009.

A date for the Joint Governor Meeting with Bromley Heath Junior School had still not been set. There are 4 issues to be raised:- Breakfast Club, Holiday applications, security and landscaping/groundwork's. CLC will raise the issue with Ian Surridge, Chair of Governors for Junior School at the next meeting to be held on 8th December.

Action: CLC

4. Parent Survey Review

The Parent Survey Form was discussed and various amendments to be made. CLC will amend and re-issue to Governors for approval.

The forms will be issued on the first Friday of the New Year, with a return date 1 week after.

5. Headteacher Report

180 children on the roll, with 1 child not attending since October but who is unable to be removed until enrolled at another school.

TL will not be in school for the last part of term. Cover has been arranged for her class.

Friends of School – Ladies night had been a success. A Christmas Bazaar was being held on Friday 5th December but unfortunately clashes with the Junior School Bazaar.

Targets for assessment need to be set for 2010. This is not a statutory request but CC and TL will be preparing them.

The SIP meeting taking place week commencing 1st December will look at the Summer standards 2008, update on school improvements and CC's role in assessment at Foundation Stage.

National data provides the national comparison (RAISE online) which shows the school in a favourable position. National Statistics are currently down, but the school is holding steady.

A reduction in authorized absence has been noted and the attendance target is currently being achieved.

All teachers are now using laptops for planning, assessing and recording. These are used for school work only for E safety. Password protection memory sticks for staff use will be the next IT equipment to come into use.

Students are currently working in year 2. They have completed 2 days each week and a 2 week block and will come again in January 2009 for 4 weeks. They have helped to make good use of time with planning and assisting teachers with paperwork.

At the last In-service Day, coaching partners were arranged. Coaching time has now been made for each term and has received positive feedback. This will be reviewed during the Summer Term.

On Monday 8th December, Reception children will present their Christmas Play, followed by Years 1 and 2 holding a French Nativity Play on Monday evening and Tuesday morning. TL suggested contacting the Evening post as it is particularly unusual for young children to present a play in French.

7. Committee Report

The Curriculum Meeting took place recently where the E Safety policy was discussed.

Ideas for Community Cohesion included holding a Grandparents/Elderly neighbours day where the older generation in the community could be invited to the school.

A model Charging Policy for school trips was being written by TL for discussion and approval at the next Curriculum Meeting. School trips are funded from school and parent voluntary contributions.

Next Curriculum Meeting – 21st January 2009 at 4pm.

The Finance Meeting took place on 19th November 2008. The South Glos Finance Officer came to the school prior to this meeting to assess the budgets.

The school was £80,000 in credit and will carry forward £32,000 into the next Tax Year. (£50k will be used for works previously arranged to the school)

Within the £32,000, hall curtains and kitchen blinds will cost £3,500. Play Equipment amounts to £4,000 but as the work is not being carried out until April, this will roll into next year's budget.

As this amount is less than the 8% surplus maximum, there are no comments to be made.

Due to the experience of staff within the school, there is currently an overspend each year for staff wages. The £32,000 surplus will help to offset this extra cost over the next few years.

JE asked for ratification of the current finance status, and this was proposed by JH and seconded by TL.

An internal Audit will take place to look at repairs and maintenance within the school which should be on a 3 year rolling programme.

There is a need to prioritise future works i.e.

Elliott Building,

Food Tech area,

Library Cupboard being redesigned for use as an office for TL,

Ground works/grass around Elliott Building,

Library Carpet,

IT equipment.

It was felt these should be reviewed annually rather than 3 yearly.

The Pay Committee met following a report from CC. TL has now been increased to Level 5 following a successful performance management review and this was approved by the Finance Committee.

Extra TA support is requested for 10-15 hours each week. Due to high staff salaries already, additional TA support could put the school into a deficit position. TA increase could not be sustained long term. Were there opportunities for extra funding to support another TA? Was it possible for any contributions to be made by the PTA to help towards an additional TA?

The curriculum Committee was asked to discuss this at their next meeting and bring back to the Full Governing Board.

8. Class Visit

NT provided an example Governor Visit Report Form and this will be carried forward to the next meeting for discussion.

AD visited Leopard class on 12th November. He found children to be organised, mature and independent. All children were enthusiastic and keen to learn, there was lots of variety within the classroom and children encouraged each other when they were group learning.

HW visited Giraffe Class (Reception) and considering the children have only recently just completed their phased induction they seemed very settled and relaxed, moving around the class and getting on with things without close supervision. Children were learning numeracy, weighing, listening and talking skills and an outdoor session.

JH visits Y1 every week (Lion Class) and is very impressed with the way the teacher Job Share works. Children enjoy working with their 2 teachers and parent feedback has been extremely positive.

9. Governor Training

CLC had been provided with information about Governor Training which had and will be taking place. CLC to update the spreadsheet to keep track of who is attending which course. MF had been unable to attend her recent induction course but had rearranged to attend in 2009. AD and HW both felt the induction course had been excellent.

10. Parent Governor Issues

NT has been incorrectly shown on the school website. He is a Community Governor and not a Parent Governor.

New Governors need to have photos taken for the School Board. AD, MF, HW, TL and ML to

have their photos taken at the next Governor meeting in February. Please arrive 5 minutes early.

11. Staff Governor Issues

No issues raised.

12. Community Governor Issues

No Issues raised.

13. Any Other Business

The Auditors Certificate of Unofficial School Funds had been signed off.

The Parent Survey will be updated and sent out prior to the next meeting.

14. Date and Time of Next meeting(s)

Full Governing Body

Tuesday 3rd February 2009 at 6pm.