

**Minutes of School Governors Meeting
Tuesday 14th October 2008
Bromley Heath Infant School**

Present: **Chris Chrystal (CC)**
 Andrew Dommett (AD)
 John Essex (JE)
 Maureen Frankcom (MF)
 Juliette Hughes (JuH)
 Jane Hulm (JaH)
 Mark Lester (ML)
 Tina Long (TL)
 Daksha Mistry (DM)
 Neil Todd (Chair) (NT)
 Heather Williams (HW)
 Michelle Llewellyn (MiL)

1. Apologies and Welcome

Apologies received from Di Oxenham (DO)

2. Minutes of last meeting

Agreed to be a correct record.

3. Matters Arising

JaH advised the memorial for Jason was now delayed until Easter due to unforeseen circumstances. CC will advise Jason's family of the delay.

CRB checks had still not been completed for AD and HW. CC confirmed these can take some time.

4. SDP

CC presented the content of the SDP document and raised the following particular sections from the report:-

View from Parents

Parents views are obtained on a 2 year cycle and the next survey is due to complete by Summer 2009. The surveys will be of similar content to those previously issued.

CC will circulate a copy of the survey to all Governors which will be discussed at the September meeting.

Action: CC

Achievement and Standards

Girls always appear to be better than boys with writing. Visual media is now being used to encourage boys to write more.

Speaking appeals to boys so Drama works on speaking and listening skills.

Personal Development

SEAL (Social and Emotional Learning) will be introduced to the whole school. This helps children to understand facial expressions showing peoples emotions and how to manage the feelings of others. It enables children to consider their own feelings and the best ways to manage them with successful outcomes.

Award System

LEAP (Leadership, Enjoyment, Achievement, Participation)

This recognizes the achievement of children in Sport/Fitness and Citizenship both in and out of school. Children work towards the Bronze level only (years 1 and 2) and move on to Silver level in years 3 and 4 and Gold in Years 5 and 6.

The aim is for all children to achieve this award which will commence in the New Year.

Tracking

Children will be monitored in Key Stage 1 who achieved 8 at the end of Foundation Stage.

It will focus on all able children to ensure they are achieving or exceeding the standard.

SATS results for Bromley Heath Infant School were good and were better than the Local Authority average.

ASL (Assessment for Learning)

This focuses on asking children what they would like to learn and engage them in their working on their own learning skills.

E Safety

Teachers and parents will learn about children being safe on computers and address issues with children giving personal information to strangers through email or telephone.

Transition

Work will be done with all year groups and not just for children moving from Infant School to Junior School, as it is recognized that for some children just moving class can be stressful for them. The transition groups will be held during term 6 (Summer 09).

Performance Management

This will now be extended to support staff and targets will be set. TL and CC will set a structure.

All teachers will be performance reviewed by 31st October 2008
Support Staff performance reviews will be completed by end of Term 2 2008
CC will be reviewed on December 4th

Action: TL/CC

Quality of Provision

French is continuing and improvement has been shown within these groups.
Creative Curriculum – Evaluation and Monitoring. Teachers are keen to do this. Years 1 and 2 will show the most difference in learning. There have been 2 week focus subjects taking place (Year 1 working on Islam and Year 2 working on Harvest) so that children get good in-depth learning.

Leadership and Management

Jamie (Caretaker), Jill Crocker (TA) and a parent are organizing and running Gardening club. There are no teachers involved with this as leadership can come from all staff within the school.

Some year 2 children are being trained as Play leaders and will become leaders to initiate play with younger children at lunch times.

Community Cohesion

The Curriculum Committee will look at this. A model policy would help the school to take this forward.

The school make itself available to the community by asking for help with recycling but also needs to find out how the community can help the school.

CC concluded this discussion by confirming the SDP is a working programme and will be updated regularly as things are achieved. Progress will be provided to the Governors in March 2009.

5. Headteacher Report

CC distributed the report and opened for questions.

Assessment

CC is very impressed with the great strides children have made in learning and the good results received.

Governor Links

HW asked about Governor Links. CC explained this meant Governors come to class to see what happens during a normal school day, to observe what is taught and why, and understand how children learn.

NT asked whether there was a school visit form available to show a Governor visit had taken place. CC will circulate a copy to the group and also asked for Governors to provide feedback on any visits they have made at Governor Meetings.

Action: CC

Link Governors were allocated:-

Literacy – MiL

Foundation Stage – HW

Numeracy - AD

ICT – DM

Attendance - MiL

Inclusion – MF

Child Protection – ML

Personal Development and Well Being (SEAL, E Safety) - JuH

6. Governor Update

NT was proposed by JE as Chair of Governors and seconded by MiL. NT will continue as Chair until 2010.

JH will continue as Vice Chair until 2012.

Finance Committee Chair, JE was proposed by NT and seconded by MiL. JE will continue in this role until February 2009. The committee members were confirmed as DM, NT, HW and CC.

Curriculum Chair MiL was Proposed by DM and seconded by JE. The committee members were confirmed as JH, ML, AD, JaH, TL, and MF.

December dates for both committees were set.

The School Improvement Plan was formally adopted and approved by JE and AD.

It was agreed the Headteacher report would alternate between written and oral at each meeting.

7. Committee Report

It was agreed to continue with the 2 Committees currently being run.
Dates set for Finance and Curriculum Meetings during November.

8. Class Visit

DM and JuH visit every Friday.
HW visited on the first full day for Reception Class.
MiL visits on alternate Mondays
AD will visit during November
HW will visit during either October or November

A Governor Visit form will be used in future to show when visits have taken place and by whom.

9. Governor Training

NT has not received an up to date Training Manual
MiL attended an attendance course in August which was very good.
HW, AD and MF are attending the Induction Training on 15th November
JE to attend SEAL training on 11th November
JE to attend Healthy Schools training on 12th January 2009

Governors to advise CLC of any training booked and this will be reported back to the group at the December meeting.

Action: All

10. Parent Governor Issues

MiL had been approached by a parent concerning a discrepancy about leave during school term. The Infant school had denied leave during Term 1 but the Junior School had agreed it for the

elder sibling. There should be a linked policy for both schools as children from the same family can attend both schools but have different holiday rules.

It had been agreed no leave would be authorized during Terms 1 and 5.

A request was made for this to be discussed at a combined Governor meeting.

CLC will raise this at the Junior School Meeting on the 21st October.

Action: CLC

11. Staff Governor Issues

No issues raised.

12. Community Governor Issues

Lollypop Lady has been well received.

13. Any Other Business

MiL asked whether parents would be allowed an annual visit to have lunch with their children, as the Junior School had. CC was unsure due to the numbers involved. TL suggested perhaps doing this by class throughout the year, rather than by each year group which would limit numbers

14. Date and Time of Next meeting(s)

Full Governing Body

Tuesday 14th October 2008 at 6pm.
Tuesday 2nd December 2008 at 6pm
Tuesday 3rd February 2009 at 6pm.
Tuesday 24th March 2009 (Review SDP) at 6pm
Tuesday 19th May 2009 at 6pm
Tuesday 7th July 2009 at 6pm

Finance Meeting

Either 19th or 26th November 2008 (to be confirmed by JE)

Curriculum Meeting

12th November 2008

