

**Minutes of School Governors Meeting
Tuesday 3rd February 2009
Bromley Heath Infant School**

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

Apologies: Jane Hulm (JaH)

1. Apologies and Welcome

Apologies received from Jane Hulm (JaH)

2. Minutes of last meeting

Agreed to be a correct record.

3. Matters Arising

NT advised that as Chair, he should ask for any interests in agenda items at the start of each meeting. This will be added to the Agenda as a standard item.

Action: CLC

The tiles to be used for Jason's memorial are causing a problem, as they are not completely smooth and may be a hazard to children. The company supplying the tiles are investigating other options.

New School Governor photographs were taken and the Governor board will be updated.

4. Headteacher Report

CC distributed the report and opened for questions.

Hilary will be leaving her post as Finance Administrator at the end of Term 4. There will be no replacement for Hilary as Rose and Julie Dodge will absorb these hours and integrate Hilary's role into their own. Rose will replace Hilary as a member on the Finance Committee.

JuH queried whether Friends of School money could be used for something other than school trips, but CC confirmed it was the school choice to use money this way to give children more trips through the school year.

School place applications – still oversubscribed.

School Parent Coffee morning went well and has been positively welcomed by parents. Suggestions were made for less paper to be sent home and for things to be sent to them electronically. Julie Dodge will be looking into this.

FMSiS - All Governors to be involved in achieving this standard. 2010 is the compulsory completion year. All Governors will be attending FMSiS training. Governor Clerk may also find Part A of the training useful.

5. Joint Governor Meeting

CC, TL, ML, NT and HW attended from BHIS, and Ian Surridge, Mike Beavis, Faye Kitchen and Marcus John attended on behalf of BHJS. 5 Agenda Items were discussed.

1. Fencing/Security.

BHIS have been assessed for security and BHJS need to do the same.

BHJS have no budget so unable to provide further fencing/security

BHIS need to reassess what can be done, as they are unable to provide funding for BHJS

Both schools could possibly use infrared cameras in the car park
BHIS will have a further check to confirm what is absolutely necessary for security around the school.

2. Grounds

Discussed playground schemes

Both schools to liaise over future works on grounds

3. Absence Management

BHIS to pre-authorise any requested absence and then check with BHJS (where siblings at both schools)

CC and MJ will continue to liaise over authorized absence

BHJS are flexible around absence during Term 5 but BHIS are not flexible during this term

A school request form will now ask a question regarding siblings at BHJS. CC and TL to revise the form and put on the school web page.

Action: CC/TL

4. Breakfast Club

BHJS are trialing a Breakfast Club from April until December 2009 with a review in October 2009.

BHJS to get staff, costings and run the scheme.

BHIS children could use this facility but this had not been initially considered by BHJS

If the pilot works it should then be considered for use by children from BHIS, rather than parents incurring a further cost if BHIS set up a separate Club.

A survey to be considered for roll out to parents of BHIS for future use of a Breakfast Club.

5. Joint Webpage for both schools

MJ is looking into this.

The overall view of a Joint Meeting was positive. NT felt this was good for both schools and agreed it would be good to continue with these on a regular basis.

Action: ???

6. Governor Survey to Parents

Only 66 surveys had been received back, so take this as a positive indication.

Results will be put into a spreadsheet – Action: DM/AD

A thank you will be placed in the School Newsletter for parents who replied and to advise results will follow in due course.

An action plan will be prepared and issued by June 2009

7. Governor Visit Report Form

A Report form should be completed annually. NT felt there was no need to complete a report every time a Governor visited, as some visit on a weekly basis.

The form was approved by all Governors for future use

Forms will be kept as a record of visits within the school office

It was agreed Governors should visit a class other than the one their own child/ren attended where possible, particularly during a formal visit.

8. Committee Reports

Finance

Next meeting takes place on 18th March.

A report will be made at the next Full Governors Meeting

Curriculum

Meeting held 29th January and minutes distributed for discussion.

Outdoor play was a big part of discussions. As outdoor play develops they may be a need for additional staff. Supervision could become an issue particularly where children split class play i.e. ½ indoor and ½ outdoor.

A Community Day or Volunteers Day is to be developed, to invite community/grandparents in to school to help. A survey/leaflet could be sent to parents to find out their skills i.e. police, nurses, IT etc who may be able to help within the school by providing presentations or discussions with children. This will be looked at again in Term 6.

Paperwork is being sent out next week concerning paying school dinner money weekly/termly.

9. Class Visit Reports

DM visits every Friday. Reading in year 1 has greatly improved, all children are doing well.

The school is extremely good at focusing on knowing where children are with their learning and tracking their achievements/standards.

All children are very happy at school.

HW visits on Thursdays during children's creative time. It's interesting to see the way boys and girls work differently to achieve the same thing.

10. Governor Training

FMSiS training is now taking place for all Governors. There are 2 parts to training and both parts should be attended.

FMSiS ensures the Governing body are more accountable for the school finances and improves auditing processes.

It's about consistency to show what is spent and why.

Audits will be carried out to approve the system in place at school.

An In-house Audit would be done by the school first and once happy that they have achieved the goal they will apply to the Auditors for approval.

Once approved, an audit will take place 3 yearly thereafter.

There are 5 standards to cover. JE read a document indicating the things to be looked at. It was thought these could be accessed electronically through the school website. CLC to confirm password and username to the group.

Action: CLC

The 5 standards would be looked at, at the next meeting and assessed by Governors.

Action: CLC to add to next meeting Agenda.

11. Parent Governor Item

JuH noted from the 66 surveys received from parents, 58 were positive.

It was decided a Governor Surgery would be held during parents' evenings on 30th and 31st March. Governors will meet and greet in the Foyer. CC will mention in Parent letters that Governors will be available on the evening.

Governors to attend:-

30th March

DO/JuH – 4pm – 5pm

AD/MF – 5pm – 6pm

DM – 6pm – 7pm

CC in attendance

31st March

ML/DO – 3.30pm – 4.30pm

NT – 4.30pm – 5.30pm

HW – 4pm – 5pm

12. Staff Governor Issues

None

13. Community Governor Issues

None

14. Any Other Business

NT in training recently and meeting area for Governors discussed. Most used a formal setting in conference style layout, but it was agreed unanimously by all governors that we should continue meeting in the school staff room as it felt much less formal.

JE Governor period expires on 27th February 2009. JE offered to stand again for a further 4 years and this was proposed by JuH and seconded by MiL. A unanimous decision by all Governors was made for JE to continue in his Governing role.

CLC to obtain up to date contact list and re-distribute to the Governors for checking and amendment where necessary.

Action: CLC

TL confirmed Health and Safety standards had been checked and had improved from satisfactory to good. There will now be a further review in 2 years time.

CC will investigate the reassessment of Security fencing around BHIS.

15. Date of Next Meeting

24th March at 6pm.

Apologies received from JE.