

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 31st March 2010
at Bromley Heath Infant School at 6.00 pm**

No.	Item	Action
1	<p>PRESENT: Neil Todd (NT) (Chair), Jane Hulm (JaH), Daksha Mistry (DM), Tina Long (TL) , John Essex (JE), Di Oxenham (DO) Maureen Frankcom (MF), Andrew Dommett (AD), Heather Williams (HW), Chris Chrystal (CC), Juliette Hughes (JuH)</p>	
	<p>APOLOGIES: None</p>	
2	<p>PECUNIARY and AGENDA INTERESTS: JuH to be added to the list of Governors with children attending BHIS.</p>	
3	<p>MINUTES FROM LAST MEETING:</p> <ul style="list-style-type: none"> • Section 4 should read as "contact local law firms" 	
4	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> • Governor vacancies remain, 2 x LA & 1 x Community. NT has written to the Law Society and various BS16 addresses to distribute Governor information. 	
5	<p>HEAD TEACHERS REPORT</p> <p>CC provided a verbal report to Governors.</p> <p><u>Development and Well Being</u></p> <p>Staff and children classes for September 2010 have now been decided. Parents will be advised at the end of Term 5, in preparation for the transition period in Term 6.</p> <p>Louise Barber will be returning from maternity leave in November 2010 and would like to job share. CC is reviewing the teaching structure within the school to accommodate Louise's return. All staff costs have been included in the Finance plan.</p> <p>35 out of 60 year 2 surveys were completed and returned. Children are very aware of health issues and confident in coming to school where they feel safe, like the teachers, other children and learning. Boys would like more outside activity.</p> <p>Children are not sure how to manage money and a scheme will be brought in to teach children in this year group.</p> <p>A SIP visit was held in March. The SIP is tracking vulnerable groups of children in Year 1, who are all making good progress.</p> <p>Teaching assessments have been recorded, with outcomes of pupil progress discussed by CC and TL. They looked at "coasting" children, as well as those who were struggling to achieve targets.</p> <p>BHIS is a high achieving school, so all high achievers should be monitored as closely as</p>	

	<p>those who are struggling, to ensure they are being challenged in and out of the classroom.</p> <p>Children’s progress outcomes have now been completed in the SEF report.</p> <p><u>Leadership and Management</u></p> <p>Two staff are now completing Merlin training which will be a platform available to children, teachers and governors. The system will be accessible for school information i.e. Governor minutes. All staff are now practising to use the system and children’s access is a work in progress. The school will need to think about what information is relevant for parents to view.</p> <p>A team of teachers are working on both healthy food and healthy living, in order to renew the Healthy School Status.</p> <p>A Focus on Healthy Food week takes place on 24-28 May and a Focus on Sport and Activity takes place during week 28th June – 2nd July.</p> <p>CC attended Head teacher Conference recently. There were lots of ideas to think about including skills, attitudes, values of children in future, effective teaching and community cohesion to name a few.</p> <p><u>Quality Provision</u></p> <p>The ground work for the Play Project started on 6 March 2010. Phase one will commence during the Easter Holidays to redevelop the area around the Timber Trail and conservation area with an all weather surface.</p> <p>The Pupil Progress meeting reports were given to the relevant teacher and a copy held on file for tracking purposes. Subsection 3 of the SEF report has been completed to show BHIS meet the needs.</p>	
6	<p>PARENT CONCERN</p> <p>Shown in Part B of these minutes</p>	
7	<p>COMMITTEE REPORTS</p> <p>Finance: -</p> <ul style="list-style-type: none"> • JE reported on budget statistics and budgets agreed with South Glos for next year • Carry forward of £45,000 which is equal to 8% overall budget, so no money will be taken away from the school • The new staff structure for 2010/2011 will affect the budget slightly to carry forward £33,000 next year • Capital devolved of £25,000 for the first stage of the Play Project • £80,000 - £90,000 will be available to complete the Play Project over the next 2 years <p>Curriculum: -</p> <ul style="list-style-type: none"> • South Glos Child Protection/Safeguarding Children policy is now in place as this is an Ofsted standard. • Committee are reviewing the policy for adaption by the school • All volunteers within the school including parent helpers will be given a revised leaflet with a new “Safeguarding” section added • The full policy will be accessible through the school website • Members of staff and governors are to attend Mandatory Child 	

	<p>Protection/Safeguarding training. CC advised this could be done in-house for everyone on a future Inset Day. This training should take place every year.</p> <ul style="list-style-type: none"> • Discussion around the school policy for taking children's photographs and the S Glos policy of allowing photos with parent consent. The school policy will remain and a paragraph to this effect will be put into the S Glos policy. • The safeguarding process was confirmed within the group. CC is the point of contact for any concerns raised by children through their teachers or teacher helpers. • The school policies need to be updated in order with the oldest being reviewed first. These will be reviewed at the next meeting. 	All
7	<p>CLASS VISIT</p> <p>No formal Governor class visits undertaken since last FGB meeting.</p>	
8	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • CC and NT attended Security/Safeguarding Training. It was a very good course with a Professor who provided an excellent presentation. Disappointed that the "free information" the Professor was offering turned out to cost £1000 per annum if you signed up. • A presentation around School security highlighted BHIS and BHJS has poor security in the kitchen area so fencing needs to be put in place as soon as possible. CC to obtain quotes for the work to be carried out for BHIS. • TL and NT attended Community Cohesion training run by an Ofsted teacher. BHIS are already doing many of the ideas discussed. <p>Training attended:-</p> <p>JuH attended Healthy Schools and Sex Education in Primary School AD attended Able, Gifted and Talented MF attended Self Evaluation Part 3 NT attended Difficult Behaviour</p> <p>Claire to update the Governor Training Database and re-issue to Governors.</p>	<p>CC</p> <p>CLC</p>
9	<p>PARENT GOVERNOR ITEM</p> <p>DM raised concerns about communication to children/parents. There had been an offer for children to attend a Multiskills programme at Downend School recently but children who had been told they could attend were then informed their parents should collect them as usual at 3.30pm. CC will investigate and ensure this does not happen again. It seems problems arise when external resources are used.</p> <p>DM raised the issue of vegetarian options at School Dinner. It seems vegetarian meals are not available for children who are not vegetarian. It was agreed it is difficult to judge how many children would like to eat vegetable options, but CC will discuss with the kitchen. It was suggested an exercise with the children could be carried out to see what options they would choose.</p> <p>DM has found that information provided for dates and days of things going on at school are inconsistent. Information given to parents should be checked to ensure the dates and days of events are correct.</p> <p>HW reported the Wake and Shake festival with children went very well, the routine was excellent. She thanked everyone for the effort put in.</p> <p>HW asked what the school procedure for Safeguarding/First Aid is. HT asked if the</p>	CC

	procedure could be communicated to parents, following the confusion recently from a parent whose child had been involved in an accident at school.	
10	STAFF GOVERNOR ITEM Nothing to report	
11	COMMUNITY ITEM Nothing to report	
12	ANY OTHER BUSINESS NT enquired whether the Governor Library Book circulation was working. HW returned the Role of Governors book back to the front desk recently for use by others. Governors agreed to continue passing their books around to the group so that everyone has the opportunity to read them. The Governors vacancies have still not been filled and NT had not received any feedback from his recent flyers. It was suggested new parents to the school should be given a flyer in the school pack, flyers could also be put on notice boards around the school. CC advised of a new system being brought in called "Contact point all schools to register as part of Safeguarding. Any agency in contact with children needs to register so that information can be shared.	
13	DATE OF NEXT MEETING FGB – 26 th May at 6pm	

