

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 16th December 2009
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) (Acting Head), John Essex (JE), Di Oxenham (DO) Maureen Frankcom (MF), Samantha Douglass (SD)</p> <p>In attendance: C Coggins, Clerk</p>	
2	<p>APOLOGIES: Andrew Dommett (AD), Heather Williams (HW)</p> <p>Juliette Hughes (JuH) was not in attendance, but apologies were not received.</p> <p>NT welcomed the new Parent Governor – Samantha Douglass to the Board of Governors. Paperwork was handed to Claire who will provide details to South Glos Governor Services.</p>	
3	<p>MINUTES FROM LAST MEETING:</p> <ul style="list-style-type: none"> • All minutes are to be signed by NT and copies kept in School. NT will initial each page of future minutes and sign the last page to indicate the content is correct and agreed. • An amendment to Item 7 should be made. JuH should be shown as Chair of Committee and not JaH. • All actions from last meeting had been completed. • It was confirmed that school staff should not become Link Governors • The official Governor visiting form would be put into the New Governors Induction Pack • Absence Forms were being printed by the Junior School • There were no insurance implications for the school regarding children playing on the Timber Trail outside of school hours. The sign placed in that area is sufficient. TL will also put a notice in the newsletter advising parents that children play on this equipment at their own risk outside of school hours. • The Parent Governor vacancy had now been filled but there were vacancies for LEA and Community Governors. The advert will be placed in the local area magazine again. • TL was thanked for keeping the website updated with important dates i.e. school plays. 	<p align="center">TL</p> <p align="center">TL</p>
4	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>When Pecuniary Interest forms are completed at the beginning of each year, Governors with children attending the school should indicate this on the form, as Agenda items may raise issues that would be of interest to those Governors who are also parents.</p>	
5	<p>MATTERS ARISING:</p>	

	<p>policy before we need to get 2 telephone or catalogue quotes.</p> <p>Overall the FMSiS will recommend the school gets a straight pass. TL should hear the result within the next month and a certificate will be provided at a later date.</p> <p>Formal actions will be carried out by the next FGB meeting.</p> <p>FMSiS visits take place every 3 years, and systems need to be kept up to date.</p>	
9	<p>LINK GOVERNORS</p> <p>As SD was now part of the FGB, she was nominated to become Literacy Link Governor and a member of the Curriculum Committee. Did we have a proposer and seconder of this appointment?</p> <p>This nomination was approved by the FGB.</p>	
10	<p>COMMITTEE REPORT</p> <ul style="list-style-type: none"> • MF was nominated as Vice Chair for the Curriculum Committee and seconded by DO. • NT to update the Committee Chart. • DO to update the Induction Pack. • There are currently 2 LEA and 1 Community Governor vacancies. Governors were asked whether they knew of anyone who could fill these gaps. 	<p>NT</p> <p>DO</p>
11	<p>CLASS VISIT</p> <p>Maureen Frankcom visited Louise, in her SEN/Inclusion capacity, find out more information about SEN provision within the school and where SEN information is kept in the classrooms and office. She had an interesting visit. Sophie, Louise's replacement, was also in the school during the visit, the children had settled well .</p>	
12	<p>GOVERNOR TRAINING</p> <p>MF attended Complaints Training in November. MF happy to help with any future complaints received.</p> <p>NT and AD attended Child Protection Training. NT thought this was very informative and recommended it to the FGB.</p> <p>DM and HE attended E Safety in November.</p>	
13	<p>PARENT GOVERNOR ITEM</p> <p>DM attended the Christmas Presentations and thought they were fantastic. DM thanked TL for her Head teacher cover over the last 3 months. Parents had enjoyed seeing the Head teacher around the playground; it had been received very well and made her more accessible to parents.</p>	
14	<p>STAFF GOVERNOR ITEM</p> <p>DO said she had thoroughly enjoyed working with TL and JaH throughout the last 3</p>	

	<p>months. The job share teachers had been exceptional and there had been no disruption to children during this period.</p> <p>JaH also thanked TL for her support.</p>	
15	<p>COMMUNITY ITEM</p> <p>None</p>	
16	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • SD needs to have her photograph taken to join the Photo board. • CLC to add SD's name to the list of contacts and advise S Glos that she has joined us as a Parent Governor. • The FGB formally adopted the Whistleblower policy, and it was agreed unanimously by the FGB; NT signed it off. This will be kept in the Staff Room for reference. • NT signed off the attendance targets for 2010. • The target for attendance was set at 95.2 and achieved 96.5% during 2009. The new target was set at 95.5 for 2010. • MF and AD were nominated as Mentor's for Sam, as they were the newest members of the Board. • An Ofsted subject inspection for Mathematics will be taking place on 11th January 2010 for 1 day. An inspector called Shirley Billington will do 2 lesson observations of maths – 1 with JaH and 1 with either CC or TL. • The Computer server is very slow. There have been problems since the installation of the new single forest operating system. TL will chase this up and have it put right as a matter of urgency, in order for information to be provided quickly during the Ofsted visit in particular. • Breakfast Club will be opened to all children from the infants later in the year. Letters have been sent home for parents to register interest for next term. • Money had been requested from BHJS for alterations to the access of the ICT suite to enable Community use of the IT suite. JE had asked for a breakdown of the cost from them before agreeing to pay. It was also queried what income would be generated for BHJS by allowing this room to be used. • The New Governors Induction folder was given to SD. SD was asked to provide feedback to the Governors on how useful this folder is, and what changes/additions need to be made to make it more helpful. • CC will be returning after the Christmas Break. Thanks were given to TL and JaH for a job well done. All Governors appreciated the work they had both done during CC's absence. 	CLC
17	<p>DATE OF NEXT MEETING</p> <p>FGB – 27th January 2010 at 6pm Finance Meeting – 13th January 2010 Curriculum Meeting – 27th January 2010 at 5pm</p>	

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