

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 21st October 2009
at Bromley Heath Infant School at 6.00 pm**

No.	Item	Action
1	<p>PRESENT: Neil Todd (NT) (Chair), Andrew Dommett (AD), Michele Llewelyn (MiL), Mark Lester (ML), Jane Hulm (JaH), Daksha Mistry (DM), Maureen Frankcom (FM), Tina Long (TL) (Acting Head) Heather Williams (HW)</p> <p>In attendance: C Coggins, Clerk</p>	
2	<p>APOLOGIES: John Essex, Di Oxenham</p> <p>Juliette Hughes did not attend, but apologies were not received.</p> <p>Thanks were given to MiL who is leaving after completing 5 years as a school governor, and ML has resigned following his impending promotion at work. TL presented both governors with a small gift as a token of thanks for their support.</p>	
3	<p>MINUTES FROM LAST MEETING</p> <p>For FMSiS, all meeting papers need to be agreed by the Governors as correct, and signed off by the chair. This includes Finance and Curriculum meeting as well as the Full Governing Board.</p> <p>Minutes from September meeting were Agreed as correct and signed off by NT.</p>	
4	<p>PECUNIARY and AGENDA INTERESTS: There were no pecuniary or Agenda interests raised.</p>	
5	<p>MATTERS ARISING:</p> <p>Enhanced CRB checks will be introduced in 2010 but will be rolled out over 5 years. A new form "Declaration of Suitability" should be completed but not sure where to obtain the form.</p> <p>Link Governor roles need to be checked and replacements allocated where appropriate as MiL and ML have now resigned from their Governor roles.</p> <p>Part B of the September minutes – Parent Complaint – a final response has now been sent.</p> <p>The Parent Governor rule was explained by NT, from the information provided by South Glos.</p>	<p>C Coggins was going to look in to this</p>

6.	<p>MAIN AGENDA ITEMS</p> <p>Head Teacher Update</p> <p>TL went through her report verbally.</p> <p>Personal Development and Wellbeing</p> <ul style="list-style-type: none"> • Foundation children have settled well. • A Be Seen, be safe assembly has been held now that darker mornings are approaching. • 2 teachers have completed Paediatric First Aid training, and the SMSAs will complete basic first aid training. <p>Parent, Carer and other Stakeholder Views</p> <ul style="list-style-type: none"> • Potential new parents visited the school and TL felt this was very worthwhile. All visits went well. • Parent information evenings for KS1 and FS were a great success – excellent feedback received. Thanks were given to all governors who attended. • Play Committee have now begun the process of redesigning the playground. Parents are very enthusiastic. <p>Achievement and Standards</p> <ul style="list-style-type: none"> • Staff targets have now been set. All staff met previous targets. • Performance management policy will be reviewed and TL will send out to the Governors. This should be added to the next Agenda. 	TL and CLC
7	<p>Sing Up</p> <p>JaH explained Sing Up to the Group. This is an online singing project with a huge song list which includes fun songs, religious songs etc. South Glos schools are now becoming singing schools Singing will become part of every day Singing Assemblies are being held every Wednesday and children love them Song leaders in each class encourage all children to join in The school is aiming for it's Silver award</p>	
8	<p>FMSiS</p> <p>There will be 2 gaps to be filled in the FMSiS responsibility chart by the resignation of MiL and ML. TL confirmed the office staff - Hilary Hurley and Julie Dodge - will be involved when the visit takes place and was happy the resources in school are adequate to provide information. TL has started to complete sections within the G4 document and DM has assisted with her section. TL asked everyone to look at the G4 document and ensure they understood what needs to be done. NT confirmed the Governor Website shows what has already been completed and what is outstanding TL to put on information she has completed so far to help other Governors see what is outstanding</p>	

	TL distributed a financial competencies document which will help the Finance Committee see if there is any gaps in expertise or knowledge, and will go through this with JE at the Finance Meeting being held on Friday 23 rd October.	TL/JE
9	COMMITTEE REPORTS The Finance and Curriculum Committees both require Vice Chairs to be nominated. As MiL has now finished in post, the Curriculum Chair is also vacant The Governor Link vacancies for Literacy, Attendance, Child Protection and Safeguarding need to be filled The November FGB will be used to go through the FMSiS issues and to nominate Governors replacing the current vacancies/Governor Link Roles. Nothing to report for Finance as the meeting has not yet taken place Curriculum Committee was held on 7 th October – nothing outstanding Next Curriculum Committee to be held after Christmas – date to be confirmed.	
10	CLASS VISIT HW and DM have tried to organise class visits but problems with the new IT equipment at school has stopped DM. Children have been on school trips on the days HW has arranged to visit TL suggested not to make class visits at the end of term, as children are tired and may not come across as enthusiastic as they do earlier in the term.	
11	GOVERNOR TRAINING TL will attend safeguarding as soon as possible. Chris Chrystal has undertaken the NCSL safer recruiting training and TL would like to obtain this. NT recommended Safeguarding training for all Governors.	
12	PARENT GOVERNOR ITEM HW attended the Play Meeting and asked for clarification about the schools policy to wards free play/formal play TL explained that Formal Play and Free Play are both parts of the Play Curriculum. The school plan to use the outdoor area a lot more for playing and teaching time A remodelling of the curriculum is underway to include more play/teach time. This will include Playful learning and Free play DM asked if the The LEAP programme is still running in the school. TL told gobs that it will be reintroduced in January when Foundation children have settled in and that the books had been sent to the juniors for the children to continue to work on the LEAP targets.	
13	STAFF GOVERNOR ITEM None	
14	COMMUNITY GOVERNOR ITEM None	
15	LEA GOVERNOR ITEM None	
16	ANY OTHER BUSINESS	

	<p>As ML has finished in post, a new community Governor will be required. Discussions regarding advertising this role were discussed. The advert should indicate what a Community Governor does and what is expected</p> <p>This could be advertised in the Neighbourhood Watch and Downend Matters magazine</p> <p>An advert for Parent Governor also needs to be placed. This will be advertised in the next School Newsletter. And will give a brief outline of what a Parent Governor does and what is expected.</p> <p>NT queried what ratio of Governors is required in a school this size. The gobs looked at the make up of the gov body document and agreed that CLC will request confirmation from South Glos that the numbers stated are correct.</p> <p>A Joint School meeting will now be held on 3rd November.</p> <p>NT will provide Claire with minutes from the last Joint Meeting for distribution. Another joint meeting will take place in May 2010.</p>	<p>CLC</p> <p>NT</p>
<p>9</p>	<p>DATE OF NEXT MEETING</p> <p>Next Meeting takes place Wednesday 25th November at 6pm. The meeting will focus on FMSiS and Governor Vacancies</p>	