

**BROMLEY HEATH INFANT SCHOOL**

**FULL GOVERNORS MEETING**

**Minutes of a meeting of the Full Governing Body held on 25<sup>th</sup> November 2009  
at Bromley Heath Infant School at 6.00 pm**

No.	Item	Action
1	<p><b>PRESENT:</b> Neil Todd (NT) (Chair), Juliette Hughes (JuH), Jane Hulm (JaH), Daksha Mistry (DM), Tina Long (TL) (Acting Head) Heather Williams (HW), John Essex (JE), Di Oxenham (DO)</p> <p><b>In attendance:</b> C Coggins, Clerk</p>	
2	<p><b>APOLOGIES:</b> Andrew Dommett (AD), Maureen Frankcom (FM)</p>	
3	<p><b>MINUTES FROM LAST MEETING</b></p> <p>BHIS full complement of Governors should total 16. There are currently only 12 members. One application had been received for a new Parent Governor. An advert had been placed in Downend Matters.</p> <p>Minutes from October meeting were Agreed as correct and signed off by NT.</p>	
4	<p><b>PECUNIARY and AGENDA INTERESTS:</b> There were no pecuniary or Agenda interests raised.</p>	
5	<p><b>MATTERS ARISING:</b></p> <p>All governors had received minutes from the last meeting and no issues were raised.</p> <p>South Glos are currently inundated with new CRB check requests. TL confirmed Governors will be in the second phase of the new vetting and barring scheme, which comes into place next year, CRB checks will be rolled out over the next 5 years.</p> <p>The query previously raised in October concerning the rule of becoming a Parent Governor was explained by NT.</p> <p>BHIS are an open school, and parents are welcome to attend Governor Meetings if they wish, through prior arrangement with the school. All Governor minutes are published on the BHIS website.</p> <p>Performance Management will be reviewed at the next meeting. CLC to put this on the December Agenda.</p> <p>The School Absence leaflet was provided to all Governors and unanimously agreed for use.</p>	<p align="center"><b>CLC</b></p>

**6. FINANCE COMMITTEE**

It was agreed there are adequate members in this committee.  
JE is Chair of Finance Committee  
HW was proposed as Vice Chair by DM and seconded by JaH

**Budget Approval**

JE had gone through budgets with South Glos.  
In April 2009 the assumed unspent carry forward amount was £20,000 but the revised budget shows a carry forward of £36,700 which is below the 8% threshold. There could be more money available at the beginning of next year if money is awarded from the council. If this is the case, the school could go above the threshold.

The saving is due to:

Teachers pay saving (Head Teacher secondment)  
£1,000 on training  
£4,000 on computer equipment (this is taken from the Capital devolved budget)  
£2,700 reimbursement for sick teachers  
£3,600 on school department allocations  
Plus an additional £9,000 extra funding for the statemented child

Extra expenditure:-

£2,300 for administration support  
£2,000 for office supplies including sanitisation for swine flu  
£9,000 for the statemented child

Assumptions for forthcoming financial years:-

£16,000 for statemented child allocated for next year  
£69,000 for Teaching Assistant Support and £82,000 and £83,000 for next 2 years (allowing for another TA)

Carry Forward (underspend):-

2010/11 - £37,000  
2011/12 - £19,500  
2012/13 + £16,200 over spend

These figures are based on current commitments (i.e. staff staying the same)

The budgets were ratified by governors and signed off by NT.

JE explained if the school go over the 8% threshold, money could be taken away from the school.

TL had reviewed the current TA situation and a proposal was provided to all Governors for a new temporary part time TA to assist with foundation stage and Key stage 1 children. The TA would cover a wide range of roles. TA timetables are currently full and there is no room to include further support or development work.

Current support hours are as follows:-

Foundation Stage – 36.5 hours

	<p>Year 1 – 25 hours Year 2 – 19 hours</p> <p>The proposal is to provide a temporary TA for 15 hours per week over the next 18 months with effect from 1<sup>st</sup> January 2010.</p> <p>£6,600 would be required to pay the proposed TA for the rest of this school year.</p> <p>All governors voted in favour of the recruitment proposal.</p>	
<b>7</b>	<p><b>CURRICULUM COMMITTEE</b></p> <p>JaH was proposed as chair of the Curriculum Committee by TL and seconded by DO.</p> <p>The Vice Chair vacancy remains and will be carried forward to the next meeting. CLC to add to the agenda for December.</p> <p>New Governors joining will be encouraged to join committees.</p>	<b>CLC</b>
<b>8</b>	<p><b>LINK GOVERNORS</b></p> <p>Now that MiL and ML have left there are Link Governor vacancies. The following vacancies were filled:-</p> <p>Attendance – JE Child Protection – NT</p> <p>Current Vacancy for Literacy needs to be filled but there are not currently enough non teaching governors. This vacancy will be carried forward to the next meeting. CLC to add to the agenda for December.</p> <p>A query was raised whether teaching staff Governors can be Link Governors. CLC to find out.</p>	<b>CLC</b> <b>CLC</b>
<b>9</b>	<p><b>GOVERNING BODY VACANCIES</b></p> <p>The following vacancies currently exist within the BHIS Governing Body:-</p> <p>Parent Governor – 1 Community Governor – 1 LA Governor - 2</p>	
<b>10</b>	<p><b>FMSiS</b></p> <p>The FMSiS audit will be taking place over the 14/15 December. JE will be available to help on the 15<sup>th</sup> December.</p> <p>DO has set up an Induction Folder for new Governors and discussions took place around the content of this document and amendments to be made.</p> <p><b>Governor School Visits</b> A copy of the form to be used when Governor visits take place should be sent to TL/DO</p> <p>A calendar for Governor and Committee Meetings to be set up by CLC</p>	<b>CLC</b> <b>CLC</b>

	<p>A current staff list will be issued</p> <p>A Governor contact sheet was provided which also shows the number of Governors required to achieve full complement.</p> <p>The first newsletter of the school year should encourage new parents to join the Board of Governors.</p> <p>Governors will join the potential new parent evening in future to explain the role of a governor and encourage parents to join.</p> <p>Terms of Reference for committees should be put on the school website. TL will send this document to CLC</p> <p>The Governor structure chart will also be put on the school website. NT to send a copy of this document to CLC</p> <p>A Schedule of Delegated Authority was distributed to Governors which shows spending levels and authority levels. The Schedule was approved by Governors.</p> <p>A Financial Competency Guide needs to be completed by Governors. TL distributed the form to each governor for completion and return.</p> <p>TL will issue a copy of this guide for distribution to those governors not in attendance.</p> <p>TL is preparing a similar competencies guide for all school Finance staff.</p> <p>A benchmarking exercise against other schools spending had been carried out. This information will be provided for the FMSiS report.</p> <p>A statement of internal control was signed off after final budgets had been agreed. FMSiS provide a guide for use when weaknesses are shown which can then be actioned through the year. JE advised this was not compulsory for this year, but would be with effect from next year.</p> <p>TL will complete a Financial Risk Assessment for primary schools.</p> <p>TL is collating all documents (Electronically where possible) to send in preparation for the FMSiS visit.</p> <p>Hilary Hurley will be attending for the duration of the FMSiS visit as she has good financial knowledge and has been covering for RC who has just returned from long term sickness.</p>	<p>TL</p> <p>TL/CLC</p> <p>NT/CLC</p> <p>All</p> <p>TL</p>
11	<p><b>ANY OTHER BUSINESS</b></p> <p>MF and DM will be holding a Performance Management Meeting with CC. JE and JuH are not available to attend.</p> <p>Caretaker hours for BHIS were questioned. There is concern that his time is not being spent fully looking after the school. TL acknowledged the concerns but felt that Jamie's time is equally spent between BHIS and the Junior School.</p> <p>BHJS get extra income from renting their school field to a local football team. It was noted the football team use the Infant School Access and perhaps money should be</p>	

	<p>provided for use of this access.</p> <p>BHJS have requested £3,000 towards the new IT room which could be used outside of school hours by people in the community. There was concern about how this £3,000 would be used. TL to discuss this in more detail with CC to find out whether this was previously approved.</p> <p>DM raised a health and safety issue around the trees that had been taken down as logs and branches were being used by children as climbing frames. TL advised children are being encouraged to play on them and that they had now been moved to a safer environment in the playground. TL will put a note in the newsletter making parent aware of this approved play.</p> <p>JaH advised footballs are again being kicked around the playground before and after school. Children were not being careful and it was felt that with parents, toddlers and grandparents dropping and picking up children during these times, this was not acceptable play.</p> <p>The Timber trail is also being used before and after school by toddler children. The health and safety aspect of this will be looked into although signs are already in place stating it is at parent's own risk to allow children to play on this equipment out of school hours.</p> <p>JaH thought the school newsletter should set out before and after school rules for parents, children and toddlers. JuH felt parents should police their own children during these times. TL will look at the Health &amp; Safety legalities.</p> <p>Dates for the Christmas Fair and Christmas Play would be distributed to parents again as some parents had said they were not aware of these taking place. TL confirmed they had been placed on the website at the beginning of the school year and parents should be made aware of checking the website regularly.</p>	<p>TL</p> <p>TL</p> <p>TL</p>
<p><b>12</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <p>Next Meeting takes place Wednesday 16<sup>th</sup> December at 6pm. Claire to bring Mince Pies!</p>	

