

**Minutes of School Governors Meeting  
Tuesday 30<sup>th</sup> September 2009  
Bromley Heath Infant School**

**Present:** Tina Long (TL)  
Andrew Dommett (AD)  
Maureen Frankcom (MF)  
Heather Williams (HW)  
Neil Todd (NT)  
Daksha Mistry (DM)  
Diane Oxenham (DO)  
Jane Hulm (JaH)

**Apologies:** John Essex (JE)  
Michelle Llewellyn (MiL)

**1. Apologies and Welcome**

Apologies received from MiL and JE. ML not present but apologies not received.

**2. Pecuniary and Agenda Interest**

Pecuniary Interest forms given out to Governors for completion. No Interests to note.

**3. Minutes of Last Meeting**

Agreed as correct record.

**4. Matters Arising**

None

**5. Head Teachers Report**

TL Went through her head teachers report.

All new staff will now be CRB checked. Any CRB checks taken out over 3 years ago need to be renewed.

A new system for enhanced CRB checks will come into place next year. It will involve all staff having a new CRB check but this will be phased in over a 5yr period, starting with all new entrants and then staff with old or no CRB checks

New Friends of School are to be informed of the new CRB check requirements.

:Leadership and Management

A parent consultation meeting to discuss outdoor play will be held on 20<sup>th</sup> October at 6.30pm. All Governors are welcome to attend.

Anti-bullying and Behaviour Management policies will be put on the school website when the rewritten documents have been approved by the Staffing and Curriculum committee

Staff changes are currently taking place.

## **6. SDP**

TL went through the SDP document.

The Action concerning FMSiS will be moved from an Action point to an Objective point on the Leadership and Management Section.

## **7. FMSiS**

DM and CC held a meeting to go through requirements for policies/documents. All information is already available through minutes and financial documents.

Everyone needs to know where the information is help as record keeping is key.

JE, TL and CC also held a meeting to discuss section 1 leadership

JuH is holder a meeting to discuss People Management on 21<sup>st</sup> October 2009 at 5pm with TL and MF.

JE is helping NT with the Processes section.

AD and TL will organize a meeting to discuss Partnership and Resources. 12<sup>th</sup> Nov @4pm

A new Governor induction Pack will be set up to hold important and useful information. DO volunteered to set up the file and a new Governor will check through it for usefulness.

**Action: DO/MF**

## **FMSiS General**

TL is keen to get as much FMSiS documentation completed prior to finishing her secondment in December 2009.

FMSiS MOT to be completed in January 2010 to prepare for the final completion in March 2010.

SEF parts 3&5 are to be rewritten but the old SEF will be accepted for FMSiS purposes.

Date for group meetings need to be set.

## **7. Governing Body Checklist**

### Child Protection Policy

TL updated and amended the policy. There is a need to be more specific around the description of Abuse. A definition of abuse needs to be added to the policy TL will do this.

Governors checked and agreed to adopt the policy.

### Special Education Needs Report

CC presented this at the last meeting. TL produced a report to show the progress of special needs children.

All children did well, some achieved exception results in year 2.

All children did well in year 1 and their attainment is in line with expectations, however two boys did not achieve their expected results; these have been highlighted for extra support.

## **9. Committee Report**

### Finance

The next meeting takes place on 11<sup>th</sup> November 2009.

A revised budget meeting is being held on 23<sup>rd</sup> October.

There is nothing to report at this time.

Revised budget needs to be agreed by 30<sup>th</sup> November 2009.  
TL will take CC place on this committee until she returns in January

### Curriculum

The next Curriculum Meeting will be held on Wednesday 7<sup>th</sup> Oct

The Group will be renamed Curriculum and Staffing.

There are no Vice Chairs in either Committee, and these are required for continuity. The Vice Chairs will be confirmed by the end of the year.

TL will attend the Finance committee in place of the Curriculum and Staffing meetings until CC returns in Jan. DO was added to the committee members for Staffing and Curriculum.

**10. Class Visits**

None

Formal visits need to be done.

Governors all need to see every year group throughout this coming year.

**11. Governor Training**

NT and HW attended the Ofsted Framework. The training provided lots of relevant information. NT recommended all Governors to attend.

NT attending Child Protection in December.

AD attending Community Cohesion in March and Assessment for Learning, Outdoor Play in June and Able, Gifted and Talented in April.

MF attending Complaints Training in November and SEF in February

Claire to update Database.

**Action: CLC**

**12. Parent Governor Item**

Parents have seen TL around the playground and felt it was a positive way to meet her in an informal environment.

**13. Staff Governor Item**

Outdoor Play Meeting being held on 20<sup>th</sup> October. JaH would like Governors to attend where possible. There are lots of plans and ideas in place to discuss.

**14. Community Governor Item**

None

**15. LEA Governor Item**

None

**16. Any Other Business**

- BHIS and BHJS will be holding a joint meeting. It was agreed to hold this following the next BHIS meeting on 21<sup>st</sup> October at 7.30pm DATE CHANGE!. AD, MF, HW, TL, JuH, JaH and NT will all attend.
- Governors Gallery had been removed and new photographs would be taken following this meeting to update the board.
- It was noted ML had now missed 3 meetings and not provided apologies. NT will write to him to see whether there is a problem with him continuing as Governor through the coming school year. A replacement may need to be found if ML is unable to continue.
- JaH informed the group that TL has had a good start to her secondment as Head Teacher, and everything was running smoothly. Lots of compliments had been received for TL. TL thanked everyone for their support.
- TL is working with the Junior School on a new attendance leaflet and policy which explains everything to parents. Governors need to agree and approve the leaflet. This will be carried forward to the joint Governors meeting. TL will circulate this to Governors by email prior to the meeting taking place.

**Action: TL**

- The Newsletter is due to go out to parents which will provide information about the new "Late Book" being held.
- NT has a list of books available for Governors. This cost will be discussed at the next meeting when JE is in attendance. NT is keen to start a library for Governors to share books and information.
- A query was raised whether a Governor could be a Parent Governor if they did not have a child in the school. NT thought this was acceptable if the Governor has a school age child. CLC was asked to find out and confirm the rule to Governors.

**Action: CLC**

#### **17. Date of Next Meeting**

The next meeting will be held on 21<sup>st</sup> October and the rest of the School year meetings are listed below.

**25<sup>th</sup> November 2009**

**16<sup>th</sup> December 2010 (additional meeting)**

**27<sup>th</sup> January 2010**

**31<sup>st</sup> March 2010**

**26<sup>th</sup> May 2010**

**15<sup>th</sup> July 2010**

Could all Governors please confirm apologies prior to each meeting.

