

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 13th July 2011
at Bromley Heath Infant School at 6.00 pm**

No.	Item	Action
1	<p>PRESENT: Neil Todd (NT) (Chair), Tina Long (TL), Heather Williams (HW), Chris Chrystal (CC), Graeme Dundas (GD), Rosemary Wyatt (RW), Maureen Frankcom (MF) John Essex (JE) Kathy Morris (KM) Debbie Penman (DP)</p> <p>Joy Donovan, SIP was present for first section of the meeting only.</p>	
2	<p>APOLOGIES: Jane Hulm (JaH), Di Oxenham (DO), Sharon Herniman (SH), Jon Hunt (JH)</p> <p>WELCOME</p> <p>NT welcomed everyone to the final meeting of this current school year.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS.</p>	
4	<p>MINUTES FROM LAST MEETING:</p> <p>Signed off as agreed by NT</p>	
5	<p>MATTERS ARISING:</p> <p><u>Security Fencing</u></p> <ul style="list-style-type: none"> • Planning permission is awaited. This is now urgent following some vandalism at the school over the previous weekend. Damage was done to the Elliott Building and water was left running after water bombs had been thrown by teenage children. • GD will find out more information from the lady who reported the vandalism. • A log will be kept of any further incidents. • GD will also put a record of this incident to Neighbourhood Watch. • A sign will be put up to show "No unauthorised persons allowed on the premises" <p><u>School Donation</u></p> <ul style="list-style-type: none"> • GD advised the group a £300.00 donation was being given from a local shop keeper which had been raised by customers. • The money is to be used for a school project and the shopkeeper requested a photograph of the presentation to be made. <p><u>Parent Survey</u></p>	<p>TL and JaH will discuss options for spending this donation and advise GD.</p>

	<ul style="list-style-type: none"> • The information had been sent by GH to TL and CLC. • Only 44 responses had been received. The majority of parents were pleased with the school overall, including teaching, discipline and fun. Parents indicated they would like more activity options after school. • The survey will be sent by email to parents next year with a link attached. This will hopefully encourage more parents to respond. • The survey is sent in a generic format so may not be well tailored to Bromley Heath Infant School. The Curriculum Committee will review and streamline the questions prior to sending out the survey next year. 	<p>CLC to distribute a copy of the results to all Governors.</p>
6	<p>SIP REPORT</p> <ul style="list-style-type: none"> • JD had provided a copy of her report to all members of the FGB. • JD had enjoyed working with the school this year. • Progress was good from all children • Good support is provided and the children are well challenged • All outcomes had been graded as 2 (Good) by Ofsted • Pupils are well behaved and eager to discuss their work. • The school provides good emphasis on children's well being • Leadership and Management is good/outstanding • Teaching and Learning skills were awarded 100% by Ofsted • SMT ensure teaching levels are high • Priorities this year were for maths. There had been support for girls by way of single sex lessons which had been very effective and L3 maths target had been exceeded. • Boys still outperformed girls in maths but girls had become more confident in their learning and development. • Outdoor learning is exceptional. Children are adventurous and able to develop in play. • Assessing Pupil Progress (APP) for Guided reading had been introduced throughout the school and in Year1 individual records were also kept; this will be carried through to year 2. • Priorities for 2011/12 will be spelling and handwriting to help children understand their learning and discuss what they learn (as this was the only thing highlighted in the OFSTED report). • JD is pleased to continue as SIP for Bromley Heath Infant School next year and looks forward to another good year at the school. • NT thanks JD for her continuing support and all Staff/Governors for their help in achieving an excellent SIP report. 	

7	<p>STAFF GOVERNOR END OF TERM REPLACEMENTS</p> <ul style="list-style-type: none"> • DO would like to continue in her Staff Governor role for one more year. • JaH would like to step down and will be replaced by Fran Parkes (FP). • TL to provide CLC with FP email contact details. 	TL
8	<p>WHISTLE BLOWING POLICY</p> <p>The policy provided by South Glos had been distributed to all Governors A copy of the policy is held in the Staff Room. TL proposed to adopt the policy without amendment, from South Glos. MF seconded the proposal.</p>	
9	<p>GOVERNOR TRAINING</p> <p>NT confirmed a new Link Governor role had been developed. GH was nominated as Training Link Governor. New Training Brochures were distributed to Governors.</p>	<p>NT to update Link Governor Structure</p> <p>CLC to distribute a copy of the Training Database</p>
10	<p>COMMITTEE REPORTS</p> <p>No Curriculum Meeting had been held.</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • Security fencing had been discussed and money has been set aside to cover this cost. • JE had received a letter from South Glos to confirm the 2011 budget. This confirmed the school need to use £21,000 from the carry forward this year to sustain it's current spending level. In 2012 there will be £16,000 to carry forward but this will bring a deficit in 2013. The Finance Committee are already aware of this. • There has been no major overspend from the budget. • There is a need to increase money coming in to the school. GH will join the Business Development Group and assist TL and KM with ideas for sponsorship. 	
10	<p>PARENT GOVERNOR ITEM</p> <ul style="list-style-type: none"> • RW completed a school visit to Zebra and Penguin classes and was made to feel very welcome. • There was lots of learning equipment available in class • Children were sociable and eager to talk • The Whiteboard used is a very good way to learn • Big difference between the two classes in their areas of learning • Nice to see the outdoor play area in use • Children are taught to think for themselves rather than copy their friends • RW enjoyed seeing how the school operates and children learn • A completed Governor Class Visit Form was provided to TL 	
11	<p>STAFF GOVERNOR ITEM</p>	

	Nothing to report	
12	COMMUNITY ITEM Nothing to report	
13	LOCAL AUTHORITY ITEM Nothing to report	
14	ANY OTHER BUSINESS <ul style="list-style-type: none"> • NT thanked CC for her hard work at BHIS and wished her a happy retirement. • NT thanked JaH for her input at FGB and a gift will be awarded to thank her for her support as Staff Governor • Photos of all members of the FGB will be taken after the meeting in October • Grandparents had offered to help in school with additional reading lessons • Details of Grandparents have been taken so that training can be organised and reading sessions set up • GH offered details of his mum as a link to UWE and possibly reading support assistants; GH will pass these on to TL. 	GH
15	DATE OF NEXT MEETING The meeting dates for 2011/12 were confirmed. They will all be held on Tuesdays and commence at 6pm:- 18th October 13th December 7th February (Please note change from 14th February) 17th April (To be confirmed at October meeting with TL) 22nd May 3rd July (with SIP) Curriculum and Finance Meetings The first meetings will be held at 5pm on 18 th October.	