

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 23rd November 2010
at Bromley Heath Infant School at 6.00 pm**

No.	Item	Action
1	<p>PRESENT: Neil Todd (NT) (Chair), Jane Hulm (JaH), , Tina Long (TL),Heather Williams (HW), Chris Chrystal (CC), Juliette Hughes (JuH), Rosemary Wyatt (RW), Graeme Dundas (GD), Andrew Dommett (AD), Maureen Frankcom (MF)</p> <p>John Essex (JE) joined the meeting at 7pm Maureen Frankcom (MF) left the meeting at 7pm JuH left the meeting at 7.15pm</p>	
2	<p>APOLOGIES: Daksha Mistry (DM) Di Oxenham (DO)</p> <p>WELCOME</p> <p>NT welcomed everyone and officially introduced GD as a new Parent Governor.</p> <p>JuH will be leaving the group this evening.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS. Rose Wyatt has pecuniary interest as Mr Wyatt prepares the school expenditure reports. Pecuniary Interest Forms were circulated for completion and returned to TL for school records.</p>	
4	<p>MINUTES FROM LAST MEETING:</p> <p>Signed off as agreed by NT</p>	
5	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">• Security Fencing is ongoing. TL is currently obtaining quotations for the cost to provide security fencing around the school.	

6	<p>HEAD TEACHERS REPORT</p> <ul style="list-style-type: none"> • CC went through her written report (attached) • NT congratulated the school on the SIP report. • CC praised the SIP as she is both encouraging and interested in what happens within BHIS. 	
7	<p>TRADING SCHOOL IMPROVEMENT SERVICES</p> <ul style="list-style-type: none"> • FMSiS has now been abolished! • The Local Authority plans to top slice money to provide school services. • Money provided to the school will be used on the services required which is similar to making schools Academy Status. Academy Status is precarious as no local authority support is provided so a school would be totally responsible for their own expenditure. This could estrange the Local Authority from the school. • The Local Authority has a good rapport with BHIS. Each makes good use of the other. • TL and CC have been looking at things that BHIS require now and in the future and have completed a survey. • CC feels the schools who struggle should have continuing Local Authority support. BHIS are lucky with the support they receive, but some schools need ongoing help. • If services are removed, what does the future hold if outside input is required? • Feedback from the School Survey and the outcome of the White Paper is awaited. 	
8	<p>ATTENDANCE TARGETS</p> <ul style="list-style-type: none"> • The current attendance target is set at 96.5% • CC will be increasing this slightly to possibly 96.7% • CC will check the Bromley Heath Junior School targets and set BHIS targets in line 	CC
9	<p>GOVERNOR EXPENSES</p> <ul style="list-style-type: none"> • NT raised the need for a Governor Expense Policy • Expenses are not paid to Governors at BHIS. It is considered to be a voluntary service • NT has written a no expense policy for the school • The policy will be reviewed in Term 2 by the Finance Committee and then reviewed on an annual basis • The policy was signed by NT and passed to TL for school records. 	
10	<p>COMMITTEE REPORT</p> <p>Governor Structure</p> <ul style="list-style-type: none"> • JuH is now leaving so replacements for Vice Chair and Curriculum Chair required. • AD was proposed as Vice Chair by MF and seconded by HW • MF was proposed as Curriculum Chair by JE and seconded by NT • AD was proposed as Vice Curriculum Chair by CC and seconded by TL • Graeme Dundas will join the Curriculum Committee, proposed by CC and seconded by NT • GD also to be the ICT lead. • A Link Governor for Play is required but will be elected at the next meeting. • NT to update the Governor Structure Table 	NT

	<ul style="list-style-type: none"> • NT presented JuH with flowers and gave thanks on behalf of Governors for all her support. <p>Finance Committee</p> <ul style="list-style-type: none"> • Finance meeting had been held • Revised budget to be completed later in the year • BHIS are conserving costs, children are involved in remembering to switch off lights when rooms are not in use. • Local Authority are looking at how to proceed as no schools are opting for academy status • 2011-12 Local Authority will take top slice from the budget to fund the trading system. In future the school will have to pay for the services it requires. • Half way through the financial year and BHIS are in line with the expected expenditure at this stage. • The expected carry forward amount next year is £38,294 which is below the 8% threshold. • <u>Caution:</u> The carry forward this year of £59,000 is expected to be £38,000 next year, which means the school are overspending by £18,000 each year. • The carry forward is £7,000 more than expected at the start of the year. • Teachers are helping other schools, which earns income for BHIS. • General repairs are now £6000 which is a more realistic figure • Education supplies budget has increased by £1800 due to extra income brought in from Friends of School • Laptop Equipment was expected to be £8,000 but is currently £5000. • Teacher sickness expense is not as high as expected. £5,000 allocated but only £3,389 used. • Next years budget to be announced beginning of 2011 • NT proposed the budget be approved and HW seconded. The budget was approved y all governors and finance documents signed by NT. • There are no major concerns <p>NT went through the School Fund Audit which provides an itemised list of school expenditure.</p> <p>It was agreed this document would be brought to the Finance Meeting in future, rather than the Full Governing Board Meeting.</p>	
11	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • Rose Wyatt has been unable to join the Induction training in January so will attend two half days of training during February and March. • RW will also look into E-learning to see whether she is able to self teach during the interim period. • MF attended Performance Management for Head Teachers – The Governing Role on 15th Sept 2010. • MF also attending training for Dealing with Challenging Behaviour 24/11/2010, Safer Recruitment 25/1/2011 and Intervention to Secure Progress for All on 13/6/11. • CLC to add updated training information to the Database and issue to the group. 	CLC
12	<p>CLASS VISIT</p> <ul style="list-style-type: none"> • No formal visits had taken place • HW had paid to visits to Year 2 to help out. 	
13	<p>PARENT GOVERNOR ITEM</p> <ul style="list-style-type: none"> • HW had attended a Maths Evening at the school and found it to be well 	

	received. Thanks were given to JaH and TL for running this evening.	
14	STAFF GOVERNOR ITEM Nothing to report	
15	COMMUNITY ITEM Nothing to report	
16	ANY OTHER BUSINESS <ul style="list-style-type: none"> • Election for Parent Governor Vacancies. No election is required as there are less applicants than posts available. There is still 1 vacancy. • CLC was asked to contact Emma Price to see whether she would still be interested in the LA Governing Post. • CLC also to contact Sharon Herniman regarding the Parent Governor vacancy, as there appeared to be a problem with CLC email and Sharon may not have received the invitation to attend this meeting. 	CLC
17	DATE OF NEXT MEETING Tuesday 25 th January 2011 at 6pm Apologies from MF and RW received. Future FGB to take place at 6pm on:- Wednesday 30 th March Tuesday 17 th May Wednesday 13 th July Finance Meetings to be held at 5pm on the same dates as FGB meetings. Curriculum Meetings will be held at 5pm on:- Wednesday 24 th November Tuesday 25 th January Tuesday 17 th May	