

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 24th May 2011
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), Graeme Dundas (GD), Di Oxenham (DO), Sharon Herniman (SH), Rosemary Wyatt (RW), Maureen Frankcom (MF), John Essex (JE), Jon Hunt (JH), Kathy Morris (KM)</p>	
2	<p>APOLOGIES: Debbie Penman (DP)</p> <p>WELCOME</p> <p>NT welcomed everyone and officially introduced Observer Parent Governor candidate Graham Huggins to the meeting.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS. Pecuniary Interest form to be issued to DP.</p>	CIC
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"> • Rose Cane is liaising with the Service Property Manager to organise planning permission. • 3 quotes had been received • BHJS have funding in place <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • The obstructive tree roots on the path are to be cut back • A quote had been received from the company recommended by South Glos • The work will be carried out asap. 	

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HEAD TEACHERS REPORT

TL went through the Head teacher report.

During April there were only 8 teaching days because of the late Easter break, Royal wedding and May Day break. Nevertheless we have still managed to cover a great deal.

PERSONAL DEVELOPMENT AND WELLBEING:

During our INSET day on 8th April the staff were shown how to make a fire in a way that would be safe to do with the children, as part of our focus on outdoor learning and developing forest skills with the children. It was a very informative session and I am sure it is a skill that will be used with small groups of children in the future.

Jill Crocker has attended a two part training course on 'The adult role in playful learning'. The skills learned will be cascaded to the rest of the TAs over the next few weeks.

Assessing Pupil Progress (APP) for reading has been introduced to the staff and refresher training on guided reading has been planned for TAs on 12th May.

VIEWS OF PARENTS/CARERS AND OTHER STAKEHOLDERS

A SATs information session for parents took place on March 30th. It provided parents with information about the SATs tests and tasks and how they could support their children during T5. Feedback from parents indicated that they found the session very useful.

The termly parents coffee morning took place on 31st March, these meetings provide valuable opportunities for the school to canvas parental views. The minutes are posted on the website for those who find it difficult to attend. It appears the group contains the same parents at each meeting. The school are trying to encourage other parents to attend. Meetings are normally held on either Tuesday or Thursday mornings

Parent consultation evenings took place on 4th/5th April. The meetings were well attended and teachers have made arrangements to meet the few parents who were unable to attend. The spring consultation meeting is an opportunity for parents to look at their child's work, discuss progress and be informed of their child's targets in literacy and numeracy.

Sophie Harrison attended a Massage In School Programme earlier in the year and has introduced the massage through story techniques in Penguin class. It has been very successful and was commented on in our recent OFSTED report. Sophie invited the parents from Penguin class into school for a massage by their child. The parents were very impressed with the children's techniques and ability. The process is a very calming experience for the children and creates a good learning atmosphere in the classroom. Sophie is now going to extend the program to other classes.

The friends of school organised an Easter event for the children after school on 6th April. The children enjoyed taking part in the activities the children

NFER parent survey has been returned initial results are good but they will need further analysis by governors.

Year 1 teachers are holding a Numeracy Workshop for parents on the 10th May. The aim of this is to provide parents with information about how numeracy is taught within the school and how they can support numeracy at home. Initial responses indicate that this will be another well attended session.

ACHIEVEMENTS AND STANDARDS

The Y2 SATs test and tasks are taking place in the Elliott building this month and as usual the teachers are endeavouring to keep things as normal as possible. The children

As part of the Local Authority's moderation programme the Y2 teachers attended Y2/3 moderation on 7th April. It was an opportunity for the Y2 teachers to meet with the teachers from the junior school to look at the work children produce and agree levels of attainment.

Pupil progress meetings were held on April 5th. These meetings provide opportunities for staff and the senior management team to discuss the progress of individual pupils. During the meetings we also discuss the interventions teachers are going to put in place for the children not making expected progress and the effectiveness of the previous interventions.

Jane Hulm led our ISET day on Friday 8th April. We looked at the progression in outdoor learning to ensure that the skills the children are learning are being extended as they move through the school. We also looked at the use of fire making in the curriculum and were shown how we could do this on the school field.

The teachers are continuing to assess numeracy using the App Maths format and the data will be recorded on our SIMs computer system on the 10th May as part of our assessment and monitoring programme.

QUALITY OF PROVISION

Our SENCO, Louise Barber, conducted the annual review of the Statement of Educational Needs for a visually impaired child in Y1. This has now been submitted to South Glos and we recommended that the amount of funded support should be the same for the next year.

A teacher from the vision support team visited a child in Y1 on 4th April. She made observations and discussed next steps and targets with the class teacher and TA all of which are now being incorporated into his Individual Educational Plan.

Lisa Warren took a group of Y1 children to a dance festival at Downend School after school on April 7th. The children performed with other schools and parents were invited to watch. All of the children who took part enjoyed the experience and received a certificate for their hard work.

The whole school undertook a project on the Royal wedding during the week commencing the 26th April and culminated in a Street party to celebrate the Royal Wedding.

LEADERSHIP AND MANAGEMENT

Foundation Stage places have now been allocated for September 2011 and parents have 2 weeks to accept the place. Mrs Dodge is in the process of contacting the parents who have been offered places to inform them of their child's group for their induction. Mrs Park and the Foundation Stage team will be organising the class groups and induction programme over the next few weeks. Y2 received a moderation visit from LA advisors on 29th March. The purpose of this visit was to ensure that there is a common understanding of the assessment levels given to children across the local authority and nationally. We received very positive feedback on the thoroughness of our assessments and how well the staff know their children.

The OFSTED report was distributed to parents on April 4th and the grading achieved was good with elements of outstanding. The only area for development identified in the report was related to assessment for learning and

	<p>involves giving the children opportunities to discuss what they are learning with their peers and assessing their own learning. This has been discussed with staff and will be identified as an action on our next School Development Plan.</p>	
7	<p>Parent Survey</p> <p>The NFER Parent Surveys had arrived.</p> <ul style="list-style-type: none"> • 44 parents completed them which equates to 24%. Largest number received from year 1 group • TL & CC will go through the report in detail. • Parent's comments were mostly positive. • A summary needs to be prepared. • GH offered to prepare a summary if accepted as Parent Governor. TL to provide him with the information. 	TL/GH
7	<p>COMMITTEE REPORT</p> <p>Finance Committee</p> <ul style="list-style-type: none"> • JE confirmed the final budgets for 2011/12 had now been agreed. • £38,000 was the expected surplus • £36,833 was the actual surplus which is 6% of the budget so does not incur a claw back of money • Allowances had been made for staff changes:- <ul style="list-style-type: none"> - 16 hour TA now permanent - Full time teach now permanent - Supply teacher retiring - New Head Teacher - Allowance for new Deputy Head • There would be a surplus of £14,600 for next year with a slight deficit of £5,000 for the following year. • The school are spending £22,000 more than the income being received from South Glos. • New funding ideas to be considered by TL and KM • JE asked for his recommendations to be approved for sign off. MF proposed and SH seconded. All governors were in agreement. <p><u>Capital Devolved Budget</u></p> <ul style="list-style-type: none"> • £70,000 had been spent on play equipment • Carry forward amount of £10,000 • Budget provides a further £6,000 • Money is earmarked for security fencing and computer equipment. • £1,000 surplus into next year. <p>Curriculum</p> <ul style="list-style-type: none"> • The group had discussed students in school. It was agreed to limit the number of students to 2. • CC advised students normally attend in pairs so 2 placements could be 	

	<p>considered as 4 students and it should be made clear exactly how many students are accepted at BHIS.</p> <ul style="list-style-type: none"> • JaH confirmed the important policies are on the website and policies are on track for review. • All core policies were now complete. <p><u>Committee Amendments</u></p> <p>JH will be added to the Health & Safety Committee KM will be added to the Pay Sub Committee</p> <p>Link roles are currently all at full capacity. NT asked if another link role is required. TL will think about this and bring to the next meeting.</p> <p>A revised BHIS staff structure will be sent to all governors. TL to provide to CLC for distribution.</p> <p>FGB photo board to be updated. Photos to be taken at the next meeting.</p> <p>NT voted GD on to the Curriculum Committee.</p>	<p>TL</p> <p>TL</p>
8	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • NT explained the training scheme to GH. • NT attended the Governors Network:- <ul style="list-style-type: none"> - FMSiS will be replaced by SFVS. Information was provided on the audits for school standards - NT confirmed the FMSiS information held at school covers the new requirements - Information on the new OFSTED framework was distributed to the FGB • JE attended Health and Safety training. Lots of information was provided and the tutors were very knowledgeable. • RW said good information was always provided at the training sessions and it would be shame if training does not continue to be funded. • NT advised CLC that she needs to complete Clerks Training. 	<p>CLC</p>
9	<p>CLASS VISIT</p> <ul style="list-style-type: none"> • NT explained the process to GH. • There had been no class visits carried out. • SH to complete a visit next term. • GH keen to complete a visit before the end of the school year. 	
10	<p>PARENT GOVERNOR ITEM</p> <ul style="list-style-type: none"> • GD advised of a National Exhibition taking place in London and Birmingham on 13/14/15th July. • Exhibition designed for visually impaired people • GD willing to attend with anyone who may be interested • The Exhibition is free to attend • TL considered this may be good for a teacher in school to attend as it would help with any children attending school with visual impairment • TL will look at the website – Sight Village – and liaise with GD 	

	<ul style="list-style-type: none"> As the dates fall on a school working day, financial support would be required as well as Supply teacher cover. 	TL
11	<p>STAFF GOVERNOR ITEM</p> <p>Nothing to report</p>	
12	<p>COMMUNITY ITEM</p> <p>Nothing to report</p>	
13	<p>LOCAL AUTHORITY ITEM</p> <ul style="list-style-type: none"> KM has been invited to attend St Bernard Lovell after the half term break to give an LA view on Trading Services and Ofsted Framework. HW is also attending. JH raised the issue of parking outside of school. Local police are frustrated and have started to ticket people for leaving cars running unattended and parking on the bus stop. JH meeting with the local policy to see what can be done. The Parish budget is health and a request will be made for money towards a zebra crossing outside of the school TL to give JH council email address to parents who want to enquire about road speeds and road safety. The issue will be taken to the safer and stronger meeting being held on 2nd June at Emerson's Green A note will be put into the newsletter about parking around the school area. 	<p>KM to feedback to TL</p> <p>JH</p> <p>TL</p> <p>JH</p> <p>TL</p>
14	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> GH was nominated as new Parent Governor. CC proposed and SH seconded. The OFSTED report recently issued to BHIS highlighted one area for action and this would be part of the SDP for next year. A staff meeting will be held to discuss. Congratulations given to TL on her new Head teacher role. A secondment advert had been placed for a Deputy Head teacher from September until Easter 2012. An advert for a full time permanent Deputy Head teacher would be placed in February 2012. Interviews for the secondment post will take place on 17th June 2011 and will include formal tasks as well as an interview. Interview panel confirmed as SH, DO and GD. Margaret from the Local Authority will also attend. Short listing will be completed on 7th June 2011. Annual leave during term time is continuing. TL attended a meeting with Senior Schools in the local area who are not keen to allow any "In Term" holidays. It had been decided that 5 days would be proposed as the maximum In Term time acceptable for pupils who achieve 95% attendance. This provided some flexibility. No holidays would be agreed during Term 1 or Term 5 as this was the settling in period and then SATS/Assessments term respectively. 	

	<ul style="list-style-type: none"> A fine of £50.00 per parent per child was being considered. This would be enforced by the school and welfare officers if agreed. It would not be enforced from September 2011 but parent information meetings will be held to inform everyone of the rules being brought in around "In Term" holidays. 	
15	<p>DATE OF NEXT MEETING</p> <p>Next FGB to take place at 6pm on:-</p> <p>Wednesday 13th July</p> <p>FGB meeting dates for 2011/12 will be distributed for consideration and confirmed at the next meeting.</p>	CLC