

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 25th January 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)</p>	
2	<p>APOLOGIES: Rosemary Wyatt (RW) Maureen Frankcom (MF) Andrew Dommett (AD)</p> <p>WELCOME</p> <p>NT welcomed everyone and officially introduced SH as a new Parent Governor.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS. Pecuniary Interest to be issued to SH from the School office.</p>	CC
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"> • None 	
6	<p>HEAD TEACHERS REPORT</p> <ul style="list-style-type: none"> • CC went through her written report (attached) <p><u>Personal Development</u></p> <ul style="list-style-type: none"> • Electronic registering is quick and efficient and saves lots of time for the school office. • Teachers are finding they miss sitting with the children each day to take the register and it is not as personal and welcoming as it had always been. • Parent Surveys are due this year. An online survey will be available and it is hoped most parents will complete and return it. • A link for the website will be put on the School website for ease of use. • The school will see only the outcomes of the survey so it is completely anonymous. • The survey is charged to the school on the basis of completed surveys plus an administration charge of £200.00 +VAT. <p><u>Achievement and Standards</u></p> <ul style="list-style-type: none"> • Children's progress has been tracked, assessed and discussed. CC not concerned at that time if there is no change to the last progress report due to 	

	<p>the summer holiday, but will be concerned if there is not an improvement at the next progress report in March 2011.</p> <p>Girls have been attending single sex maths lessons once a week and these have been well received with girls being able to concentrate quietly without the disruption of boys.</p> <p>Progress of these lessons will be monitored to see whether they continue to work.</p> <p>Boys can take over in class and girls find it intimidating.</p> <p>Not all lessons will be held this way but for Maths it appears the girls are shining through.</p> <p>Girls' results were lower last year compared to boys so this is a way to improve the standard in maths.</p> <p>Teachers will obtain feedback from the children to see how they feel about holding lessons separately.</p> <ul style="list-style-type: none"> • The Write Dance Programme encourages large movements, big drawings etc which helps children to get co-ordination and provides social interaction. • A SIP visit will be held on 10th February to review Outdoor Learning and look at Learning Diaries evidence to track progress. <p><u>Quality of Provision</u></p> <ul style="list-style-type: none"> • Focus of the In service Day at the beginning of term was to develop observational skills. Fran led this with all teachers and Teaching Assistants. • Teachers need to obtain an all round picture of children's development which includes listening and overseeing learning while children are outside. <p><u>Leadership</u></p> <ul style="list-style-type: none"> • A pilot study is taking place involving 9 schools for school improvement through a coaching approach. CC has attended an introductory meeting and feels the school leadership team will benefit from working with other schools in the cluster. This pilot is in its early stages and CC will attend a further meeting before including other key members of staff. 	
7	<p>COMMITTEE REPORT</p> <p>Finance Committee</p> <ul style="list-style-type: none"> • JE reported that expenditure was on target for the current year. • A funding formula had been received from the Local Authority for next year and budgets remained static. • A £6,000 cut from the Capital Budget had been made. • A carry forward of £6,000 capital budget from this year will increase BHIS budget to £12,000. • Security around the school is still an issue. BHIS are pushing the Junior School but they have a tight budget. BHIS have received costs to security their side of school and for gates to be erected between BHIS and BHJS which amount to approx £5000. BHIS will continue to endeavour to involve BHJS but their part could be more expensive. BHIS to go ahead with their side as they have been highlighted as falling behind with security in the area. • Quotes will now be obtained to obtain an actual cost. • By the end of the next financial year work should be completed to security. • GD made a suggestion of applying for "People's Millions" as a possibility of obtaining funding. • A visit from the Local Authority is expected at school during February to draw up the finance arrangements for next year. JE will report back in May to confirm the finance provided. <p>Curriculum</p> <ul style="list-style-type: none"> • The committee revised 9 policies including assessment, feedback, literacy, speaking, listening, spelling and writing, PSHE, Sex and relationship. • Health & Safety policy to be carried forward to the next meeting. 	

	<ul style="list-style-type: none"> A health and safety issue was raised by GD, as tree roots are growing through the paving around the main entrance. TL to investigate. 	TL
8	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> NT reminded everyone that they should be attending at least 1 training session per year, but 2 would be preferable. NT explained to SH how important it was for Governors to attending training. SH asked if she could attend the next available Governor Induction. GD is attending Induction Training in February and March with RW. TL and DO had attended "Understanding Assessment in Foundation Stage" but had not found it a particularly good course. It was not explained well and they felt Governors who were not from a teaching background would not find it useful. 	
9	<p>CLASS VISIT</p> <ul style="list-style-type: none"> No formal visits had taken place TL reminded everyone that the aim is for 1 visit by each Governor per term. A copy of the class visit form to be issued to all governors. 	CLC
10	<p>PARENT GOVERNOR ITEM</p> <ul style="list-style-type: none"> HW enquired about IT log in passwords. CC advised they had all been checked and reset where necessary and are continually monitored. Passwords are working but operator error can cause problems. 	
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> <p>None</p>	
14	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> RW had raised a query regarding CRB checks. CC to check with Rose in the School Office who needs to have enhanced CRB check. GD has a CRB to cover all South Glos Schools and will provide a copy to CC There is a rolling Government programme for CRB checks but Governors are not priority Governor photos on the wall need to be updated and more securely attached to the wall. Photos to be taken at the March Governors Meeting. 	GD CC All
15	<p>DATE OF NEXT MEETING</p> <p>Wednesday 30th March 2011 at 6pm</p> <p>Apologies from JE received.</p> <p>Future FGB to take place at 6pm on:-</p> <p>Tuesday 17th May Wednesday 13th July</p> <p>Finance Meetings to be held at 5pm on the same dates as FGB meetings.</p> <p>Curriculum Meetings will be held at 5pm on:-</p>	

	Wednesday 24 th November Tuesday 25 th January Tuesday 17 th May	
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