

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 5th October 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) ,John Essex (JE),Heather Williams (HW), Chris Chrystal (CC), Daksha Mistry (DM), ,Di Oxenham (DO), Rosemary Wyatt (RW)</p> <p>Juliette Hughes (JuH) joined the meeting at 7pm</p> <p>In attendance: Graeme Dundas- for observation only.</p>	
2	<p>APOLOGIES: Maureen Frankcom (MF) Andrew Dommatt (AD)</p> <p>WELCOME</p> <p>NT welcomed everyone to the first meeting of the new school year and introduced Rosemary Wyatt as a new Community Governor to the FGB.</p> <p>Graeme Dundas was also introduced as a candidate for a Parent Governor role.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS.</p> <p>It was noted that Pecuniary Interest forms should be completed. These would be obtained from the School Office and distributed at the next meeting.</p>	TL
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"> • Chair and Vice Chair roles had reached expiry. CC nominated NT and this nomination was seconded by DM. NT accepted the opportunity to continue his role as Chair. • The Vice Chair role would be discussed when JuH joined the meeting at 7pm 	

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HEAD TEACHERS REPORT

- CC went through her written report (attached)
- This was the first week for all children to be at school together for the whole day and new children had settled in well.
- The transition and induction process will be reviewed again in Term 2 to build on what is already done and things can be changed or improved.
- The new outdoor learning environment is a huge success. Children are using the new outdoor equipment even in bad weather.
- This has developed purposeful play outdoors with a freeflow of children from the classroom to the outdoor area in Foundation Stage.
- A Play ranger is working with children outdoors and mixing children from both years 1 and 2 in play. The Play ranger also runs an after school club.
- JaH will be attending a Play link meeting soon to do an audit on what has been done in the playground.
- The School Council has been re-established. They will be discussing the safety of children travelling to and from school.
- Foundation Stage data was handed to the group which showed results. Average score is expected to be 78 but BHIS had scored much better.
- KS1 had scored above both South Glos and national averages with maths score being particularly good.
- Level 3 had not been met in reading and writing but this is due to boys not being as good at writing. The data shows that girls are not as good at maths. Boys appear to be more competitive which can put the girls off.
- The data has been fed in to the School Development Plan.
- There will be a promotion of reading in the coming year, as children are not reading at home regularly. It had been noted parents do not make comments in the children's reading diaries so staff need to continue to motivate and encourage children.
- Write/Dance programme to be continued in FS and Year 1 and is now part of the school timetable following its success last year.
- Leadership in school is good and there are lots of opportunity for development of all staff – Caretaker, Senior Lunch break Supervisor and Office Staff.
- CC awaits the outcome of the Government funding cuts
- Revised budget meeting arranged 10th November to review funds prior to the new budget meeting with the Local Authority
- Finance Committee to be held 3rd November.

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ON SITE SECURITY

- The security report was discussed.
- The school has funding but Junior School had smaller funds available so despite their keenness to support the project it may now be delayed.
- A specialist had indicated the vulnerable areas of the school and most vulnerability lay with the Junior School and kitchen areas in both schools.
- A fence would cost approx £2000 but a prickly hedge would be a cheaper form of deterrent. A fence is now high priority to security the school although it is not as vulnerable as the Junior School.
- If Junior School is unable to proceed should BHIS still proceed? A meeting with the Junior School would be held week commencing 11th October and it was hoped a decision would be made by them.
- All staff are extremely vigilant around the school but it was felt an Ofsted visit due this year could be failed from a security aspect
- A gate for the car park could secure the Library door which is a vulnerable point.
- CC would speak to Faye Kitchen about funding a joint security fence.
- All correspondence relating to school security would be copied in to Faye Kitchen to keep her aware of the intentions to safeguarding children.

CC

	<ul style="list-style-type: none"> Costs will be confirmed in time for the next finance meeting if possible. TL to investigate fencing contractors to obtain comparable quotes. Dave Ashcroft will be able to provide details of approved contractors. 	TL
8	<p>CLASS VISIT</p> <p>HW and DM had both done class visits. HW had visited Class 2 on 30th June to observe the KS1 curriculum. Literacy was being taught at the time of her visit. HW found the teaching very interesting with all children learning how to tell stories through speech and learning to link sentences. The children were interacting with each other and using lots of imagination. HW provided CLC with two formal class visit forms.</p>	
9	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> Only NT had currently booked training. Everyone would let CLC know once their training had been booked Rosemary Wyatt will be booking Induction training. 	All
10	<p>PARENT GOVERNOR ITEM</p> <ul style="list-style-type: none"> JuH resigned from her Parent Governor role but confirmed her attendance at the next meeting to be held in November. A new Vice Chair would be nominated at the next meeting. The Vice Chair and Curriculum Link Governor Roles will be offered to all current Governing Board Members. 	CLC
11	<p>STAFF GOVERNOR ITEM</p> <p>TL and JaH distributed the Maths and Literacy SATS information which provided results from the last school year. These had improved significantly from the previous year and were higher than the LA and national average. New targets for the current Year 1 cohort were normally set during November each year, but this had been changed by the LA to January 2011.</p>	
12	<p>COMMUNITY ITEM</p> <p>Nothing to report</p>	
13	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> CC distributed the new SDP (School Development Plan) DM also resigned from her role as LA Governor but confirmed she would stay until the next FGB meeting in November. CC asked if her Performance Management and Target Setting could be held on 17th November at 10am. JE agreed but as JuH is unable to attend, CLC will write to MF to ask if she is able to join the meeting. CLC to send a reminder to all members of FGB to offer the Vice and Curriculum Chair roles. The curriculum meeting had been brought forward to 24th November from January, as it had not been held today. RW will join the Finance Committee in preference to Curriculum Committee. NT to update the Committees and Curriculum Links Data Emma Price had not contacted CC to advise whether she would be attending future FGB meetings as LA Governor. CLC to contact Governor Services to find out. Two parents had shown interest in the Parent Governor Role. CC would contact them to invite them to the next meeting. 	CLC CLC NT CLC

14	<p>DATE OF NEXT MEETING</p> <p>Wednesday 24th November at 6pm</p> <p>2010/11 meeting dates were set as follows:-</p> <p>FGB to take place at 6pm on:-</p> <p>Tuesday 25th January Wednesday 30th March 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> <p>Wednesday 24th November Tuesday 25th January Tuesday 17th May</p>	
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