

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

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

No.	Item	Action
1	<p>PRESENT: Tina Long (TL),Heather Williams (HW), Claire Baker (CB), Graeme Dundas (GD), Maureen Frankcom (MF) John Essex (JE) Graham Huggins; Fran Park (FP)</p>	
2	<p>APOLOGIES: Sharon Herniman (SH), Neil Todd (NT), Rosemary Wyatt (RW), Kathy Morris (KM) Debbie Penman (DP) Di Oxenham (DO) Jon Hunt (JH);</p> <p>WELCOME</p> <p>HW (acting Chair in view of apologies from NT) welcomed everyone and confirmed apologies for the meeting. TL distributed cards to each Governor which had been made by children of the school. The FGB were delighted to be considered as part of the school by the children and passed on their thanks.</p>	
3	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS. Pecuniary Interest Form outstanding from Sharon Herniman. Another form will be sent to her by the school office.</p>	
4	<p>MINUTES FROM LAST MEETING:</p> <p>Agreed by FGB. To be signed off by NT at the meeting in February. CLC to update the incorrect numbering before final sign off.</p>	<p align="center">CLC</p>
5	<p>MATTERS ARISING:</p> <p><u>Security Fencing</u></p> <ul style="list-style-type: none"> • The security fencing had been completed. TL confirmed it had been completed quickly and everyone was pleased with the result. There had been no negative feedback from parents. Governors feel the school now feels secure. <p><u>Secure Email</u></p> <ul style="list-style-type: none"> • DP had sent information to TL regarding secure email within the FGB. • TL would prefer everyone to hold a South Glos email account but as some of the group already hold more than one email account this could prove inconvenient. • This item is to be carried forward to the next meeting. <p><u>Code of Conduct Forms</u></p> <ul style="list-style-type: none"> • Most forms had now been received. CLC to send out a reminder email to everyone who has yet to complete and return this document. 	<p align="center">TL</p> <p align="center">CLC</p>

	<p><u>Governing Body Objectives</u></p> <p>It was noted that objectives had not been set since completion of FMSIS.</p>	
<p>6</p>	<p>HEAD TEACHER REPORT</p> <p>In line with the conventions of the governing body this report is a verbal report</p> <p><u>Personal Development and Wellbeing:</u></p> <p>Lorraine Gregory started her fixed term contract on 31st Oct. Covering Louise Barber's maternity leave. Sadly, as you know, Louise lost her baby the week after she started her maternity leave. She has received many messages of condolence and support of which she is very grateful. Many members of staff have been to visit her and as a school we will need to give her a great deal of support over the coming months.</p> <p>Claire Baker attended the South Gloucestershire deputy head residential conference at the end of term 1, the key note speaker was John West Burnham. Claire found the conference useful and bought back many new ideas that she is now implementing in her classroom with the view to extend their use to the rest of the school.</p> <p>October 31st was designated as an LA wide inset day. This enabled the authority to organise the 'Best Practice' training on the same day with varied reviews. Subject leaders attended their specific training one session in the morning and the other in the afternoon. First reports indicate that some of the training was not as good as normal and as most staff attended 2 sessions travelling between 2 venues, albeit close together meant that lunch was rushed. I have given feed back to the LA regarding staff views and they will use this information to decide if they organise training again this way next year. Organising the professional development in this way did save on the cost of supply teachers, as the school was closed on the day.</p> <p>We have been asked again if Fran Park would participate in the leading teacher scheme. TL has agreed to release Fran for 8 days over the next 4 terms, we will be paid for this.</p> <p>Fran and Di Ashman attended phonics training and are looking into changing the phonics teaching within the school as a result.</p> <p>All staff have taken part in EPI pen training during terms 1&2 and we have 1 child in school who requires an EPI pen.</p> <p>TL has taken part in the Headteachers induction programme organised by the LA, attending training on Data, ICT, Schools Management Systems, Central teaching Services and School self evaluation. TL also attended one day's New OFSTED framework training in Nov. Even though we are not due an Ofsted imminently it was good to see how the framework has changed and how that will affect our priorities over the next few years.</p> <p><u>Views of Parents/carers and other stakeholders</u></p> <p>Parent consultations took place in October. The purpose of this first meeting is to establish links with parents and ensure that the children have settled well into their new classes. Feedback from teachers and parents indicates that both parents and children are happy and settled in school.</p> <p>The first School Council of the year took place at the beginning of term 2. School councillors from last year were re-elected and new members were</p>	

voted in. They decided to work on ensuring that the children bring healthy lunch boxes to school and this links to our healthy school status. They are intending to hold an assembly in term 3. To enable more children to be involved in the school council Claire has agreed with the council to vote new members every other term.

The Eco warriors have also been elected and had their first meeting. They promoted switch off fortnight by holding an introductory assembly, monitoring the lights at lunchtime and engaged parental support to monitor the lights at the end of the day. Claire Baker is leading the Eco Team.

Foundation Stage parents were invited to view their child's learning diaries at the end of the day during the week commencing 28th Nov. This is a very relaxed event where parents look at the diaries with their child and are encouraged to comment on what they have seen. Both parents and children enjoy these sessions.

Achievements and Standards

As part of our monitoring cycle the SLT have undertaken Learning walks and a work scrutiny focussing on writing this term.

The learning walks focussed on the learning environment in each classroom. Learning walks are exactly what they say. A member of the leadership team walks around the school observing certain things in and around the school. The focus of the learning walk was the learning environment. I can report that the learning environment in the school is bright and stimulating for the children. There was lots of evidence of the skills taught on display in the classroom and the children were able to talk enthusiastically about what they had been learning. Areas to be developed as a result of the learning walks were identified and relayed to staff in a staff meeting. They include noting the objective for each phase of the literacy units being taught and ensuring that there is more evidence around the classroom of the sounds being taught each week.

The work scrutiny focussed on writing and marking using Assessment for learning techniques. The main areas noted here were to ensure the school's marking codes are used consistently and providing opportunities for children to respond to the marking in their books and looking at their next steps.

The first literacy assessments have been recorded on the SIMs system and analysed by the SL, the results of which informed our pupil progress meetings at the end of T2. All class teachers participated in the pupil progress meetings with Claire and TL. We focussed our discussions around writing and the intervention groups taking place within each year group. Children who were not on target to achieve their end of KS targets were highlighted as were those who it was expected could exceed their targets, these children were identified for either support or extension work over the next two terms. Our next pupil progress meetings in Feb will focus on these children and numeracy.

Leadership and Management

The headteacher's performance management review and target setting took place on Nov3rd and challenging targets were set for her performance.

The School Improvement Partner also discussed the end of year data analysis and the South Glos profile which compares our data with LA and national. We also looked at the raise on line data for the school, which is a national version of the SG profile. Our results again show that our results are significantly above national and local levels.

Fischer Family trust is a national data base that provided predictions of future performance based on a range of different indicators. They normally provide

information for KS2 children but have recently started to make predictions for children based on their foundation stage scores. We looked at these and concluded that we may need to add even more gentle challenge to our targets in the future. This will be discussed with Y1 teachers when we target set in T3.

We also looked at the LAs suggested format for school evaluation relating to the proposed new OFSTED framework. This format will be used as the SEF is updated over the next year.

As part of our LA support we have received the following visits from teaching and learning advisers

½ day Numeracy support with J Hulm focussing on action planning and App review

1 staff meeting – supporting the implementation of Merlin – the interactive learning platform that allows children to access work from home and will enable us to share information with parents in the future.

2x ½ day ICT support with S Harrison as new subject leader looking a writing action plans and strategic planning of ICT alongside looking planning for progression in ICT

1 staff meeting- supporting literacy – We looked at the possibility of introducing a cursive script within the school.

The school security fence has now been completed. Jamie Calder checked the work with the contractors. There are a few minor things to be completed such as, slip bolts on the gates at a height that the children cannot meet and some retouching of the paint. The work was completed with the minimum of disruption to the staff and parents and we have agreed a set of protocols with the juniors concerning the opening and closing of the gates and parking.

Quality of Provision

The school remained open during the national day of action on 30th Nov. We had 3 members of staff who took strike action but we were able to remain open.

We planned 3 school trips but one was altered due to the industrial action. Downend Methodist Church visited the school instead and the children made Christingles in their classrooms as part of their festivals and celebrations topic.

Foundation stage visited the Arboretum at Westonbirt, they explored the woodland and made a Christmas decoration.

Year 2 visited Bristol Cathedral as part of their Imagine topic and experienced the awe and wonder of the building alongside a workshop about the Nativity.

All of the visits were enjoyed by the children and they benefitted from the experience of learning outside the classroom.

A full range of after school clubs continued in T2 and French club staged a small play for staff and parents at the end of term. It showcased the vocabulary the children had been learning and the songs they have learned.

Sophie Harrison completed the Active for life pilot with penguin class and some of their parents. Sophie will be evaluating the programme for the advisers at the LA and will feed back to us in the new-year.

KS1 and FS Christmas productions have also taken place and were very well

	<p>received by parents. The children's clear voices and singing was particularly good. We will also be holding a grandparents production, this year for the first time. This performance will involve all of the children singing a selection of songs and dances from their performances.</p> <p>The Christmas productions were also photographed for the Bristol Evening Post and they appeared in the Christmas supplement.</p> <p>2 members of staff have attended paediatric first aid training. We now have 4 qualified first aiders on the staff.</p>	
7	<p>SCHOOL DEVELOPMENT PLAN</p> <p>TL Went through the SDP. This is an important document for Governors as it ensures they are aware of progress being made through the School Year. The SDP is broken into a term plan to focus on each term and this helps to allocate time correctly and achieve the tasks.</p> <p>The following items were updated:-</p> <ul style="list-style-type: none"> • Curricular Teams – 2 Teams had been set up for Assessment for learning and Community Cohesion. The meetings had been productive and feedback will be provided in the New Year. • Healthy School Development – Evaluations were awaited from Sophie Harrison • Support Staff Team – CB has held meeting with the TAs to discuss professional development opportunities and clarify communication within the school. • Parents will be asked their views and involvement with the BHIS 50th year celebrations during 2012. There are lots of ideas! • The assessment of reading and writing is a work in progress. • Every child a talker– FP has presented information to all staff during a staff meeting. Sophie is attending a presentation by the university students who worked in school on developing children's talk earlier in the term. This helps to develop writing a better story. • Science Weeks have been talked about during the Autumn term and will be carried out during Spring Term 2012. • Forest Skills - Groups of children will use their skills to complete fire building, den making and learning about trees. A Bushman may be invited to teach skills with parents and children in Late Spring. 	
8	<p>FUNDRAISING EVENT 24 January 2012</p> <ul style="list-style-type: none"> • KM not in attendance to take this forward. • TL has not sent invites out yet but will send to Parents and local businesses in the New Year. • The group need to think about where the money will be used in order to encourage donations/sponsorship. • Think about Capital projects – events, activity, school trips. • Publicise the event in the Parish Council magazine, Neighbourhood Watch, Small flyers to local businesses, Christchurch Hall, Parish Council Notice Boards, Stronger and Safer community group. 	<p>TL to contact JH and KM</p>

9	<p>SEN REPORT</p> <ul style="list-style-type: none"> • TL went through the Special Needs Report for 2010-11 • There were 6 children on the Register • 4 children needed assistance and support • 2 children needed a special educational plan to support them with their learning • In addition, 1 child has a Statement of Educational needs and receives TA support for 25hours per week. • Every class holds a Special needs File for guidance. Outside Agency information is held within this file. • Changes are made within class/teaching and TA support in order to accommodate children with special needs. • Additional funding is only provided if a child has a Statement of Educational Needs. 	
10	<p>COMMITTEE REPORTS</p> <p>FINANCE</p> <ul style="list-style-type: none"> • The revised budget exercise had been completed. • £6000 more than expected had been carried forward but the identified budget for supply teaching had already been spent. • Teaching costs are more than expected. • There is a need to look within the school for covering sickness absence as there is little money left to cover supply teaching for the whole of next year. • Steps need to be taken to reduce costs. • Student placements next year will help but in view of the monitoring of students this cannot be relied upon. <p>CURRICULUM</p> <ul style="list-style-type: none"> • Terms of Reference had been agreed • Behaviour Management Policy agreed • Teachers Pay & Review is a national document so was only to be rubber stamped by the Committee • School Trips policy should include the necessity of wearing safety belts whilst travelling • Bullying and Harassment policy to be put on the shared drive so that all staff can have access to it. • Personal and Social Health policy agreed • FP went through Read, Write and Inc, a new phonics program the school will be adopting in the new year.(?any additional comments at this time?) • GD made the group aware of Clear Vision and Resources, which provides Braille books to borrow, touch and feel books with sound for children aged 0 The school need to register at a cost of £60 per year for the use of touch and feel books. Some books are free. GD to email information to Clare Baker. 	<p>TL</p> <p>GD</p>
11.	<p>CLASS VISITS</p> <ul style="list-style-type: none"> • There had been no class visits carried out since Spring Term. • Claire to send out a reminder to the group for visits to take place this coming year. 	
12.	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • GH had visited Governor Services to find out more about training required for Governors and obtained a Skills Analysis form. This form helps to utilise Governors skills and experiences. • Need to set out a plan for next year and Aims for Governors 	<p>GH to send information to the Group</p>

	<ul style="list-style-type: none"> This analysis helps to show where key areas need covering. Governors should consider a Buddy/Mentoring scheme to encourage new governors joining the group. 	
13.	PARENT GOVERNOR ITEM Nothing to Report	
14.	STAFF GOVERNOR ITEM Nothing to report	
15.	COMMUNITY ITEM Nothing to report	
16.	LOCAL AUTHORITY ITEM Nothing to report	
17.	ANY OTHER BUSINESS <ul style="list-style-type: none"> MF thought a new Complaints Procedure had been introduced but TL not aware of it. A new website had been introduced through Ofsted to encourage feed back from parents. There is concern that the system could be abused and only negative comments will be made about school rather than positive and negative. This may prompt an unnecessary visit by Ofsted. TL confirmed an audit had been completed for the unofficial school fund help from donations made. All papers are kept in the school office and an audit is carried out on an annual basis. HW term of office within FGB finishes in February 2012. HW would be interested to continue if there are no other applicants. TL will advertise the vacancy. 	TL to check TL to investigate further. TL
18.	DATE OF NEXT MEETING 7th February at 6pm (Please note change from 14th February) Meetings for this school year confirmed as:- 17th April 22nd May 3rd July (with SIP) Curriculum and Finance Meetings 7th February at 5pm	