

**BROMLEY HEATH INFANT SCHOOL**

**FULL GOVERNORS MEETING**

Minutes of a meeting of the Full Governing Body held on 18<sup>th</sup> October 2011  
at Bromley Heath Infant School at 6.00 pm

No.	Item	Action
1	<p><b>PRESENT:</b> Neil Todd (NT) (Chair), Tina Long (TL), Heather Williams (HW), Claire Baker (CB), Graeme Dundas (GD), Rosemary Wyatt (RW), Maureen Frankcom (MF) John Essex (JE) Kathy Morris (KM) Debbie Penman (DP) Di Oxenham (DO) Jon Hunt (JH); Graham Huggins; Fran Park</p>	
2	<p><b>APOLOGIES:</b> Sharon Herniman (SH)</p> <p><b>WELCOME</b></p> <p>NT welcomed everyone to the first meeting of this current school year. Claire Baker was introduced as the Interim Deputy Head and Tina Long was congratulated on her promotion to Head Teacher.</p>	
3	<p><b>PECUNIARY and AGENDA INTERESTS:</b></p> <p>Parent Governors with children attending BHIS. Pecuniary Interest Forms were completed and signed.</p>	
4	<p><b>MINUTES FROM LAST MEETING:</b></p> <p>Signed off as agreed by NT</p>	
5	<p><b>MATTERS ARISING:</b></p> <p><u>Security Fencing</u></p> <ul style="list-style-type: none"> <li>• Planning permission had now been granted and the fencing will be started in approx 3 weeks time.</li> <li>• Parents had been notified of the possibility of some disruption to access during this period.</li> <li>• Total cost has been estimated at £5400.00 which would be a slight under spend on the expected cost.</li> <li>• Jamie (Caretaker) had now cut back the bushes from the front of the school.</li> </ul> <p><u>School Donation</u></p> <ul style="list-style-type: none"> <li>• The £300 donated by a local shopkeeper had been spent on Wicker Wig Wams for outside play.</li> <li>• The children loved the new addition as they provide enclosed spaces to play in.</li> <li>• Mrs Chris Chrystal was also funding a new wooden wigwam</li> </ul>	

**HEADTEACHER REPORT**

- TL provided a copy of her first written Head teacher report.
- The report is based on the SEF format although SEF is no longer being used. The format of the report will change as the year progresses.

PERSONAL DEVELOPMENT

- Everyone had settled back in to school very well. Children are still smiling!
- Foundation children had home visits prior to starting school and approx 20 minutes had been spent with them in their home environment. This had taken about 1 week to complete. GH complimented staff on this idea as it succeeded in reassuring children.
- The PPA teacher is currently away from school due to personal circumstances changing.
- Coaching will be extended to non teaching staff and support staff. Feedback has shown this is proving beneficial.
- The Teacher 2parent text system is working well. The email communication is not quite as successful but will continue to be evaluated.
- St Peters Hospice has been chosen as the charity of the year. The school council will be involved in organising events.

VIEWS OF PARENTS/CARERS AND OTHER STAKEHOLDERS

- Parents feel their children have settled in to school well.
- The Transition programme had been worthwhile and CB will evaluate the success.
- Coffee mornings will continue this year but will be alternated between AM and PM meetings. The first one had been held and 28 parents had attended which is an increase from last year.
- KS1 and foundation curriculum meetings had been well attended.
- KS1 focused on communication whilst Foundation focussed on Reading & Numeracy. Writing will be the focus later in the year.
- Foundation Stage children had enjoyed showing their parents /grandparents around their classrooms.

ACHIEVEMENTS AND STANDARDS

- KS1 results are good
- Level 3 results had increased
- The school is achieving above Local Authority and National results

LEADERSHIP

- There are 180 children attending school. There had been some movement of children at the beginning of term but the vacant places had soon been filled due to a waiting list held at the local authority.
- There is one child being "looked after" and an appropriate plan will be prepared.
- EPI pen training had been completed and EPI pens for identified children are kept in the school office.
- Claire Baker was welcomed to the school on her secondment from Blackhorse School.
- Louise starts her maternity leave at the end of this term.
- Rose is covering Julie in the School Office whilst she attends Jury Service.
- A child with difficulties has a support worker to provide guidance.
- The SDP had been completed.
- The SLT had been expanded to include Fran Park.

QUALITY

- CB has set up volunteer meetings to train parents to support within school.
- Grandparents have been helping with reading.
- All after school clubs are now open to Y1 and Y2.
- Sophie is carrying out massage in class which has proved successful in helping children to prepare for their learning.
- Sophie is looking at developing healthier lifestyles for children, not just in

	<p>their eating habits but also in the way they relax and finding alternatives to watching TV or playing computer games.</p> <ul style="list-style-type: none"> <li>• Friends of School are organising lots of activities again this year</li> </ul>	
<b>7</b>	<p><b>REVIEW OF THE GOVERNING BODY AND DELEGATED POWERS</b></p> <ul style="list-style-type: none"> <li>• Papers had been distributed</li> <li>• All in agreement and NT signed off</li> </ul>	
<b>8</b>	<p><b>CHARGING/PURCHASING POLICY</b></p> <ul style="list-style-type: none"> <li>• Approval of Expenditure information distributed.</li> <li>• This was reviewed and agreed by all</li> <li>• NT signed off as Chair of Governors</li> <li>• JE signed off as Chair of Finance</li> </ul>	
<b>9</b>	<p><b>PERFORMANCE MANAGEMENT Policy</b></p> <ul style="list-style-type: none"> <li>• Relevant Document distributed and reviewed.</li> <li>• Agreed by all</li> <li>• NT signed off</li> </ul>	
<b>10</b>	<p><b>SATS</b></p> <ul style="list-style-type: none"> <li>• SATs information provided to Governors</li> <li>• Results of Foundation stage children is in line with 2010</li> <li>• An average child scores 6, BHIS have higher than Local Authority and National standard</li> <li>• The gap between girls and boys is wider for numeracy but closer for literacy.</li> <li>• The results for Shape, Space and Measure had dropped and this will be a focus for the coming year to ensure it doesn't happen again. A podular system will be used to increase understanding for Shape, Space and Measure.</li> <li>• Children will now be working together in groups, more able children, children needing challenges and children needing more support.</li> <li>• Social Development is excellent.</li> <li>• A points system is in place to benchmark children's progress. The expected progress will be 2 points by February 2012 and 4 points by June 2012. 58/60 children achieved a 4 point progress last year.</li> <li>• TL looked at overall strengths in KS1 literacy assessments and identified areas for development</li> <li>• Development in Handwriting will be the focus this year, with the possible introduction of joined handwriting. The Literacy leader will liaise with the Junior School ensure that both schools follow a similar system.</li> <li>• Spelling results dipped this year and will be a focus for development this year.</li> <li>• KS1 numeracy will focus on money division and subtracting, fractions and interpreting data in a chart</li> <li>• The Y2 experiment of splitting girls and boys in maths had shown girls</li> </ul>	

	confidence grow from working in a single sex group. This will be continued again this year.	
11.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <ul style="list-style-type: none"> <li>• TL went through the School Development Plan set out for this year.</li> <li>• The school has almost achieved an outstanding result from Ofsted and the main focus is to achieve this.</li> <li>• Merlin is a learning platform that enables parents to access parts of their children's work at home but it still needs development before it can be rolled out to parents. GH offered his help in setting this up and TL accepted the offer which will probably be taken up during the Spring term.</li> <li>• TL asked for the SDP to be an agenda item at every Governor meeting so that the plan can be reviewed and updated throughout the coming year.</li> </ul>	CLC
12.	<p><b>GOVERNORS SECURE EMAIL</b></p> <ul style="list-style-type: none"> <li>• TL is conscious that information being sent by Governors through the email system is often of a confidential nature.</li> <li>• Should Governors be using a secure S. Glos email address or consider password protected documents?</li> <li>• It was noted the S Glos system crashes regularly and may not be the best system to use.</li> <li>• DP can provide information to TL on password protecting documents.</li> <li>• Governors to consider options.</li> </ul>	DP
13.	<p><b>COMMITTEE REPORTS</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• All areas of spending are as expected.</li> <li>• There may be possible areas where some money will be saved.</li> <li>• All staff are aware of the tighter budget control within school.</li> <li>• The budget setting will be take place in November.</li> <li>• JE will check what has already been allocated for spend in order to prepare the budget</li> <li>• The school is looking to avoid a deficit for the next couple of years</li> <li>• KM had come up with the idea of arranging a meeting to discuss ideas for raising sponsorship/income. The meeting is to be held with parents in January. This will be an open forum to help networking within the local community and encouraging both money saving ideas and bringing money in to the school.</li> <li>• Governors were asked to give any contact details to the school office for invitation to the meeting.</li> <li>• GH knows someone at Waitrose who may be interested in supporting the school.</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• 6 policies had been reviewed</li> <li>• The Outdoor Play policy needs some work before it is complete for sign off</li> <li>• Safeguarding also needs to identify a nominated person. CB has attended Safeguarding training.</li> <li>• Parental Responsibility/Permission needs to include Social Services</li> <li>• D.O nominated as the Pastoral Governor for Bullying but will need some training/guidance to fulfil this role.</li> <li>• DO held notes from the curriculum meeting for TL to review the areas for clarification before sign off.</li> </ul>	All
14.	<p><b>GOVERNOR TRAINING</b></p> <ul style="list-style-type: none"> <li>• TL and NT had both attended Exclusion Training. This was quite a difficult training area which raised lots of questions but overall the content was</li> </ul>	

	<p>interesting and worthwhile.</p> <ul style="list-style-type: none"> <li>• TL has documents relating to the new guidance concerning good behaviour in school and will email these to the FGB.</li> <li>• GH and DP had attended Induction training</li> <li>• DP had also attended Safer Recruitment.</li> <li>• GH will check the training database held by Claire to ensure everyone is attending relevant training. GH also to check how often training needs to be completed ie if someone has previously attended a particular training subject, when do they need to renew it?</li> </ul>	<p>TL</p> <p>GH</p>
10	<p><b>PARENT GOVERNOR ITEM</b></p> <ul style="list-style-type: none"> <li>• SENCO Replacement Is Sue Dutton who replaced Louise Barber on her previous maternity leave.</li> </ul>	
11	<p><b>STAFF GOVERNOR ITEM</b></p> <p>Nothing to report</p>	
12	<p><b>COMMUNITY ITEM</b></p> <p>Nothing to report</p>	
13	<p><b>LOCAL AUTHORITY ITEM</b></p> <p>Nothing to report</p>	
14	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• The Sponsorship Open Forum meeting will be held on Tuesday 24<sup>th</sup> January 2012.</li> <li>• Names and suggestions for invitations to TL</li> <li>• Suggestion for meeting to be advertised within the Neighbourhood Watch leaflet</li> <li>• Downend Matters holds information relating to local businesses who could be invited to attend</li> <li>• DP asked for a short meeting with NT to discuss her role as Link Governor. The Governor Induction Pack was provided to DP for information in the meantime.</li> </ul>	<p>All Governors</p>
15	<p><b>DATE OF NEXT MEETING</b></p> <p>13<sup>th</sup> December at 6pm</p> <p>Meetings for this school year confirmed as:-</p> <p>7<sup>th</sup> February (Please note change from 14<sup>th</sup> February)</p> <p>17<sup>th</sup> April (Now confirmed)</p> <p>22<sup>nd</sup> May</p> <p>3<sup>rd</sup> July (with SIP)</p> <p><b>Curriculum and Finance Meetings</b></p> <p>These meetings will be held at 5pm on 13<sup>th</sup> December.</p>	