

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 11th October 2017
at Bromley Heath Infant School at 6:30pm**

No.	Item	Action
	PRESENT: Tina Long (TL), Kirsti Harris (KH), Jim Honeywill (JH), Shelley Humphries (SH), Rose Cane (RC), Lisa Warren (LW), Linda Russ (LR) & Sara Say (SS)	
1.	<p>APOLOGIES: Colin Cooper and Emma New.</p> <p>WELCOME: JH agreed to chair the meeting and confirmed apologies. JH notified Governors that Georgina has resigned as a Governor. LR introduced herself to Governors.</p> <p>We currently have 2 vacancies - 1 Co-Opted Governor and 1 Parent Governor. Governors discussed the vacancies available – SH’s term of office expires in November – Governors agreed that they would like SH’s experience to remain on the Governing Body and SH was offered the position of Co-Opted Governor. SH was happy to become a Co-opted Governor ACTION – TL to advertise the 2 parent governor positions</p>	TL
2.	<p>PECUNIARY and AGENDA INTERESTS:</p> <p>Parent Governors with children attending BHIS.</p> <p>TL handed out new pecuniary interests form and asked all Governors to sign and return. ACTION – CC & EN to sign the pecuniary interests form</p>	CC/EN
3.	<p>MINUTES FROM LAST MEETING:</p> <p>Agreed by FGB. Signed off by JH.</p>	
4.	<p>MATTERS ARISING:</p> <p>Induction Pack – Updated pack was prepared by EN and emailed to all Governors for comments.</p> <p>Meet with staff – TL to ask staff to come along to the Governors meeting on 29th November at 5:30 to meet Governors.</p>	
5.	<p>APPOINTMENT OF CHAIR & VICE CHAIR</p> <p>Chair JH shared that CC will be stepping down as Chair of Governors, due to work commitments but will remain as a Governor. Governors were asked to consider whether they could take on the role – it was agreed to have two Co-Chairs to share the workload. LR shared that although she was new to Bromley Heath, she had previous experience as a Governor and offered to become a Co-Chair. JH offered to support LR and become the second Co-Chair. All Governors were in favour of these appointments</p> <p>Vice Chair To be discussed at our next FGB Meeting</p>	

<p>6. 7.</p>	<p>COMMITTEE MAKE-UP/STRUCTURE DEFINE LINK GOVERNOR ROLE Chair of Finance – EN to be consulted about whether she is able to take on the role of Chair of Finance. RC stated that she would be happy to be vice-chair, if EN was able to commit to being Chair. Roles to be confirmed at the next FGB Meeting SH agreed to Chair the Curriculum & Staffing Committee. All roles were reviewed and filled – KR to update the Governor Structure and issue to all Governors. Link Governor Course – TL confirmed that there are 2 free places available on the course on 27th November, as it is being held at the school – Governors to consider if they are available</p>	<p>EN/RC KR ALL</p>
<p>8.</p>	<p>REVIEW THE GOVERNING BODY & DELEGATING POWERS Governors were happy with the document. 'Friends of School' – Governors should have access to their constitution – TL to chase the information In addition, the 'Friends' will be invited to the Governors meeting on 24th January to present their ideas for the coming year. GOVERNORS CODE OF CONDUCT CONFIDENTIALITY POLICY Committee were happy with both documents and all Governors signed the relevant sections. CC & EN to sign the documents at our next FGB Meeting</p>	<p>TL TL CC/EN</p>
<p>9.</p>	<p>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN A copy of the HT Report had been issued to Governors, prior to the meeting. Data was shared with Governors. Areas for development highlighted from the attainment data are phonics and writing. EYFS – Attainment – the % of children achieving a GLD has increased by 3% on last year. Areas to be developed are to diminish the gap between boys and girls achieving a GLD focussing specifically on the Literacy aspects of the Early Years profile. EYFS – Progress – The focus for this year will be increasing the % of boys making better than good progress. Year 1 – the focus for this year will be diminishing the gaps in attainment in reading, writing and maths and increasing the % of boys achieving the expected standard or better in writing. Year 2 – There has been a large increase in the attainment at the Expected and Greater Depth standards in reading, writing and maths. They are above National and the LA. PE Kits – Parents were canvassed on their views regarding children wearing PE kits all day on the day they have PE. There were mixed views on the suggestion – TL explained the reason for the change and Governors were happy that the initiative was trialled for this academic year and then reviewed. SDP Governor Question – how are the priorities decided? TL shared that there is input from staff and SLT, along with reviewing previous data information – TL reminded governors that the SDP is reviewed at each FGB meeting throughout the year but suggested that Governors attended the staff review meeting at the end of the year, in future years. They would then be more involved in deciding the priorities for future years. Governor Question – Are there any budget implications within the SDP? TL confirmed that the yoga will be paid from the PE Budget. There will be cost implications for Thrive – but this will be accounted for in the training budget for the year. TL confirmed that progress towards the SDP will be shared with Governors at each FGB Meeting, as usual, but the SDP will be reissued with the meeting papers for each FGB and any work completed or undertaken will be highlighted. TL agreed to update the SDP and send to all Governors</p>	<p>TL</p>

10.	<p>NEXUS – UPDATE</p> <p>TL shared that some NEXUS Schools are actively pursuing becoming an academy. A meeting is planned (30th October at 6:30pm in the Junior School) for the governors of all NEXUS Schools to explore the pros and cons and the working model if some schools move to an academy and others do not. TL requested that Governors attend, if available.</p>	ALL
11.	<p>SAFEGUARDING UPDATES AND CHANGES</p> <p>Lanyards – new staff lanyards have been introduced – TL to investigate lanyards for Governors</p> <p>TL agreed to reissue the ‘Keeping Children safe in Education’ document – all Governors to read and sign.</p> <p>TL confirmed that all staff are completing Prevent training this term.</p>	TL ALL
12.	<p>COMMITTEE REPORTS</p> <p>Finance & Business Development Committee</p> <p>JH shared the main points from the meeting.</p> <p>Budget – currently on target – the 6-month review has just taken place.</p> <p>Health & Safety – Dates for the Health & Safety walks have been set for this academic year – Governors to sign up, if available.</p> <p>Pre- School – TL shared an update with Governors.</p> <p>LR agreed to make contact with the Chair of Governors in the Junior School</p> <p>Curriculum</p> <p>SH agreed to share the minutes for the recent meeting.</p>	LR SH
13.	<p>SEN REPORT</p> <p>TL shared the annual report prior to the meeting</p>	
14.	<p>CLASS VISIT REPORT</p> <p>SH shared details of her visit to review the transition process</p> <p>In addition, TL shared CC’s visit to look at English</p>	
15.	<p>GOVERNOR TRAINING</p> <p>LR has recently attended Prevent training</p> <p><i>Governor Question – What are our Lock Down procedures?</i></p> <p>TL confirmed that we are looking into a NEXUS standard policy</p> <p>Governors raised concerns about the ability to come in the School via the front door and then be able to enter the Staff Room – this would give people access to the rest of the school. Governors suggested installing security doors by the office hatch – this would restrict access to the staff room.</p> <p>Finance Committee to investigate the cost of the new security doors.</p>	Finance
16.	<p>PARENT GOVERNOR ITEM</p> <p>None</p>	
17.	<p>STAFF GOVERNOR ITEM</p> <p>None</p>	
18.	<p>CO-OPTED GOVERNOR ITEM</p> <p>None</p>	
19.	<p>LA GOVERNOR ITEM</p> <p>None</p>	
20.	<p>GOVERNOR VISIT TIMETABLE</p> <p>TL to resend timetable to all Governors</p> <p>Governors to email TL with availability</p>	ALL
21.	<p>ANY OTHER BUSINESS</p> <p>Governor’s Action Plan – SS to resend document for comments.</p>	SS

22.	DATE OF NEXT MEETING Wednesday 29th November @ 6:30pm 5:30pm – Staff Presentation Finance & Curriculum Committee to meet at 5:45pm, if needed	

SECTION B
