

**BROMLEY HEATH INFANT SCHOOL**

**FULL GOVERNORS MEETING**

**Minutes of a meeting of the Full Governing Body held on 4<sup>th</sup> October 2016  
at Bromley Heath Infant School at 6:30pm**

No.	Item	Action
	<b>PRESENT:</b> Tina Long (TL), Kirsti Harris (KH), Colin Cooper (CC), Jim Honeywill (JH), Shelley Humphries (SH), Emma New (EN), Karen Cooper (KC), Lisa Warren (LW) & Sara Say (SS)	
1.	<p><b>APOLOGIES:</b> Georgina Shorland and Rose Cane.</p> <p><b>WELCOME:</b> CC confirmed apologies and notified Governors that Maureen Frankcom has decided to step down as a Governor. We currently have 2 vacancies for Co-Opted Governors.</p>	
2.	<p><b>PECUNIARY and AGENDA INTERESTS:</b></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.</p>	
3.	<p><b>MINUTES FROM LAST MEETING:</b></p> <p>Agreed by FGB. Signed off by CC.</p>	
4.	<p><b>MATTERS ARISING:</b></p> <p>TL confirmed that she had spoken to the parents of a child who was believed to be walking to school on their own and the situation has been resolved.</p> <p>Federation/Academy status – CC confirmed that he will chase the Chair of Governors from the Junior School to arrange a meeting – working party was confirmed as GS/JH/CC/EN &amp; SS. In addition a member of staff will attend.</p> <p>TL challenged the aims of the working party – CC confirmed that the working party will investigate the best way forward for both schools.</p> <p>SH raise an issue between homework in our School and the Junior School – TL to discuss to try and bring consistency between the schools.</p> <p>Mixing of classes – TL agreed to issue a letter to parents before Christmas</p>	<p><b>CC</b></p> <p><b>TL</b></p> <p><b>TL</b></p>
5.	<p><b>APPOINTMENT OF CHAIR &amp; VICE CHAIR</b></p> <p>KC proposed CC as Chair and JH seconded the proposal. All Governors were in favour.</p> <p>CC proposed JH as Vice Chair and TL seconded the proposal. All Governors were in favour.</p>	
6. 7.	<p><b>COMMITTEE MAKE-UP/STRUCTURE</b> <b>DEFINE LINK GOVERNOR ROLE</b></p> <p>It was agreed to amalgamate the Finance Committee &amp; Business Development Committee</p> <p>JH agreed to remain as Chair of Finance.</p> <p>SH agreed to Chair the Curriculum &amp; Staffing Committee.</p> <p>All roles were reviewed and filled – KR to update the Governor Structure and issue to all Governors.</p>	<b>KR</b>

8.	<p><b>REVIEW THE GOVERNING BODY &amp; DELEGATING POWERS</b></p> <p>The Governing Body &amp; Delegated Powers document was issued to all Governors prior to the meeting – Governors suggested changes to the document – TL to amend the document and email to all Governors for agreement</p> <p><b>GOVERNORS CODE OF CONDUCT</b> <b>CONFIDENTIALITY POLICY</b></p> <p>Committee were happy with both documents and all Governors signed the relevant sections. GS &amp; RC to sign the documents at our next FGB Meeting</p>	<p>TL</p> <p>GS/RC</p>
9.	<p><b>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN</b></p> <p>Everyone at the meeting had previously had a copy of the relevant HT report which had been read and accepted. Governors were asked to send any questions to TL prior to the meeting.</p> <p><b>Y2 data</b></p> <p>Governors identified a gap in writing between boys (47%) and girls (71%) – TL confirmed that lots of actions have been put into place.</p> <p>SS challenged what can be done to raise boy's attainment. TL confirmed that target cards have been introduced.</p> <p>TL confirmed that we have set our expectation high for our children – CC raised a concern that we may have set ourselves up for a fall and should keep a eye on children's progress.</p> <p>Governors were happy with the format of the HT report and confirmed a written report would be useful for each FGB Meeting</p>	
10.	<p><b>SAFEGUARDING UPDATES AND CHANGES</b></p> <p>TL updated Governors on "Keeping children safe in education"</p>	
11.	<p><b>COMMITTEE REPORTS</b></p> <p><b>Finance &amp; Business Development Committee</b></p> <p>JH confirmed that our year to date budget is on target and a budget meeting is planned for 15<sup>th</sup> November.</p> <p>In addition, JE confirmed that our SFVS, which was produced earlier in the year, has been reviewed and outstanding issues are being dealt with.</p> <p>Skills Audit – KR to check that all skills audits have been returned and issue copy to SS &amp; LW – results to be analysed once all audits have been received.</p> <p>In addition, Governors advert to be amended</p> <p>KR to add skills audit &amp; Governor advert to the agenda of the next FGB Meeting</p> <p>Governors Action Plan – KR to add to the agenda of the next FGB Meeting as the Plan needs to be reviewed</p> <p>Purchasing Policy was agreed and signed by the Committee</p> <p>Health &amp; Safety Policy was agreed and signed by the Committee.</p> <p><b>Curriculum</b></p> <p>SH updated the FGB on the matters discussed – an issue raised was the lack of space in school – there is a need to look at the options available and ways of funding the building work</p>	<p>KR</p> <p>KR</p> <p>KR</p>
12.	<p><b>SEN REPORT</b></p> <p>TL shared the annual report – TL to issue a copy to all Governors</p>	<p>TL</p>
13.	<p><b>CLASS VISIT REPORT</b></p> <p>Nothing to report</p>	
14.	<p><b>GOVERNOR TRAINING</b></p>	

	SS has recently completed her Induction Training	
15.	<b>PARENT GOVERNOR ITEM</b>  None	
16.	<b>STAFF GOVERNOR ITEM</b>  TL informed Governors that staff have settled well into the new academic year and the atmosphere is good in School	
17.	<b>CO-OPTED GOVERNOR ITEM</b>  None	
18.	<b>LA GOVERNOR ITEM</b>  None	
19.	<b>GOVERNOR VISIT TIMETABLE</b>  TL to resend timetable to all Governors  In addition, CC recommended that Governors attend assemblies, whenever possible  TL reminded Governors to complete a Governor Visit Form after every visit – KR to resend relevant forms to governors.	TL  KR
20.	<b>ANY OTHER BUSINESS</b>  KR to issue log on details for Integra Governors Website	KR
21.	<b>DATE OF NEXT MEETING</b>  <b>Tuesday 29<sup>th</sup> November @ 6:30pm</b>  5:30pm – Staff Presentation Finance & Curriculum Committee to meet at 5:45pm, if needed	

**SECTION B**