

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 9th May 2017
at Bromley Heath Infant School at 6:30pm**

No.	Item	Action
	PRESENT: Tina Long (TL), Kirsti Harris (KH), Colin Cooper (CC), Jim Honeywill (JH), Lisa Warren (LW), Emma New (EN), Shelley Humphries (SH), Sara Say (SS), Rose Cane (RC) & Georgia Shorland (GS)	
1.	APOLOGIES: Linda Russ WELCOME: CC confirmed apologies.	
2.	PECUNIARY and AGENDA INTERESTS: Parent Governors with children attending BHIS.	
3.	GOVERNOR VACANCIES RC has agreed to become a full governor. In addition, we have been approached By Linda Russ who would also like to join us as a Governor. CC shared Linda's experience and recommended that she would be a good addition to our Governing Body All Governors, present at the meeting, agree to co-opt both Rose and Linda, with immediate effect. Katie Hosegood, our new SBM, will take the role of associate governor on the finance committee.	
4.	MINUTES FROM LAST MEETING: Agreed by FGB. Signed off by CC.	
5.	MATTERS ARISING: None	
6.	CLASS VISIT REPORT Nothing to report	
7.	GOVERNOR TRAINING Nothing to report	
8.	PARENT GOVERNOR ITEM SS raised a concern, from a parent, about the amount of red meat on the school lunchtime menu – TL to feedback concerns to our catering staff.	TL
9.	STAFF GOVERNOR ITEM TL wanted to thank staff stepping up and supporting each other during the recent staff absences.	
10.	CO-OPTED GOVERNOR ITEM None	
11.	LA GOVERNOR ITEM None	
12.	COMMITTEE REPORTS Finance & Business Development Committee JH reported back on the Finance Meeting.	

	<p>JH shared the proposed 2017/18 budget with Governors – a changed staffing structure is proposed that will allow us to reduce supply. JH proposed the budget and EN seconded. Meetings have taken place in respect of the pre school. Planning has been submitted and work will be completed during the summer holidays. Governor Question – How many children will they have on role? TL confirmed that there will be 45 in total. The pre school will be open from 8-4pm Governor Question – What will happen to our garden? TL confirmed that the garden will be moved. Governor Question – Will access to the pre school effect our timber trail? TL shared that there will be a guided path to encourage people towards the pre school. Governors thought it would be useful for the pre school to have an intercom so that any parents that arrive late will not disturb the school office. Governor Question – When will parents be notified? Once planning has been agreed, parents will be notified. Financial Skills Audit – JH reminded Governors to complete the audit and return asap</p> <p>Curriculum SH reported back on the Curriculum Meeting Staffing issues were shared along with details of new staff recruited. Two members of the teaching staff, who started in September 2016, have settled really well. A discussion took place about increasing to a 3 form entry school – TL agreed to talk to the LA to investigate if this was worth investigating.</p>	<p>ALL</p> <p>TL</p>
13.	<p>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN TL shared her HT Report with Governors</p> <p>Teaching, Learning and Assessment The whole school theme for T5 is ‘Plant the seed and let it go’ Lesson observations took place during the term and were linked to English and the teachers Performance Appraisal targets. This information, alongside the work in books, talking to the children and the data for the class will inform the teachers’ final teaching and learning judgement for the year. The information has been transferred to their teaching and learning log. Y2 SATs are taking place this month. A Science enrichment morning took place with the junior school. ½ the school worked in the junior school and ½ the junior school worked here. Each year group had a scientific challenge to complete. The morning was a great success. The children had the opportunity to explore a whole range of science based activities alongside developing team work and decision making skills. Pupil Progress meeting have been scheduled for later in the term. During these meetings children who are not on target will be discussed and intervention or extension activities will be planned.</p> <p>Behaviour and Safety Behaviour support has visited school to observe a child in Foundation Stage. They have provided strategies to support the child and the staff. Governor Question – Are the parents happy with the strategies? TL confirmed that the parents were happy. There has been one incident where a child has been restrained. Parents were informed and the incident was recorded. We had a burst water pipe in one of the girls’ toilets earlier in the term. There was a split in the flexible hose that fed the cold water tap. The school caretaker was off ill and we found it difficult to find where to isolate the water supply. A parent, who was a plumber, turned off the supply and repaired the hose. We have now repaired all of the flexible hoses that supply water to the taps as many were showing signs of corrosion. This highlighted the need to have a record of where to turn off utilities kept in a central place. TL has asked the caretaker to complete log of where the water etc is turned off for each area. A photograph of where to find the isolation switch/tap or screw will be added to the log. This work will be completed by the end of the academic year and updated annually</p>	

	<p>A child in school has been diagnosed with benign brain tumour. He is currently on a phased return to school but has a drain in his head which must be protected. We have completed an Individual Healthcare Plan which identifies what precautions we need to take should the child receive a bump on the head and playtime routines and procedures. We have also had training from the CLIC Sergeant nurses. He has medication daily and is on a red alert with the ambulance service, should we need to call an ambulance.</p> <p>Governor Question – Has anybody spoken to the children?</p> <p>TL confirmed that she has spoken to the children and explained the situation. A child in Foundation Stage also has a fractured foot. This happened in school but the child only told a teacher that they had clicked their ankle when in fact they had twisted their ankle when they slipped off a step leading into the classroom. The accident has been reported on the South Glos reporting system.</p> <p>Leadership and Management</p> <p>Staff Appraisal mid-point review meetings took place during March and April. Parent open afternoons and consultations took place at the end of last term. We have employed 3 TAs. 2 are on fixed term until 31st August and one is on a temporary contract supporting a SEN child until he leaves the school. We have also employed a SMSA (School Meals Supervisory Assistant)</p> <p>All new members of staff have been allocated a mentor and have received safeguarding training.</p> <p>MD, our admin assistant, intends to return to work on 5th July</p> <p>RN has now had an operation on her hip and will be out of school until the end of term, at least.</p> <p>Attendance/Pupil Numbers</p> <p>Pupil numbers remain static and we have 180 pupils on role</p> <p>Attendance for the end of T4 was 97.51%</p> <p>TL has received 2 leave of absence requests for 18 sessions (9days) leave from parents in Y1. School policy states that we will ask the LA to issue a fine for absences of over 10 sessions. The Local Authority code of conduct also highlights this figure. TL proposed to request a penalty notice for both of these families once they return in June. Both children involved will miss the Phonic Screening week and although we can still test the children the week after, TL believes that the children will not produce their best work after 3weeks holiday and possible jet lag.</p> <p>Governors gave TL the authority to contact the parents and apply for the fines</p>	TL
14.	<p>GOVERNOR DEVELOPMENT PLAN</p> <p>Governors to investigate good examples of development plans and email EN by 20th June.</p> <p>EN agreed to collate all the responses.</p>	ALL EN
15.	<p>GOVERNOR VISIT TIMETABLE</p> <p>TL updated the visit timetable.</p>	
16.	<p>ANY OTHER BUSINESS</p> <p>None</p>	
17.	<p>DATE OF NEXT MEETING</p> <p>Tuesday 4th July @ 5:30pm</p>	

<p>SECTION B</p>
