

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

**Minutes of a meeting of the Full Governing Body held on 8th February 2018
at Bromley Heath Infant School at 6:30pm**

	Item	Action
	PRESENT: Tina Long (TL), Kirsti Harris (KH), Jim Honeywill (JH), Rose Cane (RC), Linda Russ (LR) Emma New (EN), Colin Cooper (CC)	
1.	APOLOGIES: Sara Say (SS), Lisa Warren (LW), Shelley Humphries (SH) and Katie Hosegood (KQH) WELCOME: LR welcomed everybody to the meeting.	
2.	PECUNIARY and AGENDA INTERESTS: Parent Governors with children attending BHIS. CC & EN to sign the pecuniary interests form – KQH agreed to send copies of the relevant form for signing.	EN/CC
3.	MINUTES FROM LAST MEETING: Agreed by FGB. Signed off by LR	
4.	MATTERS ARISING: Parent Governors – LR confirmed that the vacancies have been advertised. TL confirmed that currently one parent has expressed an interest. It was agreed to re-advertise the positions with details of the specific skills required (Project Management, HR, Legal) Governor lanyards have been ordered and it was agreed that they will be stored in the School Office Friends of School – it was agreed to invite the 'Friends' to our next FGB Meeting to present their plans for the future. Security Doors – KQH had investigated the cost to install a secure door on the Staff Room – our current provider quoted £1200 – however, KQH had sourced a quote for a new door with a keypad for £800. It was agreed that this cost would be taken from next year's budget. Website – TL had investigated the cost of providing a secure area on the school website and had been quoted £20 per month, as a maintenance fee. It was agreed to investigate other options	LR/TL
5.	APPOINTMENT OF VICE CHAIR/CHAIR DISCUSSION Initially LR & JH agreed to Co-Chair. However, following discussions, LR agreed to become the Chair of Governors and JH will become Vice Chair. KR to notify Governor Services.	KR
6.	HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN A copy of the HT Report had been issued to Governors, prior to the meeting. Governor Question – What are the attendance figures for SEN, EAL & FSM pupils? TL confirmed the following <ul style="list-style-type: none"> • SEN – 2 pupils with a EHCP – 98% • SEN – Pupils with SEN support – 95% • EAL – 96% • FSM 94.68% Governor Question – Section 1.2 – the numbers in the table don't total. TL confirmed the correct numbers in each category.	

	<p>Governor Question – Section 5.2 – an excellent attendance report. This has incrementally improved – do we know why?</p> <p>TL shared that the figures have not been analysed – we are still receiving requests for holidays and more fines have been issued.</p> <p>Governor Question – Safeguarding Action Plan - from the newsletter, amongst more positive statements, there is a more inconclusive answer to Q7 – it would suggest that a number of parents aren't clear on the bullying policy and confident that it will be applied. Should this form an action in the plan?</p> <p>TL confirmed that this issue had been discussed at Parents Council and Parents Coffee Meetings.</p> <p>It was agreed to issue our bullying policy and behaviour policy annually to parents.</p> <p>TL agreed to add the issue to the Safeguarding Action Plan and reissue to Governors.</p>	TL
7.	<p>NEXUS – ACADEMY UPDATE</p> <p>LR reported that the Nexus Chairs met before Christmas and the next meeting is scheduled for 22nd February.</p> <p>All nexus Schools have now notified parents that they are investigating the option of a MAT.</p> <p>TL/LR are investigating visiting other MATS in different parts of the country to discuss their experiences.</p>	
8.	<p>COMMITTEE REPORTS</p> <p>Finance & Business Development Committee</p> <p>Curriculum</p> <p>A curriculum meeting did not take place due to some governors not being available.</p> <p>As all Governors at the FGB Meeting, had attended the Finance Meeting, it was agreed that all the necessary information had already been shared.</p>	
9.	<p>DOCUMENT TO BE RATIFIED</p> <ul style="list-style-type: none"> Terms of Reference – Finance Committee <p>The revised Terms of Reference were emailed to all Governors, prior to the meeting.</p> <p>Governors were happy to ratify the revised document.</p>	
10.	<p>GOVERNOR ACTION PLAN – UPDATE</p> <p>It was agreed that this was a working document, that should be constantly reviewed.</p>	
11.	<p>CLASS VISIT REPORT</p> <p>SS/LR have recently attended a Celebration Assembly</p> <p>In addition, LR attended the Christmas Show</p>	
12.	<p>GOVERNOR TRAINING</p> <p>RC had recently attended a course on academies and shared feedback with all Governors.</p> <p>LR shared information on a Clerk and Chair briefing session in relation to GDPR.</p> <p>LR shared an idea of a Grab pack in the Office in preparation for Ofsted – LR agreed to prepare the relevant packs.</p>	LR
13.	<p>PARENT GOVERNOR ITEM</p> <p>SS suggested having a regular item in Downend Voice to promote the school in a good light. TL agreed to look to doing something on a regular basis.</p>	
14.	<p>STAFF GOVERNOR ITEM</p> <p>Nothing to report</p>	
15.	<p>CO-OPTED GOVERNOR ITEM</p> <p>Nothing to report</p>	

16.	LA GOVERNOR ITEM Nothing to report	
17.	GOVERNOR VISIT TIMETABLE Governors discussed and agreed their availability for visiting school.	
18.	ANY OTHER BUSINESS None	
19.	DATE OF NEXT MEETING Wednesday 14th March @ 6:30pm 5:30pm – Staff Presentation Finance & Curriculum Committee to meet at 5:45pm, if needed	

SECTION B