

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

Minutes of a virtual meeting of the Full Governing Body held on 1st July 2020 at Bromley Heath Infant School at 6:30pm

	Item	Action
	PRESENT: Shelley Humphries (SH), Tina Long (TL), Helene Sutton (HS), Louise Webb (LMW), Kirsti Harris (KH), Lisa Warren (LW), Martyn Bond (MB) and Andrea Richards (AR)	
1.	APOLOGIES: Katie Hosegood. ABSENT WITHOUT APOLOGIES: Tim Martin WELCOME: SH welcomed everybody to the meeting.	
2.	PECUNIARY and AGENDA INTERESTS: Parent Governors with children attending BHIS.	
3.	MINUTES FROM LAST MEETING: Agreed by FGB.	
4.	MATTERS ARISING: None	
5.	SEF – HT REPORT/SCHOOL DEVELOPMENT/STRATEGIC PLAN TL shared that we currently have 179 pupils on roll – this will increase to 180 in September, with a new Y1 child joining the School. Attendance – TL confirmed that, currently, we are not recording attendance in the normal way. We report to the DFE the children we have in school, each day We currently have approximately 39 Keyworker children in school each day, along with 56 in EYFS. We are confident that BHIS is a Covid safe school – we have a one-way system in place around school for both staff and parents along with frequent hand washing. Pupils are in pods of 15 – they have lunch in their pod and each pod has been allocated their own playground space. Pupils are using the climbing frame each day and the caretaker is disinfecting the metal parts each evening. Risk assessments have been completed on all staff – 2 LBS are identified as vulnerable but they are able to come into school whilst not being linked to a Pod or coming into contact with children. TL reported that a few Y1 parents expressed their disappointment that we were not inviting Y1s back into school before the summer – TL explained that, due to space, we were not able to have them back safely. TL asked EYFS parents to reduce their children's attendance to 2 days a week so that Y1s could return 2 days a week – the parents were not in favour of this. Y1s have now been offered 2 days in school this week and next week and this has been well received. During this time, they will meet their new teachers for September. During the last week of term, Y2 will return for a few hours, graduation and to say goodbye. Staffing – TL shared that we have 2 staff (1 teacher & 1 TA) that are currently shielding – shielding will cease on 1 st August – we need to reassure them that it will be safe to return to school in September. Governor Question – How will we be supporting children's and staff's mental health on their return to school? TL reassured Governors that we will discuss fully with staff, that are anxious, prior to September to reassure them of their safety in school	

	<p>The recovery curriculum should support our pupil's mental health. The focus for next year will be to re-engage children with their learning as well as identifying gaps in their learning.</p> <p>Staffing – TL confirmed that all appointments have been made. Sophie Dalton is returning from maternity leave on 2nd July and we have 3 new members of staff.</p> <p>Governor Question – Do we know the needs of our new intake?</p> <p>LW shared that 1 child has an ECHP in progress – it is hoped that this will be in place by September. 3 or 4 children have been identified who may find the transition tricky and will be closely monitored when they start school – 1 has had an EHCP refused already.</p> <p>LW reported that Home Visits have taken place via Zoom or Teams – it has not been ideal but it is the best fit, considering the current situation.</p> <p>Governors agreed to review our Intimate Care Policy at the next FGB Meeting, to ensure that it covers the needs of our new children and is updated to cover PPE requirements.</p> <p>Governor Question – we know that our new Y2 are going to be a challenge – what plans do we have in place for them?</p> <p>It will be important to reengage them with their learning and remind them what they can do – we need to make them feel safe and secure</p> <p>There will be massive focus on learning and attitudes to learning next year, throughout the school – in addition, nurture time will be needed.</p> <p>Governor Question – Will we have volunteers in school to support with learning?</p> <p>We wouldn't normally have volunteers in during Term 1 but may consider it after Christmas. More Government guidance is expected before the end of term.</p>	
6.	<p>ACTION PLANNING FOR RETURNING CHILDREN TO SCHOOL INCLUDING:</p> <ul style="list-style-type: none"> • End of Term 6 initiatives • September initiatives • New curriculum • Plan of action for pupils • New EYFS • Risk Assessment <p>Covered under Item 5</p>	
7.	<p>POLICIES TO BE AGREED</p> <ul style="list-style-type: none"> • Data Protection Impact Policy • Data Protection Policy • Freedom of Information Policy • Records Retention Policy • Parent Carer Acc User Policy <p>Governors were happy to ratify these standard policies.</p>	
8.	<p>SAFEGUARDING UPDATE</p> <p>TL shared that we currently have a vulnerable family in school – they have a social worker assigned to them – we have been in contact with their social worker as we have concerns about them over the summer holidays.</p> <p>It was noted that we are a Covid secure school – we are following all guidelines and have completed and signed off the relevant Risk Assessments.</p>	
9.	<p>GOVERNOR VACANCIES</p> <p>Following Tim stepping down, we now have 4 vacancies – 3 co-opted governors and 1 LA governor.</p> <p>It was agreed that HS & LMW will become co-opted governors, with immediate effect.</p> <p>Our vacancies would then be – 2 Parent governors, 1 co-opted governor and a LA governor.</p> <p>It was agreed that the parent governor vacancies would be advertised in September and hopefully filled prior to our first meeting in October.</p> <p>Governors discussed the options to try to recruit new governors including</p>	

	<ul style="list-style-type: none"> • Downend voice • Advertise on school website • STEM volunteer program <p>Governors agreed to advertise in their workplaces, where appropriate. LMW agreed to share the relevant governor advert SH/AR agreed to review the new governor package</p>	LMW SH/AR
10.	ANY OTHER BUSINESS <p>Curriculum Meeting – HS shared details from the curriculum meeting Finance Meeting – MB shared details from the finance meeting</p> <p>SW shared that KHQ has been added to the SLT and would attend their meetings.</p> <p>Leaving Gifts – AR shared that she had purchased leaving cards for Rose & Tim. AR agreed to sign Tim's card, on behalf of Governors and deliver to him AR agreed to organise a collection for a gift for Rose.</p>	AR AR
11.	DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> • Agree 2020/21 Meeting Dates <p>Dates for 2020/21 were agreed and the date of the next FGB Meeting is 7th October 2020.</p> <p>Governors thanked TL and her team for their hard work, especially during the pandemic and wished TL well for her retirement.</p>	

SECTION B