

BROMLEY HEATH INFANT SCHOOL**FULL GOVERNORS MEETING****Minutes of a virtual meeting of the Full Governing Body held on 13th May 2020
at Bromley Heath Infant School at 2pm**

| | Item | Action |
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| | PRESENT: Shelley Humphries (SH), Tina Long (TL), Helene Sutton (HS), Louise Webb (LMW), Kirsti Harris (KH), Lisa Warren (LW) and Martyn Bond (MB) | |
| 1. | APOLOGIES: Andrea Richards and 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 a general update with Governors. TL confirmed that she is meeting with SH once a week and any updates will be shared with Governors. A copy of the SEF was sent to Governors but TL confirmed that this will now be updated, in preparation for September. TL shared that all Ofsted visits have been postponed for the 2020/21 academic year. Current situation: <ul style="list-style-type: none">• School is open for Key Worker children, with 10-12 children attending each day• Children are currently split into 2 classes (Y2 and EYFS/Y1)• Staff are on a rota along with SMSAs• Breakfast & Tea Club is not operating• We are currently completing a risk assessment for children to return on 1st June (as per government's announcement) Situation from 1 st June: <ul style="list-style-type: none">• EYFS & Y1 children will return to school, along with Key Worker children• Classes will be split to have smaller number of children in each class• Each Class will have a Teacher and TA• It is anticipated that each class will come into school 2 days a week• Once class Monday/Tuesday and the other class Thursday/Friday• Wednesdays will be used to deep clean classroom and allow teachers time for planning• PPE has been ordered• Each group will use a separate door to enter school and will wash their hands, on arrival• Each class will work in their pod/bubble for the whole day• Lunch will be served in their respective classrooms• Playground will be zoned and playtimes staggered• Home times will be staggered• Key Worker Children – a decision needs to be made but TL would prefer that EYFS/Y1 children return to their classrooms and their friends | |

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| | <ul style="list-style-type: none"> Office Staff – KHQ is organising the office – no children will be allowed into the office There will be a one-way system around school, with clear markings for parents A parent survey is being issued to gauge parent's opinions about their children, returning to school. We need to be mindful that there will be some parents and children who are anxious about returning. Once children return, if any child displays symptoms of the virus, they would be sent home immediately Y2 children will be invited into school to change their reading books and see their teachers – this will be done observing social distancing rules. <p>Governor Question – Are we considering re-introducing Breakfast & Tea Club? TL confirmed that we are not considering it at the moment It was noted that we need to be clear to parents of the rules once their children return to school, to ensure social distancing guidelines are not breached. TL confirmed that the plans will now be shared with staff to gauge their thoughts.</p> <p>Governor Question – do we have any staff that will not be able to return? TL confirmed that we have 3 staff that are currently shielding and other staff that are vulnerable.</p> <p>Recruitment TL confirmed that we are interviewing on Friday (15th) for the 3 day a week role In addition, we are shortlisting for the maternity cover post An internal advert has been placed for the DHT and a FTC for a class teacher to replace the DHT promotion. KH will be interviewing the applicants before the end of term. In addition, we are looking to recruit a HLTA to start in September. It is hoped that a finalised staff structure, for September, will be ready by June.</p> <p>Governors thanked staff for all their hard work during this time – it was noted that feedback from parents had been very positive.</p> | |
| 6. | <p>SFVS MB confirmed that the 2019/20 SFVS had been submitted. Some questions were raised by Governors and MB confirmed that the finance committee will address these in due course.</p> | |
| 7. | <p>RATIFY 2020/21 BUDGET The finance committee had met, prior to the FGB Meeting to discuss the 2020/21 budget. Our proposed budget is balanced for 2020/21 with a small surplus of £1000 at the end of financial year. Key changes to this budget are the new leadership team and appointment of HLTA (1-year fixed term contract) The budgets for 2021/22 & 2022/23 are currently showing a deficit due to our income level remain stable but outgoings increasing and we need to be mindful of this. MB proposed that governors agree the 2020/21 budget, as presented, with a £1000 surplus – all Governors were in agreement</p> | |
| 8. | <p>DOCUMENTS TO BE AGREED</p> <ul style="list-style-type: none"> Counter Fraud Bribery & Corruption Policy <p>Governors were happy to ratify this standard policy</p> | |
| 9. | <p>SAFEGUARDING UPDATE Nothing additional to report</p> | |
| 10. | <p>ANY OTHER BUSINESS Covid-19 Update Already covered Governor Vacancies</p> | |

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| | <p>It was noted that no apologies had been received from TM – SH agreed to contact TM to ask if he is stepping down immediately or is intending to continue until the end of the academic year.</p> <p>It was agreed to discuss vacancies further at our next FGB Meeting</p> | SH |
| 23. | <p>DATE AND TIME OF NEXT MEETING</p> <p>1st July 2020 @ 6:30pm</p> <p>It was agreed to hold Curriculum & Finance Committee Meetings on the same day</p> | |

SECTION B