

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

Minutes of a meeting of the Full Governing Body held on 12th May 2021 at 6:30pm

	Item	Action
	<p>PRESENT: Martyn Bond (MB), Lydia Harrington (LH), Kirsti Harris (KH – HT), Janine Jenkins (JJ), Andrea Richards (AR), Helene Sutton (HS), Lisa Warren (LW) and Louise Webb (LMW)</p> <p>IN ATTENDANCE: Karen Roskilly (KR – Clerk)</p>	
1.	<p>APOLOGIES: Katie Hosegood (KHQ), Shelley Humphries (SH – Chair), Tricia Paraskeva (TP) and Mel Shepherd (ML)</p> <p>WELCOME: LMW welcomed everybody to the meeting.</p>	
2.	<p>PECUNIARY and AGENDA INTERESTS: Parent Governors with children attending BHIS.</p>	
3.	<p>GOVERNOR VACANCIES KR shared that we currently have 2 vacancies – a Co-Opted Governor and a LA Governor. In addition, KHQ term of office as an Associate Member ends on 25th May 2021 and has decided not to continue for another term. LMW agreed to contact Burgess Salmon in respect of potential new Governors.</p>	LMW
4.	<p>MINUTES FROM LAST MEETING: Agreed by FGB.</p>	
5.	<p>MATTERS ARISING: None</p>	
6.	<p>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN KH shared her HT Report with Governors, prior to the meeting. No questions were raised. In addition, KH shared updates on the following:</p> <ul style="list-style-type: none"> • I.T. issues • Staffing • Transition • Covid <p><u>I.T. issues</u> KH confirmed that some of our Teacher drives have been returned but our Admin drive is yet to be returned. All classroom computers were returned by 10th May. Staff laptops – 5 are still outstanding – however, there may be issues with their age and whether they are able to run Windows 10 – we may need to consider purchasing new laptops if this proves to be the case. Currently, we have no printers that are working. Integra have appointed 2 new contractors to manage this situation A secondary sweep of our data has picked up a variant of the ransomware so may take longer to resolve Integra have reassured us that we will now have a higher level of encryption to protect us in the future.</p> <p><u>Staffing</u> New HT has been appointed</p>	

	<p>RN is still absent from work, whilst she awaits a hip operation – it is likely that she will not be able to return to work until 3-4 months after the operation. KH confirmed that our insurance is covering her salary.</p> <p>HM is pregnant and will finish working in School on 19th May and will then work from home until her maternity leave commences on 21st June</p> <p>Governor Question – How will her working from home support staff in school?</p> <p>KH confirmed that this was only agreed on 12th May so details have not been agreed yet.</p> <p>SW (1:1 SENTA) has been unable to return to work after Christmas and has now resigned. Her post is currently being covered by overtime and her post has now been advertised.</p> <p>SD (Y1) has resigned and is leaving on 31st August 2021</p> <p>DB & ML who are currently working in school have been offered permanent posts.</p> <p>Governors agreed to arrange a card and gift for Beth Holme, who has resigned, following maternity leave</p> <p><u>Transition</u></p> <p>KH confirmed that there will be no mixing of classes in September 2021.</p> <p>EYFS visits will take place after school</p> <p>There is a planned transition for Y2 to Y3</p> <p>There is a week of planned transitions which will include a whole school transition for EYFS & Y1</p> <p><u>Covid</u></p> <p>Currently, LA guidance is to continue to take a precautionary stance</p> <p>It has been decided to not have any parents in school until September 2021 – this is in line with the Junior School and other local infant schools.</p> <p>KH confirmed that plans are in place for sports week, sports day, end of year performance and graduation for Y2.</p>	
7.	<p>COMMITTEE REPORTS</p> <p>FINANCE & BUSINESS DEVELOPMENT COMMITTEE</p> <p>MB shared the main points from the meeting including:</p> <ul style="list-style-type: none"> Budget <p>MB confirmed that we had a £88,000 surplus at the end of the 2020/21 financial year.</p> <p>We are predicting a £27,000 surplus for 2021/22, £5000 surplus for 2022/23 and a deficit of £2,000 for 2023/24</p> <p>MB reported that there is a risk of the LA claiming back some of our surplus therefore, KH has put a request in with the LA to use some of the funds to upgrade our EYFS toilets</p> <p>Based on the information shared, Governors were happy to ratify the proposed 2021/22 budget.</p> <ul style="list-style-type: none"> Breakfast/Tea Club <p>MB shared that the current breakfast/tea club staff are on a 2-year fixed term contract, which ends on 31st August 2021.</p> <p>Due to the club currently making a loss, a decision needs to be made about whether it should continue.</p> <p>However, due to Covid and the club not being able to run normally, a decision has been postponed. Therefore, it is proposed that we extend the contracts for an additional year. It was noted that the club will only run Monday – Thursday each week. This will be reviewed and increased to 5 days a week, if needed.</p> <p>CURRICULUM</p> <p>HS shared the main points from the meeting, including:</p> <ul style="list-style-type: none"> End of year assessments Science week 	
8.	<p>OFSTED UPDATE</p> <p>KH shared that Ofsted plan a full programme of visits from September 2021. Therefore, we are not expecting a visit before that date.</p>	
9.	<p>SAFEGUARDING UPDATE</p> <p>LMW and KH have met to discuss an ongoing case.</p>	

10.	GOVERNOR ACTION PLAN Carried forward to the next meeting.	
11.	GOVERNOR TRAINING Nothing to report	
12.	GOVERNOR CONTRIBUTIONS (OPPORTUNITY TO UPDATE BODY ON WORK COMPLETED SINCE THE LAST MEETING) Governors shared contributions, which included: <ul style="list-style-type: none"> • HT recruitment • Budget discussions • Financial Audit meeting • Safeguarding meeting • HT catch-up meetings 	
13.	GOVERNOR VISIT TIMETABLE KH suggested that Governors contact their link teacher to arrange a catch-up in T6	
14.	ANY OTHER BUSINESS None	
15.	DATE OF NEXT MEETING Wednesday 7th July 2021 @ 6:30pm Finance & Curriculum Committee to meet at 5:30pm, if needed	

SECTION B
