

# BROMLEY HEATH INFANT SCHOOL

## FULL GOVERNORS MEETING

Minutes of a meeting of the Full Governing Body held on  
24<sup>th</sup> March 2021 at 6:30pm

	Item	Action
	<p><b>PRESENT:</b> Martyn Bond (MB), Lydia Harrington (LH), Kirsti Harris (KH – HT), Shelley Humphries (SH – Chair), Janine Jenkins (JJ), Tricia Paraskeva (TP), Andrea Richards (AR), Helene Sutton (HS), Lisa Warren (LW) and Louise Webb (LMW)</p> <p><b>IN ATTENDANCE:</b> Karen Roskilly (KR – Clerk)</p>	
1.	<p><b>APOLOGIES:</b> Katie Hosegood (KHQ)</p> <p><b>WELCOME:</b> SH welcomed everybody to the meeting.</p>	
2.	<p><b>PECUNIARY and AGENDA INTERESTS:</b> Parent Governors with children attending BHIS.</p>	
3.	<p><b>GOVERNOR VACANCIES</b> KR shared that we currently have 2 vacancies – a Co-Opted Governor and a LA Governor. LMW shared details of a potential Associate Member – they are an ex-parent of BHIS and work in Banking – LMW is proposing that they join us due to their strong financial background. Governors were happy to ratify this proposal. LMW to send the details of the new Member to KR so that our records can be updated and SH so that she can make contact and invite them to our next meeting.</p>	LMW KR/SH
4.	<p><b>MINUTES FROM LAST MEETING:</b> Agreed by FGB.</p>	
5.	<p><b>MATTERS ARISING:</b> None</p>	
6.	<p><b>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN</b> KH shared her HT Report with Governors, prior to the meeting. <b>Governor Question - Remote learning</b> <i>Hopefully this (schools reopening) is the start of normality of daily life but I am interested to hear if there is anything you will keep doing right now, that lockdown brought about? And how will this be communicated to parents?</i> KH confirmed that we have discussed at SLT and staff meetings the successes of our remote learning. A key positive was the way our parents learnt about the teaching of phonics. We have discussed organising our phonic curriculum workshops through a live lesson in the future. As we are currently focussing on supporting pupils on their return to all learning together we will come back to this in due course. <b>Governor Question - Number of children invited to interventions was 20, a 1/3 of the year group. What was the nature of the interventions? Is this particular to this cohort and/or similar to what other schools have experienced for their Year 2s?</b> KH shared that, as a school we had funded an additional HLTA who was delivering intervention sessions from our COVID catch up funding. She was able to attend school and help deliver these sessions, which would have been running if the school had been open for all pupils. The focus for these sessions was reading. Schools have spent their funding in different ways on what they</p>	

	<p>felt was a priority for their children. KH said that we have not had the opportunity to find out in detail about the interventions others schools have been running, KH knew a few had a focus on hearing the lowest 20% read on a regular basis.</p> <p><b>Governor Question – SDP - Priority 1 - Objective B - All children follow the positive behaviour approach and create an optimum learning environment</b></p> <p><b>Successes T3 - is there evidence that even through remote learning that the children knew what was expected of them and still demonstrated positive behaviours?</b></p> <p>KH reported that children received certificates linked to our learning bears weekly and work submitted by parents often commented on a particular positive behaviour that was evident. This is from comments KH had picked up from parents and staff, we have not had time to investigate any further.</p>	
7.	<p><b>COVID UPDATES</b></p> <p><b>Return to School</b></p> <p>KH shared that she is pleased with the way pupils have returned to school. The majority of children are engaging with learning – if there have been difficulties, then support plans have been put in place.</p> <p>The next step is to identify what children have learnt, where the gaps are and how we need to move them forward.</p> <p>Phonics/Reading – this was strongly pushed all way through lockdown especially in EYFS &amp; Y1 – assessments took place in the middle of the remote learning period and also on return to school.</p> <p>It was noted that EYFS have done exceptionally well.</p> <p>Writing – a good level of handwriting has been seen on the return to school. However, there is concern over children's stamina and quality of their writing. To help with this we are concentrating on short burst writing.</p> <p>In addition, we are part of the 'Getting Writing back on track' project – staff will be given training to help us move forward into Terms 5 &amp; 6.</p> <p>Maths – key parts of the curriculum have been identified that children will need to master to be able to move on into the next year group. We need to ensure that key parts of learning are embedded. In addition, we have been having. In addition, we are talking to the Junior School to ensure transition is seamless.</p> <p>Library – KH reported that children are enjoying spending time in our new library. Book week and World Book Day were great way of engaging our children.</p> <p><b>Cyber Attack</b></p> <p>KH shared that on Tuesday 16<sup>th</sup> March, our IT provider, CSET were affected by a Ransomware attack. This has affected 23 schools, including BHIS.</p> <p>They are still investigating how this happened and the police are involved with this incident.</p> <p>Significant damage was done before the system was shut down. However, they believe that no personal details have been taken.</p> <p>BHIS are one of the lucky schools are we have a back-up server on site; however, it is possible that we have lost 2 weeks' worth of work.</p> <p>Until today, we have had no wi-fi and our system was removed from site. The system will be cleaned, rebuilt and then redelivered back to us, in 3 phases. However, we have no timescales for when this will happen.</p> <p>KH shared that the LA are looking at our CSET contracts to see what cover we have with them.</p> <p>Going forward we need to ensure we have the relevant risk assessments in place – a critical incident review team will also be set up.</p> <p>KH confirmed that our wi-fi was switched back on at 4.30pm today.</p> <p>To support staff to be able to work, the decision was made to purchase 8 chrome books and they should be delivered by the end of this week.</p> <p>KH thanked staff who have been amazing through this difficult time.</p>	
8.	<p><b>COMMITTEE REPORTS</b></p> <p><b>FINANCE &amp; BUSINESS DEVELOPMENT COMMITTEE</b></p> <p>MB shared the main points from the meeting including:</p>	

	<ul style="list-style-type: none"> <li>• A review of 2020/21 financial year and budget. We are anticipating an in-year surplus of £15k (£10k more than anticipated)</li> <li>• The 2021/22 Budget will be set in April and presented at our May meeting</li> <li>• Breakfast/Tea Club staff are currently on 2-year fixed term contracts which expire in the Summer – a review of staffing needs to take place.</li> </ul> <p><b>CURRICULUM</b></p> <p>HS shared the main points from the meeting, including:</p> <ul style="list-style-type: none"> <li>• Majority of children are back and have settled well</li> <li>• Staff are spending time thinking about what they want children to know by the end of the year</li> <li>• Oracy project</li> </ul> <p><u>Staffing</u></p> <p>KH shared that Beth Holmes has resigned and will not return from maternity leave – Beth has secured a promotion working in another school. In addition, we have a number of staff on fixed term contracts – we will be looking to advertise these roles internally – HS agree to support KH with this process.</p> <p>KH shared that our staff that have been shielding should return to school after the Easter Holidays.</p>	
9.	<p><b>OFSTED UPDATE</b></p> <p>Carried forward to next meeting.</p>	
10.	<p><b>HT UPDATE</b></p> <p>SH shared that currently we have had 7 requests for the HT pack – the deadline for applications is 7<sup>th</sup> April.</p> <p>Andrew Best has shared some sample activities for the interview days and SH agreed to share these with Governors, for their thoughts.</p> <p>SH shared that once we have shortlisted applicants, a final decision will be made about the activities – it is hoped that staff can be involved in the process as staff views will be important.</p> <p>Interviews will take place on 27<sup>th</sup> &amp; 29<sup>th</sup> April and SH, LMW, HS &amp; AR confirmed their availability for both days – MB to confirm if he is available.</p>	<p><b>SH</b></p> <p><b>MB</b></p>
11.	<p><b>SAFEGUARDING UPDATE</b></p> <p>LMW confirmed that she has met with KH to discuss Safeguarding – there is concern around one family but multiple agencies are working with them – the Junior School are also involved with this ongoing support.</p> <p>In addition, conversations have taken place about any potential data breaches due to the recent Cyber Attack – however, it appears that no breaches have taken place.</p> <p>Our Safeguarding audit was submitted and results actions completed.</p>	
12.	<p><b>GOVERNOR ACTION PLAN</b></p> <p>Carried forward to next meeting</p>	
13.	<p><b>GOVERNOR TRAINING</b></p> <p>TP has recently attended Assertiveness training for Governors and her notes were stored on our shared drive.</p>	
14.	<p><b>GOVERNOR CONTRIBUTIONS (OPPORTUNITY TO UPDATE BODY ON WORK COMPLETED SINCE THE LAST MEETING)</b></p> <p>Governors shared contributions, which included:</p> <ul style="list-style-type: none"> <li>• Attended meetings in respect of the Cyber Attack</li> <li>• Preparing HT recruitment pack</li> <li>• Meetings with Head</li> <li>• Safeguarding meeting</li> <li>• Meeting with DHT</li> <li>• Preparing minutes of the Committee Meetings</li> <li>• Mentor Meeting/catch-up</li> </ul>	

	<ul style="list-style-type: none"> <li>• Meeting with LW to discuss PE</li> <li>• Governor training</li> <li>• Booked SFVS training (22<sup>nd</sup> April)</li> <li>• Meeting with KHQ around finances</li> <li>• 2021/22 budget plans</li> </ul>	
<b>15.</b>	<b>GOVERNOR VISIT TIMETABLE</b> Even though it is impossible to have face-to-face contact with staff at the moment, Governors were encouraged to keep making virtual links with staff whenever possible.	
<b>16.</b>	<b>ANY OTHER BUSINESS</b> None	
<b>17.</b>	<b>DATE OF NEXT MEETING</b> <b>Wednesday 12<sup>th</sup> May 2021 @ 6:30pm</b> Finance & Curriculum Committee to meet at 5:30pm, if needed	

## SECTION B