

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

Minutes of a meeting of the Full Governing Body held on 3rd February 2021 at 6:30pm

	Item	Action
	<p>PRESENT: 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>IN ATTENDANCE: Karen Roskilly (KR – Clerk)</p>	
1.	<p>APOLOGIES: Katie Hosegood (KHQ)</p> <p>WELCOME: SH 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. SH suggested that we review our vacancies, once the pandemic has eased.</p>	
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.</p>	
7.	<p>COVID UPDATES REMOTE LEARNING UPDATE KH shared details of our remote learning offer – KH believed that we should be proud of what is being offered, whether pupils are at home or in school. We are constantly looking to improve our offer and constantly updating and changing what is being offered. Headlines</p> <ul style="list-style-type: none">• We looked at what our children needed from remote learning• We looked to improve on what was offered during lockdown one• Key area was interaction – we have worked hard to engage all children• Live lessons were important• Ensure we provide feedback on work completed• Ensure children have a structure for their day <p>Staff have</p> <ul style="list-style-type: none">• Finalised our Remote Learning Policy• Familiarise themselves with our online systems <p>KH shared that we chose to start with phonics and reading as this is important and one of our SDP focus areas. In Y2, it is slightly different as they focus on maths one week and English the next week. Along with our remote learning offer, we are offering 1:1 phonic interventions, speech and language interventions and social catch-up sessions.</p>	

	<p>KH confirmed that we are carefully monitoring children's engagement with learning and if necessary, teachers will make contact with families and offer support.</p> <p>Governor Question - Are there any children who do not have access to the internet?</p> <p>KH shared that we asked all parents to take part in a survey last term to identify any issues with accessing the internet.</p> <p>There were no families that had no access at all.</p> <p>What did come up was the need for children to share laptops with siblings. That is why we created an offer that had a balance of live lessons that did not clash with other classes and the Juniors and learning away from the laptop.</p> <p>Governor Question - What strategies are in place to get engagement from those less inclined to do so?</p> <p>Teachers are monitoring children's engagement with the live lessons, interventions and work that is submitted very carefully. Teachers have made phone calls to families very promptly to discuss any difficulties and offer support. Talking to children about any concerns. Plans have been put in place to support children, e.g., signals to use during live lessons</p> <p>KH has made phone calls to support parents who are feeling the strain in supporting their child with their learning.</p> <p>Governor Question - How many pupils are in?</p> <p>It is interesting that the area of development point is to work with the LA to avoid raising the number of pupils in year 2</p> <p>KH confirmed that we currently have 29 children accessing school in Year 2 across the week, with 24 being the largest number in on one day.</p> <p>This is the limit for that bubble as I do not think it is fair to expose my staff and those families to any more. This number matches the highest numbers they have in the Juniors in specific year groups.</p> <p>Across the school we are offering school place to 65 children 36 % of school population, most days it is average 22%, highest 26 %, lowest 18%</p> <p>LA advice was to ask all parents to give us 2 weeks' notice about a change in their dates, to allow us to manage the level of risk management.</p> <p>This takes us to half term and then we can reassess if we are going to open another Year 2 bubble, which would mean no interventions could happen, or to add children to a different year group bubble. We have a variety of options, but I am hopeful no more requests, the numbers in Year 2 have not changed since the beginning. Only 1 request was turned down, as one family member could work from home.</p> <p>Governor Question – What provision is being made for pupils who are eligible for FSM?</p> <p>KH confirmed that we have no pupils, in school requiring FSM.</p> <p>All pupils attending school are able to have the hot meals which are available.</p> <p>KH shared that she is really proud of the hard work of all staff, including office staff in setting up staff testing.</p>	
8.	<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 – we are currently looking at an increased in-year surplus of £11k. • Covid costs have been estimated at £17k – this is due to a reduction in income, a reduction in club income and increased cleaning costs. • Breakfast Club will be reviewed to make a decision on the way forward <p>CURRICULUM</p> <p>HS shared the main points from the meeting, including:</p> <ul style="list-style-type: none"> • Remote Learning Offer • Engagement of most of our children • Introduction to CPOMs <p>Future Actions</p> <ul style="list-style-type: none"> • Continue to monitor staff well-being as everybody is working hard. 	

	SH confirmed that she is in constant contact with KH, checking on everybody's well-being.	
9.	POLICIES TO BE AGREED <ul style="list-style-type: none"> WHISTLEBLOWING POLICY The policy was shared with Governors, prior to the meeting. The policy was agreed	
10.	HT VACANCY See Section B - Confidential Minutes	
11.	SAFEGUARDING UPDATE LMW shared that she had spoken to KH about 1 family and the situation was being dealt with well by the School. As previously mentioned, CPOMs has been introduced	
12.	GOVERNOR ACTION PLAN SH/LMW/KH & JJ have met to review and update the Governor Action Plan LMW agreed to share the updated document with governors. Governors were asked to share any comments with SH	LMW ALL
13.	GOVERNOR TRAINING LH shared that she had attended one part of the finance training and hoped to get complete the remaining parts soon. SH reminded Governors to look at the training being offered and book themselves onto any relevant courses.	ALL
14.	GOVERNOR CONTRIBUTIONS (OPPORTUNITY TO UPDATE BODY ON WORK COMPLETED SINCE THE LAST MEETING) Governors shared contributions, which included: <ul style="list-style-type: none"> Regular contact with SBM SFVS preparation Training courses HT safeguarding update HT well-being check Visit Reports Updated Governor Action Plan Reviewed Skills Audit Completed Governor Update Document Regular contact with HT Supporting staff with remote learning content (phonics quiz) 	
15.	GOVERNOR VISIT TIMETABLE KH asked Governors to meet with their link teachers during the second part of next term. KH will ask staff to contact governors to arrange a convenient date – it was noted that this will probably have to take place virtually. SH reminded Governors to complete a visit form anytime that they visit or contact school – these should be shared on our google drive. SH agreed to email the sample visit note to governors	SH
16.	ANY OTHER BUSINESS SH shared a Governors document, taking into account recent changes and COVID-19 updates SH agreed to send the document to all governors	SH
17.	DATE OF NEXT MEETING Wednesday 24TH March 2021 @ 6:30pm Finance & Curriculum Committee to meet at 5:30pm, if needed	

SECTION B