

# BROMLEY HEATH INFANT SCHOOL

## FULL GOVERNORS MEETING

### Minutes of a meeting of the Full Governing Body held on 7<sup>th</sup> October 2020 at 6:30pm

	Item	Action
	<p><b>PRESENT:</b> Kirsti Harris (KH), Shelley Humphries (SH), Helene Sutton (HS), Louise Webb (LMW), Lisa Warren (LW), Andrea Richards (AR), Martyn Bond (MB), Tricia Paraskeva (TP), Lydia Harrington (LH), Janine Jenkins (JJ) and Katie Hosegood (KHQ, left the meeting after Agenda item 5)</p> <p><b>IN ATTENDANCE:</b> Karen Roskilly (KR – Clerk)</p>	
1.	<p><b>APOLOGIES:</b> None</p> <p><b>WELCOME:</b> SH welcomed everybody to the meeting. Introductions were made to our new Governors, TP and LH</p>	
2.	<p><b>PECUNIARY and AGENDA INTERESTS:</b> Parent Governors with children attending BHIS. KR requested that all Governors complete the 2020 Declaration of Pecuniary Interest form and return to her by email.</p>	<b>ALL</b>
3.	<p><b>ELECT CHAIR AND VICE CHAIR</b> SH agreed to continue as Chair for the next academic year – All governors were in agreement. Vice Chair – LMW agreed to continue as Vice Chair for the next academic year – All governors were in agreement.</p>	
4.	<p><b>GOVERNOR VACANCIES</b> KR shared that we currently have 2 vacancies – a Co-Opted Governor and a LA Governor. SH confirmed that she has drafted our new governor handbook and will share with TP and LH, once complete.</p>	<b>SH</b>
5.	<p><b>TEACHERS' PAY AWARD</b> MB shared details of the proposed pay award – it was agreed that whatever decision is made, we need to ensure the school offers competitive salaries balanced against the budget available. The proposed award would have a financial impact of about £2k in this academic year. To enable governors to make an informed decision KHQ agreed to provide detailed financial information. Governors to review this information and a FGB Meeting would be held during the week commencing 12<sup>th</sup> October to ratify the decision</p> <p><b>MINUTES FROM LAST MEETING:</b> Agreed by FGB.</p>	<p><b>KHQ</b></p> <p><b>ALL</b></p>
6.	<p><b>MATTERS ARISING:</b> None</p>	
7.	<p><b>REVIEW THE GOVERNING BODY &amp; DELEGATED POWERS</b> The governing body structure, along with link roles was reviewed and updated. KR to update the structure and share with Governors.</p> <ul style="list-style-type: none"> <li><b>Governors Code of Conduct</b></li> </ul>	<b>KR</b>

	The 2020/21 Governors Code of Conduct was agreed by Governors	
8.	<p><b>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN</b></p> <p>Documents were shared with Governors, prior to the meeting.</p> <p><b>Governor Question - When will the targets for 20/21 be agreed?</b></p> <p>KH confirmed that targets for Year 1 and EYFS will be agreed early into term 2, once Year 1 have completed their first set of assessments, and EYFS have completed their base line assessments.</p> <p><b>Governor Question - Will this new initiative be shared with parents?</b></p> <p>The new Government guidance on RSE will be shared with parents by the end of term 2. Our new scheme Jigsaw, reading scheme and Science scheme of work incorporates the requirements which starts with relationship education at Primary Level. It puts in place the building blocks needed for positive and safe relationships of all kinds. It will start for our pupils with family, friends and how to treat each other with kindness.</p> <p><b>Governor Question - How will this be achieved during the current regulations?</b></p> <p>KH shared that she will be able to carry out lesson observations as long as she keeps a 48 hour gap between going into each bubble.</p> <p><b>Governor Question - What does CSP mean?</b></p> <p>CSP is Challenge Support Partner, KH added this to Shelley's list of abbreviations in her Governor Handbook.</p> <p><b>Governor Question - What is the plan for this, due to the current circumstances?</b></p> <p>KH confirmed that we will wait for Govt guidance as to when we are able to invite parents back into school to become our Reading Champions again. They were so successful last year that KH is keen to continue the programme again, when we are able.</p> <p><b>Governor Question - I'm unsure what 'invisible curriculum' means could you please explain?</b></p> <p>Invisible curriculum is the unwritten and unofficial, lessons, values, and perspectives that children learn in school, examples would be the messages children pick up when we raise money for Children In Need and Bromley the Guide Dog.</p> <p><b>Governor Question - The report refers to the targets for the year 2 pupils as ambitious. The data suggests that all of the children will have to make outstanding progress (and some!) in order to reach the targets. On one hand, Question 1. I am impressed by the high level of expectation that you have for the children, but on the other I am worried for teacher workload and pressure on the children. How will this be managed and how will you ensure that all the children will receive a broad and balanced curriculum?</b></p> <p><b>Question 2. I remember from our last meeting altogether when we discussed data, probably March, that there were no year 1 pupils at this time identified as working at greater depth. Therefore, the greater depth predictions for the end of year 2, bearing in mind the majority of children have been out of school receiving home education for 6 months, seems very high?</b></p> <p>1. The targets were set in consultation with the cohorts Year 1 teachers and then their Year 2 teachers, so with people who knew the children and where they need to be at the end of this year. As we have historically done, we looked at the levels of attainment at the end of EYFS and used the higher levels as a guidance for our Greater Depth levels. With the COVID top up funding we have been able to bring in additional support to the Year group which we think will help many of the pupils catch up. Our teachers have planned their English and Maths through the topic themes to create engaging work that will cover the broad curriculum but with a real focus on the English and Maths skills. I think it is key to have aspirational targets at the start of the year, for Maths, to ensure children have the opportunity to experience some of the more complex problem solving and reasoning required at the higher levels, for English to ensure the teaching of Greater Depth skills, such as apostrophe for possession, early enough to embed into the writing. We will look at each data drop to see how achievable they are and will amend if necessary. We are very aware of staff well-being, the restrictions and procedures that COVID has placed on all adults working in the school has been immense. We have looked out our meeting structures, tightened them up so they are now shorter, providing more</p>	

	<p>time for staff to plan and prepare. The focus of the SDP shows a shift in focus on targets across the year so we can all focus on a few things and do them well, crucial I think for a sense of job satisfaction. For all staff we are monitoring with well-being questionnaires spread across the year. We will monitor the responses and act accordingly.</p> <p>2. The writing assessments we are using for this year have been altered to indicate earlier in the year if a Year 1 pupil is demonstrating the Greater depth potential. We felt that this was missing in last year's data drop. In addition to this we are having a real push on the teaching and learning of phonics in school this academic year and we are hopeful that this will support pupils spelling, which has been a barrier for many children to achieving the expected standard in writing.</p> <p>We know we are being ambitious for our children; we feel that it is important to be aspirational with what we think the children can do. We are hopeful that the actions outlined in our SDP will help many of our Year 2 pupils to be make the great levels of progress we are striving for them.</p>	
9.	<p><b>COVID UPDATES</b></p> <p><b>OMT – Outbreak Management Team</b></p> <p>KH shared that we have a OMT plan in place which LMW and HS have been involved with</p> <p><b>Remote Learning</b></p> <p>KH reported that we are working towards agreeing a Remote Learning Policy – we need to consider families that don't have access to wi-fi and devices or need to share with other members of their household</p> <p><b>Risk Assessment</b></p> <p>KH confirmed that our Risk Assessment was updated in preparation to open in September and is constantly being reviewed.</p> <p><b>Governor Question – A couple of parents have requested that masks are worn when dropping off and collecting children – can we insist this?</b></p> <p>KH shared that we can not insist that parents wear masks on school grounds but it might be worth reminding them about social distancing in the playground.</p>	KH
10.	<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>Budget – at the beginning of the financial year, we were looking at a break-even budget – however, currently we are looking at a deficit of about £5k - a revised budget exercise will take place in November which will give us a more accurate picture of our finances.</li> <li>Breakfast and Tea Club – currently this is incurring costs as our income is low – it was agreed that this will be reviewed in more detail in January 2021 to decide on the way forward.</li> </ul> <p><b>CURRICULUM</b></p> <p>HS shared the main points from the meeting.</p>	
11.	<p><b>DOCUMENTS TO BE AGREED</b></p> <ul style="list-style-type: none"> <li><b>E-Safety Policy</b></li> <li><b>Lone Working</b></li> <li><b>Subject Access Request Policy and Procedure</b></li> </ul> <p>All documents were shared with Governors, prior to the meeting. Governors were happy to agree to all the documents.</p> <ul style="list-style-type: none"> <li><b>Intimate Care Policy</b></li> </ul> <p>A copy of the policy was shared with Governors, prior to the meeting – it was suggested that additional information was added to the policy to take into account PPE and Covid.</p> <p>KH agreed to update the policy</p> <p>Governors were happy to agree this policy, with the suggested amendment.</p>	KH
12.	<p><b>SAFEGUARDING UPDATE</b></p> <p>A copy of the KCSIE 2020 was shared with governors.</p>	

	All governors to email KH to confirm that they have read the KCSIE 2020 document.	<b>ALL</b>
<b>13.</b>	<b>GOVERNOR TRAINING</b> KR shared that Integra courses will still take place this year but will be held virtually – upcoming courses will be shared via Integra's Thursday emails.	
<b>14.</b>	<b>GOVERNOR CONTRIBUTIONS (OPPORTUNITY TO UPDATE BODY ON WORK COMPLETED SINCE THE LAST MEETING)</b> Governors shared contributions, which included: <ul style="list-style-type: none"> <li>• Meetings with KH, new Headteacher</li> <li>• Policy Reviews</li> <li>• Drafted Governor handbook and arranged mentors for our new parent governors</li> <li>• Visits into school</li> <li>• Drafted fundraising plan</li> <li>• Ideas for recruiting new governors</li> <li>• Preparation for FGB and committee meetings</li> <li>• Booked training courses</li> <li>• Completed Skills Audit – SH asked all governors to ensure that they have completed the skills audit.</li> </ul> Once complete, SH to review and feedback at our next meeting	<b>ALL</b>  <b>SH</b>
<b>15.</b>	<b>GOVERNOR VISIT TIMETABLE</b> It was agreed that Governors should meet with their Link Teachers once a term (3 times a year). In the short term, this should be done virtually via Zoom/Teams. SH reminded governors to ensure they complete a visit form after every meeting and share on our Google Drive. KH/SH agreed to discuss the agreed format for these meetings and share with Governors.	<b>ALL</b>  <b>KH/SH</b>
<b>16.</b>	<b>ANY OTHER BUSINESS</b> <b>Google Drive</b> The google drive has now been set up and Governors were asked to start using it to share documents, with immediate effect – this will be reviewed at the next FGB meeting <b>Governor Action Plan</b> SH agreed to add the latest version of the Action Plan to the Google Drive – all Governors were asked to review the document, in preparation for the next FGB Meeting.  Governors thanked KH and her team for the great transition back to school.	<b>ALL</b>  <b>ALL</b>
<b>17.</b>	<b>DATE OF NEXT MEETING</b> <b>Wednesday 9<sup>th</sup> December 2019 @ 6:30pm</b> Finance & Curriculum Committee to meet at 5:30pm, if needed  KR to send meeting dates to all Governors	<b>KR</b>

## SECTION B