

BROMLEY HEATH INFANT SCHOOL

FULL GOVERNORS MEETING

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

	Item	Action
	<p>PRESENT: Martyn Bond (MB), Lydia Harrington (LH), Kirsti Harris (KH – DHT), Abbie Hodge (AH – HT), Shelley Humphries (SH – Chair), Janine Jenkins (JJ), Tricia Paraskeva (TP), Andrea Richards (AR), Helene Sutton (HS) and Louise Webb (LMW)</p> <p>IN ATTENDANCE: Karen Roskilly (KR – Clerk)</p>	
1.	<p>APOLOGIES: Mel Shepherd</p> <p>WELCOME: SH welcomed everybody to the meeting.</p>	
2.	<p>PECUNIARY and AGENDA INTERESTS: Parent Governors with children attending BHIS. KR requested that all Governors complete the 2021 Declaration of Pecuniary Interest form and return to her by email.</p>	ALL
3.	<p>ELECT CHAIR AND VICE CHAIR 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>GOVERNOR VACANCIES KR shared that SH's term of office as a Co-Opted Governor ends on 11th October 2021. SH has expressed an interest to continue for another term. Governors were happy to reappoint SH. KR reported that we currently have 2 vacancies – a Co-Opted Governor and a LA Governor. SH shared details of a potential governor, who had a background in education. However, they were also a parent at the school. Governors were mindful of the number of parents who are currently governors. AH was reluctant to appoint another parent to the governing body unless we were able to appoint a non-parent to the other vacancy. SH/AH agreed to discuss the matter further</p>	SH/AH
5.	<p>MINUTES FROM LAST MEETING: Agreed by FGB.</p>	
6.	<p>MATTERS ARISING: None</p>	
7.	<p>REVIEW THE GOVERNING BODY & DELEGATED POWERS</p> <ul style="list-style-type: none"> Governors Code of Conduct <p>The 2021/22 Governors Code of Conduct was agreed by Governors SH agreed to share the Governor's Handbook, along with a NGA update</p>	SH
8.	<p>HT REPORT/SCHOOL DEVELOPMENT PLAN/STRATEGIC PLAN Documents were shared with Governors, prior to the meeting. AH shared highlights with Governors.</p>	

<p>Staffing AH reported that the TA in Y2 had been absent which had caused additional stress on Y2 team. We are claiming reimbursement and have TAs doing additional hours to provide cover. Phased return w/c 4th October had been confirmed. AH shared that the team have really pulled together to support.</p> <p>Covid AH said that Children and adults had been for PCR tests following symptoms, but there had been no positive results. If we had 3 cases in a class or 5 across a year group, we would discuss with Public Health and look to bring in contingency measures as per the risk assessment: this could mean the reintroduction of bubbles, face masks and other measures.</p> <p>Safeguarding AH shared that all staff received an update on the first INSET in September. LMW (Safeguarding governor) also attended. AH highlighted the updates to Keeping Children Safe in Education (KCSIE) 2021. As part of the discussions around KCSIE, AH shared that the subject of consent was raised and staff are considering how these conversations will be introduced to our pupils. Governors were asked to notify KR to say they have read part 1 of Keeping Children Safe in Education</p> <p>Data and assessment</p> <p>Phonics Y2 phonics screening will take place in November – these pupils were assessed in the Summer and 67% of children were passing the phonics check with a further 8% close to the pass mark. AH shared that in order to support children in achieving the phonics check and support their reading moving forward, we have moved support around (in the absence of the Y2 HLTA) so that interventions can run over two afternoons. <i>AH shared that we have set a target of 93% to pass. This means that 18% of the cohort are needing additional support. The target for 2021 is for 87% (November – Y2), although it is hoped that those who resit in the Summer will bring this number up, and for 93% for the 2022 phonics check (Y1 Summer). These are challenging targets.</i></p> <p>Data and assessment EYFS AH reported that the Reception Baseline has been completed with all children. The 'data' is entered nationally but the school does not have a copy of this. The DFE then use this to measure/ track progress in future years. AH shared that our target for 2022 will be agreed in T2 once the children are known better.</p> <p>Y2 Targets 2022 targets were shared with Governors.</p> <p>School Development Plan (SDP) The SDP was shared with Governors. It was noted that this is not a completed document and will continue to be updated this term and reviewed after this. The areas are split into the OFSTED areas: Quality of Education; Personal Development; Behaviour and Attitudes, and Leadership and Management. Within this, there are three main priorities.</p> <p>Quality of Education Consistent and agreed provision following our Intent is key. During the INSET Dani shared the BHI way of teaching phonics and has supported new members of staff and those delivering interventions since; Janine shared how we teach Maths; Kirsti how we teach English. The consistency in applying the agreed approach is crucial and will be a focus of monitoring. Writing will be an area of focus this year as, similar to other schools, we are seeing a dip in standards following remote learning.</p> <p>Personal Development Personal Development within the framework, and following Covid experiences, is extensive and a key area of development This target will also be supported through the Oracy 21 project (in conjunction with the Juniors). Our Oracy 21 targets are around listening and responding to others (adding an additional point or respectfully disagreeing); developing vocabulary and conveying meaning, and explaining their thinking and learning. Within this</p>	<p>ALL</p>
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	<p>respect priority will also be work around British Values and work around children developing their own interests. Personal Development is all about children developing the attributes to be successful in later life.</p> <p>Behaviour and Attitudes</p> <p>Following the work on the Positive Behaviours Project which began in September 2019, AH shared that we are looking to ensure consistency in this approach at all times of the day and develop individual approaches for those with social, emotional and mental health needs.</p> <p>In addition, we will be using Paul Dix's second book to embed scripted conversations and developing the 'restorative' conversations</p> <p>Leadership and Management</p> <p>Key will be establishing and developing highly effective leadership at all levels to drive school improvement.</p>	
9.	<p>COMMITTEE REPORTS</p> <p>CURRICULUM</p> <p>HS shared the main points from the meeting, including:</p> <ul style="list-style-type: none"> • EYFS are now full time and have settled well • Y1 continuous provision is going well • Visitors have been welcomed back into school, including the Salvation Army <p>FINANCE & BUSINESS DEVELOPMENT COMMITTEE</p> <p>MB shared the main points from the meeting, including:</p> <ul style="list-style-type: none"> • Budget is currently in-line with predictions • AH/KHQ are meeting to discuss the toilet development • Breakfast & Tea Club is now operating 4 days a week and will be reviewed in Spring 2022. 	
10.	<p>DOCUMENTS TO BE AGREED</p> <ul style="list-style-type: none"> • Data Protection • Workforce Privacy • Pupil Privacy • Governor Privacy • Subject Access Request Policy & Procedure <p>Governor Question - Re BHIS GDPR policy, will the new DP Policy & Procedure document supersede it? I.e., references in BHIS GDPR policy refer to EU GDPR but since Brexit this is now UK GDPR.</p> <p>It was confirmed that, in essence, we don't really have a "GDPR" Policy, only a Data protection policy which needs now to be re written due to our exit from the EU. AH confirmed that the new DP policy supersedes the old GDPR with the EU references. It was written by our DP company and now references the UK data protection agencies.</p> <p>Governor Question - In BHIS GDPR & the new DP Policy, there are lists of related policies similar but not the same. If we're adopting the latter list a) should we review those related documents so we can ensure that they are consistent with the main policy document b) if we're using the new DP Policy document, are we able to tailor the list so that the BHIS documents are listed?</p> <p>It was confirmed that the first 3 policies mentioned in the updated document are part of those which FGB are being asked to look at in the October meeting. These would indeed form part of this list.</p> <p>The other documents listed in the new DP have not been the subject of any DPO alterations and therefore it is assumed that we would adopt this list and then review those documents when they fall due for normal review. I would however, once agree, just check that they are called the same and if not, I would alter the new list to reflect this.</p> <p>As a note, all schools would move over to DPO have had the same thing sent through. It's not bespoke to each school as it's a model policy.</p>	

	<p>Governor Question - Referring to DP Policy document, in section 23 what is 'Appropriate Policy Document'?</p> <p>Nicola Cook our DPO has a link to this document and it should appear in the tracking notes. It appears in section 6.1 and is highlighted. It contains a hyperlink to this document which keeps it live and relevant and an explanation as to its need.</p> <p>Governors were happy to agree the proposed policies.</p>	
11.	<p>SAFEGUARDING UPDATE</p> <p>A copy of the KCSIE 2021 was shared with governors.</p> <p>All governors to email KR to confirm that they have read the KCSIE 2021 document.</p> <p>The updated Safeguarding Policy was shared with Governors and agreed.</p> <p>LMW shared that she attended safeguarding training held on the recent Inset Day and has signed up for further training.</p> <p>In addition, LMW shared that she had met with AH to discuss 2 safeguarding cases.</p> <p>SH asked Governors to attend Safer Recruitment training, if they had not done the training.</p>	<p>ALL</p> <p>ALL</p>
12.	<p>GOVERNOR ROLES</p> <p>SH/AH agreed to meet to agree the link roles for this academic year – these will be linked to our school priorities.</p> <p>Once agreed, these will be shared with Governors for their thoughts.</p> <p>It was agreed that, for succession planning, that key roles should be shadowed.</p> <p>AR agreed to draft job description for the link roles.</p> <p>TP agreed to do an audit of the school website and report back at the next FGB Meeting.</p> <p>KR agreed to send TP the government document about what statutory information we need to share on our website.</p>	<p>SH/AH</p> <p>AR</p> <p>TP</p> <p>KR</p>
13.	<p>GOVERNOR TRAINING</p> <p>HS and AR shared that they are due to attend PP training on 7th October</p> <p>SH/AH & KH have attended Ofsted training</p> <p>Governor Question – Would it be possible to share the Ofsted information with all Governors?</p> <p>SH confirmed that this information would be shared</p> <p>Any information shared with staff, could also be shared with Governors.</p> <p>AH suggested that this could be something that is shared with all Governors within our Endeavour Hub</p> <p>Governor Question – Do we have any idea when Ofsted may visit?</p> <p>AH shared that unfortunately we had no idea when we might expect a visit.</p>	<p>SH</p> <p>AH</p> <p>AH</p>
14.	<p>GOVERNOR CONTRIBUTIONS (OPPORTUNITY TO UPDATE BODY ON WORK COMPLETED SINCE THE LAST MEETING)</p> <p>Governors shared contributions, which included:</p> <ul style="list-style-type: none"> • Meetings with HT • Training with HT • NGA updates • Inset safeguarding training • Safeguarding meetings • HT performance reviews with AH & KH • Budget discussions • SEND update • Integra training • Reading Champion training 	
15.	<p>GOVERNOR VISIT TIMETABLE</p> <p>SH agreed to share the visit timetable, once link roles have been agreed.</p>	SH
16.	<p>ANY OTHER BUSINESS</p> <p>SH shared that our google drive is currently unavailable and agreed to contact KHQ to discuss the issue.</p>	SH

17.	DATE OF NEXT MEETING Wednesday 1st December 2021 @ 6:30pm Finance & Curriculum Committee to meet at 5:30pm, if needed	
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SECTION B