

BROOMHILL INFANT SCHOOL
MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY

15 JUNE 2017, 17:00 – 18:45

Present: Imran Ahmed; Sarah Colver; Derek Grover
(Chairperson); Lorraine Hill; Joanne Jones; Rebecca
Linsell; Abigail Thorby; Catherine Timbers
(Headteacher); Helen Whysall.

In attendance Helen Downing.
Hannah Boneham (Clerk to the Governors)

1 Apologies for absence

Apologies were received and accepted from Deborah Lodge, Abdool Gooljar and Toby Wilson.

Kate Underwood has resigned as non-teaching staff governor, having left her role at the school.

Jamie Caine was also not in attendance.

All other governors were in attendance.

2 Declaration of any pecuniary interests relevant to this agenda

There were no pecuniary interests to be declared.

3 Appointment of Chairperson and Vice Chairperson and term of office

3.1 Appointment of Chairperson

DG was nominated to take on further term of office as Chair of Governors. No other individuals were nominated.

Decision: DG was re-elected Chair of Governors by unanimous vote by the FGB.

DG asked that governors make note that he would be unlikely to

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stand for another term of office as Chair once this term is up.

3.2 Appointment of Vice Chairperson

DL was nominated (in her absence but with her knowledge) to stand for a further term as Vice Chair of Governors. No other individuals were nominated.

Decision: DL was re-elected Vice Chair of Governors by unanimous vote by the FGB.

4 Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

The draft minutes were agreed to be an accurate record of the previous meeting.

The following items were discussed:

- DG wrote the website intro.
- **Action:** David Raven-Hill's report to be circulated by the Head.
- Due to Kate Underwood's resignation as a non-teaching staff governor, governors asked whether a replacement was required. DG explained that the FGB had previously had too many staff representatives so there is no need to recruit a replacement for KU. However, governors agreed that having staff attend FGB meetings to deliver presentations is very welcome input.

Head

All other matters arising were covered under the agenda items.

5 Headteacher's Report

The Headteacher presented the report. The key items discussed are recorded in the following paragraphs.

Staffing now reflects changes due to recent redundancies. Governors are content with the staffing arrangements; any gaps are filled by volunteers and students. Arrangements will be easier from September when we have VT back (from US) and ET and CS are not shared with another school. VT has now left for her US trip, we have not replaced her and to ease the budget will endeavour not to, but the occasional hour may be necessary.

This week's moderators visits went very well. In year movement of 16% is very high (second only to the Oasis Academies) and thus might get extra funding.

This week the admissions picture has been changing frequently, with 3x EHCP children possibly now coming in September. 28/40 children were admitted to Nether Green (higher than last year's 24), one child is appealing their Y3 place. Governors asked why the figure into NG was higher, the school has agreed to take 95 children this year so more than 30 per class, no children were admitted to Lydgate Junior.

Attendance - target is 96% - achieved, red base recently got 100% in two different weeks which was celebrated, the persistent absentee rate has been better recently. Governors noted that the figure for PPG children was lower but this was mainly due to appointments and not requiring action by school. SEN attendance of 95% was noted as excellent with the Breakfast Club being partly responsible. The moderators were blown away by the school's SEN care and suggested that the name breakfast club underplayed it as it is an entire Nurture group.

The report from the moderators has been circulated and will be on the next TLCC agenda.

SEND report was forwarded by SJ. **Action:** Headteacher to send a copy electronically for attachment to these minutes.

Head

PL (Red Base class teacher) reported on GLD results - there are a couple of weeks left to submit the data, there are two children who are extremely close and may make it but PL is being careful to ensure not to over report (which governors totally support), he has checked it with moderators and the TRIAD and will err on the side of caution. The moderators had praised the environment, provision, and everything else about FS, they were extremely positive, in addition to which a parent governor commented that she was aware that PL could not have done more to support the children's learning.

JJ Reported on Y1 Phonics which has been a triumph. The approach this year was extremely thorough with assessment on entry, gap analysis, assessment in January, and another gap analysis, result was predicted 85% but achieved 92%, children were taught in ability based groups which will continue, phonics is taught every day and only three children were unable to attempt all the words (both alien and real). Governors congratulated JJ and team on the approach and results. JJ has checked whether we have to include the children which are taught out of year which we don't (the result would have been 87.1% if we did), phonics are tracked on the Tracker Plus system making future tracking simpler.

HD (Helen Downham) reported on Y2 results: Writing - the lowest result, (as usual) we have 70% at or above the required level. It was

discussed that there is no longer any credit to imaginative writing or ideas, it is very much the grammar, spelling and sentence formation. For those children working below expectations, there has been a lot of support with handwriting, and physical development, some are on the pathway to be diagnosed with eg dyslexia when they are old enough to be tested. Governors discussed the boy/ girl results - Blue base this year has more boys than girls and these do not perform as well. A governor pointed out that two of the children had arrived with the expected level at GLD, these children are very bright and able but struggle for example to sit and concentrate for long enough to perform in tests. Maths was 80% this result is usually better than writing.

Governors welcomed the presentation of the data, which is very clear.

There are two children in English who are not meeting expected standards. The teacher reported that for these children the challenge was more sitting still and concentration rather than understanding English.

There was a test for Maths. A scaled score of 100 or greater meant you were working at the expected standard. Greater depth is about reasoning with the numbers and explaining their thinking; evidence is gathered in the books rather than a test. The group of children who needed additional support made significant progress since Christmas, which was welcomed as evidence of the impact of the interventions put in place.

Governors identified that there were different children who were struggling to meet expected standards in Maths. They are struggling to engage with numeracy and are being given additional support to develop.

The Headteacher explained it was critical that children who are on the cusp of meeting expected levels are not given that marker if they haven't achieved it; it will only undermine any progress they manage to make in further years.

For Reading there was also a test. The previous year's papers in Spring2 were used as a baseline for the children. The national figures have not yet been released. The teachers felt that the children performed well in the test and that it wasn't especially difficult compared with last year. Children had to read 90 words per minute.

Governors welcomed the results. The Headteacher made the point that the bar had been risen this year and there were a significant number of children with EAL. Governors agreed the teachers had done extremely well.

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There are two students in school who have been excellent. The Headteacher reported that they went over and above what was expected of them. Both have got jobs for September. The school gets money for having the students and governors supported the intention to have more next year. It was agreed that a paired placement in the same classroom would be the best arrangement for the students and for the school. There is another student working in school 1:1 with a child in the pool and she is continuing once her placement is complete. The students next year will be shared through the school, rather than the same classes having students term on term. Governors suggested the school get in touch with the university to see whether they could liaise directly with the relevant department to encourage students to consider Broomhill.

There has been less staff development and training this term because of how busy the school is and the financial constraints. The Headteacher explained that safeguarding refresher training will be on 12th and 19th July, both twilights, if governors would like to take part. This will be 3:30pm – 18:00 and the schools in the Sheaf Trust will be invited too. It will be delivered by the Safeguarding Board. Attendees must be at both sessions in order to get the certificate. **Action:** HW to alert the other governors.

HW

Action: Headteacher to plan a governors briefing on Raise Online at the next FGB.

Head

The Chair highlighted that governors were all welcome at the next Sheaf Trust training course; it will build on the local authority training and Trustees are encouraging as many governors as possible to attend. **Action:** Chair to share the dates for this course, which will be next term.

Chair

The Headteacher presented two quotes for a new climbing frame. **Action:** IA to examine these and Headteacher to get a third quote and discuss at the Resources Committee.

IA and Head

The SEF will be updated and the Head will send this out now that results are available (they only came in this year). The Chair asked whether the objectives for next year would be revised in the SEF and the Head agreed this would be required but not until the school had been moderated and had change to consider the data. Governors asked when they would have the opportunity to contribute to this process and it was agreed this would be on the agenda for the Teaching, Learning and Curriculum Committee on 5th July.

Agenda

The Children were asked in an assembly what questions they would like to consider for next year and some fantastic questions were suggested, including ‘why do birds fly?’ and ‘what will it be like in the

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future?' and SLT will be choosing questions from these suggestions to think about topics for next year. This will be built into the planning.

Governors were invited to join the school at Whirlow Hall Farm in the week commencing 26th June in the evenings.

RL fed back that one of the parents said the website needed updating because it talked about taking a learning log home every evening.

Action: Headteacher to look into this.

Head

Governors thanked BL and her two colleagues for their fundraising at the Sheffield Half Marathon.

A meeting was held to discuss the financial position with parents on 25th May, to quell concerns and answer questions and make sure parents understood the financial situation of the school. The meeting was well attended and parents fed back that they appreciated the meeting. The minutes have been sent out and no further feedback has been received. It was agreed that there was no current need for a second meeting, however the school would be happy to arrange one if parents did as for it. The Headteacher suggested governors consider a regular parents meeting where parents and governors can meet and discuss topics in an open forum. This was broadly welcomed by the governors on a termly basis. **Action:** Headteacher and Chair to arrange these meeting from next term.

Head and
Chair

There has been some interest in Friends of Broomhill School but no one has agreed to take it on yet.

6 Committee Minutes and reports from governors with curriculum links

6.1 Teaching, Learning and Curriculum Committee

LH provided an update on the TLC Committee. Key discussion points were:

- Two meetings took place in May and two learning walks.
- There will be one learning walk per term next year once the topics have been agreed.
- LH and WH will be Link Governors for this area and so will attend relevant meetings.
- The Learning Walks were very enlightening and positive.
- Governors ensure that GNT children were being tracked accurately in the Tracker Plus.
- The Whirlow visit was considered to ensure it met inclusivity targets and LH reiterated that it would be great if governors could join the school there.
- There was change to the local banking branch and so the

- committee agreed to change the bank.
- Some housekeeping has taken place on google drive for next year.

6.2 Resources Committee

HW delivered an update. Key discussion points were:

- Staff redundancies and playground damage were discussed in committee.
- The next meeting will be on Tuesday 11th July at 12pm.
- The minutes saved online were not accurate; they turned into those from the previous meeting. **Action:** HW to ask TW to amend these.

HW

6.3 Curriculum Links

Curriculum links next year were agreed as follows:

- Red – Helen Whysall
- Yellow – Lorraine Hill
- Green – Derek Grover
- Blue – Sarah Colver

7 To approve the budget spending plan for the financial year 2017-18.

The budget spending plan was approved in anticipation of the FGB and sent with the recovery plan.

The school now has their own bursar and so doesn't have the same level of engagement as before but all of the paperwork has been completed and signed-off.

Decision: Governors agreed to ratify the budget spending plan for financial year 2017-18.

8 Annual report on safeguarding

The safeguarding site is down and the annual report cannot be accessed online. The Headteacher will therefore update the paper copy from last year. The Chair did a spot-check on safeguarding last week and found everything to be satisfactory, although he recommended that the child protection procedure be reviewed as this is due. He asked extensive questions about the Single Central Record, which was very well documented, and staff were

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knowledgeable and knew that training was coming up soon and what it was about. This was good confirmation that appropriate arrangements were in place.

The Headteacher reported that there have been no safeguarding incidents that need to be noted by governors. There is one ongoing issue that was raised by a family and the school are monitoring the situation although they are confident the child is happy and healthy.

9 Self-Evaluation Form

This item was discussed at a previous meeting and was included on the agenda in error.

10 Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process

This item was covered in a previous meeting. The appointed representatives will be Derek Grover, Helen Whysall and Deborah Lodge.

11 Date and Time of the next meeting

A calendar of future meetings for the whole of next year will be produced by the Headteacher and the Chair and sent out to governors. It was agreed at 5pm was the best time for the FGB meetings to begin.

Action: Head and Chair to send calendar of Governors meeting dates out to governor.

Head and
Chair

12 Any Other Urgent Business

12.1 Feedback from Parent

RL read a text message to governors, which had been received from one of the school's parents. It was extremely supportive of the Headteacher and governing body and governors welcomed this as a reminder of some of the particularly positive elements of school life at Broomhill Infants.

Meeting closed at 18:45