

BROOMHILL INFANT SCHOOL

MINUTES OF THE FULL GOVERNING BOARD HELD ON 22 MARCH 2018

Present: Derek Grover (Chairperson); Imran Ahmed;
Sarah Colver; Abdool Gooljar; Lorraine Hill;
Joanne Jones; Deborah Lodge; Catherine Timbers;
Helen Whysall; Toby Wilson

In Attendance: Debbie Royles (Clerk to the Governors)
Alice Craven (Staff)
Phil Lenagh (Staff)

ACTION

1. Apologies for Absence

Apologies for absence were accepted from Rebecca Linsell and Abigail Thorlby.

2. Forest School Presentation

An overview of the Forest Schools was presented to Governors by Liz Hinsley and Naomi Woodruff.

Key points were as follows.

- The aim of Forest Schools is to achieve and develop self-esteem.
- There is a ratio of two adults to seven children with excellent support from volunteers.
- This is what we do; thrive, explore, achieve, create.
- Forest Schools consists of planned activities that can take any direction once commenced.
- All aspects of emotional intelligence are encompassed.
- Good risks are allowed which enables children to learn how to judge risk.

A case study of a year two child with Special Educational Needs, involved in Forest Schools, was given to Governors. This demonstrated how well the child has been engaged with Forest Schools. The child has expressed that they really enjoyed the experience despite a resistance to undertake Forest Schools at the onset.

Governors were informed that a big improvement in punctuality has been noted during the Forest Schools project.

To celebrate the Forest Schools Project, families were invited to view the fairy garden and were given tours by children.

The aim was to encourage parents to explore nature and to explore the many green spaces in the city. Governors were informed that this event received positive feedback from families.

It was confirmed that Naomi will be qualified to level three shortly.

The following questions/comments were received from Governors.

How does Forest Schools fit into the National Curriculum?

It was confirmed that the Forest Schools activities hit every goal within the Early Learning Goals.

How many staff are trained in Forest Schools?

There is just one member of staff fully trained currently although many staff members have relevant experience.

What are the contingency plans for absences?

Naomi could cover Forest Schools during any period of absence.

What assessment is undertaken around Forest Schools?

National curriculum planning objectives inform the planning of the Forest Schools activities.

Are class teachers involved in the planning of Forest Schools?

Yes class teachers are involved in the planning.

How much contact is made with other Forest Schools?

The school have good links with two other schools in the city. The school have also hosted observation visits which are charged at £50.

How many schools in the city are involved in Forest Schools?

The number is not known. However interest in this area is growing.

How many volunteers work on the Forest Schools project and are they trained?

There are approximately seven volunteers who receive on the job training. The volunteers are in addition to the teaching staff involved. A pairing exercise is undertaken of experienced volunteers with less experienced volunteers.

Previous volunteers have offered to assist in the next Forest School groups.

Thanks were expressed from Governors to all involved in the Forest Schools project.

3. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Toby Wilson expressed a pecuniary interest in item 9.

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

Resolved: That the minutes of the meeting held on 16 Nov 2017 be approved and signed.

Matters arising from the minutes

Headteacher Report – SEND Funding (item 4)

SEND funding has been received from the locality although it lasted only until the end of the financial year: we will need to re-bid for the 18-19 FY.

PE Funding from sugar tax (item 4.1)

Governors were informed that an individual has been identified and will commence as a member of staff with PE/medical experience. This will be funded utilising the sugar tax funding.

Review of Committee Membership (item 10)

The Chair emailed the Terms of Reference to the Headteacher. The Headteacher will ask Abi to distribute these to Governors.

Catherine Timbers

Safeguarding (item 11)

The local authority safeguarding report is currently 32% complete due to issues with the ICT firewall. This has been reported to the Safeguarding Team.

To adopt or confirm the Governing Board Code of Conduct (item 12)

The Chair will clarify if the Code of Conduct was distributed to Governors.

Derek Grover

Volunteers (Item 15.1)

The Headteacher confirmed that a thank you event, for volunteers, with tea and scones, will be held in the garden during summer term two.

5. Headteacher’s Report

Governors referred to the Headteacher report previously distributed.

The Headteacher reported on the following areas.

SEN Funding

- Notional SEN is included in the main budget.
- £500 has been received from the locality until the end of the financial year for a particular child. It was confirmed that September to March has been unfunded to date.
- All children that require one to one support will have this after Easter.

The Chair acknowledged that there are serious issues with the funding

of SEN.

A Governor asked if there are any lessons learned from the SEN funding exercise.

It was confirmed that the school would undertake individual funding applications instead of group applications as advised at the onset.

Governors were informed that the locality have been very helpful with the application process and that Broomhill Primary do not have the highest level of need within the locality currently.

A Governor asked when funding could be applied for the September 2018 intake of children?

The Headteacher advised that this is still to be determined.

It was confirmed that the SEND Triad meeting is scheduled for week commencing 26th March 2018.

Phil Lenagh will determine the amount of notional SEN funding with regards to the school census.

Phil Lenagh

Pupil numbers

- 110 children currently on roll.
- There are issue with numbers, in year two, due to various families returning home to their place of origin. Additionally, transfers to Lydgate Junior, in preparation for transfer to key stage two, are having an impact.

A Governor queried costs around transition, to Lydgate Junior, for both schools and if this could be avoided by a change in the admissions system.

The Headteacher will discuss this matter at the meeting with John Bigley, Local Authority Admissions Manager, during the summer term.

Catherine Timbers

Governors acknowledged that the situation with numbers is unusual although this has been seen previously on one occasion at the school.

The Chair expressed thanks to the Headteacher and Phil Lenagh for their efforts around SEN.

Subscription to Learn Sheffield

Governors discussed whether to be part of the Schools Company, Learn Sheffield.

The Headteacher gave an overview of the associated costings. It was confirmed that the school benefit from the costings due to the low number on roll at the school.

The Headteacher and Chair proposed that the school subscribe to Learn Sheffield. All Governors resolved to subscribe to Learn Sheffield.

A Governor requested that an evaluation of the subscription be undertaken in March 2019.

Update on Education Endowment Fund

Governors were informed that a peer review exercise is to be undertaken within the locality in association with a National Leader in Education (NLE). This is being led, for the locality, by Catherine Timbers with all Headteachers, in the locality, contributing to a plan. It was confirmed that each school will select the area for review, in their school, before commencement of each review.

A Governor asked if there are any costs associated with the peer review exercise.

The Headteacher confirmed that costs would be funded via the Triad funding.

Absence

The new definition for absence was explained to Governors by the Headteacher. It was confirmed that this information will be contained in the next school newsletter.

Governors were informed that the cumulative total of lateness has been collated to give a total overview of time lost for each child.

Progress Update

Governors referred to data for Foundation Two – Prediction for Good Level of Development (GLD).

Phil Lenagh gave an overview of children, categorised into the following areas to reach a good level of development (GLD); no problems; should; might; wont. Children that are likely to exceed a good level of development were highlighted.

The prediction for children to reach a good level of development (GLD) was confirmed as 68%.

The Headteacher and Chair expressed that this would be an amazing result for the school given the nature of the current cohort in Reception.

The Chair expressed thanks to Phil, Emma and Helen for all their efforts. The Chair expressed his delight upon seeing a particular child, on a recent visit to school, who has demonstrated excellent development.

A Governor asked for an update on the admission of a child with severe medical needs.

Governors were informed that the admission had been declined as flexible schooling was requested by the parents.

Governors were informed that the school will only allow morning or afternoon sessions and cannot offer individually tailored flexible

schooling arrangements.

Year Two

An overview of Age Related Expectations and Greater Depth was given by Alice Craven.

- Target 80%.
- Current; reading 71%, writing 68%, maths 65%.

The Headteacher expressed that both Alice and Helen have done a brilliant job.

Governors were informed that a pre SATS meeting, for parents, has been scheduled for immediately after Easter.

Alice Craven and Phil Lenagh left at this point of the meeting.

Year One - Phonics

Jo Jones reported on the following areas.

- A number of children are already performing really well.
- There are a small number of children, with SEND, that have low scores. Children that require additional support have been given materials to utilise at home.
- Classes are being streamed and lots of practice is being undertaken.

A Governor asked why SEN and complex needs are split in the Headteacher report.

The Headteacher will clarify and report back to Governors.

Catherine
Timbers

Staffing

The Headteacher confirmed that there have been staff movements in yellow base due to a staff absence for approximately two months.

A Governor asked how this absence is being covered.

The Headteacher gave an overview of the cover arrangements which consists of teaming and lading of existing staff.

The Headteacher asked if the format of the Headteacher Report is acceptable. Governors expressed that they were happy with the format of the Headteacher Report.

6. **More Able**

Jo Jones gave a brief overview of More Able (previously Gifted and Talented).

- A holistic approach will be taken going forward with children encouraged to identify where they shine away from the curriculum. A similar approach will be taken to the approach taken at Greystones school.
- Staff will be utilised as a springboard for the children in this project. This will be discussed at a forthcoming staff meeting.
- By the end of summer term a display should be available for each class, including staff.
- Data will be input onto SIMs going forward.

It was confirmed that the above ties in well with the schools 'secrets of success' theme.

A Governor proposed that Governors are involved in this exercise, going forward.

The Chair asked if this information would be uploaded to the school website and shared with parents.

It was confirmed that there is no requirement to upload this information to the school website. However, a leaflet has been issued to parents and information will also be included in the school newsletter.

The Chair asked about the celebration of achievements in school. The Headteacher gave an overview of the mechanisms in place in school to celebrate achievements.

Governors were informed about the extreme reading competition themed around world book day.

7. **Committee minutes and reports from Link Governors**

Teaching, Learning, Curriculum Committee

The key areas from the previous meeting were confirmed as follows.

- Learning walks around writing.
- Meeting held with Tim Armstrong, local authority Head of SEND, around SEND issues being faced.
- SEND & funding issues.
- School Council.

8. Finance

Governors referred to the financial report, previously distributed to Governors.

Deborah Lodge reported on the following headlines.

- Meeting held with local authority Bursar at Moorfoot.
- The school have a reasonable budget position going forward and are forecasting a small surplus.
- The change to the National Funding Formula, in April 2020, will present a 16% reduction to the school income. The Headteacher advised that some schools will face a 20% reduction.
- Governors discussed how Primary schools are being negatively impacted upon more than Secondary schools due to the revised National Funding Formula.

A Governor asked if there is anything that can be done regarding the revised National Funding Formula.

It was confirmed that this matter is still going through Parliament.

The Chair confirmed that small schools will lose more funding.

The Headteacher has been in touch with Paul Blomfield M.P. who has advised that he would be happy to meet with the Headteacher and Governors.

Deborah Lodge stressed the importance of focussing on the current budget situation, at this point, instead of focussing on the projected situation in 2020.

The Chair proposed that the school apply for a licenced deficit and scrutinise all spend. Governors discussed that going forward lobbying of local M.P.'s could be undertaken.

A Governor asked if this information should be included in the School Newsletter.

Governors discussed the pros and cons of releasing this information to parents. A Governor expressed caution around the release of this information to avoid potential panic for families.

Governors discussed releasing a more generic statement about schools in the city being under financial pressure

The Chair proposed that when the time is right the school may want to join with the locality to release appropriate information.

A Governor expressed that a co-ordinated approach within the Trust is very important.

A Governor asked about the finance audit.
The Headteacher informed Governors that the written audit feedback differs to the verbal feedback.
Governors discussed if the school have received the correct report as there are inaccuracies.
The Headteacher will contact Dean Smith to clarify the discrepancies.

Catherine Timbers

A Governor commented that similar issues were experienced, with the audit, at another Sheffield school.

The Chair asked about completion of the Schools Financial Value Standard (SFVS). Deborah Lodge undertook to do this.

9. **Changes to Data Protection Law – Are We Ready?**

Toby Wilson gave an overview of the requirement for compliance around the General Data Protection Regulations (GDPR) that come into effect in May 2018.

Governors were informed that Karen, Abi and Sophie have undertaken a training session and will provide the audit template.

The Headteacher reported that clearing of the systems has commenced and that a staff briefing has been scheduled.

Toby Wilson advised Governors not to worry about the implementation date, in May 2018, as the Information Commissioners Office (ICO) are satisfied if organisations can demonstrate that compliance is being worked towards.

Toby Wilson will speak to Chris Holder at Lowfield Primary, following the presentation made to Headteachers, as the initial plan was to have a joint approach for all schools within the Trust.

Toby confirmed that systems do not need to be identical in each school.

Governors were informed that a costing will be provided to Chris Holder, for training of all schools in the Trust, as Chris is co-ordinating the overall cost for the Trust.

Toby Wilson

Toby confirmed that the school are not waiting for a response from the Triad to continue with their work around the General Data Protection Regulations (GDPR).

10. Review of Meeting

Governors discussed if they have met the three core functions of the Governing Board.

A discussion took place around the three core functions and Governors agreed that these had been met during this meeting.

11. Date and Time of the Next Meeting

Resolved: That the next meeting be held on 21 June 2018 at 5.00 p.m and not 14 June 2018. Apologies were received from Helen Whysall.

12. Any Other Urgent Business

12.1 Incident in school on 19 March 2018.

The Headteacher reported that positive feedback had been received from parents and children regarding the incident, in school, on Monday 19 March, advising that this was handled very well.

Congratulations were extended from Governors to all staff. The Headteacher expressed that this was a collective approach from all staff and that feedback has been provided to staff around lessons learned.

Thanks were expressed to Sarah Colver for all the support received at the Church evacuation point. A paper copy of the critical incident report will be forwarded to Sarah by the Headteacher.

Catherine Timbers

Governors discussed evacuation and lockdown arrangements in the event of a major incident. The Chair asked the Headteacher to seek urgent advice from South Yorkshire Police.

Catherine Timbers

12.2 School Maintenance

The Headteacher asked Governors if they would approve use of the painters to assist the building supervisor with the exterior of the school.

Governors resolved that this could be undertaken and funded from the repairs and maintenance budget.

12.3 Agenda for next Full Governing Board Meeting

The Chair proposed that an evaluation of the Full Governing Board and the Chair of Governors be undertaken. Governors agreed to discuss this item at the next Full Governing Board meeting.

The Chair will utilise templates from the National Governance Association.

The Clerk will add to the meeting agenda.

Clerk to Governors

Meeting closed at 7.05 p.m.