

BROOMHILL INFANT SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 7 MARCH 2019**

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

Associates: Abigail Thorlby

In Attendance: James Kelly (Clerk to Governors);

1. To receive and, if agreed, approve apologies

Apologies were accepted from Lorraine Hill.

2. Declaration of any pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Toby Wilson declared his interest as Data Protection Officer for the Sheaf Trust.

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

Resolved: That the minutes of the meeting held on 22 November 2018 be approved and signed subject to the following amendments:

- Chair's name on Attendee list is misspelt – it should say *Derek Grover* not *Derek Grove*.
- Paragraph 9.2 the previous minutes refer to 'decided against the *school bus*' when it should read '*School Bus Information Service*'

Matters arising

- Governors were informed that Headteacher had prepared a spreadsheet listing all the school's policies with dates of when they were updated, and when next they would need to be reviewed.
- Governors agreed that all other actions from the previous meeting had either been fully completed and/or were due to be discussed under agenda items tonight particularly the update for the Headteacher's Report.

ACTION

Agreed

Agreed

4. Feedback from Mike Patterson, Learn Sheffield on Governance at Broomhill

4.1 Governors welcomed Mike Patterson, Chair of Governors at Springfield School, who had undertaken a review of Broomhill's Governance arrangements. Mike updated governors on his findings, and the main points of the discussion were: -

- Mike had looked at how the governing body and Committees operate, examining Governing Body membership, minutes from meetings, Terms of Reference and wider governor interaction with the school.
- Mike concluded that the school had a strong governing body, which conducted its business in a professional and effective way.
- Mike pointed to a particular strength of the Governing body the wealth of experience shared across members, with a wide-ranging skillset.
- Mike identified that one challenge, looking to the future, was how the school would respond if an experienced governor left the school. Mike said many of the current governors offer so much to the school that if any left there would be a significant gap to fill, e.g. Imran Ahmed's expertise that supports the work of the Premises Committee, Toby Wilson's IT expertise and Deborah Lodge's financial expertise.
- Mike said succession planning is key to the governing body maintaining its high standards. With that in mind, he advised that the school should start to think about who (from the governing body) might be moving on, when they might be moving on, how they would be replaced and by who. These considerations should be supported by a Skills Audit across governors (Mike mentioned the NGA Skills Audit as a useful resource), which would give the school clarity on what sort of governor they would need to recruit.
- Mike said that there was obviously a positive relationship between the Headteacher and governors. Headteacher said she appreciated that she had such a strong governing body to work with, and that at Broomhill everyone works as part of a team. Trainee teachers who undertake placements at the school all comment on how welcoming it is.
- The Chair said that the governing body had been in a fortunate position with the skillset of its existing governors but agreed that a Skills Audit should be undertaken as it had been a few years since the last one. The Chair said he would therefore circulate the Skills Audit to governors for completion.
- The Chair said that one area of weakness for the school's governance arrangements was it was not so good at linking up with the transient population of the local community, where a number of the school's pupils come from. Governors agreed with Mike's suggestion that the school could develop closer links with the two local Universities to help with this.
- The Chair said this issue should be taken to the next Sheaf Trust Board meeting and with Springfield (who face similar issues about pupils from transient families) should put a case together for developing these stronger community links.

Action for Chair

Action for Chair

- All governors thanked Mike for his time and support for the school, and welcomed his encouragement and advice for the continued success of Broomhill's Governing Body

4.2 Governors noted that Abdool Gooljar and Deborah Lodge (co-opted governors), and Derek Grover (Foundation Governor) all had terms of office coming to an end on August 31 this year. All 3 were happy to continue as governors for another 4 years from the end of August, and all governors present unanimously endorsed this arrangement.

4.3 The Chair did point out to governors that both he and the Vice Chair would like to step down from these roles in the not too distant future (it was agreed at November's meeting they would stay in post for at least a 12 month period) and bearing in mind Mike's advice earlier, asked governors to start thinking about 'Succession Planning' sooner rather than later.

5. **Headteacher's report**

The Headteacher's report had been sent to governors prior to the meeting. The main points discussed included: -

5.1 Pupil numbers:

Headteacher reported that the school currently has 115 pupils on roll, with both Foundation and Year 1 full, and a small number of vacancies in Y2, which is not unusual.

5.2 Attendance:

Governors heard that Broomhill was achieving 95.9% whole school Attendance - nearly hitting its overall Attendance target. In the context of a discussion about absences from school due to sickness, the Headteacher reported that the school had recently undergone an industrial deep clean.

5.3 SEN

Information from Susan Jones (SENCO) and Beth Donnelly (Deputy SENCO) was included in the Headteacher's Report. Governors were told the SENCO is happy to attend the next full governing body meeting to discuss issues in more detail. Main points discussed at tonight's meeting included: -

- The school has 12 SEN pupils, 2 of whom have an EHCP. Governors were informed that only 2.5% of EHCP applications get a plan in place. A lot of reassessment of what constitutes a pupil with SEN has taken place across Sheffield recently, resulting in some pupils being categorised as needing additional support but not necessarily classed as having SEN.
- 1 to 1 support for pupils with complex needs is time-consuming for staff and providing it can mean that children with less complex but still significant needs do not receive the support they need.
- Some pupils with complex needs present safeguarding issues and specific safety issues around school. Governors agreed that the school will always try to meet the needs of any child on roll, but it needs to record evidence of what has been put in place for individual pupils and what the impact of the support was.
- The Chair said that there is always the possibility that the school may reach a trigger point where it has to say ' we cannot keep pupil x safe at this school'.

Agreed

5.4 Pupil Premium (PP)

In addition to information in the Headteacher's Report, all governors were provided with copies of the schools Pupil Premium Policy for tonight's meeting.

- 12 pupils at Broomhill are entitled to the Pupil Premium grant
- Headteacher explained how the school has a spreadsheet of how Pupil Premium funding is spent
- Headteacher also described how each pupil entitled to PP had a full personal profile, now known as the 'Pupil Premium Profile', and that the information in this is updated after each pupil progress meeting. Details on the profile include the progress of the pupil, attendance details and any specific support being provided.

5.5 Results

a) EYFS

By the end of February 65 pupils are on track to achieve Good level of Development (GLD) and the target is 75 for the school year. In response to question from governors, Headteacher said some pupils are taking longer to make progress than others. Some of these pupils have English as an additional language.

b) Phonics

Headteacher said the aim is to have 85% of Year 1 pupils by Easter to have reached the required standard in phonics. Governors asked how the school would achieve this, and the Headteacher said the key is consistency in teaching across the whole phonics programme in school. Headteacher said the teaching of Phonics in the school is strong, and added that the school is looking to 'rejig' the groups for phonics soon. All Y1 pupils will go through the phonics check in June 2019.

Of those pupils who achieved a pass mark, 22% could read more than 35 words including one who could read all 40, 47% read between 20—35 words and 30% got less than 20

c) Year 2 Results

Headteacher reported that Y2 tests show 77.1% of pupils reaching expected standard in Reading, 62.9% in Writing, and 71.4% in Maths. Headteacher added that teachers are working closely with the pupils who are making steady progress and are well aware of what help the pupils need.

5.6 Staffing

Liz Hinsley HLTA has retired and the School has just undertaken interviews for her post.

5.7 School Achievements

- The school has been part of a 'community vote' with Tesco and are awaiting the results of an in-shop 'token' vote. If Broomhill School come first it will be granted £3k, if in second place £2k and if third £1k to purchase of some iPads. The outcome of the vote will be known by the end of March 2019. Toby Wilson added a note of caution and said that iPads may not be what the school needs. It was agreed to discuss with staff what the most appropriate use for the money would be when it was clear how much we would receive.

- Governors were excited to hear that a new School Council has been elected. Headteacher said they would be making a new short film for the website shortly on the theme of 'How We Read a Book'.
- Headteacher thanked Toby Wilson for his invaluable help when the school's internet/wifi service was interrupted for 5 days.
- Headteacher was thrilled with the efforts of all the children for World Book Day.
- Both the Breakfast and Tea-time clubs were thriving and very popular. Extra staff time would be provided to cater for an increase in users of the teatime club. This had had a welcome positive impact on the budget.
- Governors heard about the report from Learn Sheffield's School Improvement Partner Fiona Gowers. Governors agreed it was a positive, informative report, which gave helpful pointers for future development and in itself justified what the school spent on its subscription to Learn Sheffield.

6. Maths Progress

The Chair reported he had seen impressive work on the Learning Walk he undertook recently, and the visit proved to him that the school is making good progress. Headteacher welcomed this and said whilst the school is moving in the right direction, it is important that embedding working towards mastery Maths will remain a priority area for another year. Governors agreed that an agenda item for the next Full Governing Body meeting should be a stocktake of priority Maths work.

**Action &
Agenda
item for
next
FGB**

7. Sheaf Learning Trust

- Headteacher said the Trust is meeting the week after tonight's meeting, on 12.3.19
- Headteachers have put together an Action Plan to help Trust schools improve.
- Governors welcomed that moderation across the Trust schools is going well and having a positive impact. It was also reported that Peer Reviews involving Trust School Headteachers had proved successful.
- Some efficiency savings achievable through joint working across the Trust had been identified - e.g. reducing the printing budget.

8. Finance

- 8.1 Headteacher said she, the chair and vice-chair had gone through all the budget information thoroughly, and are proposing an in-year deficit of just over £10k. This budget has been approved. Headteacher said the school was financially in a much better place than last year and wanted to put on record her thanks for the hard work of all staff to get the schools spending/deficit down.
- 8.2 Governors asked about future prospects. Headteacher replied that the school expects to be in surplus from the 2020-2021 Financial Year.

8.3 Special thanks were paid by the governing body to all the volunteers that contribute to the school. It is estimated that the amount of time volunteers give to the school amounts to at least £37k per year, and this makes a huge difference to the progress of pupils.

9. Safeguarding

Headteacher told governors The Local Authority Safeguarding Report has been completed and identifies no areas of concern.

10. Review of the Meeting

All governors agreed that the 3 core functions of the meeting had been met through tonight's discussions.

Agreed

11. Any Other Business

11.1 GDPR – Toby Wilson’s report was circulated to governors. Generally the school’s position in relation to GDPR is healthy. However there is one issue of concern, namely the lack of security on files in open areas. Governors heard that none of the locks on the filing cabinets work. Governors were reassured that although a concern, this issue was just a low risk. Headteacher welcomed that GDPR training had been undertaken by staff, and that a Data Walk had taken place.

11.2 Imran said he is still in the process of sorting out the issues with the heating system in school. The questions that need answering have been sent to the Headteacher, and when the school has clear answers then progress with the heating problems should be made.

12. Date of Next Meeting

20 June 2019

Agreed

Meeting ended - 6.30