

## Broomhill Infant School

### Minutes of the Meeting of the Full Governing Body Held Via Zoom on 25<sup>th</sup> November 2021

Present:	Derek Grover (Chair), Deborah Lodge (Vice Chair), Catherine Timbers (Head Teacher), Imran Ahmed, Lorraine Hill, Esme Lawey, Abigail Thorlby, Toby Wilson
In Attendance:	Phil Lenagh (To discuss Headteacher's report), Helen Downham (To Discuss Headteacher's report), Diane Sharkey (SEND Report) Rebecca Simmons (Clerk to Governors)

The meeting opened at 5:00pm

<b>1</b>	<b>Apologise for Absence</b>  Abdool Gooljar Helen Whysall Rebecca Linsell  The governors approved these apologies.	<b>Action:</b>
<b>2</b>	<b>Declaration of Any Pecuniary Interests Relevant to the Agenda and Update Register of Pecuniary Interest.</b>  Toby Wilson declared a pecuniary interest as the Data Protection Officer for the Sheaf Trust.	
<b>3</b>	<b>Appointment of Chair and Vice Chair.</b>  <b>3.1</b> Governors agreed that Derek Grover should be appointed as Chair for a new one-year term.  <b>3.2</b> Governors heard that Deborah Lodge was stepping down as Vice Chair at the end of the current school term. DG suggested to governors that they postpone Vice-Chair nominations until the spring to allow for a new headteacher to be appointed. There was concern from some governors about support to the Chair, however, DG advised that he felt he could rely on the board for support. Governors approved this.  Rebecca Linsell would also be stepping down as Co-opted Governor but intended to remain a governor until the new Head Teacher was in post.  Governors wanted to thank Deborah and Rebecca for their hard work on the governing board.	

<b>4</b>	<p><b>Conduct of Meetings in the Coming Year- Whether to Continue Virtual Attendance.</b></p> <p>Governors discussed whether to keep meetings virtual or move face-to-face. CT advised that the public health advice from Greg Fell was to remain virtual.</p> <p>Governors agreed to remain virtual until safe to return to face-to-face.</p>	
<b>5</b>	<p><b>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</b></p> <p>It was noted that there were a few mistakes with the last set of minutes from the meeting on the 13/07/21.</p> <p>RS (Clerk to Governors) to make these changes and send to the Governing Board.</p> <p>Governors accepted the minutes with these changes.</p>	Rebecca Simmons to make amendments.
<b>6</b>	<p><b>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</b></p> <p>Governors noted that another parent governor election was needed, and it was agreed that this would be held in the new year.</p> <p>Governors discussed the need to replace Deborah's skills in finance and would look for someone with an accountancy background.</p> <p>Question, LH: Do we need to also look at replacing the legal expertise that Rebecca brought to the board as a lawyer? DG: Not many governing boards have this expertise. This has been very helpful and appreciated over the last 18 months. While not essential, it was something the board would look out for.</p>	
<b>7</b>	<p><b>Review of the Range of Committees in Place and Agree Their Terms of Reference.</b></p> <p>Governors agreed that having two committees had worked well alongside FGB meetings. LH remarked that when there were three committees there was too much crossover between them but would possibly like more review of resource issues at TLCC.</p> <p>EH was asked her opinion as a newcomer to the board, and she advised that the current set-up seemed to work well. Governors agreed that this would be reviewed when the new Head Teacher was appointed.</p>	

8	<p><b>Headteachers report.</b></p> <ul style="list-style-type: none"> <li>• Catherine Timbers advised on census day numbers. On census day there were 112 children, but this has risen by 8 more admissions since then and the school is currently full.</li> <li>• School 'show rounds' have now finished but are continuing virtually. They have been in high demand and the school has received positive feedback.</li> <li>• Attendance is currently at 94.7% with pupil premium students having 100% attendance. Governors agreed that this was fantastic.</li> <li>• Diane Sharkey presented SEND information to the Governors.</li> <li>• The school now has 5 more children with SEND. There is now a monitor list in use at the school for SEND with 29 children currently on it. This list is more fluid but more reflective which will assist with Triad.</li> <li>• <b>Question, DG: How are children identified for the SEND register?</b> Children are first issued with a My Planning Place before being officially identified and included in an ECP plan. The school currently have no EHCP children but one child's case is being moderated.</li> <li>• It was advised that Yellow Base is the class with the highest proportion of SEND children.</li> <li>• The governors discussed the issues of availability of a speech therapist for the school. A visit has been put back until the new year due to the therapist catching Covid-19. Kate Woodhead from Fusion is retiring, and the school are unsure if they will be allocated a single person or a rota of different people. Future links with Fusion are being discussed at Triad level.</li> </ul> <p>LH: There is a long waiting list for Speech Therapists as there is a large speech and language gap across schools.</p> <p>DS: This will be discussed at the next Triad meeting as the next review is in 18 months. Diane to raise the slowness of the process at this meeting.</p> <p>AT: This is a city-wide issue and not just related to Broomhill.</p> <ul style="list-style-type: none"> <li>• New Pupil Premium income information was discussed. This was now available on the website. Governors noted and approved this information.</li> <li>• Phil Lenagh: The school have had an unexpected but positive end of the year. It was remarked that there was tremendous engagement from parents.</li> </ul> <p>Trends have been seen across the Sheaf Trust in regard to gaps in children's learning within the new intake who started in September. These children have had 50% of their lives affected by Covid. These children need input on how to share and engage in a deeper level of play. Concentration and engagement are areas to focus on. There have been meetings across the Trust to share expertise in how best to support children.</p>	<p>Diane to send over report on Yellow Base.</p>
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	<ul style="list-style-type: none"> <li>CT: Phonics have been tested by using a 2018 paper. The statistics for this can be found in the Head Teacher's Report. This was useful to see where gaps in learning are. The school are unsure what this will look like for the new intake. This data must be reported by the 10/12/21.</li> <li>HD: The school managed well last year with good results. However, some children are now less independent as they have had more 1-2-1 support from parents at home. This is a different environment from the classroom.</li> </ul> <p>The new intake who had been affected by two lockdowns have had to repeat some topics from the previous year to consolidate their learning. This has now been brought up to date and plans were in place to start the present year group's work in January. Maths is being picked up quickly by the children. This has also been revisited. Writing has been affected the most by Covid-19. Children have had a lot of adult support and their ability to compose independently has been affected. They are being helped with this through help with structure and concentrating on short pieces of writing. Practice sessions are being held each morning.</p> <p>Helen left the meeting.</p> <ul style="list-style-type: none"> <li>For breakfast and after school clubs a new electronic booking system is being looked into to take the pressure away from Seraphina as she is overwhelmed with invoicing.</li> <li>£750 had been paid for a Bear from the Bears of Sheffield event. This money is being donated to the Children's Cancer ward. The school also received a letter of thanks from Children in Need.</li> </ul> <p><b>Question, LH: Would Forest School continue under the new Head Teacher or will there be a gap?</b> CT: Advised to continue but with shorter days. Forest School planning isn't complete.  DG: It would be helpful to have a decision before the end of term in order to put clear plans in place.  CT: Will discuss this with staff at next team meeting.</p> <ul style="list-style-type: none"> <li>Events  CT: These have been successful and the children have really enjoyed them. For Christmas events, they will be held outside but if this is not possible due to weather they will be recorded and sent to parents.</li> </ul> <p><b>Question, DG: Is there any possibility of OFSTED inspection coming soon?</b> CT: Fiona Gowers has been at the school and discussed this. Ofsted are currently visiting outstanding schools. They are preparing for what they can but feel everything is in a good position.  DG: A contingency plan has also been put in place should a new Headteacher not be appointed in time.</p> <p>Comment from DG:</p>	<p>Catherine to discuss Forest School plan with teachers at next team meeting.</p>
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	<p>As this is the last head teachers report the board will receive from Catherine the board would like to put on the formal record an enormous thank you to Catherine for the wonderful job she has done at the school. She has done a huge amount of work leading the staff and created a very special school. Governors wish her the very best for the future.</p>	
9	<p><b>Committee Minutes and Reports from Governors with Curriculum Links.</b></p> <p>DL: Advised on financial updates. School had applied for the 'awkward class sized grant', which would provide an extra £46,000. This would be very significant in regard to the total budget. However, it was advised this would not be spent until confirmation had been received that the money would actually be granted. There would still be a surplus of 5% going into the next financial year. School would be able to make investment to support pupils and this could be done while maintaining an emergency fund. Staff were being encouraged to contribute ideas on how to use this extra funding.</p> <p>School was looking into a new heating system. It had been agreed that this would be funded by the Local Authority. However, the suggested project timeline could be extremely disruptive to the school. Imran has agreed to speak to the project manager about its timescales and advise the needs of the school.</p> <p>LH: Reported on TLCC. There have been three meetings regarding the curriculum. Due to Covid-19 learning walks were no longer taking place.</p> <p>Lorraine expressed to governors that she would like their thanks for Vicky Twigg from Forest School, to be minuted as she has done a fantastic job.</p>	<p>Imran to send update to Governors once he has spoken to the Project Manager.</p>
10	<p><b>Recruitment of Headteacher.</b></p> <p>DG advised that they had received five applications for this role and that three had been shortlisted. A selection and interview day had been scheduled for 30/11/21.</p> <p>Governors were advised that a start date of the new Head Teacher was to be determined but that the gap should be no longer than a term. They were also advised that Evelyn Abrams from Sharrow Primary had agreed to be Executive Head for the interim period.</p>	
11	<p><b>To Adopt or Confirm the Governing Code of Conduct</b></p> <p>Governors approved the code of conduct.</p>	
12	<p><b>Receive Report on Spend of Pupil Premium and Sports Premium Grants in Previous School Year.</b></p> <p>This report was circulated to governors and has been added to the school's website. Fiona Gowers has also reviewed this.</p>	

	LH advised that she appreciated the new format.	
<b>13</b>	<b>Annual Report on Safeguarding</b>  Catherine advised this report had been completed and sent to the Local Authority in June.	
<b>14</b>	<b>School Admission 2023/24- at Approve the Admission Number (PAN)</b>  Governors approved the admission number of 40.	
<b>15</b>	<b>Set Governing Board Objectives for the Year.</b>  Governors were unsure if these objectives should be the same as the schools but wanted to support the school in meeting its objectives. RS advised she would speak to the Governance team at Learn Sheffield for advice.	Rebecca to provide advice from Learn Sheffield on this item.
<b>16</b>	<b>Review of the Meeting.</b>  Governors felt the meeting was successful and that parties had been held to account.	
<b>17</b>	<b>Review of the Governor Training Opportunities</b>  DG Recommended Safer Recruitment training to the board, which he had completed through the NSPCC.  EL advised she had undertaken Learn Sheffield Governor Induction Training and thought it was thorough.	
<b>18</b>	<b>Any Other Urgent Business.</b>  Question: LH: Has any advice been given to schools about masks as other schools have brought them back? CT: Nothing for smaller children at the moment but the school would continue to operate with bubbles.	
<b>19</b>	<b>Date and Time of Next Meeting</b>  The next meeting will be on the 3 <sup>rd</sup> February 2022.	

The meeting closed at 6:20pm.