

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on

14th July 2022

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| Present: | Derek Grover (Chair), Jane Barnes (Head Teacher), Lorraine Hill, Abigail Thorlby, Toby Wilson, Abdool Gooljar, Jo Jones (observer), Peter Merrett, Fiona Kirby (staff representative), Imran Ahmed, Sally Penistone (community governor), Nadeem Petkar, Esme Lawy |
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The meeting opened at 5:00pm

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| 1 | Apologies for Absence Helen Whysall The governors approved this apology. As there were new governors, introductions around the table were made | Action: |
| 2 | Declaration of Any Pecuniary Interests Relevant to the Agenda and Update Register of Pecuniary Interest. DG asked if, other than Toby Wilson's previously declared pecuniary interest as the Data Protection Officer for the Sheaf Trust, were there any other interests to note. None declared. | |
| 3 | Consideration of conduct of meetings in the coming year - whether to have virtual attendance As the incoming chair IA indicated that we would follow the guidance but that in person meetings were preferred. All present agreed. | |
| 4 | Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising. The minutes of the meeting on 3 February 2022 were approved as an accurate record of the previous meeting. No matters arising were raised apart from Fiona Gowers' name being misspelt as Garrad. | |

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| 5 | <p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>As we have a number of new governors, IA agreed to conduct a skills audit next term.</p> <p>DG indicated that, as previously agreed, IA will assume the role of Chair from next term.</p> | IA |
| 6 | <p>Committee Minutes and Reports from Governors with Curriculum Links.</p> <p>TLCC members attended the Working Together Committees to discuss attendance, have spent time in classes and met with Fiona Gowers in the May Curriculum Review. Have had detailed reporting of the curriculum review which has been incredibly detailed and has entailed a huge effort from all staff. The review was started by JJ and picked up very ably by JB and will stand the school in good stead for next year, the committee would like to acknowledge the huge effort that has gone into this and pass on their thanks to JB and the whole team.</p> <p>Resources – the spending plan submitted to the LA had been circulated, Sally to meet Naomi (bursar) who continues to be very helpful. The budget has a forecast surplus currently. Staffing, need to recruit a TA for high needs, otherwise, team is stable, allocated to their 22/2 roles and happy. IT – TW audited and made recommendations, 3xdesktops and 9xlaptops have been purchased, all old ones will be repurposed. BlueBox will in 22-29 July to set them up onto the cloud.</p> | SP |
| 8 | <p>Headteachers report.</p> <p>JB confirmed that pupil numbers are 29 in 3 bases and 30 in 1.</p> <p>Attendance – when JB reviewed on arrival (Easter 2022) 43% families had <95% attendance so a letter was sent to all families explaining the need for good attendance and the process to be followed. This caused issues with some parents leading to the Working Together meetings which were well attended, parents were able to make suggestions and give feedback. PM has met with parents to establish a bus/ walk rota for children to get to Nether Green, this will be helped by the new start time of 0820. Governors thanked PM for his efforts.</p> <p>School Start time – to be moved to 0820 (from 0850) this will help parents as above but also is in response to a government white paper stating that pupils should be in school for 32.5 hours/ week whereas currently we only offer 30 hours. JB met today with Nicola Oates the Inclusion Officer who is still concerned with our attendance which is 93.4% against the national average of 96%. However, our persistent absence has reduced from 39 children to 17. As parents are to be notified where attendance is a concern rather than the children rewarded in assembly, the attendance board in the foyer is back. Nicola Oates has said that the register needs to be held at 0820, NP asked about how lateness and absence are reported. JB confirmed that arrivals 0820-0850 will be recorded as late and post 0850 as unauthorized absence. JB to update the policy and to make all parents aware of the new timings. PM did say that a few parents had indicated they may prefer the extra 30 minutes at the end of the day but it was generally felt to be better at the beginning.</p> | |

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| | <p>SEND – new starters next year will include 4 children with complex needs, 2 in January. It has been suggested to the parents of the two September starters that they attend 2 mornings/ week to start but this has been rejected. Seeking help from SENDIAS (no reply as yet) Budget of 60k has been allocated but there is unlikely to be any more. JB indicated that ideally one of the children would attend Mon/Tue and the other Thur/Fri and that we may need to recruit another TA as they are likely to need 1:1 for their own and other children's safety. Both children will be in Red Base. Among this years leavers are 10 on monitor list and 3 with My Plans. One of the children in January needs a special school place and so could be with us for 2 terms only for which we may receive further funding. LH asked what happens if parents refuse reduced timetable, JJ confirmed that we will have to accept that. LH asked about SEN related incidents as that is new on the report.</p> <p>EYFS GLD reported of 81.5% - no comparable national statistics are currently available but JB reports that seems to be high. Key Stage 1 levels seem to be on par with others post Covid, phonics is good, reading and maths a little less so. HD's report: Focus in reading will be on comprehension skills, writing focus will be on spelling, Maths to focus on teaching at the point of need.</p> <p>Staff – Governors congratulated JB on a strong start in BIS. Volunteers – few in number post-Covid, focus on this to be made from September. JJ may have a list to contact previous volunteers. DG asked JB to come up with a strategy as the input of volunteers is vital and makes the school a proper part of the community, TW offered to ask on his local Whatsapp group and also suggested the Broomhill Action Group.</p> <p>Training – lots of CPD need identified and started.</p> <p>School Council – been awarded certificated by DG worked on road safety and adopted a donkey.</p> <p>Parental engagement is high, hope to reinstate Whirlow Residential trip next year.</p> | JB TW |
| 8 | To approve the budget spending plan for the financial year 2022-2023 – this has been done | |
| 9 | <p>To confirm arrangements for completion of the annual report on Safeguarding</p> <p>IA and EH to be new safeguarding governors and will complete training – invited to whole staff day on 2/9. TW said that according to the Keeping Children Safe in Education (KCSIE) all governors should have basic training, and also one should have safer recruitment and social media vetting training. DG pointed out that the NGA membership has excellent resources and that many governors recently completed safeguarding training.</p> | IA, EH |
| 10 | <p>Confirm, or appoint the reviewers for the Performance Management of the Headteacher and to appoint and external advisor to support the process.</p> <p>This will be the Chair and chairs of sub committees, IA to decide on adviser in September .</p> | IA |
| 11 | <p>Plan ahead – confirm meeting dates for 2022-2023</p> <p>TLCC dates have been arranged and circulated, JB to decide FGB meeting dates and Resources will follow</p> | JB |

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| 12 | Plan/agree any Governing Board Self-evaluation activity. IA to conduct governors skills audit next term | IA |
| 13 | Review of Governor Training Opportunities New governors to complete training, NGA good resource and also Learn Sheffield | JB |
| 14 | Any other urgent Business: DG stated that it is his last meeting, having been a governor since 2010 he has loved it and will miss it – a sentiment reflected back by all present. Date and time of next meeting - tbc | |

The meeting closed at 6.10pm.