

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on 13th December 2022

Present:	<p>Imran Ahmed (Chair), Jane Barnes (Head Teacher), Lorraine Hill, Abdool Gooljar, Jo Jones (observer), Peter Merrett, Fiona Kirby (staff representative), Sally Penistone (community governor), Nadeem Petkar, Esme Lawy Gail Hutt,</p> <p>Virtual Attendance: Abigail Thorlby, Toby Wilson, Helen Whysall</p>
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The meeting opened at 5:30pm

1	<p>Apologies for Absence Apologies received from Nadeem Petkar The governors approved this apology.</p>	Action:
2	<p>Declaration of Any Pecuniary Interests Relevant to the Agenda</p> <p>IA asked if, other than TW's previously declared pecuniary interest as the Data Protection Officer for the Sheaf Trust, were there any other interests to note.</p> <p>None declared.</p>	
3	<p>Appointment of Pupil Premium Governor</p> <p>IA indicated that the Board are still to appoint / nominate a Governor to the role of Pupil Premium link. JB highlighted that the Board are also still to appoint / nominate a Governor to the role of SEN link.</p> <p>AG sought clarification about the length of appointment. JB indicated that there were no specific requirements. JB provided an explanation relating to the fact that the individual/s would be responsible for holding JB to account for the PP strategy at the school.</p> <p>AG offered to assume the role. All present agreed and thanked AG</p> <p>In terms of the SEN Link Governor, IA suggested that it may be beneficial to have a member who is a parent. IA outlined the training available to potential volunteers for the 2 posts via Learn Sheffield.</p> <p>IA indicated that he would take the recruitment to the SEN position, away from the meeting as an action.</p> <p>AG suggested that as part of any recruitment of additional Governors to the</p>	IA

	<p>Board, that needs to appoint a SEN Link could be highlighted. EL indicated that she was tempted to take on the role, however she considers that this may prove time consuming alongside her work as Safeguarding Link.</p> <p>Although not present at the meeting, JB suggested that the SEN position may be somethings that NP may be interested in.</p> <p>JB to approach NP to establish interest</p>	JB
4	<p>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</p> <p>The minutes of the meeting on 14 July 2022 were approved as an accurate record of the previous meeting.</p> <p>Matters arising: IA indicated that he would send across the NGA Skills Audit link to members of the Board when circulating the minutes of today's meeting.</p> <p>JB confirmed that the Safeguarding Audit had now been completed.</p> <p>JB indicated that the Headteacher's Performance Review had now been completed. LH had worked with JB, supported by Jean from Learn Sheffield to complete this.</p>	IA
5	<p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>LH confirmed that she has decided to resign from her position on the Board of Governors. LH indicated that she has completed a total of 9 years at the school as Governor. The Board acknowledged that resignation of LH will create a vacancy on the Board.</p> <p>IA suggested that in looking to fill this position, that the Board seek to recruit 2 or 3 Community Governors. IA emphasized the need for the Board to plan ahead to ensure adequate numbers of Governors are retained.</p> <p>IA indicated that, since learning of LH's intentions, he has received an expression of interest in joining the Board. IA provided further information on the individual (Duncan?) including the fact that he would bring experience in terms of Safeguarding due to his previous roles and responsibilities. Members of the Board indicated that they are familiar with Duncan and reiterated he would be a beneficial addition to the Board.</p> <p>IA suggested that if members of the Board were happy, he would take the matter forward. All members of the Board indicated they were happy to proceed.</p> <p>IA highlighted that, with the resignation of LH it was necessary to appoint a Chair for the Teaching, Learning and Community Committee. PM indicated that she would be happy to assume the responsibility. All present agreed.</p> <p>IA highlighted that there remained 2 vacancies outstanding and asked that Members be on the look out for potential recruits.</p>	<p>IA</p> <p>IA</p>

	<p>JB indicated she would re-circulate the information relating to the recruitment.</p> <p>HW reminded the Board that there remained a need for a Chair for the Resources Committee. IA highlighted that SP has relevant experience due to her role as Finance / Business Manager. IA asked if SP would be happy to Chair the Committee. SP indicated she would. All those present supported this.</p>	JB
6	<p>Committee Minutes and Reports from Governors with Curriculum Links.</p> <p>IA passed to HW to provide an update from the Resources Committee meetings.</p> <p>HW outlined how, at the first of the two meetings, the Committee had procurement of staff laptops.</p> <p>HW explained that at the second meeting, the focus had been on agreeing the budget as well as matters around recruitment.</p> <p>IA then asked LH to provide Governors with an update from the Teaching, Learning and Community Committee. IA asked if there were any outstanding actions from the meeting. LH indicated not.</p> <p>PM highlighted that the meeting had been used to look at the results of the Staff Survey. PM and LH indicated the results had been very positive.</p>	
7	<p>Review the Range of Committees in Place and Agree Their Terms of Reference.</p> <p>IA asked if Governors were happy that the arrangements in place were still appropriate. All those present indicated that they consider that the needs of the school are met through the current committee structure.</p> <p>JB indicated that she had increased the number of meetings per year and this was better serving the needs of the school.</p>	
8	<p>Headteachers report.</p> <p>JB provided further explanation to each section of the Report, which had been circulated prior to the meeting in order for Board Members to review.</p> <p><u>Numbers on Roll</u></p> <p>JB explained that the school currently has 116 pupils and provided information about current spare capacity and new start numbers in year.</p> <p>JB indicated that on Census Day, there were 117 of the then 120 pupils on roll, present in school.</p> <p>JB provided an overview of the number of languages spoken across the school population.</p> <p>JB explained about the relative transient nature of enrolments within school.</p>	

	<p><u>Attendance</u></p> <p>JB explained that the current attendance rate was 93.4% (national average 96%). JB outlined that attendance is a big focus for staff across the school currently in terms of making improvements.</p> <p>JB explained about the work she has been undertaking with Nicola Oates from the LA to address the matter of attendance. JB indicated that the school is working towards a target for improvement of 1.5%. JB further explained the types of approaches being taken with parents in order to address concerns.</p> <p>In terms of PA, TB explained that there are currently 27 pupils of concern and acknowledged that this is a high number for the school and improvements need to be made in regards to reducing this number.</p> <p>SP asked if there were any underlying issues behind the numbers. JB indicated that parents taking children on holiday during term time continues to be an issue. JB provided further information on approaches to attempt to address the issue.</p> <p>PM sought clarification about what constitutes PA. JB provided an explanation. PM asked if it was linked to the nature of the catchment area. JB indicated this plays a part.</p> <p>SP asked if JB has considered tagging Inset days at the beginning or end of half term holidays to provide parents with a degree of flexibility when choosing flight days. JB indicated the school already has taken this approach but there remains an issue.</p> <p><u>SEN</u></p> <p>JB passed to JJ for an update on SEN. JJ outlined that the health issues for a Yr3 pupil with an EHCP in place had improved, with the pupil having suffered no recent seizures.</p> <p>JJ indicated that there are a lot of pupils with needs in Red Base, with 2 more pupils with needs starting in January. JJ provided Members of the Board with information relating to the administration of requests for funding, which need to be made to the LA.</p> <p>JJ and JB provided Governors with an update on a child with significant support needs, that the school has been requested to take from the start of term 2. JB highlighted that the child will require constant 1:1 support whilst at school (including nappy changing). JB indicated that the school does not have the adequate resource to facilitate this.</p> <p>HW sought clarity about where the child has been schooled previously. JJ provided further detail. JB explained the types of pressures brought about by attempting to accommodate the child's needs in a mainstream setting.</p> <p>EL sought clarity about whether staff at the school had the adequate experience to deal with the support needs. JB indicated not currently.</p>	
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	<p>LH asked what the LA had said in regards to the child starting at Broomhill. JB highlighted that she has been chasing the situation since the summer, however the matter has not been progressed or resolved.</p> <p>JB highlighted that we are fast approaching the end of term and if the child is to start at the school, then staffing arrangements need to be put in place, which will not be possible at such short notice. This point was echoed by IA, highlighting the pressures this will place the school under.</p> <p>JB indicated that she has completed the necessary consultation document and submitted this to the LA, however no decision has been made and the situation appears at an impasse. JB indicated she has been in contact with Lara Hammond, Lead SENCo for Sheffield to attempt to gain a resolution.</p> <p>LH asked about the potential situation if the child arrives at the school in early January, without a decision having been made. JB indicated that this would place the child, parents and school staff in an extremely difficult position. JB indicated that the parents of the child are keen that a place in a specialist setting would be the best option, however they have been informed no place is available.</p> <p>EL indicated that it is important that TB highlight to the LA that Governors are fully aware of the current situation and have great concerns that this is unresolved.</p> <p>HW indicated that she is concerned that the LA will force the hand of the school and insist that the child is given a place at Broomhill. JB outlined her own concerns and used an example of a previous child in similar circumstances where the LA insisted the child was provided a place.</p> <p>SP sought clarification about the admissions policy for the school and asked if this was the schools own policy. JB confirmed this to be the case. SP asked if the matter could be taken higher as this is now starting to become an emerging Safeguarding issue. JB indicated she will continue to follow the matter up tomorrow.</p> <p>JJ concluded by outlining that there are a significant number of pupils with support needs in Green Base.</p> <p><u>Phonics</u></p> <p>JB provided further information about the Phonics results, highlighting that Yr2 SATS are 3% higher than national average.</p> <p>JB indicated that results for maths however are 6% below the national average. IA asked if there are any emerging issues impacting the maths results. JB provided an explanation about the current strategy, whereby teachers are being provided with increased flexibilities in terms of delivering the curriculum.</p>	
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	<p>JB provided further information about the curriculum, highlighting that a decision had been made to 'strip things back' to explore alternative methods of delivering for staff to better meet the needs of pupils.</p> <p><u>Staff Changes</u></p> <p>JB provided an overview of staffing and highlighted that a new teacher, in their 2nd year of teaching, will be joining the school in January.</p> <p>JB outlined how the school has accommodated two trainee teachers in recent months.</p> <p><u>Enrichment</u></p> <p>JB outlined how feedback from Pupil Voice has been used to structure Enrichment activities. JB detailed that the feedback had highlighted that pupils were keen to have more structure around breaks and explained how this was being approached.</p> <p>EL asked if there were any music related Enrichment activities currently being offered. GH provided information around the plans in this regard. GH detailed that staff development and training around this would be required to support the delivery.</p> <p>IA sought clarity around whether staff have sufficient time to facilitate the Enrichment activities. JB provided details around arrangements.</p> <p>IA asked if staff were happy with arrangements. JJ and GH provided feedback from staff perspective and highlighted that the Enrichment events that have been held so far have been very positive. It was noted that feedback around Enrichment from Pupil Voice highlighted this as well.</p> <p><u>School Council</u></p> <p>JJ gave explanation of the activities that are being used and highlighted that new members of the Council are being recruited in the New Year.</p> <p><u>Staff Questionnaire?</u></p> <p>It was acknowledged that the feedback had been positive. JB outlined how she was meeting with support staff on a regular basis. FK provided further contextual information.</p> <p>JB provided Governors with details about information being sent to parents and outlined the methods being used. JB indicated that some of the information is sent out to parents as well as opportunities for parents to come into school now restrictions are lifted.</p> <p>In terms of parents visiting school, JJ provided information about the Mystery Reader initiative and encouraged Governors to spread the word about this to parents they speak to. PM asked if the initiative can be highlighted on the school newsletter.</p>	
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	<p>IA indicated that the posters that used to be sited in school raising awareness of the Mystery Reader initiative were useful in making parents aware of the need for volunteers.</p> <p>LH reiterated that it would be beneficial for Governors and parents to spread the word and attempt to alleviate any concerns that individuals may have in terms of putting themselves forward to be involved.</p> <p>JB indicated that the staff in school are keen to back on track with residential trips and visits.</p> <p>In terms of wrap around care, JB explained about staffing changes (including maternity leave) which are impacting this. JB explained that on a positive note one member of staff involved is increasing their working week to 5 full days which will greatly assist arrangements.</p> <p>JB outlined how in terms of school improvement, she continues to work alongside headteachers within the Sheaf Trust and provided an explanation of the types of activities that this has involved (i.e. recent Deep Dive into PE / sports curriculum). GH provided further contextual information and indicated that the whole process had been very positive.</p> <p>GH explained that PE means more than physical education. PE extends to things such as health eating. GH explained how a number of pupils are providing support as 'sports leaders' by encouraging less confident pupils to get involved with activities at break times etc.</p> <p>GH provided information about how PE / sports sessions are structured and highlighted that there are some aspects which need further development (i.e. ensuring pupils always have their PE available for sessions).</p> <p>GH gave details about plans for the future, including arranging sports competitions in collaboration with other schools. JB indicated that the new teacher starting in the New Year (Corey) has experience in football and therefore this will bring additional support to the teaching team.</p> <p>In terms of the PE curriculum, JB and GH explained how work has been undertaken with the School Improvement Partner.</p> <p>IA asked if there were any plans to hold sports competitions between schools within the Trust. GH provided an update on potential plans, some of which are reliant on securing access to sports facilities outside of the Trust.</p> <p>EL asked if it would be possible to include orienteering as an activity. LH asked if the pupils go swimming. GH indicate this was not a requirement.</p> <p>SP sought further information on the issue with pupils not having kit and asked if there was a financial element to this. JB explained that this is in part linked to the fact that the school does not have a specific uniform and this impacts on pupils (and parent's) preparedness for arriving at school with the necessary clothing (i.e. PE kit when required).</p>	
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	<p>GH explained that, if the school reverted to the historical situation whereby each pupil had a PE bag on their own peg, this could see up to 30 minutes being lost to pupils getting changed. GH indicated that it is apparent that not all children can competently dress themselves as they have not been expected to do this at home.</p> <p>GH indicated that parents should be encouraged to teach their children to attempt to dress themselves as this builds their self-confidence, which has an impact on so many other aspects of their young lives.</p> <p>GH explained that there have been a number of issues with pupils who have fixed earrings, which has resulted in some injuries to ear lobes during PE and sports activities. GH indicated that the issue is compounded as schools are no longer allowed to use sticking plasters to cover piercings.</p> <p>At this point having covered the agenda items that required their input, GH, FK and JJ left the meeting.</p> <p>Before they left the meeting, EL asked the members of staff whether they were happy with the proposals re The School Street closures at drop-off and pick-up times. Each of the staff and the others in attendance indicated they supported this proposal.</p> <p>TW asked if the school had an air quality sensor fitted. JB indicated this was the case. EL indicated however that school staff needed some support in terms of 'reading' the data that is produced. TW asked who had installed the sensor. JB indicated that a parent of a pupil had completed this.</p> <p>As an action TW indicated he would look into this as it should be relatively straight forward to interpret the data produced.</p> <p>EL to send the link to the data to TW following the meeting</p>	
9	<p>To Adopt or Confirm the Updated NGA 2022 Governing Board Code of Conduct</p> <p>IA explained that Governors would need to access the information via Governor Hub. IA indicated that once accessed and read, Governors were then required to 'sign or tick' to confirm they had understood the updated information.</p> <p>TW indicated he has access to the admin sections on Governor Hub and will therefore ensure the option to tick / sign is available to members of the Board.</p> <p>AT indicated she would provide an example of the resources used by another school whereby Board members can confirm they have read and accessed respective documents.</p>	<p>TW</p> <p>AT</p>

15	<p>Any other urgent Business:</p> <p>JB reminded Governors that Stephen Burton, the school Building Supervisor, has resigned and is due to leave the school on 21 February.</p> <p>JB indicated that the school has an individual covering on a temporary basis (through agency arrangement). This person has indicated they may be interested in the position on a permanent basis.</p> <p>JB indicated that the school were considering looking at an alternative working pattern as it was not the intention to advertise the replacement position as a residential post.</p> <p>The new working pattern would see the caretaker opening up the school at 7.00am and then working a 7 ½ hour day. The responsibility for locking up the school would then be assigned to a cleaner. This arrangement was an alternative to the current 'split shift' in place for the incumbent building supervisor. JB outlined that it is suggested that position also be on the basis of 35 weeks per year, rather than on the current 52-week basis. This would bring about savings.</p> <p>EL asked about the proposed plans for the Supervisor's accommodation. JB suggested that one alternative would be to create a SEN Hub. JB indicated that the house will need quite a lot of work doing to it regardless of the intended use following the departure of the Supervisor and his wife.</p> <p>LH asked if there were funds in the budget to cover the costs of the work. JB indicated not and said that such funds would need to be found from somewhere.</p> <p>JB indicated that the idea of a nursery had been mentioned, however this was considered unviable as most parents are looking for 52 weeks per year placement, whereas the school would only be open term time.</p> <p>SP suggested that recruitment for a replacement was a priority for the school. IA sought clarification about whether the persona specification and job description was ready to enable a prompt advertising of the post.</p> <p>PM suggested there needed to be a discussion about the specific needs of the school prior to any appointment. HW provided contextual information from another school setting.</p> <p>IA asked what happens to the house once it is vacated. JB highlighted that the Supervisor and his wife are currently searching for properties and she indicated that she is mindful of the limited time until their employment ends.</p> <p>AG asked if Governors considered it possible that the couple be given a period of time after their employment ends to remain in the property whilst they find alternative accommodation. AG suggested that a period of 3 months may be appropriate.</p>	
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	<p>AG sought clarification about where the monthly rent for the property gets paid to. JB indicated she was aware it did not get paid into the school budget.</p> <p>IA suggested this was something that needed to be explored as part of the overall planning for the new post and the use of the accommodation.</p> <p>EL asked if an assumption was being made that the accommodation belonged to the school and that this would need to be established.</p> <p>HW asked if this could be set as an action to find out about the ownership of the property.</p> <p>SP asked if the change in the working pattern, which would see the cleaner locking up the school at the end of the day, would need to acknowledge key holder responsibility (and hence higher pay scale) as this is potentially going to impact the budget.</p> <p>PM reiterated that consideration needs to be given to the model that the school needs prior to any decisions being made. EL reiterated the ownership of the house also needs clarifying prior to any decisions being made.</p> <p>HW suggested that this was a matter for the Resources Committee rather than FGB as the house needs a lot of work, which will require a significant amount of resource.</p> <p>IA suggested that an additional meeting be scheduled and a working group set up to look at this matter specifically, such were the number of questions surrounding this</p> <p>PM suggested it sounded as though the matter is going to take a lot of unpicking. Those present agreed to aim for the middle of January to meet and discuss.</p>	
16	<p>Review of Four Core Functions of Governing Board</p> <p>IA led on the review of the Core Functions. Each was considered in turn and examples of how the functions had been met were acknowledged and agreed.</p> <p>Those present were comfortable that the Governing Board had considered and met each during the evening's meeting.</p>	
17	<p>Date and time of next meeting – 28 March 2023 at 5.30pm</p>	

The meeting closed at 7.30pm.