

Minutes of the Meeting of the Full Governing Body Held on 28th March 2023

Present:	<p>Imran Ahmed (Chair), Jane Barnes (Head Teacher) Abigail Thorlby (Associate member) Sally Penistone (Co-opted governor) Fiona Kirby (Staff governor) Toby Wilson (Co-opted governor) Nadeem Petkar (Parent governor) Duncan Lennox (community governor) Peter Merrett (Parent governor) Helen Whysall (Foundation governor) Jo Jones (Deputy Headteacher)</p> <p>Jane Lovett (Clerk to the Governors)</p>
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The meeting opened at 5:30pm

1	Apologies for Absence Apologies were received and accepted from Esme Lawy and Abdool Gooljar.	Action:
2	Declaration of Any Pecuniary Interests Relevant to the Agenda 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. None declared.	
3	Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising. The minutes from the previous meeting were confirmed as a true and accurate record of the meeting. It was noted that they had been shared on GovHub.	
4	Review of the Governing Board Constitution, Membership/ Vacancies and Roles. Duncan Lennox, the new Community governor, was welcomed to the meeting. IA noted that there had been interest in the Community governor role from a new parent at the school. Charlotte is a lecturer at Sheffield University; she will be invited to the next Governors meeting.	Clerk

5	<p>Reports from other Committee meetings</p> <p>Sally updated governors on the SEND meeting that took place. This meeting focused on plans for the SEN Hub to be developed from the Caretaker's House. A Working group was being set up to progress ideas.</p> <p>A budget had been agreed upon with a teacher, a TA2 and an SEN TA supporting the Hub.</p> <p>Peter updated governors on a recent Maths walk that had been undertaken by the TLCC. He said that he had been encouraged by everything that he had seen. In the Red base, he had observed the new EC teacher who was in the process of establishing themselves in the classroom. Several pointers had been made here to support this process.</p> <p>Action:- Peter noted that it would be good to set up another learning walk for May; it would be useful to have a topic for the walk to focus on. He encouraged other governors on the committee to be part of this so that there could be 2 groups.</p>	PM
6	<p>Headteacher's report</p> <p>Jane reported that there were 118 pupils on roll. This number was very transient due to the nature of the catchment area. There were 47 EAL pupils with a total of 20 first languages. The waiting list was 23, soon to rise to 24.</p> <p>Attendance was 93.4% with 24 persistent absentees. As the LEA target of 96% was unrealistic, a new target of 94.9% had been set with a target of 17 PAs. So far, the attendance figures are 93% with 21 PAs, which was still a problem.</p> <p>Jane noted that she had addressed this issue in the newsletter and was trying to reduce term time holidays by suggesting that these are tagged on at the end or start of a new term. She was still having discussions with families about this issue, offering support.</p> <p>Governors noted that this could be an issue that could result in OFSTED downgrading the school.</p> <p>Jane noted that school was doing everything that it could but it was just her doing this work. Mapping meetings took time and school was following procedures with respect to fines.</p> <p>It was noted by Governors that studies had shown that fines often had the negative effect to that desired and that people could feel they had bought the right to go on holiday.</p> <p>Governors suggested looking at the number of pupils who had 100% attendance in future meetings so that the attendance focus could be more positive.</p> <p>There was discussion about communicating attendance figures to parents and emphasizing the OFSTED threat.</p>	

<p>Jane noted that the working together committee meeting had been tried but that a tougher approach had so far been unsuccessful.</p> <p>Governors asked whether there was feedback from teachers on attendance issues.</p> <p>Conversations with pupils were logged on SIMS and followed up on.</p> <p>Jane noted that she looked at patterns of attendance and that Forest Days seemed to be an issue for some pupils, sometimes with respect to medical conditions. Phone calls are made to follow this up and to support.</p> <p>Governors noted that there seemed to be a culture of underestimating the importance of education for small children. It was important to put the pressure on the parents rather than the children.</p> <p>Governors discussed many possible solutions to help boost attendance figures, most of which had been tried by school and had proved to be ineffective.</p> <p>SEND</p> <p>10 pupils are on the register; there are many on the monitoring list, so therefore receive extra support.</p> <p>Governors asked whether there was any Educational Psychology support. There had been no response from EdPsyc; 3 pupils were awaiting referral. There was also a list awaiting support from Ryegate.</p> <p>Fusion had come into school to complete reports.</p> <p>The Provision Map was in place.</p> <p>It was noted that there was a waiting list for EdPsyc referrals of 18 – 24 months and that the Service were just doing statutory work now.</p> <p>No one from the Service were attending review meetings</p> <p>Governors asked whether school had escalated their concerns about the Ed Psych Service.</p> <p>Action:-</p> <p>Jo to escalate concerns upwards.</p> <p>It was noted that the £3,000 funding for a Higher Needs pupil did not go anywhere near funding the £22,000 needed for an additional SEN TA and therefore this additional money had to come from the school budget.</p> <p>Governors noted this disparity in funding.</p> <p>Behaviour</p> <p>There were no serious behaviour incidents.</p> <p>It was noted that the behaviour in the yard had been an issue as seen in the Pupil Voice questionnaire. The yard was much more structured now, with playleaders, a teacher leading football club, skipping, sewing club, a poetry club and there was a colouring group.</p> <p>Governors expressed their approval of the positive response to pupils' concerns. They asked about other clubs in school.</p> <p>It was reported that there was now a sewing club.</p> <p>Pupil Premium</p>	<p>FK</p>
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	<p>There are 14 PP pupils including 3 Looked After Children. Governors asked whether there was a LAC premium. There is no LAC premium; these children are only eligible for PP funding.</p> <p>EYFS predictions</p> <p>The expected figure is 63%. This is lower than previously because of the higher level of need.</p> <p>The latest figure is 43% so school is on track to reach the final figure.</p> <p>SIP priorities</p> <p>Early Reading and Phonics were 93% last year so it was hoped to maintain this figure.</p> <p>The Little Wandle scheme had been embedded in the last year. When Sarah Hubbard, a former OFSTED inspector from Learn Sheffield, had visited she felt that there could be 'more enthusiasm in the delivery' of the scheme.</p> <p>Maths had seen a drop last year below the national average, so a variety of measures had been put in place:-</p> <ul style="list-style-type: none"> • Staff training • The White Rose maths scheme • Inset day - the Maths Hub • Teaching at the point of need (this had improved outcomes). <p>Writing</p> <p>Jane noted that the content of the writing curriculum was good but she had noticed that presentation was poor. She had implemented a focus on high standards across the whole school which included:-</p> <ul style="list-style-type: none"> • Pride in presentation • High expectations • 'Live' pink and green pen marking in class • A focus on how we help children to be successful <p>Jane noted that she was really happy with the results. Live marking had had a big impact with teachers no longer having to take books home to mark and children receiving feedback immediately. At a recent S10 moderation session, the Broomhill children's books had compared favourably.</p> <p>Governors on the TLC noted the impact of live feedback in a recent book look.</p> <p>Jane noted that spelling was still an issue though.</p>	
7	<p>Review School Improvement Plan / SEF</p> <p>This had been shared with Jean Watt from Learn Sheffield, the School Improvement Partner. She commented that it could be more evaluative with more comments from teachers.</p> <p>Jane reported that school had bought in 5 days of support from Learn Sheffield, mostly School Improvement support and preparation for OFSTED.</p> <p>Jane noted that she was being mentored by Evelyn Abrams at Sharrow and therefore she was accountable to both Evelyn and to the governors. She also noted that better links had been established with Nether Green Infants and Junior School.</p>	

	<p>Staffing</p> <p>Jane noted that each of the TAs had been assigned to a classroom but that their timetable was packed with interventions and additional support.</p> <p>She noted that there would be a KS1 and an EYFS Lead from Easter. Jo Jones would be teaching for 90% of her time so there would be more leadership time.</p> <p>From September there would be an EYFS Unit with 2 teachers and 2 TAs. The Unit will be able to focus entirely on the EYFS curriculum.</p> <p>From September there would be changes to the numbers in classes. There had been close consultation with staff, all of whom had been happy with the changes. Parents will be informed of the changes nearer the time.</p> <p>Staff questionnaire</p> <p>Jane reported that the questionnaire had been very positive. She went through the responses which were overwhelmingly positive.</p> <p>Governors commented that they were very pleased with the questionnaire and congratulated Jane and the staff for their hard work over the last 12 months.</p> <p>Jane noted that there had been a lot of work done on the wider curriculum. Feedback from staff had shown that it was felt that the curriculum needed to be slowed down. INSET would focus on moving the curriculum to a 2- year cycle.</p>	
8	<p>To approve the budget spending plan for the financial year 2023/24</p> <p>Premises</p> <p>Permission is being sought from the DfE as to whether it is permissible to spend the the Energy Grant of £12,300 altering the caretaker's house. There was a lot of work to be done on the caretaker's house in order to make it safe, some of which Gary the caretaker could do.</p> <p>The upstairs could be used for the Hub with the downstairs as a meeting room.</p> <p>It might be possible to sell it or to rent it out.</p> <p>A Working Committee was being put together to explore these options.</p> <p>Action:-</p> <p>Volunteers were asked for the Working Committee.</p> <p>Peter Merrett, Toby Wilson and Helen Whysall offered to be on this committee.</p> <p>Jane noted that school was more vulnerable now without a caretaker living on site. Ashton Alarms had fitted a new alarm which just needed a new IP point.</p> <p>Jane will have an app that can silence the alarm if necessary.</p>	

	<p>Finance</p> <p>The School Financial Value Statement had been completed by Imran and Sally.</p> <p>The relative party transactions were to be shared with governors. Pete would read this and date them 30.3.23.</p> <p>The budget had been set and signed off on 14.3.23.</p> <p>The Parent questionnaire had been sent out this week. It seemed that communication with parents was positive.</p>	
9	<p>Review of the meeting – how has the governing board fulfilled the core functions for which it is responsible?</p> <p>It was felt that the governing board had fulfilled its core functions by holding the school accountable.</p> <p>It was noted that school needs a LAC governor. It was suggested that the prospective new governor, Charlotte, might be interested.</p> <p>Action:- Imran to ask Charlotte about this.</p>	IA
10	<p>Review of governor training opportunities for the remainder of 2022/23</p> <p>Pete recommended the New Governor training to the other governors.</p> <p>Imran encouraged all governors to look at the governor training opportunities form Learn Sheffield and to complete when possible.</p>	
11	<p>Any other urgent business</p> <p>It was decided to set up a date for Toby to lead some training on Governor Hub to enable governors to find things more easily. It was decided that 6pm. Would be a suitable time for most.</p> <p>Action:- Toby to send out possible dates for this training and an invitation to all governors.</p>	TW
12	<p>Date and time of the next meeting:-</p> <p>Full Governing Body meeting: 11th July 2023 at 5.30pm.</p> <p>Resources Committee meeting: 16.5.23 and 27.6.23 at 5.30 pm.</p> <p>Teaching and Learning Community Committee meeting: 23.5.23 and 4.7.23 at 1.30 pm.</p>	

The meeting closed at 7.15pm.