

Minutes of the Meeting of the Full Governing Body Held on 11th July 2023

Present:	<p>Imran Ahmed (Chair)</p> <p>Jane Barnes (Head Teacher)</p> <p>Fiona Kirby (Staff governor)</p> <p>Toby Wilson (Co-opted governor)</p> <p>Helen Whysall (Foundation governor)</p> <p>Jo Jones (Deputy Headteacher)</p> <p>Esme Lawy (Parent Governor)</p> <p>Abdool Gooljar (co-opted Governor)</p> <p>Charlotte Steenbrugge (Parent governor)</p> <p>Ian Elsom (Clerk to the Governors)</p>
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The meeting opened at 5:30pm

1	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Duncan Lennox, Sally Penistone and Peter Merrett. Also, later from Nadeem Petkar.</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>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</p> <p>The minutes from the previous meeting of 28th March were confirmed as a true and accurate record of the meeting.</p> <p>It was noted that they had been shared on GovHub.</p>	
4	<p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>It was noted that Nadeem Petkar is to step down from the Board of Governors with immediate effect.</p> <p>IA suggested that the Board attempt to recruit further members at the start of the new academic years.</p>	Clerk

	<p>JB highlighted that the Board does not currently have a nominated SEND Governor, which will need to be addressed as a matter of urgency.</p> <p>IA asked those present if any Governor was willing to volunteer to assume the role of SEND Governor. JB indicated that if Ofsted were to announce an inspection before the end of the academic year, she would explain that the previous Governor has only just resigned.</p> <p>IE highlighted that the Membership end dates for AG and HW were approaching at the end of August. Imran sought clarification about their intentions. Both Governors indicated they were prepared to remain Member of the Board until the next inspection has taken place.</p> <p>IA highlighted that the Board need to recruit another Parent Governor.</p> <p>HW indicated that she was under the impression that the steer was towards Governing Boards being smaller but more effective. IA indicated that whilst this may be the case, given the number of Link Governor roles, the Board need to ensure they have sufficient Members.</p> <p>JB highlighted that the school continue to pay for the training package through Learn Sheffield and encouraged Governors to continue to access sessions depending upon their knowledge gaps. CS raised the potential for recruiting Governors via Inspiring Governance as this may determine that someone not connected to the school may be attracted.</p> <p>EL indicated that the Board presently has a good mix of Governors with a spread of expertise and knowledge.</p>	
5	<p>Reports from other Committee meetings</p> <p>It was noted that the respective Link Governors that would have provided feedback were not present at the meeting.</p> <p><u>Resources Committee Meeting</u></p> <p>JB provided an update from the recent Committee meeting. JB indicated that the school is in a good position compared to many other schools in Sheffield (linked to covering the cost of staff wage increases etc).</p> <p>JB indicated that all costs have been built in for the 3-year forecast and that this is currently illustrating a deficit position by the 3rd year. JB highlighted the high number of SEN pupils at the school and explained the discrepancies in terms of the costs associated with the support for these pupils compared with the income from the LA. In addition, in September, we will have 5 spaces in FS2. This is due to a low birthrate year. JB has been in contact with other Heads, who are reporting the same problem. This will affect the level of funding available to us. JB will seek to fill all of the spaces in September.</p> <p>JB highlighted the facilities provided by the SEN Hub at the school and indicated that there are a significant number of support needs among the new starters in September. IA raised the historical discussions that had taken place with the LA about the discrepancies JB highlighted. JB explained about</p>	

	<p>the recent Autism Conference she had attendance where the issue was discussed more broadly. AG highlighted the appropriateness of placing pupils with needs without sufficient funding and questioned whether it was even possible to meet these needs in many cases. HW indicated that schools will endeavor to provide the support regardless as they feel they have no option than to do so.</p> <p>JB highlighted that the school has had to take the decision to exclude a pupil as interventions (including bringing the Autism Team into school) had not produced the anticipated results. JB highlighted that the unfortunate decision had needed to be taken for the benefit of the whole school population. JB indicated that it is ironic that the pupil will only receive the support they need if they were subject to further exclusions.</p> <p>JB explained that as part of the process a meeting had been held with the family, SENDIAS and the local councilor for the Ward of Broomhill to explore options. JB explained that currently, alternative provision is being looked as an option and highlighted that this will need to be funded by the school (including transport). It might possibly be a cheaper option to employ a TA to work 1:1 with this pupil. JJ outlined other options available.</p> <p>EL sought clarification about whether the pupil would remain enrolled with the school. JB indicated that this would be the case. All those present agreed that this situation does not seem just.</p> <p>TW sought clarification about the pupil remaining on roll. JB explained the pupil concerned will remain on roll but that the staff and other parents are calling for something to be done to address the concerns being raised. AG raised concerns about suitability of placing pupils with high needs in a mainstream setting. EL asked about a specific pupil and JB provided an explanation. JB outlined the financial impact on the school budget of attempting to provide the necessary support for pupils with needs.</p> <p>Governors sought clarification about arrangements for energy costs moving forward. JB explained that the school is to continue buying into the LA package. IA suggested that it would not be possible to sign off on the budget until this had been further analysed. IA asked Governors if they would be happy to convene a Resources Committee meeting before the end of term. Those involved indicated they were happy for this.</p>	
6	<p>Headteacher's report</p> <p>JB provided details of pupils on roll. JB indicated that this number was still very transient due to the nature of the catchment area. JB explained that this has had an impact on phonics screening, however the results were still looking promising.</p> <p><u>Staffing</u></p> <p>JB explained there were no new staff in September.</p> <p><u>Attendance</u></p>	

	<p>JB explained this was 93.7% which still remains below the target (94.9%) JB also noted that PA also remains above the target. HW sought clarification about what happens next (i.e. involvement of the LA). JB explained what the procedures are and outlined that, whilst it is not preferred, the next stage for a number of families is legal action. JB indicated that she had shared all the relevant information with IA and indicated that she had attended all the relevant Attendance Networking meetings facilitated by the LA Inclusion and Attendance Officer.</p> <p>CS asked whether there was a similar picture nationally around attendance. HW sought clarification about how Broomhill compares to other schools in Sheffield. JB indicated that the rates were largely similar for all schools. At the networking meetings, schools share ideas around how to potentially improve attendance.</p> <p>IA asked whether JB was aware of anything other schools did differently in terms of addressing attendance concerns. JJ indicated that attempts have been made to address the issue through assemblies but this has not proved successful.</p> <p>IA indicated that the school had previously used parent forums to gain feedback, however there had been little improvement made following such activities.</p> <p>JB highlighted that the school provides free breakfast at the breakfast club as another method of trying to address the issue. FK sought clarification about how many days additional attendance it would take to see a 1.5% improvement in overall attendance. IA indicated there was a big challenge in making such an increase. JB highlighted that, when parents have been spoken to, they have raised the fact that teachers have been striking.</p> <p>FK sought clarification about whether there were links between absences on Forest School days. JB indicated that there were and that there had been concerns raised by parents for their children. JB monitors patterns of absence within the register and attempts to link the patterns to days such as Forest School. JB indicated that concerned parents have been invited in to see Forest School for themselves and suggested that all possible methods are being explored to try and mitigate absences. EL raised a question about court proceedings. JB explained and outlined that the fixed penalty fines of £120 per parent were issued for term time leave of five consecutive days (not in the case of illness or religious observance). JB explained there are difficulties as many pupils are under the hospital for health-related reasons.</p> <p>EL sought clarification about levels of punctuality. JB provided an explanation (including issues with parents having to get children to junior school as well as to Broomhill). JB indicated that the current concern is around persistent absence. JB highlighted that there appears to be an issue with families who are new to the UK being concerned that their children spend time outside in Forest School and may get ill. JB indicated that the families are aware that Forest School is part of the school curriculum when their children join the school.</p>	
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	<p>CS shared her personal experience of children in Canada, where temperatures are far lower, however children still spend time outside as part of their school week. FK asked whether it was considered that the Forest School could be advertised more, maybe through a video. JB acknowledged that this was a good idea.</p> <p>In terms of videos, IA asked what Governors thought about trying this to address concerns around attendance and highlighted that this hadn't been tried before. JB thinks this is a great idea and will make it happen.</p> <p>JJ suggested a weekly new letter to parents. JB reiterated this and suggested these were all avenues worth exploring.</p> <p><u>SEN</u></p> <p>JJ indicated that there are currently 25 pupils on the SEND monitor list. There are currently 3 pupils with EHCPs in place with another being put in place. JJ indicated there were 3 pupils with EHCPs in place, starting in September.</p> <p>JJ provided information about pupils with needs moving through the school years. JB added information about the difficulties in diagnosing needs too early. JJ indicated that there are some pupils that the school staff have no information on at all as a result of them not having attended visits to the school yet.</p> <p>EL sought clarification about plans for yellow base. JJ gave an explanation of the advice that has been provided to the school in terms of the plans and highlighted the effectiveness of the Hub at the school. CS sought clarification about Sheaf Trust. JB provided an explanation about historical arrangements and outlined how she meets with Headteachers of other schools as part of the relationship. JJ highlighted that as part of the arrangement SENCOs from each of the schools also meet. JJ indicated that she has tried to contact nurseries as part of transitions, however not all have responded. JB provided an explanation of how transition activities have been used to support pupils. HW sought clarification about the number of pupils progressing to Nether Green. JB indicated the figure was 68% this year.</p> <p>CS asked about potential future exclusions. JB indicated that this is always an absolute last resort.</p> <p>EL sought clarification about procedures for fixed term exclusions. JB explained the steps that had been taken up to the decision to the exclusion.</p> <p>JB explained that she meets regularly for advice and clarification with the Headteacher of Sharrow Primary, who is part of our Sheaf Trust, and who she respects enormously. HW asked about the involvement of the Inclusion Unit. JB explained that they had phoned and were happy that the school had tried all possible options prior to opting to exclude the pupil.</p> <p>FK sought clarification about whether the child's parents were happy to learn what they could do to assist. JB indicated this was the case and provided information on what had been offered to the parent. JB explained that mum</p>	
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	<p>struggles during holiday periods and really needs additional support at these times. JB explained about the organisations that can provide such support (including SNIPS). JB highlighted that the pupil in question does not yet have a formal diagnosis and therefore many of these organisations will not get involved. JB and JJ indicated that there are continued difficulties in contacting Ryegate. EL spoke about the other types of support that may be available (i.e. FIS (formally MAST)). IA highlighted facilities and availability to these.</p> <p>FK spoke about a previous parent at the school who had pulled together a group of families in similar circumstances to one another, to provide peer support for themselves and their children. CS asked whether the excluded pupil could access Forest School on a full-time basis. JB and JJ indicated this was one option that they had considered. However, this does affect each class on their FS days.</p> <p><u>EYFS Outcomes</u></p> <p>In terms of Good Level of Development, JB outlined that the previous predictions had been 63% due to the high level of need in this cohort, however the actual results were 72%.</p> <p><u>KS1 Outcomes</u></p> <p>The Y1 Phonics Screening Check Results are 85%.</p> <p>Y2 SATS results are:</p> <p>ARE Reading 89% Greater Depth 42%</p> <p>ARE Writing 76% Greater Depth 8%</p> <p>ARE Maths 84% Greater Depth 34%</p> <p>JB highlighted the figures in the Report for Reading, Writing and Greater Depth. JB outlined where these sit compared to previous years. The national averages for this year have not been published at the time of this report. JB indicated that overall, she is pleased with the results. JB highlighted that the focus from September will be on writing, in particular, as this is where there has been a dip in overall performance.</p> <p>Governors acknowledged the work that had gone into preparing the pupils and highlighted that they were very pleased with the results. JB indicated that the improvements are in part due to the use of Little Wandle, Book Club and a good use of Pupil Progress Meetings. JB provided an explanation about how pupils are grouped for Book club according to the Phase and set that they are reading, and provided information about the structure of the school day that has assisted in making the improvement.</p> <p>JB explained the approaches that she had insisted were implemented when she became Headteacher and indicated that she is very proud of the staff team.</p> <p>JB highlighted that feedback provided by Nether Green was extremely positive about the improvements made since last year. EL asked about</p>	
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	<p>developments for Love of Reading and shared her personal experience of having a child who is reluctant to read. EL asked if JB considered there is a link between such reluctance and phonics. JB highlighted that school has worked hard to promote the love of reading with focused authors, an increased budget for improvements to reading corners, reading spines, a fortnightly library experience and re-forging links with Broomhill Library. JJ provided details of capturing the views of pupils, with lots of them really enjoying reading.</p> <p>EL highlighted that there may be parents who are less 'pushy' to query their child's progress. JB outlined the approaches taken to equip pupils with the tools they need to read and then it is largely over to them to choose to read for pleasure or not. The opportunities are there for them. JB highlighted the 'Reading Spine', with a basket of books in each classroom. The contents of the basket is decided by the pupils themselves. All of these books are language rich.</p> <p>FK asked suggested pupils be given access to encyclopedias to encourage them to engage with books (highlighting the fact that there are lots of pictures as well as text). JB indicated that she had approached the English Hub and as a result had secured first £3,000 and then a further £3,500 which is available to spend on phonetically decodable books for the school. EL sought clarification about the types of books that would be purchased. JB indicated that she was keen to obtain comic type books and books which are more age appropriate, whilst still being phonetically decodable. School is hoping that the boys will really engage with this material.</p> <p><u>SIP Priorities – 1 to 6</u></p> <p>JB explained that SLT would meet this week to review the SIP and highlighted that the main priorities for next year will be writing and the wider curriculum.</p> <p>EL asked whether it would be possible to have sight of the updated SIP prior to the FGB meetings in order that this can be reviewed. JB indicated that this was linked to the Headteachers Appraisal, which IA and HW are involved with in September.</p> <p><u>SEF (School Evaluation Form)</u></p> <p>JB indicated that this had been completed and is more evaluative, following discussions with our School Improvement Partner.</p> <p><u>Learn Sheffield</u></p> <p>JB provided an explanation about the LS package that the school will continue to buy into for 2023/24. HW asked whether this still involved the 5 days support. JB confirmed this to be the case. JB provided information about the School Improvement Partner as part of the arrangement.</p> <p><u>Sheaf Trust Partnership</u></p> <p>JB highlighted the questions that the staff from Broomhill had taken to their meetings with colleagues from other schools in the partnership.</p>	
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	<p><u>Staffing</u></p> <p>JB indicated there were no new appointments expected from September. EL sought clarification about recent recruitment activity. JB explained this had been an internal recruitment which had seen a TA move into a teaching role as an ECT.</p> <p>JB provided a brief explanation about staffing for the Hub at the school for September.</p> <p><u>Enrichment</u></p> <p>JB indicated that the feedback captured from parents highlighted that they would like more clubs. JB highlighted that the school choir, the singing assemblies and Forest School after-school club will start in September. This is in addition to the lunchtime activities that have been arranged to address unstructured time for pupils. There will also be a science and art breakfast club from September.</p> <p><u>Staffing Structure</u></p> <p>JB provided an explanation about the current structure (including TAs) across the school. JB spoke about historical structuring of groups and outlined plans for 2023/24.</p> <p>CS asked how decisions were reached in terms of class makeup and staffing. JB explained that decisions are made together in conjunction with SLT and then the wider staff team.</p> <p><u>Curriculum Update</u></p> <p>JB spoke about taking the feedback from curriculum leads on board which had led to the mapping out of the whole school curriculum across two years for KS1 and one year for FS2. JB explained that this had informed the work that was then undertaken during the INSET day around curriculum development.</p> <p><u>Premises</u></p> <p>JB explained that, following a meeting with the Early Years Inclusion Service, the EYFS area is to be fenced off (including the stage area). JB explained the practical benefits of undertaking this improvement (i.e. ensuring that the continuous provision is protected). HW asked whether this was planned to be a temporary arrangement and sought clarification about what would be done if there was a need to change this back in the future. JB highlighted that this was a good point and consideration needs to be given to this. FK highlighted some of the practicalities in doing so. JB will explore temporary fencing as well as permanent fencing.</p> <p>JB indicated that the SEN Hub is currently situated in the school library and that consideration had been given to relocating the Hub to the house in the school grounds, however it had been decided this would not be a suitable option. JB explained that this had led to a proposal to move the staff room to the house as well as creating a designated meeting room in the accommodation. HW asked about the structure of the school. JB provided further plans for the house.</p>	
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	<p><u>Parental Feedback</u></p> <p>HW asked about the percentage response rate. JB indicated this was around 50%. CS sought clarification about how often the parent and carer survey was completed. JB indicated this takes place 3 times each year.</p>	
7	<p>Review School Budget Spending Plan for 2023/24</p> <p>Reviewed earlier in the meeting.</p>	
8	<p>To Confirm the arrangements for the Completion of the Annual Review on Safeguarding.</p> <p>It was confirmed that JB and EL are due to meet to complete the Review.</p> <p>IA asked whether the Review would be completed within the timeline. JB indicated this was the case. The review has since been submitted.</p>	
9	<p>Confirm or Appoint Reviewers for the Performance Management of the Headteacher and appoint an external advisor.</p> <p>IA and JB indicated that the Head teacher Performance Management is booked in for Thursday 14th September. This will be led by our School Improvement Partner, as well as the Chair of Governors and HW.</p>	
10	<p>Plan Ahead – Meeting Dates for 2023/24 Academic Year</p> <p>JB suggested that she would send out the dates to Governors.</p> <p>IA asked whether it was considered that the Board needed to retain the current number of meetings / meeting structure. Governors agreed this was appropriate.</p> <p>IA sought clarification about the timing of the TLC Committee meeting (13:30) and indicated he would have to step down if the meetings were to continue at this time as he not has to travel from Barnsley where he is working.</p>	
11	<p>Plan and Agree any Governing Board self-evaluation activity</p> <p>IA suggested that, as the Board are looking to appoint new Members in September, that this item should be deferred until the makeup of the Board was known. EL highlighted that the Board had deferred this previously and was keen that this activity be undertaken as soon as practicable.</p> <p>EL asked whether it could be made clear as soon as possible, when the meeting dates and times will be for 2023/24 for the benefit of any potential new Governors.</p>	
12	<p>Review Governor Training Opportunities for the remainder of 2022/23</p> <p>Governors had previously been encouraged to access development sessions dependent upon their knowledge gaps.</p>	Govs

13	<p>Any other Urgent Business</p> <p>EL indicated that during her recent visit to school to look at the Forest School, staff had suggested that they don't have a budget to purchase materials and equipment. JB indicated that each of the Leads in school is given a budget of £1,000 for the year and that the Forest School was no exception.</p> <p>Sally Penistone had sent the following questions in her absence from the meeting:</p> <p>With regard to the budget, IO5 Pupil Premium. Why was the Governor Approved Budget £45k and the June budget showing £27.5k. A significant cumulative difference of approx £17k ?</p> <p>JB answered: the change in the pupil premium is as follows. We were told to put the Mainstream schools additional grant £19,919 under IO5 at budget interview but then the funding was released under IO1 so the budget has been moved. The school did receive an increase in pupil premium funding of £2530 confirmed in June.</p> <p>What is the anticipated reduction in Education Support Staff (E03) over the 3-year budget, from 6.51 FTE to 5.61 FTE in 25/26?</p> <p>JB answered: with the regards to reduction in the FTE for support staff: M Shaw moving to teaching role in September 23 and the Forrest school ASC staff for S Ball and A Shirley has been built in temporarily for Sept 23 to August 24 and this has been reflected on the income side also.</p> <p>Sally was satisfied with the answers and is happy for the budget to be signed off. Similarly, IA.</p>	
12	<p>Date and time of the next meeting: -</p> <p>Tuesday 19th December at 5:30pm in school.</p>	

The meeting closed at 7.20pm.