

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on

26th March 2024

Present:	Helen Whysall (Acting Chairperson) Jane Barnes (Head Teacher) Toby Wilson (Co-opted governor) Jo Jones (Deputy Headteacher) Duncan Lennox (Co-opted governor) Abigail Thorlby (Associate Member) Anne Leroux (Parent Governor) Amina Jama (Parent Governor) Caroline Coates (Co-opted governor) – <u>Via Zoom</u> Charlotte Steenbrugge (Parent Governor) Peter Merrett (Parent Governor) – <u>Via Zoom</u>
In attendance:	Ian Elsom (Clerk to the Governors)

The meeting opened at 5:30pm

1	Apologies for Absence Apologies were received and accepted from Imran Ahmed, Esme Lawy, Sally Penistone and Fiona Kirby.	Action:
2	Declaration of Any Pecuniary Interests Relevant to the Agenda TW declared pecuniary interest as the Data Protection Officer for the Sheaf Trust. AL declared that she runs a French club at the school as part of her business.	
3	Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising. HW raised concerns that the agenda and previous minutes had not been circulated prior to the meeting and suggested that arrangements have changed somewhat in this regard. IE outlined the procedures in place in terms of clerks sending draft versions of minutes to the Chair and HT and then resending the	

	<p>minutes to the Chair and HT in light of any changes or amendments they highlight.</p> <p>IE outlined that once finalised, the minutes are then made available to all Members of the Board via Governor Hub. HW indicated that she has difficulty locating the documents on Governor Hub. IE suggested that some schools may have local arrangements and will elect to send the minutes to Members of their Board by email, however this would be a local arrangement.</p> <p>HW highlighted that previously, Learn Sheffield have sent out a message to Members of the Board with the Agenda and minutes attached and that this appears to have changed without any notification. IE offered to raise this question with the office and provide HW with an update.</p> <p>IE to subsequently send HW a link to the relevant folder where the documents for this evening's meeting are located in order to assist her navigation of Governor Hub.</p> <p>HW made a request that Members of the Board make attempts to ensure they have accessed all documents relevant to the meeting in advance of attending in order that they are apprised of the information and prepared to ask questions during the meeting.</p> <p>Resolved: The minutes from the previous meeting of 19th December were confirmed as a true and accurate record of the meeting.</p> <p>There were no matters arising.</p> <p>AT asked if it would be possible for the actions to be highlighted using bullet points to make these clearer in the minutes. IE indicated that some schools have requested the actions be placed in a table at the end of the minutes and a similar approach could be used for the Broomhill minutes. Governors were in favour of this.</p>	<p>IE</p> <p>IE</p> <p>Govs</p> <p>IE</p>
<p>4</p>	<p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>IE sought clarification about Abdool Gooljar's position on the Board of Governors. HW and JB indicated that, whilst AG had not confirmed he had left the Board, he had originally agreed just to remain as a Member until after the last Ofsted inspection.</p> <p>It was agreed that CS would move to Foundation Governor and retain the role of Link Governor for SEN. SP would become LA Governor.</p>	

	<p>HW asked if any Member of the Board was willing to assume the role as Link Governor for attendance. Governors sought clarification about what the role would entail. JB provided an explanation. AL indicated she would be willing to assume the role but highlighted that she would be taking her child out of school during term time to go on holiday and asked if this presented a conflict of interest. JB highlighted that AL had been an active Member of the Board in terms of capturing parent voice and would be an ideal Member of the Board to undertake the role. All Members of the Board supported the proposal.</p>	
5	<p>Committee Minutes</p> <p>HW highlighted that, as the Committee Chairs were not in attendance this evening it would not be possible to cover this agenda item.</p> <p>PM provided a brief overview of the visits he had undertaken into school (5 December and 6 February). PM explained that the visits had involved a learning walk with a focus on handwriting and maths. PM explained that the written reports of both visits were available on Governor Hub. JB provided further information and explained about the focus on higher aspirations and live marking, which had also been a feature of the learning walks. AL added further detail and context.</p> <p>HW sought clarification about how teachers felt about the live marking approach. AL provided an explanation which DL reiterated. JB indicated that the approach works well when there are 2 members of staff in class together but more of a challenge when staff are working alone. JJ reiterated this point.</p> <p>JB provided an explanation of how marking had been undertaken historically, along with the reasons for the change in approach to live marking, namely reducing teacher workload and instant feedback to the pupils. JB explained that it is considered that this is a better use of time for staff and offers more beneficial support for the pupils. JJ reiterated these points.</p> <p>JB provided an explanation about the introduction of the use of pink and green highlighter pens on pupils' work. JB explained that, whilst there had been some initial reservations among staff, the feedback obtained after a 2-week trial was very positive.</p> <p>CS highlighted an issue that had been identified during a recent Ofsted inspection. JB explained about this and added context. JB indicated that this was linked to a particular spelling that had not been corrected over time and explained about the use of differentiated resources</p>	

linked to this.

JB provided an explanation about marking at different stages and year group level. JJ added further information and context.

HW passed to TW to provide feedback on the visit he had undertaken. TW explained that he had visited school and met with Gary the building supervisor during which a number of fire issues were explored. TW explained that the visit had also involved a discussion about staffing arrangements and there were no changes to report on in this regard. TW explained that the school budget was predicted to result in a deficit of approximately £137,000, however the position has improved slightly, with the deficit forecast to be approximately £125,000. TW explained the reasons for the deficit forecast, which relate to pension costs, which has been partially funded by the government and the pay award for staff, which has been unfunded by Government.

HW asked how Governors could be expected to sign off the budget if they are not happy with the deficit position. CS sought clarification about what the deficit position would mean for the school. JB indicated that this may lead to potential redundancies and / or a re-structuring of staffing. JB highlighted that the thought of redundancies is a real concern as the school is already operating on 'bare bones' in terms of staffing. JB explained about the need to continually shift funds across different areas of expenditure to maintain the budget.

DL sought clarification about whether the school income outlined in the budget was based on PAN numbers. JB explained how the income is calculated. JB explained that one factor that has impacted the income is the fact that, on the Census Day, the school had 9 pupil spaces. The Census Day in October, dictates the set funding for the year. This year has been declared a 'low birthrate year'. JB explained that this reduction in pupil numbers equated to a £42,000 reduction in income. JB explained about the continued impact of high mobility within the school catchment area. JB explained that there remains a pattern of places at school being taken by children of student doctors and nurses, who subsequently do not take up the places due to them moving out of the area.

DL sought clarification about whether the budget would still be in a deficit position if the school was at capacity in terms of pupil numbers. JB explained that this was the case and explained that the funding is based on the previous year's pupil numbers. DL sought clarification about when schools would learn if the Government were intending on funding the pay award for staff. TW highlighted the rules around planning for a deficit budget.

	<p>AL asked whether the financial position would be different if the school were part of a MAT. JB provided an explanation, including about the provision of an integrated resource.</p>	
<p>6</p>	<p>Headteacher's Report</p> <p>JB circulated hard copies of the Report to those in attendance and provided commentary on the contents.</p> <p>AL sought clarification about the number of pupils in Green Base. JB provided an update. CS asked about pupil numbers in EYFS for next academic year. JB provided an explanation about this being based on the current cohort.</p> <p>HW sought clarification about changes to approaches around attendance, based on meetings with other schools (including Totley). JB provided an explanation and highlighted that Broomhill is a very different school with different families and therefore this needs to be considered when adopting approaches. JB explained about how a board is to be set up to highlight the pupils and families that need to be the focus of support. JB explained that the approach is that attendance is the responsibility of every member of staff within school. JB is also working on a crib sheet for the admin team so that their response to parents is both challenging and supportive.</p> <p>JB provided Governors with an update on the feedback she has received from parents regarding the attitude of some of the staff in the school office when they are approached regarding their child's absence from school. JB explained that, whilst the staff are merely trying to do their best, they do not have the level of detail regarding the circumstances of children and families that teaching staff will have. JB explained that she is in the process of discussing the concerns raised by parents, with staff. JB explained that parents are being put off engaging with staff due to the manner in which they are being dealt with. HW sought clarification about how the feedback from parents was captured. JB explained that the parents had contacted her directly. JB explained that she is in the process of developing a crib sheet to help support staff when communicating with parents.</p> <p>TW asked whether it is considered that enough is being done to encourage networking between parents in order to promote things such as walking buses. JB indicated that Peter had been instrumental in setting up various initiatives. AL and CS indicated that, as parents, they were not aware of the initiatives and therefore more could potentially be done.</p>	

In terms of networking, JB highlighted that not all families are comfortable sharing their issues and problems. TW made a suggestion of a number of things that could be explored in this regard. CS highlighted a recent discussion between parents on WhatsApp regarding attendance percentages. JB and JJ highlighted that this is how schools are measured and therefore this will continue to be an area of scrutiny. JB explained about the challenges around attempting to strike a balance between maintaining acceptable levels of attendance and supporting families. CC reiterated this point and highlighted the amount of work undertaken by JB relating to attendance at the school.

HW highlighted the range of enrichment activities for pupils outlined in the HT's Report. JB explained that choices of activities had been influenced by parent and pupil voice and highlighted the sewing class and music sessions as examples of this. HW sought clarification about whether the sessions were free. JB explained that the sessions that take place during the school day, run by the teachers, are free of charge. JB explained that the sessions that take place after school hours are charged for as the providers of the activities charge the school for their services. JB explained that a number of groups who had been using accommodation at the school were no longer planning on doing so due to the costs of hiring the space.

AL asked about options for charging for sessions (i.e. French classes). JB provided an explanation. HW sought clarification about numbers accessing after school clubs. JB provided an explanation. HW sought clarification about decisions about the Breakfast Club. JB explained about the impact on demand that had resulted from the change in the school day (now starting at 8.20am). JB explained that the majority of those accessing the Breakfast Club were children of NHS workers at the hospital. HW asked whether there was the potential to reduce the length of the Breakfast Club to 30 minutes to make it viable. JB explained that this may be a possibility from September. CS asked about the relationship between attendance at Breakfast Club and overall attendance. JJ provided an explanation about the benefits of Breakfast Club for families. AJ asked if the Breakfast Club only operates on certain days. JB and JJ indicated this was the case and provided an explanation.

HW thanked JB for putting together the HT's Report and asked Members of the Board if there were any further questions.

TW sought clarification about the number of bullying incidents logged by the school. JB explained that one of the recommendations made at the last Ofsted visit had been that the school needed to have a 'bullying'

	<p>tab on CPOMs. JB explained that when a child uses the word bullying' the concern needs to be logged on CPOMs as such, regardless of whether this actually constitutes a case of bullying. AL highlighted the good work undertaken by staff at school around bullying.</p>	
7	<p>To approve the budget spending plan for the financial year 2024/25</p> <p>HW sought clarification about the level of support being provided by Naomi. JB emphasised the support Naomi has provided as being invaluable.</p> <p>TW reiterated the challenges that school currently faces in terms of finances. HW asked IE when school needed to approach the Local Authority in terms of seeking additional financial support. IE indicated that he was not aware of any specific timeframe and highlighted that most schools he has knowledge of are facing similar financial pressures to those experienced by Broomhill.</p> <p>DW sought clarity about whether the budget could be revisited and asked when the next finance meeting was. This was confirmed as 14 May.</p>	
8	<p>Review of Governor training opportunities</p> <p>HW passed to Governors to provide an update on training they have recently accessed.</p> <p>CS provided an explanation about the online session she had recently accessed, which she had found useful. AL provided a brief explanation about the session she had attended which focused on development for Governors. AL explained that there had been a particular focus on how Governors were to challenge Headteachers as part of their role as Members of the Governing Board. HW sought clarification about the content of the session. AL provided an explanation and highlighted that she would encourage other Members of the Board to access the training as it was very beneficial.</p> <p>CC highlighted the 2 Learn Sheffield sessions she had recently accessed and explained that she had found these very positive.</p>	
9	<p>Any other urgent business</p> <p>PM highlighted the importance of the points made by JB regarding Members of the Board being more proactive in discussions with parents regarding attendance but highlighted the potential challenges that surrounded such discussions. HW reiterated the points made and</p>	

	<p>highlighted the importance of seeking feedback from parents. AL shared her own experience of taking her child out of school to go on holiday and suggested that she did not consider that missing 2 weeks of school was detrimental for children. JJ highlighted that this would depend entirely on the child in question and gave an example of 1 particular child who has really struggles following a period away from school. JJ explained that the child had been impacted both educationally and socially since returning to school.</p> <p>TW highlighted the cost implications for families relating to when they choose to go on holiday. TW shared his own experience and explained that his own decision to take his children out of school during term time had been influenced by the increased costs associated with booking vacations in school holidays.</p> <p>JB explained that she sees both sides of the argument and highlighted that school staff experience the same financial implications.</p>	
10	<p>Date and time of the next meeting: - Tuesday 16th July at 5:30pm in school.</p>	

The meeting closed at 7.20pm.

DRAFT

Action Tracker

Item	Action	Responsible	Date
3.1	IE to raise this question with Learn Sheffield office regarding the circulation of agenda and minutes ahead of Board meetings and provide HW with an update.	IE	27/3
	IE to subsequently send HW a link to the relevant folder where the documents for this evening's meeting are located in order to assist her navigation of Governor Hub.	IE	27/3
3.2	Governors make attempts to ensure they have accessed all documents relevant to the meeting in advance of attending in order that they are apprised of the information and prepared to ask questions during the meeting	Govs	Prior to future meetings
3.3	IE to add Action Tracker to the end of the meeting minutes	IE	2/4