

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on

16th July 2024

Present:	<p>Imran Ahmed (Chair)</p> <p>Jane Barnes (Head Teacher)</p> <p>Toby Wilson (Co-opted governor)</p> <p>Jo Jones (Deputy Headteacher)</p> <p>Anne Leroux (Parent Governor)</p> <p>Caroline Coates (Co-opted governor)</p> <p>Charlotte Steenbrugge (Parent Governor)</p> <p>Sally Penistone (Local Authority Governor)</p> <p>Fiona Kirby (Staff Governor)</p>
In attendance:	<p>Evelyn Priestley (Clerk to the Governors)</p>

The meeting opened at 5:30pm

1	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Helen Whysall, Abigail Thorlby, Duncan Lennox, Amina Jama, Peter Merrett (possibly resigned) and Esme Lawy</p>	Action:
2	<p>Declaration of Any Pecuniary Interests Relevant to the Agenda</p> <p>TW declared pecuniary interest as the Data Protection Officer for the Sheaf Trust.</p> <p>AL declared that she runs a French club at the school as part of her business.</p>	
3	<p>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</p> <p>Resolved: The minutes from the previous meeting of 26th March were confirmed as a true and accurate record of the meeting.</p> <p>There were no matters arising.</p>	
4	<p>Review of the Governing Board Constitution, membership/ vacancies and roles and to give consideration to succession planning.</p> <p>The constitution was discussed with amendments noted. EP to arrange for Governor Hub to be updated.</p>	

	<p>Peter Merrett had suggested he may resign which will leave a potential vacancy. Imran Ahmed would like to step down and governors were invited to step up as chair of governors. IA offered to remain in post until the next meeting and invited governors to shadow in the interim. Anne Leroux will consider the role and requested a job description.</p> <p>More parent governors to be recruited along with some possible job swaps.</p>	EP
5	<p>Committee minutes and reports from governors with curriculum links</p> <p>The committee updates are included within the Headteachers Report which was circulated in advance and shared in the meeting.</p> <p>The Resources Committee have held additional meetings as there will be a deficit budget. A number of options were explored. The action plan for the deficit budget has been shared with the Local Authority. Decisions have been taken for the new academic year.</p> <p>Once more options have been explored this will be brought back to the governors. The deficit budget is not an overspend in school, it is due to increased staffing costs as a result of pay awards. There is minimum staff cover included in the budget and 92% is spent on staffing. The school operate on a skeleton budget, there is high mobility and new arrivals have little English language.</p>	
6	<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>Keeping Children Safe in Education will be included in the staff Inset day in September and it would be useful if governors could attend on 4 September, 9.00 – 11.00am. If governors are unable to attend JB will share the PowerPoint.</p> <p>JB will send the details out to governors.</p> <p>The school have made links with St Marks Church and are taking the Y2 children to visit them and share their books and for the choir to visit and sing songs at the elderly lunchtime clubs.</p> <p>The school will be full in September with a waiting list of 24 children. Other local schools are not full for September. A few years ago all the local schools had waiting list for places and this is not the case this year. It was noted that last year was a low birth rate. This is something</p>	<p>Governors</p> <p>JB</p>

<p>for the governors to be aware of for future years.</p> <p>A lot of children use breakfast club and after school club and the school does offer a lot of enrichment, this is an opportunity for the school to play to their strengths. Transition is done well.</p> <p>A new member of staff has been taken on to help with after school club. The quality of provision is important. It was noted that the snacks are less varied and there were more activities pre Covid. Often children watch videos. JB will follow this up.</p> <p>Governors asked if the breakfast club and after school club had sufficient take up. JB reported that some parents said their decision to place their children at Broomhill school was based on the breakfast and after school club offer.</p> <p>If there are insufficient numbers after a few weeks the timings may be slimmed down. Financially the clubs do break even as a whole.</p> <p>JB has had her performance management this week and this will feed into discussions with staff.</p> <p>Outcomes for July 2024 are positive. The children joining the school had little or no English and it is a huge achievement for GLD and is in line with national.</p> <p>Y2 assessments are good. There is a good proportion of the children at greater depth.</p> <p>The new approach to attendance is working well, the daily attendance is listed is for the whole staff team. There is a little bit of healthy competition by teachers. Letters are sent to parents, this is making a positive difference. The wording in the letters is personal to each parent and there is an offer of help to support in any way. Discretion is applied for families where they are already doing everything they can.</p> <p>National attendance is 93.5%, which is what the school has achieved. This is a continual challenge and a national issue. The proactive approach needs to continue.</p> <p>Esme Lawy is a GP and has offered to write a letter that school could send to parents outlining when parents are okay to send school.</p> <p>It was suggested this message be repeated at the start of the new term as nursery's tend to be more relaxed about attendance. Overseas parents have a different view of when to send their child to school.</p>	<p>JB</p>
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	<p>Governors asked if SCC would uphold the new DfE guidance. JB confirmed that they will follow the new guidance. There are no exceptions, headteachers no longer have the authority to authorise absence. JB will re-write the attendance policy during the summer holiday.</p> <p>For appointments during school time, the child should attend before and after the appointment.</p> <p>The admin team have been provided with scripts when talking to parents and JB is supporting this on an ongoing basis. It was also suggested that 360 feedback may be a good way to enable the team to reflect on how they are perceived by parents and visitors. Governors suggested the staff may benefit from shadowing a reception team in another school. There may be the opportunity for online training as part of the Performance Development Review.</p> <p>Parent Pay is proving difficult for parents to see if the payment has gone through and it was suggested Nether Green School have a good understanding of the system and so to it was suggested a visit to them might be helpful to see how to use it better.</p> <p>CPOMS Behaviour Report was summarised. Children use the word bullying a little freely although it is not a true bullying incident. They are usually friendship issues.</p> <p>There are no changes to the staffing structure for September 2024. The school is full and so KS1 and EYFS classes can be split.</p>	JB
7	<p>To approve the budget spending plan for the financial year 2024/25</p> <p>The main reason why the school is overspent is due to the staffing costs.</p> <p>The school took a child who was a level 5 on SSGe and a staff member was recruited with cost £28k and the local authority only funded £3k towards this cost.</p> <p>It was noted SEN is high on the new government agenda.</p> <p>The proposed budget is the worst-case scenario so once the teachers and support staff actual costs are known the actual cost will be clear.</p> <p>Governors was asked if there were grants that the school could apply for. JB advised that the school applied for the awkward class size funding and funding for this is received. The DfE have said that this grant will no longer be available.</p>	

	<p>JB and the staff are actively looking at ways they can generate additional income and available grants.</p> <p>Governors asked if the school do any benchmarking with similar schools. JB confirmed this is done and the school are level with other schools which is reassuring.</p> <p>The school are exploring academy options. There is a school hub for Broomhill children and the school are exploring the possibility of having an IR. JB has met with Matt Peers from SCC and discussed this with him. Further meetings will need to take place but this will be on the basis of the places being for Broomhill children primarily.</p> <p>There will be a SCC finance team member and a colleague to do a site visit to see if an IR is viable.</p> <p>JB has given SCC debt recovery options which could be explored.</p> <p>Governors asked if there was a detailed plan to evidence all the options considered and noted which were not viable and which are being pursued. JB can catalogue all the considerations to date.</p> <p>The caretaker’s house is unoccupied. A committee explored options as to what could be done with it. Sheffield University students have been invited to visit the house and draft some plans for repurposing the house. There will be no cost for the plans to be drawn up. If the house is used as a school, it will needsto meet fire regulations.</p> <p>Governors asked if there could be funding raised or donations. The proposal is for the space to be used for staff. As the house is on the school site, safeguarding considerations need to be included which may reduce the options to offer it as a community space.</p> <p>The possibility of a lift was suggested for the house along with a covered area for outside performances as well as a marquee type structure.</p>	
<p>8</p>	<p>To confirm arrangements for the completion of the Annual Report on Safeguarding</p> <p>This has been completed and EL, the Safeguarding governor has signed this off and it has been send to SCC.</p>	

9	Confirm or appoint the reviewers for the Performance Management of the Headteachers and to appoint an external advisor to support the process JB summarised the Learn Sheffield partnership working. This year the headteacher performance review support will now only be supported by an external partner at the end of the year and done by governors alone for the mid-year review.	
10	Plan ahead – confirm meeting dates for the 2024/25 academic year The meeting dates for 2024/25 were shared in the headteachers report and the dates were accepted by governors.	
11	Plan/agree any Governor Board self-evaluation activity This to be reviewed in the new academic year with the proposed governor role swaps.	
12	Review of governor training opportunities for the remainder of 2023/24 There were no opportunities to be explored for this academic year.	
13	Any other urgent business None raised.	
14	Date and time of the next meeting Thursday 19 th December 2024 at 5.30pm in school.	

The meeting closed at 18:55

Action Tracker

Item	Action	Responsible	Date
4	The constitution was discussed with amendments noted. EP to arrange for Governor Hub to be updated.	EP	17/07/24
6.1	Keeping Children Safe in Education will be included in the staff Inset day in September and it would be useful if governors could attend on 4 September,	Governors	

	9.00 – 11.00am. If governors are unable to attend JB will share the PowerPoint.		
6.2	JB will send the details out to governors.	JB	
6.3	A new member of staff has been taken on to help with after school club. The quality of provision is important. It was noted that the snacks are less varied and there were more activities pre Covid. Often children watch videos. JB will follow this up.	JB	
6.4	Governors asked if SCC would uphold the new DfE guidance. JB confirmed that they will follow the new guidance. There are no exceptions, headteachers no longer have the authority to authorise absence. JB will re-write the attendance policy during the summer holiday.	JB	