

BROOMHILL INFANT SCHOOL

MINUTES OF THE MEETING OF GOVERNORS HELD ON 12TH DECEMBER 2024

Present: **Jane Barnes** – Headteacher
 Imran Ahmed (Chair)
 Anne Leroux (Parent Governor) – arrived at 5.55pm.
 Charlotte Steenbrugge (Foundation Governor)
 Sally Penistone (Local Authority Governor)
 Fiona Kirby (Staff Governor)
 Duncan Lennox - Co-opted governor
 Helen Whysall – Foundation governor
 Toby Wilson – returned for term of office

Associates: **Jo Jones** (Deputy Headteacher)
 Abigail Thorlby – Deputy Headteacher of Nether Green Junior School

In Attendance: **Esme Lawy** – attended on Teams
 Jane Lovett (Clerk to Governors)

Item		Action
1	<p>Welcome and Apologies</p> <p>Apologies for absence were received and accepted from Caroline Coates and Amina Jama.</p> <p>The meeting was quorate.</p>	
2	<p>Declaration of Interests</p> <p>Governors were asked to declare any pecuniary interests relevant to the agenda. It was noted that Anne Leroux leads French After School Club in a paid capacity. No other interests were declared.</p>	
3	<p>Appointment of the Chair and Vice Chair and confirmation of the term of office</p> <p>Governors agreed that the term of office of the Chairperson and Vice Chairperson would be 1 years.</p> <p>3.1 Appointment of Chairperson</p> <p>Resolved: That Imran Ahmed be elected as Chairperson for a term of 1 years.</p>	

4	<p>Confirmation of the minutes from the previous meeting and report on matters arising</p> <p>Resolved: That the minutes of the meeting held on 16 July 2024 be approved and signed.</p>	
5	<p>Review of the Governing Board/Trust Constitution, membership/vacancies, and roles, and to give consideration to succession planning</p> <p>5.1 Constitution There are 2 committees, Resources and Teaching & Learning. Governors agreed that they were happy with this arrangement.</p> <p>5.2 Membership, vacancies and roles It was decided that any advertisement for Parent governors should ask for key skills of applicants; it was agreed that this would be aspirational. It was decided to advertise for more Parent governors as many current governors are not parents anymore.</p> <p><u>Advertise for applicants for Parent governors.</u></p> <p>There was discussion about whether the PTA should be mentioned also in the advert.</p> <p>EL said that the current meeting schedule should be mentioned to try to facilitate attendance at meetings. Governors agreed with this idea and added that the <u>option of hybrid attendance should be mentioned in the advert.</u></p> <p>It was noted that the Governing Board was growing bigger – is this satisfactory? Both IA and TW have expressed an interest in leaving. The Chair said that there are enough governors at present now to cover link roles.</p> <p>The Chair spoke of the importance of having parental representation on the GB.</p> <p>EL spoke of the success of the recent fund-raising event which raised almost £1000. There was discussion of the FoBS group and it was decided that EL would leave the governing board in her role as Parent governor and become Chair of FoBS instead. Governors thanked her for taking on this vital role.</p> <p>DL raised the issue of the diversity of the board; he pointed out white diversity on the board. Two other governors pointed out their country of origin which was not Britain.</p>	<p>JB</p> <p>JB</p>
6	<p>Review the range of committees in place and agree their terms of reference, membership and link roles (Safeguarding and SEND)</p> <p>Discussed above.</p>	

7	<p>To adopt or confirm the updated NGA 2024 Governing Board Code of Conduct</p> <p>Completed previously.</p>	
8	<p>Committee minutes and reports from governor’s monitoring visits</p> <p>Resources Committee: - It was reported that School was still in financial deficit; an action plan had been submitted to the LA and school was looking at lots of options to reduce this. It was reported that options with the Caretaker’s House had been explored with various organisations. The Ward Councillor (Chair of LAC) was to be asked whether the council could use the house at all as a last resort. It was confirmed that any sale of the house would involve a 50/50 split of proceeds with the council.</p> <p>The Chair asked if the house is jointly owned with the council, why are school still paying bills and maintenance. <u>Ask Council about this – JB. Contact Nancy (Farrow?) about Sure Start House.</u></p> <p>Are there other charities and hospital organisations that could benefit from this?</p> <p>Governors said that it would be useful to raise funds to use it as extension of school? <u>Voluntary Action Sheffield would have a list of organisations that may be interested – JB to look into this.</u></p> <p><u>Anne Laroux to look into an organisation also that may have an interest in the House</u></p> <p>It was reported that School is still looking at a potential IR. There had also been an initial discovery meeting about academisation,</p> <p>T & L committee: - AL reported that the Jean Watt plan has brought improvements to learning. Attendance had improved massively and was now on target and just above.</p> <p>Governors asked whether learning walks were still going ahead. Yes.</p> <p>There was discussion of extra curricular activities and the QA of external providers. Governors asked whether this could include feedback from parents also?</p>	<p>JB</p> <p>JB</p> <p>AL</p>
9	<p>Headteacher’s Report <i>The headteacher’s report had been distributed beforehand and questions were invited: -</i></p>	

<p>Governors asked about the new SENCo's time in class and for administration. JB said that this was adequate as the new SENCo had no class responsibility.</p> <p>Governors asked about the Hub and whether the personal needs of one child has affected interventions? It was noted that this was affecting outcomes as all TA support was now focused on need support rather than intervention and filling gaps. However, teachers were delivering higher order thinking which increased the depth and breadth of thinking and learning. All staff were now trained in this with question stems and set of questions being used. Not adequate though and concerns passed on to Pat Buttrell.</p> <p>There was discussion of the Hub which had been resourced and staffed for Broomhill children. The Hub was only resourced in the mornings and then the children were reintegrated back into their own classrooms in the afternoon, which is challenging for some children. It was reported that the Early Years Unit has only 1 TA as the Hub has one child who needs 1:1 support and one child with a stoma who needs 2:1 intimate care hourly. This means that the class is often left without support. JB noted that this was very challenging but she was very grateful to the staff team for their goodwill and their loyalty to the school and the children. However, this provision is soaking up the school's money. £60,000 of notional funding with an additional overspend of £386,000 to keep the children safe.</p> <p>JB noted that she had asked the Resources committee for funding for a TA1 which is a huge help to the Unit.</p> <p>AT said that this picture of funding of need was similar across the city and across the country too.</p> <p>Governors congratulated JB and school on the improvement in attendance. They asked about the strategies used. JB said that she attends all network events and considers all of these strategies suggested. She noted that school had put in place the 'everyone's responsibility for attendance' which includes teachers feeding back about attendance in the same way as a safeguarding concern. JB is alerted to these concerns and she will contact home and sometimes visits home. All of these strategies seem to have worked, including also letters congratulating children on improving attendance, not just celebrating 100% attendance.</p> <p>The Chair noted that a home visit will give insights into the context and circumstances of the family situation. JB noted that she always goes into a home in a supportive capacity.</p> <p>Governors asked about the new format of behaviour reports. The information comes straight from CPOMs.</p>	
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	<p>Governors asked whether there were any incidents of concern? JB noted that bullying is usually a misunderstanding of the term. She noted that racism is stamped on immediately and it is usually the case that a child says words that they do not understand but it has to be logged.</p> <p>Are many of these incidents are reported to parents? Yes, all of them.</p> <p>Governors asked why the category ‘hurting a peer’ and ‘SEN Hurting a peer’ were separate? JB explained how children with additional needs will use physical means to attract a child’s attention. Everything is recorded on CPOMs.</p> <p>Governors asked whether there were repeat incidents? Yes and these were reported to external bodies.</p> <p>Governors asked whether it would be valuable to see safeguarding incidents in relation to the previous report? It was noted that this could be done but it may not be valuable as this movement is often fluid.</p> <p>Governors asked about Breakfast and After School Club? JB said that Breakfast Club does not have a great uptake with 3 or 4 children each morning and 1 child regularly attending. It was noted that there is no extra expense to school for the staffing of this provision. It was noted that After School Club always has a good uptake.</p> <p>JB said that school would be waiting to see the outcome of uptake for free Breakfast.</p> <p>JB reported that school had bought into LA provision for EAL support, training TAs and teachers to raise awareness amongst staff and provide them with resources and skills.</p> <p>Governors asked about individual funding for a child with EAL. This is £500 per child. Governors asked whether it is worth informing other parents? JB explained that this is done via SIMs; if parents were not born here, the child is eligible for this funding. This is completed for the Census in October.</p> <p>It was noted that moving to 4 classes this year had been explored in the Resources meeting.</p> <p>It was asked whether there was any way that governors could support teachers who are finding life difficult without a TA? Forest school volunteering, coming into school in supportive manner, visiting school would also be supportive and useful.</p> <p>Governors asked about volunteers for reading. JB said that quite a few disparate parents volunteered in school. DL asked whether there were any links with the</p>	
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	<p>Church? JB said that she would be happy for anyone from there to support reading.</p> <p>Governors asked whether it would be worth contacting Tapton School for reading volunteers. <u>It was suggested that DofE students from Silverdale and King Edward School may be interested – JB to contact.</u></p> <p>There was discussion about reading and AL noted that stamps are a big motivation for her child.</p> <p>Reading stamps – JB & JJ to look at this.</p> <p>CS pointed out how this might disadvantage some families / children.</p> <p>CS also noted that reading in another language is as important and that this needs to be acknowledged and rewarded.</p> <p>Governors asked how you record other behaviour incidents, eg. Staff on children. JB said that this would be reported to the LADO by herself.</p>	<p>JB</p> <p>JB /JJ</p>
10	<p>Safeguarding – Check compliance with the updated KCSIE 2024 and the annual Local Authority Safeguarding Audit</p> <p>JB did an update on the first day of term; she had invited all governors and sent out the slide show on KCSiE.</p>	
11	<p>Receive a report on the annual spend of Pupil Premium and Sports Premium Grants in the previous year</p> <p>In HT’s report.</p>	
12	<p>Review and update the Governing Board/Trust Skills Audit</p> <p>Governors were encouraged to complete this and they were encouraged to look at LearnSheffield webinars for training opportunities.</p>	
13	<p>School Admissions 2025/26- to approve the Admission Number (PAN)</p> <p>Completed at last governor’s meeting.</p>	
14	<p>To receive an update on staff’s Performance Management</p> <p>Seen at both committees.</p>	
15	<p>Confirm Policy review arrangements</p> <p>It was explained that when a policy needs to be updated, JB shares with IA and then uploads it.</p>	

16	GDPR Update Sent new versions of the policy and circulated general guidance to all schools.	
17	Set Governing Board/Trust objectives for the year- linked to the School or Trust Development Plan It was reported that Broomhall’s objectives are aligned with the SIP; previously these had been around attendance and linked with objectives from Ofsted.	
18	Review of Governor Training Opportunities Discussed.	
19	Any other urgent business DL reported that he was interested in school putting up solar panels. IA noted that the first barrier previously had been the leasing of the roof space and the LA were not interested in leasing. Since then, grants are available, where school owns the panels. Governors asked whether there were restrictions on what could be put on roof? It was also suggested that the fact that school was in a Conservation area which might make it harder. It was decided that DL would make personal enquiries about this issues.	DL
20	Date and time of next meeting Resolved: That the next meeting be held on 25 th March 2025 at 5.30pm.	
	Meeting closed at 7 pm.	

Action tracker				
Item No.	Action	Who	When	Date completed
12.12.24/5.1	Advertise for Parent governors, including key skills of applicants, and providing meeting schedule	JB	Spring 1 2025	
12.12.24/5.2	EL to leave GB – inform LearnSheffield	Clerk JL	Feedback form	
12.12.24/8.1	Ask Council about ownership of Caretaker’s House and responsibility for maintenance costs	JB	Spring 2025	

12.12.24/8.2	Ask Nancy Farrow (?) about situation with Sure Start House	JB	Spring 2025	
12.12.24/8.3	Ask Voluntary Action about organisations that may be interested in House	JB	Spring 2025	
12.12.24/8.4	AL to enquire about organisations that may have an interest in the House	AL	Spring 2025	
12.12.24/9.1	JB to enquire of local secondary schools about possibility of recruiting reading volunteers	JB	Spring 2025	
12.12.24/9.2	Look into use of reading stamps to reward readers	JB / JJ	Spring 2025	