

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on

17th July 2025

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| Present: | Imran Ahmed (Chairperson) Jane Barnes (Headteacher) Sally Penistone (Local Authority Governor) Amina Jama (Parent Governor) Anne Leroux (Parent Governor) Helen Whysall (Foundation Governor) Toby Wilson (Co-opted Governor) Abigail Thorlby (Associate Member) Caroline Coates (Co-opted governor) Nicola Pawley (Associate Member) Aisha McLean (Associate Member) |
| In attendance: | Esme Lawy (Associate Member) Nicola Pawley (Associate Member) Aisha McLean (Associate Member) Ian Elsom (Clerk to the Governors) |

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| 1 | Apologies for Absence Apologies were received and accepted from Charlotte Steenbrugge and Fiona Kirby. The meeting was quorate | 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 she is employed by the school to provided French classes. | |
| 3 | Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising. | |

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| | <p>Resolved: That the minutes of the meeting held on 25 March 2025 be approved and signed.</p> <p>Item 4 (i): It was noted that AMcC and NP had been welcomed to the Governing Board.</p> <p>Item 4.2: IE confirmed he had notified Learn Sheffield of the above in terms of setting up on Governor Hub.</p> <p>Item 6: JB confirmed the Headteacher’s Report now contains a commentary around the figures for behaviour.</p> <p>It was noted that Duncan Lennox is still appearing on Governor Hub as a Member of the Governing Board. IE indicated he could not see Duncan’s name on the areas of Governor Hub he has access to but would check with Learn Sheffield to establish if Duncan’s name is still linked in some way.</p> | IE |
| 4 | <p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>4.1</p> <p>As IA is to leave the Board there will be the need to appoint a new Chairperson. HW indicated she would be willing to assume the position and this was proposed to the Board Members. All Members of the Board voted in favour of this proposal. HW would then assume the role as Chairperson with immediate effect after this evening’s meeting.</p> <p>IA highlighted that, as he is aware of ongoing conversations with other schools in respect of a potential federation agreement, he would be prepared to provide support to the school / Governing Board in an independent capacity if required. JB and the Members of the Board thanked IA for his kind offer.</p> <p>IA highlighted that TW, AJ and EL would be leaving the Governing Board at the end of this academic year.</p> <p>TW highlighted that, as he would be leaving the Board, there would be the need for a designated person within school to have administration rights on Governor Hub. IE indicated he would liaise with Learn Sheffield to arrange for this.</p> <p>It was acknowledged that in terms of Link Governor roles, AMcC would be the link for SEN and AMcC and AL would be the links for</p> | IE |

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| | attendance. JB highlighted AL would remain the Link Governor for Safeguarding link and CS the Link Governor for PP. | |
| 5 | <p>Committee Minutes</p> <p>AL provided a brief update on previous Resources Committee meeting. AL highlighted that the Committee had reviewed the current staffing structure as well as changes made in accommodation at the school. AL indicated the Committee had concluded these were all appropriate and well considered.</p> <p>AL explained that the Committee had also explored the impact on the school budget of the decline in PAN.</p> <p>IA highlighted that, following the previous FGB meeting, the school had an independent financial audit. IA explained that he, JB and SP had met with the auditor (Michael Gidley) as part of the audit. IA explained that the audit had been very positive and supportive. JB and IA highlighted that a report will be provided in September with the findings of the audit. IA indicated that auditor had made a number of recommendations, which have already started to be actioned.</p> <p>IA explained that the LA will receive a copy of the audit report and may influence any decision to provided additional financial support for the school. IA highlighted that it is understood the report will contain recommendations for the LA. SP provided additional information around this.</p> <p>IA and AL explained that the Committee had discussed the potential opportunities that may be presented as a result of members of administration staff leaving the school. SP is to review the current staffing and provide suggestions for possible changes to the structure.</p> <p>JB provided an explanation about a temporary member of staff (Natalie) who has been shadowing the administration team in readiness for assuming responsibility from September. JB explained that Karen has made a list of key activities throughout the year to assist in the handover. SP indicated she is personally confident that the transition will be smooth.</p> <p>In terms of the PAN, NP highlighted she is aware that there have been changes made to the school's catchment area.</p> | SP |

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Headteacher's Report

The Report had been circulated prior to the meeting. JB circulated hard copies of the Report to those in attendance and provided commentary on the contents.

JB explained about the current NOR and staffing. In terms of the NOR, JB explained that this is an ever-moving picture due to mobility in the area.

JB explained that FS2 is at full capacity at the time of issuing the report. JB also highlighted the high percentage of pupils at the school who are EAL. JB explained the school now has 2 designated EAL Champions. SP suggested it would be beneficial for the EAL Champions provide an update on their work to Governors at some point. JB indicated she could arrange for this to take place.

Inclusion

NP sought clarification about the Monitoring List. JB provided an explanation about when and how this is used. JB explained that, once pupils have been referred, they are then moved onto the SEN Register to enable specialist support to be put in place. JB explained also about the involvement of Educational Psychologists in the process. AMcC provided additional information.

JB explained that there are currently 5 pupils with EHCPs in place (2 of which are funded).

JB explained that the number of PP pupils at the school remains relatively constant and usually varies between 15-17 pupils at any one time. NP asked about PP funding. JB provided an explanation. SP asked whether it is considered the number of those identified as PP is a true reflection. JB provided details about the letters that are sent to families requesting them to apply if their circumstances allow. Letters have also been given to all of the families starting in September.

Quality of Teaching and Learning

SP sought clarification about enrichment activities for PP pupils. JB explained that each PP child is allocated £50 per year towards the cost of enrichment activities available. SP highlighted that family financial circumstances are often subject to change. SP asked about parent contributions towards the cost of trips and visits. JB provided an explanation.

JB provided a brief update on the visit of Ruth Swailes to review Early Years provision at the school and highlighted the action points that Ruth had provided as part of the feedback. JB explained that the report following the visit was very positive. The action points will form part of the School Development Plan.

Outcomes

JB explained that staff are very pleased with outcomes for pupils this year.

JB highlighted that Writing at the end of KS1 stikk needs to be the focus.

JB explained that she has spoken with Headteachers of other schools in Sheffield and this appears to be a trend across the city. JB highlighted that Writing is included on the school's Development Plan.

AL sought further clarification about Writing. JB explained that the concerns are more about Spelling.

JB highlighted the number of EAL pupils with little or no English, joining the school mid-year is a factor.

HW asked IE whether there had been a change to the process of Board Members receiving an email reminder with the agenda and minutes of previous meeting attached. IE indicated he was not aware of any such arrangement and highlighted that the agenda and minutes were usually available on governor Hub ahead of the meeting for Governors to access. HW suggested there had been a change and she remembers that Board Members used to receive an email reminder to prompt them to read the agenda and minutes ahead of the meeting.

IE indicated he would check with the Learn Sheffield office to see if:
a: there had been a change and b: establish if an email reminder was something that was potentially offered.

IA suggested that, should this not be something that Learn Sheffield can offer, then maybe HW as Chairperson could send the reminder, along with attachments, to Governors ahead of the meetings.

Notwithstanding arrangements around receiving reminders, Members of the Board discussed the challenges in finding time to access and read documents prior to attending Board meetings. AL asked about the possibility of Governors being provided with hard

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copies of the agenda and previous minutes in readiness for meetings. JB indicated this is something she could look into.

Behaviours and Attitudes

JB highlighted that, in response to the request from Governors at the previous meeting, she has now included commentary to the data presented in the Report.

JB highlighted the figure for PA and explained about the improvement that has been made in this regard in the last 3 years since she joined the school. JB explained that she and staff are pleased with the improvements in attendance, whilst acknowledging that there is still more to do, and provided details about the move to reduce U code usage. SP asked about the attendance target for the school. JB explained the target is 96%.

JB indicated that behaviour remains very positive at the school and highlighted the low number of incidents reported on CPOMs. JB provided an explanation about the 'zero-tolerance' approach taken at the school towards behavioural matters, which serves to 'nip things in the bud'.

AL reiterated the points JB had made and shared her own experience of pupils' behaviour in schools she visits in a professional capacity. IA asked the Parent Governors present for their own perceptions of behaviour of pupils' behaviour at Broomhill. AL shared her own, positive personal experiences.

Personnel

EL asked whether it is unusual for the school not to have a waiting list for places. JB explained about the decline in NOR and highlighted this reflects a change in local demographics. JB explained about the efforts to promote the school to the local community, including the use of Instagram.

HW asked whether JB has had the chance to speak with John Bigley. JB indicated she had not, but has since done so.

NP highlighted the online, interactive map for catchment areas across school. EL reiterated this and explained about the pop-ups that appear when you click on certain sections of the map and highlighted potential errors.

JB indicated she would contact the LA to establish how this was set up.

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| <p>In terms of staffing, IA highlighted the actions from the last Resources Committee meeting.</p> <p>JB provided commentary to the information in section 4 of the Report and explained where staff are being utilized across the school. AL sought clarification about where in school Sarah works in the mornings. JB explained that Sarah teaches in the Hub.</p> <p>JB then provided commentary on the arrangements for Subject Leaders during the autumn term. JB explained specifically about Susan’s role and responsibilities in this regard as well as highlighting the Wellbeing Days for staff.</p> <p>JB provided an explanation about the planning and preparation time allocated to staff, including remission for Subject Leader responsibilities.</p> <p>JB highlighted that she has spoken with staff regarding meeting times and explained about how these will be managed moving forward. HW sought further clarification around meeting times. JB explained arrangements for staff meetings as well as management meetings.</p> <p>HW sought clarification about whether there are any clubs offered by the school that will no longer run. JB explained and highlighted all groups would continue to run. HW asked if the gratitude of Governors could be given to staff for their time in ensuring the clubs are successfully facilitated. JB indicated she would pass on the Governors’ thanks.</p> <p>HW highlighted the assembly yesterday morning to acknowledge the staff who are leaving the school. Members of the Board who were in attendance provided additional feedback on the special event. JB explained about the structure of the event and the involvement of pupils in terms of presenting gifts to the departing members of staff. AL highlighted how well behaved the pupils were during the assembly.</p> <p><u>Partnership Work</u></p> <p>JB provided commentary to the contents of the Report and highlighted the continuing work that is being undertaken with NGJS, NGIS and Broomhill Infant school. IA provided additional details about the deficit positions of each of the schools. JB explained about the Memorandum of Understanding which is due to be drawn</p> | <p>JB</p> |
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| | <p>up early in term 1 and highlighted the potential cost savings for each of the schools that could be achieved through the partnership (subscriptions etc.). NP asked whether there is the potential to make savings in respect of tree surgery at the school sites. IA explained that there are individual arrangements in place for each school through the LA.</p> <p>IA emphasized the importance of ensuring the Memorandum of Understanding is put in place.</p> <p>AL highlighted about the potential for the other schools to access the Forest School at Broomhill when availability allowed. JB explained that there would be a meeting on 7 October to further explore the partnership opportunities.</p> <p><u>Finance</u></p> <p>SP highlighted the positive feedback on the school finances from a representative of the LA. JB indicated that, whilst the feedback was positive nothing changes in terms of the school's deficit position.</p> | |
| 7 | <p>To approve the budget spending plan for the financial year 2025/26</p> <p>As above</p> | |
| 8 | <p>Confirm Arrangements for Safeguarding Audit</p> <p>JB indicated the Audit is partially completed and highlighted when the final version would be available for AL to sign off.</p> | |
| 9 | <p>Confirm / Appoint Reviewers for Headteacher's Performance Review</p> <p>IA confirmed the Review had taken place and a date agreed for the Review next year.</p> <p>HW highlighted that the Board will need to identify a Member of the Board to be involved in the Review next year as IA is leaving the Board.</p> | |
| 10 | <p>Plan Ahead – Meeting Dates for Next Academic Year</p> | |

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| | <p>It was acknowledged the dates have been set (as detailed in the Headteacher's Report).</p> | |
| 11 | <p>Plan / Agree Any Governing Board Self-evaluation Activities</p> <p>IA suggested that this activity be undertaken at the start of the new academic year.</p> <p>IA indicated he would send out the skills audit and provided an explanation about how this needed to be completed, including the identification of any development needs.</p> <p>JB highlighted the Safeguarding training that Governors are welcome to attend on 1 September has now been moved to the afternoon due to the availability of the trainer facilitating the session.</p> | |
| 12 | <p>Review of Governor training opportunities</p> <p>IA highlighted that JB regularly sends out information for Governors on the training activities available. IA emphasised the Safer Recruitment training that is available and the importance of at least some Members of the Board having completed. EL reiterated this point. NP indicated she would sign up to the Safer Recruiting training.</p> <p>IA highlighted the Introduction to Governors sessions that are available. AL explained that she is undertaking this training herself.</p> | NP |
| 13 | <p>Any other urgent business</p> <p>Governors discussed the car accident that had taken place on Beech Hill Road yesterday. JB explained that police were due to visit the school this afternoon to review CCTV footage as part of their investigation into the incident.</p> <p>IA highlighted the recent complaint received from a parent and explained that a final reply has been sent which should bring the matter to a close. IA acknowledged and thanked TW and CS for the work they had undertaken in terms of investigating the complaint.</p> <p>IA highlighted that tonight would be the final meeting for TW, EL, AJ and himself as they were each leaving the Board.</p> | |

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| | <p>JB thanked all Governors for the support they have given and continue to provide for the school.</p> <p>IA repeated his earlier offer to provided support for the school as an independent person once he has left the Governing Board.</p> | |
| 14 | Date and time of the next meeting: - Thursday 18 th December at 5:30pm in school. | |

The meeting closed at 7.05pm.

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Action Tracker

| Item | Action | Responsible | Date |
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