

## Broomhill Infant School

### Minutes of the Meeting of the Full Governing Body Held on

18<sup>th</sup> December 2025

<b>Present:</b>	Helen Whysall (Chairperson) Jane Barnes (Headteacher) Sally Penistone (Local Authority Governor) Anne Leroux (Parent Governor) Abigail Thorlby (Associate Member) Caroline Coates (Co-opted governor) Aisha McLean (Parent Governor) Charlotte Steenbrugge (Foundation Governor) Corey Clarke (Staff Governor)
<b>In attendance:</b>	Ian Elsom (Clerk to the Governors)

<b>1</b>	<b>Apologies for Absence</b>  Apologies were received and accepted from Nicola Pawley.  The meeting was quorate	<b>Action:</b>
<b>2</b>	<b>Declaration of Any Pecuniary Interests Relevant to the Agenda</b>  CC declared she works for the DfE.  AL declared she is self-employed as a French teacher and undertakes work at Broomhill Infants.	
<b>3</b>	<b>Appointment of chairperson and Vice-Chairperson</b>  <b>3.1</b> It was acknowledged that the Board had elected HW as Chairperson in July following the resignation of Imran Ahmed.  <b>3.2</b> It was acknowledged that SP accepts the role of Vice Chairperson	
<b>4</b>	<b>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</b>	

	<p>Resolved: That the minutes of the meeting held on 17 July 2025 be approved and signed.</p> <p>Matters arising</p> <p>Item 2: HW highlighted that AL is not actually employed by the school and works in a self-employed capacity.</p> <p>Item 3: It was confirmed that Duncan Lennox is not listed on the Constitution of the Broomhill Governing board.</p> <p>Item 4: It was acknowledged that SP has administration rights for the Broomhill page on Governor Hub and additional Members of the Board should be added.</p> <p>Item 5: SP confirmed that the review of administration support had been undertaken</p> <p>Item 6.1: it was confirmed that Headteacher’s Report and Agenda for this evening’s meeting had been uploaded to Governor Hub 8 days prior to enable Governors to access these. It was acknowledged that JB had also circulated the documents by email.</p> <p>Item 6.2: JB confirmed she had followed up the matter of the interactive map and established that Broomhill Infants does not appear.</p> <p>Item 6.3: JB confirmed she had passed on the gratitude of the Governors to members of staff facilitating the various school clubs.</p> <p>Item 12: JB indicated she was unsure if Nicola Pawley had signed up to the Safer Recruitment training.</p>	
5	<p><b>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</b></p> <p>JB highlighted that contact has been made with Learn Sheffield in respect of recruiting additional Co-opted Governors. Governors discussed the need for prospective Governors to have certain skills / knowledge (i.e. estates, finance etc.)</p> <p>HW sought clarification about the number of interested families JB has shown around school. JB provided an update in this regard.</p> <p>Governors discussed ways in which prospective families may find out about Broomhill infants.</p>	

	<p>HW suggested the potential for current parents be invited to open events at the school to speak with prospective families about the strengths of Broomhill Infants.</p>	
<b>6</b>	<p><b>Review the Range of Committees</b></p> <p>Governors discussed the current structure of Committees and agreed that this meets the needs of the Governing Board and the school.</p> <p>HW sought clarification from JB about how supported she feels with the current Committee arrangements. JB confirmed that the current arrangements are fit for purpose.</p> <p>AL highlighted that the following governors had links with Bases at the school:</p> <p>CS – Green Base  CC – Blue Base  AL – Yellow Base  AMcL – Red Base</p> <p>In terms of Links AL confirmed the following Governors:</p> <p>AL – Safeguarding  CS – SEND / PP  AMcL – Attendance</p> <p>HW sought confirmation from JB that she feels the current arrangements are appropriate and asked about how the meetings with Link Governors assist.</p> <p>JB explained about the meetings, which are largely about information sharing.</p> <p>JB sought clarification from AT about approaches to classroom observations at Nether Grenn Primary. AT indicated there had been no change in this regard.</p>	
<b>7</b>	<p><b>To Adopt or Confirm the NGA 2025 Code of Conduct</b></p> <p>JB had circulated hard copies of the Code of Conduct as part of the meeting pack. JB indicated she would upload this to Governor Hub for Governors to review before marking on Governor Hub that they had accessed and accepted this.</p>	

	<p><b>Action: Governors to access the Code of Conduct on Governor Hub and acknowledge their acceptance.</b></p>	<p><b>Govs</b></p>
<p><b>8</b></p>	<p><b>Committee Minutes and Reports from Governor Visits</b></p> <p><u>Resources Committee</u></p> <p>SP highlighted the fact that JB has been covering for the Caretaker who has been absent from work. SP explained the additional burden this has placed on JB alongside the other responsibilities she has managed.</p> <p>The recent Fire Safety Audit was discussed and it was acknowledged that this had resulted in several 3, 6 and 12-month recommendations (i.e. additional signage around school premises).</p> <p>JB explained that she has sent the Fire Risk Assessment to Jim Watkins, which outlines the need to replace all fire doors on the site. This is a cost which the school is unable to afford. JB highlighted that she is awaiting a response to this.</p> <p>SP highlighted that clarification has been sought about who has responsibility for certain aspects of fire safety at the school (i.e. school or LA). JB indicated that the situation is less than clear as a result of Broomhill being a Foundation School.</p> <p>SP highlighted that, as a result of this, Governors are effectively the ‘employers’ rather than the LA.</p> <p>JB explained that things are going well with Natalie, the new Office Manager. JB explained that Natalie has been looking at contracts, procurements and filing systems since she has been with the school. JB highlighted that Natalie appears to have slotted straight into the role which has been very beneficial. JB also highlighted that parents and staff appear to have taken to Natalie as well.</p> <p>SP explained that Natalie will be looking at the SIMs system and alternatives to find the best match for the school. SP highlighted the changes to the offer of extra-curricular clubs after school have benefited ASC.</p> <p><u>TLCC</u></p>	

	<p>AL explained that the Committee had looked at Phonics results across the Year groups as well as outcomes for EAL pupils.</p> <p>AL explained that the Committee had also looked at the improvements made in attendance rates.</p> <p>AL highlighted that the Committee had reviewed the results of the recent survey. JB added further context and explained that, based on the findings of the survey the school has added a 'You Said – We Did' section to the school newsletter.</p> <p>AL explained that having reviewed Learning Logs some changes have been proposed. JB explained that staff are approaching the completion of the Learning Logs in different ways and there will be move towards greater consistency in this regard. The first staff meeting back in the new year will focus on homework, learning logs and reading records and will form a new school policy and greater consistency.</p> <p>AL highlighted the reintroduction of Learning Walks for Governors.</p> <p>AL explained that the Committee had also looked at the Caretaking arrangements as well as the impact of recent CPD and staff development.</p>	
<p><b>9</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher's Report had been circulated ahead of the meeting. JB provided additional commentary to the contents and answered questions from Governors.</p> <p>AL sought clarification about which year the data included in the Report related to. JB explained the key data in the report is from the most recent data drop Autumn 2025</p> <p>HW highlighted that the Report was very detailed and thanked JB for producing this.</p> <p>HW asked Governors if they had all had an opportunity to review the Report ahead of the meeting and whether there were any questions relating to the contents.</p> <p>CS sought clarification about arrangements for pupils who were working towards Expected Standard/s. JB provided an explanation about extension tasks to stretch and challenge pupils.</p>	

	<p>JB provided specific examples of 2 pupils with SEN needs that had been unable to join their peers in the classroom for the core subjects last year but now have minimal support from the hub and now have strategies that enable them to cope with the faster pace of the busier classroom setting. This is a huge achievement.</p> <p>AMcL sought clarification about the numbers and percentages detailed in the Report. JB provided further clarification. AL sought clarification about whether JB considered the Age Related Expected Standards were set too high. JB explained that these are designed to be challenging.</p> <p>CC highlighted the excellent work undertaken by the school in terms of inclusion and highlighted the improvements made in respect of attendance. JB provided an explanation about the types of approaches that have led to improved attendance. JB also highlighted the recent high levels of sickness which will negatively impact overall attendance rates in more recent months.</p> <p>JB indicated that the DfE have acknowledged recent high sickness rates as a national issue.</p> <p>HW sought clarification about how staff at the school are dealing with the increased number of pupils with SEN needs. JB explained about the real pressures that are impacting staff currently and highlighted how incredible the staff have been in terms of rising to the challenge.</p> <p>JB provided details about the regular reviews that are used to monitor progress and highlighted that staff wellbeing is a concern.</p> <p>SP sought clarification about communication with parents in order to share good news stories about the work being undertaken by the school. JB explained that regular conversations take place with parents of pupils with specific needs. JB explained that before any decisions are made regarding changes to a pupil's support, this is always done after consulting with parents in the SEN review meetings. CoC provided additional context from the perspective of staff and explained further about the 2 pupils discussed earlier in the meeting who had been supported to reintegrate with the main classes. CoC highlighted how positively the 2 pupils had responded to this.</p> <p>CC highlighted Communication and Speech and Language and the links with Oracy.</p>	
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JB provided details about the number of pupils at the school with little or no spoken English. JB highlighted how well staff have responded to the challenges this brings. CC suggested that Broomhill could potentially be identified as an exemplar in providing such support.

HW sought clarification about how the gap between the outcomes for boys compared to girls had been identified. JB provided details about the tools used, including the identification of similar gaps between disadvantaged pupils and non-disadvantaged pupils. JB highlighted the importance of all members of staff being aware of the circumstances around each and every pupil.

JB provided an explanation about the new Ofsted approach with a focus on Inclusion. JB highlighted that Broomhill is in a good position, as Inclusion has always been central to the approaches taken. Governors discussed the historical nature of the gaps between boys and girls.

CC highlighted that the forest School provision is a very positive aspect of the Broomhill offer as this provides opportunities for pupils' individual interests and strengths to be identified. CC highlighted that all pupils have a different range of skills and qualities.

HW asked JB about how she is feeling in light of additional pressures recently. JB explained that the additional pressures are impacting on every member of staff at the school.

Governors thanked JB for her continued commitment to Broomhill through the current pressures.

AMcL sought clarification about how sustainable the current circumstances are. JB spoke about her hope for the future of the school and that she and the LA are discussing the long-term sustainability of the school and are exploring various options that cannot currently be discussed more widely.

In terms of staffing AL sought clarification about the reasons for recent departures. JB explained that this is largely due to natural attrition. JB explained about the feedback received following the recent Financial Review, which recommended restructuring still further. JB explained that this was not possible to replace staff due to operational / safeguarding requirements.

AL asked about the potential of recruiting an additional TA. JB indicated the finances do not allow for this currently.

CS sought clarification about whether the LA are aware of the current staff shortages at the school. JB confirmed this to be the case.

HW sought clarification about the amount of teaching cover JB is undertaking due to shortages. JB provided an explanation and highlighted that she is currently covering the caretaker and the cleaner in charge due to sickness. She is also covering dinner duties; which teachers are not expected to cover. JB has also taken on more of the operational side of school in addition to the strategic leadership. Should the need arise, JB is happy to cover teaching.

CS sought clarification about a potential collaboration with Nether Green Infant and Juniors in terms of staffing. JB explained about arrangements in regards to the DDSL (Sarah Hawley). SP asked if there have been any Safeguarding issues yet and if anything had arisen how this would have been dealt with. JB provided an explanation about how this would have been approached.

Governors highlighted that they are aware of some schools where Headteachers are being required to teach half of the week. JB explained about discussions that have taken place with Nether Green Infants and Juniors. JB explained that the schools have developed a Memorandum of Understanding between us towards a more collaborative approach to staffing and CPD.

SP highlighted the potential benefits of working with other schools in terms of staffing. AL sought clarification about where supply staff were being sourced. JB provided details.

JB explained about the pressures and challenges around obtaining appropriate staff cover. COC added that the school has used a number of individual supply staff that are known to the school.

HW asked JB if there was anything specific that she considered highlighting from the Report. JB indicated that the main areas of focus are currently: maintaining good levels of attendance, phonics and mobility (including a significant number that are newly arrived in the country). JB reiterated the excellent work that is done by staff at the school.

HW highlighted discussions that had taken place at the recent Committee meeting where it had been suggested there may be value in separating the data for EAL pupils into existing pupils and those new to the country.

	<p>JB explained that language is not the only challenge staff are facing. JB explained that there are also issues around basic requirements such as being able to dress themselves, toileting and teaching pupils to use cutlery at meal times.</p> <p>JB highlighted the impact of pupils arriving with the school, who after an intense period of support, then move area again and leave the school.</p> <p><u>School Budget</u></p> <p>The Budget Report had been shared ahead of the meeting. JB provided additional commentary to the contents.</p> <p>JB highlighted that, due to the work undertaken, the deficit position for the Budget had been reduced quite significantly. JB explained about discussions with the new Director for Belonging at the LA who has acknowledged the work done by the school in terms of attempts to address the deficit position. JB added that the Director has indicated that the LA will be supportive of the school moving forward and explained about some of the assurances that have been given.</p> <p>JB indicated that, following recent discussions with the LA, she considers that ‘doors are opening’ which have previously been shut. JB indicated she will be in a better position to provide further details about this by the time of the next FGB meeting in March.</p>	
<p><b>10</b></p>	<p><b>Safeguarding – Check Compliance with the updated 2025 KCSIE 2025 and Local Authority Safeguarding Audit</b></p> <p>JB confirmed that the annual Safeguarding Audit was completed in July.</p> <p>JB explained that the Audit process is becoming easier with time as this has become more streamlined.</p>	
<p><b>11</b></p>	<p><b>Receive Report on Pupil Premium and Sports Premium Grants in Previous School Year</b></p> <p>JB provided an explanation about the processes around the reporting of PP and Sports Premium expenditure. JB provided an explanation about how the funding is spent to support pupils at Broomhill Infants.</p>	

	<p>HW highlighted that PP numbers appear lower this academic year. HW asked JB if she had any ideas about how families could be encouraged to apply in order to maximise potential funding.</p> <p>JB provided an explanation about the methods that have been used to increase applications (i.e. letters to parents etc.). Governors discussed potential alternative methods of communicating with parents in relation to PP.</p> <p>JB provided an explanation about Sports Premium and highlighted that the Report is available on the school website.</p>	
<b>12</b>	<b>Review and Update Governing Board Skills Audit</b>	
<b>13</b>	<p><b>School Admissions 2027/28 – To Approve Admissions Number (PAN)</b></p> <p>AL highlighted the previous suggestion to reduce the PAN. JB explained that this had been linked to discussions between the school and the LA.</p> <p>SP sought clarification about whether there have been any identified patterns in terms of mobility. JB explained that the pattern is upward, with lots of new pupils arriving mid-way through the academic year.</p>	
<b>14</b>	<p><b>To Receive an Update on Staff’s Performance Management</b></p> <p>JB confirmed all reviews have now been completed.</p>	
<b>15</b>	<p><b>Confirm Policy Review Arrangements</b></p> <p>HW sought clarification about how the review of policies was going. JB suggested that the whole process will be made easier when Governor Hub is being used to its full potential.</p> <p>SP suggested that, following the Learn Sheffield training next term, a help sheet could be created to support Members of the Board. SP offered to assist in putting the help sheet together.</p>	

	<p>JB highlighted that it would make things easier if Governors each used their Broomhill School email addresses rather than their personal addresses. IE raised the fact that this had been discussed as a potential GRDPR matter in another school.</p> <p><b>Action: All Members of the Governing Board to ensure they use their Broomhill school email address for Board related business. With immediate effect.</b></p> <p>All those present committed to using their Broomhill School email addresses moving forward.</p>	<b>Govs</b>
<b>16</b>	<p><b>GDPR Update</b></p> <p>HW indicated that GDPR had been discussed at the last Resources Committee meeting.</p>	
<b>17</b>	<p><b>Set Governing board Objectives for the Year</b></p> <p>Governors agreed that the priorities should be:</p> <ul style="list-style-type: none"> <li>- Attendance</li> <li>- Writing</li> <li>- Oracy</li> </ul>	
<b>18</b>	<p><b>Review of Governor Training Opportunities</b></p> <p>HW highlighted the training that CS had recently accessed and spoke highly of.</p> <p>JB highlighted that it is important that Governors take advantage of the training opportunities afforded by the fact that the school pays for the annual subscription with Learn Sheffield.</p> <p>JB suggested that, following the Governor Hub training in the New Year, Governors may feel more confident in navigating the portal and accessing training opportunities afforded.</p> <p>JB handed to CoC to provide feedback on staff voice. CoC explained about how staff have reacted to losing the former deputy headteacher and the way this appears to have impacted members of staff. CoC explained that staff appear to have been affected emotionally as well as seeing an increase in their workload.</p> <p>CoC explained that there have been some concerns among staff regarding a potential reduction in the PAN. JB clarified that any</p>	

	<p>proposed reduction in the PAN would have been linked to the creation of an Integrated Resource at the school.</p> <p>HW acknowledged the fight that had been put up by staff in order to prevent losing the former deputy headteacher.</p> <p>SP suggested the circumstances may have been easier for staff to accept had it been Jo's decision to leave the school.</p> <p>JB highlighted the impact of Jo leaving has had on her personally as well as acknowledging the impact to the staff team.</p> <p>HW highlighted that the decision around Jo leaving the school had unfortunately been unavoidable but this does not change the fact that members of staff are finding it difficult to accept and to move on.</p> <p>HW highlighted the difficult position that JB was placed in with regard to the impact of Jo's position at the school. SP highlighted that this had been a financial necessity.</p> <p>CS asked if it was considered that there is anything that Governors can do to help how staff are feeling. CoC indicated he believed it would just take a matter of time for staff to come to terms with the loss of the deputy headteacher.</p> <p>JB highlighted that Jo fully understood the situation and has moved on herself and is happy in her new job.</p> <p>JB clarified that losing Jo was as a result of a restructure of senior leadership, not of teachers.</p> <p>SP asked CoC how he was finding the role of Staff Governor. CoC explained that he was enjoying the role and highlighted that he is attempting to strike the right balance.</p>	
<b>19</b>	<p><b>Any other urgent business</b></p> <p>CC, AL and AMcL indicated they would not be able to attend the next FGB meeting due to prior commitments.</p>	
<b>20</b>	<p><b>Date and time of the next meeting: -</b></p> <p>Tuesday 17<sup>th</sup> March at 5:30pm in school (preceded by Learn Sheffield training on Governor Hub from 5.00pm)</p>	

**The meeting closed at 7.05pm.**

