

## Broomhill Infant School

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

**19<sup>th</sup> December 2023**

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| <b>Present:</b> | <p>Imran Ahmed (Chair)<br/> Jane Barnes (Head Teacher)<br/> Fiona Kirby (Staff governor)<br/> Toby Wilson (Co-opted governor)<br/> Helen Whysall (Foundation governor)<br/> Jo Jones (Deputy Headteacher)<br/> Duncan Lennox (Co-opted governor)<br/> Sally Penistone (Co-opted governor)<br/> Abigail Thorlby (Associate Member)<br/> Anne Leroux (New Parent Governor)<br/> Amina Jama (New Parent Governor)<br/> Caroline Coates (New Co-opted governor)</p> <p>Ian Elsom (Clerk to the Governors)</p> |
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The meeting opened at 5:30pm

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| <b>1</b> | <p><b>Apologies for Absence</b><br/> Apologies were received and accepted from Esme Lawy, Abdool Gooljar and Charlotte Steenbrugge.</p>  | <b>Action:</b> |
| <b>2</b> | <p><b>Declaration of Any Pecuniary Interests Relevant to the Agenda</b></p> <p>IA asked if, other than TW's previously declared pecuniary interest as the Data Protection Officer for the Sheaf Trust, were there any other interests to note.</p> <p>AL declared that she runs a French club at the school as part of her business.</p>   |                |
| <b>3</b> | <p><b>Appointment of Chair and Vice Chair</b></p> <p>In the absence of any other volunteers, it was proposed that Imran Ahmed retain the position as Chairperson of the Board. All those present approved the proposal.</p> <p>In the absence of any other volunteers, it was proposed that Helen Whysall assume the position as Vice Chairperson of the Board. All those present approved the proposal.</p> |                |
| <b>4</b> | <p><b>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</b></p>   |                |

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|          | <p>Resolved: The minutes from the previous meeting of 11<sup>th</sup> July were confirmed as a true and accurate record of the meeting.</p> <p>There were no matters arising.</p>  |                                    |
| <b>5</b> | <p><b>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</b></p> <p><u>5.1</u><br/>Those in attendance agreed that the Constitution in its current form is appropriate for the needs of the Board.</p> <p><u>5.2</u><br/>IA welcomed the 2 new Parent Governors (Anne Leroux and Amina Jama) along with the new Co-opted Governor (Caroline Coates). IA asked each of the new Members to introduce themselves and provide a brief explanation of their professional roles to those present. The Members of the Board of Governors present ratified the appointment of the new Governors.</p> <p><u>5.3</u><br/>IA indicated that all vacancies and roles are now filled and the diversity of the Board is well balanced. All in attendance agreed.</p> <p>In terms of succession planning, IA suggested that Members of the Board shadow him during the coming months in order to familiarize themselves with the role of Chairperson.</p> <p>TW to ensure new Members of the Board are set up with Governor Hub accounts.</p> <p>IE requested full names of new Members of the Board to enable him to update Learn Sheffield.</p> | <p>Govs</p> <p>TW</p> <p>Clerk</p> |
| <b>6</b> | <p><b>Review the Range of Committees in place</b></p> <p>IA outlined the range of Committees currently in place and the Members of the Board allocated to each along with those responsible for chairing each Committee:</p> <p><u>Resources:</u> AJ.<br/><u>Teaching &amp; Learning:</u> CC and AL (PM to continue as Chair of Committee).<br/><i>For the benefit of the new Governors JB highlighted that the T&amp;L Committee meetings take place during the morning to enable classes to be observed.</i></p>   |                                    |
| <b>7</b> | <p><b>Committee Minutes</b></p> <p>Not covered during the meeting.</p>   |                                    |

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### Headteacher's Report

JB circulated hard copies of the HT's Report to those present and provided commentary on the contents.

JB provided details of pupils on roll as 113 and explained the number of pupils across the various Bases at Broomhill. JB indicated that this number continues to be very transient due to the nature of the catchment area. JB explained that Ofsted inspectors had specifically asked for the numbers of transient pupils during the recent visit.

#### Attendance

JB explained the importance of confidentiality for the benefit of new Governors.

JB explained the information contained in the Report, starting with the position in July 2022 (attendance 92.6% with PA at 27.4%). JB then explained the comparable figures for July 2023 (attendance 93.8% with PA at 24.4%). JB explained that the school had worked hard to meet the targets for improvement set by the LA. JB indicated that Ofsted had mentioned the improvements during the recent inspection. JB then outlined the new targets for 2023/24.

HW sought clarification around numbers. JB provided further information and context.

SP sought clarification around arrangements for marking of registers. JB provided further details and explained that the cut off for positive marks is 15 minutes from school start with a U mark being used where pupils arrive over 30 minutes late. IA sought clarification about whether the policy employed by the school was city wide. JB indicated it was.

JB explained about the impact on overall attendance as a result of parents keeping children off school on Forest School days. JB explained that parents have been invited into school to view the provision for themselves to address any concerns they may have. AL highlighted that the Forest School provision was the reason she had chosen Broomhill for her child. JB provided information about 1 pupil who was not attending on Forest School days. The pupil's parents had stated that the child's joints were swollen after she had attended forest School and that she didn't like Forest School as a result. JB explained that she had spoken with the pupil and the child had actually indicated that she liked Forest School. Following the discussion with the child, JB had spoken with the parents to update them, which appeared to have addressed their concerns.

JB explained that the video created to showcase the forest School provision had arrived today and this will be uploaded to the school website.

CC highlighted that there is a national focus on attendance. JB reiterated this and highlighted that this relates to a decline in attendance in schools since the Covid pandemic. AL highlighted discussions regarding attendance on the

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| <p>Broomhill parents' WhatsApp regarding parents not knowing where to purchase Forest School gear. AL asked whether it is possible for the school to put information out for parents in this regard. JB indicated this can be arranged.</p>   | <p>JB</p> |
| <p><a href="#">AL sought clarification about the impact of term time leave on overall attendance rates.</a> JB indicated she would be able to provide an update around this.</p>  | <p>JB</p> |
| <p>JB explained about the impact that extended absence from school has on pupils and highlighted that this negatively affects their mental health and self esteem as well as placing them under pressure as a result of having to catch up in terms of progress.</p>  |           |
| <p><a href="#">AL sought clarification about attendance for PP.</a> JB explained that there is not really a gap between PP and non-PP.</p>  |           |
| <p>JB provided information relating to Inclusion and explained that the number of pupils with EHCPs, whilst not high, has increased from 2 to 3. JB explained that the 3<sup>rd</sup> pupil with an EHCP is currently not engaging with school and could possibly lead to legal action being taken against the parents.</p>   |           |
| <p><u>SEN</u></p>   |           |
| <p>JB provided an explanation around the numbers on the SEND Register and those on the Monitor List across each of the Bases within school.</p>   |           |
| <p><u>Feedback from Ofsted</u></p>  |           |
| <p>JB highlighted that the school had not been inspected for 12 years prior to the recent inspection. JB explained that the report was overwhelmingly positive with lots to celebrate. JB explained that the school had already identified the Areas for Improvement and these were included as priorities in the School Improvement Plan.</p>  |           |
| <p>Ofsted had highlighted that:</p>   |           |
| <p>Some pupils do not attend school often enough. They miss out on important learning, which hinders their achievement. Leaders should ensure that they continue to work with parents and carers so that they understand the importance of school attendance and the impact this has on pupils' learning.</p>   |           |
| <p>Pupils' work, across subjects, contains errors in basic skills, including in handwriting, punctuation and spelling. These are not consistently addressed by staff. Pupils repeat the same mistakes over time, which hinders them from achieving as well as they should. The school needs to make sure that all staff consistently identify and promptly address pupils' errors and misconceptions.</p> |           |
| <p>In a small number of subjects, curriculum plans have not been fully embedded. As a result, some pupils do not remember the important knowledge as well as they could in those subjects. The school should continue</p>   |           |

its work to embed the curriculum so that the impact is seen in all pupils reaching the highest standards of which they are capable

SP asked whether these areas would feed into the school action plan. JB indicated they would.

JB explained that Deep Dives were undertaken in: Early Reading and Phonics, Mathematics, Science and Computing (hard copies of the written reports were circulated).

The lead inspector also scrutinised the Early Years provision and JB presented the summaries from the subject leaders involved.

#### The Hub

SEND provision was praised by Ofsted and highlighted that pupils with SEND are supported well. Where necessary, the curriculum is carefully adapted to ensure these pupils' needs are met, such as through expert support of an adult or additional resource. The school works closely with parents and a range of outside agencies to provide effective support for pupils with SEND. The school has established a 'hub' to serve the needs of some pupils with SEND. These pupils are assigned bespoke plans. Parents are closely involved in the planning. The hub is a place where pupils can learn how to manage their feelings and regulate their own behaviour

#### Multi-Disciplined Approach: Learning Support – Outside Agencies

JB outlined that Fusion have been in to assess three children in the Autumn term. Jill Bush is coming in on Monday 11th to work with a child in trauma. The Autism Team have given school lots of support, especially with EHC Plan child. The Educational Psychologist has done some staff training on emotional coaching, has been in to see a couple of children and is doing a follow up session about emotional coaching with staff in January.

JB explained that Inspectors had spoken with pupils and parents and their comments had backed up that things are positive.

In terms of serious behavioural issues JB highlighted there have been none during the Autumn term, JB highlighted that some parents contact school to say that their child has been bullied. JB explained about the conversations that take place to address parents' concerns and explain about children's perceptions around bullying.

#### School Improvement Plan

JB explained about the process of meeting with Subject Leads to review the priorities. JB highlighted that Ofsted had agreed with the priorities identified. IA sought clarification about the comment relating to computing contained in the report. JB explained that this sits under priority 5. JB explained that when Ofsted inspectors sat with children to speak about computing, all the children wanted to speak about was online safety. This had led to the inspectors saying that some of the curriculum was not embedded.

**Priority 1 - Early Reading**

JB highlighted that the school had a deep dive in Early Reading and Phonics and that Reading was praised in the Ofsted report: Reading is a very high priority in the school. The school's chosen scheme for the teaching of phonics is taught by well trained teachers. Pupils are enthusiastic about reading, reporting that they love to read. They read aloud from books that are well matched to the sounds that they know. Assessment is used well to quickly identify any gaps in pupils' knowledge. Highly focused and bespoke interventions are put in place to address those gaps. This ensures that pupils keep up with their learning in reading

**Priority 2 - Phonics**

JB highlighted that Phonics was praised by Ofsted (see above).

**Priority 3 - Maths**

JB explained that the Ofsted Inspectors conducted a deep dive in Maths and guided Governors to Helen's report.

**Priority 4 - Writing**

JB explained that the Ofsted Inspection has identified an Area for Improvement (AFI) in transcription; that of handwriting, spelling and punctuation. JB explained this is an area that school was addressing at the time of the inspection and was in the School Improvement Plan (SIP) for 2023 / 2024.

JB explained that the pupils had struggled to understand when the inspectors asked 'what did you learn yesterday'. JB explained that in future the school are going to coach pupils in terms of retention and recall. SP highlighted that this is a good way to start sessions anyway. HW indicated that it was good that JB had fed back to the inspectors that they need to consider the way in which questions are framed to ensure pupils understand what is being asked of them.

**Priority 5 – Wider Curriculum**

JB explained the Ofsted Inspection has identified an Area for Improvement (AFI) in the wider curriculum; that of fully embedding the curriculum so that pupils remember more. Again this is an area that school was addressing at the time of the inspection and was in the School Improvement Plan (SIP) for 2023 / 2024.

**Priority 6 – Attendance and Persistent Absence**

JB explained that the Ofsted Inspection has identified an Area for Improvement (AFI) within attendance; that of working with parents and carers to improve attendance and decrease persistent absence. JB highlighted that again, this is an area that school was addressing at the time of the inspection and was in the School Improvement Plan (SIP) for 2023 / 2024. The SEF was an accurate reflection of where the school was at the time of inspection

## Curriculum

JB provided further explanation of the data presented in the report and highlighted the process of identifying needs of pupils per year group.

TW sought clarification about the information contained in the report relating to OL (2.5%) and SW (2.5%). JB explained this related to 2 pupils and the abbreviations were their names.

AL sought clarification about the headings on the tables. JB explained: WT – Working towards / ARE – Age Related / GD – Greater Depth.

## Staffing

JB provided further explanation of the information presented in the report and highlighted that Vicky is leaving the school to take up a position as Deputy of an alternative provision provider (Forest School). JB explained that Seraphina Ball will move from PT to FT and will assume responsibility for the Forest School at Broomhill.

JB explained that some of the school curriculum is taught through assemblies and this had led to Forest School being moved from Monday to Tuesday. HW sought clarification about a 2<sup>nd</sup> trained member of staff for Forest School. JB explained that a member of staff has been approached to gauge their interest.

AL sought clarification about the sports club dates. JB explained that these are facilitated by Arches and they determine the days. AL highlighted that it is a shame the clubs only run for a period of 4/5 weeks.

## Partnership Work

JB explained that she attends all of the Locality F meetings and highlighted that attendance continues to be discussed at length at the meetings. JB highlighted the report on attendance that has been compiled by Learn Sheffield and indicated that it makes for sobering reading.

JB requested that Governors access the report through the link provided.

<https://www.publicfirst.co.uk/wp-content/uploads/2023/09/ATTENDANCE-REPORT-V02.pdf>

## Finance

Hard copies of the school budget had been circulated to those present. JB highlighted the school remains in a healthy position financially.

## Environment

JB explained that there has been an investigation into various cashless payment systems with the Resources Committee but have decided to go with Parent Pay and this will be set up after Christmas.

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|    | <p>HW asked whether this would be the methods for parents to pay for lunches and trips etc. JB indicated this was the case. DL sought clarification about the costs associated with Parent Pay. JB explained that there are setup costs to be found. JB added that there are costs associated with each transaction and that these costs are to be passed onto parents. IA sought further clarification about the charges. JB provided details.</p> <p>SP sought clarification about paperless communications to parents. JB explained that attempts are being made to send more information out electronically, however sometimes there is an urgency to sending information out and therefore it is better to send hard copies. AL highlighted that letters are not always reaching home or arriving in a very poor condition as a result of being transported home in pupils' bags. AL asked whether it would be possible to send the information both in hard copy and electronically. IA highlighted his own experience with another setting where information is available via a portal and email but a text message is received to alert parents to the information.</p> |              |
| 9  | <p><b>To Adopt or Confirm the Updated NGA 2023 Governing Body Code of Conduct.</b></p> <p>Resolved: It was confirmed that this has already been confirmed.</p>  |              |
| 10 | <p><b>To Confirm Governors Awareness of the 2023 Update to KCSIE</b></p> <p>IA indicated that this had been confirmed in respect of all the existing Members of the Board prior to the Ofsted inspection. IA requested that the 3 new Members of the Board to access and confirm via Governor Hub.</p> <p>JB indicated the inspectors had asked a member of staff at the school about the update to KCSIE and that the member of staff had been able to answer with confidence. AL suggested it was a little much to expect staff to be able to recite on the spot. JB highlighted that school staff were clear about the update as they had received the necessary training.</p>   | CC / AL / AJ |
| 11 | <p><b>Receive Report on Spend of Pupil Premium and Sports Premium Grants in previous school year</b></p> <p>IA confirmed that this had been received during the summer and had been checked by Charlotte Steenbrugge (PP Governor)</p>  |              |
| 12 | <p><b>Review and Update Governing Board/Trust Skills Audit</b></p> <p>IA highlighted the range of training and development available for the benefit of the new Members of the Board. IA indicated that the 'Intro into being a Governor and Safeguarding sessions were the ones with the most immediate importance. IA sought clarification about which members of the Board have completed the Safer Recruiting training. 5 Members of the Board indicated they had completed the training. It was agreed that the remaining members of the Board would access the training (JB to send through the relevant information on how to access)</p>  | Govs / JB    |



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| 13 | <p><b>Annual Report on Safeguarding</b></p> <p>It was confirmed that this has been completed by JB and EL during the summer. JB indicated that actions had been set as part of the process. JB added that Ofsted had looked at this during the recent inspection.</p> <p>IA suggested that an additional member of the Board join JB and EL to gain an understanding of the process. AL volunteered to undertake this role.</p>  |  |
| 14 | <p><b>School Admissions 2025/26 – to approve the Admission Number (PAN)*</b></p> <p>JB confirmed that the PAN remains at 120 with no changes to the school’s admissions policy.</p>  |  |
| 15 | <p><b>Confirm arrangements for the Headteacher’s Performance Management</b></p> <p>IA confirmed that he and HW are to remain involved. IA indicated that he is happy for any other Member of the Board to have involvement.</p> <p>JB provided an explanation about the process and timings of the review in terms of cascading information to subject leads. HW sought clarification about the date of the review and mid-term review. JB confirmed the dates as:</p> <p>Mid-term review: 20 February 2024</p> <p>Review: 12 July 2024</p> <p>SP suggested that JB not place too much pressure on herself through the summer following the outcome of the review. JB thanked SP and highlighted that the School Improvement Partner had suggested the same.</p> |  |
| 16 | <p><b>Review Staff Appraisal arrangements</b></p> <p>Resolved: IA and JB confirmed that the structure is in place.</p>   |  |
| 17 | <p><b>GDPR Update</b></p> <p>IA passed to TW to provide an update. TW explained that both ICO and DfE are strongly advising 2 factor identification is in place for school networks. TW highlighted that a ransomware attack on a Trust had led to the recommendation. TW explained about the fact that schools would not have an excuse if they suffered a similar attack if the 2 factor identification arrangements were not in place. <a href="#">SP asked if Broomhill have the arrangement in place.</a> JB confirmed this was the case. TW sought clarification about the system in place. JB indicated this was Authenticator. TW emphasized the importance of having in place.</p>  |  |

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| 18 | <p><b>Set Governing Board Objectives for the Year</b></p> <p>IA outlined the objectives that have been set and review by the ?? Committee.</p> <p>SP sought clarification about whether the SIP has been costed. JB indicated that it was not explicitly costed however this was discussed at budget review meetings. JB added that this was included on the PP and Sports Premium reports.</p>   |      |
| 19 | <p><b>Review Governor Training Opportunities</b></p> <p>Governors had previously been encouraged to access development sessions dependent upon their knowledge gaps. JB highlighted that the training is part of the package that the school buys into with Learn Sheffield.</p> <p>IA reiterated the point he raised earlier regarding succession planning and the suggestion for Governor/s to shadow him as Chairperson.</p> <p>HW sought clarification about the thoughts of Ofsted on the structure of the Governing Board. IA indicated he had spoken with inspectors at the time of the visit and they had said they were happy with the structure.</p>  | Govs |
| 20 | <p><b>Any other Urgent Business</b></p> <p>AL highlighted issues with the app the school is using to communicate with parents (Teacher2Parents). JB indicated that the school would be losing this with the move across to Parent Pay.</p> <p>TW highlighted that at Nether Green primary school, written correspondence to parents is always available as a PDF via the school website. JB sought clarification about whether this was the case for Broomhill. AL indicated not. JB indicated she would make the necessary arrangement to make sure similar arrangements are put in place for the school.</p> <p>JB highlighted that if there are issues being discuss via WhatsApp, then these need to be brought to her attention so she is aware and is then better placed to address. TW raised with Governors, that as Members of the Board they need to be clear in the message to parents that WhatsApp (and similar) are not formal form of communication by the school and as such are not authorized.</p> <p>CC sought clarification about email addresses for Governors. TW explained that best practice is seen as Governors having school email addresses to use for correspondence relating to their role on the Board. TW outlined the potential risks associated with using personal email addresses (i.e. in the case of an Information Request and information sitting outside of the school systems). IA highlighted that Members of the Board are also encouraged to use the communication tools via Governor Hub.</p> | JB   |
| 21 | <p><b>Date and time of the next meeting: -</b><br/>Tuesday 26<sup>th</sup> March at 5:30pm in school.</p>   |      |

The meeting closed at 7.15pm.