

Broomhill Infant School

Minutes of the Meeting of the Full Governing Body Held on

25th March 2025

Present:	Imran Ahmed (Chairperson) - IA Jane Barnes (Head Teacher) - JB Sally Penistone - SP Fiona Kirby (Staff Governor) - FK Helen Whysall (Acting Chairperson) - HW Toby Wilson (Co-opted Governor) - TW Abigail Thorlby (Associate Member) – AT Caroline Coates (Co-opted governor) - CC Nicola Pawley (New Governor) - NP Aisha McLean (New Governor) - AMcL
In attendance:	Esme Lawy - EL Charlotte Steenbrugge (online) - CS Ian Elsom (Clerk to the Governors) - IE

	IA opened the meeting and explained that he would be leaving the meeting part way through and handing over responsibility to HW to Chair the remainder of the meeting.	
1	Apologies for Absence Apologies were received and accepted from Amina Jama and Anne Leroux.	Action:
2	Declaration of Any Pecuniary Interests Relevant to the Agenda TW declared pecuniary interest as the Data Protection Officer for the Sheaf Trust. CC declared that she works for DfE and therefore if matters relating to potential Academisation are raised during meetings, this may pose a pecuniary interest.	
3	Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.	

	<p>Resolved: That the minutes of the meeting held on 12 December 2024 be approved and signed.</p> <p>Item 5 (i): Advertise for Parent governors, including key skills of applicants, and providing meeting schedule.</p> <p><u>Resolved:</u> advertisement had been circulated.</p> <p>Item 5 (ii):</p> <p><u>Resolved:</u> It was highlighted that there was an error in the minutes and EL is not to leave the Governing Board. IE to inform Learn Sheffield</p> <p>Item 8 (i): Ask Council about ownership of Caretaker's House and responsibility for maintenance costs</p> <p><u>Resolved:</u> JB has contacted the Council for advice regarding ownership. There remains ambiguity and the issue will be picked up in the next Resources Committee meeting before further details being brought to FGB meeting.</p> <p>CC sought clarification about whether the school has been liable for Council Tax in respect of the Caretaker's house. JB indicated this was the case. Governors noted this constituted a potential conflict of interest in terms of the 'ownership' of the property.</p> <p>Item 8 (iv): Ask Voluntary Action about organisations that may be interested in House.</p> <p>Resolved: JB indicated there had been no interest from any organization, with the current condition of the building being a potential barrier.</p>	
4	<p>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</p> <p>4.1 The Governing Board voted unanimously to accept AMcL and NP onto the Board.</p> <p>It was agreed that IE would request that both of the new Governors were set up on Governor Hub.</p> <p>4.2</p>	

	<p>IA asked if any Member of the Board would be willing to act as Chairperson for the Teaching and Learning Committee. CS volunteered to assume the role, with EL volunteering to act as back-up in the absence of CS.</p> <p>4.3</p> <p>It was agreed that there is currently diversity across the Governing Board. IA highlighted that once he and TW leave the Board, there would be no male Governors remaining on the Board.</p>	
5	<p>Committee Minutes</p> <p>For the benefit of the new Governors, SP gave a brief explanation about the topics covered during the Resources Committee meetings.</p> <p>SP explained that the school budget is currently in a deficit position as will be discussed during this evening's meeting.</p> <p>EL provided an explanation about the topics covered in the TLC meetings. EL explained about the number of SEN pupils at Broomhill and the pressures this creates for staff. EL outlined the strategies employed within school to provide support for SEN pupils. EL provided details about attendance rates discussed during the Committee meetings. JB provided additional information and explained that the current target for the school is 94% and the target nationally is 96%. JB explained that the LA visit the school every 6 weeks to review attendance.</p> <p>EL explained that during the last TLC meeting discussions had taken place around wrap-around care. EL also highlighted that the School Council had covered the issue of road safety. EL explained that Broomhill will possibly get a school road.</p> <p>EL outlined discussions that took place during the meeting about the plans in place for learning walks within school. EL also explained that discussions had taken place about enrichment (trips etc) as well as creative methods of funding these.</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>JB gave an explanation about the number of pupils at the school impacted by mobility. JB also gave an explanation around the data presented in the Report in respect of behaviour. JB highlighted the decrease in PA rates.</p> <p>NP sought clarification about what constitutes PA. JB provided an explanation. JB continued by outlining the approaches taken to address poor attendance (including letters to parents and home visits). JB explained about the number of children currently missing from education and provided additional context against national averages. AM sought further clarification about comparative figures. JB provided an explanation.</p> <p>JB provided information about current behaviour figures compared to those from earlier in the year and highlighted that incidents have reduced. TW sought clarification around numbers and percentages. JB provided an explanation. TW suggested there were potentially better ways to present the data to make this easier to interrogate. JB indicated she will explore methods of presenting the data.</p> <p>ES sought clarification about the information that is entered onto CPOMs. JB provided an explanation. ES asked specifically about physical incidents. JB explained that any incidents that involves physical contact is recorded as behaviour, with the exception of accidents, which are entered under the heading 'accident'. JB explained that the entries are logged under the name of the perpetrator, not the victim. JB provided additional information about the term 'bullying' and explained about the care that is taken around pupils' understanding of the term. JB explained that Ofsted have highlighted that children are not fully aware of what constitutes bullying. HW highlighted the difficulty in reading the data and suggested a synopsis of this would provide a better method of understanding. CS sought clarification about whether patterns of behaviour are tracked / monitored. JB provided an explanation, which CC reiterated.</p> <p>In terms of the information contained in section 3 of the Report, JB provided an explanation, including further details about the acronyms used. SP sought clarification about the numbers presented. JB explained further. JB explained further about how the data is presented and highlighted that writing in Year 1 is an area that requires further development. Linked to writing, JB explained about the relatively high number of pupils at the school who are EAL and outlined the training that is taking place with staff to enable them to support these pupils. FK asked JB how she considered this was going. JB indicated she considered this was going well. FK provided suggestions about how staff could provide additional support, including stretch and challenge activities. JB suggested that it was important not to ask</p>	<p>JB</p>
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	<p>children to complete more of what they struggle with. FK highlighted the potential to build creativity into the curriculum. JB provided a response and highlighted the DfE focus at KS1 and outlined how the emphasis is currently on getting the basics right. CC reiterated the points made by JB and highlighted the importance of transcription to provide a foundation for writing. AM sought clarification about whether the assessment results can be broken down into component parts to aid an understanding of the areas pupils are struggling with. JB explained about teacher assessments and how the results of these are used to inform discussions with parents about progress being made. FK reiterated the points and provided additional information.</p> <p>With regards to the Early Years Unit, JB explained about the time that staff used to use to assess pupils that is now used to focus on oracy / communication and language. JB explained further about the impact of high mobility and the number of pupils within school who are EAL. JB highlighted that the issue of development in writing is a national issue. AT and CC reiterated these points.</p> <p>IA left the meeting and handed to HW to act as Chairperson the remainder of the meeting.</p> <p>In terms of the data contained within the HT's Report, TW sought clarification about the figures for SEN / non-SEN pupils. JB acknowledged there was an error in the data tables in this regard. SP sought further clarification around the figures presented. JB provided an explanation.</p> <p>EL asked about the number of eligible families not claiming free school meals and the impact on PP numbers. JB provided an explanation and outlined that there are a number of eligible families currently not taking advantage of the support available due to not wanting to receive 'charity'. Also, at the infant school, all children are free school meals and therefore the parents may not see the relevance. AT highlighted the relatively low number of PP pupils at Broomhill compared to Nether Green.</p> <p>In terms of school finances, JB provided an explanation about the arrangements for tea-time club provision. HW sought clarification around responses from parents regarding the proposed options. JB explained that the feedback had resulted in specific arrangements being put in place for the children of 2 families. TW sought further clarification about the reasons for these arrangements. JB provided additional explanation. HW sought clarification about the wording of the letter. JB provided an explanation.</p>	
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	<p>HW requested that JB pass on the thanks for the Governing Board in terms of ensuring the wrap-around care clubs were facilitated for the benefit of families. EL highlighted that she is aware that parents feel very positive about the fact that the clubs are staffed by regular members of school staff. JB provided an explanation about the benefits of utilizing staff rather than bringing in 'other' people to cover the clubs.</p> <p>JB explained that the recent SFVS needs to be approved by the governing body. JB explained that she has been through the document with IA, and SP. HW sought clarification about whether it was required to be approved by the whole Governing Board. JB provided further information, including the bullet points that have been fed back to the LA.</p> <p>HW sought further clarification about the approval process. IE indicated he believed that it was usual for the SFVS to be approved by the Resources Committee (or equivalent) and merely presented to the FGB for note. JB highlighted an email from Matt Peers and asked Governors to familiarize themselves with the content following the meeting.</p> <p>In terms of partnership working, JB provided information about the S10 Headteachers meetings she now attends.</p> <p>JB sought clarification about when the Headteacher cover arrangements would be discussed. It was agreed that SP and IA would review arrangements. It was noted that the next resources meeting is scheduled for 15 May and it was considered that this would need to be brought forward in order to review cover arrangements. JB provided details about the discussions that have taken place to date to look at cover arrangements. TW sought clarification about the length of time JB anticipated she would be away from work following her planned operation. JB explained that she has been informed that the usual time is between 6 to 8 weeks. JB explained further that she has signed up for a post-operative research program which should reduce the length of time she is off work after the operations. TW suggested that the Governing Board need to have plans in place to allow for the worst-case scenario. Governors agreed this would be prudent. Governors had a discussion about where the 6-to-8-week recuperation period would fall and it was noted that JB would probably be back at work before the end of the school year.</p>	
7	<p>Review School Improvement Plan and School Effectiveness Plan</p> <p>It was noted that these were not due for consideration at this point of the year.</p>	

8	<p>To approve the budget spending plan for the financial year 2025/26</p> <p>The budget report had been circulated to Governors ahead of the meeting. JB provided additional commentary.</p> <p>JB explained about income and expenditure and highlighted the current deficit position. HW sought clarification about the reasons behind the deficit position. JB provided additional information and explanation about changes to income this year.</p> <p>JB explained that she has been in contact with Stephen Betts and he is currently looking into the LA position re: Infant Class Size Funding. JB highlighted that the school is essentially faced with £50,000 less due to not receiving this funding, this academic year.</p> <p>HW sought clarification about whether TW had made a FOI request to establish the scale of the financial issues at Sheffield Council. TW indicated this had not been possible.</p> <p>SP sought clarification about whether it was for the Governing board to authorize the 2025/26 forecast. HW asked what it was that Governors were being asked to approve. SP and JB provided an explanation.</p> <p>FK sought clarification about the 3-year forecast and asked whether this included proposed plans for re-structuring. JB indicated the figures did not take into account any potential re-structure. JB explained that the forecast was based on worst-case scenario. AT highlighted that most schools are finding themselves in a similar financial position. JB outlined further financial hits that are anticipated to impact school budgets next year. SP sought clarification about the formula used to work out income. JB provided an explanation about the changes in this regard.</p> <p>FK sought clarification about whether the school has been liable for council tax for the former caretaker's house. JB and SP provided further explanation. FK highlighted the unfairness around the ownership of the property. SP and JB explained about the likelihood of the property being sold. CC made a suggestion about the potential use of the property rather than selling (i.e centre of excellence). NP highlighted the unfairness of a lack of SEN funding received by the school, despite the support being expected to be put in place.</p> <p>JB explained about the approaches taken to date to find new tenants for the former caretaker's house (including approaching both universities to establish potential interest). EL asked whether it is worthwhile attempting to raise the money to make much needed repairs to the property if the council are going to take ownership</p>	
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	<p>eventually. EL asked about the potential of the school to sub-let the property. SP suggested the council will probably have some form of policy which would prevent this.</p> <p>In terms of school finances, JB highlighted the historical issues there have been at Broomhill and suggested the school may not provide an attractive proposition for any Trust seeking to take on the school. JB highlighted discussions that have taken regarding our feeder school and another infant school that feeds in. It would seem that joining the same trust would be advantageous.</p> <p>SP highlighted the percentage of budget as a proportion of the overall budget and suggested this may be a better way to present the position to make it easier to understand and measure the position over time.</p> <p>JB highlighted that the school has had reason to take loans from the LA in order to ensure staff have been paid recently. HW sought clarification about how these loans are paid back, given the current financial situation. SP and JB provided an explanation about arrangements. SP highlighted that Sheffield council currently have a freeze on recruitment given their own financial position.</p> <p>HW suggested that the Governing Board appeared to have no alternative but to accept the current budget and forecast and therefore this was approved.</p>	
9	<p>Review of Governor training opportunities</p> <p>For the benefit of the new Governors, HW highlighted the induction training for Governors available through Learn Sheffield and encouraged them to access this and other development opportunities available. HW explained about the content and structure of the induction sessions and highlighted the benefits of accessing the face-to-face sessions where available.</p> <p>TW highlighted that the next sessions listed on Governor Hub were 8 – 15 and 22 of May.</p> <p>HW asked Governors if they had any further suggestions for training and development the new Governors may benefit from. None raised.</p>	

9	Any other urgent business SP asked whether it would be possible for JB to pass on the gratitude of the Governing Board to all members of staff for their hard work and suggested the possibility of arranging an event where this could take place in person. JB suggested this would be very good and welcomed the idea. HW suggested arranging an event for the last hour of the work day where the Board could meet with staff. FK offered to help co-ordinate the event if this could be arranged.	
10	Date and time of the next meeting: - Tuesday 17 th July at 5:30pm in school.	

The meeting closed at 7.00pm.

Action Tracker

Item	Action	Responsible	Date