

## Broomhill Infant School

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

17<sup>th</sup> March 2026

<b>Present:</b>	Helen Whysall (Chairperson) Jane Barnes (Headteacher) Sally Penistone (Local Authority Governor) Nicola Pawley Abigail Thorlby (Associate Member)
<b>In attendance:</b>	Ian Elsom (Clerk to the Governors) Chris Powell (Learn Sheffield)

<p>The meeting was preceded by an information session on Governor Hub, delivered by Chris Powell of Learn Sheffield.</p> <p>Chris shared Governor Hub on screen with those present and began by providing an explanation about the way in which Governor Hub can be accessed (online or via the Governor Hub app).</p> <p>Chris ran through the various links on the platform i.e. Knowledge and AI Assistant. Chris pointed out that the results provided by the AI element only relate to school Governance. Chris also explained that the results provided by the AI element are always related to referenced sources.</p> <p>Governors suggested that, as a starting point, school business recovery plan be entered as an AI topic. Chris entered this and the results shared with those present.</p> <p>Chris made a suggestion that all Members of the Board review their own profile on the Broomhill section of Governor Hub. Chris suggested it is considered good practice for this to include a photograph of the respective Governor.</p> <p>Chris then ran through the 'Compliance' element of the platform as well as the 'Training Records'. Chris highlighted that any Learn Sheffield training undertaken through Governor Hub is automatically updated under the Governor's profile. Chris explained that any other (non-Learn Sheffield) training that is undertaken by individuals can be added via the button in this section.</p>	<b>Action</b>
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Chris then explained the 'About' section of the platform and ran through the relevant sections ('Downloads, Membership, Diversity, Compliance, Meeting Attendance etc.). [Governors sought clarification about how the attendance at meetings was updated.](#) Chris provided an explanation about how this is updated by the Clerk / Governance Professional following each meeting.

[Governors asked about how attendance at Committee meetings could be added \(not clerked\).](#) Chris provided an explanation about how this would be undertaken by a nominated individual within the school. [Governors asked whether Natalie would be able to undertake this task on behalf of the school / Governors.](#) Chris confirmed this to be the case, if Natalie has administration rights. The Headteacher indicated that Natalie does not currently have administration rights and therefore this is something that will need to be resolved.

Chris then provided an explanation about the way in which multi-factor authorisation is set up by default on Governor Hub and highlighted that this can be disabled quite simply should the school / Governing Board prefer. Chris explained that this function can be selected by any individual Member of the Board.

Chris then explained about the 'Documents' section of the platform. The Headteacher asked how Members of the Board receive notification that documents have been uploaded to the 'Documents' section. Chris suggested that the easiest way is by posting a message on the 'Notice board' of the platform. Chris explained that all Members of the Governing Board would be able to view any document uploaded, however if Committees are set up and added to Governor Hub, then only Members of the respective Committees would be able to view these.

In terms of uploading documents, Chris ran through the settings for the 'Have a Look at This' function and outlined how notifications would be sent.

[The Chairperson highlighted that, as part of the Chairs' notifications on Governor Hub, she receives the replies from each and every Chairperson who responds to the notifications. The Chairperson highlighted that this can be a little problematic as this results in numerous messages being received. The Chairperson highlighted that, even more concerning, is the fact that some of the messages posted by respective Chairs contain personal information \(i.e. the reasons they are unable to attend meetings etc.\). The Chairperson sought clarification about whether Learn Sheffield are aware that such messages are being sent to all on the circulation list. Chris](#)

	<p>indicated he would take this matter back to Andy Wynn in the Learn Sheffield office as a potential GDPR issue.</p> <p>Governors sought clarification about the method of ‘accepting’ things posted to Governor Hub (i.e. policies for ratification). Chris provided an explanation about the specific methods to be utilized in this regard. Chris explained about how this relates to things such as KCSIE and Declaration of Business Interests, including how the platform can be utilised to send reminders to Members of the Board to review and accept these.</p> <p>Governors asked whether it would be possible for Learn Sheffield to provided support to the school to enable Natalie to be set up with administration rights on Governor Hub. Chis confirmed this was a possibility and requested that the Headteacher contact him directly to make the necessary arrangements.</p> <p><b>Action: Headteacher to liaise with Chris Powell to arrange for Natalie to be given administration rights.</b></p>	HT
1	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted from Anne Leroux, Caroline Coates, Aisha McLean, Charlotte Steenbrugge and Corey Clarke.</p> <p>The meeting was not quorate; however, it was agreed that nothing needed to be approved during the meeting. Governors agreed that the 2026/27 budget (agenda item 10) could be approved by Governors outside of the meeting.</p> <p>IE highlighted that, in response to a Learn Sheffield directive, the initials of individual Members of the Board would no longer be recorded in the minutes. Clerks have been instructed to use the term ‘Governors asked...’ rather than identify specific Governors by listing their initials.</p>	<b>Action:</b>
2	<p><b>Declaration of Any Pecuniary Interests Relevant to the Agenda</b></p> <p>No declarations were made</p>	
3	<p><b>Confirmation of the Minutes of the Previous Meeting and Report on Matters Arising.</b></p>	

	<p><u>Item 7:</u> <a href="#">Governors sought clarification about the method of acknowledging their acceptance of the Code of Conduct.</a> The Headteacher reminded Governors that acceptance should be recorded on Governor Hub by individual Governors.</p> <p><b>Action: The Headteacher indicated she would send a notification to Members of the Board reminding them of the need to acknowledge their acceptance of the Code of Conduct.</b></p> <p><u>Item 15:</u> It was acknowledged that Governors continue to use their personal email addresses. The Headteacher explained that Blue Box are still in the process of arranging for school email accounts to be set up for individual members of the Governing Board.</p> <p><a href="#">Governors asked about the possibility of a group email account to be created for Friends of Broomhill.</a></p> <p><b>Action: The Headteacher indicated she would send details to Nicola Pawley and Esme Lawy.</b></p> <p><u>Item 18:</u> Governors discussed the fact that it would have been beneficial for the dates of Learn Sheffield training events during the summer term to be added to the suggested agenda as the dates listed were relatively soon.</p> <p>The Chair asked if there were any further questions relating to the minutes. No further questions were raised.</p>	<p>HT</p> <p>HT</p>
<p>4</p>	<p><b>Review of the Governing Board Constitution, Membership/ Vacancies and Roles.</b></p> <p>The Chair asked IE to confirm the number of vacancies for Co-opted Governors). IE indicated there are 3 vacancies listed on Governor Hub. Governors discussed the possibility of retaining these vacancies in order that Parent Governors may be elected to these positions when their term of membership ends (i.e. following their child leaving the school).</p> <p>The Headteacher asked whether Governors considered it worthwhile approaching Learn Sheffield again in order to establish if there are any candidates looking for Governing Board positions.</p> <p><b>Action: IE indicated he would raise this with the Learn Sheffield office on behalf of the school.</b></p> <p>The Chair highlighted the Governing Board lack Members with experience in areas such as premises, Health &amp; Safety and IT.</p>	<p>IE</p>

	<p>Governors discussed the fact that consideration be given to candidates' experience in these areas when recruiting additional Members to the Board.</p> <p>Governors also highlighted a lack of diversity across Members of the Board and suggested considerations also be given to this when recruiting additional Members to the Board.</p>	
<p><b>5</b></p>	<p><b>Committee Minutes and Reports from Governor Visits</b></p> <p>Governors acknowledged that, as Aisha McLean was not in attendance, it would not be possible to be provided with an update from her regarding her Link role.</p> <p>The Chair for the Resources Committee provided Governors with an update from the last meeting. The Committee Chair explained about the ongoing issue with the fire doors in school and highlighted that this matter has been passed to the LA.</p> <p>The Chair of the Resources Committee explained that the LA are to undertake a survey of the former Caretaker's house in order to establish the potential use of this accommodation. The Chair highlighted that the NHS are no longer interested in utilising this accommodation.</p> <p>The Chair provided details about the work required to the fire panel and fire sensors across school.</p> <p>The Chair highlighted the fact that a parent fixed the blockage in drainpipe and secured it back together.</p> <p>The Chair also explained that the tree in the school garden is remains subject to ongoing monitoring and risk assessment.</p> <p>The Headteacher provided details about how accommodation in school is being utilised to provide space to attend to a pupil's health needs. The Headteacher also explained about the procurement of specialist equipment to be utilised in the identified space to meet the needs of the pupil. The Headteacher highlighted that no additional funding had been made available by the LA in terms of procuring the equipment and the school had met the cost of this.</p> <p>The Headteacher further explained about the training to be undertaken by staff to enable them to change the pupil's stoma.</p>	

The Chair of the Resources Committee explained about the school moving from SIMs to Arbor for managing pupil records. The Headteacher highlighted that the school remain under contract to Sims until 2028 and Arbor have agreed they will not invoice for their system until the Sims contract expires.

The Headteacher provided an explanation about the benefits of the Arbor system compared to Sims.

The Headteacher highlighted the continued challenges faced in terms of balancing the school budget and staffing costs in particular. The Headteacher provided details about the support being provided by the LA and schools Bursar in this regard.

The Chair of the Resources Committee highlighted that the school's SFVS has now been completed and will be sent to the LA.

The Chair explained about the fact that the school intends to move from Blue Box to Etke in terms of IT support moving forward. The Headteacher highlighted the switch will result in a saving of approximately £2,000 per year.

#### TLCC

The Chairperson provided a brief update from the TLCC Committee. The Chairperson highlighted that 2 meetings have taken place in school and these have been used to explore the new Ofsted Framework and the Vulnerable Children Register.

In terms of Vulnerable Children, the Chairperson provided details about concerns around one specific pupil. The Headteacher provided further details about the offer that has been put in place by the school to support the pupil.

The Chairperson sought clarification about the links between this and preparation for any visit by Ofsted. The Headteacher provided an explanation about the 'tiers' of the Register and highlighted that all staff have an awareness of the specific support in place for pupils.

[Governors asked how Vulnerable Children are identified \(by the LA or by the school\).](#) The Headteacher explained that both the LA and school can identify children as being vulnerable.

The Chairperson explained how Learning Walks have been used to focus on marking and instant feedback and highlighted the focus

	<p>around teaching staff correcting common errors made by pupils and using the Tower Hamlets Structured Language Progression Toolkit to improve the quality of communication and language across school.</p> <p>The Chairperson asked whether members of staff are provided with feedback following the Learning Walks. The Headteacher confirmed this to be the case and explained how this is conducted.</p> <p>The Headteacher explained that she meets with the School Council each week to capture pupil voice.</p> <p>The Headteacher provided details on recent parental engagement activities and highlighted that further events are planned during the next 2 terms.</p> <p>The Headteacher provided details about the potential location of the school Christmas event and indicated she will keep governors informed of costs associated with this.</p>	
6	<p><b>Headteacher's Report</b></p> <p>The <a href="#">Report</a> had been shared ahead of the meeting for Members of the Board to review and formulate questions where necessary. The Headteacher provided additional commentary to the contents.</p> <p>The Chairperson highlighted the amount of work that clearly goes into producing the Report.</p> <p><a href="#">Governors sought clarification about the number and percentage of pupils at the school who are EAL.</a> The Headteacher provided an explanation.</p> <p>The Chairperson asked the Headteacher if there was anything specific in the Report she wished to highlight to Governors. The Headteacher provided a brief explanation about the data presented in the Report and highlighted the EYFS figures specifically.</p> <p><a href="#">Governors asked about the support and development for the school SENDCo.</a> The Headteacher provided an explanation about the arrangements in place.</p> <p>The Chairperson highlighted the valuable work being undertaken by the school Office Manager Natalie in terms of making savings across the school budget. Governors asked where the Office Manager had worked previously. The Headteacher explained that Natalie had previously worked in the HE sector in Sheffield.</p>	

	<p>With reference to Appendix 1 in the Report, the Headteacher provided further explanation about the work that has taken place to make savings where possible.</p> <p>With reference to Appendix 3 in the Report, the Headteacher explained that this contained financial comparisons with a number of other settings across Sheffield to illustrate the financial pressures are impacting many other schools.</p> <p>The Chairperson asked how the Headteacher had chosen the specific schools being compared. The Headteacher explained the reasons for selecting these specific settings.</p> <p>Governors raised the question about how long the current financial situation across schools can continue. The Headteacher highlighted that something will need to be done at local or national level, such is the scale of the issue.</p>	
<b>7</b>	<p><b>New Framework training - Inclusion</b></p> <p>It was acknowledged that this information is within the HT report</p>	
<b>8</b>	<p><b>Review School Improvement Plan / Self Evaluation Plan</b></p> <p>The Headteacher highlighted that the relevant information is contained in the Headteacher’s Report. The Headteacher reminded Governors that the Self Development Plan had been shared with Governors ahead of the meeting.</p>	
<b>9</b>	<p><b>Confirm Policy review arrangements</b></p> <p>The Chairperson and Headteacher reiterated the move towards using Governor Hub for the sharing of policies for review and for Members of the Board to acknowledge their acceptance of the relevant policies.</p>	
<b>10</b>	<p><b>To approve the budget spending plan for the financial year 2026/27</b></p> <p>As discussed under agenda item 1, as the meeting was not quorate, approval for the Budget Spending Plan would be undertaken outside of the meeting.</p> <p>The Chairperson asked the Headteacher if there was anything in the budget Spending Plan that she considered important to highlight.</p>	

	<p>The Headteacher reiterated the earlier point that the financial situation shows no sign of improving.</p> <p>Governors asked whether the funding for church schools is different to regular maintained schools. The Headteacher provided a brief explanation about arrangements.</p> <p>Governors asked whether schools that are part of a Multi-Academy Trust receive additional funding. The Headteacher provided a brief explanation about arrangements for MATs.</p>	
<p><b>11</b></p>	<p><b>Review of Governor Training Opportunities</b></p> <p>It was acknowledged that a number of dates for Learn Sheffield development opportunities were contained on the agenda for tonight’s meeting. Governors reiterated the importance of having further Learn Sheffield training dates for the rest of the year included on the agenda moving forward.</p>	
<p><b>12</b></p>	<p><b>Any other urgent business</b></p> <p>The Headteacher highlighted the importance of agreeing a date for Members of the Board to approve the Budget Spending Plan and explained about the links with the Business Recovery Plan.</p> <p>The Headteacher highlighted that the Staff Governor had unfortunately been unable to attend the meeting this evening. The Headteacher explained that the Staff Governor had been to speak with members of staff at the school to see if there were any matters that they wished to be passed onto, to be considered at the meeting. The Staff Governor had indicated there were no matters raised by members of staff.</p> <p>Governors asked the Headteacher about staff moral at the current time. The Headteacher provided a brief explanation and highlighted that things appeared to have improved slightly in this regard.</p> <p>The Chairperson praised the approach of the Headteacher in terms of dealing with the concerns of staff following the recent changes to the Leadership team. Governors asked whether it is considered there is anything Members of the Board could do to assist in supporting staff. The Headteacher suggested that one potential approach would be for Governors to contact the Staff Governor directly to ask their opinion.</p>	

	<b>Action: The chairperson indicated they would make informal contact with the Staff Governor.</b>	<b>Chair</b>
<b>13</b>	<p><b>Date and time of the next meeting: -</b></p> <p>As 2 of the Governors present this evening would be unable to attend the next meeting scheduled for 9 July, it was agreed to bring the date forward to 2 July.</p> <p><b>Action: Communicate the change of date to Members of the Board.</b></p> <p>The meeting closed at 7.00pm.</p>	The HT

### Action Tracker

Item	Action	Responsible	Date
1	Headteacher to liaise with Learn Chris Powell to arrange for Natalie to be given administration rights On Governor Hub.	HT	
3.1	Headteacher to send a notification to Members of the Board reminding them of the need to acknowledge their acceptance of the Code of Conduct	HT	
3.2	The Headteacher to send details to Nicola Pawley and Esme Lawy regarding a group email account for Friends of Broomhill	HT	
4	IE to raise the matter of Governor vacancies with the Learn Sheffield office on behalf of the school	IE	
12	The Chairperson to make informal contact with the Staff Governor.	Chair	
13	Communicate the change of date for next FGB meeting to Members of the Board.	HT	