

BROOMHILL INFANT SCHOOL
MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY

2 NOVEMBER 2016, 18:45 – 20:45

Present: Sarah Colver; Derek Grover (Chairperson); Lorraine Hill;
Joanne Jones; Deborah Lodge; Viv Maddison;
Catherine Timbers; Kate Underwood; ; Helen Whysall;
Toby Wilson.

Guest Attendees: Susan Jones

In Attendance: Hannah Boneham (Clerk to the Governors)

1 Apologies for absence

Apologies were accepted from Nicola Sexton. The Governing Body sent good wishes for her speedy recovery.

Michael Ginn and Abdool Gooljar did not attend the meeting.

Sarah Colver, the Associate Vicar of St Mark's Broomhill, joined the FGB as a co-opted Governor.

An election has taken place for a parent governor vacancy. There were 3 highly skilled candidates and 50 returns and Rebecca Lindsall was elected by a narrow margin as the new parent governor. **Action:** Headteacher and Chair to discuss how to incorporate the skill sets of the unsuccessful candidates in the leadership of the school.

2 Declaration of any pecuniary interests relevant to this agenda

There were no pecuniary interests to be declared.

3 Confirmation of the minutes of the previous meeting on 9th June 2016 and report on matters arising from the minutes

The draft minutes were agreed to be an accurate record of the previous meeting. The following items were discussed:

- **Action:** Chairperson to upload the Terms of Reference for the Resources Committee and the Teaching and Learning Committee onto Google Drive.

ACTION

Head and
Chair

Chair

ACTION

- If the school were to be evacuated because of a bomb scare, it will be to St Mark's Church. Governors asked whether the critical incidents policy covered this and the Headteacher confirmed this. **Action:** JJ to arrange a rehearsal bomb scare drill.
- The signing in system is now installed and governors thanked TW for his hard work in implementing this.
- SLT are in the process of clearing the staff shared drive and creating the policy checklist. **Action:** Head and JJ to create a policy list before Christmas.
- **Action:** SC to complete a DBS.
- **Action:** Headteacher or Chairperson to upload draft minutes to the google drive once they are received from the clerk and a final version agreed.

JJ

Head & JJ

SC

Head &
Chair

All other matters arising were covered under the agenda items.

4 Headteacher's Report

The Headteacher presented the report. The following key items were discussed:

- There are now 115 children in school in total because people have arrived and left. There are 23 children on the waiting list for Foundation. There are 3 Y1 places available and 2 Y2 places available. Governors were disappointed with the low numbers but acknowledge that this was due to the transient nature of the catchment area.
- There were only 112 in school on census day. This equates to c £24,000 less in the budget next year. Governors asked whether there was any way of challenging the money allocated as new children have arrived post-census. **Action:** Headteacher to discuss this with the local authority once the new child has arrived in January.
- Attendance has reduced since last half term. There have been a number of viral bugs which included vomiting. There was also one child who was on the school's books but never arrived. If any child is not in school by 9:15 the parents are called and the school attends the relevant forums regarding attendance. There was one child whom the Head was concerned about last year but this has been resolved.
- The SEN budget was been allocated by the locality. The 7/12s that were owed to the school has been amalgamated with crisis money for children within the locality and will therefore be reallocated amongst those schools with children who have these needs. This included both primary and secondary schools. **Action:** Headteacher to put minutes from the Locality meeting onto google drive.
- Governors discussed how the school could better demonstrate

Head

Head

ACTION

what ‘in crisis’ meant for the children of this school, in order to bid for the pot available. The Headteacher reported that only £311,000 for 172 children in crisis, across the whole locality.

- There have been changes to the Ed Psych service; the school now receives less support than before. There was no consultation before this decision. The school still has the same Ed Psych.
- **Action:** Headteacher to describe in future Headteacher's Reports the progress of the children in relation to whom the school receives pupil premium grant.
- **Action:** Teaching and Learning Committee to receive a report on the progress of children receiving Pupil Premium.
- All children who didn't receive a 'good' level of progress have had specific, targeted plans with dedicated support put in place around them from September to support them to close the gap.
- Governors asked whether a target had been set this year for Phonics. The Head confirmed a baseline had been taken so it was possible but the staff governors didn't feel this would be necessary, although increased numbers of visuals would be welcome.
- Where the GLDs are low, this is reflective of those children with additional needs; Y2 is a year group of two-halves. Considerable resources were directed to support those children who weren't achieving targets and progress was made, but staff governors acknowledged that the targets for these children may still have been too high. Governors asked whether the school was also focussing on those children who were not particularly high or low levels of achievement and staff governors described how resources were directed towards this group too.
- The Head and Chairperson attended Prevent Training on the morning of the meeting (2nd November).
- Governors discussed the interest that King Edward's had expressed in joining the Sheaf Trust. A meeting is being scheduled to discuss this with the Chair of Governors at King Edward's.
- The Headteacher has discussed installing a second gate with Ash Electrical. Governors asked for a view of the style of gate before it is fitted. The Head said it would be similar to that of the existing car park gate. Governors asked whether planning permission needed to be sought due to being in the Broomhill Conservation Area. **Action:** Headteacher to check whether planning permission is required.

Head

Agenda
for TLCC

Head

5 Committee Minutes and reports from governors with curriculum links – Introduce the ‘Learning Challenge Curriculum’

5.1 TLC

The volume of work to pursue NACE accreditation was agreed to not be value for money. Therefore, the committee recommended that the school not reapply for accreditation to NACE. The FGB ratified this decision.

5.2 Resources Committee

Items from this committee were discussed under item 7: Budget.

6 Priorities for 2016/17 and School Evaluation Form

The Headteacher presented the priorities in the Action Plan.

All of the areas of learning have been identified as priorities because there has only been one cycle of learning under the new assessment arrangements. Therefore, the areas of priority are: Reading; Phonics, SPaG and Writing; and Maths.

Teachers have all been given performance management targets within these areas of priority. The overall target is for 85% of children to meet their targets, which means 'developing and secure'. This is challenging but it is what the government is asking for.

Governors asked whether this was realistic and the staff governors confirmed that progress would be regularly checked against them so they would report back if it looked like they couldn't be achieved.

There have also been some additional 'actions' agreed:

- Computing – the school has bought a 'Rising Stars' scheme of work and a staff member has been trained to disseminate this throughout school.
- e-Safety – the Headteacher and Chairperson attended Prevent Training and some assemblies including a visit from South Yorkshire Police are being planned.
- Stat online – the Headteacher has been working with a specialist to ensure this is implemented and used effectively this year.

7 Budget

The budget for 16-17 was presented by DL. The key items discussed were:

- The school is forecast to end the financial year with a deficit of

approximately £22.5k. This is the result of a forecast in-year overspend of approximately £56.5k and last year's carry forward of approximately £34k surplus.

- Governors agreed that the committees needed to discuss scenario planning because the three-year plan demonstrates an increasing deficit year on year. **Action:** TLC and Resources will discuss budget scenario to consider how to reduce overall spend to offset the school's forecast deficit. The two scenarios discussed will be 'how would you cope if you had a budget 10% or 20% smaller than last year.'
- From 1st of December, the school will receive an instalment of the 'Sugar Tax' to support the teaching of healthy eating and nutrition. This funding will need to be allocated to fund this specific area of work and it will need to be justified on the website. There will no longer be birthday cake and sweets in school for children's birthdays.
- Most other schools are in similar financial positions. There is lobbying taking place by various schools and nationally. A national funding review is still in progress but there is no clear timetable for decision and implementation.

8 Review of Committee Membership, Terms of Reference, Delegated Powers and to confirm/establish Link Governors for Curriculum Areas.

The new Parent Governor will be a member of the Resources Committee.

There are now Link Governors in place but not all have undertaken visits. Governors suggested that there be a proforma established for a visit and some guidelines for the roles of Link Governors. **Action:** Head to amend the existing proforma and create some guidelines.

Head

A significant amount of information about governors is now required on the website. The Headteacher is working through this list and will contact governors to provide info where necessary. **Action:** Chairperson to write a brief introduction to the governor section of the website to explain to parents the role of the FGB and committees.

Chair

Action: TW to discuss with colleagues how to create an expansion window on the website so that the full information required by Ofsted can be available without overwhelming parents and other visitors to the website.

TW

LH is the governor for e-safety, Able, Gifted and Talented and SEN. HW is the governor for Training. TW is the IT Governor and Health and Safety Governor.

ACTION**9 To adopt of confirm the Governing Board Code of Conduct**

Governors agreed unanimously to confirm the Governing Board Code of Conduct.

10 School Admissions 2018/19 – to approve the Indicated Admission Number

The admission number was approved unanimously.

11 Date and Time of the next meeting

The next FGB meeting will take place on Thursday 16th March 2017 from 17:00 – 19:00.

All FGB meetings will now take place from 5pm.

12 Any Other Urgent Business

Meeting closed at 20:15