

# BROOMHILL INFANT SCHOOL

## MINUTES OF THE FULL GOVERNING BOARD HELD ON 21 JUNE 2018

Present: Derek Grover (Chairperson); Lorraine Hill;  
Joanne Jones; Rebecca Linsell; Deborah Lodge;  
Catherine Timbers; Helen Whysall; Toby Wilson

In Attendance: Julie Child (Clerk to the Governors)  
Abigail Thorlby (Nether Green Junior School:  
observer)  
Alice Craven (Staff)  
Phil Lenagh (Staff)

### ACTION

#### 1. Apologies for Absence

Apologies for absence were received and accepted from Imran Ahmed, Abdool Gooljar and Sarah Colver.

#### 2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Toby Wilson declared his interest, as Data Protection Officer for the Sheaf Trust.

#### 3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meeting held on 22 March 2018 be approved and signed, subject to a change on page 3, under PE Funding from Sugar Tax – should read ...."a member of staff with PE experience".

#### Matters arising from the minutes

**Item 4** - The Chair confirmed the Terms of Reference and the Code of Conduct had been circulated to Governors.

**Item 2 – Forest Schools** – the Headteacher informed Governors that Naomi Woodruff is now qualified to Level Three for Forest Schools.

**Item 5 – Pupil Numbers** – Governors asked the Headteacher whether she had discussed this matter with John Bigley and the Headteacher confirmed she had and there is nothing that can be done around parents moving their children prior to transition to KS2.

**SEN and Complex Needs** – the Headteacher confirmed that in response to Governors' request she had put these back together in her

Headteachers Report.

**Item 8 - Finance Audit** – Governors returned to the matter of the verbal feedback differing from the written feedback and stressed their ongoing concerns about this, saying in future it is important to ensure the two match.

Governors asked the Headteacher to feed back to the Local Authority with their concerns about the discrepancies in the reporting.

Headteacher

**Schools Financial Value Standard (SFVS)** – It was confirmed this has now been completed.

**GDPR Training** – the Chair confirmed that all the schools in the Sheaf Trust have now made arrangements for training on GDPR.

#### 4. **Headteacher's Report**

The Headteacher's Report had been circulated to Governors prior to the meeting for their scrutiny and the Headteacher invited Governor questions and spoke to the Report under the following headings.

##### 4.1 **Number of Pupils on Roll**

Governors discussed transition to the local Junior schools and the Headteacher said the issue with parents moving their children is not currently causing a problem.

The Headteacher said there are currently 103 children on roll, saying numbers have been affected by families returning to their home country.

Governors asked how the school seeks to 'sell itself' to parents and the Headteacher outlined how this is done.

Governors said it is good to note from the Headteacher's Report the number of places accepted for September and asked what arrangements are in place for staff to visit pre-school providers/nursery schools in order to gain a clear understanding of the needs of the children coming in September, particularly in view of Mr Lenagh's expected absence for two weeks. The Headteacher said the children are coming from a reduced number of providers/nurseries this year and all the visits will have been made by the end of the summer term.

##### 4.2 **Attendance**

Governors asked that future Reports include the attendance target for the school of 97%. The Headteacher said the school is currently at 96% attendance.

Governors asked for more information on the reasons for absence and the Headteacher said this is due mainly to illness

and children attending medical appointments. One child in particular had a large number of medical appointments.

The Headteacher reported that the Attendance Officer from the Local Authority had said the school's systems for rewarding 100% attendance are an exemplar of good practice which will be shared with other schools.

#### 4.3 Funding for SEND

Phil Lenagh explained that the schools in the TRIAD had put in a strategic funding bid for next academic year and Governors noted the school had applied for £11,000 to continue the individual support provided for two pupils. Phil reported that the school had been awarded £4,000.

A Governor asked if there is an opportunity to reapply for further funding and Phil explained the remaining monies will be for crisis funding to provide additional support for new arrivals and school will make an application for those children in September 2018, should it be necessary. Abigail Thorlby explained how the funding had been allocated, saying the funding the school had received was mirrored across other schools.

A Governor asked how the school will make up the funding gap to support these children and the Headteacher provided an outline of what will be put in place. Governors discussed the reduced level of TA support and the benefit to the school of volunteers and students.

Governors recorded their thanks to the students and also to the volunteers who work to support the school.

The Headteacher informed Governors that Joanne Jones and Phil Lenagh had been nominated as Inspirational Mentors by the students they have supported this year. Governors congratulated them.

#### 4.4 Pupil Premium

Governors noted that the school currently receives Pupil Premium funding for 8 children.

Governors asked how this is spent to support these pupils and the Headteacher said the funding is used to provide extra-curricular support for these children. Governors asked the Headteacher would school be able to demonstrate how the funding had been used for each of these children and the Headteacher said school are able to generate a report for each of these children to demonstrate the impact of the funding on their progress.

Headteacher

The Chair asked that in future the Headteacher's Report includes

a short section on how the Pupil Premium monies have been spent.

#### 4.5 Outcomes

Phil Lenagh provided a short paper setting out predicted outcomes for F2 using a RAG rated approach and spoke to the information contained in the paper.

Governors noted that 66.8% (25 of the 38) children are predicted to achieve GLD (Good Level of Development) by the end of the academic year and Phil Lenagh outlined the reasons why school would not reach the target set of 75% of children at GLD. Governors recognised that at the time the target was set the school had no information on the children who would be joining F2 in September 2017 and the cohort had been particularly challenging.

Governors discussed the special educational needs of 7 of the 38 children and were aware that although these children cannot be considered to have made GLD the school is able to demonstrate the huge progress they have made across the academic year. Governors thanked the teams working in the Red and Yellow base for all their hard work this year.

#### 4.6 Phonics

Governors were informed that 89% of the children had reached the required standard and noted that a number of the other children had narrowly missed the pass mark.

The Headteacher asked Governors to note that the teaching of phonics is consistent across the school.

#### 4.7 Year 2 Outcomes

The Headteacher reported on the Year 2 outcomes for children at Age Related Expectation or Greater Depth as follows:

Reading - 89.7% (2017 - 75%)  
 Writing - 82.8% (2017 - 65%)  
 Maths - 86.3% (2017 - 78%)

The Headteacher said these results have been moderated and school's judgements have been confirmed.

Governors congratulated school on the improvement shown, particularly in writing.

Governors said they had found difficulty in interpreting the data as presented and the Chair asked to Headteacher to present the

Headteacher

data in a different format in future.

#### 4.8 **Staffing**

Governors noted the contracts due to end in the summer and expressed their thanks to these individuals for their hard work for the school.

#### 4.9 **Sheaf Trust school to school reviews**

The Headteacher explained the process in place across the Trust schools involving Deputies and Headteachers carrying out reviews of each other's school.

Governors asked staff how they had found the process and what they had taken away from the experience. Joanne Jones responded, outlining what she had learned and saying she had found this to be a very positive experience.

#### 4.10 **Volunteers**

The Headteacher spoke of the huge added value the volunteers bring to the school, saying she had costed the value at approximately £20,000. Governors noted their thanks to all the volunteers.

*At this point Phil Lenagh and Alice Craven left the meeting.*

### 5. **Evaluation of the Governing Body and Chair of Governors**

The Chair advised the Board that this item was on the Agenda as it had not been addressed for some considerable time.

The Chair said this item had been discussed by Chairs of Governors across the Sheaf Trust and advised it is proposed all Governors will complete the NGA Skills Audit and Governors expressed their willingness to complete the Audit. The Chair said he will email the Audit out to individual Governors, who agreed to complete this by the end of the second week in September 2018.

Governors moved on to discuss whether they feel there would be benefit arranging for a review of governance and the Chair explained how this might be facilitated. Governors discussed the various options and agreed their preference would be for the Chair of one of the other schools within the Sheaf Trust to carry out the review.

Governors agreed to discuss at Committee meetings and at the next Full Governing Board what areas of governance they would like the review to concentrate on and to look at a 360 degree review of the Chair following the review.

### 6. **Committee Minutes and reports from Governors with Curriculum Links**

Agenda item  
FGB Autumn  
Term 2018

All Governors have access to Committee Minutes via the school website.

**6.1 Teaching and Learning**

The Committee Chair explained it had been necessary to postpone the planned learning walk.

Two Governors reported they had been in to school to look at display boards and fed back that the displays link into the topic for the half term well, saying they had been impressed with the improvements made.

Governors discussed the presentation from School Bus on the information system support they are able to offer. It had been agreed to take up the offer of a two week free trial and look at what the system offers compared to The Key (which school currently uses) and decide which is the best option for school, identifying the risks and advantages of each.

The Headteacher said she would like a system to help manage the policies and Governors discussed the use of Google Drive. A Governor said it is important for the school to take ownership of the policies.

Following a lengthy discussion the Chair asked Toby Wilson, Rebecca Linsell and Lorraine Hill to work with the Headteacher and arrive at a recommendation for the whole governing board. These Governors agreed to meet with the Headteacher before the end of term so a workable manageable system is in place for September 2018. The Headteacher agreed to email out with suggested dates for meeting.

Headteacher

**6.2 Resources – personnel, finance and premises**

The Chair of the Resources Committee reported that the Committee had met twice since the last Full Governing Board meeting, saying the major item had been to review the budget and financial projections.

**7. To approve the budget spending plan for the financial year 2018-19**

The Chair outlined the improvement in the figures within the revised budget spending plan. The Chair said the budget still shows a deficit for this year, but in years 2 and 3 the school will have a balanced budget. He noted that the school would not be in this position had governors not taken difficult decisions to make redundancies last year.

The Chair confirmed he had signed off the budget spending plan for 2018-2019.

8. **Annual Report on Safeguarding – staff to report verbally**

The Headteacher reported that all the staff are up to date with safeguarding training and said there is a safeguarding file in place for each class, giving an outline of what the file contains.

The Headteacher said the online safeguarding document for the Local Authority has been re-sent by the Local Authority and has to be returned by 14 September 2018.

Governors recognised the importance of this topic and expressed their concerns at the ongoing difficulties Sheffield Local Authority are having with their system.

9. **Initial indication of pupil outcomes**

This item was covered under the Headteacher's Report.

10. **Confirm or appoint the Reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process**

Derek Grover, Helen Whysall and Deborah Lodge were confirmed as Reviewers for the Performance Management of the Headteacher. They will be supported by David Raven-Hill, school's External Advisor.

A Governor asked school can use 'credits' with Learn Sheffield to meet the cost of an External Advisor and whether David Raven-Hill can be employed through this route. With best value in mind, Governors asked the Headteacher to contact Stephen Betts at Learn Sheffield to investigate this matter.

Headteacher

11. **Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?**

The Board had discussed inclusivity, had held the Headteacher to account through in-depth discussion and questioning around her Report and had reviewed the school's current and future budgetary position.

12. **Date and Time of the Next Meeting**

Resolved: That the next meeting be held on Thursday 22 November at 5.00 pm.

Governors agreed the date for the spring term Full Governing Board meeting as Thursday 7 March 2019 at 5.00 pm and for the summer term as Thursday 20 June 2019 at 5.00 pm.

The Chair asked the Committee Chairs to identify a calendar of dates for their Committee meetings for the next academic year to fit with the Full Governing Board meeting dates as identified above and to inform him of the dates for circulation to all Governors.

Committee  
Chairs

**Any Other Urgent Business**

There was no other urgent business.

**Meeting closed at 7.00 p.m.**