

**BROOMHILL INFANT SCHOOL**

**MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON  
16 NOVEMBER 2017**

Present: Derek Grover (Chairperson); Imran Ahmed;  
Sarah Colver; Abdool Goolijar; Lorraine Hill;(not on list)  
Joanne Jones; Deborah Lodge;  
Catherine Timbers; Helen Whysall;  
Toby Wilson

In Attendance: Debbie Royles (Clerk to the Governors)  
Abigail Thorlby (Observer)  
Phil Lenagh (Teaching Staff)  
Helen Downham (Teaching Staff)

**ACTION**

**1. Apologies for Absence**

Apologies for absence were accepted from Rebecca Linsell.

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

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

**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 15 June 2017 be approved and signed subject to the following corrections.

**Present at the meeting**

Helen Downham not Downing.

**Teaching, Learning and Curriculum Committee (item 6.1)**

Point 3 - Link Governors LH and HW not LH and WH.

**Matters arising from the minutes**

**3.1 Confirmation of previous minutes (item 4)**

The report from David Raven-Hill was circulated by the Headteacher.

### 3.2 Headteacher Report (item 5)

- The SEND report was forwarded by the Headteacher for attachment to the minutes.
- The safeguarding refresher training, twilight sessions, were completed.
- The Governors briefing on data will be discussed as part of this agenda.
- The first Sheaf Trust training session has been completed. The second session is scheduled for week commencing 20 November 2017.
- The quotations for the climbing frame were discussed at the Resources Committee.
- The Self Evaluation Framework (SEF) will be discussed as part of this agenda.
- The Headteacher had not received any feedback following this event held in March.
- The Friends of Broomhill School are still active although there have not been any volunteers for the position of chairperson. It was confirmed that duties are being shared amongst the volunteers. The Chair asked the Headteacher if there were any concerns around this matter. The Headteacher confirmed that things are working well and that there are no concerns. It was confirmed that regular communications are sent to parents and that a letter has been drafted to send to parents. Governors were informed that a film night has been scheduled for 17 November 2017 and that all tickets are sold out.

### 3.3 Committee minutes and reports from Governors (item 6)

#### Resources Committee

The issue with the incorrect version of the Resources Committee minutes, online, has been resolved.

### 3.4 Date and time of next meeting (item 11)

A calendar of Governors' meeting dates has been distributed to all Governors.

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

The Headteacher's report was received and the following points were discussed.

##### **SEND funding**

Phil Lenagh presented a report to Governors and gave the following overview.

The September intake of children had a considerable/significant percentage of SEND children.

A nurture group has been formed with a separate timetable for intervention and activities to help these children to develop. This has necessitated staff being drawn, from other areas of school, to support the intervention. This is having an impact upon other areas of support within school.

One child is currently only accessing Broomhill Infant for half days. It was confirmed that full day provision was not possible due to funding since the child required 1-2-1 support. The school were allocated emergency funding of £2600 for this term, accessed via the Triad.

The locality funding panel is scheduled for 29 November 2017. The school will apply for funding to sustain the nurture group and to extend the placement offer to this child to a full time timetable.

The triad moderation panel has given authority for the school to attend the locality F meeting to apply for funding.

A review has been held, for this child, with parents where mum expressed that she wants a full time placement at the school.

Governors were informed that there had been an incident with the child's current teacher, earlier this week, that resulted in an injury to the teacher. There have also been incidents of biting today and other children have been bitten previously. The Headteacher informed Governors that evidence of each issue is being gathered in school.

Governors presented the following questions.

1. What happens if funding is not available for this child?

If funding is not available, thought will need to be given about an alternative placement for the child to attend for the remaining half of the school week.

Governors were informed that, an integrated resource have previously said that this child is too complex for them. This was prior to the child being allocated a place at Broomhill Infant School.

2. Are the school legally authorised to offer half days in school?

The Headteacher confirmed that this is legally acceptable due to safeguarding risks. Governors were informed that parents are in agreement to this arrangement as they acknowledge the associated risk around the safeguarding of the child.

Governors agreed that the school are unable to keep this child in school without receiving sufficient financial provision for one to one support. It was acknowledged that without such support the school would not be safe for the child, other pupils or staff.

Phil Lenagh informed Governors that some children, in school, are still in nappies, necessitating a requirement for two staff when they needed changing. This could leave staffing reduced to support this child.

Governors agreed that exclusion would be the last option available but may need to be considered if sufficient funding is not received to support the needs of this child adequately.

3. If Broomhill was not a preferred choice of school, by the parents, why was the child allocated a place at the school?

The Headteacher confirmed that Broomhill Infant school was named in the child's Education, Health and Care Plan (EHCP) on the last day of the summer holidays. This did not allow for any transition arrangements for the child or school.

4. A Governor asked if the children within the nurture group are integrated into the main school.

The Headteacher advised that the children, in the nurture group, have made progress since September but are not ready to be integrated into the main school in the foreseeable future.

5. The Chair of Governors asked what impact, the reduction in support for other areas of school is having.

The Headteacher reported that things are currently ok and that staff volunteers and students are providing excellent support.

It was acknowledged that, should volunteers not be available, the school would not be able to manage the current situation. This would have a massive impact upon staff.

Phil Lenagh commented that reading and school excursions would be affected without the support of staff and student volunteers. Governors acknowledged that staff go over and above their job roles.

Joanne Jones highlighted the above as having an even greater impact

going forward, particularly around SATs time.

The Headteacher will report back to Committee Chairs regarding the outcome of the locality meeting around funding and the way forward for the SEND child discussed.

#### **4.1 PE Funding from sugar tax**

It was confirmed that the school would receive an increase of £8,000, bringing the total amount of PE funding to £16,000.

Governors were informed of a child with complex medical needs, that requires physiotherapy and children that need core stability support.

The Headteacher reported that the proposal is to employ a member of staff with PE/medical experience, on an active remit for five mornings per week, to focus on active activities including occupational therapy and physiotherapy. This is proposed from January 2017 to July 2018. Governors acknowledged this proposal as a very good use of the funding.

A further proposal for the funding would be to assist the integration of the nurture group back into school.

A Governor asked if the funding has any spending restrictions. It was confirmed that the funding needs to be utilised towards physical and mental wellbeing.

Governors resolved to accept the above proposals. It was confirmed that the post will need to be advertised. In the first instance, the Headteacher will discuss this with a colleague that has the relevant experience.

#### **4.2 Wrap around care update**

Governors were informed that the school have currently made £800 from the wrap around care provision.

The Headteacher confirmed that ten children are needed in breakfast club and twenty children needed in teatime club to make this option viable. It was confirmed that there are currently eleven children in breakfast club and eighteen in teatime club. Governors acknowledged that this provision is still in its infancy after only half a term.

Governors were informed that Sophie Pucci has reconciled the invoices to date and will work with the bursar in December 2017. An update and photographs have been prepared for the school website and a booklet is available in school for parents to review.

A Governor asked if ad-hoc sessions are available. The Headteacher confirmed that ad-hoc sessions can be accommodated with 24 hour's notice.

The Headteacher reported that children are continuing to learn during wrap around care and are making creative items that can be sold to raise funds for the school.

Governors discussed the matter of transition from the previous proprietor. The Chair informed Governors that solicitor's letters were received regarding litigation, claiming that the individual was an employee of the school. Legal advice was taken from the local authority which has confirmed that their opinion is that the individual was not an employee of the school.

Governors were informed that ACAS or an employment tribunal are still a possibility for the school and it was confirmed that there is one more week in which the individual could make an unfair dismissal claim.

The Headteacher confirmed that the school have further evidence that the individual was not an employee of the school.

A Governor asked about other staff that had TUPE rights. It was confirmed that only one member of staff has remained and that there are no issues over her employment.

#### 4.3 Data

Governors referred to the Good Level of Development data (GLD) presented by Phil Lenagh. An overview was given as follows.

- 65.7% of children are achieving a Good Level of Development (GLD).
- It was confirmed that data is measured from the baseline assessments completed when the children started in school.
- There are a high percentage of children with additional needs that require support and others that are in a good position for their start in Foundation 2.
- EAL children are receiving additional support with phonics and English and should be able to improve further.

The Chair asked if there were any children that did not have any level of English. Phil Lenagh advised that one child did not have any level of English previously but is now making good progress. It was confirmed that mum is very keen to support the child at home despite having very little English herself. The Chair asked if mum is getting any support with English. It was confirmed that an older sibling is providing support and translation around English.

A Governor asked about the ten schools within the Triad. The Headteacher explained that SEND provision has been observed, at Broomhill Infant school, by other schools from the Triad although teachers from Broomhill have not yet been to other schools.

Joanne Jones gave an overview of phonics as follows.

- The current picture is similar to the picture, this time last year.
- One assessment was undertaken, prior to half term, which demonstrated that 15% of children would pass although 50% of children would get less than 20 marks.
- Six children achieved less than 5 marks. Joanne informed Governors of the reasons in each of these cases.
- Some areas of the phonics curriculum have not yet been taught.
- It was confirmed that national data is actually 92% and not 89% but it was too late to get this information through to be included within the national figures.

Governors referred to data including predictions for year two at the beginning of the academic year. Helen Downham gave an overview of reading for year two.

- Volunteers are working with children that require additional support.
- 70.6% of children are on target to reach Age Related Expectations (ARE).
- The target was confirmed as 80%.
- Governors were informed of individual circumstances for particular children.

Helen Downham gave an overview of mathematics outcomes.

- Currently 64.7% of children are on target to achieve Age Related Expectations (ARE).
- Volunteers are working with children that require additional support. It was acknowledged that this is giving children more confidence.

Phil Lenagh left at this point of the meeting.

## 5. Maths presentation

Helen Downham gave the following presentation.

- The school subscribe to Active Maths that links to PE. This was described as conceptual understanding, taking learning outdoors to learning how to apply the facts.
- Key areas were confirmed as; fluency, reasoning and problem solving.
- My Maths is utilised for homework purposes.
- Twilight session were undertaken this week with Jamie Heathcote.

The Chair asked if all families can access the My Maths facility. It was confirmed that, the small number of families unable to access My Maths, are able to access this in school. Governors acknowledged that families should not be dis-advantaged.

Toby Wilson informed Governors that My Maths is currently being updated but that some activities will still not function on ipads etc.

The Chair of Governors asked if there had been any surveys undertaken around My Maths and if workshops have been provided for parents. It was confirmed that feedback has not been sought. However; children enjoy utilising My Maths, work is completed and children ask for their homework.

The Headteacher confirmed that although, workshops are not undertaken for this purpose, the weekly parent mornings are held to focus on specific activities.

## 6. Writing presentation

Jo Jones gave the following presentation.

- Writing was confirmed as the key priority in school.
- Last year the school was 3% below national averages.
- To increase results, writing has been included within staff performance management.
- Lesson observations are underway. This is proving very positive.
- Moderation is being undertaken more often internally.
- The school are moderating externally with the Triad.

- Refresher training was held for staff on the recent inset day. This followed up on the training provided by Theresa Healthcote previously.
- A pictorial method of planning is utilised by all staff.
- Exemplification has been changed and it is now easier to achieve expected levels.
- Spelling, Punctuation and Grammar (SPAG) and handwriting are also part of the focus on writing.
- It was confirmed that there is lots going on in children's books.

A Governor asked if a parents' meeting has been rearranged for writing. It was confirmed that the previous date for the meeting had to be postponed. A further meeting will be held in January 2018, for year two, specifically around SATS.

A Governor commented that wall displays in school are very engaging and informative.

Helen Downham left at this point of the meeting.

#### 7. **Self-Evaluation and action plan**

Governors referred to the School Evaluation Framework (SEF) previously distributed. The Chair asked if Governors agree with the assessment provided by the Headteacher. Governors were in agreement to the assessment made by the Headteacher.

Thanks were expressed to the Headteacher. The Chair confirmed that the School Evaluation Framework (SEF) will be referred to further at forthcoming meetings.

#### 8. **Sheaf Trust Report**

The Chair informed Governors that the Sheaf Cooperative Trust Board have met and agreed to explore the implications of conversion to a Multi Academy Trust (MAT).

The reasoning behind this is to allow the school to explore the option to convert, in case schools came under pressure from the Regional Schools Commissioner (RSC). to join a Multi Academy Trust (MAT). The Chair re-iterated that this is an exploratory exercise only with involvement from Stephen Betts of Learn Sheffield and the Regional Schools Commissioner's office. No decision in principle had been made and would not be without full involvement of the Governing Bodies of the schools in the Cooperative Trust.

A Governor commented that she was shocked that this issue was being considered.

The Chair re-confirmed that this is only an exploratory exercise only at this point in time but that the Trust Board believed it was prudent to undertake a scoping exercise.

Other schools within the Sheaf Trust were confirmed as; Sharrow, Springfield, Lowfield & Netherthorpe. The Chair expressed that the intention is to keep the Sheaf Trust small. Governors were informed that there has been interest, to join the Sheaf Trust, from Broomhall Nursery and Porter Croft. However, this may be complicated, for Porter Croft since it is a church school and a stand-alone MAT.

The Chair informed Governors that, guidance from the Regional Schools Commissioner (RSC) is that, 4000-5000 children is the ideal size for a Multi Academy Trust (MAT) and that this should not include any schools further than 45 minutes travelling time away.

A meeting has been held between the Chairs of the Governing Boards within the Sheaf Cooperative Trust.

### **8.1 Training for new Governors for the schools within the Trust**

Imran Ahmed confirmed that the recent new Governor training, provided by the Cooperative Trust, was very positive and informative.

Further training is scheduled for Monday 20 November 2017. This will focus upon mobility, boys reading and how to involve the whole range of communities that the school are involved with.

A Governor commented that it is very useful to have links at different levels and for Governors to make connections.

The date for the next Governors meeting, within the Sheaf Trust, was confirmed as 25 January 2018 at 5.00, venue to be confirmed, possibly Springfield School.

Governors commented that the previous meeting was very worthwhile. Governors advised the Chair that some Governors did not receive the meeting minutes.

The Headteacher informed Governors that:

- An action plan has been put together by members of the Sheaf Trust.
- The joint building supervisors meetings and joint business managers meetings are both proving very positive.
- The joint Headteacher meetings are held regularly.

Governors were informed that mini reviews, at other schools, will be undertaken by two Headteachers from within the Sheaf Trust Schools and will focus upon schools not reviewed last year. The Headteacher confirmed that this is a very useful exercise.

A Governor asked about previous discussions around the joint purchase of insurance within the Trust. The Headteacher confirmed that business managers have discussed this and are preparing for the renewal cycle in advance.

## 9. **Committee minutes and reports from Governors with curriculum links**

### **Resources Committee**

The following items were confirmed as discussed by the Resources Committee.

- Lighting considerations – changes of fitting and lamps to LED.
- Governors were given an overview of the two companies and the three variables of interest free loan, being considered for the lighting alterations in school.
- This was agreed in principle at Resources Committee and also agreed that cost should get the heaviest consideration.
- Governors resolved to accept the proposals from the Resources Committee.
- The Headteacher requested the works be undertaken during school holidays. Thanks were given to members of the Resources Committee.

### **Teaching, Learning and Curriculum Committee**

The following items were confirmed as discussed by the Teaching, Learning and Curriculum Committee.

- Staffing and SEND.
- Provision reporting for more able students.
- Learning walks

**ACTION**

**10. Review of committee membership, terms of reference, delegated powers and to confirm/establish Link Governors for curriculum areas**

The Chair will forward the terms of reference to the Headteacher for upload onto the Google drive. These will also be emailed to Governors.

Derek Grover

**11. Safeguarding (including annual report brought forward from summer 2017 agenda)**

The Headteacher reported that Sheffield schools have faced a number of issues, with ICT, whilst attempting to complete the local authority annual safeguarding report. Due to these issues, the deadline of 17 November 2017 will be unable to be met by the school.

The Headteacher confirmed that she has spoken to the Safeguarding service for support.

Governors were informed that this is a totally different report to previous submissions which has been a monumental piece of work that is mandatory.

Governors agreed that the above is not a good use of the Headteacher's time.

It was confirmed that advanced safeguarding training has been undertaken and that the single central record is up to date. Once the report is complete, the Headteacher will arrange sign off by the Safeguarding Governor. The report will be distributed to Governors once complete.

Catherine Timbers

The Chair confirmed that the Governing Board are confident that all safeguarding measures, within school, are in place and up to date.

**12. To adopt or confirm the Governing Board Code of Conduct**

The Chair will distribute the revised NGA Guidance to all Governors for confirmation of their acceptance.

Derek Grover

**13. School admissions 2019/20**

Governors approved the Indicated Admission Number of 40 for the academic year, 2019/20. This will be published in the Composite Prospectus "A Guide for Parents."

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

Resolved: That the next meeting be held on 22 March 2018 at 5 p.m.

**ACTION**

**15. Any Other Urgent Business**

**15.1 Volunteers**

A Governor asked how thanks could best be extended to volunteers that work within the school.

The Headteacher informed Governors that Christmas cards and gifts are being made by the children in teatime club.

Governors discussed a get together for volunteers and proposed that a cream tea be held during the summer term.

All Governors

**Meeting closed at 6.40 p.m.**