

**BROOMHILL INFANT SCHOOL**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
HELD ON 20 JUNE 2019 at 5.00 p.m.**

Present: Derek Grover (Chairperson); Imran Ahmed;  
Sarah Colver; Abdool Gooljar; Lorraine Hill;  
Joanne Jones; Rebecca Linsell; Deborah Lodge;  
Abigail Thorlby; Catherine Timbers (Headteacher);  
Toby Wilson.

In Attendance: Sharon Tabberer Parson Cross Governing Body (Observer)  
Susan Jones SENCO  
Phil Lenagh Early Years Lead  
Rose Slimani Clerk to the Governors

**ACTION**

**1. Apologies for Absence**

Apologies were accepted from Helen Whysall.

The Chairperson welcomed Sharon Tabberer, Chairperson, Parson Cross Governing Body to the meeting as an observer.

**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 07<sup>th</sup> March 2019 be approved and signed.

**Matters arising from the minutes**

**3.1 Skills Audit (item 4.1)**

The Chairperson noted that the Skills Audit has not yet been sent to members of the Governing Body and that he would follow this up.

Chairperson

**3.2 Links to Universities (item 4.1)**

The Headteacher noted that this would be an item on the agenda for the Sheaf Trust Board meeting to be held the following week.

Governors agreed that all other matters arising were included on the agenda for this meeting.

#### 4. Headteacher's Report

The Headteacher's report had been received prior to the meeting and the following points were discussed:

A point of accuracy was noted in the report title, which should read *Summer 2019*, and not *Spring 2018*.

##### 4.1 School Numbers

The school will be full for September 2019 with nineteen pupils on the waiting list. Appeals, for four children to be given places in the school, have taken place and none has been successful.

Governors asked if pupils identified as requiring 1:1 support this year would only be able to access lower levels of support next year and were informed that support levels would remain the same. Governors asked what the outcome had been from an application in relation to support for a pupil with severe SEN. The Headteacher explained that there were no funds on offer to provide the support required and that the school was not the right environment for the child: his mother agreed with this assessment and had asked for the school to confirm this at her appeal hearing.

##### 4.2 Attendance

The Headteacher reported that attendance is good, standing at 97% for the whole school with dips recently for Eid celebrations and an outbreak of chickenpox. Governors congratulated the school for having achieved 100% attendance in Blue Base and noted that attendance for those pupils in receipt of Pupil Premium (PP) is higher than average. The Headteacher stated that the school office worked tirelessly in contacting families in relation to attendance and Governors wished thanks to be passed to the office team.

Headteacher

##### 4.3 Inclusion/SEND

SENCo, Susan Jones, gave a verbal report on Inclusion and SEND and the following was noted:

- 4.3.1 A new category had been introduced into the SEND section of the Headteachers report, '*Currently receiving Wave 1 intervention*', which identifies pupils requiring support but not sufficient enough to qualify them to be included in the SEN register.
- 4.3.2 Wave 2 support includes those pupils on the SEN register, requiring SEND support and/or accessing 'My Plan'.
- 4.3.3 Wave 3 support includes those pupils assessed as requiring EHCP plans.
- 4.3.4 Discussions are taking place across the Triad schools about discrepancies within the categorisation process of

SEND and the application of the Sheffield Special Educational Needs and Disability (SEND) Support Grid. Governors asked if the Grid would replace Waves 1 and 2 and were informed that it would not and that the Grid offers better clarity about interventions that are available across the Waves. Wave 1 interventions would be provided through differentiation within the delivery of the curriculum for example booster sessions, Wave 2 would offer targeted interventions for pupils on the SEN register and Wave 3 would deal with complex bespoke individualised learning programmes.

Governors asked how pupils accessed EHCP and were informed that in order to access this provision pupils had to have had at least three cycles of 'My Plan' support. Governors noted that the Grid would provide greater detail to allow assessments to better place pupils on the support continuum.

Governors asked what are the advantages for pupils with 'My Plans' and were informed that there were no advantages except that if a pupil were to change schools their 'My Plan' would go with them.

Governors noted that assessment of pupil need according to the criteria supplied in the Grid provided no guarantee of additional funding. Governors noted that requests for extra funds for a pupil with high support needs in Year 1, would be considered in July 2019.

4.3.5 The Headteacher noted that she had excluded one pupil for half a day following an assault on a member of staff. The pupil had been sent home with homework and had apologised the following day when they returned to school.

The Chairperson supported the school in taking this action and all members of the meeting agreed that sanctions should be increased if the incidents escalated.

#### 4.4 **Pupil Premium (PP)**

Twelve pupils are in receipt of PP and six have achieved at GLD, Y1 Phonics and/or ARE at the end of KS1. The other six pupils are assessed as having additional support needs and have made significant progress. PP funds will continue to support 'Theraplay' which can help pupils verbalise their feelings.

#### 4.5 **Early Years (EY)**

Early Years Lead, Phil Lenagh, gave a verbal report on EYs and it was noted that 69.2% of pupils have achieved Good Levels of Development (GLD) against a target of 75%, which is lower than expected but is in part due to mobility of pupils. One pupil has left during the year and incoming pupils have EAL and/or high support needs with multi-agency support in some cases. All

pupils not achieving expected standards have back-stories that are documented.

#### 4.6 **Year 1 Phonics**

Jo Jones gave a verbal report on Y1 Phonics and it was noted that 83.2% of pupils achieved Phonics against a target of 85%. Mobility was considered to have an impact on outcomes, however, progress is being made with pupils who have been admitted to the school in-year. Governors noted that each pupil was equivalent to 2.5% of the cohort. Pupils leaving school part-way through the year were assessed as being on track, whereas new pupils took time to settle into the school. The Headteacher described one pupil who could read fluently but was unable to decode alien words.

#### 4.7 **Year 2**

Susan Jones presented Governors with tables providing details of levels of achievement in Maths, Reading and Writing for Summer 2, 2019 and the following was noted:

- 4.7.1 Booster groups were having a significant impact,
- 4.7.2 Maths is good with ten pupils working at Greater Depth,
- 4.7.3 Some SATs questions were difficult for some pupils who, developmentally, were not quite ready to cope with them. A SEN pupil performed well in Maths but struggled with the 'Reasoning' section.
- 4.7.4 In Reading ten pupils are working at Greater Depth. SEND and EAL pupils struggle with inference skills and two pupils are displaying dyslexic tendencies, one of whom has been screened privately and has been confirmed to be dyslexic.
- 4.7.5 Booster groups in Writing are having a significant impact. Moderation in handwriting, specifically in letter formation, can be strict, with tight criteria.

*Susan Jones left the meeting at this point.*

#### 4.8 **Staffing**

Diane Sharkey has been appointed as Higher Level Teaching Assistant (HLTA) from September 2019. Aqueel Khaliq has been appointed as 'Active TA' from September 2019. All other staff are to stay in the same roles. Students from SHU and the Sheffield College have had very successful placements within school and more work experience placements are due to take place over June and July.

#### 4.9 **SEF**

The Chairperson noted that the SEF was on the agenda for this meeting.

- 4.10 Meetings for pupils due to start at school in September have been very popular and well attended by parents.
- 4.11 Fiona Gowers, Learn Sheffield, is due to visit the school next week and the Chairperson, Derek Grover, has agreed to meet her with the Headteacher.
- 4.12 **SEND**

The SENCo and Deputy SENCo have both left their posts, creating vacancies. The Headteacher has explored ways in which these roles can be fulfilled but so far has identified no other members of staff willing to take on these roles. It was suggested that the newly-appointed HLTA could take on the role as she is a qualified teacher. Following a lengthy discussion, Governors agreed that one day a week would be budgeted for up to the end of March 2019 and that the Headteacher and Deputy Headteacher would consider ways of allocating responsibilities.

Chairperson

Governors asked if The Sheaf Trust schools and/or Triad could provide support and the Chairperson agreed to take the issue to the next Sheaf Trust Board meeting on 25.06.19 and to suggest looking at the possibility of sharing a SENCo across the Sheaf Trust schools.

Governors discussed at length the lack of support and funding available for SEND pupils across the city and recognised that all schools were struggling with a short-fall in funding for vulnerable pupils. The Headteacher informed the meeting about 'Bright Futures', a new company set up to advise families about schools they might want to consider when trying to place their children in supportive environments. It was noted that Broomhill Infant School had been named on ECHP plans for pupils outside of the catchment area, as being a school responsive to inclusion. In most cases parents are sympathetic to the fact that the school is not adequately equipped to cater for high support and complex needs. Governors noted the challenges in Bright Futures recommending certain schools to families and the subsequent potential increase in numbers of vulnerable pupils being concentrated in a few schools. Governors questioned the credentials of Bright Futures and their ability to make expert assessments of needs of individuals. Governors considered the need to seek legal advice.

Chairperson  
Headteacher

Resolved : The Chairperson suggested that the situation should be monitored and that if further interventions are made by Bright Futures the situation should be reassessed to consider what action might be appropriate.

**5. SEF**

The Headteacher reported that she is in the process of revisiting the SEF to ensure that it is responding the new Ofsted framework, which is

due to be implemented in September 2019 and she will discuss the SEF with Fiona Gowers during her visit to the school on 26.06.19. Following that the new SEF will be shared with members of the Governing Body.

## 6. **Maths Priorities**

The Headteacher reported that an Action Plan for Maths has been produced by Helen Downham focussing on long-term plans for Mastery in Maths and discussion around this will be included in the Inset planning days. Governors noted that there has been an increase in Mastery in Maths and that it is important for a solid English language base to be in place in order to facilitate progress in Mastery.

The Chairperson noted that two Maths Learning Walks have taken place during which they were impressed by the breadth of the curriculum, the concepts pupils are being taught and evidence of clear differentiation. They reported that the “make it, draw it, write it” technique is very successful and resources are extensive.

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

The TLCC Committee had met on 19.06.19 and had considered SEN and the impact on resources and staffing.

The School Council had visited the Governors meeting and had been well received providing a range of different activities.

## 8. **To approve the budget spending plan for the financial year 2019/20**

The Headteacher informed the meeting that the budget position was slightly less favourable than at the beginning of the year. This has been due to difficulties in relation to pension calculations, which has required a pay-back over the year. This error had been made by Capita in relation to South Yorkshire Pensions Authority.

There will be a carry forward of £48.5k.

Imran Ahmed is working closely with Mr Burton, Buildings Manager, to resolve issues in relation to the heating systems. Reports have been submitted to the LA but so far, no response has been forthcoming. Contingency plans are in place for next winter if the issues have not been resolved.

Resolved: Governors agreed to approve the spending plan for 2019/20

## 9. **Annual report on Safeguarding**

The Headteacher reported that the annual Safeguarding report will be completed by 14<sup>th</sup> September 2019. No incidents have been reported.

Training is in place for the whole school with specific training for Under Five's and SENCo and Deputy SENCo.

10. **To confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support this process.**

Resolved: Governors agreed that the Chairperson, Derek Grover, Deborah Lodge and Helen Whysall would continue as reviewers of the Performance Management of the Headteacher.

Governors discussed the possibility of employing another external advisor given that the current one has been in place for some years. It was agreed that a fresh approach might be informative. To that end the Headteacher suggest she contacted the external advisor for Sharrow Primary school to ask for their availability. Governors agreed unanimously with this suggestion.

Headteacher

11. **Review of Governing Board Membership and Constitution**

Resolved: Governors agreed unanimously that the Governing Board membership and Constitution have been agreed and that no changes have been made.

12. **Meeting dates for the academic year 2019/20**

Governors agreed the dates of Full Governing Body meetings for the next academic year as follows:

- Thursday 14<sup>th</sup> November 2019 at 5.00 p.m.
- Thursday 13<sup>th</sup> February 2020 at 5.00 p.m.
- Thursday 18<sup>th</sup> June 2020 at 5.00 p.m.

The meeting agreed the Lorraine Hill and Helen Whysall would liaise with Governing Body members to set dates for Committee meetings for the next academic year.

Lorraine Hill  
Helen Whysall

13. **Governing Body self-evaluation activity**

The Chairperson agreed to send the Skill Audit to all members of the Governing Body and to report back on outcomes from that audit.

Chairperson

14. **Consider current governor training opportunities**

It was noted that Helen Whysall continues to be the appointed Training Governor. Governors were directed to Helen for details of the availability of on-line training and also to the National Governance Association website for training and resource opportunities.

Whole school Safeguarding will take place in July 2020.

15. **Sheffield Governor Newsletter**

Governors noted that the Newsletter had been received and that there were no matters arising from it.

16. **Review of the meeting – has the Governing Body fulfilled its three core functions.**

Governors agreed that the three core functions had been effectively and efficiently covered during this meeting and over the year.

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

Resolved: That the next meeting be held on 14<sup>th</sup> November 2019 at 5.00 p.m.

18. **Any Other Urgent Business**

18.1 **Teatime Club**

The Headteacher reported that staff employed to run the Tea-time Club have now been in employment for more than two years on temporary contracts and as such will have accrued full employment rights. The Chairperson and Headteacher agreed to meet to look into the matter and to decide ways forward.

**Meeting closed at 6.30 p.m.**