

BROOMHILL INFANT SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON 14 NOVEMBER 2019 AT 5PM**

Present:	Derek Grover (Chairperson) Catherine Timbers (Headteacher) Helen Whysall Imran Ahmed Abdool Gooljar Lorraine Hill Joanne Jones Rebecca Linsell Sarah Grover Toby Wilson Debs Mclea Phil Lenagh
In Attendance:	Simone Turnbull (Clerk to Governors)

		ACTION
1	<p>To receive and, if agreed, approve apologies</p> <p>Apologies were accepted from Abigail Thorlby</p>	
2	<p>Declaration of any pecuniary interests relevant to this agenda</p> <p>Governors were asked to declare any pecuniary interests relevant to this agenda.</p> <p>Toby Wilson is the Data Protection Officer for Sheaf Trust.</p>	
3	<p>1. Appointment of Chairperson and Vice Chairperson and confirmation of term of office (where applicable, Clerk to lead on this item)</p> <p>1.1 Appointment of Chairperson</p> <p>1.2 Appointment of Vice Chairperson</p> <p>1.1 Derek Grover will remain the Chairperson for a term of 1 year.</p> <p>1.2 Deborah Lodge will remain the Vice Chairperson for the term of 1 year.</p>	

4	<p>Confirmation of the previous meeting and report on matters arising from the minutes</p> <p>Resolved: That the minutes of the meeting held on 20 June 2019 be approved and signed.</p> <p>Matter arising from the meeting</p> <p>3.1 Chairperson has sent Skills Audit for completion by Governing Body</p> <p>4.12 SENCo has been appointed.</p> <p>10 New external advisor has been appointed. This has been a success.</p>	
5	<p>Headteacher's Report</p> <p>Headteachers report has been circulated. The following comments / questions were noted.</p> <p>Attendance</p> <p>Attendance is lower than usual as three children had not yet returned to school since September. One child has returned and the other two should return next week.</p> <p>Two children went to Saudi Arabia and were gone for four weeks altogether.</p> <p>Governors asked if they fall within EAL. The Headteacher responded they do.</p> <p>Governors asked how school categorised authorised and unauthorised absences. Authorised absence can be granted for a significant family event such as a wedding or funeral. Unauthorised absence is categorised as when a child is absent without consent or knowledge of the school.</p> <p>5.7% absence is for other reason i.e.: sickness.</p> <p>SEN</p> <p>14 pupils are receiving support, all are in intervention groups</p> <p>Reviews have taken place.</p> <p>New definition of k code has come through.</p> <p>Lead SENCO for Triad is visiting in December.</p> <p>Support for transition is important.</p> <p>Chair asked if there are any outstanding funding applications. There is one outstanding application, this will go to Panel on 27 November, all other funding has been received.</p> <p>Kate Woodward will be doing assessments along with other professionals.</p> <p>Governing Body expressed their thanks for the work being done.</p> <p>F2 Predictions for GLD – Information for Governors (Autumn 1)</p>	

	<p>Headlines</p> <p>No problems – 15 children Should – 12 children Might – 11 children Won't - 2 children 67.5% on track AT THE MOMENT to achieve GLD</p> <p>Governors discussed the reasons children may not achieve GLD. The following questions / comments were made. Progress has been made in phonics. Smaller groups are working with Emma Turton to consolidate learning Volunteer readers first support the children who need the most help. The two children who won't achieve GLD are both EAL, quite young and have complex social and emotional needs, small steps are being taken. The target is 70% and school is well on track to achieve this. Governors and teachers feel this is an achievable target. The more support school offers now the less support the child may need in later years. Lucy offers Theraplay in school, she is amazing and fantastic. She has helped teachers to learn new skills, strategies and therapeutic approach e.g. using different language, red brain, blue brain. Chair feels it is priority that school continues to have Theraplay. Governors are happy the results of Theraplay justify the approach. Parents have expressed that the results are more than they could have dreamed of.</p> <p>Jo Jones reported a new book is being used to assess phonics, Letters and Sounds – A Learning Record Children are grouped across the school according to need, teachers are ensuring work is being done at an appropriate level. Reading is a huge focus this year.</p> <p>Staffing</p> <p>Governors asked about the impact of not having a Building Supervisor. The Headteacher responded there has been some impact, however the Building Supervisor will begin a phased return from next week and Russ will continue to support until Christmas.</p> <p>School Events</p> <p>Headteacher reported that school events are really exciting for the children and gives them a huge sense of belonging. The Bonfire was amazing and made a profit Headteacher encourages parental involvement. Events coming up - Christmas Fair, Winter Carnival and Snow Ball.</p>	
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	<p>With profits made from events school will purchase a walk-in sandpit, new wooden writing table and big building blocks.</p> <p>Headteacher invited Governors to attend open mornings on 21st and 28th November anytime between 9am and 12pm.</p>	
6	<p>Reports on Writing, Maths and Reading</p> <p>Report on Writing Predictions for ARE Autumn 2 2019 Headlines No problem – 5 children Should – 14 children Might – 14 children Won't – 6 children 19 out of 39 = 49% 14 out of 39 – 36% 6 out of 39 = 15%</p> <p>The high number of children with EAL is evident. Some children have arrived this term from other countries, for instance, from China. Tests can be hard for some children. There is work to be done and lots of support in place i.e.: from Fisher Family Trust and Volunteer readers.</p> <p>Maths Predictions for ARE Autumn 2 2019 Headlines No problems – 5 children Should – 18 children Might – 11 children Won't – 5 children 23 out of 39 = 59% 11 out of 39 = 28% 5 out of 39 = 13%</p> <p>Very different to last year. Over 50% of children are EAL. Children with English as a second language are doing well. Children at school are really good at welcoming new children. Children are settling in nicely.</p> <p>School is involved in the Math Mastery project. Helen reported that whilst school benefited from the project last year, she doesn't feel the next stage</p>	

	<p>and style of teaching will be suitable for school. It is very formal and is a different style that would not suit Broomhill.</p> <p>There are still things from last year that are being worked on and will be carried forward this year.</p> <p>The Governing Body is assured that Maths is still a focus.</p> <p>The Chair agreed the Governing Body should revisit this at the end of the year.</p> <p>Reading</p> <p>Jo Jones reported that reading is a priority this year, in response to Ofsted, there will be a deep dive into early reading and phonics</p> <p>Fiona Gowers is coming to school to do a mock deep dive.</p> <p>School is really good at encouraging children to love reading.</p> <p>There was a fabulous presentation for parents that was well attended.</p> <p>There was a meeting with English leads in Sheaf Trust yesterday. Springfield school already been inspected so it was helpful to hear about this.</p> <p>School must invest in phonics books. Springfield send a phonics and a reading book home.</p> <p>Headteacher reported school encourages reading by providing nice places to read and inviting authors to school.</p> <p>Headteacher feels school is doing everything it can to encourage reading. A letter has been sent to parents today to encourage parents to read with their children at home and record what is being read.</p> <p>Volunteer readers record children's reading.</p> <p>There will be further discussions on reading at the next TLC meeting.</p>	
7	<p>Self-Evaluation Form</p> <p>The Self-Evaluation Form was sent to Governors by email on 14 October. This has received a green light from Learn Sheffield.</p> <p>The report is sent to the Board in Locality. This is positive as school can receive help and support and we can also offer our support.</p> <p>Chair offered his congratulations.</p>	
8	<p>Committee Minutes and reports from governors with curriculum links</p> <p>Finance Committee</p> <p>In summary, the budget is exactly where school expected it to be.</p> <p>School is managing well on a tight budget</p> <p>Wrap around care has helped. Up to 30 children attend on a Friday, this is a great service and activities. e.g. visiting the War Memorial.</p>	

	<p>Resources</p> <p>Imran Ahmed has been liaising with Local Authority Facility Management Team, regarding the heating system, they have said although the heating system is old it is still functional.</p> <p>IA was not satisfied with this response and has been communicating further via email and telephone to his contacts.</p> <p>The Heating system is so old that when it does breakdown, school will be unable to obtain parts.</p> <p>Any problems with heating in future please ring Council Repair and Maintenance team.</p> <p>If school is not a proper temperature, then school will have to close.</p> <p>IA has sent the full email chain to cabinet members, Local Authority and councillors.</p> <p>School has been proactive and chasing but is not getting a good response. Governors thanked Imran for all his help and expertise in this, his contacts and knowledge has been invaluable.</p> <p>IA to provide contact details for Governors.</p> <p>IA feels we should be looking at an alternative to the current system and start planning now for a possible breakdown.</p> <p>Governors accepted that the building is big and old and replacing the heating system would be a complicated job, however school must be proactive.</p> <p>Staffing</p> <p>Governors recognised that good appointments been made.</p> <p>TLC</p> <p>There will be a Learning Walk on 22 January.</p> <p>Lockdown Policy</p> <p>After discussion the Governing Body agreed a Lockdown Policy is required. Headteacher agreed to action this.</p> <p>Other Policies for review to be completed as appropriate</p> <p>School Action Plan to be put on the website.</p>	<p>IA</p> <p>Head-teacher</p> <p>Head-teacher / ALL</p> <p>Head-teacher</p>
9	<p>To adopt the Governing Body Code of Conduct – NGA Revised Edition 2019</p> <p>The Governing Body Code of Conduct has been circulated and adopted by the Governing Body.</p>	
10	<p>Annual Report on Safeguarding</p> <p>Headteacher is in the process of completing the Annual Report on</p>	

	<p>Safeguarding. All Governors are due a Safeguarding Training update in July 2020 Headteacher will circulate dates for governors to attend training</p>	Head-teacher
11	<p>School Admissions 2021/22 – to approve the Indicated Admission Number - The GB is responsible for determining the admission number for Reception 2021/22. It is recommended that the Authority publish an admission number of 40 in the 2021/22 admission booklet.</p> <p>The Governing Body agreed to the Admission number of 40.</p>	
12	<p>Review of the meeting – how has the Governing Board fulfilled the three core functions for which it is responsible?</p> <p>Governors agreed the governing board is fulfilling the three core functions.</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent 	
13	<p>Review of governor training arrangements for 2019-20 including appointment of a Training Coordinator</p> <p>Chairperson, Derek Grover, agreed to be Training Coordinator for this year. The Skills Audit will help clarify what training is needed. Some Governors are not finding relevant training being provided by Learn Sheffield. Chair reminded governors there are other training sources as well as Learn Sheffield, such as NGA and DfE.</p> <p>Governors would like a training session regarding the curriculum and framework for Governors across the Sheaf Trust.</p>	
14	<p>Consider Sheffield Governor Newsletter</p> <p>Sheffield Governor Newsletter has been received via email.</p>	
15	<p>Any other urgent business</p> <p>15.1 Governors feel a Newsletter would be beneficial, possibly a letter or email after each Full Governing Board with five points that could be communicated. Becky will send Nether Green’s Newsletter as an example to the Chair.</p>	Becky

	The Headteacher agreed to include dates of Governors Meetings in the existing School Newsletter.	Head-teacher
	15.2 Parents meeting with governors to be arranged for next term.	Head-teacher
16	Date and time of the next meeting 6 February 2020 at 5pm	
	Close of meeting There being no further business, Chair closed the meeting at 6.45pm	