

**BROOMHILL INFANTS SCHOOL**

**MINUTES OF THE FULL GOVERNING BODY  
HELD ON 6 FEBRUARY 2020 AT 5PM**

Present:	Derek Grover (Chair) Catherine Timbers (Headteacher) Joanne Jones Abigail Thorlby Imran Ahmed Abdool Gooljar Sarah Colver Rebecca Linsell Toby Wilson Lorraine Hill Deborah Mclean
In Attendance:	Helen Downham Diane Sharkey Phil Lenagh Simone Turnbull (Clerk to Governors)

		<b>ACTION</b>
1	<p><b>To receive and, if agreed, approve apologies</b></p> <p>Apologies were accepted from Helen Whysall</p>	
2	<p><b>Declaration of any pecuniary interests relevant to this agenda</b></p> <p>Governors were asked to declare any pecuniary interests relevant to this agenda. No one declared any interests relevant to this agenda.</p>	
3	<p><b>Confirmation of the previous meeting and report on matters arising from the minutes</b></p> <p>Resolved: That the minutes of the meeting held on 14 November 2019 be approved and signed.</p> <p><b>Matter arising from the meeting</b></p> <p>Safeguarding training dates have been circulated, all governors are welcome to attend. Governors are encouraged to attend Safer Recruitment training. Headteacher will check who has done this training and when.</p>	Head-teacher

4	<p><b>Headteacher's Report</b></p> <p>The Headteachers Report has been circulated. The following comments and questions were noted.</p> <p>There are currently 117 children enrolled and Broomhill is full in FS2 and Year 1 . There was an appeal today for a FS2 place, but this was not successful. We have children who need a lot of extra support. There are currently 32 children on the waiting list. Headteacher is in regular contact with John Bigley and he is fair and measured.</p> <p><b>Attendance</b></p> <p>Attendance is down as there have been a lot of sickness and due to holidays taken before Christmas. Some absence was authorised, some was not, and some absence was due to children not returning at the time parents said they would.</p> <p>All children with absences have had a letter from school to parents. Chair concerned about the attendance figure being so low. Headteacher assured governors attendance is rising to high levels again and sickness is subsiding.</p> <p>No children who attend school have spent Christmas / New Year in China. Chair asked for assurance that this was a one off and not a trend. Headteacher responded that school is relentlessly consistent with its approach to absence and attendance. It is consistently the same children and staff are doing their best and giving advice and guidance to parents.</p> <p><b>Inclusion</b></p> <p>Thank you and well done to Dianne Sharkey who is absolutely fabulous, and secures funding school didn't know existed, most recently, £3k. DS reported all EHCP work is done and review meetings are booked, every class has up to date SEN files. Five children have been referred to FUSION and school has had reports back. Three children have been referred to Jill Bush and two children have been referred to speech and language. A Ryegate referral has been sent for one child. Education Psychologist sessions for one child have been booked.</p> <p>Intervention ' Precision Teach' – all teachers have been trained. Graphics on chart show progress. Chair asked if this is the whole class? DS responded no; it is aimed at targeted children. Chair asked how many children DS responded 4 or 5 in each class.</p> <p>SEN funding for one child will be in the March cash advance. This is a relief as staff have already been paid.</p> <p><b>Exclusion</b></p> <p>There has been 1 half -day exclusion. The excluded child 'took a chunk' out of another child and was sent home. This child is very autistic and has been</p>	

	<p>referred to Ryegate. Headteacher felt it was important to make a point that his kind of behaviour was not acceptable. School is supporting the parents.</p> <p>One more Pupil Premium and three Looked After Children, school has received a bit more funding for this.</p> <p><b>Phil Lenagh</b>  There have been a few surprises and a bit of a shift, results are looking quite pleasing particularly literacy and maths, everyone is making good progress. Currently 67.5% GLD  Headteacher feels we need to bear in mind good progress has been made. The boys are maturing as the year goes on.  Strategies are being taught.  Headteacher feels that 67.5% GLD in February is ok.  Governing Body talked about particular children and how they are coping and progressing. Headteacher praised teachers’ skills and learning different ways to manage situations.  School has been praised by parents for their therapeutic approach, it is more than they dreamed of.</p> <p><b>Joanne Jones</b>  <b>Phonics</b>  There was Phonics assessment in January, results were a little bit lower than this time last year, we can put this down to the cohort  Regularly assessed for the most appropriate teaching, precision teaching, school is absolutely doing our very best.  Looking for progress by June  There will be an information meeting with parents after half term.  JJ feels confident in our phonics teaching.  JJ will give an update on phonics at the next Committee meeting, before the next Full Governing Board.</p> <p><b>Helen Downham</b>  <b>Maths</b>  Maths is looking pretty positive  Extra support for children in Maths lessons  Using a very practical approach, all effort is being made to raise the score  Some parents think it is too hard, they don’t understand the SATs questions so are finding it difficult to help their children.</p> <p><b>Reading</b>  EAL is significant  There is an army of reading volunteers working with the children. There is daily reading and discussion as much as possible. There are 37 volunteers.  Headteacher feels reading daily is essential.</p> <p><b>Writing</b></p>	<p>JJ</p>
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Reading and writing go hand in hand so the issues can be similar.  
Working on level of language and grammatically correct sentences.  
Handwriting and spelling are big issues for some children.  
Children are putting in their best effort and there is massive progress.  
Precision teach, spelling zappers, extra handwriting with small groups.  
Some children in the 'might' box, there is just one thing that children are missing to take them to 'should'  
There are Wobble workshop for core stability and strength to help children, school also has other resources in place to help core strength.

Similar concerns in handwriting, making sure children can write in cursive handwriting. Chair suggested perhaps a push on handwriting in the future as we have done in the past, will look at this for SDP next year. Joined up thinking and working is important.

**Staffing**

Mr Burton is back and fit and well. He is a brilliant joiner and now has as a carpentry and joinery student helping him. (Spike) They get on well together, they are working hard and have made all sorts of things.

SH has decided to stay but will reduce her hours.

Headteacher hoping DS can work Mon-Weds and SH Thurs-Fri. Headteacher is costing this out and believes she can make the new arrangement work with the staff we have.

Chair stated that school needs to be clear that whatever solution the Headteacher decides on, school can afford it. Headteacher will check and double check, with help from DM. The new arrangement will start after Easter.

There are lots of students and volunteers involved with school. Everyone is busy and industrious.

**Training**

Staff are not doing much outside training at the moment.

**School Council**

There has been a change of personnel.

It is time to renew the Green Flag Award, School Council has a month to do this, renewal is due in March.

Fundraising for the Children's Hospital 'Bears of Sheffield' will take place next half term. Funds raised are specifically for building accommodation for parents of sick children.

Please sponsor the team running in the Sheffield Half Marathon – Sunday 29<sup>th</sup> March 2020

	<p>Parents evening is next week, parent questionnaires have gone out and school is encouraging parents to complete these. Pupil and Staff questionnaires have gone out. Thanks to all staff.</p> <p>Whirlow is booked and Helen will lead. Wrap around care is brilliant. School can have up to 30 children a night, there has been 13K profit from this.</p> <p>Electricity and water bills have risen.</p> <p>There have been issues with the heating since the last meeting, various people have been looking at future solutions, thanks to Imran Ahmed for his help.</p> <p>There have been lots of extracurricular activities, with a trip also planned to The Deep.</p> <p>SFVS – DM is working on this.</p>	
5	<p><b>Committee minutes and reports from governors with curriculum links</b></p> <p>There was a Learning Walk in January. Great small group work was observed, and governors were impressed. Meeting dates for the rest of the year have been set and are on the drive.</p> <p>Chair will write up his visit to school.</p> <p><b>Energy</b> By the end of the year the financial position will be 40k in deficit. From a Resources Committee point of view the school is managing the money to the absolute best of its ability.</p> <p>Headteacher is in the process of submitting a bid for a new climbing frame, need to link to the community use of this and bid writers are helping with this.</p> <p>Chair reported that the Headteacher at Broomhall Infants has been off sick for four weeks and is clear the school has been in some difficulties. As part of the Sheaf Trust, Catherine Timbers and Evelyn Abram Headteacher from Sharrow have been offering additional support to Broomhall. CT has been spending time and supporting and school is putting resources into this. Headteacher and EA are happy to support until Easter but then will need financial support. Broomhall staff are under pressure. Governors are happy for school to be supporting Broomhall.</p>	

6	<p><b>Review School Improvement Plan / Self Evaluation Form including progress on Reading Priority</b></p> <p>Reading – there was a Deep Dive with Fiona Gowers, Learn Sheffield Improvement Partner and she was impressed. There is a Book Club for more able readers, book swap and reading recommendations. School is encouraging parents to read with their children and evidence this. Precision teaching is helping Volunteers are helping.</p> <p>Headteacher will make the SIP available before Full Governing Body in June.</p>	
7	<p><b>Review Governing Board membership and governor end of term dates including skills audit.</b></p> <p>Sarah Colver will be leaving the Governing Body soon.</p> <p>Governors thanked Sarah Colver, she has made a huge contribution to school in general and the Governing Body. Thanks for the lovely assemblies and your contributions as a class link Governor. Sarah expressed it has been a joy and she has really enjoyed being here. Sarah received a present from the children, a framed picture of drawings the children have done of themselves.</p> <p>This means the Governing body has a vacancy, there are gaps in knowledge in finance and a community link. Headteacher has found it fruitful having someone from Church, the diversity has been lovely. Sarah is talking to someone from St. Marks Church about the possibility of being on the Governing Body.</p> <p>Chair asked Governors to think of candidates and let Chair and Headteacher know of any ideas prior to Full Governing Board on 18 June.</p> <p>Chair thanked Governors for the completion of the Skills Audit, governors are well covered in all categories</p>	ALL
8	<p><b>Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?</b></p> <p>The Governing Board believes that the three core functions are being fulfilled.</p>	
9	<p><b>Review of Learn Sheffield governor training options for 2019/20</b></p> <p>If you do any training, please let the Chair know.</p>	

	<p>Safeguarding training for everyone is recommended. Rebecca Linsell agreed to complete Safer Recruitment training</p> <p>Chair asked if session about new Ofsted framework could be delivered across the Trust. Headteacher will investigate this with fellow Heads in the Sheaf Trust. Learn Sheffield can deliver this training.</p>	<p>RL</p> <p>Head-teacher</p>
10	<p><b>Consider Sheffield Governor Newsletter</b></p> <p>Sheffield Governor Newsletter has been received.</p>	
11	<p><b>Any other urgent business</b></p> <p>Headteacher reported school currently pays 5k insurance building and contents. School has the opportunity to buy into a new scheme that will save school 3k.</p> <p>Governors agreed that this needs investigation to see if this would be suitable for school, we need to look at exactly what we are possibly gaining or losing.</p> <p>Action – Imran Ahmed will investigate this. Headteacher has provided the information and IA will come back with a recommendation, this needs to happen quite quickly.</p>	IA
12	<p><b>Date and time of the next meeting</b></p> <p>Full Governing Board - 18 June 2020 at 5pm</p>	
	<p><b>Close of meeting</b></p> <p>There being no further business, Chair closed the meeting at 6.30pm.</p>	