

BROOMHILL INFANT SCHOOL

**MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ON 18 JUNE 2020 at 5.00 p.m.**

This meeting was held via Zoom video conferencing

Present: Derek Grover (Chairperson); Imran Ahmed; Abdool Gooljar;
Lorraine Hill; Joanne Jones; Deborah Lodge;
Catherine Timbers (Headteacher); Helen Whysall;
Toby Wilson.

Associate; Abigail Thorlby

In Attendance: Rose Slimani Clerk to the Governors

ACTION

At the beginning of the meeting Toby Wilson, Data Protection Officer for the Trust, explained that the meeting would be recorded, to aid accuracy and to overcome any audio issues. The recording will be sent to the Clerk who will delete the recording once the minutes have been agreed.

Governors unanimously agreed that the meeting could be recorded.

1. Apologies for Absence

Apologies 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. Toby Wilson declared his interest as Data Protection Officer for the Sheaf Trust.

3. Headteacher's Report to include an update on school action/activity around Covid 19

The Headteacher's report had been received prior to the meeting and the Chairperson asked if there were any questions arising from the report. The following points were noted and discussed:

Situation as of today's date in relation to arrangements due to Covid19

3.1 The Headteacher reported that the date for increasing provision in school had been delayed from 1st June, by two weeks, to the 15th June 2020, following advice from the Director for Public Health, Sheffield, Greg Fell. During this first week of increased provision eleven children have attended in FS2 on Monday and

twelve attended on Tuesday. On Wednesday twelve children of Key Workers attended and although there are seventeen Key Workers identified only fifteen children are allowed to attend on any one day; JJ confirmed that today twelve children had attended in that particular cohort. Today, Thursday 18th June, eight children have attended in Year 1, and it is expected that another two children will join that group. FS2 pupils are in their own 'bubble' on Mondays and Tuesdays and Year 1 pupils attend towards the end of the week. Each 'bubble' will have specific staff attached to it. As much time as possible is being spent in outdoors activities, weather permitting. It was noted that current weather conditions have meant that all pupils, for the first time since lockdown, have had to be inside school buildings and that had been successful but also challenging.

- 3.2 Governors asked if numbers were likely to increase over the next four weeks and were informed that the school had expected larger numbers and that it had been difficult to predict exactly how many would want to attend. The school can take up to 15 in the FS and Year 1 'bubbles' and would find it difficult to cope with numbers greater than 15, on Health and Safety grounds. One child of a Key Worker had recently been refused a place due to high numbers in that group. It was noted that this is the only case where a place has had to be declined.
- 3.3 Governors asked what the situation was like at Nether Green and Abigail Thorlby informed the meeting there are Years 3, 4 and 5 Key Worker 'bubbles'. There are also Years 3 and 4 mixed groups and approximately 78 Year 6 pupils organised into six groups of fifteen.
- 3.4 JJ commented that generally families of Broomhill Infants are well equipped to support their children at home and that, as the end of the year approaches, families are deciding to keep their children away from school until the new Autumn term 2020. She suspected that numbers are unlikely to increase over the next four weeks.
- 3.5 The Headteacher noted that the school was aware of vulnerable families and children and had been pro-active in trying to encourage those pupils to attend and, to that end, some home visit have taken place.

Inclusion

- 3.6 Staff have been in touch with all pupils but more so with those more vulnerable families. Pupils with EHCPs have been called at least once a week.

Confidential items were discussed at this point in the meeting

Two other pupils with EHCPs have returned to school this week and have 1:1 support.

- 3.7 The Chairperson noted that there had been one half-day suspension of a pupil during the Spring Half-term due to behavioural issues.
- 3.8 The Headteacher wished to inform the meeting of the commitment of Abbie Carrigan, Administrative Officer, in managing the organisation of vouchers for those pupils in receipt of Free School Meals having gone above and beyond her remit. Governors agreed that thanks should be given to her from the Governing Body.

Headteacher

She noted that pupils entitled to FSM who have returned to school are still in receipt of the vouchers and all pupils entitled to FSM will now be entitled to the voucher system during the summer school holidays. She informed the meeting that during her visits to homes she had been made acutely aware of the high levels of need in some households and the lack of resources.

The Chairperson asked if there were further questions in relation to inclusion. No further questions were forthcoming.

Achievement

- 3.9 The Headteacher noted that GLD had been on target at 75%, prior to lockdown, this included a pupil who left the school during April 2020. She noted, however, the massive gap in learning that has happened since lockdown, which may well impact on outcomes at the end of the year.

Governors asked if, as a result of the gaps in learning, planning for the next academic year has changed and were informed that discussions have already begun to identify skills acquisition that has taken place, prior to lockdown, and what basic skills will be required by pupils going forward, with a focus on Reading, Phonics and Number initially. A clear plan is emerging, which will inform an INSET day, planned for 3rd July 2020 and will outline strategies for September 2020. Classrooms are ready and fully resourced to accept pupils from the start of the Autumn term in whatever format has been recommended by Government at that stage.

Governors asked what Transition arrangements are in place and were informed that Admission Packs, normally distributed in June and July, have been hand delivered to pupils in transition and include an introductory welcoming letter from the key workers' children who have been in school during lockdown. Further communication will be made with families before the end of this term.

Governors asked if the school had received any guidance from the DfE in relation to practice from September 2020 onwards and were informed that no guidance has yet been issued. Maureen

Hemmingway, from the Early Years Team, has also not had any information from the DfE to share with the school. The Headteacher stated that the school was ready and prepared to work with a variety of different options in relation to different starting dates for different cohorts.

Governors asked if the school was under pressure to consider provision over the summer holiday period and the Headteacher informed the meeting that no guidance has been given and that issues around staff contracts would have to be taken into account. It was noted that a representative from Learn Sheffield had stated that it is very late in the year to consider possible provision during the summer holiday period. The Headteacher noted that until guidance was issued there was little point in speculating about the possibilities. Governors agreed that it was necessary to be mindful of the fact that summer provision may still become a possibility.

3.10 **Phonics**

JJ was asked to give a verbal report on Phonics and she noted that this term would have been the time to focus on Phonics in the run up to the tests. All indications are that progress is lower than last year at this time, partly due to the nature of the cohort. From September 2020 the focus will be on tight, well targeted Phonics teaching and Phonic led reading books.

Governors asked if the group not yet progressing as required had high numbers of SEN and EAL pupils and were informed that it was a combination of both. The Headteacher noted that in Green Base, of those pupils unlikely to achieve the required progress, four out of five had EAL, one had SEN and one was LAC, which equates to 24% of that specific cohort. In Yellow Base one pupil was from Finland without any English and five pupils have significant SEN and/or were 'summer born' pupils. All pupils have received interventions and precision teaching throughout the year.

The Chairperson asked if there were further questions in relation to achievement. No further questions were forthcoming.

3.11 **SEF**

The Chairperson noted that many activities had been cancelled as a result of lockdown, including the annual trip to Whirlow Hall Farm, which the Headteacher noted would be a sad omission from the school calendar.

The Chairperson thanked JJ for her management of the school's Facebook Page and noted how inspiring it had been for children, specifically those who will join the school this September 2020, as it provided the opportunity for them to hear stories from the school and identify their new teachers. Governors asked if this

would be continued in years to come and were informed that, yes, it would be continued.

Governors asked if the school's climbing frame had been replaced and were informed that the bid for Lottery funds to replace it had not been successful but that it could be re-submitted in September 2020. The school was now in the process of raising funds for its replacement, with an estimated cost of £10k and so far, £4,400 has been raised. A Door Step Drop Boxes initiative has been successful in raising funds and orders continue to arrive. All monies raised will go towards the replacement of the climbing frame and artificial turf.

The Headteacher noted that £400/500 would be spent from the School Fund to replace books in class libraries to increase multi-cultural and age appropriate reading experiences.

Governors asked if there was a need for members of the Governing Body to assist in the collection for and distribution of Door Step Drop Boxes and were informed that such support would be very welcome. The Headteacher agreed to email to Governors a list of resources that it would be useful for them to collect in order to support this activity. Governors recognised that the delivery of these boxes had allowed for additional communication with families.

The Headteacher had identified three areas of focus and was asked by the Chairperson to outline them as follows:

3.11.1 Transition FS2

The Headteacher is awaiting guidance from the LA on their strategy for FS2 transition, however, in the meantime she is planning for a staggered transition for FS2 children that would allow for groups of fifteen to attend school for half a week at a time on a two-week rolling basis. Children would be selected alphabetically. If guidance becomes available from the LA then that advice would be adhered to, but until that advice is available she felt it was necessary to have contingency plans in place.

Members of staff are involved in task and finish groups with Learn Sheffield to consider other transitions across the city. Governors considered this to be a positive move.

3.11.2 Statutory Base Line Assessments.

The Headteacher stated that the statutory Base Line Assessments have been cancelled since the writing of her report. She stated that the school will carry out their own internal base line assessments.

3.11.3 Autumn Celebration.

Discussions have taken place to consider how the school might celebrate the current Year 2 pupil transition. The school plans to dedicate the Christmas performance to them and they will be invited back to school to attend. This will mean additional performances, which the Headteacher stated would be no problem organisationally.

Governors asked if any transition arrangements have been made for the Year 2 groups as they leave to move to the junior school and were informed that because that cohort had not been part of the Government's plan for the increase in provision, arrangements have not been considered. JJ explained that pupils and their families would be invited to attend a play at Nether Green Junior school. Year 3 teachers at Nether Green wish to hold a zoom meeting with Broomhill Infants Year 2 teachers.

Abigail Thorlby of Nether Green Junior School, cautioned Governors about inviting Year 2 pupils to watch a play before plans had been confirmed and was assured that pupils have not yet been informed of those arrangements.

The Chairperson asked if there were further questions in relation to the Headteacher's report. No further questions were forthcoming.

3.12 Budget

Confidential items were discussed at this point in the meeting

4. Staffing

Confidential items were discussed at this point in the meeting

There were very few planned changes to staffing for the forthcoming year except in relation to Yellow Base, where there will be a change of lead teacher on a trial basis up to Christmas 2020. The PPA teacher will have a focus on computing to ensure consistency of approach across all year groups from FS2 to Year 2.

A TA will be given the responsibility for Reading in Year 2.

The Headteacher agreed to email the details of those changes to Governors for information.

Headteacher

5. Committee minutes and reports from Governors with curriculum links.

The Chairperson stated that due to the prevailing circumstances Committee meetings and links with Governors have not taken place except for a virtual Resources meeting. Toby Wilson agreed to share the minutes of that meeting with members of the Governing Body.

Toby Wilson

The Headteacher stated that Chris Robinson has organised a feasibility study to estimate the costs to replace the heating systems. Imran Ahmed agreed to join that meeting, which will be held at an appropriate time to take into account the shielding needs of a member of staff.

6. Annual report on Safeguarding

The Headteacher reported that the annual Safeguarding report will be completed over the next few weeks and will be submitted to the Sheffield Safeguarding Board before the end of the summer term. The deadline for submission is October 2020. The Headteacher agreed to share the draft report with the Chairperson, prior to submission.

Headteacher

7. 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. The Headteacher and Deputy Headteacher agreed that the Governing Body had held the school to account in all three main areas.

8. Date and Time of the Next Meeting

Resolved: That meeting dates for the next academic year will be agreed by the Chairperson and Headteacher and will then be shared with members of the Governing Body.

Chairperson

9. Any Other Urgent Business

9.1 Governors asked if Volunteers had been contacted and were informed that the school had kept in touch with some thirty-seven volunteers who are currently not allowed in school due to risk assessment outcomes. They will all be welcomed back to school as soon as is possible.

9.2 The Chairperson and Headteacher wished to thank members of the Governing Body for their contributions and commitment to the school. The Headteacher stated that she and all the staff felt supported and appreciated by all members of the Governing body, even though the circumstances that have been endured over the past few months have been challenging.

Meeting closed at 6.00 p.m.