

BROOMHILL INFANT SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON 12 NOVEMBER 2020 at 5.00 p.m.**

This meeting was held via Zoom video conferencing

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

Associate; Abigail Thorlby

In Attendance: Rose Slimani Clerk to the Governors

ACTION

1. Apologies for Absence

There were no apologies received for this meeting.

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.

The Chair noted that Pecuniary Interest forms had been sent to all members of the Governing Body and urged those who had not completed the form to do so and return them to the school.

3. Conduct of meetings for the forthcoming year – virtual or attendance.

Following discussion, it was unanimously agreed that video conferencing would continue to be used for Governor meetings.

Resolved: That for the foreseeable future, and until circumstances improve in relation to the Covid 19 pandemic, all Governing Body meetings would continue to be held via video conferencing.

4. 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 18th June 2020 be approved and signed.

Matters arising from the minutes

There were no matters arising from the minutes of the meeting.

5. Review of Governing Board/Trust Constitution

The Headteacher noted that she had discussed with Abigail Thorlby her

position as an Associate Governor and it had been concluded that she would remain as an Associate. She also noted that Imran Ahmed had been elected to the position of Parent Governor and that Rebecca Linsell and Toby Wilson were no longer Parent Governors.

The Headteacher agreed to set in motion the process for the election of one other Parent Governor and would report back to the Governing Board once that post had been appointed to.

Headteacher

Following discussion, it was agreed that the new Constitution would be as follows:

Governor category	Term start	Term end
Local Authority Vacancy (1)		
Co-opted governors Lorraine Hill Toby Wilson Deborah Lodge Abdool Gooljar Rebecca Linsell	04 Sept 2017 01 Sept 2020 01 Sept 2019 01 Sept 2019 01 Nov 2020	31 Aug 2021 31 Aug 2023 31 Aug 2023 31 Aug 2023 31 Oct 2024
Headteacher Mrs Catherine Timbers	01 Sept 2015	Ex-officio
Parent Governors Imran Ahmed Vacancy (1)	01 March 17	28 Feb 2021
Staff governor Joanne Jones	22 Oct 2014	21 Oct 2022
Foundation governors Derek Grover Helen Whysall	01 Sep 2019 01 Sep 2019	31 Aug 2023 31 Aug 2023

6. Review of range of Committees in place and their Terms of Reference

The Chair suggested that a two-committee structure had worked well and proposed to continue with the TLCC (Teaching, Learning and Curriculum Committee) and the (RPC) Resources and Personnel Committee. Each Committee would meet twice a term with the Full Governing Board meeting once a term. The current terms of reference remained appropriate. Chairs of Committees, Lorraine Hill for the TLCC and joint Chairs Deborah Lodge and Helen Whysall for the RPC, would agree a full calendar of dates for the next year. The Chair suggested that the new Parent Governor might be able to join the TLCC.

Chairs of Committees

Resolved: That two committees, the TLCC and RPC, would meet twice a

term using the current terms of reference and Chair of those committees would set a calendar of dates for the year.

7. Committee minutes and reports from any Governors with curriculum links

7.1 Lorraine Hill, Chair of the TLCC, reported that the committee had met on 21st October 2020 for a catch-up as the last meeting, prior to the summer break, had not taken place due to the pandemic. The committee had agreed that, for the foreseeable future, Learning Walks would not take place. There were no other outstanding items to be reported from that meeting and the next meeting is due to take place on 2nd December 2020.

7.2 Deborah Lodge, joint Chair of the Resources and Personnel Committee reported that at the beginning of the academic year there had been some concern in relation to the financial position, however, due to diligent work by the Headteacher additional funding and Covid 19 catch-up funding have substantially reduced the deficit. Recent meetings with the school Bursar indicate that further savings can also be achieved and that the financial position is now on an even keel. The Headteacher stated that she was relieved that the situation had improved and that the pressure was now significantly reduced. As a result of the improved position, budget setting for the next academic year will be much easier.

8. Headteacher's Report to include an update on school opening

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:

8.1 One member of staff, with underlying medical issues, has been very anxious about their health since the start of the pandemic. Through discussions with this member of staff the Headteacher has agreed that in order to relieve the pressure felt by this member of staff, three weeks of holiday time will be taken followed by two weeks of unpaid leave. She hopes that by supporting this member of staff it will be possible to enable their return to work without the need to set in motion the sickness absence procedure and thus involve HR and Trades Union representatives. The responsibilities of this member of staff will be covered by another member of staff, whose post will need to be backfilled.

Governors noted that IAPT (Improving Access to Psychological Therapies) provided good on-line support for people experiencing anxiety and suggested that this member of staff should be informed of this service. The Chair agreed that, as a temporary measure, strategies that have been agreed were a good solution, however, if at the end of this period of time the situation had not improved formal processes would need to be followed. Governors stated that it was important to support staff during such a stressful time and that referral to appropriate support networks should be considered as part of any plans going forward. The Headteacher stressed that she was very mindful of the pressure staff were under and wanted to be flexible in approach to resolving difficult situations.

Governors agreed with the approach taken by the Headteacher.

Governors asked that the link to the IAPT services be shared with all members. Deborah Lodge agreed to share the link.

- 8.2 Fiona Watson has provided two session for all staff on Mindfulness, which had been very successful.
- 8.3 There are currently 119 pupils attending the school with one space in Year 1. The school's capacity is 120. Two new pupils have joined the school with very little English language acquisition. The Headteacher assured Governors that strategies are in place to remedy this.
- 8.4 Governors noted that attendance at the school during the period from September to October 2020 was good at 95.6%. The Chair noted that this represented a parental vote of confidence in the school and it was important that it should be noted.
- 8.5 The Headteacher wished special thanks be given to SENCo, Diane Sharkey, for her dedicated and exceptional work in ensuring pupils have access to all necessary support services. The Chair asked if there were any requests for additional funding for support and the Headteacher informed the meeting that there are two requests for high needs funding but doubted that anything would be forthcoming as budgets for such support are restricted. Abi Thorlby, Associate Governor, informed the meeting that as the lead SENCo for the Sheffield 10 area pupils assessed to be at level 5 would be allocated £5k additional funds and those assessed to be at level 4 would be allocated between £1-3k. The Headteacher noted that the request for high needs funding for the two pupils concerned would be moderated to ascertain if they were at level 3 or level 4.
- 8.6 Governors noted high levels of GLD (Good Levels of Development), which this year so far are standing at 69.2% with predicted outcomes of 75% (taken from pupil progress data). The Headteacher stressed that the school's first priority was to ensure that all pupils are happy and healthy and reported no closures due to Covid 19. Assessments and gap analysis have taken place and appropriate strategies and interventions have been employed and there has been no slippage to pupil learning.
- 8.7 Staff Governor, Jo Jones, reported that there are a wide range of needs within the Phonics cohort with some slipping back due to Covid 19 while others have slipped back due to natural developmental variations. Phonics tests for Year 2 pupils will take place before the end of the academic year. Booster sessions are in place in the afternoons for Year 1 pupils.

Governors asked what was meant by Continuous Provision and were informed that it was a process by which learning was embedded through play. Continuous provision offers children the chance to engage in active learning through hands-on, play-based activities which they can access whenever they choose. It also enables pupils to explore recent learning, practice new skills, and follow their own interests, both indoors and out. The Headteacher explained that under normal circumstances this would usually start in Reception and be phased out in Year 1, however, due to the loss of learning during the lockdown continuous provision has been extended through to Year 2.

8.8 The school continues to encourage families to access the Pupil Premium (PP) funding and currently sixteen pupils are in receipt of PP, which is 14% of school roll.

8.9 Governors asked if a new TA had settled in and were informed that she has and is performing well.

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

9. **To adopt or confirm the Governing Board Code of Conduct NGA revised Edition 2020**

Governors agreed unanimously to adopt the revised edition 2020 version of the Governing Board Code of Conduct.

10. **To receive a report on spend on Pupil Premium and Sports Premium Grants in previous school year**

10.1 **Pupil Premium**

The Headteacher reported that she is in the process of updating the PP report, which will be sent to Governors for ratification prior to it being placed on the school website.

10.2 **Sport Premium Grant**

The Headteacher stated that the Sports Premium report was on the school website and was update each June. It includes details of expenditure including costs for coaches, entry fees to various activities, employment of TAs to support various activities etc. A full break-down is available in the report.

11. **Annual report on Safeguarding**

The Headteacher reported that the Safeguarding report had been completed last June 2020 and has been sent to the Sheffield Safeguarding Board. All staff have completed the on-line Safeguarding training and the Headteacher and Deputy Headteacher are up-to-date with the advanced Safeguarding training.

The Chair asked if other members of the Governing Board had completed the on-line training and it was confirmed that Lorraine Hill had done so. The Chair encouraged other members to complete the training and the Headteacher agreed to send the link to Governors as a reminder.

Headteacher

12. **School Admissions 2022/23 – to approve the Indicated Admissions Number**

Governors agreed unanimously with the Indicated Admissions number of 40 for the year 2022/23.

The Admissions meeting will be held on 22 February 2021 and Governor representation will be required for that meeting. It was agreed that the Chair and Lorraine Hill will attend on behalf of the Governing Board.

13. **Governors to approve and review the SEF and school Action Plan**

13.1 The Headteacher noted that the SEF and Action Plan have been sent to Governors and stated that she was proud of the school and how well all staff had coped over the last year, particularly during the pandemic. There had been some minor issues in the Yellow Base but changes that have been made have worked in the best interest of the school.

Governors asked if work/life balances were being managed well and the Headteacher stated that all staff had been supportive of each other and new staff had been inspirational in setting standards.

Governors asked if the school was prepared for distanced learning and were informed that in the event of closures the school will start the day with zoom meetings with families and will provide two activities per day for pupils to accomplish. In the case of pupils having to self-isolate they will be provided with an overview of the learning for each week.

Governors discussed the need for consent from parents in the event of pupils appearing via video conferencing and agreed that it was essential to have good systems of communication established so that parent have clarity of understanding and are assured that images will not be kept. It was acknowledged that parents/carers would need to be present at the beginning of a video connection and that consent could be given at that point.

13.2 The Headteacher stated that the focus of the SEF would be on Phonics and Reading and the health and safety of all staff and children.

14. 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:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

15. Review of Governor Training Opportunities

The Chair noted that training opportunities had been circulated to all members of Governing Board from Learn Sheffield.

The Chair reminded Governors that they could also access training provided by the National Governance Association.

16. Date and Time of the Next Meeting

Resolved: That the next meeting be held on 4th February 2021 at 5.00 p.m. and the summer meeting be held on 24th June 2021 at 5.00 p.m.

17. Any Other Urgent Business

17.1 The Headteacher reported that following a Fire Risk Assessment some essential work had been identified that needed immediate remedial

action in order for the school to remain compliant with Health and Safety regulations. This work included attention to emergency lighting etc. and quotes of £3048 and £118 had been given for completion of this work.

Governors asked if, according to procedure, three quotes had been obtained and the Headteacher agreed to forward all information to Imran Ahmed for him to pursue.

Governors unanimously agreed that:

- The report would be shared with Imran Ahmed,
- Imran to confirm that the work is considered to be essential,
- If it is essential that the work be subjected to a robust tendering process.

17.2 The Headteacher wished it to be noted that Abdool Gooljar is required to have a DBS (Disclosure and Barring Service) check.

17.3 Toby Wilson, Data Protection Officer for the Sheaf Trust, informed the meeting that he has developed an on-line training package that is Covid 19 related and is available for schools to use as a means of keeping up-to-date with Data Protection training requirements. The Headteacher asked if face-to-face training was still available and was informed that it was and could be delivered in line with Covid 19 requirements. The Headteacher agreed that Toby would provide two sessions of face-to-face training on 4th February 2021.

17.4 The Chair asked if Chairs of Committees would set dates and times of future meetings and was informed that the TLCC Committee meeting dates had already been agreed and the Resources and Personnel Committee is due to meet on 17th November 2020 and would then agree dates and time of future meetings.

17.5 The Chair encouraged Governors to keep up-to-date with school news and business through the school Face Book page and noted that he had received excellent feedback in relation to that means of communication.

Meeting closed at 6.15 p.m.