

BROOMHILL INFANTS SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON 4 FEBRUARY 2021 AT 5PM VIA ZOOM

Present:	Derek Grover (Chair), Catherine Timbers (Headteacher), Abdool Gooljar, Lorraine Hill, Rebecca Linsell, Deborah Lodge, Imran Ahmed, Toby Wilson, Joanne Jones, Helen Whysall
In Attendance:	Simone Turnbull (Clerk to Governors)

		ACTION
1	<p>To receive and, if agreed, approve apologies</p> <p>No apologies were received.</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 declared he is the Data Protection Officer for the Sheaf Trust in a paid role.</p> <p>Helen Whysall declared she is a governor at Broomhall Nursery, which is on the agenda.</p>	
3	<p>Conduct of meetings in the coming year - whether to continue virtual attendance</p> <p>It was agreed that due to the current circumstances Governing Body Meetings would continue to be virtual until further notice.</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 12 November 2020 be approved and signed.</p> <p>Matter arising from the meeting</p> <p>Abdool Gooljar was absent from the meeting on 12 November due to technical reasons. His apology for that meeting was accepted.</p> <p>Minutes signed off virtually and physically. Chair will provide a physical copy to Headteacher.</p> <p>There were no other matters arising that will not be covered under this agenda.</p>	Chair
5	<p>Review of Governing Board/Trust Constitution, membership/vacancies and roles (Clerk to lead/advise)</p>	

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	<p>The Parent Governor vacancy has been on hold because of the pandemic. However, the Governing Body agreed that the election -should now proceed. 5 parents have submitted applications.</p> <p>Headteacher will call applicants to check all are still interested.</p> <p>Chair to send information regarding applicants to governors</p> <p>A formal resolution was made to proceed with the Parent Governor election.</p>	<p>Head-teacher</p> <p>Chair</p>
6	<p>Committee Minutes and reports from governors with curriculum links</p> <p>Teaching, Learning and Curriculum Committee Two meetings have been held on 2 December 2020 and 27 January 2021</p> <p>The main topic for these meetings had been how the school was coping with the mix of virtual and physical learning. There is a flow of information from Headteacher to governors. There will be a meeting on 22 February to discuss admissions.</p> <p>Resources Committee Discussed school’s financial position. After School Clubs ability to contribute revenue has been constrained. Fantastic job has been done and is no reflection on staff. Breakfast Club is running but teatime club not running. In this lockdown it won’t cost quite so much as do not need to pay staff this time because staff have been paid on no-hours contracts. Chair was assured that this has not given any members of staff hardship and everyone is content with the current employment arrangements.</p>	
7	<p>Headteacher’s Report</p> <p>Headteachers Report has been circulated. The following comments and questions were noted.</p> <p>The very late announcement of school closures presented huge difficulties for staff and parents but because careful planning had been done in advance school was able to organise.</p> <p>Staffing – Apologies that Lisa Logan has been left off staffing list. She is working across all bases. Headteacher will add her.</p> <p>Satisfactory census – 119 are on roll. There is -currently one year 1 place vacant. Some new children haven’t attended school yet, but have started ‘virtually’ The school has tried to keep the bubbles undisturbed. Admissions are looking very healthy for September, there has been 165 applications so far.</p>	<p>Head-teacher</p>

	<p>Discussion of a child with a lot of special needs, is a sibling but Headteacher feels Rowan may be a better placement. Conversation needed regarding this to happen soon. CT, DG, LH and Di Sharkey to meet to discuss.</p> <p>Eight children have left as families returned to their home country. One child has returned to school.</p> <p>One family has returned to the UK having been taken off roll after 20 days absence and has asked for their child to be readmitted to school. They will need to go through Primary Admissions again. The parents have been informed.</p> <p>There will be an admissions meeting on 22 February.</p> <p>Headteacher thanked Sarah Hawley and staff for the virtual tour which have attracted positive comments from parents.</p> <p>Inclusion EHCP child and all vulnerable children are in school. Headteacher contacted all critical workers and then identified all children with vulnerable and attendance is 95.8%. CT said that children who have been in school have had an amazing deal, with more individual attention.</p> <p>Pupil Premium Five children are in school and the children at home get phone calls and good support. One family is struggling a little bit, Sarah Hawley took a big food parcel and a laptop to help support. School is supporting these children. Governors emphasised that it is important to monitor carefully the support given to pupil premium children. A log is being kept.</p> <p>Governors asked how many children in total are in school. Headteacher responded today there was 50 children, this fluctuates slightly. There is a spreadsheet of who is in what day and when. All remote learning children will have a little card to show we are thinking of them.</p> <p>CT and the staff that we are meeting the GLD target. While we do not need to report figures, staff are all aware of children's progress and the information is recorded on the trackers.</p> <p>Phonics Going very well. The teaching is excellent, in school and remotely. All children will be assessed when they return to school to assess their position. Will be surprised if there is an enormous amount of slippage. Good feedback from parents.</p> <p>Chair asked what proportion of children are giving concern. Headteacher responded, consistently two children in every class, they are being supported and Headteacher is persistent in her support. All have laptops and encouragement is being given, by phone, visits and by post. Staff will continue to support as much as they can. Recovery Plans are in place. Reporting every day, full details to the DfE</p>	
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	<p>before 2pm but we have no children, off the radar. Difficulties can be due to parental culture and has happened prior to pandemic. School have tried everything to engage parents and provide devices. Vast majority of families are doing really well and some children are really thriving at home.</p> <p>Staffing Everyone is doing an amazing job in very strange and difficult circumstances. People are being very flexible in meeting all the new and varied requirements. Governors asked CT to pass on their warm thanks and congratulations to all staff. Chair will write to them. All lateral flow tests taken by staff, students and volunteers have been negative The students in school have made a major contribution, providing extra pairs of hands and extra provision for children. Students have been grateful to be able to attend school. There is one volunteer at school at the moment and others will be welcomed back when possible. Governors were pleased to hear that all staff had been offered a Wellbeing day, .All staff had covered for each other in their bubbles and this gave people a little breather. It was really need and has been appreciated enormously. Snow day was a challenge.</p> <p>Training Training is happening but is limited. Staff are engaging e.g. Fisher Family Trust and still wanting to learn. Installation of the new playground will start on Monday 8 February. It will be a great asset for the children. CT will consider the possibility of an official opening.</p> <p>Children have stayed on track in terms of reading and phonics. Books change every two weeks and a good number of children have moved up reading bands. Fiona Gower has received this Headteacher report and will come in 2 dates in Summer term, or phone / zoom if necessary.</p>	Chair
8	<p>Review School Improvement Plan / Self Evaluation Form N/A</p>	
9	<p>Overview of Remote Learning and Learning in School</p> <p>CT is doing at least one virtual assembly a week. The normality of giving a virtual assembly can really brighten up the day. Nether Green are also doing this, and it is appreciated. Virtual learning was quick to get up and running, everybody has grasped it and got on with it. There will be break out rooms after half term.</p> <p>Chair asked if the DfE audit had been a useful exercise.. Headteacher responded yes, it sharpened up our perceptions where we were and where support needed. Staff have done an amazing job supporting each other and learning new skills Children had appreciated the stories which staff had read on Zoom.</p>	

	Chair asked has this revealed training needs. Headteacher responded training has been provided throughout and they are learning by 'doing'	
10	<p>Staff Wellbeing</p> <p>No member of staff has been off sick, this speaks volumes that staff have not be off for example with anxiety / stress.</p> <p>There has been a terrible incident for a staff member. This staff member is being supported by family and colleagues. She is getting professional help as well.</p> <p>Cleanliness has helped keep sickness levels down with more cleaning happening, it is commendable we have got through another half term with no one being off sick</p> <p>Chair praised this astonishing record.</p> <p>Headteacher said we have been very mindful of staff well-being and gone out of our way to look after each other. People have been very strong throughout.</p>	
11	<p>Cooperation with Broomhall Nursery School</p> <p>Chair reported that Headteacher of Broomhall Nursery is retiring at Easter and their Governing Body have been discussing what should happen next.</p> <p>There have previously been leadership issues at the school.</p> <p>Colin Havard is now the Chair of Governors of Broomhall.</p> <p>There has been discussion on possible joint arrangements for running the schools. CH has also spoken to Grace Owen School.</p> <p>Headteacher and Chair have discussed this and if there are ways in which we can helpfully work together we would be happy to do it. However there should be no financial detriment and should not involve Headteacher being pulled in two different ways by differing Governing Body.</p> <p>Broomhall Governing Body wants school to remain separate. HW agreed, school would lose money if merged and there is no financial benefit to merging.</p> <p>The Local Authority would like some kind of collaboration.</p> <p>The possibility of a soft federation would be explored further.</p> <p>Chair agreed we won't be doing anything that creates financial disbenefit or push / pull for Headteacher.</p> <p>Colin Harvard will continue to talk to Grace Owen and the Local Authority.</p> <p>Chair assured governors that this is very much a discussion and feels it is important to keep governors informed. We have been in this position before and the issues are the same.</p> <p>HW would love some form of collaboration as Broomhill and Broomhall share values and have much to offer each other..</p> <p>Headteacher has a deep love for Broomhall and if possible, would love to help, in the right conditions.</p>	

	Chair will keep governors updated.	
12	<p>Review of the meeting – how has the Governing Board fulfilled the three core functions for which it is responsible?</p> <p>Through agenda items, meeting and discussions the core functions are being fulfilled by the Governing Body.</p>	
13	<p>Review of Governor Training Opportunities for the remainder of 2020/21</p> <p>Toby Wilson attended Safer Recruitment.</p> <p>Learn Sheffield training opportunities have been circulated.</p>	
14	<p>Any other urgent business</p> <p>None</p>	
15	<p>Date and time of the next meeting</p> <p>24 June 2021 at 5pm</p>	
	<p>Close of meeting</p> <p>There being no further business, Chair closed the meeting at 6.45pm</p>	