Minutes of the Board of Governors meeting held at Brookside Academy, on Monday 9th July 2018. The meeting started at 6.00pm.

**Members**
- Stuart Clowes (SC)
- Kev Cook (KC)
- Neil Fairbrother (NF)
- Craig Harris (CH)
- Helen Keast (HK)
- Becci Horler (BH)
- Adam Kelland (AK)
- Julie Summerhayes (JS) (Chair)
- Rob Sutherland (RS)
- Brian Walton (BW) (Headteacher)
- Jan White (JW) (from 6.15pm)

**In Attendance**
- Sarah Ashford (SA) Deputy Headteacher
- Greg Jones (GJ) Clerk to Governors
- Julia Skinner (JS) Prospective Governor

**Minutes**

**No.** 55/17  **Item** Welcome

The Chair welcomed everyone to the meeting. She introduced Julia Skinner a prospective governor with lots of education experience. She noted that Becci Horler was leaving the school and would end her term as Staff Governor. Governors thanked Becci for her contributions to the Board.

**a) Apologies for absence**

Apologies were accepted from Neil Fairbrother (Work) and Kev Cook (Other).

The Clerk advised that with 9 of the 11 Governors present the meeting was quorate.

Governors held a minutes reflection in memory of Calum Birch who had passed away since the last meeting.

**b) Declarations of Interest**

Rob Sutherland – Business Manager Crispin School

Signed: BSAFGB/07 JUL 2018/GSJ

15th October 2018
Minutes of Previous Meeting

Brian Walton proposed that Governors approve the minutes of the meeting of 14th May 2018. Seconded by Craig Harris and approved by all present and signed by the chair.

For: 8  Against: 0  Abstentions: 1

[Governors not present at the meeting abstained from approving the minutes]

Papers for Information

GDPR Information and Privacy Notice.

Matters Arising

a) Specialist MAT

BW reported that the proposal was not discussed at the recent Headteachers Board as there was not enough time.

BW and JS attended the recent Regional School Commissioners conference where there was a new message about “Affiliate” membership of MAT’s. The Slides will be circulated when they are available.

Governors discussed the national position on MAT’s and questioned the value of the school’s membership of the Community Learning Partnership (CLP) for local schools in terms of partnership working and support.

It was noted that any decision regarding Multi Academy Trusts will be made by the Board.

The paper produced for the Headteachers Board will be circulated to Governors for discussion at the next meeting. [circulated on 11th July]

If any decisions are required before 15th October then there will need to be an extraordinary meeting.

Academy Budget 2018/19

RS reported that the Business Committee had met on the 2nd July and went through the Budget in detail.

Governors were referred to the draft minutes of the that meeting circulated with the papers for this meeting.

RS highlighted the main points of the Budget circulated with the papers for this meeting.

- Each area of operation is in surplus except for the Nursery.
  It was noted that the Nursery Budget always showed a deficit at this time of the year due to unpredictability of the number of children applying to join the Nursery (See Business Committee minutes for more detail).

- The Net operational surplus = £43k
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<th>No.</th>
<th>Item</th>
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<tr>
<td>1</td>
<td>A Governor asked about the 3 year budget forecast? This is a requirement of the Education and Skills Funding Agency (ESFA) but is very difficult to complete accurately as the Academy does not have any indication of it's income for the 2nd and 3rd year.</td>
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| 2   | A Governor asked about provision for the Teachers Pay Award? Information is not yet known on the Teachers Pay Award that is likely to be implemented in the Autumn. A provision has been made for the award in the budget.  
[The Government announced a rise of up to 3.5% for Classroom teachers on 24th July] |
| 3   | A Governor asked about the £45k reduction in the Curriculum budget? The main element of this is the reduction in the cost of the Enrichment Project. This had been significantly overestimated last year, and the experience now gained means that a more accurate figure has been included in the budget. |
| 4   | A Governor asked about the reduction in Supply costs? This again is due to the innovative approach to PPA cover through the Enrichment Project that has reduced the supply cover required.  
The Academy is also using a bank of local supply teachers rather than expensive agency staff for short term cover. |
| 5   | A Governor asked about the reduction from £15k to £5k for Vulnerable Group funding? BW will provide a comprehensive answer at the next meeting. |
| 6   | A Governor asked why there was no money allocated for Visits and Activities? All the costs are met by Parent with no subsidy from the school. |

RS noted that the recharge between areas was changed to a percentage of income on the advice of the Academy Auditors.  
Staffing is based on a worst-case scenario for the 3 returning Maternity Leave teachers.  
The 30 hour Nursery Grant starts next year that will increase the Nursery Grant income.  

A Governor asked why the staff at Brookside Nursery was only 2.5 time that of Crispin Nursery? It is easier to maintain the correct ratio of Staff at the larger Brookside Nursery. Crispin is a lot smaller and requires more staff pro-rata to cover the required ratio's.  

Rob Sutherland proposed that Governors approve a Budget Expenditure of £3,001,182 for 2018/19. Seconded by Julie Summerhayes and approved by all present.  
For: 9 Against: 0 Abstentions: 0
Headteachers Report

The Headteacher highlighted the main points of the report circulated with the papers.

- **Attendance** – 95.2% (down from 95.3%)
  There are a number of children who are on roll but are not in school for various reasons.
  Attendance in Specialist Provision is down to 91.6% due to some complex medical issues.

  Unauthorized Absences does not show that there are any issues with extra holiday requests.

A Governor asked about the low attendance in Year 1? There is a child on roll who has not been in school since Easter and is going through an Education Health Care Plan (EHCP) application process.

A Governor asked about the reduction in attendance of Children in Care? A child in Specialist Provision has been adopted (outside of this area) and is still on the roll during a 6 week settling in period.

- **Safeguarding**

A Governor asked why the number of TAC meetings had doubled this term? This is a year to date accumulative figure.

A Governor asked how these figures compared to last year? They have increased this year due to the evidencing the Early Help Assessments required to access external support.

BW noted the amount of extra work that this entails.

- **Achievement**
  o Key Stage 1 Phonics results are slightly down and will be a focus of next year’s School Development Plan.
  o Year 6 writing has been moderated to validate the results.
  o SAT’s results are out tomorrow and a summary will be circulated to governors.

  [Circulated 10/07/19]
  11% of the Year 6 cohort are in Specialist Provision.
  o It has proved tough to get to the target of 2 by the end of Summer 2.
    The National average is 1.7/1.8 which is a more realistic target.
  o The SLT will look at the correlation between SAT’s and predicted results again this year.
  o IRIS did not work and has been dropped for next year.
- **Teaching and Learning**
  - School Improvement: Partner visits have not improved this year. The Academy will change its SIP to Deb Ring, who is a Challenge Partner trainer.
  - Curriculum challenges to the School from Specialist Provision heads.

- **Personnel development, behaviour, welfare and community monitoring**
  - The focus of Behaviour reporting is changing to look at the impact on staff and children.
  - Pupils will no longer have individual people such as Key Workers responsible for them.

  The School will also look at systems compatible with Secondary School to help with the expectations on transition.

  A Governor asked about the number of RED forms this term? There have only been 2 so far this term in mainstream.

- **Leadership and Management**
  - Empowering Teachers approach to appraisal.
  - Reduction in the culture of marking.
  - OFSTED highlights

b) **School Development Plan**
   The visioning session for Governors is on 22nd October 2018.

c) **Governors’ Visits**
   Governors noted the visit reports circulated with the agenda.
   - HK – Looked after Children
   - RS – Single Central Record
   - RS – Budget checks
   - CH & JW – Teacher Interviews.

d) **Governor Training**
   BW, JSu, JSk – South West Summer Conference

Governors will not purchase the E-Learning option next year.

61/17 **Committee Reports**

a) **Business Committee**
   RS highlighted the main work of the committee at its last meeting. Minutes circulated with the agenda for this meeting.
   - Budget 2018/18 (most of the meeting)
   - Month 9 report
   - Staffing (Caretaker and IT)
b) **Mainstream Teaching & Learning Committee**

CH reported that the committee had not been able to meet this term.

c) **Specialist, Early Years and Safeguarding Committee**

SC highlighted the main work of the committee at its last meeting. Minutes circulated with the agenda for this meeting.

- Anti-bullying survey
- Early Years Foundation Stage policy
- Special Educational Needs and Specialist Provision
- SEN:SE feedback from visit.
  A more “Inclusive School” for Specialist Provision has been included in the SDP.
- SEN Achievement and Progress

d) **Admissions Committee**

JS highlighted the main work of the committee since its last meeting.

- 2nd round applications have been added to the waiting list
- No appeals from the Round 2 applications
- Review of the PAN for all year groups – no change.
- There are 35 pupils in Specialist Provision – the establishment number is 30.

62/17 **Policies**

The Clerk reported that the following policies have been approved since the last meeting.

- Early Years Foundation Stage
- General Data Protection Regulation
- Freedom of Information

63/18 **Governors Business**

a) **Election of Chair**

Helen Keast proposed that Julie Summerhayes be elected as chair for the forthcoming year. Seconded by Jan White.

Julie accepted the nomination and left the meeting.

There were no other nominations.

For: 8 Against: 0 Abstentions: 0

b) **Election of Vice Chair**

Julie Summerhayes proposed that Rob Sutherland be elected as vice chair for the forthcoming year. Seconded by Craig Harris.

Rob accepted the nomination.

There were no other nominations.

For: 8 Against: 0 Abstentions: 0
c) Committees and Chairs

- Business Committee – RS (Chair), JS, CH, NF, BW
- Mainstream Teaching and Learning – CH (Chair), JW, HK, AK, BW
- Specialist, Early Years, & Safeguarding – SC (Chair), KC, BW
- Admissions – JS (Chair), AK, BW

d) Governors roles

- Child Protection – appointed by SEYS
- Children Looked After – appointed by MTAL – Helen Keast.
- Special Educational Needs – appointed by SEYS – Stuart Clowes
- Health & Safety – appointed by BUS
- Training – Julie Summerhayes

e) Pay and Performance committee

- JS, RS, CH, SC

f) Register of Business Interests

To be completed at the October meeting.

64/17 Correspondence

None

65/17 Date, time, and, place of the next meeting

The next meeting of the Full Governing Body will be on

Monday 15th October 2018

All meetings will start at 6.00pm

Julie Summerhayes highlighted the main achievements of the school this year and congratulated all those involved.

- A GOOD outcome to the OFSTED inspection following a lot of hard work by the staff and governors.
- Two national TES awards, a national Apprenticeship award, and a Partnership Working award.

She thanked everybody for their hard work and contributions this year.

With no further business, the chair declared the meeting closed at 7.45pm.
### Action List

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<tr>
<th>Agenda Item</th>
<th>Action</th>
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<th>Due Date</th>
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<tr>
<td>58/17a</td>
<td>Circulate RSC Conference slides when they are available.</td>
<td>JS→GJ</td>
<td>ASAP</td>
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<td>BW→GJ</td>
<td>ASAP [11/07/18]</td>
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<td>59/17</td>
<td>Comprehensive report on the reduction in Vulnerable Group funding</td>
<td>BW</td>
<td>15/10/18</td>
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Any business for the next Board of Governors meeting should be advised to the Chair of Governors.

Minutes have been colour coded to identify the 4 main areas of the Common Inspection Framework.

- **Outcomes for pupils (Red)**
- Quality of teaching, learning, and assessment (Green)
- Personal development, behaviour, and welfare (Blue)
- Effectiveness of leadership and management (Purple)
- (Overall effectiveness – as a combination of the above)