Brookside Academy (327) – Board of Governors
Company Registration Number: 07641618 (England & Wales)

Minutes of the Board of Governors meeting held at Brookside Academy, on Monday 3rd December 2018. The meeting started at 6.00pm.

MEMBERS
✓ Stuart Clowes (SC)
✓ Kev Cook (KC)
✓ Neil Fairbrother (NF)
✓ Craig Harris (CH)
✓ Helen Keast (HK)
✓ Adam Kelland (AK)
✓ Jenny Moore (JM)
✓ Julia Skinner (JSk)
✓ Julie Summerhayes (JSu) (Chair)
✓ Rob Sutherland (RS)
✓ Brian Walton (BW) (Headteacher)
✓ Jan White (JW)

IN ATTENDANCE
✓ Sarah Ashford (SA) Deputy Headteacher
✓ Greg Jones (GJ) Clerk to Governors
✓ those present

Minutes
No. Item Action

12/18 Safeguarding Training
Adam Kelland and Claire Stevens gave a presentation on their role as Pupil Premium Champions in the school.

Welcome
The Chair welcomed everyone to the meeting.
She welcomed Jenny Moore to her first meeting of the Board.

a) Apologies for absence
Apologies were accepted from Rob Sutherland (illness) and Kev Cook (Other).
Neil Fairbrother was recorded as absent.

The Clerk advised that with 9 of the 12 Governors present the meeting was quorate.

b) Declarations of Interest
None

13/18 Minutes of Previous Meeting
Brian Walton proposed that Governors approve the minutes of the meeting of 15th October 2018. Seconded by Julia Skinner and approved by all present and signed by the chair.
For: 6 Against: 0 Abstentions: 3

[Governors not present at the meeting abstained from approving the minutes]
15/18 **Matters Arising**

a) **Keeping Children Safe in Education**
Jan White, Julia Skinner, Craig Harris & Helen Keast confirmed that they had read KCSiE part 2.

b) **Crispin Nursery OFSTED Inspection**
Governors discussed the contents of the “GOOD” OFSTED Inspection report circulated with the papers for this meeting.
They noted that none of the sections were graded as outstanding even though there were only 2 requirements recorded to make the Nursery Outstanding.

A Governor asked what the Nursery needs to do to improve their work with Parents? The size of the Nursery allows staff to get to know parents well. Subtle changes have been made to make it clear what is on offer each day (white board) and making sure that staff are available to talk at pick up and drop off.

Governors discussed the nature of the inspection and what led to the “Good” outcome.

c) **Website Review**
The Clerk noted that he had updated the Governance section of the website. SC is still to complete his review of the statutory elements of the website.

16/18 **Annual Accounts 2018/19**
Governors received the Annual Accounts approved at the recent Business Committee and circulated with the papers for this meeting.

It was noted that the carryforward was at the right level for a school of this size.

17/18 **School Improvement**
a) **Headteachers Report**
The Headteacher invited questions on the report circulated with the papers for this meeting.

Attendance – 97.1%
It was noted that attendance is up over 1% on this time last year.

A Governor asked about the drop in attendance in Year 6? There has been an unauthorised holiday that impacted on this figure.

Free School Meal attendance is going up.
• **Safeguarding**
  61 to date this year with some children monitored over both terms. Up 23 on this time last year.

  BW noted the Serious Case Review for neglect in the local area.

  - Governors discussed the amount of work required to monitor 61 children and keep the paperwork up-to-date. Admin staff and Senior Leaders can do this at present. The School could hire a professional if the situation was to get out of hand and are mindful of the stress points in the system. There could be a traffic light system if the workload was to increase to make sure the important cases get enough time.

  Governors discussed where Education Healthcare Assessment’s (EHA) are required to get external support or referrals. These are different for safeguarding and PFSA support. Some EHA’s are just registered so that they are ready to be escalated if required.

  Teachers are now better at having early “conversations” with parents rather than immediately escalating an issue.

• **Outcomes for Pupils**
  a. Improved outcomes in EYFS at Exceeding for Speaking, Health and Self-care & Technology and b. Targeted Reading support at Key Stage 1 narrows the gap for emerging readers from EYFS – have been carried over into term 2 and will be forward by Kiri Gibson when she returns from Maternity Leave.

  A Governor asked about the impact of the challenging behaviour in EYFS? This has dropped significantly this term and Kiri will add her expertise on her return.

• **Quality of Teaching**
  b. Earlier identification regarding Emerging readers within Early Years – New Phonics procedures are being trialed for Early Readers based on modelling good practice seen in other schools.

  A Governor asked how governors know that what is included in the report is right? There is monitoring by the committees and Work Scrutinies of a sample of books gather evidence to support outcomes.

  The detailed SDP contains notes on the evidence used for the findings. Governors walkthroughs and School Improvement Partner (SIP) reports also provide evidence.

• **Personal Development, Behaviour & Welfare**
  An increase in the number of parents being phoned by the school has helped with the increase in attendance.
• **Effectiveness of Leadership & Management**
  Governors discussed the direction of the Trust and the recent conversation between the Headteacher and the Regional Schools Commissioner. The noted that Elizabeth Davies from the RSC’s office will be meeting with them in the new year to answer questions and put the MAT options into context.

  Governors discussed the risk to the School from not having IT support on-site. They noted that the current arrangements with SCC and Strode College was at risk from the current person undertaking support leaving SCC.

  **A Governor asked about data backups? Most systems are now cloud based and are backed up remotely.**

  Governors discussed the role of governance in the Leadership and Management of the school. They noted that this had been validated by the recent OFSTED inspection report but requested that it was added to the Outcomes grid in the SDP and HTR.

  **Staffing** – No significant changes.

b) **School Development Plan**
  The SDP overview was circulated to governors prior to this meeting and it contains the questions from the recent SDP session. They will be incorporated into future Headteachers reports.

c) **Governors’ Visits**
  It was noted that the report of the Challenge Partners exercise that include a Governors Walkthrough had been circulated and discussed at the Teaching & Learning committee.
  Auditors Clearance meeting – JSu, RS, BW
  Safeguarding – SC (04/12/18)

  Governors discussed the membership of the Board and succession planning. How can it be made easier for governors to engage with the school from a distance.

  **A Governor asked if governors were able to attend meetings virtually? The Academy does not currently have a policy for virtual attendance at meetings. The Clerk will circulate a model Policy for Virtual attendance.**

  It was noted that governors are welcome to submit questions to other committees or attend as a guest.

d) **Governor Training**
  JSk – 1 day Pupil Premium for National Leaders in Governance
  GJ & JSk – NGA Community MATS Network

Signed.................................
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There is free Pupil Premium training Thursday 24th January at Bournville Primary School from 6.30pm to 8.30pm.

There is also an Inset Day from Marc Rowlands on 15th February 2019.

07/18 Committee Reports

a) Business Committee
JS highlighted the main work of the committee at its last meeting. Minutes circulated with the agenda for this meeting.
- Annual review of the Accounts with the Auditors
- Review of the Terms of Reference
- Pupil Premium impact report
- CIF bid for the repair of the Flat roof.

b) Mainstream Teaching & Learning Committee
CH highlighted the main work of the committee at its last meeting. Minutes circulated with the agenda for this meeting.
- Initial Data view for Term 2
- New approach to Guided Reading
- OFSTED emerging readers
- Pupil Premium progress
- Comparative Judgements
- Marking and Feedback Policy

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.
- Use of Sharepoint for reviewing Policies
- Bullying measurements
- Impact of the work of the Emotional Literacy Support Assistant
Governors discussed the areas that impact is aimed at and how to monitor the outcomes.

A Governor asked about communication with Parents? The ELSA is new to her role and the school does not want to place this burden on them yet.
There is a reporting mechanism in place.

d) Admissions Committee
JS highlighted the main work of the committee since its last meeting.
- Dealing with a lot of In-year applications.
- Approved the Admission Arrangements for 2019-20
  Changes were made to reflect the change from the consultant Go-Admissions to the Local Authority.
- There is no requirement for a consultation on the 2020-21 Arrangements.
- The Planned Admissions Numbers (PAN) for each year group were reviewed.
e) **Senior Leadership Performance Management**

SC reported that the Headteachers Performance Management review committee has met to review last years targets and set new ones for this year.

19/18 **Policies**

The Clerk reported that the following Policies were approved since the previous meeting.

- Marking and Feedback
- Accessibility Plan
- Health & Safety
- Supporting Pupils with Medical Conditions
- Annual Equalities report (BW to post to website)

20/18 **Procedural Matters**

a) **Business Committee Terms of Reference**

A Governor noted that the Terms of Reference circulated with the papers for this meeting were driven by financial matters and did not reflect the Human Resources responsibilities of the committee.

The Clerk will circulate options for amendments to the ToR for the Business Committee to discuss.

The Clerk will carry out a Skills Audit with Governors

21/18 **Correspondence**

None

11/18 **Date, time, and, place of the next meeting**

There is a meeting with Elizabeth Davies from the RSC’s office on Wednesday 16th January at 6.30pm

The next meeting of the Board of Governors will be on Monday 11th February 2019
All meetings will start at 6.00pm

With no further business, the chair declared the meeting closed at 7.50pm.

Signed........................................
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Minutes

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<tr>
<td>15/18a</td>
<td>Keeping Children Safe in Education Part 2</td>
<td>KC, NF</td>
<td>11/02/19</td>
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<tr>
<td>15/18c</td>
<td>Review statutory elements of the Website</td>
<td>SC</td>
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<tr>
<td>17/18a</td>
<td>Add Governance to the L&amp;M section of the SDP / HTR</td>
<td>BW</td>
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<td>17/18b</td>
<td>Policy for Virtual attendance at meetings</td>
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<td>20/18</td>
<td>Circulate potential HR amendments to the Business Committee Terms of Reference</td>
<td>GJ</td>
<td>11/02/19</td>
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<td>20/18</td>
<td>Skills Audit</td>
<td>GJ</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)