

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 11th February 2019.
The meeting started at 6.00pm.

MEMBERS

✓ Stuart Clowes	(SC)	✓ Jenny Moore	(JM)	
✓ Kev Cook	(KC)	Julie Summerhayes	(JS)	(Chair)
✓ Craig Harris	(CH)	✓ Rob Sutherland	(RS)	
✓ Helen Keast	(HK)	✓ Brian Walton	(BW)	(Headteacher)
✓ Adam Kelland	(AK)	✓ Jan White	(JW)	

IN ATTENDANCE

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

Minutes

No.	Item	Action
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Governors Information Systems

Greg Jones gave a presentation on Governor Guru and The Trust Governor along with an overview of the current information arrangements.

23/18 Welcome

The Vice Chair welcomed everyone to the meeting.
He reported that Julia Skinner had resigned from the Board on 2nd February 2019.
Neil Fairbrother has failed to attend any meetings of the Board for more than 6 months and will be removed from the Board

a) Apologies for absence

Apologies were accepted from Julie Summerhayes (Other).

The Clerk advised that with 9 of the 10 Governors present the meeting was quorate.

b) Declarations of Interest

None

24/18 Minutes of Previous Meeting

Craig Harris proposed that Governors approve the minutes of the meeting of 3rd December 2018. Seconded by Stuart Clowes and approved by all present and signed by the chair.

For: 9 Against: 0 Abstentions: 1

Helen Keast proposed that Governors approve the minutes of the extraordinary meeting of 10th January 2019. Seconded by Brian Walton and approved by all present

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	<p>and signed by the chair.</p> <p>For: 7 Against: 0 Abstentions: 3</p>	

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

25/18 **Papers for Information**

Governors were asked to check and confirm that their contact details were up-to-date.
Email any changes to the Clerk

26/18 **Matters Arising**

a) Keeping Children Safe in Education

Kev Cook provided confirmation that he had read Keeping Children Safe in Education.

b) Review of Website

Stuart Clowes noted that he had not yet completed the review of the statutory Website elements.

SC

c) Virtual Attendance at meetings

Governors noted the protocol for virtual attendance at meetings circulated with the papers for this meeting.
A trial at the recent MAT briefing had worked well.

Governors agreed to the protocol allowing virtual attendance at meetings.

d) Update on Crispin Nursery

BW reported he had met with the Parents to inform them about the closure of Crispin Nursery and that 50% of Parents are moving their children to Brookside Nursery. The remaining Parents are moving their children to other Nurseries for matters of convenience.

The redundancy Skills Audit has been completed.

1 of the 2 Supervisors has got another job.

1 of the 2 Deputy Supervisors will be made redundant.

A Kitchen Assistant will be made redundant.

The Deadline for an appeal is 15th February 2019.

e) RSC / MAT meeting

BW reported that the queries from the Briefing with a representative from the RSC's office had been sent but that there had been no response yet.

The main point from the briefing was that Brookside will need to instigate any process to move forward.

Governors discussed their vision for the school's future. They noted that there was no local MAT for the School to join.

There followed a long discussion about their future ethos for collaboration with

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other schools in the local area.

Governors discussed the next steps.

- This School could be a Hub School.
 - Invite other Schools to talk to us.
- BW will invite local Trusts to talk to Governors.

BW

A Governor asked about the potential to partner with other local Schools?

Discussions about this have been going on for 2 years with no success. It was noted that Brookside is supporting other local Schools where it can.

Governors discussed the opportunities for staff in supporting local schools.

27/18 **Urgent Matters**

None

28/18 **School Improvement**

a) Headteachers Report

The Headteacher invited questions on the report circulated with the papers for this meeting.

- **Attendance – 96.3%**
The Snow day had some impact and some unavoidable medical issues in Specialist Provision
- **Safeguarding**
The Safeguarding Audit has been completed and the report circulated.

- **Outcomes for Pupils**
Governors noted the comparison with the Spring / Summer 2018.

A Governor asked about the Year 1 Reading figures? The criteria has changed to bring them into line with Year 2 which has made them tighter. Greater Depth has risen in Term 3

- **Quality of Teaching**
The Reading project is now in place and a lot of work has been done on the Curriculum to identify what is needed in the future.
- **Personal Development, Behaviour & Welfare**
Developments have taken place in the understanding of Social, Emotional and Mental Health in the school.
- **Effectiveness of Leadership & Management**
The meeting with Elizabeth James from the RSC's office has provided the Governors with some idea about what to do next.

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	<p>The CLP has discussed pupil transition with Crispin School.</p> <p>The Challenge Partners will be here in March along with Deb Ring as the adjudicator. BW highlighted his experience from his recent review at another school.</p> <ul style="list-style-type: none"> • Staffing Governors noted the changes in staffing since the last meeting. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about issues with the Safeguarding Audit? The problem was with a question with ambiguous answers that caused a problem with achieving a 100% score.</p> </div> <p>SC will discuss the Audit results at the next SEYS meeting.</p>	SC
	<p>b) School Development Plan Governors reviewed the current progress with the SDP and noted the High quality of Reading.</p> <p>c) Governors' Visits JW – Year 4 visit to each of the 3 classes. RS – Finance Officer interviews</p> <p>d) Governor Training JM – New Governor Induction GJ – Spring Clerks Briefing</p> <p>e) Skills Audit Governors noted the interim results of the Skills Audit and that it had identified a need for Financial Experience. The Clerk will forward the results to the chair with this recommendation.</p>	GJ
29/18	<p><u>Committee Reports</u></p> <p>a) Business Committee RS noted that there had not been a committee meeting since the last Board meeting.</p> <p>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.</p> <ul style="list-style-type: none"> • Term 2 data • Reading progress • Comparative Judgements project • Spelling, Handwriting and Grammar • Improvement to Phonics 	

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- Curriculum changes

A Governor asked about Year 3 vulnerable pupils? The challenge is that 8 of the 12 pupils in this group are either Special Educational Needs and / or Pupil Premium. The School is looking at the Interventions that have been tried in the past and what to do moving forward.

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 ongoing
- Specialist Staffing

The committee discussed the issue of one of the Specialist Teachers leaving at the end of this half term. This was only budgeted until the end of the year and this would cause a difficulty in recruiting a short-term replacement. Specialist has been reorganized to 4 classes. The remaining staff are happy with this arrangement, and parents are also supportive.

- BW will keep this under review.

It was noted that there will be changes in the budget next year caused by 8 pupils leaving and currently only 2 pupils joining. Plus, the loss of the Learning Support Centre funding that is being withdrawn.

d) Admissions

It was noted that there had not been a meeting since the last Board meeting.

30/18 Policies

a) Special Educational Needs and Disability Policy

Stuart Clowes proposed that Governors approve the Special Educational Needs & Disability Policy circulated with the papers for this meeting. Seconded by Kev Cook and approved by all present.

For: 9 Against: 0 Abstentions: 0

31/18 Procedural Matters

a) Clerks Briefing

Governors noted the contents of the Spring Term Clerk Briefing notes circulated with the papers for this meeting.

32/18 Correspondence

The School Categorisation letter has been received from the Local Authority rating the School as "Green".

A letter was also received from the Education Skills Funding Agency about the Complaints Procedure which has been addressed with a new "temporary" version. The

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	SEYS committee will conduct a thorough review by June this year.	

- 33/18 **Date, time, and, place of the next meeting**
 The next meeting of the Board of Governors will be on
 Monday 25th March 2019
 All meetings will start at 6.00pm

With no further business, the chair declared the meeting closed at 7.48pm.

Action List

Agenda Item	Action	By Whom	Due Date
15/18c	Review statutory elements of the Website	SC	11/02/19
17/18a	Add Governance to the L&M section of the SDP / HTR	BW	11/02/19
26/18e	Invite local Trusts to talk to Governors.	BW	ASAP
28/18e	Skills Audit results to Chair	GJ	ASAP
28/18a	Safeguarding Audit report to next SEYS meeting	SC	18/03/19

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)

Signed.....
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