

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 20th May 2019. The meeting started at 6.00pm.

MEMBERS

✓ Stuart Clowes (SC)	✓ Jenny Moore (JM)
✓ Kev Cook (KC)	✓ Julie Summerhayes (JS) (Chair) (from 6.28pm)
Craig Harris (CH)	✓ Rob Sutherland (RS) (Vice Chair)
✓ 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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New OFSTED Inspection Framework

Brian Walton gave a presentation on the new OFSTED Inspection Framework.
A copy has been circulated to Governors.

45/18 Welcome

The Vice Chair welcomed everyone to the meeting.

a) Apologies for absence

Apologies were accepted from Craig Harris (Work) & Adam Kelland (Family).

The Clerk advised that with 8 of the 10 Governors present the meeting was quorate.

b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

46/18 Minutes of Previous Meeting

Kev Cook proposed that Governors approve the minutes of the meeting of 25th Marchy 2019. Seconded by Helen Keast and approved by all present and signed by the chair.

For: 7 Against: 0 Abstentions: 1

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

Signed.....
BSAFGB/20 MAY 2019/GSJ

No.	Item	Action
47/18	<u>Papers for Information</u> None	

48/18 Matters Arising

a) **Review of Website**

The completed Website review has been sent to the School for action.

b) **MAT update**

The clerk declared an interest and left the room.

Governors discussed the forthcoming MAT briefing session on Tuesday 4th June.

The clerk returned.

c) **Crispin Nursery Update**

The Nursery is now officially closed and the work to increase the capacity at Brookside Nursery has been completed.

A Governor asked if the increased numbers by those who moved to Brookside means that it is full? Even with those who chose to move to Brookside the numbers are generally down on the same time last year.

The Nursery has made changes to open earlier and for longer; and allow more flexible pick-ups to help the situation.

It was noted that numbers in other local Nurseries are down and the School has increased local advertising.

49/18 Urgent Matters

None

39/18 School Improvement

a) **Headteachers Report**

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

- **Attendance – 96.0%**

There have been a lot of Holiday requests that have not been authorised that will impact on this figure.

6.28pm – Julie Summerhayes arrived and took the chair.

A Governor asked how many parents had been issued with Penalty Notices? The School has never fined a parent.

Governors discussed the attitude of parents to term-time holidays (which are cheaper). If the Local Authority was asked to issue penalty notices this would create a bad feeling between the school and parents.

A Governor asked if the School looked at the attendance and pupil progress when considering whether to ask for a penalty notice to be issued? There

are some issues that the Education Welfare Officer (EWO) is following up.

Governors discussed the provision of evidence to accompany medical absences.

A Governor asked if the parents were aware that they could be fined for unauthorised absence? They are made aware in the 3 stages of letters that are issued in conjunction with the EWO.

It was noted that a record of these letters are kept in the pupils file.

- **Safeguarding**

There has been an increase in the number of Early Help Assessments (EHA) completed (30). Up by 12 on the same time last year.

A Governor asked if this was driven by Teachers or Parents? By both; an EHA is required for any kind of pupil referral. There is no funding for the production of EHA's.

- **Teaching and Learning**

The Standard Attainment Tests took place last week.

There was a positive build up this year (no tears).

The tests were tougher than last year; especially with the number of requirements in the Grammar test.

- **Outcomes for Pupils**

The Early Years Foundation Stage (EYFS) cohort are a concern.

- **Quality of Teaching, Learning and Assessment**

Specialist Provision – Life Skills curriculum.

Quality first Teaching for Phonics is looking good.

- **Personal Development, Behaviour and Welfare**

Attendance has improved.

Safeguarding issues have been complicated.

No Fixed Term Exclusions this term.

- **Staffing**

There will be an impact from the resignation of the EYFA lead.

Interviews for a replacement are taking place this week.

SEP report

Governors reviewed the contents of the SEP report circulated with the papers for this meeting.

Challenge Partners report

Governors reviewed the contents of the Challenge Partners report circulated with the papers for this meeting.

No. Item

The Even Better If section picked up the need to take more risks to move children along quicker. (not to wait until they have completed all the tasks if the first 5 are correct).

Pupil Progress meeting will be revamped next year to reflect this.

The Focus areas are :-

- Greater Depth
- Curriculum

b) School Development Plan

See above

c) Governors' Visits

HK – Enrichment project

The wide range of activities on offer was noted.

SC – Specialist Provision.

d) Governor Training

SC – Safeguarding

GJ – Clerks Briefing

51/18 Reports to the Board

a) Business Committee

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

- Community benefit of the Solar Panels
- Governors allowances Policy
- Month 6 report
- Nursery deficit decrease
- Responsible Officer reports
- Budget – future funding for a balanced budget!
- Successful CIF bid - £400k for the flat roof.
(The School will contribute £50k from reserves)

b) Mainstream Teaching & Learning Committee

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

- Challenge Partners report
- No More Marking results
- Year 6 SATs

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.

Signed.....
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No.	Item	Action
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- SEN Governor – SC acting in a temporary capacity.
- Complaints procedure.
- Specialist Provision Curriculum – Life Skills
- Nursery walk through on 4th July.

d) Admissions

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

- 2 more pupils were offered places in the 2nd round.
Now 58 out of a PAN of 60.
- Year 4 Pan has been capped at 86.

52/18 Policies

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

- Behavior Policy
- Governors allowances

53/18 Procedural Matters

a) Governor Recruitment

BW will contact Strode College (Student) Avalon School and other Special Schools (Teacher).

GJ will produce a letter to parents and carers.

HK has contacted the Cathedral School – Junior section. No reply to date.

b) Meeting Schedule for 2019/20

To be circulated by the Clerk.

c) Clerks Briefing Notes

To be circulated by the Clerk.

54/18 Correspondence

A letter was received from the RSC stating that Trustees should not also be the Members. (As with the original Single Academy converters).

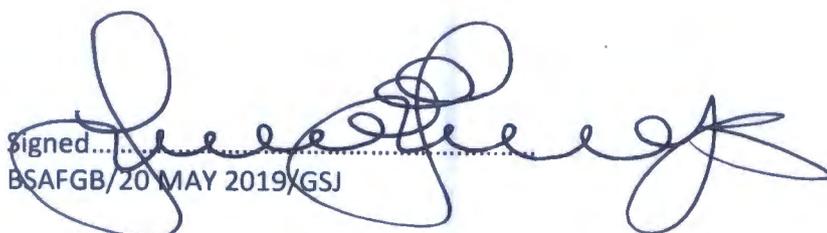
Governors discussed the roles and responsibilities of the Members.

Any Other Business

A letter has been received from a parent about a proposed Climate Change strike.

BW has responded by making the School's position on unauthorised absence very clear.

Signed.....
BSAFGB/20 MAY 2019(GSJ)



No.	Item	Action
55/18	Date, time, and, place of the next meeting The next meeting of the Board of Governors will be on Monday 15 th July 2019 All meetings will start at 6.00pm	

With no further business, the chair declared the meeting closed at 7.26pm.

Action List

Agenda Item	Action	By Whom	Due Date
53/19	Governor recruitment	BW/GJ	15/07/19

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.

Quality of education (Red)

Behaviour and attitudes (Blue)

Personal development (Green)

Leadership and management (Purple)

(Overall effectiveness – as a combination of the above)

Signed.....
BSAFGB/20 MAY 2019/GSJ

