

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 15th July 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)	(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 Curriculum.
A copy has been circulated to Governors.

56/18 Welcome

The Chair welcomed everyone to the meeting.

a) Apologies for absence

Apologies were accepted from Craig Harris (Work).

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

b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

57/18 Minutes of Previous Meeting

Rob Sutherland proposed that Governors approve the minutes of the meeting of 20th May 2019. Seconded by Jan White 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]

No.	Item	Action
58/18	<u>Papers for Information</u> None	

59/18 Matters Arising

a) **MAT update**

Governors discussed the meeting with 2 local Multi Academy Trusts on 4th June 2019.

The noted the benefits that they expressed and that they would not give any negatives!

Next Steps

- Collaboration with local Schools and one of the MATs.
- Review the Community Learning Partnership (CLP) structure for more collaboration.

The School has a Budget surplus and Good results; it is not the time to jump.

Offering support to other Schools is a good opportunity for collaboration and Continuing Professional Development for school leaders.

Brookside is more desirable to MATs than the other way around.

Governors decided not to make any formal move to join a MAT. but

To work with other schools / MATs in a collaborative way.

BW will look at SAPHTO for collaboration opportunities.

BW

A Governor asked what the benefits these collaborations will bring to the School? They will bring experience of supporting other schools to the middle and senior leaders.

Governors will keep collaboration on the agenda and monitor the gaps and strengths in the development of staff.

Governors agreed to review Multi Academy Trust membership in 2 years' time.

60/18 Academy Budget 2019/20

RS introduced the proposed budget for 2019/20.

He highlighted that the Business committee had been through the budget in detail at it's meeting of 1st July.

- **Mainstream** income and expenditure have both increased.
- Staff costs have only increased by £2k due to unfilled posts.
Governors need to keep an eye on staff pay.
- There are significant increases in pension costs.

No.	Item	Action
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- **Specialist Provision** income has decreased.
- Staff costs are down but not in proportion to the decrease in income.
- **Nursery** forecasts a deficit that will move to profit by the end of the year. (numbers have increased since the production of the budget.)
- The Nursery is looking to provide a more flexible offer to parents.

A Governor asked why the increase in funding is not having a positive impact? This is because costs are going up even more.

A Governor asked if there is a risk that the profit-making elements will decline? Not at this time. The recharging of management time helps the mainstream budget.

It was noted that the future uncertainty of funding means that the school needs to build up a reserve to cover unknown future costs. E.g. Pay awards and pension contributions. The carry-forward is currently at £600k which is equal to 2/3 months costs.

Rob Sutherland proposed that Governors approve a budget expenditure of £2,956,474.00 for 2019/20. Seconded by Stuart Clowes and approved by all present. For: 9 Against: 0 Abstentions: 0

61/18 School Improvement

a) Headteachers Report

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

- **Attendance – 95.8%**
This has dropped to just below the target of 96% in this term.

A Governor asked about the downward trend throughout the year? This is normal. The key is to start with high attendance in the first term.

- **Safeguarding**
The School has been monitoring 112 pupils throughout the year.

A Governor asked if the school had become better at spotting issues? No – there are more issues.

A Governor asked if these were one-off incidents or repeat issues? There are about 20 children in a cycle of repeat issues that are involved with outside agencies.

- **Achievement**
A Governor asked about the problem with Early Years? 9.2% of this cohort are in Specialist Provision which has impacted on these figures. Changes to

staffing have been made to address this cohort in Year 1.

The cohort starting Early years next year is a strong group from Nursery.

A Governor asked about the impact on emerging readers? Phonics results were high this year and the school is monitoring progress across the School.

There will be more support in Year 1 this year.

97% of pupils had passed the Phonics check by Year 2. The other children are receiving an appropriate range of support.

Key Stage 2 writing was moderated externally, and the No More Marking showed that the School has strong writers.

The School took part in the National Times-table pilot with strong results.

- **Outcomes for Pupils**
 - a. Improved outcomes in EYFS at Exceeding for Speaking, Health and Self-care & Technology. - The cohort have proved to be more challenging than expected – especially around behaviours.
- **Quality of Teaching, Learning and Assessment**
 - g. All children in Specialist Provision have high quality reading provision which impacts on individual progress. - We need to look at appropriate books to buy for SP that cover the range of ability.
- **Personal Development, Behaviour and Welfare**
 - a. Develop and understanding of and approaches to SEMH needs across the Academy. - Though we have developed understanding this need is significant and will need to continue as an SDP priority into 2019-20
- **SATs Results**

The Key Stage 2 results are a credit to the Year 6 teachers.
Combined = 12th in Somerset
Reading = 51st in Somerset is a concern.

Children moving to Crispin are in a good place to achieve there.

BW noted that next years Year 6 were in Year 2 when he took over as Headteacher of the school and will have positive progress from their KS1 SATs.

Key Stage 1 results are strong but with room to make progress in KS2.

b) School Development Plan
See above

Signed.....
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No.	Item	Action
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c) **Governors' Visits**

JW & SC – Nursery

Noted changes to the floor layout that are making a significant difference to the learning environment.

d) **Governor Training**

The clerk circulated (by email) the SSE training programme for 2019/20.

62/18 **Reports to the Board**

a) **Business Committee**

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

- Month 9 Report
- Budget 2019/20
- Building Projects

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.

- Progress and Achievement data
- Emerging Readers
- Book Look – Year 5

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.

- Simplified Complaints Procedure
- Trips and Curriculum offer

d) **Admissions**

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

- 58 pupils starting in September 2019
- 2 EHCP's and Appeals

63/18 **Policies**

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

- Complaints Procedure

64/18 **Procedural Matters**

a) **Governor Recruitment**

There have been 4 enquiries with 3 applications received so far.

The Chair and Headteacher will review the applications.

No.	Item	Action
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65/18 **Board of Governors**

a) Proposed new Governing Body meeting structure

JS introduced the proposal paper that was circulated with the papers for this meeting.

- 12 themed meetings a year (one each month) with all governors attending.
- Lead governors to chair relevant section of each meeting; aligning to current committee structure.
- Same number of meetings for each governor, but less for the Headteacher.

Helen Keast proposed that Governors move to this new meeting programme. Seconded by Brian Walton and approved by all present.

For: 9 Against: 0 Abstentions: 0

i) Election of Chair

Stuart Clowes proposed that Julie Summerhayes be elected as Chair of Governors for the forthcoming year. Seconded by Jan White.

There were no other nominations and JS left the room.

For: 8 Against: 0 Abstentions: 0

JS returned to the meeting.

ii) Election of Vice Chair

Julie Summerhayes proposed that Rob Sutherland be elected as Vice Chair of Governors for the forthcoming year. Seconded by Stuart Clowes.

There were no other nominations and RS left the room.

For: 8 Against: 0 Abstentions: 0

RS returned to the meeting.

b) Lead Governors

- i) Business – Rob Sutherland**
- ii) Mainstream Teaching and Learning – Craig Harris**
- iii) Specialist, Early Years and Safeguarding – Stuart Clowes**
- iv) Admissions – Julie Summerhayes (& Jan White)**

c) Governors Role

These will be set at the relevant themed meeting.

d) Register of Business Interests

Governors updated their Business Interest forms where necessary.

Any Other Business

None

Signed.....
BSAFGB/15 JUL 2019/GSJ

30th September 2019

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No.	Item	Action
66/18	<u>Date, time, and, place of the next meeting</u> The next meeting of the Board of Governors will be on Monday 30 th September 2019 All meetings will start at 6.00pm Monday 21 st October – SDP session	

With no further business, the chair declared the meeting closed at 8.00pm.

Action List

Agenda Item	Action	By Whom	Due Date
59/18	Look for collaboration opportunities with SAPHTO	BW	30/09/19

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)