

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 14th October 2019.
The meeting started at 6.00pm.

MEMBERS

✓ Clare Bolton	(CB)	✓ Jenny Moore	(JM)	
✓ Stuart Clowes	(SC)	Julie Summerhayes	(JS)	(Chair)
✓ Kev Cook	(KC)	✓ Rob Sutherland	(RS)	(Vice Chair)
✓ Colin Driscoll	(CD)	✓ Alex Tedford		
✓ Craig Harris	(CH)	✓ Brian Walton	(BW)	(Headteacher)
Helen Keast	(HK)	Jan White	(JW)	
✓ Adam Kelland	(AK)			

IN ATTENDANCE

Sarah Ashford	(SA) Deputy Headteacher	Sandra Cinicola	(SC) Business Manager
✓ Greg Jones	(GJ) Clerk to Governors	✓ Chris Lane	(CL) Assistant Headteacher
(✓ those present)			

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Rob Sutherland (Vice Chair of Governors)		
G09/19	<u>Welcome</u>	

The Vice Chair welcomed everyone to the meeting.
Colin Driscoll and Alex Tedford were introduced as new Governors of the Academy.

a) Apologies for absence

Apologies were accepted from Helen Keast (Work), Julie Summerhayes (Illness) and Jan White (Work).

The Clerk advised that with 10 of the 13 Governors present the meeting was quorate.

b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School
G13/19a – Jenny Moore and Adam Kelland – Staff Pay Award

G10/19 **Headteachers Report**

BW highlighted the main points of the Headteachers report circulated with the papers for this meeting.

• Attendance

The 40 children in Specialist Provision are having a 0.5% impact on the overall attendance figure. These children have complex needs and they can be absent

No.	Item	Action
	more than others.	
	A Governor asked about the attendance of Pupil Premium children? The school is initiating "conversations" with the parents of Pupil Premium children with poor attendance as soon as they are identified.	
	<ul style="list-style-type: none"> Staffing 	
	A Governor asked about the increase in staffing? Financial benchmarking had shown that the school was understaffed. Extended Schools runs for 52 weeks of the year and needs to be staffed flexibly to cover the holiday periods.	
	There will be more details at the Business focus meeting.	

Specialist, Early Years & Safeguarding Section (SEYS)

Chaired by Stuart Clowes (Specialist, Early Years & Safeguarding Lead)

90 Mins

S01/19 Minutes of Previous Meeting

Jenny Moore proposed that Governors approve the minutes of the Specialist, Early Years and Safeguarding committee meeting of 17th June 2019. Seconded Stuart Clowes and approved by all present and signed by the chair.

For: 10 Against: 0 Abstentions: 0

S02/19 Governors Roles

- | | |
|---|-----------------|
| a) Child Protection & Safeguarding | - Stuart Clowes |
| b) Children Looked After | - Helen Keast |
| c) Special Educational Needs | - Clare Bolton |

S03/19 Behaviour and Safety
a) Specialist Provision

CL highlighted the 4 tiers used to track behaviour in the School.

Tier one was only used in Specialist to record low level behaviour that was consistent with a child's Education Health Care Plan (EHCP)

1. All OK
2. Minor level behaviour in class
3. Challenging behaviour
4. Top level behavior incidents

There have been 2 incidents of Tier 4 behaviour in the Toucans class that are detailed in the Case Study below.

Kingfishers class are still settling in.

No.	Item	Action
	<p>In summary the aim is to focus on the severity of behaviour. A Teaching Assistant (TA) has been appointed as a High-Level Teaching Assistant (HLTA) behaviour specialist.</p> <p>A Governor asked why behaviour was lower in Parrots? There are a smaller number of children in this class with a higher ratio of staff to meet their needs.</p> <p>It was noted that younger children were being admitted into Specialist Provision with more challenging behaviour.</p> <p>The Banding (funding) of children who have been at the school for some time is lower than those now being admitted. Emergency Annual Reviews have been requested for these children.</p> <p>A Governor asked how hard is it to change a child's banding? The system has been changed from School to School reviews and the only way now is with an Emergency Annual Review.</p> <p>It was noted that the system penalizes Schools that do better with children by reducing their funding!</p> <p>A Governor asked why the system was a Pyramid? In theory there should be less incidents in Tier 4.</p> <p>The figures in this report are only for the first month of the School year and Specialist staff using this new system. A trend will be apparent at the next meeting once it has been in use for a few months.</p> <p>b) Mainstream Governors reviewed the figures for September 2019. They noted that there had been 1 Order Mark and 1 Tier 3 incident. BW is monitoring recording of incidents with the Teachers to ensure consistency across the School.</p> <p>It was noted that some of the incidents in Extended Schools are the same children as in the incidents in Years 1 to 6.</p> <p>A Governor asked if there were any children from other Schools attending After School Club? Not at this time.</p> <p>A Governor asked why it had been a better start than last year? Year 1's are setting in well. They have been split into 2 groups with more formalized learning.</p> <p>The Behaviour Policy is being reviewed to bring it into line with the new Exclusions Policy and will be presented at the next SEYS themed meeting (27th Jan 2020).</p> <p>All Tier 4 incidents in Specialist Provision are discussed at Executive Leadership Team meetings each week. Ways in which to reduce them are identified. Tier 3 incidents get a personalized support plan that is agreed with the Parents.</p>	

No.	Item	Action
	CL will add the Pyramid to the Behaviour report for information.	CL
S04/19	<u>Child Protection</u>	
	<p>a) Safeguarding Governor Update</p> <p>CL reported that he had met with BW to discuss the impact of early interventions required in Keeping Children Safe in Education.</p> <p>112 Children were being monitored last year for Child Protection issues. So far this year the number is 25. The other children are being supported by the PFSA working with the parents.</p> <p>It was noted that this work is hard to quantify, and the School will try to put it into a language that will show the impact of these interventions.</p> <p>SC will contact Chris Frost to undertake a focused review this year.</p>	SC
	<p>b) Safeguarding Audit Review</p> <p>SC highlighted the main points of the report circulated with the papers for this meeting.</p> <p>The committee chose to challenge certain areas of the Audit with questions to the School. The report contains the Schools responses.</p> <p>The Clerk will upload a copy of the 2018 Safeguarding Audit to the Governors documents folder.</p> <p>BW noted that the School has been asked to take part in a pilot for the completion of this years Audit to review the changes that have been made.</p>	GJ
	<p>c) Keeping Children Safe in Education 2019</p> <p>Governors signed the sheet to acknowledge that they had read Part 2 of Keeping Children Safe in Education (KCSiE) 2019.</p>	
S05/19	<u>Special Educational Needs & Disabilities and Specialist Provision</u>	
	<p>a) Assistant Headteachers Report</p> <p>Chris Lane highlighted the main points of his report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> 15.75% of children in the School are on the Special Educational Needs (SEN) register. The national average is 14.9%. It was noted that only 9% of these children are in Mainstream. 7.9% of children have an Educational Health Care Plan (EHCP) which is well above the national average. All children in Specialist Provision (SP) have to have an EHCP to be considered for a place. 	

No.	Item	Action
	<p>There are currently two children without an EHCP that the School was asked to take while one is prepared. This means that there is currently no funding for these children, but it will be back dated to the start of the academic year.</p> <ul style="list-style-type: none"> SP currently has 39 children (Planned Admission Number = 40) 4 children were placed at the end of the summer term with a lack of transition that has led to behavioural difficulties. There are also issues with Transport for some children that has led to reduced attendance. Absence in SP is 0.4% of the overall figure. Four Teaching Assistants (TA's) have been appointed since July 2019 to give a higher staff ratio in the needy classes. <div data-bbox="359 824 1369 1070" style="background-color: #d3d3d3; padding: 5px;"> <p>A Governor asked why there had been an increase in staff? Numbers have increased to 39 (from 35 last year) and more staff are required to combat the behaviour issues. This is funded through the extra funding for these pupils.</p> <p>A Governor asked about training for the new TA's? They are receiving training for Team Teach, First Aid. Etc.</p> </div> <ul style="list-style-type: none"> Personal Learning Intention Maps (PLIM) These are 40 life skills for Specialist children. This is the first term that they have been in place for all the children and have been moderated by the Teaching staff. They will be shared with Parents at the forthcoming Parents Evening and will be kept under review. Mainstream SEN A SEND TA has been appointed to increase capacity for 1 to 1 interventions across the Academy and is working very well. Interventions All TA's are delivering Wave 3 "Toe by Toe" interventions that is focusing on Emerging Readers. (Ofsted Priority) <div data-bbox="359 1704 1369 1906" style="background-color: #d3d3d3; padding: 5px;"> <p>A Governor asked if there was enough data to review the impact of interventions on Pupil Premium children? CL will review the Toe by Toe interventions at the end of the Autumn term to review their impact. There may be improved Reading but not necessarily a higher tracker score.</p> </div> <p>BW will ensure that Wave 3 interventions for Emerging Readers is tracked in the Mainstream Teaching and Learning committee reports.</p> <p>There are three TA's delivering Individual Literacy Interventions to 3</p>	

BW

No.	Item	Action
	<p>children each term (= 9 children). The impact of these interventions has to be reported to the Local Authority.</p> <ul style="list-style-type: none"> • Strategic SEN The Special Schools group are adapting the Core Standards to make them more user friendly. <p>Brookside has hosted the Special Educational Needs Coordinators (SENCo) Network today as part of the funded school outreach work. 25 SENCo's attended from the Mendip area.</p>	
	<p>b) Specialist Case Study CL highlighted the main points of the Specialist Pupil C Case Study circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • New arrival at the School in September 2019. • Has been out of education for a year. • Very challenging behaviour towards staff including violence and has received a Fixed Term Exclusion (FTE). (The Wellbeing of staff has to be considered) <p>Governors discussed the merits of using a Fixed Term Exclusion (FTE) as a respite for staff and the use of Permanent Exclusion as a final resort. It was noted that the FTE has helped start a conversation with child C.</p> <p>CL/BW will add Fixed Term Exclusions to the Specialist behaviour Tiers.</p>	CL/BW
	<p>A Governor asked about how much historical behaviour information the School received before making the decision to admit child C? The School had seen the EHCP and contextual decision and said yes based on previous experience with a similar child.</p>	
	<p>Governors will revisit this Case Study at the end of the year.</p>	
S06/19	<u>Policies for Review</u>	
	<p>a) <u>Policy Grid 2019-20</u></p> <ul style="list-style-type: none"> • Sex Education – May 2020 • Special Educational Needs & Disabilities – Jan 2020 • Child Protection – October 2019 • Equalities Objectives – December 2020 	
Break	Governors had a 5-minute break	

No.	Item	Action
Governor Meeting – Final Section		
Chaired by Rob Sutherland (Chair of Governors)		
G11/19	<u>Minutes of Previous Meeting</u>	

Stuart Clówes proposed that Governors approve the minutes of the meeting of 30th September 2019. Seconded by Craig Harris and approved by all present and signed by the chair.

For: 6 Against: 0 Abstentions: 4

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

G12/19 **Papers for Information**

Governors noted the papers included for information.

G13/19 **Matters Arising**

- **School Age Range**
BW updated Governors on the work to be a single school rather than 0 to 2 and 2 to 11 provisions.

The Age Range of the School can be reduced to all the data to be recorded onto the School Information Management System (SIMS) rather than 2 system currently being used. This will save admin time (and money).

The next step will be to carry out a consultation to lower the Age Range to 3 months with Parents, Staff, and the local community.
(there will still be 2 Ofsted registration and therefore inspections)

A Governor asked if there would be any risks to the Academy? No – The only risk would have been LA funding for a Nursery Teacher; but the Nursery does not have one at the moment.

The results of the consultation would come back to the Board for the final decision.

Brian Walton proposed that governors approve the start of a consultation to reduce the Age range of the School to 3 months. Seconded by Rob Sutherland and approved by all present.

For: 10 Against: 0 Abstentions: 0

a) **Staff Pay Award**

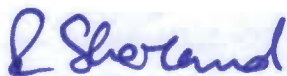
Jenny Moore and Adam Kelland declared an interest in this item and took no part.

No.	Item	Action
	<p>RS introduced the Staff Pay proposal circulated with the papers for this meeting</p> <p>The School Teachers review body have recommended a 2.75% increase for 2019-20.</p> <p>The School had budgeted for a 2% rise this year and the government have agreed to fund the extra 0.75% for this year.</p> <p>Governors have the choice to only raise the minimum and maximum point of the main and upper scales or raise all points on the scales.</p> <p>It was noted that the model Pay Policy was not yet available with the detailed figures as it had not been published by the Local Authority yet.</p> <p>A Governor asked about future funding of the 0.75% by the Government? This has not been guaranteed.</p> <p>The new National Funding Formula will improve income for the Academy by about £700 per pupil.</p> <p>Stuart Clowes proposed that Governors approve a 2.75% rise of all points on the Teachers Main and Upper pay scales. Seconded by Kev Cook.</p> <p>For: 8 Against: 0 Abstentions: 2</p>	
G14/19	<u>Governors Visits and Training</u>	
	<p>a) Governors' Visits</p> <p>JW & SC – Report circulated on their visit to the Nursery.</p> <p>Premises Visit on Thursday 14th November; 8.30am to 9.30am</p> <p>b) Governor Training</p> <p>CD & AT – Governor Induction (CB will attend a future course)</p>	
G15/19	<u>Policies for Approval</u>	
	<p>a) Safeguarding and Child Protection Policy</p> <p>A Governor asked about the inclusion of Peer on Peer Abuse? This is included in the Behaviour Policy.</p> <p>A Governor asked about training about Multi Agency Working? BW or Chris Frost will deliver this at a future meeting on how our Local Authority works.</p> <p>BW noted that the Policy circulated with the papers for this meeting reflected these changes.</p> <p>Stuart Clowes proposed that Governors approve the Safeguarding and Child Protection Policy. Seconded by Brian Walton and approved by all present</p>	BW

No.	Item	Action
	<p>For: 10 Against: 0 Abstentions: 0</p> <p>b) School Exclusion Policy</p> <p>A Governor asked about the consideration of the SEN? The SEN code of practice covers this.</p> <p>A Governor asked about the provision of school work during a Fixed Term Exclusion? The Class Teacher will set work to be collected from the School reception and will mark the work in accordance with the Marking Policy.</p> <p>Brian Walton proposed that Governors approve the Exclusions Policy. Seconded by Craig Harris and approved by all present.</p> <p>For: 10 Against: 0 Abstentions: 0</p> <p>c) Pay Policy</p> <p>Deferred until the next meeting.</p> <p>d) Newly Qualified Teacher Induction Policy</p> <p>Rob Sutherland proposed that Governors approve the NQT Induction Policy. Seconded by Jenny Moore and approved by all present.</p> <p>For: 10 Against: 0 Abstentions: 0</p> <p>It was noted that that NQT Inductions are monitored by the Somerset College for Integrated Learning (SCIL)</p>	
G16/19	<u>Procedural Matters</u>	
	<p>a) Governor Recruitment</p> <p>Colin Driscoll and Alex Tedford have been appointed as Governors of the Academy from 7th October 2019.</p> <p>b) Health and Safety Governor - Rob Sutherland</p> <p>An external service will be procured to provide expert reports.</p> <p>Any Other Business</p> <p>None</p>	
G17/19	<u>Date, time, and, place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 11th November 2019</p> <p>All meetings will start at 6.00pm</p> <p>Meeting with Auditors</p>	

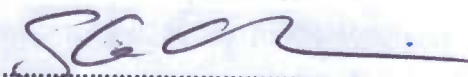
No.	Item	Action
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Signed on behalf of the Governors of
Brookside Academy



11th November 2019

Signed on behalf of the Area Lead



11th November 2019

With no further business, the chair declared the meeting closed at 8.30pm.

Action List

Agenda Item	Action	By Whom	Due Date
T03/19b	Bring the 3 Year Pupil Premium plan to the next MTaL focus meeting and the SDP visioning session.	BW	21/10/19 02/12/19
T04/19a	Circulate a copy of the new staff structure chart to Governors.	BW	11/11/19
S03/19b	CL will add the Pyramid to the Behaviour report for information.	CL	27/01/20
S04/19a	SC will contact Chris Frost to undertake a focused review this year.	SC	ASAP
S04/19b	The Clerk will upload a copy of the 2018 Safeguarding Audit to the Governors documents folder.	GJ	done
S05/19a	BW will ensure that Wave 3 interventions for Emerging Readers is tracked in the Mainstream Teaching and Learning committee reports.	BW	02/12/19
S05/19b	CL/BW will add Fixed Term Exclusions to the Specialist behaviour Tiers.	CL/BW	27/01/19
S06/19	Review the Special Educational Needs & Disabilities Policy	SC/CB/CL	27/01/19
G15/19a	Arrange training on the Multi Agency work of the Local Authority	BW	27/01/19

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 New 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)