

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 11<sup>th</sup> November 2019. The meeting started at 6.00pm.

#### MEMBERS

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

#### 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
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#### Governor Meeting – Opening Section

Chaired by Julie Summerhayes (Chair of Governors)

#### G18/19 Welcome

The Chair welcomed everyone to the meeting.

#### a) Apologies for absence

**Apologies were accepted from Stuart Clowes (Illness), Craig Harris (Work), Colin Driscoll (Jet Lag) and Helen Keast (Unable to dial in)**

*[Helen Keast was unable to dial in due to the need for the Accountant to dial in for the Annual Accounts item]*

The Clerk advised that with 8 of the 12 Governors present the meeting was quorate.

#### b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

#### G19/19 Headteachers Report

BW gave a verbal update.

- **Performance Management**

A new process is being used this year that starts with a self-assessment. Nearly all the staff have been completed at this time.

No.	Item	Action
	<ul style="list-style-type: none"> <li> <b>Lettings</b>            BW shared a report on the lettings for Sept 18 to Dec 19. He noted the variety of regular use of site and the one-off uses that all bring additional income to the Academy.            There is an all-round use of the School premises that makes it a hub for the local community.         </li> </ul> <div data-bbox="352 501 1366 663" style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked if the income is used to fund other elements of the School?</b> The income goes into the Lettings cost center and is used to make capital improvements and enhancements to the School that would have otherwise come from the Mainstream budget.</p> </div> <ul style="list-style-type: none"> <li> <b>Specialist Provision</b>            Students are taking part in a new Pop-Up-Shop in Bridgwater for all Specialist Schools. They will work in the shop to sell produce made by the students.         </li> <li> <b>No More Marking</b>            Year 3 results have recently been received that show a 10% increase in their score.         </li> <li> <b>Parents Survey</b>            There were 170 responses. The initial results show a requirement for more information about the National Curriculum.         </li> </ul>	

### Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

90 Mins

### B01/19 Minutes of Previous Meeting

RS highlighted the main points of the minutes of the meeting of 1<sup>st</sup> July 2019 circulated at the meeting.

- Management Accounts will be reviewed monthly by the Chair of Governors and the Business Lead.
- 2019-20 Budget.

**Julie Summerhayes proposed that Governors approve the minutes of the Business committee meeting of 1<sup>st</sup> July 2019. Seconded Brian Walton and approved by all present and signed by the chair.**

**For: 3      Against: 0      Abstentions: 5**

#### a) Matters Arising

- Monthly Management accounts will be circulated to the Headteacher, Chair of Governors and Business Lead by email.

No.	Item	Action
B02/19	<u>Annual Accounts</u>	

a) **Introduction**

RS introduced the Annual Accounts for 2018-19 circulated with the papers for this meeting.

The accounts have been audited by Bishop Fleming and they have conducted a clearance meeting with the Business Manager, JS, RS, & BW.

b) **Presentation of the Accounts**

Jo Scaife from Bishop Fleming joined the meeting via telephone to highlight the main points of the Accounts.

- **Statement of Funds (pg. 18)**

About £100k of funding has been moved from Specialist Provision to the General Annual Grant (GAG). This has the impact of increasing the GAG carry forward which is a less restricted fund.

An additional narrative has been added to note the expectation of a reduction in Specialist Provision funding this year.

The narrative for an understated £29k has been moved from SP to GAG.

Unrestricted funds have been used to purchase assets leaving a balance of £276k.

Overall the Free Reserves are £220k

- **Free Reserves**

The Reserves target has been set at £300k; which equates to one month's expenditure.

The Free reserves are only £220k; but this is OK once you add in the Specialist reserves.

Therefore the Auditors are happy that the Academy has reserves close to the target. They are not significantly above or below the target.

- **Income & Expenditure**

There is a balance of £3k.

There is an Actuary loss of £567k on pensions. This is a paper adjustment in the accounts.

- **Management Letter**

The letter shows a clean Audit report.

There are four Control Observations that the Academy needs to address. (They are all in the Green category).

No.	Item	Action
	<ul style="list-style-type: none"> <li>• <b>Journals</b> The adjustments posted to the accounts are typical for a Single Academy Trust.</li> <li>• <b>Letter of Representation</b> This is also typical for a Single Academy Trust. There have been no significant legal claims Any Related Party transactions have been declared The Business is a Going Concern There have been no significant activities since the last meeting.</li> </ul> <p>Governors thanked Jo Scaife for his input.</p>	
	<p><b>c) Further discussion</b></p> <p>RS highlighted the input from the Senior Leaders to the Trustees Report. It was noted that this is a comprehensive report when compared with other Academies.</p> <p>The final accounts are submitted to the DfE and copies posted to Companies House and the School Website.</p> <p>RS highlighted the discussion that took place at the Clearance meeting about the Specialist Provision surplus and the expenditure in other areas of the School. He noted the impact of the 11 children that left Specialist Provision and the income that comes with those joining.</p> <p>The Business Manager highlighted the imbalance in Benchmarking figures due to the uniqueness of the School structure and the resulting lower pupil / teacher ratio when compared with other (dissimilar) schools.</p>	
	<p><b>d) Approval of Accounts</b></p> <p><b>Rob Sutherland proposed that Governors approve the Annual Accounts for 2018-19 and give the authority to the Chair of Governors and Headteacher to sign the final version from the Auditors. Seconded by Jan White and approved by all present.</b></p> <p><b>For: 8      Against: 0      Abstentions: 0</b></p>	
	<p><b>e) Members receive Accounts</b></p> <p>Due to 2 members being absent this will be completed at the next meeting.</p>	
B03/19	<b><u>Finances</u></b>	
	<p><b>a) Financial Update</b></p> <p>The Academies land and buildings collection tool return has been completed.</p>	

No.	Item	Action
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The School resource management self-assessment tool has been completed. The results are available at this link.  
<https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=136848&openOnly=true>

**b) Responsible Officer Reports**

No reports since the last meeting.

**B04/19 Staffing**

Governors noted the Organisation chart circulated with the papers from this meeting.

Interviews and appointments have been made for a Behaviour Support Lead in Specialist Provision and various Nursery roles.

**A Governor asked about how roles are advertised? They are advertised in the SCC Blue Sheet and via Social Media. The cost of advertising in the local paper is too prohibitive).**

The 2 Apprentice vacancies have ben difficult to fill because of the requirement for Maths and English GCSE's

**B05/19 Premises**

A premises walk took place in October to review the work undertaken during the summer.

There will be another walk on 14<sup>th</sup> November; 8.3am; CD, HK, AT.

**B06/19 Health & Safety**

Governors noted the contents of the General inspection report undertaken on 2<sup>nd</sup> October 2019.

All the actions identified have been completed.

It was noted that the Playground supervision zones are in place for Lunchtime play.

The Business Manage highlighted that there had been an un-announced visit by the Health & Safety consultant from Educating Safely. *(the Business Manager was aware of the visit)*

No.	Item	Action
B07/19	<u>Area Policies</u>	

a) Policies for Review

- Health and Safety Policy – SCin to review
- Premises Management Documents – RS to review
- Children with Health needs who cannot attend school – SEYS
- Protection of Biometric information – Not Applicable

SCin  
RS

Break      Governors had a 5-minute break

### Governor Meeting – Final Section

Chaired by Julie Summerhayes (Chair of Governors)

G20/19      Minutes of Previous Meeting

**Brian Walton proposed that Governors approve the minutes of the meeting of 14<sup>th</sup> October 2019. Seconded by Adam Kelland 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]*

G21/19      Papers for Information

Governors noted the papers included for information.

**A Governor asked about the progress in Reading of Key Stage 2 Middle Attainers highlighted in the IDSR report? These figures include the Specialist Provision students who had Key Stage 1 data. The School could control this if the pupils were in the School for KS1.**

This is included in the SDP to achieve positive progress for Reading in this year.

G22/19      Matters Arising

JS reported that Kev Cook has resigned as a Governor since the last meeting. Governors recorded their thanks to Kev for his contribution to the Board during his time as a Governor.

G23/19      Governors Visits and Training

a) Governors' Visits

- JS & RS – Clearance meeting with Auditors
- RS – Site walk

No.	Item	Action
	<b>b) Governor Training</b> JW – Monitoring the SDP	

#### G24/19 Policies for Approval

**a) Pay Policy**

The model Pay Policy circulated with the papers for this meeting is still waiting for the Nationally agreed figures and Union consultation to be completed.

The Policy will be approved at a future meeting

The Business Manager will request a tracked changes version of the final Pay Policy.

**SCin**

**b) Data Protection and Freedom of information Policy**

**Rob Sutherland proposed that Governors approve the Data Protection and Freedom of information Policy. Seconded by Jenny Moore and approved by all present.**

**For: 8    Against: 0    Abstentions: 0**

**c) Freedom of Information ICO Publication Scheme**

Noted

**d) Equalities Objectives 2019-2023**

**Julie Summerhayes proposed that Governors approve the Equalities Objectives 2019-2023. Seconded by Jan White and approved by all present.**

**For: 8    Against: 0    Abstentions: 0**

Governors noted the contents of the Equalities Objectives annual report for 2018-2019 circulated with the papers for this meeting.

#### G25/19 Procedural Matters

None

#### G26/19 Date, time, and, place of the next meeting

The next meeting of the Board of Governors will be on  
Monday 2<sup>nd</sup> December 2019  
All meetings will start at 6.00pm

Theme = Mainstream Teaching and Learning

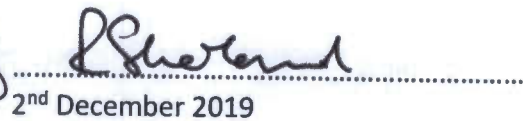
No.	Item	Action
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Signed on behalf of the Governors of  
Brookside Academy

Signed on behalf of the Area Lead



2<sup>nd</sup> December 2019



2<sup>nd</sup> December 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
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
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
B07/19	Health & Safety Policy	SCin	10/02/20
B07/19	Review Premises Management documents	RS	10/02/20
G24/19a	Request a tracked changes version of the final Pay Policy.	SCin	ASAP

Any business for the next Board of Governors meeting should be advised to the Chair of Governors.