

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 2<sup>nd</sup> December 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)

#### G27/19 Welcome

The Chair welcomed everyone to the meeting.

#### a) Apologies for absence

None

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

#### b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

#### G28/19 Headteachers Report

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

- **Attendance**

Overall attendance = 95%

Specialist Provision is causing a concern with attendance at 90%.

Attendance letters have been sent out and BW is meeting with the parents.

No.	Item	Action
	<ul style="list-style-type: none"> <li>• <b>Safeguarding</b></li> </ul>	
	<b>Action – BW will provide clarification for year to date figures.</b>	<b>BW→SM</b>

### Mainstream Teaching & Learning Section (T&L)

Chaired by Craig Harris (Mainstream Teaching & Learning Lead)

#### T06/19 Matters Arising

##### a) **Wave 3 Interventions**

Governors noted the contents of the report on Wave 3 Interventions for Emerging Readers circulated with the papers for this meeting.

Targeted provision for small groups of children using “Toe to Toe” and “Individual Literacy Intervention” (ILI).

A third of the group identified as emerging in Early Years Foundation Stage (EYFS) receive interventions each term. Exit data is recorded to measure the impact of the interventions.

#### T07/19 Outcomes and Assessment

##### a) **Autumn 1 Outcomes**

SA highlighted the main points of the Term 1 Outcomes report circulated with the papers for this meeting.

The report only contains data for Writing and Maths and it was noted that the data can be inconsistent due to the different number of objectives taught in each year.

- **Year 3 & 6 Writing** – no children are secure yet – hence 0%.  
Year 3 No More Marking results are very good.
- **Maths** – Taught in White Rose Blocks.
- **Pupil Premium** – Interventions are monitored through pupil progress meetings.

**A Governor asked about the average depth of year 6 pupils in Maths?**

The Pupil Premium figures are higher because the average is calculated from fewer children.

**A Governor asked why the Year 6 figures were lower than Years 1 to 5?**

This is the Teachers being cautious of over estimating scores.

##### b) **Autumn 1 Phonics**

SA highlighted the main points of the Autumn 1 Phonics report circulated with the papers for this meeting.

- The 0-24 band is at 50% this year; as opposed to 32% last year.
- The Team are looking at changing the provision for September 2020

No.	Item	Action
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c) **ISDR and FFT reports**

Governors noted that they found the data to be well presented in the reports circulated for information with the papers for this meeting.

It was noted that the School was placed in the lower percentile due to the inclusion of the Specialist Provision results. But it does acknowledge the high number of Education Health Care Plans (EHCP's) in the school.

The Fischer Family Trust (FFT) data shows that our pupils are improving faster than the national average.

Strength – High attainers do well

Weakness – Middle and Low attainers do not do as well.

**A Governor asked about the correlation of the prior attainment at Key Stage 1 to Key Stage 2? This shows that the measurement at that age is very unpredictable.**

T08/19 **Diminishing the Difference**

a) **Pupil Premium 2019/20**

Governors noted that the Pupil Premium Statement for 2019/20 circulated with the papers for this meeting highlight the Principles, Barriers to Learning, and Desired outcomes.

**A Governor asked if there had been any questions from Parents? There had been some questions about attendance where clarity was provided through face to face meetings.**

**A Governor asked about the increasing problem of Social and Emotional Mental Health (SEMH)? The School has been accepted onto a Mental Health project starting in January 2020. This will provide Nurse and Psychologist support.**

There is still an issue with the small amount of Pediatrician and Educational Psychologist support.

**A Governor asked if there were any children that did not join Pupil Premium until the end of KS1 because of Universal Free School Meals? No. There has been a high number of Pupil Premium pupils in Early Years over the last 2 years.**

b) **Pupil Premium 3 Year Plan**

Governors reviewed the Pupil Premium 3 Year Plan circulated with the papers for this meeting.

SA and BW noted that producing the plan had focused the School on the impact of attendance on Pupil Premium outcomes.

No.	Item	Action
T09/19	<b><u>Teaching and Learning</u></b>	
	<p>a) <b>Update on Staffing</b> No change since the previous meeting.</p>	
	<p>b) <b>Curriculum Monitoring</b> Presentation on History and Science by BW.</p> <ul style="list-style-type: none"> <li>• My Schooling</li> <li>• Thinking about our curriculum</li> <li>• The planned curriculum</li> <li>• The perfect child</li> <li>• Life Skills</li> </ul> <p><b>Curriculum Monitoring</b></p> <ul style="list-style-type: none"> <li>• Science</li> <li>• History</li> <li>• Subject coordinators in place</li> </ul>	
	<p>Geography will be next.</p>	
	<p>Governors discussed the intentions of curriculum planning.</p>	
T10/19	<b><u>Themed Policies</u></b>	
	<p>There were no Teaching and Learning policies that require review.</p>	
Break	<p>Governors had a 5-minute break</p>	
<p><b>Governor Meeting – Final Section</b> Chaired by Julie Summerhayes (Chair of Governors)</p>		
G29/19	<b><u>Minutes of Previous Meeting</u></b>	
	<p>Jenny Moore proposed that Governors approve the minutes of the meeting of 11<sup>th</sup> November 2019. Seconded by Stuart Clowes and approved by all present and signed by the chair.</p>	
	<p><b>For: 7          Against: 0          Abstentions: 5</b></p>	
	<p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G30/19	<b><u>Papers for Information</u></b>	
	<p>None</p>	

No.	Item	Action
G31/19	<b><u>Matters Arising</u></b>	
	<p><b>a) Annual Accounts</b>            The Academy Members noted that they had received the Annual Accounts that were approved by the Board at their previous meeting.</p>	
G32/19	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors' Visits</b>            CD, AT, &amp; HK – Premises Walk (Report circulated)            JS – Fortnightly meeting with BW            JS &amp; GJ – Pre-agenda meeting with BW.</p> <p><b>b) Governor Training</b>            None</p>	
G33/19	<b><u>Policies for Approval</u></b>	
	<p><b>a) Policy Grid</b>            The Clerk reported that he had updated the Policy Grid circulated with papers for the meeting to bring it in line with the new DFE guidance.            It was noted that non-Statutory policies would be included at the Boards discretion.</p> <ul style="list-style-type: none"> <li>• The Admission Committee have not made any changes to the Admissions Arrangements for 2021/22</li> <li>• Sarah Ashford is the Designated Teacher for Looked After Children.</li> </ul>	
G34/19	<b><u>Procedural Matters</u></b>	
	<p><b>a) Governor Recruitment</b>            The Parent Governor vacancy has been advertised to parents.</p>	
	<b><u>Any Other Business</u></b>	
	<p>The responses from the consultation on Extending the School Age will be on the next agenda.</p>	<b>BW</b>
G35/19	<b><u>Date, time, and, place of the next meeting</u></b>	
	<p>The next meeting of the Board of Governors will be on Monday 27<sup>th</sup> January 2020</p>	

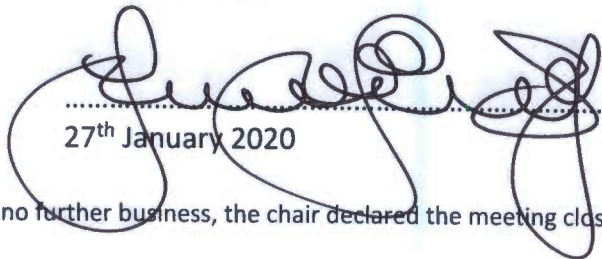
No.	Item	Action
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All meetings will start at 6.00pm

Theme = Specialist, Early Years, Safeguarding

Signed on behalf of the Governors of  
Brookside Academy

Signed on behalf of the Area Lead



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27<sup>th</sup> January 2020



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27<sup>th</sup> January 2020

With no further business, the chair declared the meeting closed at 7.47pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
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
S05/19b	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
G28/19	provide clarification for year to date figures.	BW → SM	27/01/20
AOB	Extending the School Age consultation responses	BW	27/01/20

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