

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 2nd 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) (from 6.55pm)	✓ Alex Tedford (AT)
✓ 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)

G36/19 Welcome

The Chair welcomed everyone to the meeting.

a) Apologies for absence

None

The Clerk advised that with 11 of the 12 Governors present the meeting was quorate. (12 later)

b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

G37/19 Headteachers Report

BW invited questions on the Headteachers report circulated with the papers for this meeting.

A Governor asked about the low attendance in Early Years at 93.7%? Children are not legally required to attend until they reach the age of 5. There is no recourse to raise the issue with parent's, but nonattendance is still recorded on the Schools records.

A Governor asked about an issue with attendance figures in the School

No.	Item	Action
	Information Management System (SIMS)? The issue is with a bespoke report for Nursery and Pupil Premium attendance. This is being looked into.	
	A Governor asked about change in Safeguarding figures? The Term 1 figures were inclusive of incidents and actions, creating multiple numbers for single incidents. From Term 2 onwards these figures only include incidents.	
	<p>A Governor asked about the 1 recorded Permanent Exclusion? This was a pupil in Specialist Provision who only joined the School in September 2019.</p> <p>A Governor asked if there had been any lessons learnt? The Education Health Care Plan (EHCP) that accompanied this child did not represent the complex behaviours that this child demonstrated. The School now sends a member of staff to review children in their current setting before offering them a place.</p>	

Specialist, Early Years & Safeguarding Section (SEYS)

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

S07/19 Behaviour and Safety

a) **Specialist Provision**

Governors reviewed the December figures contained in the Behaviour and Safety report circulated with the papers for this meeting.

A Governor asked if the Tier 4 figures included the excluded child? The children in Parrots class have challenging behaviour and the figures are consistent for that class.

b) **Mainstream**

Governors noted that the same Tiers were in use as in Specialist Provision.

A Governor asked about the issuing of Order Marks? Order Marks are negotiated between the Class Teacher and Headteacher for continuing bad behaviour.

A Governor asked about the Tier 4 incident in December? This was discussed with the Parent. There is not always a Fixed Term Exclusion based on the context around the pupil.

The Fixed Term Exclusions in November and December were all in Specialist Provision.

S08/19 Child Protection

a) **Safeguarding Governor Update**

SC noted that he had visited the School to review the Single Central Record and the report was included with the papers for this meeting.

No.	Item	Action
	<p>He noted that repeated Disclosure and Baring checks were not carried out after the initial check at the time of appointment which can lead to a long period of time since the check was made.</p> <p><i>However, Keeping Children Safe In Education (2019) para. 162 makes it clear that there is no obligation placed on the school to re-check existing staff unless they move from non-regulated to regulated activities.</i></p>	
	<p>b) Safeguarding Audit review</p> <p>Governors discussed the Safeguarding compliance provided by the Safeguarding Audit circulated with the papers for this meeting. It was noted that the systems were solid at this time and are regularly monitored.</p>	
	<p>Action – Governors to send questions to Stuart Clowes to Stress Test the review.</p>	ALL

S09/19 SEND/Specialist Provision

a) Assistant Head's Report

CL highlighted the main points of the Assistant Headteachers Report circulated with the papers for this meeting.

- Demographics
- Specialist Provision and Classes
- Mainstream
- Strategic SEND

b) Brookside Specialist Provision with the Local Authority

Governors noted that the School was “out on a limb” as a joint Mainstream and Specialist School within the Local Authority.

The main impact of this is that the provision of services such as Education Psychologists (EP) is through the Community Learning Partnership (CLP) Pyramid and not the same as in other Specialist Schools. These services have to be bought in as there is no EP support for mainstream.

Governors discussed the recent contact with the Local Authority and funding it has now received for Outreach Work.

- Supporting other schools by the Senior Leadership Team (SLT)
- Sending other staff to support schools.

The funding of £28k was retrospective and not included in the original School budget. Experienced staff are needed to provide this support for up to 40 pupils and would be better deployed in conjunction with another school.

It was noted that Brookside had not received any additional funding for the expansion in Specialist Provision to accommodate the doubling in the number of pupils over recent years.

c) Specialist Case Study

Governors reviewed the Specialist Case Study for Pupil E circulated with the papers for this meeting.

No.	Item	Action
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- The pupil started in September 2019 from another School in the Mendip Area.
- The pupil has an EHCP with no diagnosis of need.
- The pupil demonstrates complex and challenging behaviour.

A Governor asked what the need for this pupil is? The Social and Emotional needs of this pupil will not be diagnosed.

- There is a complicated family make-up.
- This pupil has received a FTE for bad behaviour.
- The pupils future secondary schooling will be at Avalon School.

6.55pm – Craig Harris arrived

d) Toe by Toe interventions

CL circulated sample Toe by Toe intervention resources to accompany the progress report circulated with the papers for this meeting.

The interventions in the book are easy to administer and not time consuming.

The aim on these interventions is to target Emerging Readers from Early Years.

A Governor asked if the pupils receive all the interventions in the book? Yes – these are continuous interventions that aim to close the gap between the measured Reading Age and Chronological Age.

The book is used for Key Stage 1 and Key Stage 2 pupils

- Year 1 progress is still low as these pupils are still working on the Phonics program.
- Year 6 have 77% 9 month accelerated progress.

The report shows progress from the first assessment with further assessment points at the end of the Spring and Summer terms.

The Interventions take about 5 to 10 minutes 3 times a week.

Strategic monitoring will take place through the assessment of subsequent year groups.

Governors discussed the impact of these interventions on the Phonics teaching in class and the ease in which it has been accommodated by the School.

S10/19 Themed Policies

It was noted that the only themed policy left on the Policy Grid was the SEND Policy.

The Chair decided to move the Policy item G42/19 up the agenda to complete this review now. (See 42/19 below)

Break Governors had a 5-minute break

No.	Item	Action
Governor Meeting – Final Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G38/19	<u>Minutes of Previous Meeting</u>	

Brian Walton proposed that Governors approve the minutes of the meeting 2nd December 2019. Seconded by Rob Sutherland and approved by all present and signed by the chair.

For: 12 Against: 0 Abstentions: 0

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

G39/19	<u>Papers for Information</u>	
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Email from the Regional Schools Commissioner – Annual Review

Email to James Heappey – Local MP

Spring Term Calendar

G40/19	<u>Matters Arising</u>	
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a) Extension of School Age consultation report

BW noted that there had been no responses to the consultation.

Unfortunately, the application cannot be fast tracked as the change is greater than 2 years. The School will need to make a Business Case that could take up to 12 months to complete.

The Business Manager is liaising with the DFE.

b) Support for Avalon School

The Headteacher updated Governors on the background to the support that he is now providing to Avalon School as Executive Headteacher.

- The Headteacher has been off on Maternity Leave and will not be returning.
- BW is providing support to the Deputy Headteacher who is in charge of the School.
- SA (Deputy Headteacher at Brookside) will be in charge here when BW is at Avalon.
- The Brookside SLT are providing support to Avalon at no financial cost to this School.
- The initial timescale is for this term only.

Governors noted that this met the long-term collaboration aspirations of this School.

Governors discussed the risk to Brookside of any additional support that may be required here while supporting another School.

No.	Item	Action
	<p>A Governor asked if there would be any impact on the pupils at Brookside? BW noted that the fact that Avalon is next door meant that he would never be far away if an issue arose at Brookside.</p>	
	<p>BW assured Governors that the SLT are quite capable of dealing with day to day issues here.</p>	
	<p>A Governor asked about the risk to Safeguarding issues at Brookside? Either the Headteacher or Deputy Headteacher (both Designated Safeguarding Leads) will be present at the School at all times.</p>	
	<p>BW noted that he would be able to return instantly if required.</p>	

G41/19 Governors Visits and Training

a) **Governors' Visits**

SC – Single Central Record

HK, CD, JW, AT, CH, SC – Xmas performances

HK, JS, CD – End of Term assembly

b) **Governor Training**

None

G42/19 Policies for Approval

a) **Special Educational Needs and Disability Policy**

CL noted that since the policy had been included with the papers for this meeting he had received information that impacted on the implementation of this policy.

Pupils are included on the Special Educational Needs (SEN) register if they require additional help with their teaching. This help is provided through Wave 1, 2, and 3 interventions.

The issue that CL highlighted to Governors is how pupils come off the SEN Register.

CL highlighted that pupils should only be on the SEN register if they receive Wave 3 interventions. The progress of these interventions are measured at the start and end of their allotted time period. Pupils would come off the Register if the intervention progress was successful.

CL will review this element of the Policy and bring it back to the Board for approval in the 20/21 academic year.

Governors discussed the impact of the inclusion and exit of children on the SEN Register.

A Governor asked if a physical disability always meant inclusion on the register? Not always.

No.	Item	Action
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Stuart Clowes proposed that Governors approve the Special Educational Needs and Disability Policy until the start of the 20/21 academic year. Seconded by Clare Bolton and approved by all present.
For: 12 Against: 0 Abstentions: 0

b) SEND Information report

Stuart Clowes proposed that Governors approve the SEND Information report. Seconded by Jan White and approved by all present.
For: 12 Against: 0 Abstentions: 0

G43/19 Procedural Matters

a) Governor Recruitment

JS reported that there has been no response to the Parent Governor vacancy notice. The Board can recruit a Parent Governor directly (with an election) if somebody comes forward.

Any Other Business

Governor representation at Celebration Assembly on 26th March – Alex Tedford

G44/19 Date, time, and, place of the next meeting

The next meeting of the Board of Governors will be on
Monday 10th February 2020
All meetings will start at 6.00pm

Theme = Business

Signed on behalf of the Governors of
Brookside Academy

Signed on behalf of the Area Lead

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10th February 2020

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10th February 2020

With no further business, the chair declared the meeting closed at 8.05pm.

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
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
S0819a	Governors to send questions to Stuart Clowes to Stress Test the review.	ALL	ASAP

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