

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 10th February 2020.
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 (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)

G45/19 Welcome

The Chair welcomed everyone to the meeting.

a) Apologies for absence

Apologies were accepted from Craig Harris and Adam Kelland.

The Clerk advised that with 10 of the 12 Governors present the meeting was quorate.

b) Declarations of Interest

Rob Sutherland – Business Manager Crispin School

G46/19 Headteachers Report

BW gave a brief update on the February Headteachers report circulated with the papers for this meeting.

- SIMS attendance reporting issue is being resolved.
- Attendance is dropping; which is not unusual for this time of year.
- Lower numbers of Safeguarding issues have been recorded.

No.	Item	Action
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- Year 1 have completed the No More Marking and the results will be above the National Average.

A Governor asked about changes to the process of dealing with poor attendance?

Letters 1,2 & 3 are sent more promptly and are followed up by a meeting with the Headteacher.

It was noted that the main issue was in Specialist Provision.

BW highlighted his recent experiences with OFSTED at another School and his familiarization with the new Inspection Framework.

The next mile stone for Progress and Achievement will be the Term 4 data drop.

Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

B08/19 Finances

a) **Term 3 report**

The Business Manager highlighted the main points of the Term 3 report circulated with the papers for this meeting.

- Current deficit = [£81K]
- Original budget surplus was projected to be £47k
- Therefore the In-year deficit = [£128k]

It was noted that the deficit included Capital spending that was not included in the budget and will come from the carry forward of £757k

Governors discussed how the Capital expenditure could be separated from the revenue figures to give a realistic in-year position.

Action – Add a line at the bottom of the quarterly finance report to show contingency expenditure.

S Cin

There was other increased expenditure of additional Learning Support staff to support pupils that joined the School with requirements that had not been identified before they joined the School.

A Governor asked if they brought any funding with them? Yes – but not as much as the actual cost to the School.

A Governor asked if there was any impact on the budget from the support being provided to Avalon School? No – A cost plan has been submitted to the Local Authority to cover the cost at agreed rates.

- **Nursery** – The outturn is looking good for this time of the year. The capacity has been increased to 70 with a maximum of 12 Babies.

No.	Item	Action
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- **Extended Schools** – Staffing costs have increased but are expected to be covered by the increase in attendance during forthcoming School holidays.

b) Responsible Officer Reports

RS explained that this is a bought in service to provide Governors with assurances for financial operations in addition to the annual Audit.

- **Purchasing**
The finance policy has been updated to reflect a change requested to provide a division of duty in the purchasing operations.
- **Income**
Changes were made to the Finance Policy to reflect changes requested by the Responsible Officer.

The Business Manager highlighted that the Financial operations were covered in two over-arching documents; The Academies Financial Handbook, and the School’s Finance Policy.

The Finance Policy contains the School’s inter procedures and is kept up to date in accordance to any changes in the Academies Financial Handbook at the start of each academic year.

Action – Update Governors on changes to the Finance Policy as a result of the Income RO check.

A Cin

B09/19 Staffing

The Business Manager gave an update on staff changes since the start of this term.

- 3 resignations in support staff.
- 6 appointments in support staff; including an apprentice in Specialist Provision and 2 Sports Coaches from 1st June.

It was noted that the contract for sports coaching with TLE has been terminated from the end of May. PE and other activities will be provided by the Sports Coordinator and Coaches from the start of June.

A Governor asked if there will still be Sports Clubs? Yes – there will be sports clubs and playtime activities.

Governors discussed the Sports provision for the 90 year group.

A Governor asked about the financial implications of these changes? The Sports Coaches will also provide Extended School activities that could include a Sports Academy.

It was noted that there may be an opportunity to use the facilities at Avalon.

No.	Item	Action
B10/19	<u>Premises</u>	

Focus at the next meeting.

B11/19	<u>Health & Safety</u>	
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Focus at the next meeting.

B12/19	<u>Themed Policies</u>	
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It was noted that RS was yet to complete the review of the Premises Management documents.

Break Governors did not have a break

Governor Meeting – Final Section

Chaired by Julie Summerhayes (Chair of Governors)

G47/19	<u>Minutes of Previous Meeting</u>	
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Julie Summerhayes proposed that Governors approve the minutes of the meeting 27th January 2020. Seconded by Jan White and approved by all present and signed by the chair.

For: 10 Against: 0 Abstentions: 0

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

G48/19	<u>Papers for Information</u>	
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Discretions Policy Pensions Dec 2019

Income Section of Finance Policy with Changes from RO Report Jan 2020

Appendix E Income

G49/19	<u>Matters Arising</u>	
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a) 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 Leadership team is now made up of the Executive Headteacher and an operational head and deputy attending the school for one day a week.
- Work is being undertaken on Systems across all areas of the School

A Governor asked about the leadership of Safeguarding in this School? BW is the DSL at both Schools, with the Business Manager acting as deputy at Avalon

No.	Item	Action
	as well. Meetings are being held jointly.	
	<p>A Governor asked about the capacity of the Leadership team remaining at Brookside? BW appreciates that they have taken on more work but they are keen to support where they can.</p>	
	<p>Governors discussed the welfare and capacity of BW to cope with this extra work.</p>	
G50/19	<u>Governors Visits and Training</u>	
	<p>a) Governors' Visits None</p> <p>b) Governor Training AT – Preparation for Ofsted</p>	
G51/19	<u>Policies for Approval</u>	
	<p>a) Charging and Remissions Policy</p> <p>Brian Walton proposed that Governors approve the Charging and Remissions Policy. Seconded by Rob Sutherland and approved by all present. For: 10 Against: 0 Abstentions: 0</p> <p>b) Health & Safety Policy Governors discussed the Health & Safety responsibilities for Governors in the "Statement of Intent" Action – Staff Wellbeing on next SEYS agenda. Action – Include statement of intent on next Health and Safety agenda</p> <p>Helen Keast proposed that Governors approve the Health & Safety Policy. Seconded by Colin Driscoll and approved by all present. For: 10 Against: 0 Abstentions: 0</p>	<p>SC S Cin</p>
	<p>A Governor asked about the School's Food Safety policy? This will be an item for the next Premises agenda item.</p>	
	<p>Action – Food Safety policy on next Business Agenda under Premises</p>	S Cin
G52/19	<u>Procedural Matters</u>	
	<p>a) Governor Recruitment There is an expression of interest from a Teacher at Millfield School. An application form has been sent.</p>	

No.	Item	Action
	Governors noted that there is still a vacancy for a Parent Governor.	

Any Other Business

None

G53/19 Date, time, and, place of the next meeting

The next meeting of the Board of Governors will be on

Monday 9th March 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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9th March 2020

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9th March 2020

With no further business, the chair declared the meeting closed at 7.20pm.

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	Review Premises Management documents	RS	10/02/20
S08/19a	Governors to send questions to Stuart Clowes to Stress Test the review.	ALL	ASAP
B08/19	Add a line at the bottom of the quarterly finance report to show contingency expenditure.	S Cin	06/07/20
B08/19b	Update Governors on changes to the Finance Policy as a result of the Income RO check.	S Cin	ASAP
G51/19b	Staff Wellbeing on next SEYS agenda.	SC	18/05/20
G51/19b	Include statement of intent on next Health and Safety agenda	S Cin	09/03/20
G51/19b	Food Safety policy on next Business Agenda under Premises		

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