

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 9th March 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)

G54/19 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

G55/19 Headteachers Report

BW gave a verbal report on updates since the previous meeting.

- Deb Ring undertook a School Improvement Partner visit that was lead by Sarah Ashford. This included a review of the Headteachers Performance Management targets.

The visit included: -

- Classroom walkthrough
- Data for Middle attainers, Emerging Readers, etc.
- Curriculum

No.	Item	Action
	<ul style="list-style-type: none"> ○ Work Scrutiny ○ Curriculum subject leaders ○ Knowledge rather than Skills <p>The report will come to a future meeting.</p>	

Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

B13/19 Finances

a) **Month 5 report**

The Business Manager noted that Management Account reports are now being produced monthly and the latest report for month 5 was circulated with the papers for this meeting.

- The Nursery is filling up fast with very few places remaining.
A Camera has been installed at the Front door to improve security.
- The annual budget deficit is £60k, but this does include a capital spend of £129k.
The trading areas are showing a surplus.
It was noted that the Carry Forward from 2018/19 was £758k.

b) **Responsible Officer Reports**

None

c) **Benchmarking Report**

The Business Manager highlighted the main points of the Bishop Fleming Benchmarking report circulated with the papers for this meeting.

GAG income for mainstream income is lower than average as it is masked by the Specialist income.

It was noted that the Benchmarking figures are compared to other schools that do not have an integrated Specialist Unit.

Governors discussed the funding that is received for Specialist children that is mostly made up of Top Up funding.

A Governor asked about the Pension Cost ratio? This is caused by the high number of support staff required for Specialist Provision.

B14/19 Staffing

There has only been 1 new member of staff since the previous meeting.
Year 5/6 Teaching Assistant.

No.	Item	Action
B15/19	<u>Premises</u>	

a) Food Safety Policy

A copy of the Academies Food Safety policy was circulated with the papers for this meeting. It was noted that the policy mostly contained information around nutrition and healthy eating.

A Governor asked about food safety procedures? Support Services for Education (SSE) carry out food and catering audits twice a year.

Governors discussed how food safety fits into the wider Health and Safety policy area. Checks include testing food when it is delivered to client Schools.

Action – circulate latest food safety audit reports.

SCin→GJ

b) Premises

- Access has been created to the “dead area” behind the MUGA. This includes a path for wheelchair access.
- A Mud Kitchen has been created for messy play.
- The temporary outside toilets are to be replaced with a permanent structure. These have proved to be very successful in restricting access to the main building during break times.

A Governor asked about accessibility to the new toilets? These will not be for children from Specialist Provision as they need extra support toileting.

B16/19	<u>Health & Safety</u>
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a) Statement of Intent

Governors noted that the Statement of Intent circulated with the papers for this meeting.

A Governor asked about the setting of targets and objectives? Staff are made aware of the targets and objectives at the first inset day of the year.

It was noted that the Workplace obligations are monitored through; Audits by external Health & Safety consultants; Playground Inspections; Safeguarding Audits; and Special requirements for new pupils in Specialist.

A Governor asked if the targets were at individual, team, or organizational level? Targets are a combination at all three. Pupil specific; Team Teach and play equipment; Child Protection, Safeguarding, Fire safety, etc.

A Governor asked what Governors need to know about the organizational targets? The inset program provides an overview of organizational targets.

A Governor asked about the culture of continuous improvement? The Executive Leadership Team will reflect on this and report back to a future meeting.

ACTION – Reflect on year on year improvements in Health and Safety.

BW

Governors noted the improvements made on reducing the number of

No.	Item	Action
	playground incidents over the past few years as an example of this.	
b)	Special Educational Needs themed audit Governors reviewed the contents of the SEN themed audit report circulated with the papers for this meeting.	
	A Governor asked if this audit had been requested by the School? Yes – it is always good to have an outside view of the School.	
	This is part of the purchased services from Educating Safely.	
	It was noted that the School had a very challenging child in Specialist Provision at the time of the review that had prompted the review.	
	Governors noted that these audits provide them with assurance on Health & Safety in the School.	

B17/19 Themed Policies

It was noted that RS was yet to complete the review of the Premises Management documents.

Covid-19

It was noted that the School is following the guidelines from Public Health England. Governors discussed the IT challenges if the School was to try and educate pupils remotely, and the issues around staffing where some had children who could be at home.

It was noted that the School was already experiencing difficulties in getting Supply Staff.

Break Governors had a break

Governor Meeting – Final Section

Chaired by Julie Summerhayes (Chair of Governors)

G56/19 Minutes of Previous Meeting

Brian Walton proposed that Governors approve the minutes of the meeting 10th February 2020. Seconded by Jenny Moore 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]

No.	Item	Action
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G57/19	<u>Papers for Information</u>	
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Pupil Referral Funding consultation – Extra School funding could be top sliced.
Keeping Children Safe in Education consultation – The ELT will respond on behalf of the School. Governors can make individual responses if they wish.
 BW will feed back any concerns identified by the ELT.
Spring 2 Events Calendar.

G58/19	<u>Matters Arising</u>	
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a) Regional Schools Commissioner meeting

JS and BW met with the representative of the Regional Schools Commissioner (RSC) for an annual review. The main points raised by the RSC were: -

- Separation between the Trustees and Members (different people)
- Separate Audit committee – will be in place from September 2020.

G59/19	<u>Governors Visits and Training</u>	
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a) Governors' Visits

Action – Set dates for Governors visits to see the curriculum in action, inside and outside the classroom.

GJ→SA

b) Governor Training

CB – Induction training

AT – OFSTED preparation (notes will be circulated)

JS – Chairs Briefing

G60/19	<u>Policies for Approval</u>	
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a) Statement on Guidance for School HR Policies updated Feb 2020

It was noted that this document includes the latest Local Authority Human Resources policies adopted by the Governors for use in the School.

Action – Fill in the blank responsibilities.

**GJ→J
Warrington**

G61/19	<u>Procedural Matters</u>	
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a) Governor Recruitment

Adam Kelland has been re-appointed as a Staff Governor

Co-opted Governor application from Adi Whatling

Parent Governor application from Claire Vowles

No.	Item	Action
	<u>Any Other Business</u>	

Quality Reading books have been purchased by The Friends of Brookside.

G62/19 Date, time, and, place of the next meeting

The next meeting of the Board of Governors will be on
Monday 23rd March 2020
All meetings will start at 6.00pm

Theme = Mainstream Teaching and Learning

Signed on behalf of the Governors of
Brookside Academy

Signed on behalf of the Area Lead

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23rd March 2020

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23rd March 2020

With no further business, the chair declared the meeting closed at 7.42pm.

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
B15/19	Circulate latest food safety audit reports.	SCin→GJ	Done
B16/19	Reflect on year on year improvements in Health and Safety.	BW	06/07/20
G59/19	Set dates for Governors visits to see the curriculum in action, inside and outside the classroom.	GJ→SA	ASAP
G60/19	Fill in the blank responsibilities for the HR policies doc.	GJ→JW	ASAP

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