

Brookside Academy (327) – Board of Governors
Company Registration Number: 07641618 (England & Wales)



Minutes of the **Board of Governors** meeting held via Microsoft Teams, on Monday 18th May 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
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G72/19	<u>Welcome</u>	

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

G73/19 **Headteachers Report**

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

The headteacher noted that the current Covid-19 situation for Schools is changing everyday with new briefings from the DFE on a daily basis.

The Headteacher gave a Powerpoint presentation highlighting the following points.

Action – circulate copy of the Powerpoint presentation.

BW→GJ

No.	Item	Action
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So Far

- School is open for children of Key Workers
- Weekly meetings with the Local Authority
- Executive Leadership Team are adjusting to the changes daily.
- Risk assessing children that are in School.
- Daily increase of the number of pupils in School.
- Flexible staff Rota to cope with the daily changes.

DFE Advice and Guidance

- Re-opening on June 1st for Year R, 1 and 6.
- Key workers list getting longer.
- Q&A with staff about the current and future situation
- Is the provision safe?
- Maintain the wellbeing of staff.
- Provide an education.

The School must be aware of the consequences of getting safety wrong. The employer has a responsibility to the staff.

We cannot completely guarantee that we can keep children safe.

It was noted that children have now missed 7 to 8 weeks of education and there must be a plan for them to return to School.

The New Default

- All staff will return on 1st June unless they are isolating.
- Safe procedures will be in place for pupils and staff.
- Start and finish will be staggered to ensure social distancing.
- **Exploring safety options with other Headteachers.**
- **The School will not be the same as before!**
- **There will be no off-site visits.**
- **If pupils are unable to follow the expectations, then they will be educated at home.**
- **The 2m distancing guidance means that there will be 6 pupils in a KS1 classrooms and 8 pupils in KS2 classrooms**

A Governor asked about Personal Protective Equipment for staff? The advice is that it is not needed. The School has limited masks and gloves available. There will be an issue with the Transport for Specialist children.

A Governor asked the school will achieve the 2m separation? Desks have been moved in classrooms. Nursery has proved harder.

It was noted that the School cannot accommodate 15 children in a classroom and comply with the 2m distancing.

A Governor asked how the staffing will work with 8 in a classroom for a year group of 60 children? The School has contacted parents to see if they will definitely be sending their children to School to help produce a Rota. The School

No.	Item	Action
	<p>is creating “Bubbles” of 8 children and a member of staff to reduce the impact of any further infection.</p>	
	<p>The challenge will be to keep some teachers working on the home Schooling for years 2,3,4, & 5.</p>	
	<p>Governors discussed the situation where pupils will not have their usual teacher.</p>	
	<p>A Governor asked about the percentage of children likely to return on 1st June? 100 parents have requested a place with the remainder either unsure (72) or not sending their children.</p>	
	<p>A Governor asked if the Risk Assessments have been shared with staff and the challenge from their professional associations? Generic Risk Assessments have just been received from the Local Authority (via EEC live).</p>	
	<p>Staff have been made aware of the School specific risk assessments and the SLT are working through the questions they have already received.</p>	
	<p>A Governor asked at what point does the capacity of the School to accommodate pupils within the guidelines run out? The School is Ok with years R,1 & 6 but will run out of room if/when more year groups return.</p>	
	<p>The rules for social distancing will have to be changed or pupils will have to attend on a Rota.</p>	
	<p>A Governor asked about staggered pick-up and drop offs? This will be very complex and confusing. Parents have been asked for their preferred option.</p>	
	<p>The principal will be that Parents can keep to the social distancing with the drop off and pick-up. This will be set out in a letter to parents.</p>	
	<p>The Headteacher noted that it is currently the choice of parents as to whether their children attend School.</p>	
	<p>A Governor asked about the children of Key workers in the other age groups? These children will continue with their current provision. A curriculum is currently ready in core areas.</p>	
	<p>These children are also in classrooms and will be in “Bubble” with a member of staff.</p>	
	<p>A Governor asked about the arrangements for playtime? The timetable will not be as before when everybody had playtime together. Playtime will be in their “Bubble” in one of the areas identified in the school to keep groups separate. A Governor asked about maintaining the 2m separation? The guidance recognizes that there will be some transitory contact.</p>	
	<p>The ELT have received good feedback from parents and staff.</p>	

No.	Item	Action
	<p>A Governor asked about the provision of transport for Specialist pupils? This will be very limited. Parents have been asked to transport their own children if possible.</p>	
	<p>The School is contacting parent's tomorrow (19th May) to find out their requirements and feed back to the Local Authority.</p>	
	<p>It was noted that the final decision as to whether pupils will return on the 1st June will be taken by the Government during half-term on 28th May.</p>	

Mainstream Teaching & Learning Section (MTaL)

Chaired by Craig Harris (Mainstream Teaching & Learning Lead)

T11/19 Teaching and Learning

a) Provision for home schooling

Sarah Ashford (deputy Headteacher) made the following points about home schooling: -

- Home schooling started two weeks before Easter with website based work through ideas and links for parents.
- The School has bought into Purple Mash <https://2simple.com/purple-mash/> which has been a steep learning curve for staff to support parents and children up to speed.
- Some parents/ pupils are still using printed work sheets.
- Teachers are keeping a weekly log of Purple Mash usage and SA is following up with parents/pupils who are not using it.
- Nursery planning in on the website for parents to access.
- Useful links are being shared on the School Twitter account.

Purple Mash is being used as the main learning tool with the Teachers providing support.

A Governor asked how many people are using Purple Mash? About 90% of children in each class are using Purple Mash.

A Governor asked if they accessed it every day? Most of years 5 and 6 are accessing it every day.

A Governor asked what provision is in place for Teacher to assess progress?

This is a good time of year to assess progress as Teachers have been working with children since last September.

A Governor asked about households without IT? Access was offered in the School which has been taken up by 2 families.

Paper packs have been made available to families using other options; such as BBC Bytesize.

No.	Item	Action
	<p>A Governor asked about gaps in pupils receiving target interventions? Work has been differentiated and sent home by email to account for this.</p> <p>It was noted that there is no substitute for face to face interventions. There has been no “virtual” interaction with individual children. Teachers have answered questions from parents and children where required.</p>	

T12/19 Outcomes and Assessment

a) Outcomes from EYFS, Phonics, KS1 and KS2

The Deputy Headteacher highlighted the main points of the reports circulated with the papers for this meeting.

- **No More Marking**

Writing results are comparable with all year groups nationally; including year 1.

A Governor asked if these results can be used to back up the Year 2 and 6 assessments? These results will be used alongside the Teacher assessments.

It was noted that Brookside was amongst the top 20 Schools nationally who took part in the scheme.

Governors discussed the impact of the missing time on Year 5 and the knock-on impact on next years SAT's.

- **Progress reports**

Governors reviewed the Term 3 progress reports circulated with the papers for this meeting.

A Governor asked about the challenge of progress in Year 5? Year 5 are working on the same objectives as Year 6 and were about to complete a number of them as the schools were closed.

A Governor asked if the School will have to review pupils when they return? The objectives roll over into Year 6 and the Year 5 & 6 teachers will work together on the assessments.

Specialist, Early Years & Safeguarding Section (SEYS)

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

S10/19 Child Protection

a) Safeguarding update

The Headteacher reported that safeguarding work has stepped up during the Covid-19 lockdown.

Pupils with Education Health Care Plans, Looked After, or Social Workers are being supported.

No.	Item	Action
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The Assistant Headteacher (CL) is working with Specialist Provision staff on risk assessing these children. The number of Specialist children in the School has increased.

Children were assessed as Category A - Need to be in School; or Category B – Needs can be met at home.

The Category A list has got longer over time.

A Governor asked about what is in place for Category A children who are not in School? There are weekly meetings with the Social Work team to discuss how to meet their needs.

There are also an increased number of phone call with the parents. Early Help Assessments have also been initiated if required.

A Governor asked if there had been pressure to take children from other settings? Yes – The School has said no to a Year 1 child from Hindhayes.

Children from other schools accessed the Extended Schools provision over Easter.

It was noted that Appendix O to the Safeguarding document circulated with the papers for this meeting was developed from an original document provided by the Local Authority.

Free School Meals

This School is a Hub School for Free School Meals in the local area while the kitchen is still operating.

- Parents were originally collecting packed lunches before this changed to weekly food parcels.
- Now switched to the Edenred FSM voucher system supported by the Government.
- There is also a Hamper service provided by Millfield School to supplement this system.

It was noted that Vouchers are not provided during the School holidays.

A Governor asked about the differentiation for Free School Meals for pupils who have returned to School? There will be no hot meals. The School will be encouraging as many families as possible to use the packed lunch choices from the kitchen to avoid having lunchboxes in school.

S11/19 SEND / Specialist Provision

a) Assistant Head's report

The Assistant Headteacher (CL) highlighted the main points of his written report included in the Headteachers Report.

- There are currently 39 (+1) Specialist pupils on roll.

No.	Item	Action
	<p>The Local Authority have asked the School to increase its numbers, but it will remain at 40 for another year while the 85 cohort moved through Year 6.</p>	
	<p>A Governor asked about the wellbeing of the Specialist staff? They are managing very well despite the social distancing being impossible due to the needs of the children.</p>	
	<p>A Governor asked if they should consider a long-term strategy for the size of Specialist Provision with regard to the new Special school in Bridgwater? The School is currently getting a lot of consultations for places from the Local Authority and it remains a popular choice with parents.</p>	
	<p>Governors discussed the competition from the Mendip Free School and that demand for places was increasing.</p>	

Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

B18/19 Finances

a) Financial Update

The Business Manager (SC) noted that the Month 7 report circulated with the papers for this meeting was primarily before the impact of Covid-19 and that it is very difficult to predict the future financial position of the school.

b) Impact of Covid-19

The Business Manager highlighted the following key points.

- All Nursery fees have been lost.
No fee has been charged to maintain places, but this will be 50% from 1st June.
- Extended School income has been lost.
All Easter extended School provision was free. There will be charges for the forthcoming half-term.
- Lettings income has been lost.
- The Majority of the Catering income has been lost.
- The Early Years grant for 3&4 year old's has continued.
- The Month 8 report will be a more realistic view.
- The School's health reserves has protected the School.

A Governor asked if there are any provisions from the Government of Local Authority? The feeling is that the Government as seeing that Schools have reserves that they can use at this time.

No.	Item	Action
	<p>The School could furlough staff that are funded through non-grant income: e.g. Baby and 1 year olds. But these staff have been redeployed to work across the School.</p> <p>It is possible to claim a grant for Nursery places for Key Workers.</p>	
B19/19	<u>Staffing</u>	
	Confidential item at the end of the meeting.	
B20/19	<u>Premises</u>	
	<p>The Business Manager reported that cleaning has continued; including a deep clean of all areas of the School.</p> <p>The Business Manager is discussing the expectations from 1st June with the Contractor.</p> <p>Regular checks are still being carried out.</p> <p>The Outside toilet block has reached the planning stage with the District Council.</p>	
B21/19	<u>Health & Safety</u>	
	The Business Manager reported that Regular Health and Safety and Equipment servicing checks are still being carried out.	
T74/19	<u>Themed Policies</u>	
	It was noted that there were no further policies requiring review this year.	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G75/19	<u>Minutes of Previous Meeting</u>	
	<p>Brian Walton proposed that Governors approve the minutes of the meeting 9th March 2020. Seconded by Stuart Clowes and approved by all present and signed by the chair.</p> <p>For: 12 Against: 0 Abstentions: 0</p>	
	<p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	

No.	Item	Action
G76/19	<u>Matters Arising</u>	

a) **Covid-19 forward planning**

See above

b) **Regional Schools Commissioner letter**

The letter has not yet been received.

c) **Avalon School**

BW reported that Brookside is no longer supporting Avalon School. There was no option for an Academy to collaborate with a Maintained School. Elmwood and Penrose Federation are now supporting the School.

The Local Authority have agreed to pay for all the leadership time used for the day to day management of the School.

Governors recorded their thanks to Sarah Ashford (Deputy Headteacher) and Chris Lane (Assistant Headteacher) for their work on the day to day management of this school while the Headteacher and Business Manager were supporting Avalon School.

G77/19 **Policies for Approval**

a) **Premises Management Policy**

Julie Summerhayes proposed that Governor approve the Premises Management Policy circulated with papers for this meeting. Seconded by Rob Sutherland and approved by all present.

For: 12 Against: 0 Abstentions: 0

G78/19 **Date, time, and, place of the next meeting**

The next meeting of the Board of Governors will be on

Monday 15th June 2020

All meetings will start at 6.00pm

B19/19 **Staffing**

The following item was deemed confidential at this time and is contained in a separate minute.

The Headteacher updated governors on the current staffing changes as teachers are appointed to jobs in other schools.

- Adam Kelland has been appointed to a senior position at St Benedicts School.
- There is another teacher at an interview next week.

No.	Item	Action
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BW noted that there is a teacher returning from maternity leave and there is an option to extend a fixed-term contract.

Staffing will be reviewed as part of the budget for 2020/21 due for approval in July 2020.

- There is 1 member of staff currently shielding until the end of June.

A Governor asked if this member of staff can work from home?
Unfortunately, she is a member of the finance team and there is no provision for external access to the School finance system.

Other work would require training.

A Governor asked about recruitment during the Covid-19 lockdown?

Interviews can be conducted virtually.

The Headteacher noted that the School can cover Teaching posts for a year until the 3 form group has left the School; when 1 less Teacher is required. A problem will arise if more teachers leave.

A Governor asked about Teachers for next years Year 6? There is an experience Year 6 teacher and there are other Teachers in the Academy who know the Year group really well.

The Headteacher noted that it will be difficult to recruit another Year 6 teacher for September due to the notice period required.

End of Confidential Item

The Chair thanks everybody for attending the meeting.

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Signed on behalf of the Governors of
Brookside Academy

Signed on behalf of the Area Lead

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15th June 2020

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15th June 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

Minutes

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
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
G73/19	Circulate copy of the Covid-19 Powerpoint presentation.	BW→GJ	ASAP

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