

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 15th June 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)		
G79/19	<u>Welcome</u>	
	The Chair welcomed everyone to the meeting.	
	<p>a) Apologies for absence Apologies were accepted from Jan White (work).</p> <p>The Clerk advised that with 11 of the 12 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager Crispin School</p>	
G80/19	<u>Headteachers Report</u>	
	<p>a) Headteachers Report</p> <ul style="list-style-type: none"> • Attendance Attendance is currently at 150 from Years R, 1, 6 and Key Workers but is going up. The Executive Leadership Team review requests to attend school on a weekly basis and revise Rota's accordingly. 	

- **Safeguarding**
The School is still holding regular meetings with the Local Authority to discuss Safeguarding issues.
There has been a rise in incidents reported to the Police.
- **Staffing**
Staff have returned to work are being flexible about the Rota.
- **Black Lives Matter**
Governors noted the contents of a letter from a former student included with the Headteachers report.

A Governor asked how governors could carry this forward? The Headteacher is continuing to correspond with the student. He noted that some people are scared of how to deal with the issue.

A Governor asked if it would be a good idea to invite the student to join the Board? Yes – would still have to go through the normal application process.

A Governor asked about how the School is planning for the expansion in pupil numbers? The weekly meetings look at creating new “Bubbles” with other returning staff members.

It was noted that the Bubbles are nowhere near the recommended number of 15 pupils, but that physical space in classrooms has restricted them to 6-8 pupils and a staff member to maintain the 2m social distancing.

A Governor asked what would happen of the social distancing limit was reduced to 1m? There would be dilemma on whether to add to the existing Bubbles.

A Governor asked if there were any families that had stopped sending their child(ren) to School? Not yet.

Positive comments have been received from parents that help inform the planning for the following week.

There is a Specialist Provision pupil was sent home for a day because of behaviour issues.

The small Bubbles has not impacted the Learning Experience of the children.

Concern was expressed about the pupils who are not attending the School.

A Governor asked about the balance of input that Teachers are giving Purple Mash now that they are back in the classroom? Comments are less loquacious on Purple Mash.

	<p>It was noted that the staggered start times is providing more time for Teachers to catch up with their Purple Mash comments.</p> <p>A Governor asked about the academic re-entry of pupils to School? Some pupils are less confident than they were when Schools closed.</p> <p>It was noted that the children who need the academic support are more likely not be attending the School !!</p> <p>The Wellbeing of the children who are in School has not been a problem.</p> <p>Take up of Purple Mash has been 90% of pupils. Weekly phone calls are made to those families not engaging.</p>	
	<p>b) Covid-19 update Expanding Capacity See attendance above. It was noted that the Government decided not to expand the year groups attending School at this time.</p> <p>Risk Assessments</p> <p>A Governor asked about how the Risk Assessments were shared with the staff? All staff were written to with feedback from the issues raised by professional bodies on the risks to Schools from the Covid-19 emergency.</p> <p>The Risk assessments have been developed as an amalgamation of Government, Local Authority advice and the Schools responses to these along with local issues raised by staff, students, and parents.</p> <p>A Governor asked when the next review of the Risk Assessments will take place? The risk assessments are under continuous review by the Local Authority and School.</p> <p>The School was undertaking reviews every day based on that day's experiences at the start but are now at 2-3 day reviews as practice has become embedded.</p> <p>The next big step will be in September if/when more pupils will return to School.</p>	
<p>Mainstream Teaching & Learning Section (MTaL) Chaired by Craig Harris (Mainstream Teaching & Learning Lead)</p>		
T13/19	<u>Teaching and Learning</u>	
	<p>a) Provision for home schooling The Deputy Headteacher reported that Purple Mash is working well for an untried / untested system that was introduced with just 4 weeks preparation by Teachers. The School will continue to use it after lockdown for Homework.</p>	

T12/19	Outcomes and Assessment	
	<p>a) Reports to Parents The Deputy Headteacher reported that slimmed down End of Year reports will be issued to parents. There will be no data on objectives and comments from the children. They will contain information on Attendance and attitude to learning along with a comment from the Teacher.</p>	
Specialist, Early Years & Safeguarding Section (SEYS) Chaired by Stuart Clowes (Specialist, Early Years & Safeguarding Lead)		
S12/19	<u>Child Protection</u>	
	<p>a) Safeguarding update The Pupils that were of the greatest concern to the School have returned and other families are being telephoned on a weekly basis.</p> <p>Teachers concerns are recorded electronically to maintain social distancing in the School and are followed up by the ELT.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about the Annual Safeguarding Audit required by the Local Authority? This has been submitted.</p> </div> <p>The review by Chris Frost will wait until it is safe for her to do it.</p>	
S13/19	<u>SEND / Specialist Provision</u>	
	<p>a) Assistant Head's report The Assistant Headteacher (CL) highlighted the main points of his written report included in the Headteachers Report.</p> <ul style="list-style-type: none"> • There are 23 children accessing Specialist Provision. • Sally Mullins is leaving and has been replaced by a supply teacher; Stefan Gilborson. • Staff have access to Personal Protective Equipment (PPE) to keep them safe. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked if there is enough PPE for staff? Yes.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about thoughts on the recent Local Authority SEND review by OFSTED? (Circulated by email) The LA have not come out very well in the report although it has more of an impact on health.</p> </div> <p>It was noted that the Local Authority has limited time to respond to the report and that there could be a possibility that the service is taken over by an external provider.</p>	

	A Governor asked if the School should do anything? The School is responding through the SEN.SE group of Special Schools.	
Business Section (BUS) Chaired by Rob Sutherland (Business Lead)		
B22/19	<u>Finances</u>	
	<p>a) Budget Indications The Business Manager (SC) noted that work is continuing on the draft budget and that she is confident of a balanced budget for 2020/21.</p> <p>b) Responsible Officer Reports The Business Lead (RS) noted that there were no significant recommendations in the Financial Controls and Payroll reports circulated with the papers for this meeting.</p> <p>The Month 9 Management report will be circulated as soon as it is available and in advance of the Business Committee meeting to discuss the Budget.</p> <p>Nursery There are more families looking around the Nursery. There has been a reduction in Nursery places in Street due to Covid-19 and at least 1 Nursery has completely closed.</p>	
B23/19	<u>Staffing</u>	
	<p>As reported at the previous meeting Adam Kelland is leaving at the end of this term. It was too late to advertise for a new Year 6 Teacher so Hannah Birch's temporary contract has been extended for another year. Which will give the School plenty of time to fill the position.</p> <p>Support Staff roles have been advertised for September 2020.</p>	
B24/19	<u>Premises</u>	
	Work on the new "outside" Toilet block begins next week and the management of Futures for Somerset. Site access is via the back lane and will not impact on the School at all.	
B25/19	<u>Health & Safety</u>	
	<p>The Cleaning / Sanitising / Anti Bac is working very well.</p> <p>Regular Fire checks are taking place and a Fire Drill was completed last week.</p>	

G81/19	<u>Themed Policies</u>	
	<p>Advice has been received that will require the Sex Education policy to be updated. Consultations will need to take place first that will start once it is safe to do so.</p> <p>It was noted that the non-statutory pay and finance policies had been updated in 2019 and the chart will be updated accordingly.</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G82/19	<u>Minutes of Previous Meeting</u>	
	<p>Jenny Moore proposed that Governors approve the minutes of the meeting 18th May 2020. Seconded by Alex Tedford and approved by all present and signed by the chair.</p> <p>For: 11 Against: 0 Abstentions: 0</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G83/19	<u>Matters Arising</u>	
	<p>a) Covid-19 forward planning</p> <p>The Headteacher noted that forward planning for September 2019 will be dependent on announcements by the Government.</p> <p>There is not much more that Schools can do with the current 2m social distancing requirement limiting capacity.</p> <p>Any capacity the school has needs to be kept for Year R,1 and 6 pupils that have not yet returned.</p> <p>Governors discussed the potential of a “Full return” in September but noted that the School needs to wait for clarity from the government.</p> <p>The Headteacher noted that “the Team” has been brilliant at planning and reacting to changes in guidance at short notice.</p>	
G84/19	<u>Policies for Approval</u>	
	None.	

G85/19	<u>Any Other Business</u>		
	The clerk reminded governors that all future email communication will be to “brooksideacademy.co.uk” emails. All governors confirmed that they have access to that address.		
G86/19	<u>Date, time, and, place of the next meeting</u>		
	The next meeting of the Board of Governors will be on Monday 6 th July 2020 – Budget Monday 13 th July 2020 – Mtal & SEYS All meetings will start at 6.00pm		
	The Chair thanked everybody for attending the meeting.		
	Signed on behalf of the Governors of Brookside Academy 13 th July 2020	Signed on behalf of the Area Lead 13 th July 2020	

With no further business, the chair declared the meeting closed at 7.15pm.

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
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
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

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