

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 13th July 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)	

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)		
G90/19	<u>Welcome</u>	
	The Chair welcomed everyone to the meeting.	
	a) Apologies for absence None	
	The Clerk advised that with 10 of the 11 Governors present the meeting was quorate.	
	b) Declarations of Interest None	
G91/19	<u>Headteachers Report</u>	
	a) Headteachers (ELT) Report The Headteacher highlighted the main points of the report circulated with the papers for this meeting.	
	<ul style="list-style-type: none"> • Attendance Attendance has increased since the 1st June with the addition of Nursery, Reception, Year1, and Year6 children. • Safeguarding 	

The Headteacher reported that he had requested a “Resolving Professional Differences” meeting with the Local Authority safeguarding lead to discuss the lack of action by Social Services on some of the cases involving the School.

Governors discussed the issue that items raised by the Police were not reaching the Social Services team due to triage blocking. It was noted that the service was not good enough and that the Headteacher has had to raise it as a professional issue.

The fortnightly LA Teams meetings with officers and other Specialist Headteachers are continuing.

It was noted that Specialist children who are the subject of concerns raised by other organisations are being invited into School. The majority are working well but the School is still getting some resistance from a few parents. Having the children in School has made it easier in not having to chase up parents.

The challenge in September 2020 will be the parents who chose not to send their children to School.

- **Reports**
End of Year reports were sent home today.
- **Staffing**
Staff who are isolating or have not yet returned to normal contracted hours.
- **Financial Update**
Budget approved – see minutes of meeting of 6th July.
- **September 2020**
Questions were invited on the Ambition, Rationale, and Public Health advice.

A Governor asked if children will be required to wear uniform in September 2020? Yes – this will normalize the experience and improve wellbeing.

Governors discussed the challenge of maintaining Social Distancing in Early Years and Specialist Provision.

Action – Circulate updated Risk Assessments nearer the start of the Autumn term.

A Governor asked if there had been a discussion amongst other Headteachers about parents keeping their children at home and the

BW→GJ

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	<p>potential impact on the budget? The School will wait to see what happens in the first week back. They will be in touch with parents immediately but there will be no financial penalty.</p>	
	<p>A Governor asked about the importance of a balanced message to parents and the need to keep children at home if they are ill? The School will look at individual pupils attendance history and be aware that children may need to isolate for reasons outside of the School's control.</p>	
	<p>Coughs and Colds will be a challenge.</p>	
	<p>A Governor asked if there had been any indication of an adaptation of the definition of "In School" on census day. A whole Bubble could be absent on that day? The School will register the pupils present on that day as normal, and manage any absence through the Executive Leadership Team.</p>	
	<p>It was noted that the census was a snapshot of the school population on one day on which funding is based.</p>	
	<p>A Governor asked about plans in the event of a local Lockdown? The School will always be led by the advice and guidance from Public Health England.</p>	
	<p>A Governor asked if the School is planning for class or year group bubbles? Bubbles have been devised to match the infrastructure and access to toilets. Years 4,5,6; 1 & 3; 2; Specialist Provision; and Nursery.</p>	
	<p>There will be staggered start and end times for each Bubble along with playtimes, lunchtimes, and the School may introduce an extra entrance. This will be finalised in August.</p>	
	<p>The information will be circulated to governors for comment and an exceptional meeting held if required.</p>	
<p>Mainstream Teaching & Learning Section (MTaL) Chaired by Craig Harris (Mainstream Teaching & Learning Lead)</p>		
T15/19	<u>Teaching and Learning</u>	
	<p>a) Provision for Home Schooling</p>	
	<p>The Headteacher updated Governors on Home Schooling.</p> <ul style="list-style-type: none"> • Teachers will have a greater challenge of managing Classroom and Home teaching in September. • The School will continue to use Purple Mash for children unable to attend School. • The School does not want to add to the burden on Teachers by sending out planning and will continue to use the existing online provision for this. (E.g Oak National Academy and BBC Bytesize) 	

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	This will also be in place for any future local Lockdown.	
	<p>A Governor asked about the National Tutoring Program? There have been no further details from the Government.</p>	
	<p>A Governor asked about the scope of targeted interventions and would they be undertaken virtually? There would be a logistical issue of staff leaving the classroom for virtual interventions.</p>	
	<p>1 to 1 support will be via Purple Mash and telephone conversations. It was noted that the Teachers use the class Blogs to answer questions from children at home. Governors discussed the need to always consider the wellbeing of staff.</p>	
	<p>A Governor asked how the School was going to identify the pupils in need of interventions without the end of year assessments? The School will use a set of appropriate tests at the start of the Autumn term to baseline the children.</p>	
	<p>The Baselines will be used to measure progress throughout the year.</p>	
T16/19	<u>Outcomes and Assessment</u>	
	<p>a) Reports to Parents</p>	
	<p>The reports were short with no assessment information. Teachers comments were expanded Statutory statistics on attendance etc. were included.</p>	
<p>Specialist, Early Years & Safeguarding Section (SEYS) Chaired by Stuart Clowes (Specialist, Early Years & Safeguarding Lead)</p>		
S14/19	<u>Child Protection</u>	
	<p>See the Headteachers report above</p>	
	<p>SC noted that checks on the Single Central Record had been suspended during the Covid-19 pandemic.</p>	
S15/19	<u>SEND / Specialist Provision</u>	
	<p>a) Assistant Headteachers Report</p>	
	<p>The Assistant Headteacher (CL) gave a verbal update.</p> <ul style="list-style-type: none"> 60% of pupils are accessing Specialist Provision and this includes all the pupils that there School are concerned about. School Entry plan meetings for the new cohort have been completed. 	
	<p>A Governor asked how may pupils will be in Specialist Provision in September 2020? There will be 39 children.</p>	

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	<p>A Governor asked about the Special Educational Needs profile of pupils starting in Reception in September 2020? There are 51 (out of a PAN of 60) starting; 40 of them are from Brookside Nursery so only a small number may arrive without any additional information.</p> <p>The first 2 inset days will be used for the induction of the non-Nursery families.</p>	
	<p>A Governor asked why the intake was below the Planned Admissions Number of 60? The intake was originally 58 but then 7 families who had been offered places moved away from the area.</p> <p>It was noted that the general numbers starting School was lower this year nationally.</p>	
G92/19	<p><u>Themed Policies</u></p> <p>It was noted that Governors Declarations of Interests have been completed.</p>	
<p>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</p>		
G93/19	<p><u>Minutes of Previous Meeting</u></p> <p>Helen Keast proposed that Governors approve the minutes of the meeting 6th July 2020. Seconded by Brian Walton 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>	
G94/19	<p><u>Matters Arising</u></p> <p>None.</p>	
G95/19	<p><u>Policies for Approval</u></p> <p>None.</p>	
G96/19	<p><u>Board of Governors</u></p> <p>a) Review of Meeting Structure</p>	

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	<p>Governors discussed the new 12 meeting structure and noted the impact on Work Life balance for some who are now attending more meetings annually.</p> <p>They noted that future meetings will continue to be held virtually and that at some point there will be a combination of physical and virtual attendance.</p>	
	<p>b) 2020/21 Elections</p> <p>The Clerk invited nominations for Chair of Governors for the forthcoming year. Helen Keast proposed that Julie Summerhayes continue as Chair. Seconded by Craig Harris.</p> <p>There were no further nominations. Julie Summerhayes left the meeting For: 10 Against: 0 Abstentions:0</p> <p>The Clerk invited nominations for Vice Chair of Governors for the forthcoming year. Stuart Clowes proposed that Rob Sutherland continue as Vice Chair. Seconded by Colin Driscoll.</p> <p>There were no further nominations. Rob Sutherland left the meeting For: 10 Against: 0 Abstentions:0</p>	
	<p>c) Area Leads</p> <p>Governors discussed the need for succession planning for all roles undertaken by Board members.</p> <p>Governors were asked to make contact with the Chair or Vice Chair to discuss this on an individual basis.</p> <p>Business – Rob Sutherland Mainstream Teaching and Learning – Craig Harris Specialist, Early Years & Safeguarding – Clare Bolton Admissions – Julie Summerhayes, Brian Walton, Colin Driscoll</p>	
	<p>d) Governors Roles</p> <p>Child Protection – Stuart Clowes Children Looked After – Helen Keast Special Educational Needs – Clare Bolton Health & Safety – Rob Sutherland</p>	
	<p>e) Register of Business Interests</p> <p>All Governors have updated or verified their entries on the Register of Business Interests via email with the clerk.</p>	
G97/19	<u>Any Other Business</u>	
	<p>a) Discussion about future meetings</p> <p>See above</p>	

No.	Item	Action
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- Governors recorded their thanks to the School for the arrangements made for the Year 6 leavers.
- Governors thanked Adam Kelland for his input to the Board as a staff governor and wished him well for his new senior role at a nearby School.
- The Chair thanked all the governors for their input to the Board during the last “challenging” year.
- Governors recorded their thanks to the Executive Leadership Team and staff for all their work during the Covid-19 pandemic.

G98/19 Date, time, and, place of the next meeting

The next meeting of the Board of Governors will be on Monday 28th September 2020 - MTaL

All meetings will start at 6.00pm

The Chair thanked everybody for attending the meeting.

Signed on behalf of the Governors of
Brookside Academy

Signed on behalf of the Area Lead

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28th September 2020

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28th September 2020

With no further business, the chair declared the meeting closed at 7.40pm.

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
B08/19b	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
G91/19	Circulate updated Risk Assessments nearer the start of the Autumn term.	BW→GJ	17/08/20

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