

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 7th December 2020. The meeting started at 6.00pm.

MEMBERS

| | |
|-----------------------|------------------------------------|
| ✓ Clare Bolton (CB) | ✓ Helen Keast (HK) |
| ✓ Stuart Clowes (SC) | ✓ Jenny Moore (JM) |
| ✓ Colin Driscoll (CD) | ✓ Julie Summerhayes (JS) (Chair) |
| ✓ Dani Durston (DD) | ✓ Rob Sutherland (RS) (Vice Chair) |
| ✓ Helen Fisher (HF) | ✓ Alex Tedford (AT) |
| ✓ Craig Harris (CH) | ✓ Brian Walton (BW) (Headteacher) |
| ✓ Martin Hooper (MH) | ✓ Adi Whatling (AW) |

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) | | |
| G27/20 | <p><u>Overview of OFSTED expectations for the curriculum</u></p> <p>The Headteacher gave an overview of the expectations that OFSTED have for the curriculum delivered by schools.</p> <p>There followed a discussion about gaps in the curriculum and the flexibility for the school to vary it.</p> | |
| G19/20 | <p><u>Welcome</u></p> <p>The Chair welcomed everyone to the meeting. She welcomed Helen Fisher and Martin Hooper; newly elected Parent Governors to their first meeting.</p> | |
| | <p>a) Apologies for absence</p> <p>None</p> <p>The Clerk advised that with 14 of the 14 Governors present the meeting was quorate.</p> | |
| | <p>b) Declarations of Interest</p> <p>Rob Sutherland – Business Manager at Crispin School</p> | |

| No. | Item | Action |
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| G11/20 | <u>Headteachers Report</u> | |
| | <p>a) Headteachers report The headteacher highlighted the main points of the report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Attendance Attendance has again increased to 96.6% It was noted that there have been no holiday requests that lead to unauthorised absences. • Safeguarding The annual Safeguarding Audit is now in progress. • Covid-19 A Covid-19 Health & Safety assessment has recently been undertaken and will be reported to the next Business themed meeting. Governors discussed school assemblies, and it was noted that the restrictions would be kept under review to see if there could be more mixed attendance. Colin Driscoll has reviewed the report with the Business Manager. <p>Governors discussed Mental Health support from the Government and whether funding was getting through to schools.</p> | |
| Mainstream Teaching and Learning (MTaL) Chaired by Craig Harris (Mainstream Teaching and Learning Lead) | | |
| MTaL 05/20 | <u>Outcomes and Assessment</u> | |
| | <p>a) Mainstream Sarah Ashford (Deputy Headteacher) highlighted the main points of the mainstream data reports circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Baseline Introduction into how the baseline data was derived. Autumn 2 data is based on progress against the curriculum objectives, alongside test data to give the Teachers a statistical measure on the levels of improvement. This has allowed the identification of Gaps and Strengths. • Comparative 19/20 – 20/21 data by year group The Deputy Headteacher noted that the percentages at the expected level for Year 5 could be increased significantly if the point score was reduced to 1.6 (from 1.8). She also noted that some pupils lost 2 weeks of school based teaching at the start of the term due to Covid-19 isolation. | |

| No. | Item | Action |
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| | <p>Test results are showing good progress in Spelling, Punctuation, and Grammar (SPaG) and Maths.</p> <p>Completion of objectives is slightly behind due to the lost time.</p> <p>A Governor asked about the average scores and greater depth? Year 2 have already met some “quick win” objectives. Year 5 have not yet completed many objectives and therefore have scored highly in the ones that they have.</p> <p>It was noted that governors should be cautious about the data as it is early in the year.</p> <p>A Governor asked if the Covid-19 restrictions has made an impact on the way things are being taught? Children are tired and have reduced stamina due to sitting in the same place day after day. There is not enough variety in their days.</p> <p>It was noted that pupils have made good progress from the start of the term, but they are not at where the school would expect them to be at this time of the year.</p> <ul style="list-style-type: none"> • Group data Phonics baseline data has highlighted that children are about 8 weeks behind where the school would expect them to be, when starting in year 1. The school is confident that the majority will catch up; but a gap will still exist due to the differing experiences at home. <p>Year 2 Phonics screening has dropped from 80% to 72% and the school will have to find different ways to help these children catch up.</p> | |
| | <p>b) Specialist Provision</p> <p>Sarah Ashford (Deputy Headteacher) highlighted the main points of the Specialist Provision data report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • There are specific issues relating to limited progress made by children missing school due to medical and behaviour issues. • Not all children returned to school in June 2020 and the school has changed strategies to make progress with these children. | |
| | <p>c) Early Years</p> <p>Sarah Ashford (Deputy Headteacher) highlighted the main points of the Early Years reports circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Progress is lower than at the same point last year. It is noticeable that Social skills, listening, etc. are behind the expected level due to the extra time children have spent at home. • Behaviour is now more settled and there are no indications that this will not be a normal cohort. | |

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| | <p>d) No More Marking Sarah Ashford (Deputy Headteacher) highlighted the main points of the No More Marking reports circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Year 3 <div data-bbox="384 454 1401 618" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked why Year 3 had gone backwards from their Year 2 results? They have gone backwards, but their results are in line with last years Year 3. It is the leap from Year 2 writing expectations to Year 3 that gives the impression of a drop.</p> </div> <p>Governors discussed the comparison with the National picture in the results.</p> • Year 5 The results show that nationally all schools have fallen by 1 year. Brookside’s Year 5 has fared slightly better and has moved from below in Year 4, to above the national average. <p>There is still a concern with this year group when you compare them to the Year 3 results.</p> <div data-bbox="384 1088 1401 1216" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the gap between Year 3 and Year 5 pupil premium results? The gap has narrowed nationally even though the number of pupil premium pupils has increased.</p> </div> | |
| | <p>e) Year 1 Phonics data See above</p> | |
| MTaL 06/20 | Diminishing the Difference | |
| | <p>a) Pupil Premium Action Plan 2019/20 The Deputy Headteacher highlighted the progress against the action plan circulated with the papers for this meeting.</p> <p>There has been an underspend due to the reduction in trips / contributions.</p> <div data-bbox="288 1727 1401 1854" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if there had been any challenges from parents of pupil premium children? There have been review meetings with the headteacher to discuss additional support.</p> </div> | |

| No. | Item | Action |
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| | <p>b) Pupil Premium Action Plan 2020/21</p> <p>A Governor asked about expenditure of the Catch-up funding? The School is looking to recruit 2 extra support staff to free up Teaching Assistants to provide more help to the teachers in class.</p> <p>A Governor asked about the continuation of the Pupil Premium Champions? The Covid-19 pandemic has made the school focus on all children and not just the pupil premium pupils.</p> <p>It was noted that good practice for the Pupil Premium children is good for all children.</p> | |
| MTaL 07/20 | <u>Teaching and Learning</u> | |
| | <p>a) Home Learning</p> <p>The Deputy Headteacher highlighted the main points of the Home Learning report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • English book scrutiny in Autumn A for comparison in the Spring term. • Loss of writing habits during lockdown. <p>A Governor asked about the impact of the lack of practice while pupils were at home? There is a big difference between those who used Purple Mash and those who didn't.</p> <ul style="list-style-type: none"> • The School is now providing a more varied program with the addition of Oak Academy being well received. • Purple Mash was much easier to use during the Year 5 isolation now that staff and pupils are familiar with it. | |
| | <p>b) Curriculum – Real PE</p> <ul style="list-style-type: none"> • Inset day with staff during October to demonstrate Real PE. • Real PE was far more inclusive for all children and did not “glorify” those who were normally better at PE. • All children of any ability found the sessions far more engaging. | |
| | <p>c) Nursery</p> <p>The Deputy Headteacher highlighted the main points of the Nursery report and video circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Staffing and Key workers • Developments to the structure and environment. • Developments to Teaching and Learning. “In the moment” planning • Insight tracking has been replaced by Tiny Tracker to provide better planning and presentation of data. | |
| | <p>d) Book Scrutiny See above</p> | |

| No. | Item | Action |
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| MTaL 08/20 | <u>Themed Policies</u> | |
| | <p>a) Policy Grid The clerk reviewed the Policies relating to MTA.</p> <p>b) Policies for Approval The Admissions Arrangements have been updated by the Admissions Committee at its recent meeting.</p> | |
| Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors) | | |
| G30/20 | <u>Minutes of Previous Meeting</u> | |
| | <p>Craig Harris proposed that Governors approve the minutes of the meeting 9th November Seconded by Stuart Clowes and approved by all present. For: 12 Against: 0 Abstentions: 2</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p> | |
| G31/20 | <u>Papers for Information</u> | |
| | None | |
| G32/20 | <u>Matters Arising</u> | |
| | None | |
| G33/20 | <u>Governors Visits and Training</u> | |
| | <p>a) Governors Visits' to School SC – Safeguarding / Premises CD – Health & Safety / Covid-19 Audit CD,JS – Admissions committee JS – Fortnightly meeting with Headteacher</p> <p>b) Engagement with Senior and Subject leaders A list of visits was circulated via email.</p> <p>AW, HK, AT, & HF indicated they would take part in Curriculum and Assessment visits.</p> <p>ACTION – Circulate dates for virtual visits in the new year.</p> | BW |

| No. | Item | Action | |
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| | <p>c) Governor Training AW – New governor induction part 1 JM,GJ – NC Governance Webinar</p> | | |
| G34/20 | <u>Procedural Matters</u> | | |
| | <p>a) Clerks Briefing The clerk highlighted that all schools are required to publish how they spend the Catch up funding on their website</p> | | |
| G35/20 | <u>Any Other Business</u> | | |
| | None | | |
| G36/20 | <u>Date, time, and, place of the next meeting</u> | | |
| | <p>The next meeting of the Board of Governors will be on Monday 25th January 2020 - Bus</p> <p>All meetings will start at 6.00pm</p> | | |
| | The Chair thanked everybody for attending the meeting. | | |
| | <p>Signed on behalf of the Governors of Brookside Academy</p> <p>.....</p> <p>25th January 2021</p> | <p>Signed on behalf of the Area Lead</p> <p>.....</p> <p>25th January 2021</p> | |

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

Action List

| Agenda Item | Action | By Whom | Due Date |
|--------------------|---|----------------|-----------------|
| S04/19a | SC will contact Chris Frost to undertake a focused review this year. | SC | ASAP |
| S04/20 | Equalities report and Supporting Pupils policy for next SEYS meeting. | CL | 08/02/21 |
| G33/20b | Circulate dates for virtual visits in the new year. | BW | <i>Done</i> |

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