

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 9th November 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)
✓ Dani Durston (DD)	✓ Alex Tedford (AT)
✓ Craig Harris (CH)	✓ Brian Walton (BW) (Headteacher)
✓ Helen Keast (HK)	✓ 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
✓ Joe Scaife (JSc) Bishop Fleming – Auditors for the Annual Accounts item only	

(✓ those present)

Minutes

No.	Item	Action
Governor Meeting – Opening Section Chaired by Julie Summerhayes (Chair of Governors)		
G18/20	<p><u>National College</u></p> <p>The Headteacher gave an overview to the training available from the National College. He highlighted the courses that are relevant to Governors and noted that training is accredited</p> <p>A Governor asked what the cost of the training was? The School has subscribed to the National College for Continuing Professional Development for staff and it was a small cost to add the Governors.</p> <p>The Board will be provided with an annual report on training completed during the year.</p>	
G19/20	<p><u>Welcome</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>a) Apologies for absence None</p> <p>The Clerk advised that with 12 of the 12 Governors present the meeting was quorate.</p> <p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School</p>	

G11/20	<u>Headteachers Report</u>	
	<p>a) Headteachers verbal update 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 settled down and gone back up to 96.2%. There is still an impact from pupils that were registered at the start of the year, but who have not attended the School. They will be removed from the school roll once they are registered at another school. <p>One family has left the school to home educate.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>A Governor asked if all the students who have been absent because of Covid-19 been recorded as X in the attendance system? There may be a few that have not been correctly recorded when they are absent due to a Covid-19 related issue that was not clear at the time of recording. This may slew the statistics.</p> </div> <p>Reports to include an additional column to show all absence so that the impact of Covid-19 will be visible.</p> <ul style="list-style-type: none"> • Safeguarding There has been an increase in reports of safeguarding issues from the police which reflects the impact of Covid-19 on jobs and families. • Covid-19 There has been a case of Covid-19 infection recorded for a member of staff. This has resulted in a small number of pupils being requested to isolate by Public Health England. <p>Governors discussed the issue of maintaining confidentiality while providing enough information to satisfy peoples curiosity. Those staff members and families directly involved have been written to and telephoned by the School.</p> <p>It was noted that the School cannot supersede the procedural advice from Public Health England.</p> <ul style="list-style-type: none"> • Parents Survey Governors reviewed the results of the recent online Parents Survey include in the Headteachers report. There were 161 returns, which is comparable with previous years. <p>Most responses were positive.</p> <p>Areas to be addressed are; information about the curriculum; and information about pupil progress.</p>	

	<p>These were planned to be addressed this year but have been delayed by the Covid-19 pandemic.</p> <p>Reports have been sent home to parents and virtual parents evenings are planned for early next year.</p> <p>The SIMS-Parent platform has been introduced to provide more information to parents.</p> <p>It was noted that this will not replace face to face conversation with Teachers.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>A Governor asked about the 16 families who raised an issue about communications who are in Year 4? This is a challenging cohort who need a lot of support.</p> </div> <ul style="list-style-type: none"> • School Website The website will be the main platform to show what is going on in the School, including the curriculum. The School does not want to go back to the time-consuming Class Blogs that placed too much of a burden on staff. <p>The Website will create a picture of what parents can expect for the children attending the School.</p>	
<p>Business and Audit (BUS) Chaired by Rob Sutherland (Business and Audit Lead)</p>		
	<p><u>AUDIT COMMITTEE</u> The staff governors left the meeting and the Headteacher was only in attendance as the Academies Accounting Officer.</p> <p>Joe Scaife from Bishop Fleming joined the meeting</p>	
<p>BUS 01/20</p>	<p><u>Annual Accounts</u></p>	
	<p>Rob Sutherland introduced the Annual Accounts and associated document circulated with the papers for this meeting to the members of the Audit Committee.</p> <p>Joe Scaife reported that the audit was “Clean” and had been carried out virtually due to the Covid-19 restrictions.</p> <p>There had been no restrictions to gathering the information required to complete the Audit.</p> <p>The Clearance meeting with key staff and governors had been completed on 16th October 2020.</p>	

a) Financial Summary

Income and expenditure	2020 £
Unrestricted income	496,533
Restricted income	2,758,225
	<u>3,254,758</u>
Unrestricted expenditure	639,153
Restricted expenditure	2,755,551
	<u>3,394,704</u>
Net operating surplus/deficit	- 139,946
LGPS pension charge	282,000
Depreciation charge on assets purchased from unrestricted funds	47,251
Net result for the year	<u>189,305</u>
<i>Capital expenditure from:</i>	
General Annual Grant	- 215,485
Specialist	- 58,181
Net change in c/f	<u>- 84,361</u>

The Net operating surplus has been distorted by the Local Government Pension Scheme (LGPS) charges.

The net surplus of £189k was reduced by expenditure on fixed assets. Leaving a net change of -£84k to the free reserves.

Reserves are now £419k which equals 1.6 months operating costs. It was noted that the reserves policy requires the reserves to be at least 1 months operating costs.

The Business Manager noted that the School is now more comfortable in how it allocates costs to the Specialist Provision restricted funds.

	<p>Joe Scaife reported that the Auditors are happy that the School is a going concern. He noted that the Audit was “Clean” despite the Covid-19 events that have impacted on the financial year.</p>	
	<p>b) Annual Accounts</p> <ul style="list-style-type: none"> • Reference and Administrative details Rob Sutherland asked governors to check their meeting attendance figures and raise any issues with the clerk. <p>Joe Scaife went through the Annual Accounts document and highlighted the following areas to Trustees.</p> <ul style="list-style-type: none"> • Trustees Report Trustees reviewed the report on pages 3-10. • Governance Statement This reflects the focus on the Key Areas of Governance. • Statement on Regularity, Propriety and Compliance • Statement of Trustee’s Responsibilities • Independent Auditors’ report on the Financial Statements of the Members. Brookside Academy is a “Going Concern” • Independent reporting accountant’s report. • Statement of Financial Activities The LGPS loss has risen by £0.5m to over £1.0m • Balance Sheet The Pension liability is now £5.5m • Statement of Cash Flows • Notes of the Financial Statements All Accounting policies are the same as last year Income Expenditure Reserves Unrestricted General funds <p>Trustees did not have any questions on the Annual Accounts</p>	
	<p>c) Management Letter</p> <p>Joe Scaife highlighted that there are two new Control Observations this year.</p> <ul style="list-style-type: none"> • Fixed Asset Register Maintenance 	

	<ul style="list-style-type: none"> Employee contract (both rated Green) <p>The review of previous observations noted that they had been completed, other than Credit Card Authorisation (also rated Green).</p> <p>The Business Manager noted that all observations were in hand by the Finance Department.</p> <p>Joe Scaife noted that there was nothing that would cause the Education Standards and Funding Agency (ESFA) to challenge the School.</p>	
	<p>d) Letter of Representation</p> <p>This is a standard letter that the Academy has to submit to the Auditors to accompany the signed accounts.</p> <p>There are no legal challenges against the Academy. There is nothing to disclose about any events that have occurred after the end of the Financial year. There has been nothing out of the ordinary in 2019-20 (other than Covid-19)</p> <p>Rob Sutherland thanked Joe Scaife for his presentation of the Annual Accounts.</p> <p>Julie Summerhayes proposed that Governors approve the Annual Accounts for 2019-20. Seconded by Stuart Clowes and approved by all present. For: 9 Against:0 Abstentions: 0</p> <p>Julie Summerhayes (Chair of Governors) will sign the Accounts on her next visit to the School.</p> <p>Joe Scaife left the meeting.</p>	
<p>BUS 06/20</p>	<p>b) Pay Policy 2020-21</p> <p>Rob Sutherland highlighted the changes to the pay policy for 2020-21 circulated with the papers for this meeting.</p> <p>He noted that the School subscribes to the advice and guidance of the Local Authority through Somerset Services for education (SSE) and that the draft of this document was produced by them.</p> <p>Choices highlighted in this document have been agreed by the Governors over previous years.</p> <ul style="list-style-type: none"> Teachers Pay The Teachers Pay and Review body have recommended that all points on the Teachers main and upper pay scale are increased by 2.75% 	

	<p>Alex Tedford proposed that governors approve the 2.75% increase to the Teachers pay scales. Seconded by Helen Keast and approved by all present.</p> <p>For: 9 Against: 0 Abstentions: 0</p>	
	The Staff governors and Headteacher returned to the meeting.	
BUS 02/20	<u>Finances</u>	
	<p>a) Financial Update</p> <p>The Business Manager noted that they had only just completed Month 1 management Accounts for the current financial year.</p> <p>More comprehensive information will be provided for the next Business themed meeting.</p>	
BUS 03/20	<u>Staffing</u>	
	<p>a) Staffing Update</p> <p>The Headteacher noted that the Organisation Chart circulated with the papers for this meeting included details of the Subject Leaders / Coordinators.</p> <p>Subject Leaders will attend future meetings to make a presentation on their subject area. Starting with English and Maths at the first meeting in 2021.</p> <ul style="list-style-type: none"> • Resignations Senior Extended School Coordinator • Recruitment Catch-up Supervisor Intervention Teaching Assistant (Both using the Catch-up funding from the Government) 	
BUS 04/20	<u>Premises</u>	
	<p>a) Capital Projects</p> <p>The Business Manager highlighted the improvements made in the School since the end of the last school year.</p> <ul style="list-style-type: none"> • Nursery path • Baby Room area • Toddler area • Toddler Sleep Room • Pre-School space • Toucans – new units • Specialist access door / lobby • New entrance gate for Year's 1, 2, &3 • New access path for the marquee 	

	<ul style="list-style-type: none"> • Welly Shed • Outside Toilet block • Storage shed for lunch boxes • New stage in the opal area • New path at the rear of the MUGA • Parking space for the catering vehicle. • Surfacing • Drainage • FOB / access system for the main pedestrian gate. <p>A report on the recent Condition survey will be provided at the next Business themed meeting.</p> <p>A Utility and Topographical survey are underway.</p>	
BUS 05/20	<u>Health & Safety</u>	
	<p>The Business Manager reported that a Covid-19 audit will be completed on 19th November.</p> <p>Risk Assessments have been reviewed and will be amended to reflect the current guidance.</p>	
	A Governor asked if there is adequate ventilation in each classroom? Doors or Windows are kept open at all times during the school day.	
BUS 06/20	<u>Themed Policies</u>	
	<p>a) Policy Grid The clerk reviewed the Policies relating to SEYS The Health & Safety policy and Premises Management documents are scheduled for approval at the next Business themed meeting.</p> <p>b) Policies for Approval Pay Policy - See above</p>	
Governor Meeting – Final Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G21/20	<u>Minutes of Previous Meeting</u>	
	<p>Colin Driscoll proposed that Governors approve the minutes of the meeting 12th October Seconded by Jenny Moore and approved by all present and signed by the chair.</p> <p>For: 10 Against: 0 Abstentions: 2</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	

G22/20	<u>Papers for Information</u>	
	Letter to the Local Authority about Outreach Funding. Copies of letter to staff and parents about Covid-19 were circulated to governor earlier today.	
G23/20	<u>Matters Arising</u>	
	a) Proposal on Assessment None	
G24/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School Governors asked if they could undertake visits to the school outside of normal hours. The Safeguarding governor will undertake a monitoring visit.</p> <p>The Headteacher is still working on the list of Teaching and Learning monitoring visits to share with governors.</p> <p>b) Engagement with Senior and Subject leaders There will be presentations by subject leaders at the start of future board meetings. Starting with Maths and English at first meeting in 2021.</p> <p>c) Governor Training Governors can sign into the National College if they have not already done so. They will report any E-learning or Webinars completed at the next available meeting to be recorded in the minutes.</p>	
G25/20	<u>Procedural Matters</u>	
	<p>a) Parental complaint The Chair of Governors reported that a panel of 3 governors (including 1 Independent member) heard a complaint from parents at stage 4 of the Complaints procedure. The process has been successfully conclude and the school is taking on some minor observations.</p> <p>b) Parent Governor Vacancies There were two applications for the 2 vacancies. The clerk will progress the appointments and the new governors will attend the next meeting.</p> <p>c) Stuart Clowes has been re-appointed by the Members for a further 4 year term.</p>	

Minutes

	<u>Any Other Business</u>		
	None		
G17/20	<u>Date, time, and, place of the next meeting</u>		
	The next meeting of the Board of Governors will be on Monday 7 th December 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 7 th December 2020	Signed on behalf of the Area Lead 7 th December 2020	

With no further business, the chair declared the meeting closed at 7.51pm.

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
G15/20	produce a list of visits and whether they are virtual or in person.	BW	09/11/20

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