

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 12<sup>th</sup> October 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

(✓ those present)

## Minutes

No.	Item	Action
<b>Governor Meeting – Opening Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
	<p><b><u>Initial results from the parental survey</u></b></p> <p>The School uses the same survey each year to provide the ability to compare results. This year the survey has been updated to incorporate questions about parents' experiences of schooling during the Covid-19 Lockdown and return to school.</p> <p>The following 4 questions have been updated.</p> <ul style="list-style-type: none"> <li>• Since Covid-19 my child enjoys coming to Brookside</li> <li>• Since Covid-19 I am worried about the progress my child is making</li> <li>• I am well informed about my child's progress and achievement</li> <li>• Online learning and resources supported the learning of my child whilst they were not able to take part in formal learning.</li> </ul> <p>Each question has a scale of response with 5 options between Strongly Agree to Strongly Disagree.</p> <p>The Survey is not sent to the parents of Early Years, Specialist Provision, and Nursery until later in the year to allow them time to settle into the school.</p>	
<b>G10/20</b>	<b><u>Welcome</u></b>	
	The Chair welcomed everyone to the meeting. She introduced Adi Whatling who has been appointed as a governor to his first meeting.	

	<p><b>a) Apologies for absence</b>  Rob Sutherland – work  Helen Keast was absent</p> <p>The Clerk advised that with 10 of the 12 Governors present the meeting was quorate.</p>	
	<p><b>b) Declarations of Interest</b>  None</p>	
<b>G11/20</b>	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers verbal update</b>  The headteacher gave a verbal update on the following items</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b>  There have been no further cases in the school and all year groups are now present.  There was no spread of the virus within Years 2 and 6 after the cases were diagnosed.  One family have chosen to home educate their child.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>A Governor asked if the home educated child is now off the school role?</b>  Yes – The family have completed the paperwork and the space has been offered to another child.</p> </div> <p>Governors discussed who is now responsible for this child and noted that it was now the responsibility of the Local Authority to ensure that they are not missing from education.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding</b></li> </ul> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>A Governor asked if the DSL and the deputy DSLs had their training updated in the last two years? (Keeping Children Safe in Education para. 72) ?</b> BW, SA and SC have all trained in the last year. CL has his update training later this month (his training period was extended due to Covid-19).</p> </div> <p>The School is in the fortunate position of having 4 trained Designated Safeguarding Leads.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>A Governor asked who provides the school’s internet and that we have filtering in place to protect our children from harmful material? (Keeping Children Safe in Education para. 92)?</b> Internet services are purchased the Somerset Services for Education (SSE) which includes all content filtering.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked which of our staff and leadership team have completed safer recruitment training? (Keeping Children Safe in Education para. 100)?</b> BW and SC are trained for Safer Recruitment. SC is involved in all support staff recruitment and BW all Teacher recruitment.</p> </div>	

	<p><b>A Governor asked who is our “designated teacher” with responsibility for children looked after (CLA)? (Keeping Children Safe in Education para. 120 &amp; 121)?</b> SA is the designated teacher for CLA.</p> <p>This has been added to the School Organisation Chart along with subject area leads.</p>	
<b>Specialist, Early Years &amp; Safeguarding (SEYS)</b> <b>Chaired by Clare Bolton (Specialist, Early Years, &amp; Safeguarding Lead)</b>		
<b>SEYS</b> <b>01/20</b>	<b><u>Behaviour and Safety</u></b>	
	<p>The Assistant Headteacher reported that the School is introducing a new behaviour recording program called <a href="#">Behaviour Watch</a>. This will allow the school to combine behaviour monitoring for Specialist Provision and Mainstream and help produce monitoring reports.</p> <p><b>A Governor asked why the school is changing the recording system?</b> The School uses <a href="#">CPOMS</a> to record Safeguarding incidents and now wants to use an electronic system to record behaviour incidents.</p> <p>The system can be set up to match the system used in the School and will make it easier and provide more flexibility to produce behaviour.</p> <p><b>A Governor asked if Behaviour Watch will be able to identify trends?</b> Yes – it will build up a history over time that can provide trends that include which member of staff was involved with incidents etc.</p> <p>a) <b>Specialist Provision</b> New system – no data yet</p>	
	<p>b) <b>Mainstream</b> New system – no data yet</p>	
<b>SEYS</b> <b>02/20</b>	<b><u>Child Protection</u></b>	
	<p>a) <b>Safeguarding Governor update</b> Stuart Clowes referred governors to the safeguarding questions included in the Headteachers report above. He noted that he had been unable to inspect the Single Central Record while unable to visit the school. He will discuss the potential of a virtual inspection with the Business Manager.</p>	
<b>SEYS</b> <b>03/20</b>	<b><u>Special Educational Needs &amp; Disabilities (SEND) / Specialist Provision</u></b>	
	<p>a) <b>Assistant Headteachers Report</b> Chris Lane highlighted the main points of his report circulated with the papers for</p>	

	<p>this meeting.</p> <ul style="list-style-type: none"> <li>• <b>Size of provision</b> The Headteacher reported that the Local Authority have commissioned the School to provide 50 places next year. (up from 40). There have been consultations for more places already this year and SP is currently above the funded capacity.</li> </ul> <p>It was noted that 10 children will be leaving SP this year and that the 3 class year 6 will be leaving the School this year. Adding 10 children to Specialist Provision will provide some financial stability to the school income.</p> <p><b>b) Specialist Case Study</b> Next SEYS themed meeting</p>	
SEYS 04/20	<b><u>Wellbeing</u></b>	
	<p><b>a) Staff Wellbeing</b> The Assistant Headteacher reported that staff Wellbeing is going well this year since the full return to school.</p> <p>There is a larger group of Early Years children in SP this year.</p> <p>The staffing team have been reorganised and is working well with the 2 new teachers and a strong band of Teaching Assistants.</p> <p>Toe by Toe interventions have been started in mainstream and the School is looking at how to deliver 1 to 1 interventions within the confines of the Covid-19 bubbling.</p> <p>The Emotional Literacy Support Assistant (ELSA) and Parent Family Support Assistant (PFSA) are both working well. The Headteacher noted that the Local Authority are considering removing PFSA funding to make savings in their budget.</p> <div data-bbox="288 1581 1401 1704" style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked about Wellbeing generally across the Academy?</b> Staff are pulling together well considering the changes introduced to cope with Covid-19 distancing. They have a sense of purpose.</p> </div> <div data-bbox="288 1749 1401 1872" style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked if staff having less contact was having an effect on Wellbeing?</b> Staff are comfortable in their Bubbles, but the Headteacher is constantly aware of avoiding people becoming isolated.</p> </div>	
SEYS 05/20	<b><u>Themed Policies</u></b>	
	<b>a) Policy Grid</b>	

	<p>The clerk reviewed the Policies relating to SEYS It was noted that the Equalities report and Supporting Pupils with medical needs will be presented for approval at then next SEYS themed meeting. <b>Action</b> – Equalities report and Supporting Pupils policy for next SEYS meeting.</p> <p><b>b) Policies for Approval</b></p> <p>a. <b>Safeguarding and Child Protection</b> The policy has been reviewed to ensure that it is compliant with the latest Department for Education (DfE) definitions on upskirting and cuckooing. Amendments have been delivered through the annual Safeguarding training.</p> <p>b. <b>Special Educational Needs and Disabilities</b> Changes have been made to dente that children only receiving Quality First Teaching (QFT) are not included on the Special Educational Needs (SEN) register.</p> <p>c. <b>Newly Qualified Teacher Induction Policy</b> Timing of NQT induction has been extended to cope with the restrictions of the Covid-19 pandemic.</p> <p>d. <b>Behaviour Policy</b> There has been a full review of the Behaviour Policy.</p> <p><b>Craig Harris proposed that governors approve the above policies. Seconded by Jenny Moore and approved by all present.</b></p>	<b>CL</b>
<b>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G12/20</b>	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Brian Walton proposed that Governors approve the minutes of the meeting 28<sup>th</sup> September Seconded by Colin Driscoll and approved by all present and signed by the chair.</b> <b>For: 9 Against: 0 Abstentions: 1</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
<b>G13/20</b>	<b><u>Papers for Information</u></b>	
	None	
<b>G14/20</b>	<b><u>Matters Arising</u></b>	
	<b>a) Proposal on Assessment</b>	

	<p>The Headteacher continued his presentation on Primary Assessments from the previous meeting. Governors noted the contents of the proposal circulated with the papers for this meeting.</p> <p>The Government have today added 3 weeks to the start date of GCSE and A level exams next summer. But – there was no announcement on Standard Attainment Tests (SATs).</p> <p>The implications of not conducting SATs is that they are a statutory test and that the Headteacher (who is responsible) would be open to a charge of maladministration.</p> <p>It was noted that the SATs provide a target for Teachers to work towards at the end of the year. But uncertainty must not impact on the wellbeing of Teachers.</p> <p>The Headteachers approach is to make sure that the Government hear the voice of the profession. The National Association of Head Teachers (NAHT) is lobbying the government following a resolution at their annual conference. The Headteacher noted that he did not want to put Governors at risk by asking them to condone any maladministration.</p> <p><b>A Governor asked about the timeframe for any proposed action?</b> The next step is to wait for a response from the Government.</p> <p>The Government have said that they will provide clarity and detail in late Autumn.</p> <p><b>A Governor asked about the views of the Year 6 teachers?</b> They would like clarity to know what they are aiming for.</p> <p>Year 6 have already missed 2 weeks this year isolating; plus; the catch -up required from lockdown last year.</p> <p>Governor discussed the implications of considering a boycott.</p> <p><b>A Governor asked if there had been any dialogue with the Secondary School (Crispin)?</b> There has been no responses to the school’s approaches. This school will provide learning outcomes as part of the transition of pupils.</p> <p><b>Next Steps</b> Wait for response from the Government. Write to parents to seek their support.</p>	
<b>G15/20</b>	<b><u>Governors Visits and Training</u></b>	
	<p>a) <b>Governors Visits’ to School</b> Governors discussed how they would be able to conduct monitoring visits without endangering staff through unnecessary contact.</p>	

	<p>Visits will have to comply with distancing rules and have a good reason to explain why the visit is happening.</p> <p>Governors noted that individual visits may be possible but that group visits would be impractical.</p> <p>The Headteacher will produce a list of visits and identify whether they could be virtual or in person. Governors could then indicate which visits they would like to undertake.</p> <p>Visits would be scheduled to start in the new year.</p> <p><b>Action</b> – produce a list of visits and whether they are virtual or in person.</p> <p>Governors discussed the ways in which work scrutinies could be carried out and noted that there would need to be a way of observing pupils during the school day.</p> <p>It was noted that Governors visits are supportive to the School and need to be undertaken if possible.</p> <p><b>Action</b> – BW will ask Team Leaders to attend board meetings to make presentations to governors.</p> <p>b) <b>Governor Training</b> The Clerk advised governors that if they wanted to book training through Somerset Services for Education (SSE) that they should contact him.</p> <p>Free training is available from <a href="#">Governors for Schools</a> – the clerk will circulate links.</p>	<p><b>BW</b></p> <p><b>BW</b></p>
G16/20	<b><u>Procedural Matters</u></b>	
	None	
	<b><u>Any Other Business</u></b>	
	<ul style="list-style-type: none"> <li>• 2 Parent Governor vacancies have been advertised</li> <li>• Please check your contact details and advise the clerk of any changes</li> </ul>	

<b>G17/20</b>	<b><u>Date, time, and, place of the next meeting</u></b>		
	The next meeting of the Board of Governors will be on Monday 9 <sup>th</sup> November 2020 - BUS  All meetings will start at 6.00pm		
	<b>The Chair thanked everybody for attending the meeting.</b>		
	Signed on behalf of the Governors of Brookside Academy  ..... 9 <sup>th</sup> November 2020	Signed on behalf of the Area Lead  ..... 9 <sup>th</sup> November 2020	

With no further business, the chair declared the meeting closed at 7.49pm.

#### 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
G15/20	BW will ask Team Leaders to attend board meetings to make presentations to governors.	BW	09/11/20

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