

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 28th September 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)	

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)		
	<p><u>Safeguarding Briefing</u> The Headteacher presented the annual Safeguarding Briefing to governors. The briefing included :-</p> <ul style="list-style-type: none"> • Child Protection law • The 4 main categories of abuse • A change in the reporting process from paper to Emails / Cpoms • Specialist Provision arrangements • Confidentiality and professional conduct <p>Action – Circulate Safeguarding slides to governors <i>[completed]</i></p>	BW
	<p>A Governor asked if the <u>Prevent Duty</u> was still included in the training? There is a slide on Prevent slide. Training is now only recommended for the Safeguarding governor.</p>	
G01/20	<u>Welcome</u>	
	The Chair welcomed everyone to the meeting. She introduced Dani Durston who has been elected as a staff governor to her first meeting.	
	<p>a) Apologies for absence None</p>	

	<p>The Clerk advised that with 11 of the 11 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager Crispin School</p>	
<p>G02/20</p>	<p><u>Headteachers Report</u></p>	
	<p>a) Headteachers (ELT) Report It was noted that the School has had 4 confirmed cases of Covid-19 amongst the pupils since the first case was reported at 5.30pm on Friday 18th September.</p> <p>The Headteacher highlighted the main points of the report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <p>Attendance Attendance is already at 94.9% due to the extra Covid-19 related absences of “bubbles” asked to isolate. The School is using the X code in the School Information Management System (SIMS) to record these absences. Specialist Provision attendance is between 84% and 89% due to the complexity of the children and their ability to cope with the current situation.</p> <p>There are other children who are missing school due to Covid-19 related problems in their household.</p> <p>A Governor asked if these absences were related to siblings asked to isolate? No – Siblings not at school are not counted under the X code and should be attending school.</p> <p>There was an issue with some parents keeping children at home at the start of term, but these have nearly all been resolved.</p> <p>A Governor asked when the X code can be used to recode absences? It was previously used to record part-time attendance of pupils in reception during their induction period. It is currently used to record the absence of pupils on official Covid-19 isolation.</p> <p>A Governor asked if there are any links between the 3 cases in Year 6? No – The first case had been absent from school for a week awaiting the result of a test before the other 2 cases were reported.</p> <p>There have been no further cases in Year 2 while they have been isolating.</p> <p>Public Health England (PHE) and the School have looked in detail at all cases. The School is pleased that there have been no further cases within the Year 2 bubble and feel confident that the links between the Y6 bubble is not obvious. The School is monitoring to see if there are any further cases within the isolation period that could be linked within Y6.</p> 	

A Governor asked about the timeline / delay in the first 2 cases being absent from school and the notification of the cases? It took a week for the pupils to get a test and then be notified of the positive results.

The School was notified at 5.30pm on a Friday afternoon and had to react immediately to notify staff and parents. Staff came into school on Saturday morning to make phone calls and write letters to all effected staff and families.

A Governor asked about the instructions for isolating children? Children should be staying at home (indoors) for the whole 2 week isolation period. PHE have produced a a new [infographic](#) that has been shared with all parents to back this up.

A Governor asked about the learning support for other pupils learning at home? [Purple Mash](#) is being used to support home learning for families who are having difficulty getting pupils into school.

This is being used on a case by case basis and specific work is being directed by the teachers.

The [Department for Education](#) (DFE) are clear that School's must have an online platform or an alternative paper system to provide teaching to isolating pupils.

The School is monitoring home learning on a week by week basis to ensure they are providing bespoke teaching where required.

All pupils have individual logins to Purple Mash in place to ensure they are prepared for any future isolations / lockdowns.

The Online Behaviour Policy has been updated to reflect Online Learning.

It was noted that families and pupils have been more anxious since the return to school at the start of September.

A Governor asked if was possible for the school to have smaller bubbles? It is not physically possible to have smaller bubbles than year groups. It would not be possible to stop the cross over between pupils at playtime / toilets etc.

A Governor asked if there were separate bubbles in Specialist Provision? No – they are one single bubble.

A Governor asked if Teachers were allocated to single year groups? Yes – Teachers along with support staff are only with a single bubble.

The Senior leaders are very careful about keeping a 2m distancing when they are moving around the school.

- **Safeguarding**

Safeguarding Hub meetings are still continuing with the Local Authority and other agencies.

- **Staffing**

There are some staff that are self-isolating.

- **Community response**

The vast majority of the local community have been very positive about the Covid-19 outbreak and have challenged with valid questions that the School has been able to respond to.

- **Covid-19 outbreak – lesson learned**

The school was well prepared and setup to respond to the outbreak. Staff came into school over the weekend to answer telephones and get communications out to parents, teachers, etc.

The Headteacher has been invited to join the county wide Covid committee to share his experiences.

The School had a well prepared communications plan to follow.

Mental strain amongst staff is growing and Senior leaders are keeping an eye on all staff (including themselves)

A Governor asked if there have been any changes to school numbers through children being educated at home? Some families have requested [Education at Home](#) but have not yet completed the formal application process.

The Local Authority have asked for the process to be paused as there have been a growing number of applications.

It was noted that the [School Census](#) (next week) only require pupils to be on roll and not actually present at school to be counted this year.

A Governor asked about the Wellbeing of staff? The School is focusing on crisis management for Covid-19. Any focus on School improvement has been paused at this time.

- **Primary Assessment**

The Headteacher outlined his thoughts on Primary Assessment included in the draft report circulated with the papers for this meeting.

The Headteacher raised the question of whether standardised tests would be relevant this year.

Start of year tests have been completed for Year 6 to assess their current level of attainment following 6 months out of the classroom.

Any tests need to be in the best interest of the pupils. Results will be shared with the secondary school along with strengths and weaknesses.

	<p>A Governor asked what risk there was to the School form a boycott of tests next summer? The tests are a statutory requirement.</p> <p>Governors discussed the need for further information before they could consider agreeing to boycott the national tests next year.</p> <p>It was noted that Teachers are finding that pupils are so far behind that it will not be possible to “catch-up” in just one academic year.</p> <p>A Governor asked if the School will be discussing with the Secondary School what sort of information they would like on transition? Yes. Year 7’s sit Cognitive Attainment Tests (CATs) to assess them when they start at Crispin.</p> <p>It was noted that Year 6 had only been in School for 2 weeks (plus 2 weeks isolating) so far this year. This makes it very difficult to assess them properly yet.</p> <p>Action – Further discussion on Primary Assessment at the next meeting (12th October)</p>	BW
Mainstream Teaching & Learning Section (MTaL) Chaired by Craig Harris (Mainstream Teaching & Learning Lead)		
T&L 01/20	<u>Outcomes and Assessment</u>	
	<p>a) Baseline assessment across the School</p> <p>The Deputy Headteacher updated Governors on Baseline Assessments. Detailed assessments are being undertaken to allow the School to demonstrate progress this year.</p> <ul style="list-style-type: none"> • Specialist Provision Due to the mixed ability / ages in each class, these are being completed on an individual basis to identify gaps in learning. • Early Years Other than children from Brookside Nursery there was no transfer information. The School is using Twinkl to assess the children. Accurate data for every child will be available by the end of this term. • Year 1 Year 1 will be assessed through normal day to day teaching and identifying gaps in Phonics. • Year 2 Year 2 have undertaken formal spelling tests and the Year 1 Phonics test. Quality First Teaching will be used for other assessments. 	

	<ul style="list-style-type: none"> • Years 3 and 4 Year 3 are taking the Year 2 Standard Attainment Tests (SATs) Year 4 are taking the Year 3 National Foundation for Educational Research (NFER) tests for Reading, Maths and Spelling, Punctuation and Grammar (SPAG). • Years 5 and 6 Year 5 are taking the Year 5 NFER tests Year 6 are taking the Year 6 SATs tests Assessment will be made against the current objectives to identify gaps in learning. <p>The School is keen to be able to demonstrate progress for all pupils. All year groups have completed baseline writing tests.</p> <div style="border: 1px solid black; background-color: #f2f2f2; padding: 5px;"> <p>A Governor asked if this testing was producing more work for teachers? No – testing has just started earlier in the year to allow the identification of what teaching is required.</p> </div> <p>There is a broad spread of outcomes across each year group as a result of different experiences during the lockdown period.</p>	
	<p>b) National Tests 2019-20 See Headteacher report above.</p>	
<p>T& L 02/20</p>	<p><u>Diminishing the Difference</u></p>	
	<p>a) Targeted support The Deputy Headteacher noted that the School had to first identify the current attainment level of the children, to identify what is needed in the form of interventions.</p> <div style="border: 1px solid black; background-color: #f2f2f2; padding: 5px;"> <p>A Governor asked if there would need to be a shift in the capacity of the school staff to deliver the interventions? No – There are dedicated class Teaching Assistants to help deliver the interventions.</p> </div> <p>The only difficulty is that “flood fill” interventions will not be possible as staff cannot move between bubbles.</p>	
<p>T&L 03/20</p>	<p><u>Teaching and Learning</u></p>	
	<p>a) Progress from baseline assessments Data will look different for each year group this year and will be shared with governors at the next Mainstream Teaching and Learning (MTaL) themed meeting.</p>	
<p>T&L 04/20</p>	<p><u>SEND / Specialist Provision</u></p>	

	<p>a) Policy Grid The clerk reviewed the Policies relating to MTaL It was noted that the Newly Qualified Teacher Induction Policy will be presented for approval at the next meeting on 12th October.</p> <p>b) Policies for Approval None</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G03/20	<u>Minutes of Previous Meeting</u>	
	<p>Rob Sutherland proposed that Governors approve the minutes of the meeting 13th July Seconded by Helen Keast and approved by all present and signed by the chair. For: 10 Against: 0 Abstentions: 2</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G04/20	<u>Papers for Information</u>	
	Governors noted the contents of the Clerks Briefing and Governors contact lists circulated with the papers for this meeting.	
G05/20	<u>Matters Arising</u>	
	<p>a) Trust Review Letter from the DfE Governors noted the contents of the review outcomes letter from the DfE.</p> <p>There followed a discussion about options available to Academies in this area to cooperate with other schools.</p>	
G06/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School Governors were asked to think about how visits can be conducted for discussion at the next meeting.</p> <p>b) Governor Training The Clerk will circulate the program of virtual training from Support Services for Education with the papers for the next meeting.</p>	
G07/20	<u>Procedural Matters</u>	

	<p>a) Keeping Children Safe in education 2020 The following governors confirmed that they had read Part 2 of Keeping Children Safe in education . Julie Summerhayes, Colin Driscoll, Jenny Moore, Craig Harris, Rob Sutherland, Alex Tedford, Brian Walton. Other governors were asked to confirm to the Clerk when they had read part 2.</p> <p>b) Governors Code of Conduct All the governors confirmed that they agreed to abide by the Code of Conduct included in the Governance handbook for 2020-21</p>		
	<p><u>Any Other Business</u></p>		
	<p>Governors recorded their thanks to the Senior Leadership Team and all the other staff for their prompt response to the Covid-19 outbreak in the school.</p>		
<p>G08/20</p>	<p><u>Date, time, and, place of the next meeting</u></p>		
	<p>The next meeting of the Board of Governors will be on Monday 12th October 2020 - SEYS</p> <p>All meetings will start at 6.00pm</p>		
	<p>The Chair thanked everybody for attending the meeting.</p>		
	<p>Signed on behalf of the Governors of Brookside Academy</p> <p>..... 12th October 2020</p>	<p>Signed on behalf of the Area Lead</p> <p>..... 12th October 2020</p>	

With no further business, the chair declared the meeting closed at 7.28pm.

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
G51/19b	Staff Wellbeing on next SEYS agenda.	SC	18/05/20
G00/20	<i>Circulate Safeguarding slides to governors</i>	<i>BW</i>	<i>ASAP</i>
G02/20a	Further discussion on Primary Assessment at the next meeting (12 th October)	BW	12/10/20

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