

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 25th January 2021. 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)		
G37/20	<p><u>School Website</u> Simon Fisher of Benchmark Software gave an overview of the criteria used to create the new school website. *** ACTION – circulate link to governors to preview the new website.</p> <p>Governors discussed the impact on the workload of teachers from the expectations to upload class content to the website.</p>	SF→GJ
G38/20	<p><u>Welcome</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>a) Apologies for absence Apologies were accepted from Crag Harris (Business)</p> <p>The Clerk advised that with 13 of the 14 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School Helen Fisher – Spouse of Simon Fisher – Benchmarking Software</p>	
G39/20	<u>Headteachers Report</u>	

No.	Item	Action
	<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 The School has seen an impact from parents choosing not to send their children into Specialist Provision. These cannot be recorded as Covid-19 related absences. It was noted that attendance in Specialist is higher than the national average. • Safeguarding Safeguarding in the school is carrying on as normal during the current Covid-19 lockdown. • Standard Attainment Tests (SATs) The Government have announced that SATs tests will not go ahead this summer, but not received any formal announcement or correspondence on this yet from DfE. • Online Learning Governors discussed the pressure on teachers from managing classroom and online teaching at the same time. There are between 16 and 23 children in the classes of vulnerable and key worker children attending school. Governors expressed their concerns on how children are coping at home. It was noted that parents have been supportive and that the connection between home and school is being maintained through video and audio calls. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>A Governor asked if the number of children attending school is higher than expected? The School cannot say no to children of Key Workers.</p> </div> <p>It was noted that there are more occupations on the Key Worker list for this lockdown, and that the school would only be able to challenge requests to attend school for capacity reasons.</p> <p>The Headteacher and/or deputy are triaging requests to ensure that children are from families of Key Workers.</p> <ul style="list-style-type: none"> • Free School Meals Governors noted the recent controversy in the press over the contents of FSM hampers. The School has reviewed the contents of the hampers they are providing to ensure that they are as varied and the best that they can be. 	

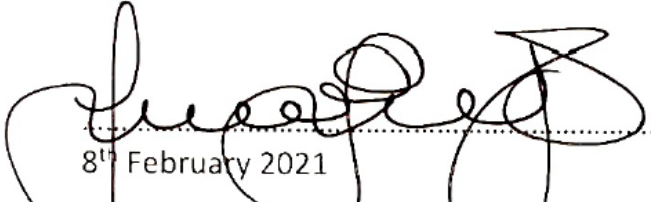
No.	Item	Action
	<p>The School will be providing vouchers for the half-term holiday.</p> <ul style="list-style-type: none"> • Covid-19 There have been no closures of any bubbles due to Covid-19 infections. It was noted that the impact of the new variant can quickly infect a large number of people, and has led to some schools having to close. • Testing Staff testing is now in place. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>A Governor asked how frequently staff undertake the lateral flow test? Staff are tested twice a week or once 12 hours before a shift for part-time staff.</p> </div> <p>Separate arrangements are in place for high-risk staff.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>A Governor asked if the testing was voluntary? Yes – no member of staff has refused to take part in the testing.</p> </div>	
Business / Audit Section Chaired by Rob Sutherland (Business Lead)		
BUS 07/20	<u>Finances</u>	
	<p>a) Financial Update – (Month 3) The Business Manager highlighted the main points of the Month 3 report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Nursery There is currently an anticipated overspend in the Nursery. There are currently 15 less children in the pre-school than this time last year, that equates to a £70k reduction in income. <p>It was noted that there is no way of knowing how many children will join the pre-school each year. There is an impact from parents working from home and using different childcare arrangements.</p> <p>This is the time of year when numbers normally increase as more children reach the age where they qualify for the funded 30 hours of pre-school.</p> <div style="border: 1px solid black; background-color: #d9ead3; padding: 5px;"> <p>A Governor asked if parents are required to pay for Nursery places if they have chosen not to send their child? Yes – as the Nursery is open.</p> </div> <p>It was noted that the Nursery did not charge at the start of the first lockdown but that the decision was made to charge once it was known that it was going to last for longer than originally expected.</p> <ul style="list-style-type: none"> • Extended Schools The surplus in income is not as large as the School would normally expect. 	

No.	Item	Action
	<ul style="list-style-type: none"> • Catering There have been no meals served at school this term. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked where savings are being made? There is a slight saving in supplies. But there is more copying (for home packs) in curriculum, and additional licenses for the Chrome Books donated to the School.</p> </div> <p>It was noted that all staff are being paid as normal as staff funded by the government cannot be furloughed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about the capital expenditure being above the budgeted amount? Some resources have been moved to capital to cover some of the capital works taking place.</p> </div>	
	<p>b) Responsible Officer Reports There have been no responsible officer visits as Educational Financial Services have decided it is not safe to undertake face to face reporting. They will review this again at Easter.</p>	
	<p>c) Internal Scrutiny The Business Manager highlighted the main points of the Internal Scrutiny report circulated with the papers for this meeting. The School was required to provide this report as part of the annual accounts upload process with the Education and Skills Funding Agency (ESFA).</p> <p>ACTION – Get cost for this service from Bishop Fleming as part of their annual Audit Service.</p>	SC
BUS 08/20	Risk	
	<p>a) Risk Register The Business Manager highlighted the main changes to the Risk Register circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Covid-19 expenditure 	
BUS 09/20	Staffing	
	<p>a) Staffing Update</p> <ul style="list-style-type: none"> • Nursery Supervisor – Resignation – recruitment on hold. • Special Teaching Assistants – 1 resignation and 2 appointments prior to current lockdown. 	

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	<ul style="list-style-type: none"> • Organisation Chart – updated version circulated with the papers for this meeting. 	
BUS 10/20	<u>Premises</u>	
	<p>a) Premises Update The Business Manager highlighted the main points of the Maintenance works report circulated with the papers for this meeting. She noted that planned maintenance of equipment is continuing.</p> <ul style="list-style-type: none"> • Drainage – The drainage that was constructed when the school was originally built is causing serious Health & Safety concerns. The School has submitted a Condition Improvement Fund (CIF) bid for £76k to carry our repair works. The decision will not be known until the end of March. If the bid is unsuccessful then Governors will have to consider using school funds to carry out the work as the risk could have an impact on day-to-day operation in the School. <p>It was noted that Futures for Somerset would be managing the project along with other ones in the School</p> <p>Action – Invite FfS to a future meeting to explain their role in managing projects.</p> <p>Action – Drainage project proposal to next Board meeting.</p> <ul style="list-style-type: none"> • LED Lighting – Replacement of old lighting in the School if funding received from the Salix Energy Efficiency Fund. • Small safe places for vulnerable children on 1st floor – This project to create two spaces on the first floor is now not going ahead. <p>b) Capital Projects See report above</p>	<p>SC</p> <p>SC</p>
BUS 11/20	<u>Health & Safety</u>	
	<p>a) Health & Safety update Colin Driscoll (Governor) has visited the School to review the points raised in the Covid-19 Audit report. Action – Circulate a copy of the Covid-19 Audit report with responses.</p> <p>b) Covid-19 Risk Assessment Governors noted the contents of the updated Risk Assessment circulated with the papers for this meeting.</p>	<p>SC→GJ</p>

No.	Item	Action
	<p>A Governor asked if there had been any changes in the staff PPE guidance? There have been no changes from the DfE. The School has asked all staff to wear face masks while moving around the School.</p> <p>The need to maintain Social Distancing has also been highlighted to all staff.</p>	
BUS 12/20	<u>Themed Policies</u>	
	<p>a) Policy Grid The clerk reviewed the Policies relating to Business theme.</p> <p>b) Policies for Approval Helen Keast proposed that Governors approve the Health and Safety Policy. Seconded by Alex Tedford and approved by all present. For: 13 Against: 0 Abstentions: 0</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G40/20	<u>Minutes of Previous Meeting</u>	
	<p>Brian Walton proposed that Governors approve the minutes of the meeting 7th December 2020 Seconded by Adi Whatling and approved by all present. For: 13 Against: 0 Abstentions: 0</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G41/20	<u>Papers for Information</u>	
	Governor Contact details are available on the Governors Secure Area of the website.	
G42/20	<u>Matters Arising</u>	
	None	
G43/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School SC – Annual Safeguarding Return CD – Covid-19 Audit response JS – Regular meeting with Headteacher. It was noted that these are physical visits to review the Covid-19 secure site arrangements.</p>	

No.	Item	Action
	<p>RS – Weekly Business / Finance meeting with the Business Manager</p> <p>b) Engagement with Senior and Subject leaders This is currently on hold due to the Covid-19 lockdown.</p> <p>c) Governor Training SC – Level 2 Safeguarding (Bridgwater College) GJ – Clerks Briefing DD – Governors Induction part 1 HF – Governors Induction part 1</p>	
G44/20	<u>Procedural Matters</u>	
	<p>a) Clerks Briefing The clerk highlighted that the consultation on Keeping Children Safe in School has now opened.</p> <p>b) Skills Audit Governors reviewed the Skills Audit report circulated with the papers for this meeting. It was noted that with 14 Governors that the Board had a healthy number of members and a good cross section of experience. Areas of weakness will be used when looking at training requirements and future recruitment.</p>	
G45/20	<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 8th February 2021 - SEYS</p> <p>All meetings will start at 6.00pm</p>	
	The Chair thanked everybody for attending the meeting.	

No.	Item	Action
	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead
	 8 th February 2021	<i>R Sutherland</i> 8 th February 2021

With no further business, the chair declared the meeting closed at 7.38pm.

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
G39/20	Circulate link to governors to preview the new website.	SF→GJ	ASAP
B07/20	Get cost for this service from Bishop Fleming as part of their annual Audit Service.	SC	22/03/21
B10/20	Invite FfS to a future meeting to explain their role in managing projects.	SC	22/03/21
B10/20	Drainage project proposal to next Board meeting.	SC	08/02/21
B11/20a	Circulate a copy of the Covid-19 Audit report with responses.	SC→GJ	Done

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