

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 8th February 2021. The meeting started at 6.00pm.

MEMBERS

✓ Clare Bolton	(CB) (from 6.15pm)	✓ Helen Keast	(HK)
✓ Stuart Clowes	(SC)	✓ Jenny Moore	(JM)
✓ Colin Driscoll	(CD)	✓ Julie Summerhayes	(JS) (Chair)
✓ Dani Durston	(DD)	✓ Rob Sutherland	(RS) (Vice Chair) (from 6.10pm)
✓ 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)		
G47/20	<p><u>Covid-19 Safeguarding Update</u></p> <p>The Headteacher gave a verbal update on Safeguarding during the Covid-19 pandemic.</p> <p>The School has seen an increase in Fixed Term Exclusions (FTE's) The data from the Behaviour Watch software shows that there is a general increase in behaviour incidents with a spike of disruptive behaviour and damage to property in years 4 and 5.</p> <p>The average number of FTE's is normally 1.5 per term but there were 14 FTE's during the Autumn term.</p> <p>There are currently 200 pupils in school (Lockdown) and the school is concerned that behaviour incidents will increase when the remainder of the pupils return. (possibly on March 8th).</p> <p>It was noted that there are two pupils that are at risk of Permanent Exclusion and will be discussed by the local "panel".</p>	
	<p>A Governor asked if the data represents the number of incidents or pupils? The data shows the number of incidents.</p>	
	<p>Reports with the number of pupils show their names. (The software is new and hopefully this report will be available in the future)</p> <p>Most incidents happen at play and lunch time (not in the classrooms).</p>	

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	<p>A Governor asked how the parents have responded to their children receiving a FTE? They do not have any choice once the decision has been made and have not been supportive in trying to change the behaviour.</p> <p>6.10pm Rob Sutherland joined the meeting.</p> <p>A Governor asked what impact the behaviour is having on other children? They are finding it upsetting and it will be a greater challenge when all the children return to school.</p> <p>The Headteacher noted that there are a lot of experienced Mainstream and Specialist staff on duty during breaks. Governors discussed that funding for additional support is not always available.</p> <p>6.15pm Clare Bolton joined the meeting. (internet connection issue)</p>	
G48/20	<u>Welcome</u>	
	The Chair welcomed everyone to the meeting.	
	<p>a) Apologies for absence There were no apologies.</p> <p>The Clerk advised that with 14 of the 14 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School</p>	
G49/20	<u>Headteachers Report</u>	
	<p>a) Headteachers report The headteacher gave a verbal update.</p> <ul style="list-style-type: none"> • Covid-19 There have been no cases of infection this term. All the Specialist staff have had their first vaccination along with the staff that work with vulnerable children attending extended school. Staff undertake a Lateral Flow test twice a week the evening before attending school. <p>A Governor asked if Covid-19 security measures have changed due to the testing? No.</p>	

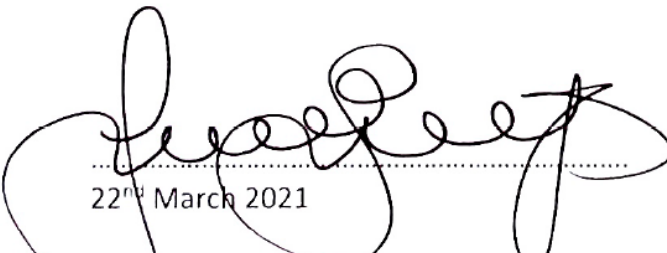

No.	Item	Action
	<p>The Chair of Governors noted that she visits the School regularly and reviews the measures in place as part of her visit.</p> <p>There have not been any positive results (yet) from the Lateral Flow tests.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>A Governor asked what the procedure is if there was a positive test result? Staff are testing at home so they would immediately contact the school. They would then follow the Public Health England (PHE) protocol to get a PCR test.</p> </div> <p>Governors discussed the procedures in place if the subsequent PCR test was negative and noted that the School always follows the advice of PHE.</p> <ul style="list-style-type: none"> • Attendance Attendance was at 94.78% last week; down from 95.9% the week before. The School is concerned about the attendance of Pupil Premium and Free School Meals pupils that is at about 90%. • Home Learning 30 laptops have been distributed to help families with no or limited IT to access the online learning. The School’s Youtube channel has received over 4,500 hits • Re-opening The School is planning to re-open on the Governments proposed date of 8th March (although this will not be confirmed until 22nd Feb) 	
<p>Specialist, Early Years & Safeguarding (SEYS) Chaired by Clare Bolton (Specialist, Early Years & Safeguarding Lead)</p>		
<p>SEYS 06/20</p>	<p><u>Behaviour and Safety</u></p>	
	<p>a) Specialist Provision The Assistant Headteacher reported that behaviour data is being transferred to Behaviour Watch system and that a report will be available for the next SEYS meeting.</p> <p>He noted that there is one child causing a concern who is being supported by Social Care while at home and has one-to-one support in the school.</p> <p>This child has recently been in hospital and is not yet fit enough to come to school.</p>	
	<p>b) Mainstream See above.</p>	
	<p>c) Equalities Report</p>	

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	<p>The Headteacher highlighted the main points of the Equalities report circulated with the papers for this meeting.</p> <p>A Governor asked if the Objectives should be re-written to make them more generic? The objectives are based on the 2018 data and are set for a 4 year period until 2023 which makes them realistic.</p> <p>Governors discussed the difference in the figures for the previous year during the Covid-19 pandemic.</p> <p>It was noted that there are discussions about holding catch-up support during the Summer Holiday and longer School days.</p> <p>There will be a focus on Pupil Premium and Free School Meals pupils to start with, as their gap appears to be widening.</p> <p>The School will need to react to the data that is produced this year to set more realistic targets.</p> <p>A Governor asked if there is any evidence that the school is making progress against the current objectives. The Headteacher will produce a narrative report for the next SES<u>YS</u> themed meeting.</p> <p>Action – Narrative report on progress against the Equalities Objectives for the next SEYS themed meeting.</p> <p>A Governor asked about the impact of Covid-19 on the Equalities Objectives? This will not be known until all the children have been assessed, after they return to school.</p> <p>Support will be addressed simply by pupils being back in the classroom.</p>	BW
SEYS 07/20	Child Protection	
	<p>a) Safeguarding Governor update</p> <p>The Safeguarding Governor (Stuart Clowes) reported that the annual Safeguarding Audit has been completed and submitted to the Local Authority. He noted that he had questioned the Headteacher (Designated Safeguarding Lead) and Business Manager (Deputy Safeguarding Lead) on the audit outcomes and tested some of the assumptions by reviewing practice in the School. There will be a presentation at the next Governors meeting.</p> <p>There has not been an examination of the Single Central Record yet this term.</p>	
SEYS 08/20	<u>SEND / Specialist Provision</u>	
	a) Assistant Head's Report	

No.	Item	Action
	<p>The Assistant Headteacher invited questions on the report circulated with the papers for this meeting.</p> <p>A Governor asked about the Wellbeing of the staff in Specialist Provision and their concerns about safety? Concerns about children who spit or have other high needs have been addressed through weekly briefings and the provision of PPE.</p> <p>It was noted that there has been less staff absence through illness this term and that staff have now received their first Covid-19 vaccination.</p> <p>Governors discussed the anxiety of staff through supporting pupils with high needs. They noted that each pupil had an individual risk assessment that identified the expected behaviour and what PPE should be used.</p> <p>All children with an Education Health Care Plan (EHCP) should be in school. The attendance is currently 85%. Attendance of staff each day is 90%.</p> <p>A Governor asked about the reasoning for a single Specialist Bubble? This gives flexibility of staffing when staff are off sick, allowing Specialist Provision to remain open.</p> <p>It was noted that staff anxiety has reduced now that future plans are more certain, and that the vaccinations is now moving ahead at pace.</p> <p>A Governor asked about removing risky children from the classroom? Children with known issues should not be removed unless they are aggressive beyond their identified needs.</p> <p>ACTION – Information session on the Life Skills Curriculum – Dates to clerk for a Doodle Poll</p>	CL
	<p>b) Specialist Data report</p> <p>The Assistant Headteacher highlighted the main points of the Specialist Data report circulated with the papers for this meeting.</p> <p>The data for Math’s and Literacy is promising, with Teachers pushing children to achieve these results.</p> <p>A Governor asked how this data is moderated? They are moderated by other Teachers (including mainstream) in the School and teachers from other Specialist Schools.</p>	
	<p>c) Specialist Case Study</p> <p>The Assistant Headteacher highlighted the main points of the Specialist Case Study circulated with the papers for this meeting.</p> <p>This is a new “Pupil A” who will be followed as the case study is updated.</p> <ul style="list-style-type: none"> • Pupil details 	

No.	Item	Action
	<ul style="list-style-type: none"> • Agency involvement • Context • Current needs • Interventions and Outcomes <p>Governors discussed the fulfillment of the Education Health Care Plan when the child may not be at school due to health reasons¹.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked if funding is available to support the child when they are not at school? The Assistant Headteacher will find out.</p> </div> <p>Action – Find out about funding for a child with an EHCP when they are unable to attend school.</p>	CL
SEYS 09/20	<u>Wellbeing</u>	
	<p>a) Staff Wellbeing Governors noted the discussions that had already taken place at this meeting. They noted that staff are working hard to provide a good education during the current situation. Work is harder than normal to complete the dual roles of class Teacher and Virtual Teacher with the associated marking and assessment.</p>	
SEYS 10/20	<u>Themed Policies</u>	
	<p>a) Policy Grid The clerk reviewed the Policies relating to the SEYS theme.</p> <p>Action – Annual SEND Report for the next meeting. Action – Early Years Foundation Stage policy for the next meeting.</p> <p>b) Policies for Approval</p> <p style="margin-left: 20px;">i. Relationships, Sex and Health Education This is completely re-written policy to meet the new guidance. Consultation with Pupils, Staff and Parents has been completed.</p> <p style="margin-left: 20px;">Jenny Moore proposed that Governors approve the Relationships, Sex and Health Education Policy. Seconded by Craig Harris and approved by all present. For: 14 Against: 0 Abstentions: 0</p> <p style="margin-left: 20px;">ii. Supporting Children with Medical Conditions There were very few changes highlighted in the policy.</p>	CL CL

No.	Item	Action
	<p>Jenny More proposed that governors approve the Supporting Children with Medical Conditions policy. Seconded by Rob Sutherland and approved by all present.</p> <p>For: 14 Against: 0 Abstentions: 0</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G50/20	<u>Minutes of Previous Meeting</u>	
	<p>Helen Keast proposed that Governors approve the minutes of the meeting 25th January 2021. Seconded by Stuart Clowes and approved by all present.</p> <p>For: 13 Against: 0 Abstentions: 1</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G51/20	<u>Papers for Information</u>	
	None	
G52/20	<u>Matters Arising</u>	
	None	
G53/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School JS – Regular meeting with Headteacher.</p> <p>b) Engagement with Senior and Subject leaders This is currently on hold due to the Covid-19 lockdown. Action – Options for dates for the Curriculum sessions will be circulated to governors.</p> <p>c) Governor Training None</p>	CL→GJ
G54/20	<u>Procedural Matters</u>	
	<p>a) Drainage Expenditure Rob Sutherland highlighted the contents of the Condition Improvement Fund (CIF) bid that was circulated with the papers for this meeting.</p>	

No.	Item	Action
	<p>As reported at the last meeting this work is required urgently and a CIF bid has been submitted to fund it. If the bid is unsuccessful then the School will need to fund the repair work from capital reserves.</p> <p>Quotations have already been received and assessed by Futures for Somerset (project Managers) who have selected the preferred contractor.</p> <p>Julie Summerhayes proposed that Governors approve expenditure of £759,987.95 on the drainage repairs if required. Seconded by Colin Driscoll and approved by all present.</p> <p>For: 14 Against: 0 Abstentions: 0</p>	
G55/20	<u>Any Other Business</u>	
	<ul style="list-style-type: none"> <p>Reception numbers 2021</p> <p>The Headteacher reported that reception applications on the first round was only 52 out of a Planned Admission Number (PAN) of 60.</p> <p>He noted that numbers are down across all schools in the Street area.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A Governor asked if the numbers increased from the first round applications last year? Not in reception, but the school has picked up children in other year groups.</p> </div> 	
G56/20	<u>Date, time, and place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 22nd March 2021 – BUS Via Microsoft Teams</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 style="text-align: center;"></p> <p>22nd March 2021</p> <p>Signed on behalf of the Area Lead</p> <p style="text-align: center;"></p> <p>22nd March 2021</p>	

With no further business, the chair declared the meeting closed at 7.31pm.

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
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
S06/20c	Narrative report on progress against the Equalities Objectives for the next SEYS themed meeting.	BW	17/05/21
S08/20a	Information session on the Life Skills Curriculum – Dates to clerk for a Doodle Poll	CL	ASAP
S08/20c	Find out about funding for a child with an EHCP when they are unable to attend school.	CL	17/05/21
S10/20a	Annual SEND Report for the next meeting.	CL	17/05/21
S10/20a	Early Years Foundation Stage policy for the next meeting.	CL	17/05/21
G53/20b	Options for dates for the Curriculum sessions will be circulated to governors.	CL→GJ	ASAP

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