

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 22<sup>nd</sup> March 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
✓ Lee McEvans	Future 4 Somerset – G57/20 only		

(✓ those present)

## Minutes

No.	Item	Action
Governor Meeting – Opening Section Chaired by Rob Sutherland (Vice Chair of Governors)		
G57/20	<p><b><u>Futures 4 Somerset</u></b></p> <p>Lee McEvans from Futures 4 Somerset gave a briefing to governors on the projects that they have managed at the school and the procure process for future projects.</p> <ul style="list-style-type: none"> <li>• Building Schools for the Future (started 2010).</li> <li>• End to End project management.</li> <li>• Project costing and tendering (including EU legislation)</li> <li>• Use of local contractors.</li> </ul> <p><b>Brookside</b></p> <ul style="list-style-type: none"> <li>• Condition Improvement Fund (CIF) bid for £0.5m for roof repair.</li> <li>• Outside toilet block project.</li> </ul> <ul style="list-style-type: none"> <li>• CIF bid for the drainage project.</li> <li>• SALEX bid to replace the old lighting with LED. (Loan over 8 years)</li> </ul> <ul style="list-style-type: none"> <li>• Future work could include Green Strategies to work towards being Carbon Neutral.</li> </ul>	
	<p><b>A Governor asked about the procurement management process? F4S reviews recently tendered projects to help identify suitable suppliers.</b></p>	

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	<p>Higher value projects require 3 tenders which F4S review to identify the most compliant and best value tender.</p> <p><b>A Governor asked about Community Benefit?</b> F4S is a Community Enterprise Company and is able to put money back into schools to help with bids.</p> <p>Governors thanked Lee for his briefing.</p>	
<b>G58/20</b>	<b><u>Welcome</u></b>	
	The Vice Chair welcomed everyone to the meeting.	
	<p><b>a) Apologies for absence</b> Apologies were accepted from Julie Summerhayes.</p> <p>The Clerk advised that with 13 of the 14 Governors present the meeting was quorate.</p>	
	<p><b>b) Declarations of Interest</b> Rob Sutherland – Business Manager at Crispin School</p>	
<b>G59/20</b>	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers report</b> The headteacher highlighted the main points of his report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> Overall attendance is at 94.5% which is creeping up now that all pupils have returned to school.</li> <li>• <b>Safeguarding</b> There has been a significant rise in “Other Concerns” that have been identified by staff phoning home during term 4. The Headteacher noted that this was typical of the experiences of other schools and is reflected in the Parental Survey results.</li> </ul> <p><b>A Governor asked why the number of active Early Help Assessments (EHA’s) has dropped during term 4?</b> The historical EHA’s have been caught up and others have been reclassified by the School.</p> <ul style="list-style-type: none"> <li>• <b>Parental Survey</b> The Survey results are very positive with parents being happy that their children are back at school.</li> </ul>	

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	<p>The School has yet to evaluate the impact of the lockdown on learning.</p> <p><b>A Governor asked about the top 3 priorities for the School?</b> 73% of the responders felt that emotional and peer interactions should be a priority.</p> <p>The School has started year group assemblies and play times.</p> <p>Governors discuss how the children were after their return to School. It was noted that the Parent &amp; Family Support Worker (PFSA) and Emotional Literacy Support Assistant (ELSA) were both full up.</p> <p><b>A Governor asked if the school could see any differences between those children who attended school and those that were educated at home?</b> Classroom practice is better for those who have been at school. (but is getting better for all)</p> <p>The children are going to be surveyed after Easter. It was noted that the children who were anxious about school before the lockdown are now more anxious.</p> <p><b>A Governor asked about the congestion amongst parents during drop off and pick up?</b> Changes have been made to ensure that there are less children accessing via the pinch point down the side of the School. It was noted that the access road cannot be used due to safety concerns.</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b> There have been no further cases of Covid-19 infection.</li> <li>• <b>Clarks Shoes</b> Clarks have indicated that they are happy with the re-organisation of the current “Clarks” room for use in an expanded Specialist Provision. A suitable alternative will be provided.</li> </ul>	
<b>Business Section</b> <b>Chaired by Rob Sutherland (Business Lead)</b>		
BUS 13/20	<u>Finances</u>	
	<p><b>a) Financial Update – Month 6</b> The Business Manager highlighted the main points of the financial report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• Projected overspend of £118k against the budget at the end of the year. It was noted that this is due to the extra expenditure of £193k on Capital projects that can be covered by the reserves; leaving a balance of £74k.</li> <li>• Mainstream and Specialist funding has been combined into a single balance to provide clarity for the educational spend against other funded areas.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The projected Carry Forward will be £507k in August 2021.</li> <li>• The Nursery is currently showing a deficit of £43k. Numbers are rising and there will be over 50 children each day after 1<sup>st</sup> July 2021.</li> </ul>	
<b>BUS 14/20</b>	<b>Staffing</b>	
	<p>The Business Manager gave a verbal update.</p> <ul style="list-style-type: none"> <li>• Specialist Provision Teacher interviews on Wed 24<sup>th</sup> March.</li> <li>• 2 x Nursery Key Workers have been recruited and 1 key worker has resigned.</li> <li>• Recruitment of a Nursery Supervisor is in progress.</li> <li>• The staffing structure is being reviewed for September 2021 along with the staff that are currently on fixed term contracts.</li> <li>• There has been 1 resignation in the Catering department and recruitment of a replacement is currently on hold.</li> </ul>	
<b>BUS 15/20</b>	<b><u>Premises</u></b>	
	<p><b>a) Premises Update</b> The Business Manager gave a verbal update.</p> <ul style="list-style-type: none"> <li>• The Cleaning contract ends in July 2021. The tender process is currently in progress with 7 requests for tender packs. Tenders close on 23<sup>rd</sup> April, with a Governors decision by 21<sup>st</sup> May for start on 1<sup>st</sup> September.</li> </ul>	
	<p><b>b) Capital Projects</b> The Business Manager gave a verbal update.</p> <ul style="list-style-type: none"> <li>• Year 3 boy's toilets</li> <li>• Old Medical room → new toilets</li> <li>• Orcas → Specialist Provision classroom.</li> <li>• Clarks room → Specialist Provision classroom.</li> <li>• Specialist outdoor free flow area.</li> </ul>	
<b>BUS 16/20</b>	<b><u>Health &amp; Safety</u></b>	
	<p><b>a) Health &amp; Safety update</b> The Headteacher gave a verbal update.</p>	

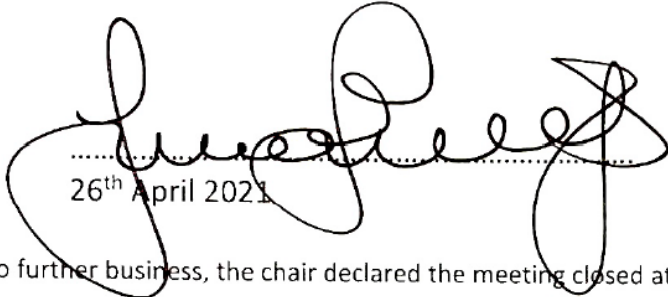
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	<p>There has been a serious incident in the Nursery that involved a trip that required Hospital treatment. The Parents have requested a detailed response from the School, which the Headteacher is providing.</p> <p>The incident has been logged through the EEC Risk Assessment and Accident recording package.</p>	
<b>BUS 17/20</b>	<b><u>Themed Policies</u></b>	
	<p>a) <b>Policy Grid</b> The clerk reviewed the Policies relating to the BUS theme.</p> <p>b) <b>Policies for Approval</b></p> <p>i. <b>Complaints Procedure</b></p> <p><b>Stuart Clowes proposed that Governors approve the Complaints Procedure. Seconded by Colin Driscoll and approved by all present.</b> <b>For: 13      Against: 0      Abstentions: 0</b></p>	
<b>Governor Meeting – Final Section Chaired by Rob Sutherland (Vice Chair of Governors)</b>		
<b>G60/20</b>	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Helen Keast proposed that Governors approve the minutes of the meeting 8<sup>th</sup> February 2021. Seconded by Craig Harris and approved by all present.</b> <b>For: 13      Against: 0      Abstentions: 0</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
<b>G61/20</b>	<b><u>Papers for Information</u></b>	
	None	
<b>G62/20</b>	<b><u>Matters Arising</u></b>	
	<p>a) <b>Annual Safeguarding Audit</b> Stuart Clowes reported that he had reviewed the Governance section of the Audit circulated with the papers for this meeting with the Headteacher and Business Manager. He noted that the wording of the audit was more challenging than previous years.</p>	

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	<p>The statements of fact and culture of safeguarding messaging were tested with a representative sample of staff members.</p> <p>He was happy to report that the School had received a “Clean Audit”.</p>	
<b>G53/20</b>	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits’ to School</b>            JS – Regular meeting with Headteacher.            CD – Admissions committee            The Headteacher noted that there are currently only 49 children in reception for September 2021. The trend of lower numbers is set to continue until 2024 for all schools in the Street area.</p> <p><b>b) Engagement with Senior and Subject leaders</b>            The Curriculum Intent session will take place on 27<sup>th</sup> April at 1.00pm.            An invite will be sent to all governors and the statements will be circulated prior to the meeting.</p> <p><b>c) Governor Training</b>            DD – Part 2 induction            AW – Part 2 induction            MH – Part 2 induction            GJ – Clerks Briefing</p>	
<b>G64/20</b>	<b><u>Procedural Matters</u></b>	
	<p><b>a) Clerks Briefing</b>            The Clerk highlighted the main points of the Briefing notes circulated with the papers for this meeting.</p>	
<b>G65/20</b>	<b><u>Date, time, and place of the next meeting</u></b>	
	<p>The next meeting of the Board of Governors will be on            Monday 26<sup>th</sup> April 2021 – MTaL            Via Microsoft Teams</p> <p>All meetings will start at 6.00pm</p>	

No.	Item	Action
<b>Audit Section</b> <b>Chaired by Rob Sutherland (Business Lead)</b>		
<b>This section excludes members of School staff – other than the Accounting Officer and Business Manager</b>		
<b>BUS 18/20</b>	<u><b>Internal Scrutiny</b></u>	
	<p><b>a) Responsible Officers Reports</b>  There were no reports in this term  A face to face audit meeting will be conducted during the Easter holiday.</p> <p><b>b) Benchmarking data 2021</b>  The Business Manager highlighted that the report circulated with the papers for this meeting only accentuates the uniqueness of the school and that there are no other schools to make direct comparisons with.</p> <p>The School is funded for 482 pupils through the General Annual Grant (GAG) with Nursery children funded separately.</p> <p><b>c) Self-Assessment Tool</b>  Governors noted the contents of the Self-Assessment report circulated with the papers for this meeting.</p> <p><b>d) Cost of Internal Scrutiny</b>  The Business Manager noted that Bishop Fleming were unable to provide a price to carry out the Internal Scrutiny work as they are the Academies External Auditors.</p> <p>SSE will be carrying out this work as part on next year’s Audit programme.</p>	
<b>BUS 19/20</b>	<u><b>Risk</b></u>	
	<p><b>a) Risk Register</b>  The Business Manager noted that the updated Risk Register for 2021-22 will be discussed at future meetings.</p> <p>It was noted that Risks that arise in other areas will be discussed at the relevant themed meetings.</p>	
<b>G66/20</b>	<u><b>Any Other Business</b></u>	
	<p><b>CONFIDENTIAL – Service Restructure</b>  The Headteacher highlighted that the Business Case circulated with the papers for this meeting outlined the proposal to reduce the number of PE Leaders from 3 to 2.</p> <p>The service was started last year but the Covid-19 pandemic has meant that there has not been enough income to support the salary costs.</p>	

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	<p>This restructure will not impact on the school day work on PE.</p> <p><b>Governing Body Decisions based on the report received from the Headteacher.</b></p> <p><b>a) Redundancy Procedure</b> It was noted that the Redundancy Procedure in use was adopted under the adoption of all Somerset HR policies.</p> <p><b>b) Power of Dismissal</b> <b>Rob Sutherland proposed that the Power of Dismissal be delegated to the Headteacher. Seconded by Craig Harris and approved by all present.</b> <b>For: 10: Against: 0 Abstentions: 0</b></p> <p><b>c) Staff Groups</b> <b>Craig Harris proposed that the Staff Group to be considered for redundancy are the PE Leaders. Seconded by Alex Tedford and approved by all present</b> <b>For: 10 Against: 0 Abstentions: 0</b></p> <p><b>d) Scale of Reduction</b> <b>Helen Keast proposed that the Scale of Reduction be one person. Seconded by Clare Bolton and approved by all present.</b> <b>For: 10 Against: 0 Abstentions: 0</b></p> <p><b>e) Selection Criteria</b> In the case where a selection process is needed colleagues will be asked to complete a proforma detailing their qualifications, knowledge and experience. A scoring system will be used.  <b>Adi Whatling proposed that the above Selection Criteria be used. Seconded by Rob Sutherland and approved by all present.</b> <b>For: 10 Against: 0 Abstentions: 0</b></p> <p><b>f) Appeals Committee</b> <b>Rob Sutherland proposed that the appeals committee will meet between 23<sup>rd</sup> June and 6<sup>th</sup> July 2021 if required. Seconded by Helen Keast and approved by all present.</b> <b>For: 10 Against: 0 Abstentions: 0</b></p> <p><b>g) Date of Dismissal</b> <b>Craig Harris proposed that the date of dismissal be between 24<sup>th</sup> June and 7<sup>th</sup> July 2021. Seconded by Alex Tedford and approved by all present.</b> <b>For: 10 Against: 0 Abstentions: 0</b></p>	
	<p><b>The Chair thanked everybody for attending the meeting.</b></p>	



No.	Item	Action
	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead
	 26 <sup>th</sup> April 2021	R Sutherland ..... 26 <sup>th</sup> April 2021

With no further business, the chair declared the meeting closed at 7.53pm.

**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
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

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