

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 17 May 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) (until 7.00pm) |

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) | | |
| G77/20 | <p>School Development Plan</p> <p>The Headteacher noted that it had been 18 months since the last discussion about the School Development Plan.</p> <p>He highlighted the questions that the school (including governors) needs to ask themselves.</p> <ul style="list-style-type: none"> • What we said we needed to improve in 2019-20? • What are we doing about it? • What impact are we having? <ul style="list-style-type: none"> • To what extent did Covid-19 disrupt our plans? • What contingency actions did we take during 2019-20 lockdown? • What impact did they have? <ul style="list-style-type: none"> • What are we doing – Term 6 and September 2021? • What are the new milestones that will allow us to measure the progress of this priority? <p>The headteacher presented a slide with the initial answers to the above questions.</p> <ul style="list-style-type: none"> • There is no data to show the impact of 18 months disruption on the Good Level of Development (GLD) throughout the school. • Year 2 SATs will give a picture of the progress in improving GLD. • Assessment at Year 4 will give midway progress in Key Stage 2. | |

| No. | Item | Action |
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| | <ul style="list-style-type: none"> • SATs at the end of KS2 will give a final picture of GLD. <p>Carrying out a Self-Evaluation will move the SDP forward and set milestones for curriculum changes.</p> <p>A Governor asked about the plans to engage with other stakeholders? The draft SDP has been shared with the Executive Leadership Team (ELT) and will then it be shared with other stakeholders.</p> <p>The SDP session will be in October 2021, date tbc, this will provide governors with an opportunity to discuss and influence the School Development Plan before it's final approval.</p> | |
| G78/20 | <u>Welcome</u> | |
| | The Chair welcomed everyone to the meeting. | |
| | <p>a) Apologies for absence Apologies were accepted from Rob Sutherland and Colin Driscoll.</p> <p>The Clerk advised that with 12 of the 14 Governors present the meeting was quorate.</p> | |
| | <p>b) Declarations of Interest None</p> | |
| G79/20 | <u>Headteachers Report</u> | |
| | <p>a) Headteachers update The headteacher updated governors on the following areas.</p> <ul style="list-style-type: none"> • Covid-19 update The school does not have any plans to make changes to the requirement for staff to wear masks until 21 June 2021 (at the earliest, at Step 4 of the England Roadmap, depending on Government advice). • Safeguarding The Headteacher highlighted the challenges of engaging with external support services and their lack of capacity to meet needs. This has led to an increase in requests for support from the Emotional Literacy Support Assistant. <p>Governors discussed the role of the Special Educational Needs Co-Ordinator and noted the lack of cooperation and support from the Local Authority.</p> <p>A Governor asked if the Academy were recording all attempts to contact external support services to protect them from any push-back during an</p> | |

| No. | Item | Action |
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| | <p data-bbox="384 181 1401 259">OFSTED inspection? Yes – However frustrating this is, all attempts are recorded in C-Poms.</p> <ul style="list-style-type: none"> <li data-bbox="352 304 1401 533"> <p>Clarks Room Following changes of personnel at Clarks there are now no visits to the School and no feedback on the proposal to re-purpose the Clarks Room into a classroom. The School will proceed with the changes and provide an alternative if / when it is required.</p> | |
| Specialist, Early Years & Safeguarding (SEYS) Chaired by Clare Bolton (Specialist, Early Years, & Safeguarding Lead) | | |
| SEYS 11/20 | <u>Behaviour and Safety</u> | |
| | <p data-bbox="256 775 1401 813">a) Specialist Provision</p> <p data-bbox="304 813 1401 891">The Assistant Headteacher (Chris Lane) highlighted the main points of the Behaviour report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li data-bbox="352 891 1401 1122"> <p>Behaviour data by type Years 2, 4, &5 are quite high. These figures include 2 pupils in Specialist Provision and 2 children with behaviour issues who have recently joined the school. It was noted that the report will be better once Specialist and Mainstream data can be reported separately.</p> <li data-bbox="352 1167 1401 1279"> <p>Behaviour data by class The Pie chart highlights the classes that have significant behaviour issues, but it does not show classes with zero incidents.</p> <p data-bbox="400 1323 1401 1402">It was noted that there were no behaviour issues in Early Years or Hummingbirds.</p> <div data-bbox="336 1435 1401 1603" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if the school is recording “low level” behaviour incidents to provide evidence for future banding meetings? The reports are very detailed and include a narrative of low-level behaviours that can be used in annual reviews.</p> </div> <p data-bbox="352 1603 1401 1641">Near misses are recorded in a separate log.</p> | |
| | <p data-bbox="256 1722 1401 1760">b) Mainstream</p> <p data-bbox="304 1760 1401 1798">See above.</p> | |
| SEYS 12/20 | Child Protection | |
| | <p data-bbox="256 1957 1401 1995">a) Safeguarding Governor update</p> <p data-bbox="304 1995 1401 2065">Stuart Clowes noted that he will be undertaking a check of the Single Central Record after half term.</p> | |

| No. | Item | Action |
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| SEYS 13/20 | <u>SEND / Specialist Provision</u> | |
| | <p>a) Assistant Headteachers Report</p> <p>The Assistant Headteacher (Chris Lane) highlighted the main points of his report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> The Local Authority are placing children in specialist Provision above the current planned admissions number (40). The School has agreed to increase capacity to 50 next year. <p>The Local Authority are also forcing schools to take extra pupils in mainstream.</p> <p>A Governor asked what the rationale is for increasing the number of places to 50? The 3-class year group leaves this year leaving a vacant classroom. There is an option to have extra classes in SP with 6 teachers.</p> <p>There is also an option to increase the mainstream / specialist crossover in the Toucans class.</p> <p>A Governor asked if the expansion would place extra strain on the Senior Leadership Team? The School are not a Behaviour or Social Emotional, Mental Health experts and will push back against the Local Authority if they try to place these students in the school to avoid extra strain.</p> <p>Children are being bussed further distances to place disruptive students in schools.</p> <p>A Governor asked if this would pose any operational or strategic risks?</p> <p>Operational risks.</p> <p>There is a lack of trust between schools and the Local Authority. Who do not give enough accurate information about a pupils when trying to place them in a school.</p> <p>7.00pm – Adi Whatling left the meeting.</p> <p>Trustees discussed the change in the needs of the children being sent to the school with less children who are Specialist / mainstream crossover suitable. They noted that the school had less children applying for mainstream reception places, with the last two years under the Planned Admissions Number of 60.</p> <ul style="list-style-type: none"> Staffing – 2 Teachers have been appointed to bring the number of teachers in SP up to 6. <p>The School has appointed an Occupational Therapist for one day a week and a Physiotherapist for half a day a week.</p> <ul style="list-style-type: none"> There is a data point at the end of this term that will provide evidence of the success of the “Toe by Toe” interventions. | |

| No. | Item | Action |
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| | <p>b) Annual SEND report The Assistant Headteacher will circulate the report via the clerk.</p> | |
| | <p>c) Specialist Data report The Assistant Headteacher highlighted the categories used to report the data and noted that the Cognitive data was very positive.</p> <div data-bbox="288 488 1401 577" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked how many children were on the Primary Engagement step? This is about 50/50 in Toucans and Early Years.</p> </div> <p>Action – Add numbers of pupils to the Specialist Data report.</p> <p>PLIMS The Assistant Headteacher noted that there are 5 steps to each outcome and the school wants all specialist pupils to achieve 80% of the outcomes each year. He noted the difficulty in completing the “My World” outcomes during the Covid-19 pandemic.</p> <div data-bbox="288 887 1401 976" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked how much time is spent on PLIMS? Numeracy and Literacy take up 4 mornings a week interspersed with PLIMS. Plus, all day on a Friday.</p> </div> <div data-bbox="288 1012 1401 1137" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if the targets are too high and should there be smaller steps to demonstrate progress? Children who have joined the school recently have vague EHCP’s. The School will assess them and set more specific targets.</p> </div> <p>Governors discussed the balance between cognitive learning and PLIMS in the first year of its implementation.</p> | CL |
| | <p>d) Specialist Case Study Governors reviewed the case studies circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Pupil A – updated study. • Pupil B – A new pupil to the school. | |
| | <p>e) Funding for a child with EHCP who is unable to attend school. The Assistant Headteacher is in conversation with the Local Authority about funding for a pupil with an EHCP who is not attending the school regularly. It was noted that this is being exacerbated by a parent who is refusing to engage with the school or local authority.</p> | |
| | <p>f) PSHE Governor The role is intended to help with the thread of Mental Health awareness for the Board.</p> <p>Trustees noted that it is currently more important to monitor the expenditure of the Catch-up funding.</p> | |

| No. | Item | Action |
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| | <p>The SEND Governor will include this in their discussions with the Assistant Headteacher.</p> | |
| SEYS 14/20 | <u>Wellbeing</u> | |
| | <p>a) Staff Wellbeing Trustees noted the Staff survey results included in the Headteachers report and the accompanying data circulated before the meeting.</p> <div data-bbox="288 607 1401 770" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the theme of a disconnect between Mainstream and Specialist staff? This is actually only 2 comments from members of the Specialist team. This has not been helped by the restrictions in place during the Covid-19 pandemic.</p> </div> <p>There are more positive comments in response to Question 7.</p> <p>Trustees discussed the point that there had always been a disconnect and that it will form part of the Governors “bigger picture” vision discussions.</p> <div data-bbox="288 969 1401 1093" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked what will be done about the comments about lack of information from Team Leaders? The Team Leaders now meet regularly with the Headteacher to ensure they have the current information to pass onto their team.</p> </div> <div data-bbox="288 1133 1401 1256" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the challenge of feeding back to all the staff? There will be written feedback, which is the best way to reach all the staff that can work between 7.30am and 6.30pm.</p> </div> <div data-bbox="288 1296 1401 1379" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if there is support for all staff who are struggling? Yes – for all staff that come forward.</p> </div> | |
| SEYS 15/20 | <u>Equalities Objectives</u> | |
| | <p>a) Progress report The full Equalities report is available on the school website.</p> <ul style="list-style-type: none"> • The Headteacher highlighted his concerns about the attendance of Vulnerable and Pupil Premium children. The overall attendance figure is good but there is a dip in Specialist children who are also on the FSM and PP list. • There have been two recent reports of racist comments. These are by children in Specialist who may not have an understanding of what they might say. • There is pressure from families to have a more positive equalities policy and for the school to be more pro-active. | |

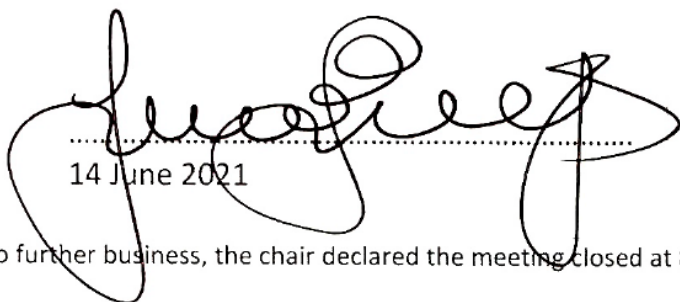
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| | <p style="border: 1px solid black; padding: 5px;">A Governor asked if the school will consider a wider conversation about prejudices/differences? Yes – it will be good to include more voices.</p> <p>Questions will be added at interview to raise awareness with new staff.</p> <p>Governors discussed the reporting of incidents in Specialist Provision and were assured that they are always recorded.</p> | |
| SEYS 16/20 | <u>Themed Policies</u> | |
| | <p>a) Policy Grid The clerk reviewed the Policies relating to the SEYS theme.</p> <p>b) Policies for Approval It was noted that the Early Years Foundation Stage policy is currently being updated and will be approved in the next academic year.</p> | |
| Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors) | | |
| G80/20 | <u>Minutes of Previous Meeting</u> | |
| | <p>An amendment was made to the answer of a question on page 6 of the minutes to highlight that it was “A very small number of children....”</p> <p>Clare Bolton proposed that Governors approve the minutes of the meeting 26 April 2021. Seconded by Stuart Clowes and approved by all present. For: 11 Against: 0 Abstentions: 0</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p> | |
| G81/20 | <u>Papers for Information</u> | |
| | None. | |
| G82/20 | <u>Matters Arising</u> | |
| | None. | |
| G83/20 | <u>Governors Visits and Training</u> | |
| | <p>a) Governors Visits’ to School JS – Regular meeting with Headteacher. SC, AT, HF – Curriculum Briefing with CL</p> | |

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| | <p>MH – Teacher Interviews AW – School Assembly and tour.</p> <p>b) Engagement with Senior and Subject leaders Team Leaders will give presentations to the Governors at future meetings and answer questions on their subject areas. Maths presentation at the June meeting.</p> <p>c) Governor Training GJ – Clerks Briefing</p> | |
| G84/20 | <u>Procedural Matters</u> | |
| | <p>a) Clerks Briefing The Clerk highlighted the main points of the notes circulated with the papers for this meeting.</p> <p>b) Re-appointment of Governor The members have re-appointed Julie Summerhayes for a further four-year term.</p> | |
| G85/20 | <u>Any Other Business</u> | |
| | None. | |
| G86/20 | <u>Date, time, and place of the next meeting</u> | |
| | <p>The next meeting of the Board of Governors will be on Monday 14 June 2021 – SEYS Via Microsoft Teams</p> <p>All meetings will start at 6.00pm</p> <p>Governors discussed holding “Face to Face” meetings and noted that they may be able to hold the meetings on 5 and 12 July 2021 in the school with an option to join virtually, will be dependent on the Step 4 of the England Roadmap .</p> | |
| | The Chair thanked everybody for attending the meeting. | |

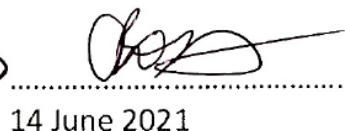
| No. | Item | Action |
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| | | |

Signed on behalf of the Governors of
Brookside Academy

Signed on behalf of the Area Lead



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14 June 2021



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14 June 2021

With no further business, the chair declared the meeting closed at 8.02pm.

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 |
| T09/20a | Catch-up funding expenditure plan to meeting on 5 th July 14 th June. | BW | 05/07/21 |
| S13/20c | Add numbers of pupils to the Specialist Data report. | CL | 14/06/21 |
| | | | |

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