

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 14 June 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)		
G87/20	<p><u>Maths at Brookside – Presentation by Gemma Smith</u></p> <p>Gemma Smith (Maths Lead gave a presentation on Maths at Brookside</p> <ul style="list-style-type: none"> • What teachers are saying. • What are we doing? • DfE Ready-to-progress criteria. • What we-re noticing • Next Steps <p>The Headteacher noted that the school is confident that the teachers know where they are going.</p> <p>Governors thanks Gemma and noted that it was very helpful to see the context of the strengths and weaknesses in Maths.</p> <p>A copy of the presentation and accompanying documents has been uploaded to the Governors Secure Area.</p>	
G88/20	<p><u>Welcome</u></p> <p>The Vice Chair welcomed everyone to the meeting.</p>	

No.	Item	Action
	<p>a) Apologies for absence Apologies were accepted from Julie Summerhayes, Alex Tedford, Adi Whatling, and Martin Hooper.</p> <p>The Clerk advised that with 9 of the 14 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School.</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 delay in the removal of restrictions just announced will have an impact on Sports day, leavers celebrations etc. • School Improvement – The School Improvement Partner has carried out a virtual visit. • Staffing – has been settled for September 2021. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A Governor asked if there had been any Covid-19 cases in the school? No – there are some families isolating while they await the results of tests but there have been no positive results to date.</p> </div>	
<p>Specialist, Early Years & Safeguarding (SEYS) Chaired by Clare Bolton (Specialist, Early Years, & Safeguarding Lead)</p>		
SEYS 17/20	<u>Behaviour and Safety</u>	
	<p>a) Specialist Provision The Assistant Headteacher (Chris Lane) highlighted the main points of the Behaviour report circulated with the papers for this meeting.</p> <p>There has been a Fixed Term Exclusion of a child in Specialist for violence towards adults. There us further information about this child in Case Study B (below).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A Governor asked about the increase in Behaviour incidents in Specialist? These incidents are mostly from 2 pupils; Case Study B and a new starter at Easter who is still settling in.</p> </div>	
	<p>b) Mainstream See above.</p>	


No.	Item	Action
SEYS 18/20	Child Protection	
	<p>a) Safeguarding Governor update</p> <p>Stuart Clowes noted that he visited the school last week and carried out a check of the Single Central record by sampling the records of new starters during this academic year.</p> <p>He noted that all the records were of a consistently high standard.</p> <p>There is one Governor whose BDS check has not yet been completed.</p> <div data-bbox="288 568 1401 651" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if the Single Central Record is periodically reviewed? Yes – the omissions are regularly checked and updated where possible.</p> </div> <div data-bbox="288 692 1401 775" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if the data entry is regularly checked? Yes – most data is copied and pasted from other records so there is a low risk of incorrect entry.</p> </div>	
SEYS 19/20	<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"> • Current class structure and new structure for September 2021. An Increase to 6 classes including a resource base (Toucans) for Specialist and Mainstream inclusion. • The school is receiving a higher number of consultations for places and is making sure that it is able to meet the needs of the pupil before accepting them. Although a Court can direct a school to take a child even if it thinks it is unable to meet their needs. • Data is still being collected for the Toe-by-Toe interventions. • The Emotional Literacy Support Assistant is supporting pupils during their transition from the school. <div data-bbox="336 1682 1401 1809" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the class sizes for September 2021? Hummingbirds has been restricted to 6 pupils and the other classes have a maximum of 10 places.</p> </div> <p>It was noted that some Educational Health care Plans (EHCP's) are specifying the maximum number of pupils in the class for the pupil it relates to.</p> <div data-bbox="336 1928 1401 2042" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the Resource Base? It will provide a supportive atmosphere and a link between Specialist and Mainstream. It helps to show the integration of inclusion across the school.</p> </div>	

No.	Item	Action
	<p>b) Life Skills Curriculum</p> <p>The Assistant Headteacher highlighted the main points of the Life Skills Curriculum circulated with the papers for this meeting.</p> <p>CL noted the challenge of recording the documentary evidence of Learning Through Play. It can provide evidence for conversations with parents when a child's age is beyond the Early Years framework.</p> <p>The Curriculum has been developed through conversations amongst the SEN.Se schools in Somerset. Individual Pupils have a Personalised Learning Intention Map (PLIM).</p> <p>This allows the school to curate the outcomes from the EHCP and curriculum by identifying 40 life skills to achieve across a year.</p> <p>This produces more relevant outcomes for the pupil's annual review and provides clear outcomes for parents.</p> <p>It was trialed in one class and then rolled out in September 2020. The impact of the Covid-19 pandemic has slowed its progress down.</p> <p>All the teachers and teaching assistants are fully engaged, and more children are now involved since returning from the 3rd lockdown.</p> <p>The school has struggled with the "Real World" elements due to the impact of social distancing on achieving these outcomes.</p> <p>The data recorded is good considering the restrictions and there is more of a focus on outside learning this term.</p> <p>Occupational Therapy and Physiotherapy sessions are starting in September 2021.</p> <p>CL recorded his thanks to Fiveways and Critchill schools for their input to the development of the Life Skills Curriculum.</p> <div data-bbox="288 1503 1401 1630" style="border: 1px solid black; padding: 5px;"> <p>A governor asked about the use of PLIMS for Year 6 pupils transitioning to another school? This gives the next school a broad picture of the context for each child.</p> </div> <p>It was noted that the concept of PLIMS was well received in a Keynote speech recently delivered by the headteacher to about 100 SEND practitioners. Although PLIMs is currently focused on Specialist pupils it will also be good for positive outcomes of SEND children in mainstream.</p> <p>There can be an underestimation of Life Skills by SENCo's in other mainstream schools due to a lack of funding.</p> <div data-bbox="288 1939 1401 2056" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if data needed to be gathered for the 40 outcomes plus numeracy and literacy? This has been discussed with other Special schools who use a different number of outcomes.</p> </div>	

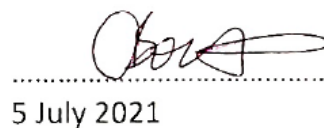
No.	Item	Action
	<div data-bbox="288 219 1401 302" style="border: 1px solid black; padding: 5px;"> <p>A governor asked about the impact on staff workload in recording all the outcomes? This will be reviewed with the teachers at the end of the year.</p> </div> <div data-bbox="288 342 1401 465" style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if there will be external moderation of the PLIMs? There was a partial review by other SEN.Se schools at the end of last year (not possible this year).</p> </div> <p>Parents are very positive about PLIMs as they can easily understand the progress made against the targets / outcomes.</p> <p>Governors thanked Chris for his very comprehensive overview.</p>	
	<p>c) Specialist Case Study Governors reviewed the case studies circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Pupil B – follow up from last meeting. This is a very complex case with another FTE for violent behaviour. The parent wants this child to go to a private special school. This child has an impact on the whole school because of the precautions that have to be put into place to keep them safe when they are in school. • Pupil C – A new pupil to the school. There is a high level of 1 to 1 sensory support for this child. Child C is made more anxious because of the behaviour of Child B. <p>Governors noted the PLIM for Child C included with the papers for this meeting.</p>	
<p>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</p>		
G90/20	<u>Minutes of Previous Meeting</u>	
	<p>Clare Bolton proposed that Governors approve the minutes of the meeting 17 May 2021. Seconded by Helen Keast and approved by all present. For: 8 Against: 0 Abstentions: 1</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G81/20	<u>Papers for Information</u>	
	Annual SEND information report	

No.	Item	Action
G92/20	<u>Matters Arising</u>	
	None.	
G93/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School MH – Teacher Interviews SC – Single Central record</p> <p>b) Engagement with Senior and Subject leaders Governors discussed the purpose of the challenge that governors make to the school through visits to provide evidence of questioning.</p> <p>Once Covid-19 restrictions have been lifted then governors will be able to attend focused sessions at the school from September 2021.</p> <p>c) Governor Training HF – Academies Induction HF – Academies finance</p>	
G94/20	<u>Procedural Matters</u>	
	None.	
G95/20	<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 5 July 2021 – BUS / Budget Monday 12 July 2021 – MTaL / AGM Via Microsoft Teams</p> <p>All meetings will start at 6.00pm</p>	
	The Vice 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



5 July 2021



5 July 2021

With no further business, the chair declared the meeting closed at 7.20pm.

Action List

Agenda Item	Action	By Whom	Due Date
S09/20a	Catch-up funding expenditure plan to meeting on 5 th July	BW	05/07/21

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