

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 05 July 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)		
G98/20	<p>Academies Trust Handbook</p> <p>The Headteacher (Brian Walton) highlighted the main changes in the new Academies Trust Handbook (formerly the Academies Financial Handbook)</p> <ul style="list-style-type: none"> • Review of Governance • Notice to Improve. • Third party information • Cybercrime • New CEO no longer automatically a Trustee • Approval of severance payments • Retendering external auditors • Separation of Academy and Audit chairs. • Annual Review of the Scheme of Delegation <p>Governors discussed the heightened preference for Single Academies to join (or form) Multi Academy Trusts and noted their decision to remain as a Single Academy in 2019.</p> <p>A Governor asked about the Academy Members also being Governors? There is a “strong preference” that Members are different people from the Governors, but this is not an explicit requirement.</p>	

No.	Item	Action
G99/20	<u>Welcome</u>	
	The chair welcomed everyone to the meeting.	
	<p>a) Apologies for absence Apologies were accepted from Craig Harris.</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.</p>	
G100/20	<u>Headteachers Report</u>	
	<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"> • Covid-19 update - There was a confirmed positive PCR test of a member of the Nursery staff over the weekend. Other members of staff have been required to isolate. The Nursery is closed until 12th July. <p>There has been a 2nd positive test today and there are 20 members of staff isolating. Other staff are under huge pressure and the sports day and trips are at risk.</p> <p>Governors discussed the fact that staff have been “pinged” by the Track and Trace App when their phones are in adjacent lockers during the school day.</p> <p>Governors discussed the experiences in other schools, workplaces and recommended that staff should turn off “Track and Trace” while in the school.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about changes in the requirement to isolate bubbles? The school has always followed the advice of Public Health England. The Government have hinted at changes to the advice, but there has been nothing yet, and not expected until September 2021.</p> </div> <p>It was also noted that schools remain responsible for contact tracing during the first 6 days of the summer holiday.</p> <ul style="list-style-type: none"> • School Improvement Partner – The School Improvement Partner has given the school a positive report. 	

No.	Item	Action
Business Section Chaired by Rob Sutherland (Business Lead)		
BUS 20/20	<u>Finances</u>	
	<p>a) Month 9 financial update The Business Manager (Sandra Cinicola) highlighted the main points of the Month 9 report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • There is a predicted £286k overspend this year; the majority of which is capital expenditure from reserves. New toilets; split 1 classroom into 2 in Specialist; Emergency drainage work. • The Condition Improvement Fund (CIF) bid for the drainage work failed by 1 point. Futures 4 Somerset have appealed against the decision as the bid did include a condition report. The £86k will be expended from reserves if the appeal is not successful. • The take-up of school meals has been less than the original estimate after children returned following the Covid-19 lockdown. • The deficit is reducing in the Nursery but again this has been impacted by the Covid-19 lockdown. 	
BUS 21/20	Child Protection	
	<p>a) Budget 2021/22 The Business Manager (Sandra Cinicola) highlighted the main points of the 2021/22 Budget circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Mainstream – surplus of £103k with no recharge to Specialist Provision • Specialist Provision – deficit of £30k due to the unknown funding for the additional 7 pupils. Capacity has been increased to 50 pupils and the budget only includes the basic funding with no top-up. It was noted that 7 band 4 pupils would bring in an extra £80k of funding. • Extended Schools – surplus of £24k • Catering – surplus of £644 • Lettings – surplus of £11k • Nursery – there is always a deficit at the start of the year until numbers / fees become more certain through the year. Numbers are good for September 2021 and there are a number of children with Complex needs that the Nursery does not receive any additional funding for. <p>Trustees noted that the overall budget surplus of £80k will be on top of the trust reserves of £320k. These will be depleted by the capital works being carried out.</p>	

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	<p>A Governor asked about the outturn for the Nursery over the last 2 years? Details are not known yet. The Nursery operates with 19 members of staff.</p> <p>A Governor asked about the cost of repairing the “hidden” flat roof? Details are not known yet. The warranty on the original building work ran out in 2019. It will be included in a CIF bid next year.</p> <p>Martin Hooper proposed that governors approve budget expenditure of £3,411,531.00 for 2021/22. Seconded by Julie Summerhayes and approved by all present. For: 13 Against: 0 Abstentions: 0</p> <p>Governors recorded their thanks to Jean Bailey and the finance team for their work on producing the budget.</p>	
BUS 22/20	<u>Staffing</u>	
	<p>The Business Manager (Sandra Cinicola) gave a verbal report on staffing in the Academy.</p> <ul style="list-style-type: none"> • Appointments • Resignations <p>See the organisation chart circulated prior to the meeting for details.</p> <p>It was noted that all staffing is in place for September 2021.</p>	
BUS 23/20	<u>Premises</u>	
	<p>The Business Manager (Sandra Cinicola) gave a verbal report on the Academy premises.</p> <p>Details of work completed / scheduled was in the Finance report. Work scheduled for the summer will not impact the Nursery or Extended School activities that continue throughout the holiday.</p> <p>The Cleaning contract has been retendered and a new contractor has been appointed to start in September 2021.</p>	
BUS 24/20	<u>Health and Safety</u>	
	<p>The Business Manager (Sandra Cinicola) gave a verbal report on the Health & Safety in the Academy.</p> <ul style="list-style-type: none"> • Educating Safely have carried out a H&S visit. 	

No.	Item	Action
	<ul style="list-style-type: none"> • A Fire Safety audit has been carried out and a report / action plan will be submitted at the next business themed meeting. Action – Fire safety audit action plan. • The Covid-19 Risk Assessments are being kept up-to-date. 	SC
BUS 25/20	Themed Policies	
	<p>a) Policy Grid The Clerk (Greg Jones) highlighted that there was only on business themed policy that needs to be reviewed once the chair is able to visit the school and inspect the Premises Management documents.</p> <p>b) Policies to approve None</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G101/20	<u>Minutes of Previous Meeting</u>	
	<p>Helen Keast proposed that Governors approve the minutes of the meeting 14 June 2021. Seconded by Jenny Moore and approved by all present. For: 8 Against: 0 Abstentions: 5</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G102/20	<u>Papers for Information</u>	
	SSE Governors training programme – Autumn 2021.	
G103/20	<u>Matters Arising</u>	
	<p>a) Expenditure of Catch-up premium. The report has been circulated with the papers for next week’s Board meeting.</p>	
G104/20	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits’ to School MH – Specialist staff Interviews JS – Fortnightly meeting with the Headteacher.</p>	

No.	Item	Action
	<p>b) Engagement with Senior and Subject leaders Governors discussed the format of the walking / talking visits and meetings that they can carry out with senior staff and subject leaders next year.</p> <p>Please email the head teacher if you have any thoughts or suggestions.</p> <p>c) Governor Training GJ – Clerks Briefing AT – Academies Briefing from Stone King HF – Governor’s induction part 2</p>	
G105/20	<u>Procedural Matters</u>	
	<p>a) Clerks Briefing The Clerk highlighted the main points of the Briefing notes circulated with the papers for this meeting.</p>	
G106/20	<u>Any Other Business</u>	
	None.	
G107/20	<u>Date, time, and place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 12 July 2021 – MTaL / AGM Via Microsoft Teams</p> <p>All meetings will start at 6.00pm</p>	

Audit Section**Chaired by Rob Sutherland (Business Lead)****This section excludes members of School staff – other than the Accounting Officer and Business Manager**

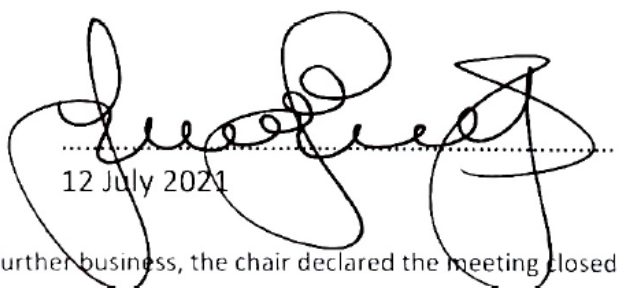
BUS 26/20	<u>Internal Scrutiny</u>	
	<p>a) Responsible Officer Reports The Business Manager (Sandra Cinicola) highlighted the main points of the Responsible Officer Reports circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> Financial Controls and Reports A copy of the Annual Accounts has now been posted to the school website. 	

	<ul style="list-style-type: none"> • Payroll The payroll reconciliation has now been completed after it was held up during the data transfer during the change to a new system. 	
BUS 27/20	Child Protection	
	<p>b) Risk register The Business Manager (Sandra Cinicola) highlighted the main points of the Risk register circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Income Unsuccessful CIF bid for drainage work may require input from the capital reserves. The 90 pupil cohort will be leaving this year. Funding is lagged for one year so the investment made when they joined the school will be recovered in next year’s funding. • Expansion of Specialist Provision This has required some capital outlay prior to the extra school places being filled along with the associated funding. 	c)

The chair thanked everybody for attending the meeting.

Signed on behalf of the Governors of Brookside Academy

Signed on behalf of the Area Lead



12 July 2021

R Sutherland
12 July 2021

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

Action List

Agenda Item	Action	By Whom	Due Date
B2420	Fire safety audit action plan.	SC	08/11/21

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