

Brookside Academy (327) – Board of Governors  
Company Registration Number: 07641618 (England & Wales)



Minutes of the **Board of Governors** hybrid meeting held in Kangaroos and via Microsoft Teams, on Monday 04 July 2022. The meeting started at 6.00pm.

#### MEMBERS

v	Clare Bolton	(CB)	✓	Jenny Moore	(JM)	
v	Stuart Clowes	(SC)	✓	Jonathan Sansam	(JSa)	
✓	Colin Driscoll	(CD)	✓	Julie Summerhayes	(JS)	(Chair)
✓	Stuart Evans	(SE)	✓	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) (v = virtual attendance)

## Minutes

No.	Item	Action
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### Governor Meeting – Opening Section Chaired by Julie Summerhayes (Chair of Governors)

#### G91/21 Spotlight on Religious Education

The Religious Education (RE) lead (Jenny Moore) gave a presentation on RE at Brookside Academy.

- National Curriculum Guidance
- Statement of Intent
- Scheme – Discovery RE (new this year)
- Expectations for each year group
- Visible evidence
- Specialist Provision
- Visits 22/23 – Rev Ana Lawrence
- Longer term plan

**A Governor asked if 9.5 hours a year was sufficient to teach RE?** No – The time is restricted by the time needed to teach the other prescribed curriculum subjects.

It was noted that there are opportunities to include RE themes within other subjects.

**A Governor asked if it was possible to teach RE in longer blocks; e.g 3 mornings a year?** It is up to each year group how they use their teaching time, and it can vary across the school.

It was noted that visits to the school are over and above this time.

No.	Item	Action
	<p><b>A Governor asked about the role of assemblies to deliver RE?</b> Assemblies do not always include religious content. Factual information, such as images and quotes are included across all religions when developing themes in assemblies. Visitors can provide religious content.</p> <p>Governors discussed the religious content of the Christmas performances, and it was noted that Early Years parents always like a Nativity. Other year group performances are more varied but can still incorporate traditional Christmas songs.</p> <p>“The school aims to provide the knowledge for children to make their own choices”</p> <p>It was noted that most classes have a member of another religion in them that prompts faith discussions amongst pupils.</p>	

### G92/21 Welcome

The chair welcomed everyone to the meeting.  
She welcomed Stuart Evans to his first meeting of the board.

**a) Apologies for absence**

None

The Clerk advised that with 14 of the 14 Governors present the meeting was quorate.

**b) Declarations of Interest**

Rob Sutherland – Business Manager at Crispin School.

Greg Jones – Company Secretary of Bridgwater and Taunton College Trust (MAT update)

Adi Whatling – Member of staff at Millfield School (MAT update)

### G93/21 Headteachers Report

**a) Headteachers report**

The Headteacher (Brian Walton) highlighted the main points of the Headteachers report circulated with the papers for this meeting.

Governors viewed some drone footage taken of the school as part of the solar energy project. This footage will be included on the school website from September 2022.

- **Numbers on Roll**

Numbers are still increasing with 47 in-year applications so far this year. The school is almost the same size as when it included a 3 class year group.

No.	Item	Action
	<p>Most year groups now have 64 pupils in them.</p> <ul style="list-style-type: none"> <li> <p><b>Phonics</b> Yr 1 phonics results = 88.1% This includes a -9% reduction from the Specialist Provision students.</p> </li> <li> <p><b>Year 2 SATS</b> Year 2 results have exceeded the 80% target.</p> </li> <li> <p><b>Year 6 SATS</b> The results are available on 5<sup>th</sup> July and provisional figures will be shared at the next meeting.</p> </li> <li> <p><b>Year 4 Times Tables test</b> Pupils had 6 seconds to answer each of the 25 times table questions 53% = 25/25                      (national = 30%) 96% &gt; 20/25 76% &gt; 24/25</p> </li> <li> <p><b>Attendance</b> Attendance is currently level at 93.5%. Covid 19 infections are still having an impact on attendance, and it has not risen since the last meeting.</p> </li> </ul>	
	<p><b>A Governor asked if Glastonbury Festival had had any impact on attendance?</b> Yes – there were some extra absences amongst staff members.</p>	
	<ul style="list-style-type: none"> <li> <p><b>Academy Improvement Priorities</b> Inclusion is still a concern with a high number of Fixed Term Exclusions.</p> </li> <li> <p><b>Parental Survey</b> The school received 151 responses to the parental survey. The responses were overwhelmingly positive, but with some useful criticisms.</p> </li> </ul>	
	<p><b>A Governor asked if the proposed changes to the timings of the school day will have any impact on wrap around care for parents?</b> The school is reviewing the session times in the Nursery.</p>	
	<p>It was noted that Brookside Nursery was more flexible in its sessions offer than other local Nurseries. Governors noted the need to be more transparent about access to the provision in its response to the survey.</p>	
	<p><b>A Governor asked if there were any concerns about the improvement priorities that have not been completed this year?</b> These priorities will be carried over into next year's plan.</p>	
	<p>The Headteacher will produce a draft Improvement Plan based on the subject leader's action plans etc.</p>	

No.	Item	Action
	<p>It was noted that the safeguarding data in the report needs to be aligned with term dates so that direct comparisons can be made. <b>Action</b> – update safeguarding data to match term dates.</p>	<b>BW</b>

**b) Specialist Provision Business Case**

The Headteacher (Brian Walton) highlighted the main points of the business case for the expansion of Specialist Provision circulated with the papers for this meeting. This is a copy of the paper submitted to the submitted to the Local Authority

The Local Authority have indicated that they may provide £1.7m to fund a development to provide extra places to meet the need in the Mendip area.

It was noted that behaviour in the school has been impacted by a number of children with Social, Emotional, and Mental Health (SEMH) needs being placed in the school.

The longer term aim is for these children to attend the new specialist school being built in ASH to reduce the behavioral issues in the school and allow it to focus on children with Profound and Multiple Learning Disabilities (PMLD).

The next step is for Futures 4 Somerset (Lee McEvans) to produce draft plans for a development on the site of the marquee that already has planning permission. He will also update the business plan.

The target would be to have this provision in place for September 2023.

The Local Authority have also indicated that they will meet the costs of internal works to remodel the existing building.

**A Governor asked why do we need to expand our provision from 50 to 65? Who is asking us to do this?** We do not have to do this. The LA and SEND provision in Somerset are under massive pressure with a shortfall in places for children and families with EHCPs. I saw this as an opportunity to develop our existing provision and continue to support the LA and SEND provision within Somerset.

**A Governor asked if we feel we can't support 50 pupils in the current space, why aren't we considering reducing our PAN?** The challenge has been in meeting more complex need. The nature of the need not necessarily the number of children has been our biggest challenge. Complex SEMH need (a very small number) in particular has caused us huge challenges and the space we have within the mainstream building is not suitable for a small number of children with this very complex need. It has meant that we cannot meet their needs and this in turn has meant that we have had a higher number of exclusions. In particular this is where space is a real issue - we have no additional space to support within our current set up (Though I have plans internally to rectify this so that it is 'better' than we currently have. I would also say that experience has taught us that with 12 children leaving last year and 10 new children coming in another factor that has exasperated the space issue is having 22 new starters. We should never do

No.	Item	Action
	<p>that again. If we ever expand, it would need to be slower, over time - the right time - with structures given time to settle in before change happens.</p>	
	<p><b>A Governor asked would having a physically separate specialist unit go counter to our inclusivity goals for the provision?</b> The new build is proposed as four classrooms with hall space and utility/ sensory rooms. I have worked it that there would only be an additional 15 children (50 to 65) but space for up to 32 ( 4 classrooms of up to 8). We would still need to use our mainstream building, but this would give us more versatility and options for grouping and meeting specific needs. For example - really looking at children who benefit from a SP/ Mainstream education alongside those who have specific needs heightened within a mainstream building (Though I am not proposing that one building has all behaviour in it as this would not work but experience has shown us that splitting behaviours effectively can reduce impact considerably). The LA wouldn't consider the work unless we could help them with the shortfall in SEND placements in Somerset. So, to a degree this is a compromise where we get bespoke built SEND spaces, can continue to use our internal spaces and ensure inclusion is at the heart of provision - but meet need more effectively as well.</p>	
	<p><b>A Governor asked what is the proposed footprint of the provision, and would it reduce the size of the playing field?</b> It would be proposed to be built where the existing marquee is (which already has planning permission). There would be an impact (Though at this stage we are only looking at scoping the build - so no plans yet). I have had preliminary conversations about land we could use to offset any lose of space here.</p>	
	<p><b>A Governor asked you say we “may need to seek a larger area”. How do move from “may” to “do” or “don’t”? Do you have an area in mind?</b> If Sport England contest any build you have to find additional space. But, this is for children with SEND in an area where there is not enough provision for families. That may offset the usual Sport England arguments, or not.</p>	
	<p><b>A Governor asked there are no costs in the paper or information on how we would fund a development. What do you know already?</b> This paper was to set out our position with the LA. They have since come back and asked to scope a project in the 1.7 million bracket. I expect from this that a set of drawings would be made to show us what could be done and the timelines etc for this. The LA have also agreed to pay for any work we do within the mainstream building to restructure current need.</p>	
	<p><b>A Governor asked is the paper just to introduce us to the topic? What are you asking from trustees?</b> It is just scoping and keeping Trustees in the loop at the moment - there are no decisions to be made at this point. We have, up to now built our SP from within without any support from the LA (financially). I felt that it was worth exploring what support they would/ could offer. I visit many of the new build SP schools and see how the site and buildings have been purpose built to meet need whereas we are a mainstream school redesigning and reimagining our space constantly. I do not see the new build as the one stop space for SP (it</p>	

No.	Item	Action
	wouldn't be big enough even now), but as an additional resource that would allow us to grow and through that growth offer a better service for children and families with EHCPs; offering a real alternative to SEND provision locally and within Mendip for primary aged children.	

## Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

**BUS**  
**19/21**

### Finances

#### a) Financial update (Month 9)

The Business Manager (Sandra Cinicola) highlighted the main points of the Month 9 report circulated with the papers for this meeting.

- The whole school in-year surplus has been reduced to £13k by moving £150k into the Capital reserve.
- The surplus in Mainstream has increased by £30k due to extra income.
- Income from new pupils in Specialist Provision has increased by £100k.
- Income in Extended School, Catering, and Nursery has increased. Income from Lettings remains the same as there has been no changes in this area.
- Nursery remains a challenge over staffing but the predicted £30k deficit has moved to a £90k surplus due to the increase in children using the Nursery.

**BUS**  
**20/21**

### Budget

#### a) Annual Budget 2022/23

The chair noted that he had reviewed the detailed information that makes up the budget summary circulated to Governors.

The Business Manager (Sandra Cinicola) highlighted the main points of the proposed Budget for 2022/23 circulated with the papers for this meeting.

- Balanced in-year budget.
- Catering is showing a deficit of £23k due to the increase in food and energy costs.

**A Governor asked if there had been a drop in demand? No – It is just the inflationary impact on food and energy costs.**

There will have to be an increase in the charges to parents in September to reduce this deficit.

It was noted that the surpluses made in previous years will supplement the deficit.

There has been an increase in the Universal Free School Meals grant of

No.	Item	Action
	£4k for 2022/23.	
	<ul style="list-style-type: none"> <li>The budget includes the assumption of a 5% pay award in staffing costs.</li> <li>The budget follows local authority guidelines on increases to energy costs. Governors noted the savings and income that the school was making from the Solar Panels.</li> </ul>	
	<p><b>Rob Sutherland proposed that governors approve an annual budget expenditure of £3,667,746.00 for 2022/23. Seconded by Craig Harris and approved by all present.</b></p>	

## BUS 21/21 Staffing

The Headteacher (Brian Walton) gave a verbal update on staffing changes for September 2022.

### Teachers

Gemma Smith – leaving

Melissa Gibbons – One year secondment at another school

Sam Taylor – relocating nearer to home

Chris Lane – Headship

3 x maternity leave

The school has filled 6 of the 7 vacancies and is interviewing for the 7<sup>th</sup> vacancy.

The uncertainty of who will fill the remaining role has meant that the Headteacher has been unable to tell staff where they will be teaching next year.

### Support Staff

The school is still advertising for

Nursery Manager – (could be a teacher)

Specialist Provision Teaching Assistants

Nursery Key Workers

**A Governor asked what impact today's announcement on a consultation on staff / children ratios for 2-year olds would mean?** This could lead to a reduction on 1 member of staff.

## BUS 22/21 Premises

The Business Manager (Sandra Cinicola) highlighted the proposed changes in Early Years and the Nursery that were first noted at the previous Business themed meeting.

Costs have been shared with the Chair of Governors and Business.

No.	Item	Action
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There are currently 45 pre-school children that take up space in the nursery. The proposal is to incorporate the Sycamore room into Early Years to provide enough space for the pre-school children to move into the Early Years space.

Scoping costs for this project has taken longer than expected and the school has now to make a quick decision to proceed with this project to get materials ordered in time for the project to be completed by September 2022.

It was noted that the Nursery building was originally designed to accommodate 45 children and currently has 90 children (including the pre-school children).

**A Governor asked where the children that use the Sycamore room for PE etc. will go?** The main hall is currently used for some intervention work that will no longer be delivered there next year, so a greater focus will be made on its use.

The cost of this project is £182k that will be made up from £152k from the in-year capital budget and £30k from reserves.  
Governors noted that they did not want the reserves to grow even larger from any surplus made this year.

**A Governor asked if there is any contingency for late delivery of this project?** The deadline for ordering the doors and windows is 6<sup>th</sup> July.

**Martin Hooper proposed that governors approve this expenditure by exception following the distribution of the plans and costs by email on 5<sup>th</sup> July. Seconded by Julie Summerhayes and approved by all present.**

*[There was no opposition received by 6.00pm on Tuesday 5<sup>th</sup> July and the expenditure was approved]*

Governors will visit Early Year to review the proposed works at the end of this meeting.

**BUS 23/21**      **Health & Safety**

Nothing to report

**BUS 24/21**      **Themed Policies**

**a) Policy Grid**

The Clerk (Greg Jones) noted that the Premises documents needed to have a visual inspection by the chair.

**b) Policies for approval**

None



No.	Item	Action
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**Governor Meeting – Final Section**  
**Chaired by Julie Summerhayes (Chair of Governors)**

**G94/21 Minutes of Previous Meeting**

**Brian Walton proposed that Governors approve the minutes of the meeting 16 May 2022. Seconded by Helen Fisher and approved by all present.**

**For: 12      Against: 0      Abstentions: 2**

*[Governors not present at the meeting abstained from approving the minutes]*

**G95/21 Papers for Information**

Admissions minutes from 11<sup>th</sup> March  
 Governors contact details

**G96/21 Matters Arising**

**a) Multi Academy Trusts**

Greg Jones (Clerk to Governors) declared an interest as an employee of Bridgwater & Taunton College Trust. Adi Whatling declared an interest as an employee of Millfield School.

**Wessex Learning Trust**

6 governors visited 2 schools and a Leisure Centre on Monday 20<sup>th</sup> June. Governors discussed their observations.

**Bridgwater & Taunton College Trust**

BW has visited the APEX provision in Minehead.

**Millfield School**

Still no news on the paper outlining their proposal for a MAT.

The chair noted that there had been a meeting with the Regional Schools Commissioner (RSC) where joining a MAT was discussed. A written report on the meeting will be circulated once it has been received from the RSC's office.

There will be a formal decision on whether to proceed to the next stage of Due Diligence at the next meeting on 18<sup>th</sup> July.

**b) School start and Finish times**

The government white paper has indicated that schools must deliver 32.5 hours a week of education.

This will mean that the school will need to be open from 8.45am to 3.15pm to achieve this within the staff's existing contracted hours.

No.	Item	Action
	<p data-bbox="293 174 1394 259"><b>A Governor asked if there would be any Health &amp; Safety issues for staff starting work at the same time as pupils? No.</b></p> <p data-bbox="293 259 1394 344">Governors discussed the impact on lateness of the earlier start time and parents with children in both the school and Nursery.</p> <p data-bbox="293 380 1394 465"><b>Brian Walton proposed that governors approve school start and end times of 8.45am to 3.15pm. Seconded by Craig Harris and approved by all present.</b></p>	
<b>G97/21</b>	<p data-bbox="252 533 1394 607"><b><u>Governors Visits and Training</u></b></p> <p data-bbox="252 607 1394 763"><b>a) Governors Visits' to School</b> JS – Fortnightly visit AT – Single Central Record check</p> <p data-bbox="293 763 1394 824">The Headteacher will circulate dates for visits to the school in the Autumn.</p> <p data-bbox="252 846 1394 958"><b>b) Governor Training</b> SE – Induction training. (05/07/22)</p> <p data-bbox="293 958 1394 1043">There is free training available online from Governors for Schools <a href="https://governorsforschools.org.uk/elearning/">https://governorsforschools.org.uk/elearning/</a></p> <p data-bbox="293 1077 1394 1137">Webinars and training is also available from the <a href="#">National College</a></p>	
<b>G98/21</b>	<p data-bbox="252 1189 1394 1263"><b><u>Procedural Matters</u></b></p> <p data-bbox="252 1263 1394 1384">None</p>	
<b>G99/21</b>	<p data-bbox="252 1384 1394 1458"><b><u>Any Other Business</u></b></p> <p data-bbox="252 1458 1394 1579">None</p>	
<b>G90/21</b>	<p data-bbox="252 1579 1394 1653"><b><u>Date, time, and place of the next meeting</u></b></p> <p data-bbox="252 1653 1394 1816">The next meeting of the Board of Governors will be on Monday 18 July 2022 – MTaL Kangaroos – Brookside Academy (There will be the option to join this meeting virtually via Microsoft Teams)</p> <p data-bbox="252 1850 1394 1890">All meetings will start at 6.00pm</p>	

No.	Item	Action
<b>Audit Committee</b> <b>Chaired by Rob Sutherland</b> <b>This section excludes members of School staff – other than the Accounting Officer and Business Manager</b>		

<b>BUS</b> <b>25/21</b>	<u><b>Internal Scrutiny</b></u>
a) <b>Responsible Officers Report</b> None	

**BUS 26/21**      **Risk Register**

The Headteacher (Brian Walton) highlighted that the impact of risks has been lowered since the discussion at the last Audit committee meeting. He noted that the risk from inflation has increased.

	Signed on behalf of the Governors of Brookside Academy   ..... 18 July 2022	Signed on behalf of the Area Lead  <i>Rob Sutherland</i> ..... 18 July 2022	

With no further business, the chair declared the meeting closed at 8.04pm.

**Action List**

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
S04/21	Review of First Aid policy.	CL	07/02/22
T14/21e	Produce an anonymised progress over time report for a future meeting.	BW	18/07/22
S11/21c	Include a report on PLIM – My Communication at the MTaL meeting on 18 <sup>th</sup> July 2022	CL	18/07/22
G93/21	Update safeguarding data in future Headteachers Reports to match term dates.	BW	Sept 22

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