

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 06 December 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
	Sian Rapsey	(SR) English Lead			

(✓ those present)

## Minutes

No.	Item	Action
<b>Governor Meeting – Opening Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G30/21</b>	<p><b><u>Spotlight on English</u></b></p> <p>The English Team Leader (Sian Rapsey) gave a presentation on English at Brookside Academy.</p> <ul style="list-style-type: none"> <li>• What teachers are saying &amp; results of book scrutiny. Further teaching was needed when children returned to school.</li> <li>• Action Plan Create a culture of reading for pleasure. Deliver an exciting and challenging writing curriculum.</li> <li>• Curriculum overviews Class pages on website</li> </ul> <p>Governors noted the progression of the curriculum each year.</p> <p>Governors discussed the promotion of English in the school and the depth of the presentation of information to parents on the website. They noted the availability of future plans.</p> <p>A copy of the presentation will be circulated to Governors</p> <p>Governors thanked Sian Rapsey for her presentation.</p>	

No.	Item	Action
G31/21	<b><u>Welcome</u></b>	
	The chair welcomed everyone to the meeting.	
	<p><b>a) Apologies for absence</b> Apologies were accepted from Craig Harris (Work)</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>	
G22/21	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers report</b> The Headteacher (Brian Walton) invited questions of the Headteachers report circulated with the papers for this meeting.</p> <div data-bbox="296 965 1394 1048" style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked about the new Monitoring and Evaluation Policy?</b> This has been included on the agenda for discussion at this meeting.</p> </div> <p><i>[Policies are available on the Governors Secure Area and are included as a link in the agenda]</i></p> <div data-bbox="296 1167 1394 1485" style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked what is classed as an "authorised absence" with particular reference to the high numbers in Specialist Provision?</b> Medical appointments is the main authorised ones including Illness etc. I also quite often authorise holidays for SP because many parents make the requests due to specific conditions and do not take holiday during busy times because their child finds it difficult to cope with crowds. This is under code C where it says that schools should take in to account the specific facts and circumstances and relevant background context behind a request.</p> </div> <ul style="list-style-type: none"> <li> <p><b>• Quality of Education</b> The No More Marking results have been excellent with the school in the top 15% in the country. Two pupils' texts have now been selected as national exemplars for this year. It was noted that No More Marking has now been in place long enough for the school to track the progress of individual pupils.</p> <p>Statutory targets have now been set for 2021-22.</p> </li> <li> <p><b>• Attendance</b> Attendance of pupils and staff has been hit by sickness and Covid-19. The year-to-date figure is 94.2% but was down to between 89% and 90% last week.</p> </li> </ul>	

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	<p><b>A Governor asked how the schools attendance compared to other local schools?</b> There are weekly updates from the Local Authority but no figures specifically for Primary Schools.</p>	
<p><b>Mainstream Teaching &amp; Learning Section (MTaL)</b>  <b>Chaired by Julie Summerhayes on behalf of Craig Harris (MTaL Lead)</b></p>		
<p><b>T&amp;L</b> <b>09/20</b></p>	<p><b><u>Teaching &amp; Learning</u></b></p>	
	<p><b>a) Nursery SEF and action plan</b></p> <p>The Deputy Headteacher (Sarah Ashford) reported that the Nursery had received a call from OFSTED for the 0-2 year old's inspection. Simultaneously, Public Health England had raised concerns about Covid-19 infections in the school (including the Nursery) and it was decided to put the inspection off until later in the year.</p> <p>The School is working on the key information identified in the Nursery SEF.</p> <ul style="list-style-type: none"> <li>• Visions and Ethos</li> <li>• Quality of Education</li> <li>• Behaviour and Attitudes</li> <li>• Personal Development</li> <li>• Leadership and Management</li> </ul> <p>It was noted that the Statutory Inspection Framework is reflected in the transition from group to group. Access to the nursery is limited by the Covid-19 security but can be seen in gallery on the Nursery website.</p> <p>Special Educational Needs is a strength as it is integrated into each age group.</p> <p>Key personnel are aware of their statutory requirements</p> <p>A greater focus on Health &amp; Hygiene has proved very useful in new staff inductions.</p> <p>The Nursery Supervisor and two deputies are the room leads. The staff briefings on Monday mornings are proving very useful at driving the quality of provision forward.</p> <p>Safeguarding has been given greater prominence to make it more obvious to parents.</p> <p>Professional Development has been started through the Annual reviews in October, with a follow up review in the summer term.</p> <p>An extra Inset day has been held to focus on Implementation, Intent, and Impact.</p> <p>The previous OFSTED actions were completed at the time but have been superseded by the new inspection framework.</p>	

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	<p>Parent Passports are now live where they can see photos and observations of child development. Practitioners are also providing weekly news briefings.</p> <p><b>A Governor asked if the school knows when OFSTED will return to carry out the Nursery inspection?</b> The school does not know at the moment but is preparing for this to be before the Xmas break.</p> <p><b>A Governor asked if the staff absences were having an impact on leadership in the nursery and delivering the priorities in the SEF?</b> The Nursery is overstaffed at this time of the year due to lower numbers and is able to cope with the help of the Early Years staff.</p> <p>It was noted that the Nursery is still complying with the staffing ratios and has not had to close any rooms.</p> <p><b>A Governor asked if the school is able to demonstrate the improvements identified in the previous OFSTED inspection from 2012?</b> Yes – Although the framework has changed the Key Workers are aware of the children engagement required.</p> <p>It was noted that a lot of staff in the Nursery had not experienced an OFSTED inspection, but the school is confident that they “know their stuff”.</p> <p><b>Baseline Assessments</b></p> <ul style="list-style-type: none"> <li>All baseline assessments have been completed.</li> </ul> <p><b>A Governor asked that given the potential importance of these results in determining progress measures, how confident are we that we are administering the tests well?</b> They have been administered well and there is no national data to compare to. Our analysis shows that a lot of children come out with more advanced statements.</p> <p><b>A Governor asked that if we don't get scores back, just narrative statements?</b> Yes. Though I have looked through all the narrative statements and know the number of children getting which statements in each area. Because we have no national data this gives us a limited understanding through.</p> <p><b>A Governor asked if the narrative statements are telling us anything useful?</b> Not really. For example - Early Vocab statements include;            Showed understating of complex vocabulary related to a picture and used simple vocabulary to describe a picture.;            Showed understanding of some complex vocabulary related to a picture.            Showed understanding of some simple vocabulary related to a picture.</p> <p><b>A Governor asked if there was anything on the website about RBA?</b> Yes – see information for reception parents’ section.</p>	

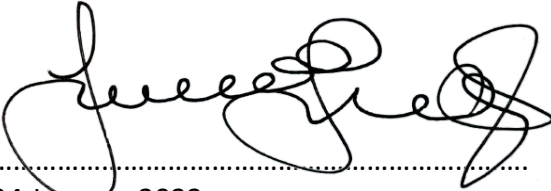
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	<p><b>A Governor asked if the school is sharing results with parents? How - in writing or during parent's evening?</b> Each child has a printout of their achievements, and these are put in their Wow Folders which are shared with parents. Again, because we do not have anything to compare with they have only been used when discussing planning and learning. We have kept away from any judgements as to whether these results are high, expected or low.</p> <p><b>A Governor asked if we have an in-year admission, are the previous results communicated to us or do we re-assess?</b> If it has been put on Sims it would be put on the CTF. Because it will be used in later years we would follow up with the school during the transfer stage. We can also find it on the NFER portal once the transfer has been made.</p>	
	<p><b>b) Nursery Special Educational Needs Provision</b> Governors noted the contents of the report circulated with the papers for this meeting.</p>	
	<p><b>c) Nursery Curriculum Website update</b> The Deputy Headteacher (Sarah Ashford) reported that the curriculum overviews had been started.</p>	
	<p><b>d) EYFS Inspection Framework</b> Governors noted that a link to the EYFS framework was included in the agenda for this meeting.</p>	
	<p><b>e) Statutory Framework for EYFS</b> The Deputy Headteacher (Sarah Ashford) highlighted some of the areas of the inspection framework that have been completed in the school.</p> <ul style="list-style-type: none"> <li>• Staff have been trained for pediatric first aid.</li> <li>• Stage 2 progress checks have been completed.</li> <li>• Safeguarding training has been completed.</li> <li>• Guidance on administering medicines has been issued.</li> <li>• All staff are clear on the ratios required for each age group.</li> <li>• Risk Assessments and guidance are in place.</li> <li>• Weekly SEND meetings are working really well, and the information discussed is being passed on to parents.</li> </ul>	
<b>T&amp;L 10/20</b>	<b>Themed Policies</b>	
	<p><b>a) Policy Grid</b> The Clerk (Greg Jones) highlighted that the following policies have been</p>	

No.	Item	Action
	<p>circulated for approval.</p> <p>The Headteacher (Brian Walton) introduced the <b>Monitoring &amp; Evaluation</b> policy circulated with the papers for this meeting. The monitoring schedule was included at the bottom of the policy document.</p> <p>The next step is to share the draft policy with the staff for comment before coming to the board for approval.</p> <p><b>b) Policies to approve</b> None</p> <p><b>c) Governors Hybrid Meeting Policy</b> The Chair (Julie Summerhayes) noted that the board had adopted a policy for virtual meetings at the start of the Covid-19 pandemic. The Board is now meeting face to face with an option to join virtually and a policy is needed to regularise virtual attendance.</p> <p><b>Action</b> – Hybrid Meeting Policy for approval at the January 2022 meeting.</p>	GJ
<b>Governor Meeting – Final Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
G33/21	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Helen Keast proposed that Governors approve the minutes of the meeting 08 November 2021. Seconded by Stuart Clowes 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>	
G34/21	<b><u>Papers for Information</u></b>	
	None	
G35/21	<b><u>Matters Arising</u></b>	
	<p><b>a) Annual Website Check</b> Stuart Clowes reported that he had completed the annual website check and fed back his findings to the school. He noted that the website was well laid out and information was easy to find.</p> <p><b>Action</b> – Pupil Premium plans; Equality Objectives; SEND Information report to the next SSB meeting.</p>	CL

No.	Item	Action
G36/21	<b><u>Annual Accounts 2020-21</u></b>	
	<p>It was noted that the Board had been through the accounts in detail with the external Auditors at their previous meeting. The accounts documentation circulated with the papers for this meeting contained the changes identified at that meeting.</p> <p><b>Colin Driscoll proposed that Governors approve the Annual Accounts for 2020-21. Seconded by Martin Hooper and approved by all present.</b></p>	
G37/21	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits' to School</b>  Proposed dates for Governor's walkthroughs will be circulated as a Doodle Poll for governors to indicate their choices.  Tuesday 17th May 9 - 11 Morning, Tuesday 24th May 1 to 3 Afternoon, Thursday 10th June - 9 to 11</p> <p>CH, JS, SC – Headteachers Performance Review.  CD, BW, SC – Admissions Committee  JS – Fortnightly meeting with the Headteacher.</p> <p><b>b) Governor Training</b>  GJ – Clerks Briefing  AT – SSE Safeguarding Governor</p> <p>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>Webinars and training is also available from the <a href="#">National College</a></p>	
G38/21	<b><u>Procedural Matters</u></b>	
	<p><b>a) Governor appointments</b>  Rob Sutherland has been re-appointed for a further 4 year term by the Academy Members.  Rob has indicated that he will be standing down as Business lead and Vice Chair at the end of this academic year.  Governors were asked to contact the Chair (Julie Summerhayes) for more information if they are interested in taking on either of these roles.</p> <p>Helen Keast has indicated that she will not be seeking re-appointment when her current term of office ends in April 2022.</p> <p><b>b) Clerks Briefing</b>  The Clerk (Greg Jones) highlighted the new School Uniform Guidance that comes into force from the start of the 2022-23 academic year.</p>	

## Minutes

No.	Item	Action
<b>G39/21</b>	<b><u>Any Other Business</u></b>	
	None.	
<b>G40/21</b>	<b><u>Date, time, and place of the next meeting</u></b>	
	The next meeting of the Board of Governors will be on Monday 24 <sup>th</sup> January 2022 – BUS Kangaroos – Brookside Academy (There will be the option to join this meeting virtually via Microsoft Teams)  All meetings will start at 6.00pm	

	Signed on behalf of the Governors of Brookside Academy   ..... 24 January 2022	Signed on behalf of the Area Lead  <i>Craig Harris</i> ..... 24 January 2022	
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With no further business, the chair declared the meeting closed at 7.42pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
S04/21	Review of First Aid policy.	CL	07/02/22
B04/21	Circulate Risk Assessment audit report to all Governors.	SC→GJ	ASAP
T10/20	Hybrid Meeting Policy for approval at the January 2022 meeting.	GJ	24/01/22
G35/21	Pupil Premium plans; Equality Objectives; SEND Information report to the next SSB meeting.	CL	07/02/22

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