

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 07 February 2022. The meeting started at 6.00pm.

MEMBERS

✓	Clare Bolton	(CB)		Helen Keast	(HK)	
✓	Stuart Clowes	(SC) (from 6.26pm)	✓	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) (✓ = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section Chaired by Julie Summerhayes (Chair of Governors)		
G51/21	<p><u>Spotlight on History</u></p> <p>The History curriculum leader (Jonathan Sansam) gave a presentation on History at Brookside Academy.</p> <ul style="list-style-type: none"> • Curriculum Statement • British History • Year Groups • Next Steps <p>Create close links between year groups to demonstrate clear progression. Focus on the child's experience at the time of the topic.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>A Governor asked about the use of the same scaled timelines throughout the school? Yes – the timelines can pass from year to year.</p> </div> <p>Governors discussed the topics taught in history at the school.</p> <p>A copy of the presentation will be circulated to Governors</p> <p>Governors thanked Jonathan for his presentation.</p>	

No.	Item	Action
G52/21	<u>Welcome</u>	
	The chair welcomed everyone to the meeting.	
	<p>a) Apologies for absence Apologies were accepted from Helen Keast, Dani Durston, and Adi Whatling.</p> <p>The Clerk advised that with 10 of the 14 Governors present the meeting was quorate. (13 later)</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School.</p>	
G53/21	<u>Headteachers Report</u>	
	<p>a) Headteachers report The Headteacher (Brian Walton) invited questions on the Headteachers update report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Covid-19 The number of infections has been rising amongst staff. <div style="border: 1px solid black; padding: 2px;"> <p>A Governor asked about the isolation period for children? Children and staff can return after five days with clear tests on day 4 and 5.</p> </div> <p>6.26pm – Stuart Clowes arrived at the meeting</p> <ul style="list-style-type: none"> • Nursery OFSTED The draft Nursery OFSTED report has been received and will be published soon. • Energy Costs The forthcoming increase in energy costs will mean that the Academy is paying £2,600 more for electricity and £1,900 more for gas between April and August 2022. <p>The annual increase for 2022-23 is likely to be £11,000. Governors noted the income/savings that the school is making with the Solar Panels.</p> <div style="border: 1px solid black; padding: 2px;"> <p>A Governor asked if there was any battery storage with the Solar Panels? No – the technology was not good enough when the panels were installed.</p> </div> <p>It was noted that the school was making a saving of 70 tons of carbon a year with the panels. https://avaloncommunityenergy.org.uk/brookside/</p> <p>Energy costs will be reviewed as part of the budget setting process. An example of an energy saving project would be to install LED lighting throughout the school. This would cost about £90k but there is no grant</p>	

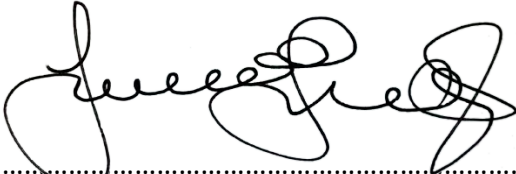
No.	Item	Action
	<p>funding available at this time.</p> <ul style="list-style-type: none"> • No More Marking The report highlights the greater depth vs expected outcomes in writing. 	
Specialist, Safeguarding, & Behaviour (SSB) Chaired by Clare Bolton (Specialist, Safeguarding, & Behaviour Lead)		
SSB 05/21	<u>Behaviour & Safety</u>	
	<p>a) Whole School Behaviour 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"> • The contrast between Specialist and Mainstream was noted. Behaviour in mainstream is the best that the headteacher can remember during his time at the school. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked if there was anything being done differently in the school? Classroom practice is consistent, and teachers are quick to hold restorative conversations.</p> </div> <ul style="list-style-type: none"> • When you look at the areas where behaviour incidents occur you can see more at playtimes. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about behaviour in the After School Clubs? There are some high tariff specialist children accessing the after-school clubs which is reflected in the higher than expected numbers of behaviour incidents.</p> </div> <p>Governors noted that after school clubs are a paid for service and that the school could refuse access. But the clubs are staffed by experienced school staff who know how to deal with the specialist pupils.</p>	
SSB 06/21	Child Protection	
	<p>a) Safeguarding Governor update The Safeguarding Governor (Alex Tedford) gave a verbal update. She visited the school to discuss safeguarding with the headteacher on 13 January 2022. Topics included.</p> <ul style="list-style-type: none"> • Actions on CPOMS by the SLT • Rise in mental health concerns • Increase in Parent Family Support Assistant (PFSA) referrals • Increase in Emotional Literacy Support Assistant (ELSA) referrals. • One to One risk assessment • Nurse First Aid system and measures to cope with behaviour. 	

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	<p>Another visit was made on 02 February 2022 to complete the governor's section of the Annual Safeguarding Audit. It was noted that all the sections were "green".</p>	
SSB 07/21	SEND / Specialist Provision	
	<p>a) Assistant Headteachers Report 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"> • Changes have been made to the teachers in two classes with Dani Durston now teaching Hummingbirds, and Denise Difford teaching Parrots. There is also a discussion to split Parrots to have two groups of 3 after half term. The aim is to keep the three most troubled children together and move some of Jays into the other class in the converted Therapy room to provide more structured learning. • There are 2 children in Early Years applying for Education Health Care Plans (EHCP) to convert to Specialist Provision (SP). There is also a child in Nursery on a pathway to join SP. It was noted that the Nursery is seen as a good way by parents for their children to move onto SP. • The Local Authority may support the plans to expand SP to 50 children, but funding is needed to avoid disruption in the mainstream school. It was noted that the capacity of SP was dependent on the needs of the children where there would be space for fewer high tariff children. • The data shows a greater differential in the starting levels in each class with individual trackers created for each child. A Governor asked how this is monitored? Individual pupil progress meetings are held for each child. • Mainstream interventions are by Toe by Toe (See below) • The PFSA is supporting 11 families • The ELSA is supporting 37 children It was noted that there is a higher level of need for Mental Health support. 	
	<p>b) Toe by Toe data The Assistant Headteacher (Chris Lane) highlighted the main points of the Toe by Toe data report circulated with the papers for this meeting.</p>	

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	<p>46% of the (73) pupils have exceeded their reading age target. This has led to a reduction in the number of children needing this intervention and allowing a greater focus on the remaining children.</p> <p>Year 1 data is based on their Phonics data and therefore shows the lowest progress.</p>	
	<p>c) Personal Learning Intention Map data The Assistant Headteacher (Chris Lane) highlighted the main points of the PLIMs data report circulated with the papers for this meeting.</p> <p>There is still an issue with accessing the wider world and the school is using creative ways of recreating outside conditions within the school environs.</p> <p>There is a better integration of ICT use, but staff still need training and resources. The ICT outcomes have been revised to reflect the equipment that is available.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>A Governor asked about the use of My Communications? This has been impacted by the Covid-19 pandemic, but progress is starting to be made.</p> </div> <p>Autumn Term progress is 12.65% which leaves a lot to be completed to get to 100% during the remaining two terms. There needs to be a focus on targets that are likely to be met and revised target created where targets are not going to be met.</p>	
	<p>d) Specialist Case Studies The Assistant Headteacher (Chris Lane) noted that Child B has left the school and that a new Case Study has been created for Child D who joined from a local Primary School in February 2021.</p> <p>Child A – Attendance is poor due to medical and Covid-19 issues. Parents have been requested to seek medical help to improve their attendance.</p> <p>Child C – This child has been removed from transport on a number of occasions but is currently attending school. Governors discussed the issue of transport costs and the organisation of transport with suitably trained staff.</p> <p>Child D – The work of staff since this child joined the school has made significant improvements in their behaviour.</p>	

No.	Item	Action
SSB 08/21	Themed Policies	
	<p>a) Policy Grid The Clerk (Greg Jones) highlighted that the following statutory policies need to be reviewed during the academic year.</p> <ul style="list-style-type: none"> • First Aid in Schools • Sex Education <p>ACTION – Polices to be reviewed for the next SSB themed meeting.</p> <p>b) Policies to approve</p> <p>SEND Information report It is a statutory responsibility to post this report on the school website.</p> <p>Clare Bolton proposed that governors approve the SEND Information report. Seconded by Colin Driscoll and approved by all present.</p>	CL
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G54/21	<u>Minutes of Previous Meeting</u>	
	<p>Brian Walton proposed that Governors approve the minutes of the meeting 24 January 2022. 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>	
G55/21	<u>Papers for Information</u>	
	None	
G56/21	<u>Matters Arising</u>	
	<p>a) Multi Academy Trusts The Chair (Julie Summerhayes) reported that follow up conversations are taking place with local MATs.</p>	
G57/21	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School AT – Safeguarding JS – Fortnightly meeting with Headteacher JS, GJ – Pre-agenda meeting</p>	

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	<p>The Headteacher (Brian Walton) will follow up the participants for the governor walkthroughs.</p> <p>b) Governor Training BW – Designated Safeguarding Lead</p> <p>There is free training available online from Governors for Schools https://governorsforschools.org.uk/elearning/</p> <p>Webinars and training is also available from the National College</p>	
G58/21	<u>Procedural Matters</u>	
	None	
G59/21	<u>Any Other Business</u>	
	None	
G60/21	<u>Date, time, and place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 28 March 2022 – BUS Kangaroos – Brookside Academy (There will be the option to join this meeting virtually via Microsoft Teams)</p> <p>All meetings will start at 6.00pm</p>	

	<p>Signed on behalf of the Governors of Brookside Academy</p>  <p>..... 28 March 2022</p>	<p>Signed on behalf of the Area Lead</p> <p><i>Clare Bolton</i></p> <p>..... 28 March 2022</p>	

With no further business, the chair declared the meeting closed at 7.30pm.

Action List

Agenda Item	Action	By Whom	Due Date
S04/21	Review of First Aid policy.	CL	07/02/22
B13/21	Polices to be reviewed for the next business themed meeting. Charging and Remissions, General Data Protection Regulations, Health & Safety.	Sci	28/03/22
S08/21	Review Sex Education	CL	16/05/22

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