

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



Minutes of the **Board of Governors** meeting held at Brookside Academy, on Monday 08 November 2021. The meeting started at 6.00pm.

MEMBERS

✓ Clare Bolton	(CB)	✓ Helen Keast	(HK) v
✓ Stuart Clowes	(SC) v	✓ Jenny Moore	(JM) (from 6.40pm until 7.45pm)
✓ Colin Driscoll	(CD)	✓ Julie Summerhayes	(JS) (Chair)
✓ Dani Durston	(DD) v (from 6.40pm until 7.45pm)	✓ Rob Sutherland	(RS) v (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
✓ Joe Scaife	(JSc) Bishop Fleming		

(✓ those present)

Minutes

No.	Item	Action
Audit Committee Chaired by Rob Sutherland (Business Lead) This section excludes members of School staff – other than the Accounting Officer and Business Manager		

B06/21**Annual Accounts 2020-21**

The Academy Audit lead (Joe Scaife) from Bishop Fleming highlighted the main points of the draft Annual Accounts for 2020-21 that were circulated with the papers for this meeting.

The audit has been completed and this is a clean audit and regularity report.

Three new auditing standards have been introduced this year that involve:-

1. Further explanations to accompany a clean audit report.
2. A change in the emphasis of the “going concern” statement.
3. Accounting estimates.

a) Income and Expenditure

Income and expenditure	
	2021 £
Unrestricted income	498,701
Restricted income	3,007,466
	<u>3,506,167</u>
Unrestricted expenditure	541,952
Restricted expenditure	3,154,775
	<u>3,696,727</u>
Net operating surplus/deficit	- 190,560
LGPS pension charge	402,000
Depreciation charge on assets purchased from unrestricted funds	43,251
Net result for the year	254,691
<i>Capital expenditure from:</i>	
General Annual Grant	- 384,555
Specialist	-
Net change in c/f	- 129,864

Balance sheet highlights		
	2021 £	2020 £
Net current assets:		
Debtors	97,146	97,573
Cash	450,342	479,441
Creditors	<u>(257,735)</u>	<u>(157,397)</u>
	289,753	419,617
Fixed asset position	6,824,751	6,769,126
LGPS pension deficit	<u>(6,488,000)</u>	<u>(5,456,000)</u>

Carry forward reserves		
	2021	2020
Reserves brought forward		419,617
Net increase/decrease in year		<u>(129,864)</u>
Available reserves carried forward		289,753
	<u>2021</u>	<u>2020</u>
Unrestricted free reserves	7,627	7,627
GAG	240,516	306,347
Pupil Premium	903	8,376
Specialist	40,707	97,267
Equivalent to no. months cost	1.1	

Joe Scaife highlighted the net surplus of £254k, that along with capital expenditure of £384k, has led to reduction in the carry forward of £130k.

It was noted that the reserves carry forward of £290k is just below the published reserves policy of £300k. This was as a result of the planned reduction in the carry forward from capital expenditure.

A Governor asked about the Local Government Pension Scheme (LGPS) charge of £402k? This is information received from the Pension Actuary once a year and is out of the school's control.

b) Journal Entries

Governors reviewed the journal entries that made adjustments to the accounts after the year end date.

It was noted that depreciation and actuarial changes to the LGPS are included every year.

There were also adjustments for debtor accruals and deferred income, but there were no adjustments for duplicate entries.

c) Audit overview and opinion

Joe Scaife reported that the audit process was very smooth and that the school had been well prepared for the audit.

d) Annual report and financial statements

Governors acknowledged the changes to the Trustees report wording made by the Senior Leadership Team last week.

It was noted that this is a clean Governance Statement with no material changes from the previous year.

Statement of Financial Activities (pg. 21)

The increase of the Local Government Pension Scheme liability by £1m has brought the Balance Sheet surplus down to £620k.

The “direction of travel” to a negative balance sheet was noted.

Cash Flow (pg. 23)

End of year cash equivalents = £450k

Accounting Policies (pg. 24)

Governors reviewed the accounting policies.

Notes to Financial Statements (pg. 28)

Note 4 (pg. 33) includes an increased breakdown as required by the new accounts direction.

Note 6 (pg. 35) Analysis of Expenditure.

e) Letter of Representation

Governors affirmed that there were no legal matters in process or pending and that there had been no subsequent events that require adjustment.

f) Management Letter

Joe Scaife highlighted that this had been a clean audit and drew the governor’s attention to the two significant risks considered during the audit.

- Management override; and;
- Revenue recognition.

The Regularity report is clean.

Management Letter observations.

- Recording of Income – Income streams need to be recorded in separate nominal codes in line with the ESFA chart of accounts. (Green)
This will be implemented at the start of the next financial year.

It was noted that there is nothing in the audit that will “excite” the Education Standards Funding Agency (ESFA).

	<ul style="list-style-type: none"> Fixed asset register maintenance – This still needs attention to bring it into line with the accounting system. (Green) Employee contracts – No issues found. (N/a) <p>Next Steps The accounts documentation will be finalised for approval by the trustees. Trustees agreed that the final accounts can be approved by email. All Trustees must respond. Action – The final accounts will be circulated by email and approved by exception.</p>	SC→GJ
	6.40pm – Jenny Moore and Dani Durston (staff governors) joined the meeting.	
Governor Meeting – Opening Section Chaired by Julie Summerhayes (Chair of Governors)		
G19/21	<p><u>School development Plan Visioning</u> The Headteacher (Brian Walton) invited questions on the School Development Plan visioning documentation circulated with the papers for this meeting.</p> <p>A Governor asked about how the OFSTED judgement to develop writing is reflected in the priorities? Reading and writing are embedded with No More Marking providing evidence of progress in writing.</p> <p>A Governor asked about the inclusion of comments from the Senior Leadership Team in the priorities? The SDP reflects the core OFSTED findings and the SLT are happy with the gaps and strengths analysis.</p> <p>It was noted that Subject Leaders take ownership for the monitoring of the relevant objectives.</p> <p>Governors reviewed the Quality of Education section of the SDP, but noted that they needed to match the OFSTED Standards. ACTION – Give Governors the confidence that the ratings in the SDP match the OFSTED standards.</p> <p>Governors noted the challenges in the SDP. It has been two years since the last discussion about the academy joining or forming at Multi Academy Trust. They discussed if there had been any changes in the benefits of joining a MAT and noted that there had been no changes in the local position.</p>	BW
G20/21	<p><u>Welcome</u></p> <p>The chair welcomed everyone to the meeting.</p>	
	a) Apologies for absence	

	<p>None</p> <p>The Clerk advised that with 14 of the 14 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School.</p>	
<p>G21/21</p>	<p><u>Headteachers Report</u></p>	
	<p>a) Headteachers update The Headteacher (Brian Walton) gave a verbal update to Governors.</p> <ul style="list-style-type: none"> <p>• Covid-19 / Attendance There were high rates of Covid-19 infections before the autumn half term. As a result, Public Health England raised the risk status to Amber for all schools in Somerset from the start of November.</p> <p>Attendance was at 95% for the first week of November, but there is a challenge to the day-to-day operation of the school from staff sickness, where it is hard to get supply staff.</p> <p>The School now has CO² monitors in use in classrooms to monitor the impact of ventilation.</p> <div style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the impact of colder weather on ventilation? The temperature in classrooms is being monitored and action will be required if it falls below 18°C.</p> </div> <p>• Behaviour Behaviour in Specialist Provision has been challenging, with one child close to 15 days of Fixed Term Exclusions this term. This would require a meeting of the Governors Discipline Committee.</p> <p>Specialist staff are making regular changes to the provision to see if they can have a positive impact to the Social, Emotional, Mental Health (SEMH) of this pupil.</p> <p>It was noted that the school is having an impact on other issues that this pupil has but wants to focus on getting as little disruption to teaching as possible.</p> <div style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the support for the school’s actions on SEMH from the pupils’ parents? There is no support from the parents. They want their child to go to another school and have been clear about this right from when their child was placed at Brookside.</p> </div> 	

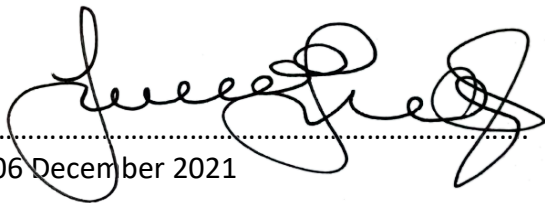
Business Section (BUS)	
Chaired by Rob Sutherland (Business Lead)	
BUS 01/21	<u>Financial update</u>
	<p>The Business Manager (Sandra Cinicola) gave a verbal update of the current financial position. It is very early in the financial year and the production of the month 2 report is in progress.</p> <p>Laura Devenish from the Local Authority has visited the school to help with the closing of the 2020/21 annual accounts.</p>
	<p>A Governor asked about the impact of Supply Cover costs on the finances? The school makes an estimate of what supply cover is required each year, but the costs only become apparent as the year progresses.</p>
	<p>Staff have been very supportive in covering colleagues' absences.</p> <p>Energy costs will be monitored as the impact of maintaining ventilation progresses through the winter months.</p>
BUS 02/21	<u>Staffing</u>
	<p>The Business Manager (Sandra Cinicola) highlighted the most recent organisation chart circulated with the papers for this meeting.</p> <p>2 x Kitchen Assistants have been recruited 1 x Nursery Key Worker has resigned.</p>
BUS 03/21	<u>Premises</u>
	<p>All of the summer programme of work has been completed. There are currently no plans for premises work this year that would require a Condition Improvement Fund (CIF) bid.</p>
BUS 04/21	<u>Health & Safety</u>
	<p>The Business Manager (Sandra Cinicola) reported that Educating Safely had carried out an audit of the EEC Live Risk Assessment system.</p> <ul style="list-style-type: none"> • A point was raised about visits of the Health & Safety governor during the Covid-19 pandemic. • Manual handling training has not been completed by the Business team. • Ladder training has not been completed. <p>Action – Circulate Risk Assessment audit report to all Governors.</p>
	SC→GJ

BUS 05/21	Themed Policies	
	<p>a) Policy Grid The Clerk (Greg Jones) highlighted that the following policies have been circulated for approval.</p> <p>b) Policies to approve</p> <p>Colin Driscoll proposed that governors approve the HR Policy Statement. Seconded by Brian Walton and approved by all present. For: 14 Against: 0 Abstentions: 0</p> <p>Helen Fisher proposed that governors approve the Health & Safety Policy. Seconded by Helen Keast and approved by all present. For: 14 Against: 0 Abstentions: 0</p> <p>Brian Walton proposed that governors approve the General Data Protection Regulations. Seconded by Julie Summerhayes and approved by all present. For: 14 Against: 0 Abstentions: 0</p> <p>Rob Sutherland proposed that governors approve the Finance Policy & Regulations. Seconded by Martin Hooper and approved by all present. For: 14 Against: 0 Abstentions: 0</p>	
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G22/21	<u>Minutes of Previous Meeting</u>	
	<p>Alex Tedford proposed that Governors approve the minutes of the meeting 11 October 2021. Seconded by Craig Harris and approved by all present. For: 11 Against: 0 Abstentions: 3</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G23/21	<u>School Improvement</u>	
	<p>Report from School Improvement Partner The Headteacher (Brian Walton) highlighted the main points of the School Improvement Partner (SIP) (Deb Wring) report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • This is a positive report and parts of it have been used in the headteachers performance management. • Some future developments for the School Development Plan were included. 	

	Governors noted the positive comments made about things being done well, as well as the challenges.	
G24/21	<u>Papers for Information</u>	
	None	
G25/21	<u>Matters Arising</u>	
	a) Website Check In progress	
G26/21	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School JS, MH – Review of accounts with Bishop Fleming. JS – Fortnightly meeting with the Headteacher.</p> <p>The Headteacher (Brian Walton) noted that the programme of visits / learning walks will start next term.</p> <p>b) Governor Training CB – SEND Governor</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>	
G27/21	<u>Procedural Matters</u>	
	None	
G28/21	<u>Any Other Business</u>	
	<p>Heightened Covid-19 risk awareness.</p> <ol style="list-style-type: none"> 1. Avoid small avoidable extra risks. 2. The optics of demonstrating leadership to the local community. <p>The Headteacher noted the optics of the lower number of cases since the autumn half term.</p> <p>A Governor asked if face to face governors' meetings were within the bounds of the current risk assessment? Yes – there are no restrictions on face-to-face meetings.</p>	

	<p>Governors noted that activities are taking place in other / larger rooms in the school. Governors discussed the fact that these activities did not involve members of the school staff and the impact of meetings on the risk of the spread of infection amongst staff.</p> <p>A Governor highlighted the reduced risk of Face-to-face meetings and the LFD testing before meetings is still good practice.</p> <p>The school had received positive responses to the actions it took before the autumn half term.</p> <p>The chair summarised that the risks are low from Face-to-face meetings and that they are within the bounds of the current Risk Assessments in place. Governors had the choice to attend meetings in person or virtually.</p>	
G29/21	<u>Date, time, and place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 6th December 2021 – MTaL 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>	
	7.45pm – Jenny Moore and Dani Durston (staff governors) left the meeting.	
Audit Committee		
Chaired by Rob Sutherland (Business Lead)		
This section excludes members of School staff – other than the Accounting Officer and Business Manager		
BUS 07/21	Internal Scrutiny	
	a) Responsible Officers Reports None.	
	<p>b) Data Protection Summary Audit</p> <p>The Business Manager (Sandra Cinicola) highlighted the main points of the Data Protection Summary Audit report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • A duplicate Freedom of Information scheme was removed from the website. • A Privacy Notice has been added to job application forms. <p>It was noted that overall, this was a good audit report.</p>	
BUS 08/21	Risk	

	<p>a) Risk Register</p> <p>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"> • Inflationary rises in costs have been added to the register. • The repair to the drains has been completed and the risk removed. • Poor uptake of free school meals in Key Stage 2 has been added. <p>There is a 95% uptake of Universal Free School Meals in Key Stage 1 that drops off considerably in KS2.</p> <p>Governors noted the daily cost of £2.20 for a meal.</p>	
	<p>Governors recorded their thanks to the Business Manager and the Finance Team for all their hard work in preparing the Annual Accounts for audit.</p>	

	Signed on behalf of the Governors of Brookside Academy  06 December 2021	Signed on behalf of the Area Lead <i>Rob Sutherland</i> 06 December 2021	
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With no further business, the chair declared the meeting closed at 7.40pm.

Action List

Agenda Item	Action	By Whom	Due Date
G07/21c	Carry out the annual Website check	SC	08/11/21
S04/21	Review of First Aid policy.	CL	07/02/22
B06/21	The final accounts will be circulated by email and approved by exception.	SC→GJ	ASAP
G19/21	Give Governors the confidence that the ratings in the SDP match the OFSTED standards	BW	06/12/21
B04/21	Circulate Risk Assessment audit report to all Governors.	SC→GJ	ASAP

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