



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 10 October 2022. The meeting started at 6.00pm.

#### MEMBERS

✓	Clare Bolton	(CB)	✓	Jenny Moore	(JM)	
✓	Stuart Clowes	(SC)	✓	Jonathan Sansam	(JSa)	
✓	Colin Driscoll	(CD)	✓	Julie Summerhayes	(JS)	(Chair)
✓	Stuart Evans	(SE)		Rob Sutherland	(RS)	
v	Helen Fisher	(HF)	✓	Alex Tedford	(AT)	(Vice Chair)
	Craig Harris	(CH)	✓	Brian Walton	(BW)	(Headteacher)
	Martin Hooper	(MH) (until 7.20pm)	✓	Adi Whatling	(AW)	

#### IN ATTENDANCE

	Sarah Ashford	(SA) Deputy Headteacher		Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors	✓	Nicola Neville	(NN)	Assistant Headteacher
✓	Claire Stevens	(CS) Music Lead				

(✓ those present) (v = virtual attendance)

## Minutes

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

#### G11/22 Spotlight on Music

The Music Lead (Claire Stevens) gave a spotlight on Music at Brookside Academy.

- Model Music Curriculum
- Skills, Knowledge, Vocabulary
- Enrichment
- Pupil Voice
- Schemes and Resources
- Music Theory
- Staff Training
- Listening
- Evidence
- Next Steps

Governors discussed the confidence of teachers to deliver the music curriculum.

Governors thanked Claire for her presentation.

A copy of the presentation was circulated to governors after the meeting.

No.	Item	Action
G12/22	<u>Welcome</u>	

The chair welcomed everyone to the meeting.  
She welcomed Nicola Neville (Assistant Headteacher) to her first board meeting.

**a) Apologies for absence**

Apologies were accepted from Rob Sutherland, Clare Bolton and Martin Hooper

Craig Harris was absent

The Clerk advised that with 10 of the 14 Governors present the meeting was quorate.

**b) Declarations of Interest**

Greg Jones – Company Secretary of Bridgwater and Taunton College Trust

Adi Whatling – Member of staff at Millfield School

**G13/22 Headteachers Report**

**a) Headteachers report**

The Headteacher (Brian Walton) gave a verbal update on the priorities of the new School Development Plan.

• **Attendance**

Persistent absence was at 17.6% in 2021/22. The final national figures will not be available until March 2023.

5.7% of children were missing from education nationally between September and December 2021.

Brookside attendance finished at 93.5% for 2021/22.

This was down to 3% on the previous year.

Persistent absence over the previous 3 years

19-20	20-21	21-22
14%	9%	17%

There were 45 children with persistent absence in 2021-22.

The majority were for illness. Covid-19 accounted for 1465 sessions.

**A Governor asked if there was a pattern in persistent absence from previous years? Yes – there are a lot of reason based on Covid-19.**

Detailed letters have been sent to parents explaining the process for medical absences.

• **Curriculum Review**

Nick Garrett has carried out a review of how topics link and has concluded that the school has a robust curriculum.

No.	Item	Action												
	<p>The next step is to map the curriculum week by week over 39 weeks for each subject.</p> <p>Nicola Neville has made some changes to the Specialist curriculum.</p> <ul style="list-style-type: none"> <li> <b>Suspensions</b>            Three-year trend of suspensions           <table border="1"> <thead> <tr> <th></th> <th>19-20</th> <th>20-21</th> <th>21-22</th> </tr> </thead> <tbody> <tr> <td>Sessions</td> <td>26</td> <td>38</td> <td>131</td> </tr> <tr> <td>Children</td> <td>2</td> <td>5</td> <td>6</td> </tr> </tbody> </table> <p>2 children have accounted for 100 days in 2021-22. There have been 2 permanent exclusions over the last 3 years.</p> <p>The reason for the suspensions has been the increase in complex Social, Emotional, Mental Health (SEMH) behaviour. Children suspended from mainstream, are those moving to Specialist with SEMH issues.</p> </li> <li> <b>Multi Academy Trust</b>            GJ and AW declared an interest in this item            The comparison between the two Trusts identified so far will be circulated to governors soon.  <b>Action</b> – Draft MAT comparison document to be circulated to governors.         </li> </ul>		19-20	20-21	21-22	Sessions	26	38	131	Children	2	5	6	
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		<b>BW</b>												

### Specialist, Safeguarding, & Behaviour (SSB)

Chaired by Julie Summerhayes on behalf of Clare Bolton (Specialist, Safeguarding, & Behaviour Lead)

#### SSB Behaviour and Safety

01/22

The Assistant Headteacher (Nicola Neville) gave a verbal report on behaviour in Specialist Provision and Mainstream.

#### Specialist

- Toucans and Jays
- Children climbing over the school gate.
- 1 child in a reduced timetable to keep them safe.  
(only in school for the afternoon each day.)

#### Mainstream

- Whole school behaviour strategies
  - Trauma and attachment interventions
  - New system for logging behaviour.  
Behaviour logs used to support reviews with the Local Authority.
  - 90% of Safeguarding concerns are in Specialist Provision  
2 x level 4 concerns so far this year (1 has now been dropped)  
Noted that the number of incidents are static, but that they are more complex.

No.	Item	Action
	<ul style="list-style-type: none"> <li>○ Most mainstream concerns are about attendance.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if the school is seeing any impact from the “cost of living” crisis?</b> The school is seeing more requests for the use of Pupil Premium to support everyday costs of school.</p> </div> <p>This is taking away from the ability to provide Teaching Assistant support to the whole school.</p> <p>Governors discussed the future impact of fiscal changes yet to come.</p>	

**SSB  
02/22**

### Child Protection

#### **a) Safeguarding Governor update**

The Safeguarding Governor (Alex Tedford) informed governors that she will be checking the Single Central Record on 19<sup>th</sup> October.

#### **Keeping Children Safe in Education training for governors**

Governors discussed whether the National College training was good enough for the requirement of KCSiE.

**Action** – Ask Somerset Governor Services for advice on the best Safeguarding Training for Governors.

**GJ**

Governors noted that they did not need to get into operational details but that they need to be able to hold the school to account to ensure that safeguarding is being undertaken correctly.

Governors discussed the themes and trends in safeguarding and noted that they needed more contextual information.

The discussion included the lack of Local Services support, and that Early Help Assessments are being bounced back to the school.

**SSB  
03/22**

### SEND / Specialist Provision

#### **a) Assistant Heads report**

The Assistant Headteacher (Nicola Neville) gave a verbal update on SEND and Specialist Provision

- SEND is at 7% in mainstream.  
It is at 12.6% nationally and she needs to look at how SEND is identified in the school to ensure that it is correct.  
A review of the SEN register is being undertaken to see if any more funding can be added since the census.
- EHCP's are at 4% in the school.  
They are only at 1.4% nationally
- There are a higher number of pupils with Speech and Language and Autism Spectrum Disorders in year 1, 3 and 4.
- Identification of children with Social, Emotional, Mental Health needs if Specialist Provision.

No.	Item	Action
	<ul style="list-style-type: none"> <li>• Meetings with Mainstream parents are taking place to discuss diagnosis for Autism and ADHD.</li> <li>• The staffing structure is being reviewed to look at the ratio of children to adults in the specialist classes.</li> <li>• There are two children on roll who are not attending the school. One is at an Alternative Provision awaiting a response from the Local Authority. The second child is being kept at home by the parents while they wait for the Local Authority to find another setting. Staffing will be adjusted to provide d1 to 1 support if these children return to school.</li> <li>• Issues with transport staff have been raised with their management. There conduct in refusing to allow a child on the transport has been raised with the transport team. It was noted that there are safeguarding concerns about how some of the transport staff are behaving.</li> <li>• Short term priorities               <ul style="list-style-type: none"> <li>○ Attendance / lateness</li> <li>○ Behaviour – whole school approaches</li> <li>○ Curriculum – Inset day on 31<sup>st</sup> October to look at behaviour.</li> </ul> </li> </ul>	

#### b) Toe By Toe data

Governors note the contents of the Toe-by-Toe report circulated with the papers for this meeting.

- Toe-by-Toe is not the correct intervention for pupils that need help in reading for comprehension.
- There are now on 40 children receiving the Toe-by-Toe intervention this year – 74 last year.
- 13 children in years 5 & 6 are receiving a sound linkage intervention.
- There are children with high reading ages but who are unable to comprehend what they are reading will receive a targeted group intervention.

**A Governor asked if the parents are aware that their children are receiving these interventions?** Those whose children are receiving Toe-by-Toe know. The other children are receiving Wave 2 interventions as part of Quality First Teaching.

Most children who are just below their reading age only need a little support to get up to the required standard.

#### c) Plim Data

#### d) Specialist Case Studies

Governors noted the contents of the 2 Specialist Case studies circulated with the papers for this meeting.

It was noted that that these were both new children

No.	Item	Action
<b>SSB 04/22</b>	<b><u>Themed Policies</u></b>	
	<p><b>a) Policy Grid</b> The Clerk (Greg Jones) highlighted the MTaL theme policies for review this academic year. The following policies will be approved at the next meeting Safeguarding and Child Protection Special Educational Needs and Disabilities</p> <p><b>b) Policies for approval</b></p> <p><b>a. Complaints Policy</b> <b>Colin Driscoll proposed that governors approve the Complaints Policy. Seconded by Julie Summerhayes and approved by all present.</b></p>	

**Governor Meeting – Final Section**  
**Chaired by Julie Summerhayes (Chair of Governors)**

**G14/22** **Minutes of Previous Meeting**

**Stuart Clowes proposed that Governors approve the minutes of the meeting 26 September 2022. Seconded by Jenny Moore and approved by all present.**

**For: 10      Against: 0      Abstentions: 0**

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

**G15/22** **Papers for Information**

Organisation Chart

**Action** – Headteacher to bring the Subject Leaders up to date.

**BW**

**G16/22** **Matters Arising**

**a) MAT update**

GJ and AW declared an interest

The working group has been established and will consist of Brian Walton, Julie Summerhayes, Colin Driscoll, Alex Tedford and Rob Sutherland.

The next step is for them to agree a work programme.

**b) Near Miss**

The Headteacher (Brian Walton) reported that a specialist child had got out of the play area. They were then able to leave the school through the Nursery gate. This resulted in a near miss when they crossed the road unsupervised. They were then returned to the school by a parent.

The school has reviewed the CCTV which highlighted that a door had not been locked in the specialist play compound.

The gate to the road is used throughout the day by parents to access the

No.	Item	Action
	<p>Nursery and was not always shut properly. An auto close mechanism has now been fitted to the nursery access gate and the compound gate is checked by staff regularly.</p> <p>The Headteacher has met with the parents and agreed actions to be taken. This includes the child wearing a Hi-vis jacket when out in the playground.</p>	
	<p><b>A Governor asked how long it took to put the remedial actions into place?</b> They were in place the next day.</p>	
	<p>Governors discussed the traffic calming measures in place outside of the school and noted recent visits by the police to enforce them.</p>	

## **G17/22** Governors Visits and Training

### **a) Governors Visits' to School**

JS – Fortnightly visit

To book individual visits to the school contact Sarah Morris (see contact sheet).

**Action** – Circulate dates for organised visits.

**BW→GJ**

### **b) Governor Training**

Governors whole board safeguarding training noted above.

Governors were reminded that there was training available via:-

#### **Support Services for Education**

<https://www.supportservicesforeducation.co.uk/Training>

There is free training available online from **Governors for Schools**

<https://governorsforschools.org.uk/elearning/>

Webinars and training is also available from the [National College](#)

## **G18/22** Procedural Matters

### **a) Budget update**

The Headteacher (Brian Walton) highlighted that the original 2022-23 budget included provision for a 3% rise in pay. The government have offered a rise of between 5 to 8% for teachers.

The finance team are looking at options for a revised in-year budget for approval by the governors at the next meeting.

It was noted that there was an in-year surplus of £150k in 2021-22.

No.	Item	Action
	<b>b) Clerks Briefing</b> The Clerk (Greg Jones) highlighted the main points of the Clerks Briefing notes circulated with the papers for this meeting. It was noted that the school already has a defibrillator.	

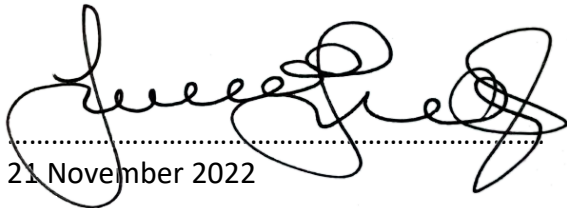
### G19/22 Any Other Business

None

### G20/22 Date, time, and place of the next meeting

The next meeting of the Board of Governors will be on  
 21 November 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	Signed on behalf of the Area Lead	
	 ..... 21 November 2022	Clare Bolton ..... 21 November 2022	

With no further business, the chair declared the meeting closed at 7.52pm.

### Action List

Agenda Item	Action	By Whom	Due Date
T04/22	Review Early Career Teachers policy for next MTaL meeting.	SA	09/01/23
G07/22a	Circulate dates for organised visits.	BW→GJ	October 22
G13/22	Draft MAT comparison document to be circulated to governors.	BW	ASAP
S02/22	Ask Somerset Governor Services for advice on the best Safeguarding Training for Governors	GJ	ASAP
G15/22	Headteacher to bring the Subject Leaders up to date.	BW	21/11/22

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