

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 27 September 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) 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

(✓ those present)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G09/21	<p><u>Curriculum update</u></p> <p>The Assistant Headteacher (Chris Lane) gave a presentation on the Curriculum Intention statements currently available on the school website.</p> <p>It was noted that the statements are currently a bit ambitious and that the school would not be able to provide evidence of teaching all of them if challenged. The aim is to “sharpen” the statements at the forthcoming inset day.</p> <p>A Governor asked what percentage of the curriculum is going to be cut during this process? This will be dependent upon the subject.</p> <p>OFSETD are likely to talk to a year group about their learning from the previous year based on the published curriculum.</p> <p>A Governor asked if the school had talked to the Secondary school about the content of the curriculum? Yes – there have been discussions with Crispin and the pupils.</p> <p>The report from the School Improvement Partner (Deb Ring) will highlight the contents of the curriculum.</p> <p>A Governor asked if there had been communications with parents about the curriculum? Yes – The first priority was to get the curriculum statements onto the website and then communicate with parents to keep things in a logical sequence.</p>	

No.	Item	Action
G10/21	<u>Welcome</u>	
	The chair welcomed everyone to the meeting.	
	<p>a) Apologies for absence Apologies were accepted from Martin Hooper, Helen Keast, and Adi Whatling.</p> <p>The Clerk advised that with 11 of the 14 Governors present the meeting was quorate.</p>	
	<p>b) Declarations of Interest Rob Sutherland – Business Manager at Crispin School.</p>	
G11/21	<u>Headteachers Report</u>	
	<p>a) Headteachers update The Headteacher (Brian Walton) gave a verbal update to Governors.</p> <ul style="list-style-type: none"> • Covid-19 / Attendance The school is being challenged by a high number of absences of pupils and staff. There were 38 pupils absent at the end of last week. Attendance = 88.5%. <p>Covid-19 related absence is now treated as illness and is impacting on the number of unauthorised absences. There are 2 teachers isolating that the school has been able to cover.</p> <p>The Local Authority are assessing the situation as schools are in danger of having to close classes. If it is decided to move to Amber, then face masks will be re-introduced along with the other measures included in the Covid-19 risk assessment.</p> <p>Governors discussed the suspicion that PCR tests are mis-reporting positive results as negative, allowing people to carry on transmitting the virus.</p> <p>The Headteacher is monitoring the situation on a daily basis and if the trend continues it will start to impact the operation of the school.</p>	

No.	Item	Action
Safeguarding, Specialist & Behaviour (SSB) Chaired by Clare Bolton (Safeguarding, Specialist & Behaviour Lead)		
SSB 01/21	<u>Behaviour</u>	
	<p>a) Whole School Behaviour</p> <p>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"> • Specialist Provision There are a high number of pupils with complex social and emotional needs that are impacting on the number of behaviour incidents. Staff are undertaking Team Teach training at the start of November for physical interventions to stop children hurting themselves and others. <p>All incidents are recorded in the “Bound Book” and are reported to parents and/or carers.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked if all staff would undertake this training? Yes - all staff will be trained. Untrained Supply Staff will be able to call upon Team Teach trained staff if required.</p> </div> <p>It was noted that with 10 pupils leaving last year and 20 joining (due to the increase in numbers) that the number of complex Social, Emotional, Mental Health (SEMH) pupils has increased considerably.</p>	
SSB 02/21	Child Protection	
	<p>a) Safeguarding Governor update</p> <p>The Safeguarding Governor (Alex Tedford) noted that she had met with the Headteacher to discuss the role of the Safeguarding Governor. Subjects covered included, CPOM’s, responsibilities of the Designated Safeguarding Leads (DSL’s) and Weekly Safeguarding meetings, The change in focus of OFSTED on Peer-on-Peer abuse.</p> <p>The Single Central Record has been reviewed and Safeguarding Governor training has been booked.</p> <p>It was noted that the OFSTED framework has greater emphasis on the culture of safeguarding in the school.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked about the changes from Keeping Children Safe in Education 2021? These have been reflected in the new Safeguarding Policy for approval later in this meeting. It is based on the Local Authority model policy.</p> </div> <p>Pupil Voice has been included in the School Development Plan to cover difficult subjects such as racism, homophobic language, etc.</p> <p>Curriculum planning for each year group now includes tolerance and respect.</p>	

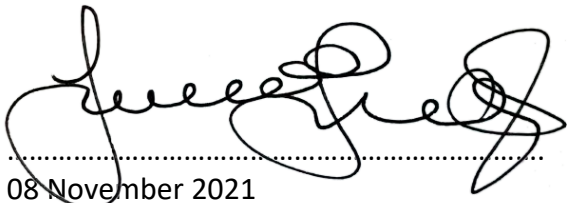
No.	Item	Action
	<p>A Governor asked what preparation can be done for an OFSTED visit? See the reporting to governors and National College training.</p> <p>https://thenationalcollege.co.uk/hub/view/webinar/kcsie-safeguarding-guidance-2021</p> <p>Governors discussed the fact that Peer-on-Peer abuse will be happening in this school and that the Emotional Literacy Support Assistant has received specific training.</p> <p>Any reports made by a child will be treated as a high priority.</p> <p>There have not yet been any reports of sexual harassment in the school. The new Relationships and Sex Education (RSE) policy will deal with this and ensure staff and pupils are comfortable to have these conversations.</p> <p>A Governor asked if the Policy work had been completed to incorporate the challenging conversations with pupils? Yes – Peer-on Peer abuse has been incorporated into the Safeguarding Policy.</p> <p>Questions will be crafted for governors to use during a visit.</p>	
SSB 03/21	<u>SEND / Specialist Provision</u>	
	<p>a) Assistant Head's Report</p> <p>The Assistant headteacher (Chris Lane) highlighted the main points of the report circulated with the papers for this meeting.</p> <p>Children in the Nursery have now been included in the Special Educational Needs (SEN) register and there are now 92 children on it.</p> <p>Weekly monitoring of SEN children takes place in the Nursery.</p> <p>Governors discussed the percentage of children on the SEN register and noted that it is lower than the national average. This is due to the school being very rigorous on the assessment of children before adding them to the SEN register.</p> <p>Specialist Provision now has 6 classes with the addition of two new teachers plus a teacher who covers both specialist and mainstream.</p> <p>It was noted that children in specialist are now coming from outside of the traditional area of West Mendip with journey times of up to one hour each way.</p> <p>A Governor asked what is driving this expansion of the Specialist catchment area? More schools are not accepting children with Special Needs leading to more consultations for places here.</p> <p>Governors discussed the lack of spaces in special schools in the Local Authority area and noted that some areas have no provision at all.</p> <p>It was noted that the school is already receiving consultations for September 2022 which will mean that there will be a stability of numbers.</p>	

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	<p>Toe by Toe interventions are being delivered to 68 pupils. The Emotional Literacy Support Assistant (ELSA) is supporting 95 pupils. The Parent Family Support Assistant (PFSA) is supporting 24 children for their attendance.</p>	
	<p>b) Specialist End of Year data The Assistant Headteacher (Chris Lane) highlighted the main points of the report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Good progress across all areas, especially in the core learning of English and Maths. • Assessment of the Personal Learning Intention Maps (PLIMs) for the summer term saw 62% of pupil reaching their target. (below the target of 80% of pupils) It was noted that there were difficulties in delivering some areas that involved communication during the Covid-19 restrictions and not being able to go outside of the school. • Parents now have a better understanding of what their children are doing in the Academy and what they need to do at home. • Moderation is taking place in November 2021. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>A Governor asked when the PLIMs are set? They are set at the end of the previous academic year unless a child has just started at the school.</p> </div> <ul style="list-style-type: none"> • The Early Years Foundation Stage Baseline assessments have been completed. One child has been disapplied. 	
	<p>c) Specialist Case Studies The Assistant Headteacher (Chris Lane) highlighted the main points of the Case Studies circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Pupil A This pupil has very complex, changing needs that is putting pressure on staff to support them. Education is being monitored through a PLIMs assessment. • Child B There has been a lot of work with the parents about the provision for this child. The team have worked together to get consistent communications with the parents when responding to issues raised. • Child C Attendance has been low due to a delay with Local Authority transport after they moved house. 	

No.	Item	Action
SSB 04/21	Themed Policies	
	<p>a) Policy Grid The Clerk (Greg Jones) highlighted that the First Aid policy requires review.</p> <p>Action – Review of First Aid policy.</p> <p>b) Policies to approve</p> <p>Clare Bolton proposed that governors approve the Safeguarding and Child Protection Policy. Seconded by Jenny Moore and approved by all present. For: 11 Against: 0 Abstentions: 0</p> <p>Jenny Moore proposed that governors approve the Special Educational Needs & Disability Policy. Seconded by Alex Tedford and approved by all present. For: 11 Against: 0 Abstentions: 0</p> <p>Craig Harris proposed that governors approve the Accessibility Plan. Seconded by Julie Summerhayes and approved by all present. For: 11 Against: 0 Abstentions: 0</p> <p>Clare Bolton proposed that governors approve the Behaviour Policy. Seconded by Alex Tedford and approved by all present. For: 11 Against: 0 Abstentions: 0</p>	CL
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G12/21	<u>Minutes of Previous Meeting</u>	
	<p>Stuart Clowes proposed that Governors approve the minutes of the meeting 27 September 2021. Seconded by Colin Driscoll 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>	
G13/21	<u>Papers for Information</u>	
	None	
G14/21	<u>Matters Arising</u>	
	<p>a) Keeping Children Safe in Education All Governors acknowledged that they had read and understood the Keeping Children Safe in Education 2021 guidance.</p>	

No.	Item	Action
G15/21	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School AT – Safeguarding Governor meeting with the Headteacher. JS – Fortnightly meeting with the Headteacher.</p> <p>The Headteacher (Brian Walton) noted that he will set up a programme of visits on three themes:-</p> <ul style="list-style-type: none"> • Curriculum • Pupil Voice • Routines and Systems <p>Action – Programme of visits. First visit to be a general walkthrough of the school during the school day in Autumn 2.</p> <p>b) Governor Training The programme of courses offered by SSE has been circulated to governors. These courses can be booked via the clerk. There is free training available online from Governors for Schools https://governorsforschools.org.uk/elearning/</p>	BW→GJ
G16/21	<u>Procedural Matters</u>	
	<p>a) Related Party Transactions The clerk will prompt those governors who have not yet made a response.</p> <p>b) Annual Website check Stuart Clowes will complete the annual Website check.</p>	
G17/21	<u>Any Other Business</u>	
	<p>The SDP Visioning session will be in-person only.</p> <p>The chair thanked all Governors for their attendance at this meeting.</p>	
G18/21	<u>Date, time, and place of the next meeting</u>	
	<p>The next meeting of the Board of Governors will be on Monday 8th November 2021 – 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>	

No.	Item	Action

	Signed on behalf of the Governors of Brookside Academy  08 November 2021	Signed on behalf of the Area Lead <i>Clare Bolton</i> 08 November 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
B2420	Fire safety audit action plan.	SC	08/11/21
G07/21a	Governors to acknowledge that they have read KCSiE at the next meeting (11/10/21)	ALL	11/10/21
G07/21c	Carry out the annual Website check	SC	08/11/21
G07/21c	Add the Relationships and Sex Education policy to the website	SA	ASAP
S04/21	Review of First Aid policy.	CL	07/02/22
G15/21	Programme of visits. First visit to be a general walkthrough of the school during the school day in Autumn 2.	BW→GJ	08/11/21

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