

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 16 May 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)
✓	Helen Fisher	(HF)	v	Rob Sutherland	(RS)	(Vice Chair)
v	Craig Harris	(CH)	✓	Alex Tedford	(AT)	
✓	Martin Hooper	(MH)	✓	Brian Walton	(BW)	(Headteacher)
				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
✓	Sam Taylor	(ST) Art Lead				

(✓ those present) (v = virtual attendance)

## Minutes

No.	Item	Action
<b>Governor Meeting – Opening Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
G81/21	<p><b><u>Spotlight on Art</u></b></p> <p>The Art lead (Sam Taylor) gave a presentation on Art at Brookside Academy.</p> <ul style="list-style-type: none"> <li>• Intention statement</li> <li>• Strengths               <ul style="list-style-type: none"> <li>Displays</li> <li>Evidence</li> <li>Cross-curricular links</li> </ul> </li> <li>• Next Steps               <ul style="list-style-type: none"> <li>Evidence in vocabulary</li> <li>Student Voice</li> <li>Coverage of objectives / Artists</li> <li>Curriculum review and revisit ideas</li> <li>Sketch books</li> </ul> </li> </ul>	
	<p><b>A Governor asked how often children will access their Sketch Books?</b> This is a skill that will need to be developed. They can be used to try out ideas in any subject and will be taken home at the end of the second year.</p>	
	Usage will be kept under review as time progresses.	

No.	Item	Action
G82/21	<b><u>Welcome</u></b>	
	The chair welcomed everyone to the meeting.	
	<p><b>a) Apologies for absence</b>  <b>Adi Whatling</b></p> <p>The Clerk advised that with 12 of the 13 Governors present the meeting was quorate.</p>	
	<p><b>b) Declarations of Interest</b>  Rob Sutherland – Business Manager at Crispin School.  Greg Jones – Company Secretary of Bridgwater and Taunton College Trust (MAT update)</p>	
G83/21	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers report</b>  The Headteacher (Brian Walton) highlighted the main points of the Headteachers report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b>  The impact of Covid-19 has lessened.</li> <li>• <b>Numbers on Roll</b>  The Admissions committee has discussed the Planned Admissions Numbers for each year group.  Year 4 is now at capacity at 64 pupils.</li> </ul> <p>The School has received it's first application from a Ukrainian family, in Year 1.  The Local Authorities strategy on offering places to Ukrainian families displaced by the war is "Opaque" but is expected to focus on clusters.</p> <p>Governors discussed the moral imperative of admitting Ukrainian children even where a year group is full.  They noted the challenge of the language barrier when supporting Ukrainian children.</p> <p>The School will use Speech and Language processes to communicate at the start.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>A Governor asked if there was any additional funding for Ukrainian pupils?</b>  They will receive Pupil Premium funding but there is no other funding available at this time.</p> </div> <p>It was noted that other schools were successfully using Google translate as it takes up to two years of study to reach conversational Ukrainian.</p>	

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	<ul style="list-style-type: none"> <li>• <b>Standard Attainment Tests</b> The tests were undertaken last week and went very well. There were better systems in place this year to deal with children who were absent on the day of a test. All children have now taken the tests.  BW highlighted the target threshold of 75% and that the government may need to adjust scores this year to deal with the impact of the loss of education during the Covid-19 Pandemic.</li> <li>• <b>Staff Meetings</b> Working very well.</li> <li>• <b>Attendance</b> Attendance is currently level at 93.6%. <div style="border: 1px solid black; padding: 5px;"><b>A Governor asked if the Headteacher is concerned about the levels of attendance?</b> Yes – there are now a lot of sickness bugs that are probably related to the reduction in hand washing since the Covid-19 restrictions were lifted.</div> It was noted that there is one class with 98.69% attendance.</li> <li>• <b>Safeguarding</b> The number of children being monitored has dropped from 62 to 41.</li> <li>• <b>Recruitment</b> Assistant Headteacher – Nicola Neville Class Teacher - ECT to cover Melissa Gibbons secondment to another school. 4 x Nursery Assistants</li> <li>• <b>Academy Improvement Priorities</b> Inclusion of challenging children in Specialist Provision. <div style="border: 1px solid black; padding: 5px;"><b>A Governor asked about the impact of the challenging children on other children in the school?</b> There is no impact, but the school needs to work on the long-term provision for these children.</div></li> <li>• <b>Appendix</b> Crib sheet of facts for a future OFSTED inspection.</li> </ul>	
<b>Specialist, Safeguarding, &amp; Behaviour (SSB)</b> <b>Chaired by Clare Bolton (Specialist, Safeguarding, &amp; Behaviour Lead)</b>		
<b>SSB</b> <b>09/21</b>	<u><b>Behaviour &amp; Safety</b></u>	
	<p><b>a) Whole School Behaviour</b> The Assistant Headteacher (Chris Lane) highlighted the main points of the Behaviour report circulated with the papers for this meeting.</p> <p><b>Specialist Provision</b> There has been an increase in behavior incidents as staff have been given</p>	

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	<p>ownership of entering incidents. The Senior Leadership Team (SLT) are considering dispersing the challenging children into separate specialist classes next year.</p> <p><b>A Governor asked if the plan to provide additional space for the provision would help with these children?</b> The school is putting together a proposal to the Local Authority for a new provision for Specialist.</p> <p>The timescale will be for September 2023 at the earliest. The next step would be to produce a business plan, if the LA are in agreement with the proposal. It was noted that the LA are keen for the school to admit more children into Specialist. The current layout is not suitable for children with Social and Emotional Mental Health (SEMH) needs. The school's expertise is with children with Cognition and Autism needs.</p> <p>Governors discussed the inclusiveness of having Specialist Provision at the heart of the school. It promotes a synergy between mainstream and specialist children. To cope with SEMH children the school needs smaller rooms with more direct access to outside spaces. A new provision could focus on SEMH children that are not able to mix with mainstream children. It was noted that the LA controls which children they want to place at the school.</p> <p><b>Mainstream</b> Behaviour incidents are low with only 17 reported this term.</p>	
<b>SSB</b> <b>10/21</b>	<b><u>Child Protection</u></b>	
	<p>a) <b>Safeguarding Governor Update</b> The Safeguarding Governor (Alex Tedford) gave a verbal update. She met with the Headteacher week commencing 9th May to discuss:-</p> <ul style="list-style-type: none"> <li>• Attendance Safeguarding for home schooling</li> <li>• Health &amp; Safety implications of a specialist pupil that climbed onto the school roof.</li> <li>• CPOMS</li> <li>• Safeguarding training is up to date.</li> <li>• Single Central Record check still to be completed this term.</li> </ul>	
<b>SSB</b> <b>11/21</b>	<b><u>SEND / Specialist Provision</u></b>	
	<p>a) <b>Assistant Headteachers report</b> The Assistant Headteacher (Chris Lane) highlighted the main points of his report circulated with the papers for this meeting.</p>	

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	<ul style="list-style-type: none"> <li>• Increase of SEN to 20.7% across the school.</li> <li>• There is one child with an Education Health Care Plan (EHCP) in the Nursery plus another 4 applications in progress. Governors noted the benefit of supporting families through this process at the Nursery stage to ensure support is in place when the children start school.</li> </ul> <p>CL holds weekly meetings with the Nursery staff to make sure that there is a greater awareness across the school.</p> <p><b>Specialist Provision</b></p> <ul style="list-style-type: none"> <li>• Currently 7 classes in Specialist with the addition of the Robins class.</li> <li>• 48 specialist pupils are confirmed for September 2022 with 2 more EHCP applications in progress to bring numbers to 50.</li> </ul> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>A Governor asked about the experience of the new Assistant Headteacher that is replacing Chris?</b> Nicola is an experienced Assistant Headteacher, SENDCo, and Designated Safeguarding Lead.</p> </div> <p>She will have a focus on Specialist Provision for her first year. The Deputy Headteacher (Sarah Ashford) will act as the SENDCo for mainstream for the first year.</p> <p>BW noted that he wanted to see the what the new training requirements are in the SEND Green paper before making any further decisions.</p> <p><b>Mainstream</b></p> <ul style="list-style-type: none"> <li>• Interventions</li> <li>• Autism / ADHD pathway can now be completed by the school. There is no longer a requirement for a referral from a GP. Parents can now make a request directly to the school. The process takes a year to collect the evidence and then another year for the professional assessment.</li> <li>• The Parent and Family Support Assistant (PFSA) is very busy supporting families with Mental Health &amp; Attendance issues.</li> </ul> <p><b>Nursery</b></p> <ul style="list-style-type: none"> <li>• EHCP provisions</li> </ul>	
	<p><b>b) Toe by Toe data</b> The Assistant Headteacher (Chris Lane) highlighted the main points of the Toe by Toe data report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• The data appears to be negative, but this is because the pupils who have successfully completed the intervention have been removed from the</li> </ul>	

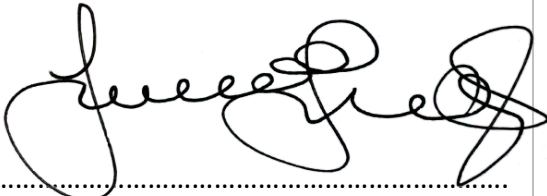
No.	Item	Action
	<p>data. The data for Year 2 has been left in to highlight this.</p> <ul style="list-style-type: none"> <li>There is one dyslexic pupil in Year 6 where the school has not been able to find an appropriate intervention yet.</li> </ul>	
	<p><b>c) Personal Learning Intention Map data</b> The Assistant Headteacher (Chris Lane) highlighted the main points of the PLIM data report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>Progress has improved and is now at 45%. The target is 60% but there is still a problem for students to access the “outside world” intentions.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked why the My Communication progress was not higher?</b> The AHT will look at this at the meeting at the end of July.</p> </div> <p><b>ACTION</b> – Include a report on PLIM – My Communication at the MTaL meeting on 18<sup>th</sup> July 2022.</p>	<b>CL</b>
	<p><b>d) Specialist Case Studies</b> The Assistant Headteacher (Chris Lane) highlighted the main points of the Case Studies circulated with the papers for this meeting.</p> <p><b>Pupil A</b></p> <ul style="list-style-type: none"> <li>Attendance is low as this child has complex medical needs.</li> <li>The school has to call an Ambulance about 3 time a week to confirm that medication has been administered correctly for Epileptic Seisures. Staff are now very knowledgeable about this child’s medical condition.</li> </ul> <p><b>Pupil C</b></p> <ul style="list-style-type: none"> <li>This child has complex Autistic needs with challenging behaviour. The school is now engaging with disability support.</li> </ul> <p><b>Pupil D</b></p> <ul style="list-style-type: none"> <li>This child is huge success story and is able access the school camp this year.</li> </ul>	
<b>T&amp;L 17/21</b>	<b><u>Themed Policies</u></b>	
	<p><b>a) Policy Grid</b> The Clerk (Greg Jones) noted that there were two statutory policies / reports for SSB that require review. Equalities Report SEND Information report (2021/22 report on website)</p>	

No.	Item	Action
	<p><b>b) Policies for approval</b></p> <p><b>a. Looked After Children</b></p> <p><b>Jenny Moore proposed that Governors approve the Looked After Children policy. Seconded by Colin Driscoll and approved by all present.</b></p> <p><b>b. Supporting children with medical conditions</b></p> <p><b>Clare Bolton proposed that Governors approve the Supporting children with medical conditions policy. Seconded by Julie Summerhayes and approved by all present.</b></p> <p><b>c. Relationships, Sex and Health Education</b></p> <div data-bbox="391 763 1394 887" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>A Governor asked about the consultation with Parents, Staff and Pupils referred to in this policy? This was undertaken when the policy was original produced in 2020.</b></p> </div> <p><b>Brian Walton proposed that Governors approve the Relationships, Sex and Health Education policy. Seconded by Jonathan Sansam and approved by all present.</b></p>	
<p><b>Governor Meeting – Final Section</b>  <b>Chaired by Julie Summerhayes (Chair of Governors)</b></p>		
G84/21	<b><u>Minutes of Previous Meeting</u></b>	
	<p>An amendment was made to the attendance times at this meeting.</p> <p><b>Alex Tedford proposed that Governors approve the minutes of the meeting 25 April 2022. Seconded by Brian Walton and approved by all present.</b></p> <p><b>For: 13      Against: 0      Abstentions: 0</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G85/21	<b><u>Papers for Information</u></b>	
	<p>Email response to the letter about inflationary impact of energy costs from the DFE. Schools White Paper.</p>	
G86/21	<b><u>Matters Arising</u></b>	
	<p><b>a) Multi Academy Trusts</b></p> <p>Greg Jones (Clerk to Governors) declared an interest as an employee of Bridgwater &amp; Taunton College Trust.</p>	

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	<p><b>Bridgwater &amp; Taunton College Trust</b> Visit to 3 schools in the trust completed today (16<sup>th</sup> May 2022) by 7 governors.</p> <p><b>Wessex Learning Trust</b> 7 governors have indicated that they are able to take part in a visit from 12pm on Monday 20<sup>th</sup> June.</p> <p><b>Millfield School</b> Still no news on the paper outlining their proposal for a MAT.</p> <p><b>Governors decided to make a formal decision on the next steps for joining a MAT at the meeting on 4<sup>th</sup> July 2022.</b></p> <p><b>ACTION</b> – Item on the next steps for joining a MAT at the meeting on 4<sup>th</sup> July 2022. <i>[an independent clerk will be required for this item]</i></p>	JS/BW
G87/21	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits' to School</b> JS – Fortnightly visit AT – Assistant Headteacher interviews AT – Safeguarding Governor meeting SC – Admissions committee</p> <p>The Headteacher (Brian Walton) will follow up the participants for the governor walkthroughs. <i>[The clerk has forwarded a copy of the Doodle poll]</i></p> <p><b>b) Governor Training</b> GJ – Clerks Briefing</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>	
G88/21	<b><u>Procedural Matters</u></b>	
	<p><b>a) Looked After Children Governor</b></p> <p><b>Julie Summerhayes proposed that Colin Driscoll be appointed as the Children Looked After Governor. Seconded by Alex Tedford and approved by all present.</b></p> <p>The clerk will send CD a role description.</p>	



No.	Item	Action
	<p><b>b) Clerks Briefing</b>                      The clerk highlighted the post covid changes to the Permanent Exclusion timetables.                      He noted that paperwork should be reattained for at least 6 months as there are now more requests for tribunals from parents after the deadline for an Independent Review Panel.</p>	
<b>G89/21</b>	<b><u>Any Other Business</u></b>	
	None	
<b>G90/21</b>	<b><u>Date, time, and place of the next meeting</u></b>	
	<p>The next meeting of the Board of Governors will be on                      Monday 13 June 2022 – SSB                      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>.....</p> <p>13 June 2022</p>	<p>Signed on behalf of the Area Lead</p> <p><i>Clare Bolton</i></p> <p>.....</p> <p>13 June 2022</p>	

With no further business, the chair declared the meeting closed at 8.06pm.

**Action List**

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
S04/21	Review of First Aid policy.	CL	07/02/22
T14/21e	Produce an anonymised progress over time report for a future meeting.	BW	18/07/22
S11/21c	Include a report on PLIM – My Communication at the MTaL meeting on 18 <sup>th</sup> July 2022	CL	18/07/22
G86/21	Item on the next steps for joining a MAT at the meeting on 4 <sup>th</sup> July 2022. <i>[an independent clerk will be required for this item]</i>	JS/BW	04/07/22

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