

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 18 July 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)	(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) (v = virtual attendance)

Minutes

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

G101/21 Site Walk

Governors undertook a site walk with the Headteacher at the end of the meeting.

G102/21 Welcome

The chair welcomed everyone to the meeting.

a) Apologies for absence

Craig Harris

The Clerk advised that with 13 of the 14 Governors present the meeting was quorate.

b) Declarations of Interest

Rob Sutherland – Business Manager at Crispin School.

Greg Jones – Company Secretary of Bridgwater and Taunton College Trust (MAT update)

Adi Whatling – Member of staff at Millfield School (MAT update)

No.	Item	Action
G103/21	<u>Headteachers Report</u>	

a) **Headteachers report**

The Headteacher (Brian Walton) highlighted the main points of the Headteachers report circulated with the papers for this meeting.

- **Key Stage 2 SAT's results**

	2022	National	Without SP	GDS
○ Mathematics	78%	71%	85%	29%
○ Reading	77%	74%	84%	35%
○ Writing	82%	69%	78%	20%
○ Science	72%		78%	
○ GPS	83%		91%	47%
○ Combined	70%	59%	76%	

The Headteacher (Brian Walton) highlighted that this was the first set of proper results since 2019. He was very pleased with the results when compared with the national figures.

A Governor asked about the position generally in Somerset? The results are broadly within (1/2%) of the national averages in Somerset.

- **Early Years**

Good Level of Development = 63%

- **Key Stage 1 SAT's results**

	2022	National	Without SP
○ Reading	68%		80%
○ Writing	67%		78%
○ Mathematics	72%		82%
○ Combined	70%		77%

This is a good set of results for a cohort where 13.6% of the pupils are in specialist provision.

Governors noted that this was a good set of results and asked the headteacher to pass on their congratulations to the teachers.

b) **Anonymous complaint to OFSTED**

The Headteacher (Brian Walton) reported that the school had received a notice of information concerning the Nursery Provision from OFSTED, circulated with the papers for this meeting.

An anonymous concern had been raised that there appears to be a lot of children and not many staff. Up to 20 toddlers have been seen with 2 members of staff.

No.	Item	Action
	<p>The Headteacher has met with the team to review the ratios.</p> <p>Governors were reassured that the Nursery staffing was always within the ratio's required, and that the complainant was not correct.</p> <p>BW highlighted an email that had been included with the papers for this meeting that reminded staff that it would be a safeguarding issue if the ratios were not maintained.</p> <p>Governors discussed the origins of the complaint and noted that ratios are set on an hourly basis to match the numbers in each element of the Nursery at all times.</p> <p>It was noted that OFSTED did not specifically check ratios during their last visit and the school were not asked to provide them with ratio information.</p>	

Mainstream Teaching & Learning Section (MTaL)

Chaired by Julie Summerhayes on behalf of Craig Harris (Mainstream Teaching & Learning Lead)

T&L Outcomes and Assessment

18/21

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the reports circulated with the papers for this meeting.

a) **Data Overview (Summer 22)**

- **Mainstream**

The target for average depth is 1.8.

It was noted that some pupils in Years 1 and 5 were below this target, but that 100% of pupils who were at 1.5 at the end of year 5 passed their SATs at the end of Year 6.

- **Pupil Premium**

Teachers will be made aware of the pupil premium children in years 1,4 & 5 who are below the expected target as they move into their next academic year.

It was noted that the reading scores are subjective.

b) **Whole School Group data**

The Average Depth of each group of pupils was compared with the same point of the previous year.

Pupil Premium pupils have narrowed the gap in Writing.

SEN pupils are managing to keep on track with the previous year.

It was noted that there are lot of summer born pupils in the group moving from Year 4 to Year 5.

No.	Item	Action
	<p>c) Early Years Data The objectives used to asses' pupils have changed in the Summer term. Assessment has switched to Early Learning Goals that make the data appear to fall back in the Good Level of Development (GLD).</p> <p>It was noted that the baseline data for early years was very strong at the start of the year.</p> <p>All children completed a national reading intervention and 39% are secure in phase 4. There are no concerns as pupils move into Year 1 and the school will continue to monitor Year 1 Phonics.</p>	
	<p>d) Phonics Year 1 = 88.1% Year 2 = 100%</p>	
	<p>e) Times table Checks 95% of Year 4 pupils achieved 20 or more out of a possible 25. Gemma Smith has been using a new system in Years 2,3, & 4 to improve the end of year data.</p>	
	<p>f) Emerging Readers The progress of Emerging Readers was highlighted by OFSTED during their previous visit and the school is still tracking progress. Pupils are still receiving support at an individual level via Toe by Toe and meetings with parents to encourage extra support.</p>	
	<p>A Governor asked if the school is confident that OFSTED would see a difference? Yes – All teachers know who the Emerging Readers are and what interventions they are receiving.</p>	
	<p>It was noted that change has been made the reading scheme and phonics programme.</p>	

T&L
19/21

Teaching and Learning

- a) Nursery**
 The Deputy Headteacher (Sarah Ashford) gave a verbal update on the Nursery.
- Staff recruitment is an issue for all local Nurseries.
 There were no applications for the Nursery Manager position.
 Regular visits are being undertaken by the Local Authority Advisor to provide support and give the team more confidence.
 - The engagement levels of the children are high and free-flow access has been re-introduced.

No.	Item	Action
	<ul style="list-style-type: none"> • Staff visited another Nursery during their INSET on 24th June to review the provision and environment. They also share good practice with the staff. • There is a second Nursery INSET in September. • Timings have been changed to match the need for families whose children are now starting school at 8.45am.. Early Birds from 7.30am Closing at 17.30 on Monday to Thursday and 17.00 on Fridays. 	
	<p>b) Curriculum Update</p> <p>Curriculum Leaders have just reached the end of the first year of the current action plans. The future plans will fit into the new School Development Plan.</p> <p>There is a seamless link from the National Curriculum coverage to subject knowledge.</p> <ul style="list-style-type: none"> • System for children to self-assess. • Subject knowledge organiser. 	

**T&L
20/21**

Themed Policies

a) Policy Grid

The Clerk (Greg Jones) reported that there were no MTaL polices to review and that the grid will be reset for next year.

b) Policies for approval

None

Governor Meeting – Final Section

Chaired by Julie Summerhayes (Chair of Governors)

G104/21 Minutes of Previous Meeting

Brian Walton proposed that Governors approve the minutes of the meeting 04 July 2022. Seconded by Rob Sutherland and approved by all present.

For: 13 Against: 0 Abstentions: 0

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

G105/21 Papers for Information

SEND Advice line

No.	Item	Action
G106/21	<u>Matters Arising</u>	

a) **Meeting with the Regional Schools Commissioner**

The chair (Julie Summerhayes) highlighted the main points of the Trust meeting letter circulated with the papers for this meeting.

The meeting lasted for 2½ hours, and the following topics were covered.

- Finances
- Covid recovery
- Performance
- Governance & Leadership (inc governor recruitment)
- Multi Academy Trusts.

A Governor asked what the RCS's attitude would be if the governors decided to cease their plan to look at joining a Multi Academy Trust? The RSC would continue to push the Trust in line with government policy.

A Governor asked about the RSC's view on having duplicate Trustees and Members? The RSC would prefer that they are separate; but this would be sorted if the Trust joined a MAT.

b) **Decision to move to a formal stage of joining a MAT**

Greg Jones (Clerk to Governors) declared an interest as an employee of Bridgwater & Taunton College Trust. Adi Whatling declared an interest as an employee of Millfield School.

A copy of the National Governors Association "Taking the Next Sep" guide to forming or joining a MAT was circulated with the papers for this meeting.

A Working Party can be formed to undertake the Due Diligence. The Working Party would be administered by the Company Secretary (Sandra Cinicola).

It was noted that the Working Party could still consider other MAT's beyond the three already identified and that Trustees could still reach the decision not to join a MAT.

Governors discussed the possibility of reducing the number of MAT's that the Working Party carry out Due Diligence on.

It was decided to carry out "high level" (desk top exercise by the Headteacher and Business Manager) on all MAT's before reducing the number for a more detailed exercise.

The Working Party will produce the data for the board to decide on which MATs to proceed with to a more detailed stage.

Governors discussed the level of their passion to join a MAT and recognised the different views of those around the table.

No.	Item	Action
	<p>Stuart Clowes proposed the Governors proceed to the formal stage of joining a Multi Academy Trust by starting Due Diligence with Bridgwater & Taunton College Trust and Wessex Learning Trust. Millfield School may be included if they come forward with a proposal and other MATs may be included if they are identified. Seconded by Rob Sutherland and approved by all present.</p> <p>The information gathering exercise will be completed by the Head Teacher and Business Manager and fed back to Governors via Extra-Ordinary Board meetings or via a smaller group acting as a Working Party.</p>	
	<p>c) Alterations to the Nursery / Early Years. The Clerk (Greg Jones) reported that the decision to proceed with the alterations in the Nursery and Early Years had been approved by Governors via email following the previous Board meeting.</p>	

G107/21 Governors Visits and Training

a) Governors Visits' to School

JS – Fortnightly visit

Action – The Headteacher will circulate dates to the Clerk for visits in early October 2022.

BW

b) Governor Training

SE – Governor Induction 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](#)

G108/21 Procedural Matters

a) Meeting Programme 2022/23

Governors reviewed the draft meeting programme circulated with the papers for this meeting.

- Move MTaL 5th December to 9th January
- SDP Visioning by email only
- Remove SSB 12th June
- Move MTaL from 10th July to 17th July

Action – The clerk to re-circulate the meeting programme.

GJ

b) Clerks Briefing

The Clerk (Greg Jones) highlighted the main points of the Clerks Briefing notes circulated with the papers for this meeting.

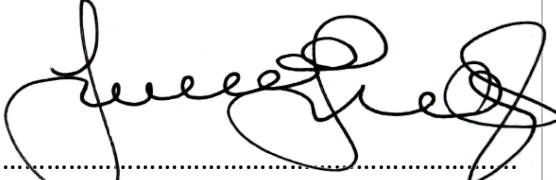

No.	Item	Action
	<ul style="list-style-type: none"> Keeping Children Safe in Education – Sept 2022 	
G109/21	<u>Board of Governors AGM</u>	
	<p>a) Election of Chair and Vice Chair</p> <p>Stuart Clowes proposed that Julie Summerhayes be elected as Chair of Governors for the forthcoming year. Seconded by Adi Whatling. There were no further nominations and Julie Summerhayes left the meeting.</p> <p>For: 12 Against:0 Abstentions:0</p> <p>Julie Summerhayes proposed that Alex Tedford be elected as Vice Chair for the forthcoming year. Seconded by Rob Sutherland. There were no further nominations and Alex Tedford left the meeting.</p> <p>For: 12 Against: 0 Abstentions: 0</p> <p>b) Area Leads Business – Rob Sutherland Mainstream Teaching and Learning – Craig Harris Specialist Safeguarding & Behaviour – Clare Bolton Admissions – Stuart Clowes & Jenny Moore</p> <p>Adi Whatling proposed that Governors approve the Area Leads as listed above. Seconded by Colin Driscoll and approved by all present.</p> <p>c) Governors Roles Child Protection and Safeguarding – Alex Tedford Children Looked After – Colin Driscoll Special Educational Needs – Clare Bolton Health & Safety – Colin Driscoll</p> <p>Brian Walton proposed that Governors approve the roles as listed above, Seconded by Jenny Moore and approved by all present.</p> <p>d) Register of Business Interests The Clerk reported that all governors had updated their register entries or confirmed that they were correct.</p>	
G110/21	<u>Any Other Business</u>	
	Governors agreed to keep the Academy Members the same as for 2021/22	

No.	Item	Action
	The chair thanked everyone for their contributions to the working of the board during the year.	

G90/21 Date, time, and place of the next meeting

The next meeting of the Board of Governors will be on
 26 September 2022 – MTaL
 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  26 September 2022	Signed on behalf of the Area Lead  26 September 2022	

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

Action List

Agenda Item	Action	By Whom	Due Date
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 th July 2022	CL	18/07/22
G93/21	Update safeguarding data in future Headteachers Reports to match term dates.	BW	Sept 22
G107/22	The Headteacher will circulate dates to the Clerk for visits in early October 2022.	BW	ASAP
G108/21	The clerk to re-circulate the meeting programme.	GJ	ASAP

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