

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 21 November 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)
			✓	Adi Whatling	(AW)	

\*\*\* not present for Audit sections of the meeting

#### IN ATTENDANCE

	Sarah Ashford	(SA) Deputy Headteacher		Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors		Nicola Neville	(NN)	Assistant Headteacher
v	Joe Scaife	(JS) Bishop Fleming				

(✓ those present) (v = virtual attendance)

## Minutes

No.	Item	Action
	<b>Audit Committee</b> <b>Chaired by Rob Sutherland (Business Lead)</b> <b>This section excludes members of School staff – other than the Accounting Officer and Business Manager</b>	
<b>B01/22</b>	<b><u>Annual Accounts</u></b>	

Joe Scaife (Bishop Fleming) highlighted the main points of the audit process for the Annual Accounts circulated with the papers for this meeting.

Brian Walton noted that he is present as the Accounting Officer for the Academy.

#### a) Audit Overview

Joe Scaife reported that the audit work has been completed and the accounts (subject to any changes made tonight) are ready to be signed.

Clean audit and regularity audit reports are presented.

#### b) Financial Summary 2021/22

Net surplus	= £199k
Carry forward	= £289k
Reserves	= £488k

It was noted that this is a substantial level of reserves, equivalent to 1.7 months' worth of expenditure.

No.	Item	Action
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Governors agreed with the auditor that the school is a going concern for the next 12 months.

Income and expenditure		Balance sheet highlights	
	2022 £	2022 £	2021 £
Unrestricted income	748,315	Net current assets:	
Restricted income	3,266,205	Debtors	76,792
	<u>4,014,520</u>	Cash	793,482
		Creditors	<u>(381,837)</u>
Unrestricted expenditure	767,262		289,753
Restricted expenditure	3,386,247	Fixed asset position	6,817,933
	<u>4,153,509</u>	LGPS pension deficit	<u>(1,329,000)</u>
			(6,488,000)
Net operating surplus/deficit	- 138,989		
LGPS pension charge	591,000	Carry forward reserves	
Depreciation charge on assets purchased from unrestricted funds	18,947	Reserves brought forward	289,753
		Net increase/decrease in year	198,684
Net result for the year	<u>470,958</u>	Available reserves carried forward	<u>488,437</u>
Capital expenditure from:			
General Annual Grant	- 272,274		
Specialist	-		
		2022	2021
Net change in c/f	<u>198,684</u>	Unrestricted free reserves	7,627
		GAG	480,810
		Pupil Premium	-
		Specialist	-
			903
			40,707
		Equivalent to no. months cost	1.7

#### c) Reserves Policy

The reserves policy states that the school will hold £300k (equivalent to 1 month's expenditure) in reserve.

It was noted that the remaining £198k of the reserves held will be used for the unfunded pay award and the increased cost of energy and consumables.

Governors noted that the school has operated with a comfortable level of reserves over the past few years. The use of all the extra reserves in one year and the potential impact of the current financial uncertainty on future years is a concern and that control must be kept of the level of reserves over the next few years.

#### d) Local Government Pension Scheme

The Pension deficit shown in the balance sheet has reduced from £6.6m in 20/21 to 1.3m in 21/22.

This is because the pension liability has been adjusted by the actuary to cater for a higher discount rate.

It was noted that the liability is like to go back up in the future but is unlikely to have an impact on the LGPS contributions when they are next calculated.

#### e) Harpur Trust Case

It was noted that a recent [judgement by the Supreme court](#) may mean that some part-time workers are entitled to extra holiday pay.

No.	Item	Action
	The school are currently waiting for a calculation by the Local Authority, but the Auditor noted that the Trustees should have a provisional figure in case a provision needs to be made on this year's accounts.	
	<b>Action</b> – Calculate a provisional figure for the Harpur Trust back pay liability.	<b>BW, SC</b>
	Governors discussed their attitude towards the risk from this liability. They noted that there are 98 Full Time Equivalents comprising 104 employees that means that the liability should be small.	
	<b>f) Audit Adjustments</b>	
	There are two significant adjustments relating to depreciation and the LGPS.	
	<b>g) Management Letter</b>	
	There is one new action relating to Bank Postings. This is due to pay roll at the end of one month being posted in the next month.	
	The outcome of this is an understated position in the bank on the balance sheet.	
	It was noted that this has always been the case but that the school will change its process.	
	<b>Previous Year</b>	
	There are two outstanding actions from the previous year	
	1. Recording of income using the ESFA chart of accounts	
	2. Fixed asset register maintenance	
	<b>ACTION</b> – Check to see if these actions from the management letter have been completed.	<b>BW</b>
	<b>h) Letter of Representation</b>	
	Governors noted that there was no Legal Action against the school or Post Balance events to report.	
	<b>6.48pm – Joe Scaife left the meeting</b>	
	<b>A Governor asked if the final position was any different from the predicted outcome at Month 9? There were no surprises.</b>	
	<b>Julie Summerhayes proposed that governors approved the annual accounts for 2021/22. Seconded by Rob Sutherland.</b>	
	For: 8	Against: 0
	Abstentions: 0	
	<b>6.49pm – Jenny Moore and Jonathan Samson joined the meeting</b>	

No.	Item	Action
<b>Governor Meeting – Opening Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G21/22</b>	<b><u>Welcome</u></b>	
	The chair welcomed everyone to the meeting.	
	<p><b>a) Appointments and Resignations</b>            Jenny Moore has been re-appointed as a staff governor.            Martin Hooper has resigned as a governor.</p>	
	<p><b>b) Apologies for absence</b>            Apologies were accepted from Alex Tedford.</p> <p>Craig Harris was absent</p>	
	The Clerk advised that with 11 of the 13 Governors present the meeting was quorate.	
	<p><b>c) Declarations of Interest</b>            Rob Sutherland – Business Manager at Crispin School            Greg Jones – Company Secretary of Bridgwater and Taunton College Trust            Adi Whatling – Member of staff at Millfield School</p>	
<b>G22/22</b>	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers report</b>            The Headteacher (Brian Walton) highlighted main points of the Headteachers report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour</b>              Following a rise in the number of behaviour incidents in mainstream a new section has been added to the report.</li> <li>• <b>Attendance</b>              Specialist attendance is at 86.1% and Mainstream at 95.9%              Overall attendance is 94.7%</li> <li>• <b>Safeguarding</b>              46 concerns involving 25 children.</li> <li>• <b>Complaints</b>              Complaints are on the rise with a lot more unhappiness amongst parents.</li> <li>• <b>First Aid</b>              There have been 23 phone calls home relating to incidents requiring first aid.</li> </ul>	

No.	Item	Action
	<ul style="list-style-type: none"> <li><b>Academy Development Plan</b> The ADP has been thinned down to simplify the targets in each element.</li> </ul> <p>The increase in pupils with EHCP's has created extra work to support these pupils. More time is needed to track Early Help Assessments. The number of pupils on the SEN register has increased, especially in KS1.</p>	
	<b>b) Academy Development Plan Priorities</b> See Headteachers Report above	

## Business Section (BUS)

Chaired by Rob Sutherland (Business Lead)

**BUS**  
**02/22**

### a) Budget update

The revised pay award for teachers and support staff has been included in the revised budget for 2022/23.

Teachers	= £24k
Support Staff	= £120k
Back pay	= £50k (from April 2022)
<b>Total</b>	<b>= £194k</b>

The school had allowed for a 3% rise in the original budget and this figure is £100k above the figure included.

Therefore, it is recommended to increase the budget expenditure by £100k to cover the unfunded pay rise.

**A Governor asked what would happen if the Board chose not to follow the Nationally recommended pay award?** The board would have to negotiate it's own award with the unions.

**A Governor asked about the impact of this rise on the 3 to 5 year budget projection?** This is not currently known.

It was noted that staff are leaving in Specialist Provision for a local competitor that is offering considerably more pay and that the school is struggling to recruit replacements.

**Rob Sutherland proposed that Governors approve the additional £100k budget expenditure on pay. Seconded by Adi Whatling.**

**For: 11 Against: 0 Abstentions: 0**

### b) Model Pay Policy

No.	Item	Action
	<p>It was noted that the Model Pay Policy circulated with the papers for this meeting contained the updated rates for each scale according to the new pay award.</p>	
	<p><b>A Governor asked if there were any other changes other than the rates of pay? No – there are no other changes.</b></p>	
	<p><b>A Governor asked where the TLR for the SENCo sits in the overall pay structure? ????</b></p>	
	<p><b>Stuart Clowes proposed that governors approve the Model Pay Policy. Seconded by Colin Driscoll. For: 11    Against: 0    Abstentions: 0</b></p>	

**BUS  
03/22**    **Staffing**

**a) Organisation Chart**

There have been two resignations and a third member of staff is considering a move to [The Dovecote School](#).

A Nursery Keyworker has also resigned.

It was noted that the school is finding it difficult to find replacements for these staff.

**BUS  
04/22**    **Premises**

**a) Capital Projects**

All work to the Nursery reception and other areas has been completed.  
Outside drainage work has been completed.

**BUS  
05/22**    **Health & Safety**

The outcome report has been received relating to an accident involving a pupil that occurred in the playground.

It was noted that no changes to procedures or practices are required.

**BUS  
06/22**    **Themed Policies**

**a) Policy Grid**

The Clerk (Greg Jones) highlighted the BUS theme policies for review this academic year.

No.	Item	Action
	<b>b) Policies for approval</b>	
	<b>a. Safeguarding and Child Protection</b> Colin Driscoll proposed that governors approve the Safeguarding and Child Protection Policy. Seconded by Adi Whatling and approved by all present.	
	<b>b. Special Educational Needs and Disabilities</b> Jenny Moore proposed that governors approve the Special Educational needs and Disabilities Policy. Seconded by Brian Walton and approved by all present.	
	<b>c. Health and Safety Policy</b> Rob Sutherland proposed that governors approve the Health & Safety Policy. Seconded by Stuart Evans and approved by all present.	
	<b>d. Governors Allowances</b> Brian Walton proposed that governors approve the Governors Allowances Policy. Seconded by Jonathan Samson and approved by all present.	
	<b>e. Suspension and Permanent Exclusion</b> Rob Sutherland proposed that governors approve the Suspension and Permanent Exclusion Policy. Seconded by Clare Bolton and approved by all present.	
	<b>f. Cookie Statement</b> Julie Summerhayes proposed that governors approve the Cookie Statement. Seconded by Stuart Clowes and approved by all present.	

### Governor Meeting – Final Section

Chaired by Julie Summerhayes (Chair of Governors)

#### G23/22 Minutes of Previous Meeting

Colin Driscoll proposed that Governors approve the minutes of the meeting 10 October 2022. Seconded by Stuart Clowes and approved by all present.

For: 11      Against: 0      Abstentions: 0

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

#### G24/22 Papers for Information

**a) School Improvement Partner report**

There will be a follow up visit to meet with staff in December 2022.

**b) Union Letter**

Governors noted the contents of the letters relating to ballots for strike action.

No.	Item	Action
<b>G25/22</b>	<b><u>Matters Arising</u></b>	
	<p><b>a) MAT update</b>            GJ and AW declared an interest            It was noted that a group visited the school from Millfield and that they are meeting with the RSD to discuss their proposal to form a MAT.</p> <p>The Working Group are meeting on Monday 28<sup>th</sup> November.</p>	
<b>G26/22</b>	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits' to School</b>            CD, SC – Admissions            CD – Looked After Children            AW, AT – Safeguarding (including a walk through)            AW, JS – Millfield visit            AT, JS – Accounts Clearance meeting            JS – Fortnightly visit</p> <p>To book individual visits to the school contact Sarah Morris (see contact sheet).</p> <p><b>b) Governor Training</b>            Governors should have all received an invite to register with the National College.</p> <p>Governors were reminded that there was training available via:-  <b>Support Services for Education</b>  <a href="https://www.supportservicesforeducation.co.uk/Training">https://www.supportservicesforeducation.co.uk/Training</a></p> <p>There is free training available online from <b>Governors for Schools</b>  <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>	
<b>G27/22</b>	<b><u>Procedural Matters</u></b>	
	None	
<b>G28/22</b>	<b><u>Any Other Business</u></b>	
	<ul style="list-style-type: none"> <li><b>Safeguarding</b>  <b>Action</b> – AW will send questions to BW and AT intended to identify any staff or governors safeguarding training needs.</li> </ul>	<p><b><u>AW→BW,</u></b>  <b><u>AT</u></b></p>



No.	Item	Action
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## **G20/22 Date, time, and place of the next meeting**

The next meeting of the Board of Governors will be on  
09 January 2023 – MTaL  
Kangaroos – Brookside Academy  
(There will be the option to join this meeting virtually via Microsoft Teams)

All meetings will start at 6.00pm

**7.38pm – Jenny Moore and Jonathan Samson 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 Internal Scrutiny 07/22**

#### **a) Responsible Officers Reports**

None

#### **b) Data Protection Summary Audit**

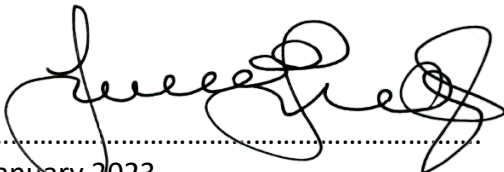
The contents of the Data Protection Summary Audit circulated with the papers for this meeting were noted.

### **BUS Risk 08/22**

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

- **Financial**  
Impact of high inflation  
Unfunded pay award  
Energy and Consumables costs
- **Recruitment and Retention**  
There is low moral amongst all school staff and low paid staff are leaving for other equivalent paid work.  
  
Governors discussed the attractiveness of the Local Government Pension scheme and how this could be promoted to prospective employees.
- **Pupil Numbers**  
The impact of lower pupil numbers is to be added to the register.

No.	Item	Action
	It was noted that the residual risks should have their scores reduced once the impact of the control procedures have been applied.	
	<b>Action</b> – Source risk management training for the Headteacher and Business Manager. <a href="#">[Risk Assurance for School Trusts]</a>	<b>GJ</b>

	Signed on behalf of the Governors of Brookside Academy  09 January 2023	Signed on behalf of the Area Lead <i>JS</i> 09 January 2023	
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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
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
B01/22e	Calculate a provisional figure for the Harpur Trust back pay liability.	BW, SC	ASAP
B01/22g	Check to see if these actions from the management letter have been completed.	BW	ASAP
G28/22	AW will send questions to BW and AT intended to identify any staff or governors safeguarding training needs.	AW → BW, AT	ASAP
B08/22	Source risk management training for the Headteacher and Business Manager	GJ	ASAP

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