

Brookside Academy (327) – Board of Governors  
Company Registration Number: 07641618 (England & Wales)



Minutes of the **Board of Governors** meeting held via Microsoft Teams, on Monday 24 January 2022. 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)	(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
✓	Zoe Clist	(ZC) Computing Lead			

(✓ those present) (v = virtual)

## Minutes

No.	Item	Action
<b>Governor Meeting – Opening Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
G41/21	<p><b><u>Spotlight on Computing</u></b></p> <p>The Computing curriculum leader (Zoe Clist) gave a presentation on Computing at Brookside Academy.</p> <ul style="list-style-type: none"> <li>• Where we were General lack of confidence in using the technology.</li> <li>• Where we are now Inset day booked to provide confidence. Using the National Centre for Computing Education for planning support</li> <li>• Example lesson plans</li> <li>• Computing becoming more embedded in the school.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if Scratch was used all the way through the school or if Python was used at any stage (eg. Year 6)?</b> The curriculum only used Scratch.</p> </div> <p>A copy of the presentation will be circulated to Governors</p> <p>Governors thanked Zoe for her presentation.</p>	

No.	Item	Action
<b>G42/21</b>	<b><u>Welcome</u></b>	
	The chair welcomed everyone to the meeting.	
	<p><b>a) Apologies for absence</b> None</p> <p>The Clerk advised that with 14 of the 14 Governors present the meeting was quorate.</p>	
	<p><b>b) Declarations of Interest</b> Rob Sutherland – Business Manager at Crispin School.</p>	
<b>G22/21</b>	<b><u>Headteachers Report</u></b>	
	<p><b>a) Headteachers report</b> The Headteacher (Brian Walton) invited questions of the Headteachers report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• <b>OFSTED – Nursery 0 to 2 year old’s</b> An inspection was carried out on Thursday 20<sup>th</sup> January. The draft report is positive and the depth of the leadership really shone out.  The report still has to go through the quality assurance stage before it can be made public.</li> <li>• <b>Attendance</b> Attendance is at 93.7% across the Academy. It was noted that Mainstream attendance is at 94.7% across the county and that without the lower attendance in Specialist Provision that the whole school figure would be 94.8%  There is a trend of parents who are refusing to meet with the school to discuss attendance of their children. As a last resort the school is having to consider fining parents to pursue the matter. The Education Welfare Officer is not willing to support this where an Education Health Care Plan (EHCP) is in place.</li> </ul>	
<b>Business Section (BUS)</b> <b>Chaired by Rob Sutherland (Business Lead)</b>		
<b>BUS 09/21</b>	<b><u>Finances</u></b>	
	<p><b>a) Financial update (month 3)</b> The Business Manager (Sandra Cinicola) highlighted the main points of the Month 3 Financial Report circulated with the papers for this meeting.</p>	

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	<ul style="list-style-type: none"> <li>• The Academy balance at month 3 is a £46k surplus.</li> <li>• Extended Schools is showing a £61k surplus. The Healthy School initiative is growing, with 30 places being offered at Easter.</li> <li>• Catering income is creeping up and is showing a surplus of £17k as the numbers having meals are increasing post covid.</li> <li>• Lettings are showing a surplus of £12k now that there is minimal caretaking costs with most lets self-managed.</li> <li>• Capital Expenditure shows a surplus of £17k with money vired from academy reserves to cover current costs.</li> <li>• The Nursery is currently showing a deficit of £48k against a budgeted deficit of £30k. Income is increasing as more children reach the age to access the 3-year-old funding. Confirmation of the grant funded hours and an increase to the hourly rate are expected in April 2022. The Nursery has a capacity of 75 and will be full by May 2022. It was noted that the pre-school numbers already registered for September 2022 are higher than normal.</li> </ul> <p>It was noted that the deficit will reduce as the year goes on.</p> <ul style="list-style-type: none"> <li>• There are 57 children confirmed to start in Reception in September plus another 2 who were late applying.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked about the Academy Reserves Policy?</b> The reserves policy states that £300k (one month's expenditure) should be kept in reserve. The current amount held in reserve is £420k, with another £160k expected this year that includes the lagged funding (£80k) of the 3-class year group that left the school last year.</p> </div> <p>It was noted that the School Leaders are producing a plan to spend the free reserves that will include an expansion of the pre-school area that was lost to Early Years.</p> <p>It was noted that reserves are also healthier because there has not been a teachers pay award this year.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if there has been any difficulty in recruiting staff across the Academy?</b> Yes – the Senior Leadership Team is having to use school staff in the Nursery to meet the ratios required there.</p> </div> <p>There has been an advert live for the last 6 weeks from which there have been no applicants. The Academy is reviewing the option to fix shifts in the Nursery to make the roles more attractive.</p> <p>It was noted that the school has been in touch with Strode College to see if there is any interest from their 2022 Level 3 graduates.</p>	
	<p><b>b) Going Concern Statement</b></p> <p>It was noted that the Going Concern Statement circulated with the papers for this meeting was part of the annual audit and is now something that the governors</p>	

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	should produce. This is the statement that was included with the annual accounts.	
<b>BUS 12/21</b>	<b>Staffing</b>	
	<p><b>a) Staffing update</b></p> <ul style="list-style-type: none"> <li>• Finance Officer resignation (job nearer home)</li> <li>• 3 x Key workers required for the Nursery.</li> </ul> <p>It was noted that there are a high number of Maternities covers required over the remainder of the academic year.</p> <p><b>Organisation Chart</b> Governors reviewed the Organisation Chart for January 2022 circulated with the papers for this meeting.</p>	
<b>BUS 11/21</b>	<b>Premises</b>	
	<p><b>a) Capital Projects</b> The Business Manager (Sandra Cinicola) highlighted the Futures for Somerset (Lee McEvans) is working on a proposal for governors on future capital projects.</p>	
<b>BUS 12/21</b>	<b>Health &amp; Safety</b>	
	The Business Manager (Sandra Cinicola) reported that a visual inspection of the Nursery by Educating Safely did not raise any concerns.	
<b>T&amp;L 10/20</b>	<b>Themed Policies</b>	
	<p><b>a) Policy Grid</b> The Clerk (Greg Jones) highlighted that the following statutory policies need to be reviewed during the academic year.</p> <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• General Data Protection Regulations</li> <li>• Health &amp; Safety</li> </ul> <p><b>ACTION</b> – Polices to be reviewed for the next business themed meeting.</p> <p><b>b) Policies to approve</b></p> <p><b>Governors Hybrid Meeting Policy</b> The Chair (Julie Summerhayes) highlighted that governors should:-</p> <ul style="list-style-type: none"> <li>• Give 48 hours' notice of their intention to attend a meeting virtually</li> <li>• Attend with their cameras switched on where possible.</li> </ul>	<b>SC</b>

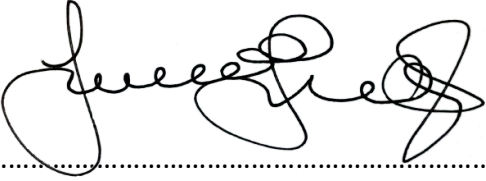
No.	Item	Action
	<ul style="list-style-type: none"> <li>Use headphones to prevent unauthorised individuals overhearing conversations.</li> </ul> <p><b>Brian Walton proposed that governors approve the Hybrid Meeting policy. Seconded by Adi Whatling and approved by all present.</b></p>	
<b>Mainstream Teaching &amp; Learning Section (T&amp;L) Chaired by Craig Harris (Mainstream Teaching &amp; Learning Lead)</b>		
<b>T&amp;L 11/21</b>	<b>Outcomes and Assessment</b>	
	<p><b>a) Data overview – Autumn 21</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Autumn Term data report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>It can be seen that the Average Depth figures are high or low dependent on the number of objectives that have been assessed.</li> <li>Progress from years 4→5 and 5→6 is lower than the other year groups and the school is keeping this under review.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked why there has been a change in the number of objectives assessed?</b> This is because teachers are repeating objectives from 2020/21 to close gaps identified.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked. If the Yr 5 mainstream 21/22 data for writing (page 23 of pack) says that only 7% are at expected or higher, and the No More Marking data on page 31 says that 95% are at ARE. Why do the two statistics seem a world apart?</b> Comparative judgement is a process where judges compare two responses and decide which is better. Following repeated comparisons, the resulting data is statistically modelled and responses placed on a scale of relative quality.</p> </div>	
	<p><b>b) Whole school group data</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Whole school group data report circulated with the papers for this meeting.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked why all the groups have risen by one point in Maths?</b> This is a consequence of teaching the key objectives based in a consolidated starting point.</p> </div>	
	<p><b>c) Early Years data overview</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Early years data overview circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>The early years foundation stage has moved to less strands and the overall average of 1.1 reflects the average of all strands.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The baseline figure for this cohort is higher than the average starting point. (using the Nuffield Assessment)</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if there were any particular areas that were better than others?</b> The 17 areas have been reduced to 7 and there are no Exceeding Expectations judgements anymore.</p> </div> <p>Therefore the highest score is now 2.</p>	
	<p><b>d) Phonics</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the phonics report circulated with the papers for this meeting.</p> <p><b>Year 1</b> are moving through the phases rapidly this year.</p> <p><b>Year 2</b> have just taken their delayed Year 1 screening = 75%</p>	
	<p><b>e) No More Marking</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Autumn Term data report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>The results for Year 5 in November 2021 mean that there is now an opportunity to make comparison with the previous 2 years data.</li> </ul> <p>It was noted that No More Marking is a very good comparative judgment of a single piece of work.</p>	
<b>T&amp;L 12/21</b>	<b>Diminishing the Difference</b>	
	<p><b>a) Catch Up Premium</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Catch-Up Premium plan circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>The data overview results shows that progress has been made from the respective starting points.</li> <li>The focus is still on progress over time through interventions.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if there would be any further Catch-up funding this year?</b> Yes – There are grants of £11k and £8k this year.</p> </div> <p>It was noted that the DFE require the school to report where and for whom the catch-up funding has been used when using “in school tutoring”.</p> <p><b>b) Pupil Premium Statement</b> The Deputy Headteacher (Sarah Ashford) highlighted the main point of the Pupil Premium Statement circulated with the papers for this meeting.</p>	

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	Governors noted the clarity of the statement. 18% (83) of the schools' pupils are eligible.	
<b>T&amp;L 13/21</b>	<b>Teaching and Learning</b>	
	Nothing to report.	
<b>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G44/21</b>	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Clare Bolton proposed that Governors approve the minutes of the meeting 06 December 2021. Seconded by Colin Driscoll and approved by all present.</b>  <b>For: 13      Against: 0      Abstentions: 1</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
<b>G45/21</b>	<b><u>Papers for Information</u></b>	
	Anti-bullying Policy, External Review of Governance (future discussion)	
<b>G46/21</b>	<b><u>Matters Arising</u></b>	
	None	
<b>G47/21</b>	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits' to School</b>  The Clerk will circulate a reminder of the dates for the Governors Walkthroughs.</p> <p>RS, SC, HF – Governors Discipline Committee  AT – Safeguarding catch-up  JS – Fortnightly meeting with Headteacher  CD, SC – Admissions committee</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>	

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	Webinars and training is also available from the <a href="#">National College</a>	
<b>G48/21</b>	<b><u>Procedural Matters</u></b>	
	<p><b>a) Minutes of Admissions committee</b> Governors noted the contents of the Admissions committee minutes circulated with the papers for this meeting.</p> <p><b>b) Clerks Briefing</b> The Clerk (Greg Jones) highlighted that the draft Keeping Children Safe in Education for 2022 has been circulated for consultation.</p>	
<b>G49/21</b>	<b><u>Any Other Business</u></b>	
	The Chair of Governors (Julie Summerhayes) reported that the Academy had been approached by 3 organisations with a view to holding initial discussions about joining a Multi Academy Trust.	
<b>G50/21</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 07 February 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><b>7.36pm – Dani Durston and Jenny Moore left the meeting</b></p>	
<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>		
	See Separate minutes	



	Signed on behalf of the Governors of Brookside Academy  ..... 07 February 2022	Signed on behalf of the Area Lead  <i>Rob Sutherland</i> ..... 07 February 2022	
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With no further business, the chair declared the meeting closed at 7.51pm.

### Action List

Agenda Item	Action	By Whom	Due Date
S04/21	Review of First Aid policy.	CL	07/02/22
G35/21	Pupil Premium plans; Equality Objectives; SEND Information report to the next SSB meeting.	CL	07/02/22
B13/21	Polices to be reviewed for the next business themed meeting. Charging and Remissions, General Data Protection Regulations, Health & Safety.	Sci	28/03/22

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