

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 26 September 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)	
✓	Helen Fisher	(HF)	✓	Alex Tedford	(AT)	(Vice Chair)
	Craig Harris	(CH)	✓	Brian Walton	(BW)	(Headteacher)
✓	Martin Hooper	(MH) (until 7.20pm)	✓	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)

#### G01/22 Annual Safeguarding Awareness Training

The Headteacher (Brian Walton) delivered safeguarding training to Governors using the [Somerset Safeguarding Children Partnership](#) basic awareness cascade pack.

#### A Governor asked about providing regular safeguarding feedback to governors?

This will form part of the Safeguarding governors reports at SSB themed meetings.

#### A Governor asked how they could support the Designated Safeguarding Lead? The

safeguarding lead and team would feel supported through regular conversations at GBMs on the topic of Safeguarding - in particular the amount of time it is taking for the DSL and DDSLs to meet the need. This may mean that future conversations look in to increasing capacity within this area.

#### A Governor asked if there is a log for low level concerns about staff? These are

recorded on CPOMS and form part of the regular discussions at Senior Leadership Team meetings.

The National College provide an [Annual Certificate in Safeguarding for School Governors](#).

**Action** – Send out login details to governors to access the National College training.

**BW**

No.	Item	Action
G02/22	<u>Welcome</u>	

The chair welcomed everyone to the meeting.

**a) Apologies for absence**

Rob Sutherland

Craig Harris was absent

The Clerk advised that with 12 of the 14 Governors present the meeting was quorate.

**b) Declarations of Interest**

Greg Jones – Company Secretary of Bridgwater and Taunton College Trust  
Adi Whatling – Member of staff at Millfield School

**G03/22 Headteachers Report**

**a) Headteachers report**

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

- **Attendance**

**A Governor asked about the low attendance in Jaguars?** This is unauthorised absence early in the year that has a profound effect on the figures.

It was noted that the biggest issue is the impact of children on roll who are not attending school (Parents choice) or are missed by their transport pickup.

Attendance is a priority of the new School Development Plan.

**A Governor asked about the representation of specialist pupils as House Captains?** Specialist pupils are involved in the House Captains.

- **Medical**

A serious medical incident occurred in the school. This was recorded via EEC live and Health & Safety agreed that the school was not at fault.

- **Staffing**

Verbal update on the organisation chart at the next meeting.

- **School Development Plan**

There are 4 priorities in the School Development Plan that will be on the agenda for the next meeting.

No.	Item	Action
<b>Mainstream Teaching &amp; Learning Section (MTaL)</b> <b>Chaired by Julie Summerhayes on behalf of Craig Harris (Mainstream Teaching &amp; Learning Lead)</b>		
<b>T&amp;L</b> <b>01/22</b>	<b><u>Outcomes and Assessment</u></b>  The Deputy Headteacher (Sarah Ashford) noted that the results from last years SAT's test were included in the headteachers report to governors at the meeting in July 2022.	
<b>T&amp;L</b> <b>02/22</b>	<b><u>Diminishing the Difference</u></b>  a) <b>Pupil Premium Action Plan</b> The Deputy Headteacher (Sarah Ashford) highlighted the main points of the 2021/22 action plan review circulated with the papers for this meeting.  <b>Attendance</b> Attendance is now monitored for pupil premium in mainstream and specialist. It was noted that the gap between pupil premium in mainstream is very low, whereas the gap in specialist is large due to the large number of pupil premium children and the refusal of some parents to send their children to the school.  Capacity to work with parents has been increased by the recruitment of a cover teacher. This will allow someone who knows the children to have discussion with parents about attendance.  It was noted that the financial costs of after school clubs is a barrier to attendance of pupil premium children. The school is offering free 4-week taster sessions to allow all children to try different activities.  <b>Outcomes</b> More scope has been introduced to be smarter in measuring the outcomes for specialist children. Taking more account of individual children's anxieties in finding unique ways of measuring outcomes.  <b>Support</b> Flexible systems of support via the ELSA and PFSA have been introduced to give higher priority to the support provided. Other members of staff are being skilled up to provide focused support.  Priorities have been changed over the year as the impact of the Covid-19 pandemic has become more apparent is pupil premium children.	
<b>T&amp;L</b> <b>03/22</b>	<b><u>Teaching and Learning</u></b>  a) <b>Team Update</b> <b>Years 5 and 6</b> <b>How have children come back after summer? (in terms of learning behaviours)</b>	

No.	Item	Action
	<p>The children are settled and keen to learn. We hit the ground running, and all classes have made a great start. The extra time on the day has extended the morning sessions but teachers are able to add in some useful sessions (spelling &amp; reading). The children are behaving well and following the school rules.</p> <p><b>Academically how have they come back? has the focus on core areas for learning in ENG and MATHS been retained?</b></p> <p>Year 3 &amp; 4 are focusing on times tables. All year groups will be working on improving mental maths skills this year. Year 6 are focusing on developing arithmetic skills in mathematics. In writing, they are working on punctuation and spellings. All children will be working on developing stamina and fluency in reading. Comprehension skills are also an area of focus as children find it difficult to retrieve and infer information from the texts. Spellings is another key area in KS2.</p> <p><b>Any other general thoughts on start back or priorities?</b></p> <p>The team is very happy. New staff are settling in well; working with experienced Brookside teachers is helping. It has been a busy, productive start and we are looking forward to the year ahead. The team meetings for parents were well received and we hope to increase the number of opportunities for parents to interact with the school this year. The priority this year is to ensure our curriculum is embedded, broad and balanced. We hope to embed the computing skills we developed last year and develop our pupil and teacher assessment of the foundation subjects. We had a productive INSET day recapping expectations for English and maths and introducing our new system for assessing the foundation subjects.</p> <p><b>Years 1 and 2</b></p> <p>2 new members of teaching staff (1x ECT and 1 new to school) are benefitting from working with experienced teachers and TA's. They have settled well.</p> <p>Year 1 children are settling, there is always a period of adjustment when moving from a provision of 60 to two classes of 30. For the first half term, they build up formal learning whilst retaining an element of continuous provision (early years approach).</p> <p>The gap in independence levels are wider further down the school and the staff are focusing positively on behaviours for learning in all classes. Teaching staff are working hard to ensure that the pace and consistency is built across both parallel classes.</p> <p>The Meet the Team evening for parents was well attended.</p> <p><b>Nursery</b></p> <p>The Deputy Headteacher (Sarah Ashford) gave a verbal update on the Nursery. Building work to re-model Early Years and Pre-school completed successfully and both provisions are settled. Pre-school are using the shared space area for parents to drop off and pick up children, to alleviate some queuing at main Nursery door.</p>	

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	<p>Toddlers and babies have the main room, which has helped them focus their provision on the younger ages.</p> <p>A covered canopy over the far Nursery garden has enabled this outdoor area to become more accessible in all weathers, sun and rain!</p> <p>Staff seem settled, 4 new apprentices who need support from the teams.</p> <p>Nikki Difford, an early years advisor is working every Friday with the Nursery team, modelling good practice and skilling up the supervisor team.</p>	
	<p><b>b) Curriculum Update</b></p> <p>Teacher's trialling a new system for teacher and pupil assessment.</p> <p>The teacher assessment ensures that each class is tracking coverage of Skills, Knowledge, Vocabulary, and hi-lighting children who are below expectation or above expectation.</p> <p>The Pupil assessment (Journey of Discovery) enables the child to reflect on what they now at the start of a topic, gives them chance to reflect on their learning throughout the topic and record what they have learnt.</p> <p>Emma Wilkins – 3 day a week cover teacher is covering subject leaders to ensure they can be released from their classes to monitor their subject.</p> <p><b>Geography</b></p> <p>Governors reviewed the National Curriculum overview documents for Geography in Years 5 and Key Stage 1.</p> <p>The documents included the</p> <ul style="list-style-type: none"> <li>• Intention Statement</li> <li>• Skills Knowledge and Vocabulary (SKV)</li> <li>• I can statements.</li> </ul> <p>Objectives that have been highlighted Green have been completed. Yellow highlights mean that they need to be re-visited. Red means that they need to be completely re-delivered.</p> <p>Only children who are below or above the expected standard are highlighted so that it is assumed that the others are on target.</p> <p>Focus is being given to differentiating the difference between subjects.</p> <p>Subject leaders have been given one morning's management time Each term to review their action plan. This is followed by attendance at the next SLT meeting.</p>	

No.	Item	Action
	7.20pm Martin Hooper left the meeting	
<b>T&amp;L 20/21</b>	<b><u>Themed Policies</u></b>	
	<p>a) <b>Policy Grid</b>            The Clerk (Greg Jones) highlighted the MTaL theme policies for review this academic year.  <b>Action</b> – Review Early Career Teachers policy for next MTaL meeting. <span style="float: right;"><b>SA</b></span></p> <p>b) <b>Policies for approval</b>            None</p>	
<b>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G04/22</b>	<b><u>Minutes of Previous Meeting</u></b>	
	<p>Colin Driscoll proposed that Governors approve the minutes of the meeting 18 July 2022. Seconded by Adi Whatling and approved by all present.  <b>For: 12      Against: 0      Abstentions: 0</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
<b>G05/22</b>	<b><u>Papers for Information</u></b>	
	<p>Governors Contact details.            It was noted that 2 governors' terms of office come to an end during this academic year.</p>	
<b>G06/22</b>	<b><u>Matters Arising</u></b>	
	<p>a) <b>Members</b>            It is constitutionally correct for the Academy to continue with only 3 Members.</p>	
<b>G07/22</b>	<b><u>Governors Visits and Training</u></b>	
	<p>a) <b>Governors Visits' to School</b>            JS – Fortnightly visit            JS – Construction work in Early Years            JS – Nursery</p> <p>To book individual visits to the school contact Sarah Morris (see contact sheet).</p> <p><b>Action</b> – Circulate dates for organised visits. <span style="float: right;"><b>BW→GJ</b></span></p>	

No.	Item	Action
	<p><b>b) Governor Training</b>  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>	

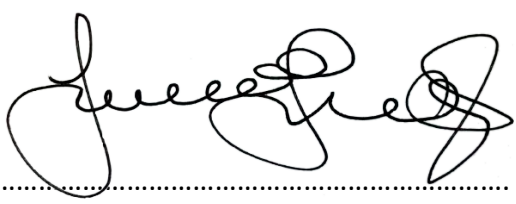
<b>G08/22</b>	<b><u>Procedural Matters</u></b>
	<p><b>a) Keeping Children Safe in Education</b>  All governors confirmed that they had read and understood Part 2 of Keeping Children Safe in Education.</p> <p><b>b) Governance Handbook</b>  The Clerk (Greg Jones) highlighted that he had updated the membership of the Board details and governors’ roles, along with meeting attendance for the previous year.</p> <p>There were no changes to the Standing Order, Terms of Reference, and Code of Conduct</p> <p><b>Governors approved the Governance Handbook for 2022/23</b></p>

<b>G09/22</b>	<b><u>Any Other Business</u></b>
	None

<b>G10/22</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  10 October 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>

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Minutes

	Signed on behalf of the Governors of Brookside Academy  ..... 10 October 2022	Signed on behalf of the Area Lead  JS ..... 10 October 2022	
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With no further business, the chair declared the meeting closed at 7.36pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
T04/22	Review Early Career Teachers policy for next MTaL meeting.	SA	09/01/23
G07/22a	Circulate dates for organised visits.	BW→GJ	October 22

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