

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 28 March 2022. The meeting started at 6.00pm.

#### MEMBERS

✓	Clare Bolton	(CB)	✓	Jenny Moore	(JM) (until 8.00pm)
v	Stuart Clowes	(SC)	✓	Jonathan Sansam	(JSa) (until 8.00pm)
✓	Colin Driscoll	(CD)	✓	Julie Summerhayes	(JS) (Chair)
v	Helen Fisher	(HF) (until 8.00pm)	v	Rob Sutherland	(RS) (Vice Chair) (until 7.37pm)
v	Craig Harris	(CH)	v	Alex Tedford	(AT)
✓	Martin Hooper	(MH) (until 8.00pm)	✓	Brian Walton	(BW) (Headteacher)
✓	Helen Keast	(HK)	✓	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
✓	Rebecca Foster	(RF) Geography 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>		
<b>G61/21</b>	<b><u>Spotlight on Geography</u></b> The Geography curriculum leader (Rebecca Foster) gave a presentation on Geography at Brookside Academy. <ul style="list-style-type: none"> <li>• Intention</li> <li>• Topics</li> <li>• Monitoring</li> <li>• Findings</li> <li>• Moving Forward</li> </ul> Governors discussed the topics taught in geography at the school.  A copy of the presentation will be circulated to Governors  Governors thanked Rebecca for her presentation.	
<b>G62/21</b>	<b><u>Welcome</u></b>	
	The chair welcomed everyone to the meeting. She noted that Dani Durston had resigned as Staff Governor to be replaced by Jonathan Sansam who is attending his first meeting,	

No.	Item	Action
	<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. Adi Whatling – Employee of Millfield School. (MAT update) Greg Jones – Company Secretary of Bridgwater and Taunton College Trust (MAT update)</p>	
<b>G63/21</b>	<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> Covid-19 infections amongst staff are really challenging at the moment with changes to staffing required on a daily basis. After School Club and Nursery have had to be closed early to meet ratios. The Kitchen was closed last week with a knock on effect on Free School Meals.  The aim at all times has been to minimize educational disruption and the community have been very supportive of this.  It was noted that the staff present in school each day have made a greater effort to keep education happening. Nursery staff are all working overtime.  It was noted that there will be no requirement to carry out Covid-19 testing from 01 April 2022.</li> <li>• <b>No More Marking</b> There have been some very positive results for Years 2 &amp; 6. <b>Year 2</b> – 13<sup>th</sup> Nationally <b>Year 6</b> – 10<sup>th</sup> Nationally with an average writing age of 14 years.  Governors discussed the comparison with other schools that this provides rather than Standard Attainment Test (SATs) results. It was noted that there will be SATs examinations this year for Year 6.</li> <li>• <b>Numbers on Roll</b> A review has been carried out of the capacity of each element of the school. See Capital Projects below.</li> </ul>	

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	<ul style="list-style-type: none"> <li data-bbox="304 185 1394 342"> <p><b>ICT</b></p> <p><b>A Governor asked about the use of the PC's in the ICT suite?</b> These are currently under used and more staff training and meetings will be held to address this.</p> </li> <li data-bbox="304 389 1394 461"> <p><b>Website Audit</b></p> <p>All of the actions identified in the Website Audit have been completed.</p> </li> <li data-bbox="304 508 1394 618"> <p><b>Financial Surplus</b></p> <p>The surplus predicted in Specialist Provision will form part of the Budget discussions for future expenditure.</p> </li> <li data-bbox="304 665 1394 736"> <p><b>Swimming</b></p> <p>See Charging and Remissions policy discussion below.</p> </li> </ul> <p data-bbox="256 784 1394 898"><b>A Governor asked about the date ranges for Safeguarding data contained in the report?</b> The periods for the reported data reflect the dates of the Governors meeting where the data was reported.</p> <p data-bbox="256 904 1394 976">Future reports will show safeguarding data by term with up-to-date data to the end of the previous term so that termly trends can be identified.</p> <p data-bbox="256 1023 1394 1095">Governors discussed the impact of severe medical conditions on Specialist Provision with a number of 999 calls required.</p> <p data-bbox="256 1102 1394 1173">It was noted that it is the view of the professionals that this child needs to be in school to provide respite for their family.</p> <p data-bbox="256 1180 1394 1252">Grief and Bereavement procedures are provided by the Educational Psychologists team.</p>	
<b>Business Section (BUS)</b> <b>Chaired by Rob Sutherland (Business Lead)</b>		
<b>BUS</b> <b>14/21</b>	<u><b>Finances</b></u>	
	<p data-bbox="256 1456 1394 1487"><b>a) Financial Update (Month 6)</b></p> <p data-bbox="304 1494 1394 1565">The Business Manager (Sandra Cinicola) highlighted the main points of the Month 6 management report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li data-bbox="357 1612 1394 1644">• Specialist Provision income has increased by £70k.</li> <li data-bbox="357 1650 1394 1682">• Nursery Income has now reached a surplus position.</li> <li data-bbox="357 1688 1394 1720">• Catering is in a surplus</li> <li data-bbox="357 1727 1394 1843">• Extended Schools are fully booked for Specialist places (10) over Easter and other spaces are being assessed against the staffing available. There will be 60 children plus another 40 in Nursery each day.</li> </ul> <p data-bbox="304 1890 1394 1962">The budgeting process for 2022/23 has started and the impact of the rising inflation rate is starting to be seen in the projected figures.</p> <p data-bbox="304 2009 1394 2040">Nursery &amp; Extended School Fees will be reviewed against the Retail Price Index.</p>	

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	Another cost impact is that the starting salary for Teachers has been increased to £30k.	
<b>BUS 15/21</b>	<b><u>Staffing</u></b>	
	<p><b>a) Staffing Update</b> The Business Manager (Sandra Cinicola) gave a verbal update on staffing.</p> <ul style="list-style-type: none"> <li>• There are interviews this week for some fixed term contracts that are continuing into next year.</li> <li>• Chris Lane has been appointed to a headship elsewhere and the ELT will review the position of Assistant Headteacher / SENCo.</li> </ul>	
<b>BUS 16/21</b>	<b><u>Premises</u></b>	
	<p><b>a) Capital Projects</b> The Business Manager (Sandra Cinicola) circulated plans of the school prepared as part of a Capacity Review by an external professional.</p> <p>The Headteacher (Brian Walton) explained that the purpose was to look at the work carried out since 2009 (new building) and the capacity required by the school in the future.</p> <ul style="list-style-type: none"> <li>• The proposal is to extend Early Years into the Sycamore room (underused) and provide more space for the Pre-School and Nursery. It is anticipated that this work could be carried out using the contingency that the school currently holds.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked if the numbers in the Pre-school could be increased?</b> Numbers are based on the floor space available so there would be scope to increase numbers.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked about the benefits for the Pre-school and Early Years?</b> This will provide a better free flow between the groups when delivering the curriculum.</p> </div> <ul style="list-style-type: none"> <li>• The number of high tariff children in Specialist Provision has increased over the years without any investment on infrastructure from the Local Authority. The plan is to look at a new building where the “Bake Off” tent currently is as planning permission already exists. This would provide a new hall and flexible provision for dysregulated children. The school is in discussion with the Local Authority about how this provision could be funded.</li> </ul>	

No.	Item	Action
<b>BUS 17/21</b>	<b><u>Health &amp; Safety</u></b>	
	<p><b>a) Health &amp; Safety update</b>            The Health &amp; Safety governor (Rob Sutherland) reported that he had visited the school to review the safety and behaviour of the children which were both excellent.            He will review the accident book on his next visit.</p>	
<b>BUS 18/21</b>	<b><u>Themed Policies</u></b>	
	<p><b>a) Policy Grid</b>            The Clerk (Greg Jones) highlighted that there was only one remaining statutory document that needs to be reviewed during this academic year.</p> <ul style="list-style-type: none"> <li>• Premises Documents</li> </ul> <p><b>b) Policies to approve</b></p> <p><b>Charging and Remissions</b>            Governors raised the following questions about the Charging and Remissions policy circulated with the papers for this meeting.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked about how the charging for swimming by voluntary contributions was working?</b> There are currently 26 year 6 pupils who have not met the required standard for swimming. Of which 19 have paid for the swimming being provided. The School cannot force parents to pay for swimming.</p> </div> <p>It was noted that the cost of the coach and coaching have both increased with the rise in fuel costs.</p> <p>Governors discussed the impact of the Covid-19 Pandemic on swimming and noted that swimming payments were monitored every half term with pupils ending their swimming lessons when they had met the required standard. The number of pupils attending swimming is kept constant by replacing pupils with ones from the next age group down the school.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>A Governor asked about charges for the School Camp?</b> The school is not required to subsidise this trip and looks at each request for support on a case by case basis.</p> </div> <p><b>Stuart Clowes proposed that governors approve the Charging and Remissions policy. Seconded by Colin Driscoll and approved by all present.</b></p>	

No.	Item	Action
<b>Governor Meeting – Final Section</b> <b>Chaired by Julie Summerhayes (Chair of Governors)</b>		
<b>G64/21</b>	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Jenny Moore proposed that Governors approve the minutes of the meeting 07 February 2022. Seconded by Alex Tedford and approved by all present.</b>  <b>For: 9            Against: 0            Abstentions: 4</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
<b>G65/21</b>	<b><u>Papers for Information</u></b>	
	<p>Levelling up White Paper, Education White Paper, SEND White Paper</p> <p><b>A Governor asked about the impact of the requirement to run for 32½ hours a week by September 2023?</b> This will need to be addressed as the school currently runs for 30.8 hours a week.</p>	
	<b>7.37pm</b> Rob Sutherland left the meeting.	
<b>G66/21</b>	<b><u>Matters Arising</u></b>	
	<p><b>a) Multi Academy Trusts</b></p> <p>The Chair (Julie Summerhayes) highlighted the main points of the report circulated prior to this meeting about the discussions with Millfield, Wessex Learning Trust, and The Bridgwater &amp; Taunton College Trust.</p> <p>It was noted that Adi Whatling and Greg Jones had declared interests as employees of 2 of these organisations.</p> <p>Governors noted that the Education White Paper has set out an intention for all schools to join a Multi Academy Trust.</p> <p><b>A Governor asked if the school would be forced to join a MAT if they had not done so by 2030?</b> Yes. There would be uncertainty about which MAT the school could/would join.</p> <p>It was noted that the school should try and keep its destiny in its own hands.</p> <p><b>A Governor asked about a follow up on the Millfield proposal to form a local MAT?</b> The Chair is still waiting for a document on how the proposal to form a MAT will work.</p> <p>It was noted that their intention is to support education in the “Street” area as a not for profit organisation.</p> <p>Increased powers have been given to the Regional School Commissioner (RSC) in</p>	

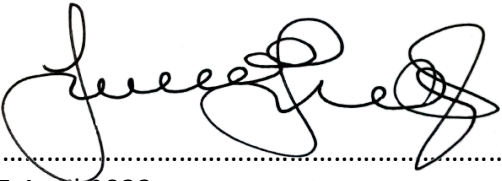

No.	Item	Action
	<p>the decision making process for schools forming MATs and Millfield are still in discussion with them.</p> <p>Governors noted the maturity of the other 2 MATs that BW and JS have spoken to since the discussions held 3 years ago.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>A Governor asked about the benefits of their central services to the school?</b>  Brookside is such a unique school, and no MAT will meet all it's needs. There are no MATs in our area with the knowledge of Specialist Provision that Brookside has.</p> </div> <p>It was noted that this was a benefit that Brookside would bring to any MAT that it chose to join.</p> <p>Governors discussed whether there was a need for a joined up progression for pupils between the school (Primary) and Crispin (Secondary) by maintaining a grouping within the local community.</p> <p>Governors discussed the time and commitment required to run their own MAT if the RSC would allow it.</p> <p><b>Next Steps</b>  <b>Governors agreed to move to a more formal stage of fact-finding visits to all 3 organisations.</b></p> <p><b>Action</b> – Fact finding visits to Millfield, Wessex Learning Trust, and Bridgwater &amp; Taunton College Trust.</p>	<b>ALL</b>
<b>G67/21</b>	<b><u>Governors Visits and Training</u></b>	
	<p><b>a) Governors Visits' to School</b>  RS – Health &amp; Safety Tour  CD, SC – Admissions and Tour of the School</p> <p>The Headteacher (Brian Walton) will follow up the participants for the governor walkthroughs.</p> <p><b>b) Governor Training</b>  JSa – Governor Induction training</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>	

No.	Item	Action
G68/21	<b><u>Procedural Matters</u></b>	
	An updated contact sheet was circulated with the papers for this meeting.	
G69/21	<b><u>Any Other Business</u></b>	
	None	
G70/21	<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 25 April 2022 – MTaL  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>8.00pm</b> Staff members Jenny Moore and Jonathan Sansam left the meeting  Martin Hooper and Helen Fisher also left the meeting</p>	
<b>Audit Committee</b> <b>Chaired by Julie Summerhayes</b>		
<b>This section excludes members of School staff – other than the Accounting Officer and Business Manager</b>		
BUS 19/21	<b><u>Internal Scrutiny</u></b>	
	<p><b>a) Responsible Officers Report</b>  The Business Manager (Sandra Cinicola) highlighted the main points of the Internal Scrutiny report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• The report now combines the individual elements of the audits into a single inspection each year.</li> <li>• The Action plan is now all complete.</li> </ul> <p><b>b) School Resource Management Self Assessment</b>  The Business Manager (Sandra Cinicola) highlighted the main points of the SRMSA report circulated with the papers for this meeting.</p> <p>It was noted that it is impossible to make direct comparisons with other schools due to the unique elements of the school that influence the figures included.</p>	



Minutes

No.	Item	Action
<b>BUS 20/21</b>	<b><u>Risk Register</u></b>	
	The Headteacher (Brian Walton) highlighted that the Risk Register circulated with the papers for this meeting has been updated with the mitigating actions to reduce the level of the risks.	

	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead	
	 ..... 25 April 2022	 ..... 25 April 2022	

With no further business, the chair declared the meeting closed at 8.07pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
S04/21	Review of First Aid policy.	CL	07/02/22
S08/21	Review Sex Education	CL	16/05/22
G66/21	Fact finding visits to Millfield, Wessex Learning Trust, and Bridgwater & Taunton College Trust.	ALL	ASAP

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