

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



Minutes of the **Board of Governors** hybrid meeting held in Kangaroos, on Monday 3 July 2023. The meeting started at 6.00pm.

MEMBERS

✓	Clare Bolton	(CB)	✓	Jonathan Sansam	(JSa)	
✓	Stuart Clowes	(SC)	✓	Julie Summerhayes	(JS)	(Chair)
✓	Colin Driscoll	(CD)	✓	Alex Tedford	(AT)	(Vice Chair)
✓	Stuart Evans	(SE)	✓	Brian Walton	(BW)	(Headteacher)
-	Helen Fisher	(HF)	✓	Adi Whatling	(AW)	
✓	Jenny Moore	(JM)	-	Lauren McEwen	(LM)	

IN ATTENDANCE

-	Sarah Ashford	(SA) Deputy Headteacher	✓	Sandra Cinicola	(SCi) Business Manager
✓	Jenny Warrington	(JW) Clerk to Governors	-	Nicola Nevell	(NN) Assistant Headteacher

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G98/22	<u>Spotlight on Phonics by Zoe Clist, Year 1</u>	
	<p>The governors were given a presentation on phonics at Brookside. Using the DFE accredited scheme, provided by Twinkl, Nursery to Year 2 as well as Specialist Provision, are receiving a comprehensive program for phonics and early reading. Twinkl has a story focus. There is consistent teaching in Year 2 and staff have really taken the scheme on board and are producing great evidence. There were excellent results for the Year 1 phonics check.</p>	
	<p>A governor asked whether there was a scheme in place for children who are not ready for phase one phonics? ZC said that they were recently looking at schemes to support phonological awareness and pre-phonics including one from Hertfordshire. CB said it would be worth speaking to Selworthy or other Specialist schools to see what they are doing.</p>	

G99/22 Welcome

The chair welcomed everyone to the meeting.

a) Apologies for absence

Lauren McEwen and Helen Fisher sent their apologies for this meeting.

With 10 of the 12 Governors present the meeting was quorate.

No.	Item	Action
	b) Declarations of Interest None	
	c) Appointments and Resignations	
	Lynne Freestone has resigned as clerk and is replaced by Jenny Warrington. Alex Tedford has been reappointed for another four year term.	

G100/22 Head teachers report

The written report was circulated before the meeting and the discussion was based on comments received. The number of children on roll is over capacity at 472 children (NOR is 470). Ever 6 refers to Pupil Premium, Free School Meals and service children which are paid for 6 Years. Exclusions have been due to assaults on adults, sometimes damage to property. 17 suspensions have all been in Specialist Provision. KS1 writing is off its statutory target but not by much, most statutory targets have been met or exceeded. The academy is waiting for KS2 SATs results.

A governor asked for an alteration to the leadership and management safeguarding report to be produced half termly after the event.

It was agreed that the report would in future be retrospective rather than a live capture of events when the meeting takes place.

BW

Last year there were 511 concerns regarding 101 children. This year there have been less, only 290 to date for the year, but the severity of the concerns has been higher.

A Governor asked, regarding the evacuation drills, is there a Statutory evacuation time?

BW has never known one but will look into it.

Business Section (BUS)

Chaired by Alex Tedford

BUS
23/22

Finances

a) Financial Update – Month 9

There is at Month 9 a £66,530 in year deficit which is mainly around capital expenditure. There is also a £421,907 carry forward for next year.

A Governor asked whether the deficit is a concern?

No it isn't a concern because there's a bigger concern about the carry forward. It was warned that the ESFA could red flag for a £600,000 carry forward but there is a commitment to the capital project that will be completed this summer, so carry forward will be approx. £450,000.

A Governor asked what would happen if a concern is raised about the carry forward?

The ESFA could take the carry forward away.

No.	Item	Action
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The month 9 report does note that catering is showing a deficit. This is because food prices have gone up and a contract providing school meals to another school finished earlier than expected. There are missing figures for Month 7 because of time spent on budgeting.

A governor asked how Nursery is in a positive when Nursery is never in positive?
SCi said economies of scale are a factor. The nursery is bigger, more people are choosing 7:30am -5:30pm, five days week places which is bringing in extra income.

A governor asked whether that was expected to carry on next year?
SCi said that the waiting list was reviewed and said yes to everyone on waiting list. She's then emailed parents to say there's another waiting list and had 6-7 more enquiries today so the signs are positive for nursery doing well next year.

A governor asked about recruitment for the nursery?
There have been changes to nursery staffing. There are not enough qualified staff but there are now 3 apprentices started in nursery and 3 in school.

A Governor asked what pay scale do nursery staff receive?
Grade 14 for L3 staff and Grade 15 for unqualified staff. There are also fixed shift patterns where other nurseries may change shifts on a weekly basis.

It was a question for the MAT how would they deal with the nursery. It is fortunate there aren't many nurseries around. High percentage of children at Brookside are on all year round contracts. We have been unable to help term time only children who want holiday places or extra requests for spaces. More parents are working all year round.

b) Budget 2023-2024

SCi talked through the budget for 2023-2024 which predicts a surplus of £21,454. It has allowed for percentage increases including for TAs, Teachers and Leadership (9% for TA, 7% Teachers, 5% for leadership). The budget was done by BW and SCi and they looked at every line. A saving has been made in supply staff. An HLTA was appointed in mainstream, and there are 3 in specialist provision. BW feels the budget is tight. There is a small catering deficit. Mainstream has a deficit of £66,000. The nursery surplus propping up mainstream budget for first time. As an academy it is a balanced budget.

Inflation is having a marked impact as electricity has gone up from £18K to £34K and books have gone up. The academy has raised fees for nursery and raised fees for Holiday Activities, which it didn't do last year so there is a bit more income.

No.	Item	Action
	<p>A Governor asked about built in pay increases but assuming they're not funded - what will happen? BW said he'd only done rough working on it. It was £84,000 last time. He would look at previous year funding by government.</p> <p>The budget expenditure for 2023-2024 is £4,186,140 and the governors moved to vote on whether to approve this. JS proposed and AT seconded. All approved. For: 10 Against: 0</p>	
BUS 24/22	<p><u>Staffing</u></p> <p>SCi discussed the organisation chart which had already been updated since being circulated.</p>	
BUS 25/22	<p><u>Premises</u></p> <p>a) Capital projects During the summer holidays a number of refurbishment projects will take place:</p> <ul style="list-style-type: none"> • Renovation for Specialist Provision in the main corridor • The old After School Club will become four offices including a room bigger enough for governing body meetings • The community room is becoming a staff room • The HIVE will become the baby unit. Parents will enter using the path round the back and this will alleviate the pressure on the main nursery door. 	
	<p>A Governor asked about energy efficiency of the HIVE building e.g heating? The room has been in use for many years and most recently has been used by nursery all year for breakfasts and teas.</p>	
	<p>A Governor asked when it will be completed? The refurbishments will all be completed by 31 August 2023.</p>	
BUS 26/22	<p><u>Health and Safety</u></p> <p>a) Health and Safety Update SCi said the H&S report came to the last meeting. There is nothing new to report.</p>	
BUS27/22	<p>Themed policies</p> <p>a) Policy Grid SC has looked at the website and has identified the following issues:</p> <ul style="list-style-type: none"> • Whistleblowing – isn't on the website • Equalities report (annual) isn't on the website • Charging and remissions – review due January 2023 on website <p>SC has done a review of the website according to government guidelines and there are only minor updates to do for example the opening times aren't on the website which is a new requirement. He has sent a list of actions to BW to look at.</p>	

b) Policies for approval
None

BW

Governor Meeting – Final Section
Chaired by Julie Summerhayes (Chair of Governors)

G101/22 **Minutes of Previous Meeting**

Name changes requested to the Minutes.

BW proposed that Governors approve the minutes of the meeting 15 May 2023.

Seconded by SC and approved by all present.

For: 10 Against: 0 Abstentions: 0

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

G102/22 **Papers for Information**

The Governance Bulletin was previously circulated by email on the 9 June 2023.
Stuart Clowes and Stuart Evans didn't receive half termly bulletin.

JW

G103/22 **Matters Arising**

MAT update

There have been a number of visits by Bridgwater and Taunton College Trust (BTCT) including by HR, Inclusion, Finance, Traded Services, IT and the Safeguarding lead. BTCT have been positive about their visits.

The application has been put forward to the RSD by BTCT and RSD has assigned Tom Williams to this. Brookside to become part of the BTCT MAT to ideally go to the Headteacher Board in September 2023.

A governor asked whether there has there been any response from Parents to the MAT news?

BW said there has been no feedback from parents regarding the MAT decision. He's offered to answer questions to do a FAQs meeting but no one has contacted him.

Due diligence in progress on both sides. Formal conversation is in progress.

G104/22 Governors Visits and Training

a) Governors Visits' to School

Lauren McEwen – Science with Y4, Governors award
Stuart Clowes, Colin Driscoll and Lauren McEwen and Helen Fisher – Governor visit with Sarah Ashford
Alex Tedford – Business meetings with SCi, pre agenda meeting
Julie Summerhayes – regular meetings with BW, pre agenda meetings

To book individual visits to the school contact Sarah Morris direct to arrange (see contact sheet).

A Governor asked do Governors decide who get the Governors awards?

Governors awards are decided in school by the teachers of each class and then JS see all of the certificates and these contain the reason for the award and signs them.

a) Governor Training

AT - Bishop Fleming Training on Risk – grievances and parent complaints.
BW + AT National College – Safeguarding training

G105/22 Any Other Business

The DfE have made changes to safeguarding training. This should come down through the cascade pack in the summer.

G106/22 Date, time, and place of the next meeting

The next meeting of the Board of Governors will be on Monday 17 July 2023
Mainstream Teaching and Learning.
Kangaroos – Brookside Academy
(There will be the option to join this meeting virtually via Microsoft Teams)

All meetings will start at 6.00pm

JM and JSa left the meeting.

Audit Committee

Chaired by Alex Tedford

This section excludes members of School staff – other than Accounting Officer and Business Manager

BUS27/22 Internal Scrutiny

a) Independent Scrutiny Report

SCi summarised the findings of the report done by the education financial services on 15 June 2023 covering the finance processes and 200-300 questions plus evidence. There were 5 key actions:

- Monthly cashflow statement
- Information about reserves in Finance Policy
- Governance Structure on the website/Governors remits structure on the website

- Register of business interests on website
- Direct debits in folder

b) Responses to Key Recommendations

SCi summarised responses to the Independent Scrutiny. The Monthly financial reports will be reported to Governors. Finance policy due for review autumn term. Business Interests will be updated at the next meeting.

JW


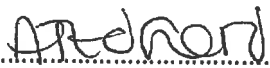
BUS28/22 Risk

a) Risk Register

BW talked through the Risk Register. The MAT is regarded as a green risk. Income catering and recruitment and retention of staff are yellow for tolerate responses. Unfunded payraises over two years could total £180,000. The risk register hasn't got worse. The fee price has come down Electricity price.

Risk register to be updated in new academic year, which will include input and scrutiny from Governors. BW will contact Bridgwater to see how they manage risk. Harpur Brazel is under consultation. It may be added to the risk register.

BW

	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead	
			
	17 July 2023	17 July 2023	

With no further business, the chair declared the meeting closed at 7.40 pm.

Action List

Agenda Item	Action	By Whom	Due Date
SSB08/22	Annual Equalities Report review	BW	By 31/07/2023
G100/22	Headteacher's report for leadership and management/safeguarding to be completed on a half termly basis after the meeting.	BW	On-going
G100/22	To investigate whether there is a required evacuation time for Fire Drills	BW	By next BUS Meeting
BUS 23/22	Look at previous year funding by government for pay increases	BW	By 17/07/2023
G104/22	Check distribution list for half term governor bulletin.	JW	By 31/08/2023
G104/22	Governor visit template for Stuart Clowes	JW	By 17/07/2023
BUS27/22	Business interests updated at next meeting	JW	On 17/07/2023
BUS28/22	Contact Bridgwater to see how they manage risk	BW	By 30/09/2023

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