

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 09 January 2023. The meeting started at 6.00pm.

#### MEMBERS

✓	Clare Bolton	(CB)	✓	Jenny Moore	(JM)	
v	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)
			✓	Adi Whatling	(AW)	

#### IN ATTENDANCE

✓	Sarah Ashford	(SA) Deputy Headteacher	Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors	Nicola Neville	(NN)	Assistant Headteacher
✓	Francesca Burge	(FB) Science Lead			

(✓ those present) (v = virtual attendance)

## Minutes

No.	Item	Action
	Governor Meeting – Opening Section	
	Chaired by Julie Summerhayes (Chair of Governors)	
G30/22	<u>Spotlight on Science</u>	

Francesca Burge (Science lead) gave a presentation on the teaching of Science across all year groups.

- Monitoring
- What are we doing well  
Children are positive and enthusiastic
- Next Steps
- The Scientific enquiry processes
- Examples

A copy of the presentation will be circulated to governors.

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#### G31/22 Welcome

The chair welcomed everyone to the meeting.

##### a) Apologies for absence

Apologies were accepted from Clare Bolton.

*[Rob Sutherland sent his apologies and resignation from the board on 10/01/2023]*

No.	Item	Action
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Craig Harris was absent

The Clerk advised that with 10 of the 13 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

**G32/22 Headteachers Report**

**a) Headteachers report**

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

- **Academy Development Priorities**

The ADP have been reviewed and the priorities are on track.

**A Governor asked about persistent absence in 21/22 that was 17.21% (13% in mainstream). Do we have an early view based on term 1 of whether this year is better, worse or comparable?** There is one child in Jay's class that is on the school roll but has not attended the school at all. There are a high number of authorised absences for children who are attending alternative provisions.

**A Governor asked that you said you were going develop a staff member and put systems in place to improve attendance. How is this progressing?** Adrian Ballard has been teaching in Specialist Provision and is now working with families about attendance as he now knows the children well.

**A Governor asked about children at alternative provision who are specialist children? How is this provision paid for? What are our accountabilities for attendance and outcomes for these children?** Alternative provisions are paid for with funding from the Local Authority. It was noted that some of this funding has not been received yet.  
**A Governor asked at what time the provision would be stopped without funding being received?** It was noted that the school is unable to exclude pupils who are elsewhere until the LA finds another placement.

The Headteacher noted that he will be visiting all the Alternative Provisions this term as part of the school's responsibility for these children.

Governors discussed the preparation for OFSTED and the use of the trail of communications to demonstrate the Local Authorities lack of support for the school.

No.	Item	Action
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**A Governor asked about attendance in Hummingbirds and Jays have high unauthorised and high authorised absences. What is this telling us, why the correlation?** One child in Hummingbirds has a high number of late arrivals due to their sleeping patterns and one child is not attending while awaiting a place at the Virtual School.

Governors discussed the pleasure of seeing the Xmas performance return in December. It was noted that production of the performances had been a challenge for some teachers and pupils. This was the first time in 3 years for performances and the school will reflect on the experience and try to be smarter next year.

- **Attendance**

Attendance = 94.1% which is in line with the national data for Primary Schools.

- **Safeguarding**

Safeguarding instances are slightly down as one family are currently attending less.

It was noted that External Agencies do not have the capacity for face to face meetings

**A Governor asked about Early Help Assessment submissions?** These have improved and have been praised for being more balanced.

- **National Data**

The DFE are providing a weekly data drop for schools that have signed up to receive it.

- **Behaviour**

Mainstream data has been added to the Behaviour chart. It shows that there are 6 children that make up all the incidents reported. 2 in Year 3; 2 in Nursery and 2 in Year 4.

**b) Academy Development Plan Priorities**

See Headteachers Report above

**Mainstream Teaching & Learning Section (MTaL)**

**Chaired by Julie Summerhaves on behalf of Craig Harris (Mainstream Teaching & Learning Lead)**

**T&L Outcomes and Assessment**

**05/22**

**a) Mainstream overview**

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Autumn 2 data overview circulated with the papers for this meeting.

- Year 1 – In line with the 2021/22 Autumn data.
- Year 2 – Slightly lower than the 2021/22 Autumn data.

No.	Item	Action
	<ul style="list-style-type: none"><li>• Year 3 – This is a historically lower cohort but have covered less objectives during the Autumn term and are currently higher.</li><li>• Year 4 – Lower than the 2021/22 Autumn data but have completed more objectives than this time last year.</li><li>• Year 5 – Have made a strong start.</li><li>• Year 6 – Have made a strong start.</li> <li>• Pupil Premium – These smaller cohorts have 20%-40% of the pupils at 1.6 or 1.7 just below the expected level of 1.8.</li></ul>	

**b) Early Years data**

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the early Years data report circulated with the papers for this meeting.

**A Governor asked comparing the objectives progress for this year when compared with last year, I see that this autumn we are far more bunched around 1.0 and 0.9 than we were last year. Is that telling us anything significant about the cohort or how we are assessing?** The concentration of pupils at the lower levels is due to there being a lot of children without older siblings who do not have any experience of school when they started.

Phonics levels are positive due to the targeted teaching.

There followed a discussion about the fact that more children were lower in the baseline scores than last year's cohort in calculation.

It is hard to make comparisons in vocabulary or phonics as there is nothing that is relatable.

**c) Y1/EY phonics**

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Phonics report circulated with the papers for this meeting.

- **Early Years**

Progress is slightly lower at the end of Autumn A with 15% of pupils at the expected level.

It was noted that this is not a significant concern, and the groupings are changed each half term to provide targeted support.

- **Year 1**

The pupils who did not achieve the Phonics score last year are receiving targeted interventions and have all made good progress with some achieving the Phonics level already.

**d) No More Marking**

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the No More Marking report circulated with the papers for this meeting.

No.	Item	Action
	<ul style="list-style-type: none"> <li>• <b>Year 3</b> Scores have narrowed from Year 2 but are still well ahead of the national average.</li> <li>• <b>Year 5</b> Scores are over 1 year ahead of the national expectation. It was noted that this year group were strong in Year 4.</li> </ul>	

The school are looking at the anomalies in the results in years 5 and 6.

**A Governor asked why these anomalies can occur?** There are a number of Year 5's with reading ages of 14 years. This is because data from secondary children is used in the No More Marking comparison process that elevates reading ages.

It was noted that the school would rather just have the comparison and ranking data to make its comparisons. The Age data is just a distraction.

The 3/4 years' worth of No Mora Marking data is proving very useful and can be viewed individually. This is allowing the school to be very sophisticated in its writing teaching and interventions.

**A Governor asked about No More Marking for Maths?** The trial was completed last year but there has been no feedback yet.

**e) Group data**

The Deputy Headteacher (Sarah Ashford) highlighted the main points of the Group data circulated with the papers for this meeting.

It was noted that the Key Stage 1 Pupil Premium (13) pupils are lower than expected. A large percentage of them are at 1.6/1.7.

The 3 Looked After Children in Specialist Provision will be reported at the Specialist, Safeguarding and Behaviour (SSB) committee.

**T&L**  
**06/22**

**Diminishing the Difference**

**a) Pupil Premium Strategy Statement**

The Headteacher (Brian Walton) highlighted the main points of the Pupil Premium Strategy Statement circulated with the papers for this meeting.

It was noted that this statement was created using the nationally available template.

One of the recommendations is to have a Pupil Premium link governor.

**Helen Fisher agreed to take on this role.**

*[The clerk has sent Helen a document about the role of the link governor]*

No.	Item	Action
	<p>The report has been broken down by Mainstream and Specialist Provision and contains the statement of intent.</p>	

- **Challenges**

These have been integrated into the School Development Plan

- 1. Attendance  
Illness, Holidays, medical, Lateness
- 2. KS1 SATS, KS2 SATS, Phonics, Teacher Obs, Insight
- 3. KS1 SATS, KS2 SATS, Phonics, Teacher Obs, Insight
- 4. PFSA, ELSA, ELT Obs, Cpoms

- **Intended outcomes**

- Improve attendance
- Improve reading
- Improve writing
- Improve wellbeing

It was noted that the school has a target of zero exclusions

Governors discussed the take up of after school clubs. These are being provided free of charge and are being targeted at Pupil Premium children. Especially those that do not attend other clubs offered by the school. It was noted that take up is less than expected and that the school is looking at how to encourage more Pupil Premium children to attend.

**T&L**  
**07/22**

### **Teaching and Learning**

**a) Curriculum update**

The Headteacher (Brian Walton) gave a verbal update on two school improvement visits to observe teaching and have discussions with Subject Leaders.

- Nicholas Garrick – Light up learning  
English, and Computing  
Refinement of the presentation of progress to be smart and logical.

The School is working through subjects to strip back the skills and make them more effective.

- Deb Ring – School Improvement Partner  
DT, Science, French and RE

The school will focus the curriculum over 39 weeks of the year to ensure that it is “lighter” at the end of term.

No.	Item	Action
T&L	<u>Themed Policies</u>	
08/22		

**a) Policy Grid**

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

**b) Policies for approval**

**a. Early Careers Teacher Induction**

Colin Driscoll proposed that governors approve the Early Careers Teacher Induction Policy. Seconded by Jenny Moore and approved by all present.

**Governor Meeting – Final Section**

**Chaired by Julie Summerhayes (Chair of Governors)**

**G33/22 Minutes of Previous Meeting**

Julie Summerhayes proposed that Governors approve the minutes of the meeting 21 November 2022. Seconded by Stuart Evans and approved by all present.

For: 9 Against: 0 Abstentions: 1

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

**G34/22 Papers for Information**

None

**G35/22 Matters Arising**

**a) MAT update**

GJ and AW declared an interest

The MAT Working Group has met to start the process of initial Due Diligence on the 2 preferred Multi Academy Trusts and are meeting again later this month to review progress.

It was noted that the Chair and Headteacher have also visited Millfield School who are in discussion with the Regional Schools Directorate about forming their own MAT. They are meeting with other local schools to make them aware of their proposal.

**G36/22 Governors Visits and Training**

**a) Governors Visits' to School**

AT - Safeguarding

JS – Fortnightly visit

**No.      Item**

**Action**

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

**b) Governor Training**

AT – National College Safeguarding / KCSIIE training.

**Whole Board Safeguarding Training**

Governors decided to proceed with training from Somerset Services for Education for a face to face course starting at 6.00pm

**Action** – Poll governors for available Monday Evenings for whole board Safeguarding training.

**GJ**

Governors were reminded that there was training available via:-

**Support Services for Education**

<https://www.supportservicesforeducation.co.uk/Training>

There is free training available online from **Governors for Schools**

<https://governorsforschools.org.uk/elearning/>

Webinars and training is also available from the [National College](#)

**G37/22 Procedural Matters**

**a) Clerks Briefing**

The Clerk (Greg Jones) highlighted the main points of the Clerks Briefing notes circulated with the papers for this meeting.

- Safeguarding / 'Enough' campaign against violence against women and girls.

**A Governor asked about the recent Andrew Tate news stories made me aware of how influential he is, even to boys of primary school age. Are the school seeing any rise in negative attitudes towards women in older children? Is this already covered in our PHSE curriculum? It was noted that this is having a bigger impact at Key Stage 3 and above. This topic is included in the PSHE lessons that happen weekly in the school.**

**G38/22 Any Other Business**

None



No.	Item	Action
G38/22	<u>Any Other Business</u>	
	None	

**G39/22 Date, time, and place of the next meeting**

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

All meetings will start at 6.00pm

	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead	
			
	23 January 2023	23 January 2023	

With no further business, the chair declared the meeting closed at 7.56pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
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
B08/22	Source risk management training for the Headteacher and Business Manager	GJ	ASAP
G36/22	Poll governors for available Monday Evenings for whole board Safeguarding training.		

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