

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 15 May 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	v	Sandra Cinicola	(SCi)	Business Manager
✓	Lynne Freestone	(LF) Clerk to Governors	✓	Nicola Nevell	(NN)	Assistant Headteacher

(✓ 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>G88/22</b>	<b><u>Welcome</u></b>	

The chair welcomed everyone to the meeting.

#### a) Apologies for absence

None

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

#### b) Declarations of Interest

Adi Whatling – member of staff at Millfield School

Lauren McEwen – member of staff at Millfield School

#### **G89/22** **MAT**

Recommendation from MAT Working Group following due diligence, colleague discussions, presentations and conclusions from last meeting on 3 May 2023 in conjunction with supporting paperwork.

Discussions took place around various differences between the two MATs considered, including managing finances, funding around specialist provision, staff support, curriculum, future growth plans etc.

**No. Item**

The general consensus was that joining a MAT is the right way forward and good for Brookside as the choice of staying as a SAT will be taken away in the future. Choosing our preferred one now is positive and it was agreed that both current choices were viable options and would bring value to us as we do to them.

The Working Group recommended that Brookside formally progress with next stages of MAT with the Bridgwater and Taunton College Trust. The Governors were happy to move to the vote.

**Proposed that Brookside Academy formally progress with the next stage of the MAT process to join Bridgwater and Taunton College Trust.**

**Governors voted unanimously in favour.**

**For 12: 12                      Against : 0**

**A Governor asked what is the next step in the process?**

BW will inform Bridgwater and Taunton College Trust of the decision and BW/JS will inform the RSC we are looking to progress.

**BW/JS**

If Bridgwater and Taunton College Trust are still interested in having us as part of their group There will then be an application to the DfE which is initiated by the MAT rather than Brookside.

**A Governor asked about informing parents/carers?**

Although there is no requirement for the MAT or school to consult generally with stakeholders it would be good practice to do so. Various ideas were discussed including letter to parents, frequently asked question and answers sheet and a presentation evening.

AW, SA and SCi left the meeting.

**G90/22 Headteachers Report**

**a) Headteachers report**

The Headteacher (BW) gave a verbal report.

- **SATs Week.**

The Year 6 children were brilliant and well prepared although feelings were the difficulty of the reading and maths papers had increased this year.

- **KS1**

Being moderated this week in reading, maths and writing.

No.	Item	Action
	<ul style="list-style-type: none"> <li>• <b>Staffing</b> Positive teacher interviews – 2 placements in mainstream. One candidate applied for a mainstream position but expressed interest in specialist provision and had lots of relevant skills sets so continuing in talks. The candidates were so impressed by our young people and said it was the happiest school they had seen.</li> <li>• <b>Visitors</b> Two visits - LA Head/Director of Education - so many positive things to say about the children, polite, quality of work and so many good things to see at Brookside. Discussed lack of funding and funding proposals to council so may be able to use that money towards summer building works.</li> </ul>	

### Specialist, Safeguarding, & Behaviour (SSB)

Chaired by Clare Bolton (Specialist, Safeguarding, & Behaviour Lead)

#### SSB Assistant Headteachers Report 09/22

The Assistant Headteacher (NN) highlighted the main points of the report circulated with the papers for this meeting.

##### a) **Behaviour and Exclusions**

The Assistant Headteacher (NN) gave a verbal update on behaviour with the number of suspensions and behaviour incidents reducing significantly since February half term when decision taken to move 3 children into smaller classes. The investment of screens has also helped certain individuals.

Tony Sammon delivered training to whole school staff and spent half a day with specialist provision which was very useful. A whole school approach is needed on managing behaviour and understanding why dysregulated children are doing what they are which will take time. More training will be delivered.

**A Governor suggested using case studies for staff presentation at training sessions showing the transition of how far children have come from reception class to year 5 and 6 which would demonstrate how the interventions put in place are working?** NN and BW agreed this was an interesting suggestion and one which would help staff see that although doing things differently is a challenge the results are worth it.

**A Governor asked for an update on the Relational policy about the behaviour of adults.** NN and SA are looking at different models which can then be made bespoke to Brookside.

**A Governor asked if children are more regulated in their home settings?** It was stated that one child had Social Services involvement and settled but then this support waned and behaviour starting to peak again. BW stated that the expectations of schools is critical and feels the lack of services means schools are approached who do not always have the answers nor resources.

No.	Item	Action
	<p>The school has purchased 21 hours of EP time. This will be used for training and working with individuals in both mainstream and specialist provision. There are 12 children leaving and new influx of 8 confirmed and 2 with parental preference with EHCP support. Proactively signed up with LA for guaranteed time next year.</p>	
	<p>b) <b>Attendance</b></p>	
	<ul style="list-style-type: none"> <li>• This has improved but there are still a number of children whose attendance is cause for concern.</li> <li>• One child accessing AP 4 days a week due to high number of suspensions in the last academic year. Most schools LA have consulted are saying unable to meet need. NN and BW are liaising with AP to explore possibility of returning to Brookside with a very bespoke package. A costed plan would need to be submitted for LA for next year.</li> <li>• Child A (Specialist Provision) had high suspensions historically as very complex level of need and absconding. Now having 1 session of Reach a week. In school 2.5 days a week as manageable for them and going into the classroom and participating. Very positive. It shows with right provision and setting children can be successful. LA are liaising with local specialist schools as due to transition to year 7 in September but still does not have a place.</li> <li>• Child B (mainstream) is not in school. Various meetings and advice from a range of services sought. A further professionals meeting is planned in June. Sending work home weekly.</li> </ul>	
	<p><b>A Governor asked about safeguarding children not in school.</b> BW stated that they are technically on the "Brookside books" and Education Worker, Head of SEND and Social Services are aware. Legally they need a school report but it would be limited in what information it could give apart from attendance details and unauthorised absence as no medical professionals say they should not be in school.</p>	
	<p>c) <b>Transport</b></p>	
	<p>Issues in that children were waiting for long periods of time to get on bus from Avalon site. Now transport get Brookside children first this is much smoother. Funding for 1 to 1 assistance for a child with complex medical needs has been agreed.</p>	

SSB  
10/22

#### Evidence for Learning Update

NN was hoping to log in and show Governors the evidence for learning platform but technology was not working.

**A Governor asked how well they are engaging?** This is still in infancy and not accurate at the moment but teachers are using to demonstrate and evidence children's progression in EHCP targets. It is a big piece of work and will be in place by September.

**SSB**      **SEND / Specialist Provision**

**11/22**

**a) Annual SEND report**

The Assistant Headteacher (NN) highlighted the main points of the report circulated with the papers for this meeting.

- Since September 4 or 5 TAs left for number of reasons. We have appointed 5 new members. 2 more vacancies due but one may be filled by candidate interviewed for mainstream position.
- Referrals to external services and intervention work with families having positive impact in attendance.
- 2 or 3 children not attending are still on role.

**b) Specialist Provision Curriculum**

The Assistant Headteacher (NN) highlighted the main points of the Specialist Provision Curriculum circulated with the papers for this meeting.

- From September will follow the curriculum pathways – classes will be organised EYFs, Pre-formal, 2 x Semi-formal and 2 x Formal. Abilities vary and can move between classes. Since staff training in phonics this is more robust and consistent in assessment.

**A Governor asked could you have a year 6 child in a EYFs class?** NN answered no, as preformal learning engagement model then access maths and English need semi formal access on formal pathway.

**A Governor asked what are you doing for the most able children?** NN has spoken to JM about children starting to access lessons in mainstream but carefully planned so it is successful. Not necessarily following the national curriculum. Two children very able to do the work but the behaviour of one could very easily stop learning for others.

- LA Advisory teacher coming in next week looking at support plans and evidence of how children are working towards targets and the provision in place on how to achieve that.
- Year 4 lot of challenges with behavior various strategies put in place eg. ELSA having 1:1 at certain times of the day to support. As children doing SATS cannot access usual place. Mentioned that historically to use toilet need to walk through JM's class. NN said they will need plan as a wider team for new cohort to get that better for everyone.



**SSB** **Policies**  
**08/22**

- a) **Policy Grid**  
 The Clerk (LF) highlighted the Equalities Report is due for review in June 2023. BW will review. **BW**
- b) The Clerk (LF) mentioned that the information on website policy appeared to be out of date – December 2022. SC said he would review this and asked for a toolkit to enable him to do this. LF said this would be provided. **SC/LF**

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

**G91/22** **Minutes of Previous Meeting**

No changes requested to the Minutes.

**JM proposed that Governors approve the minutes of the meeting 24 April 2023.**

**Seconded by SC and approved by all present.**

**For: 11      Against: 0      Abstentions: 1**

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

**G92/22** **Papers for Information**

None

**G93/22** **Matters Arising**

**Summer Building Works**

Paperwork with overview, plan and map submitted. 5 areas of work proposed:

- a. Robins class extension so they have their own toilet.
- b. ICT suite conversion into 2 rooms - sensory and therapy room. Bespoke room with touch screen lights, projection on wall to be more interactive - cost around £30,000. Present sensory room equipment outdated.
- c. Old sensory room converting to a small group class room.
- d. Community room converted into staff room as feedback in recent staff survey.
- e. The After School Portakabin to be transformed into 3 rooms with kitchen to compensate for loss of community room and which can be used for meetings. The children are enjoying being in the main hall for after school club as can do a better range of activities as more space.

Estimated cost of works to be £170,000 but exact budget is difficult to obtain due to rapidly rising costs within the building industry at the moment. Hoping final cost under this amount will be achieved.

**A Governor asked if the sensory/therapy room if could be used by mainstream children and not only specialist provision? BW stated it could be used by everyone.**

**JS proposed that the summer building works with budget cap of £170,000 be approved. CD seconded and approved by all present.**

**For: 11      Against: 0      Abstentions: 1**

*[Governor AW not present at this point of the meeting marked as abstained)*

#### **G94/22 Governors Visits and Training**

**a) Governors Visits' to School**

JS – Fortnightly meeting with the Headteacher.

CD – health and safety walk round

LM – teachers interviews

Reminder of Governors Walk Through on 25 May 2023 at 9 – 11 am with Sarah Ashford.

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

**b) Governor Training**

JS Ofsted training.

BW attended Risk assessment training. SCi as Business Manager also completed this.

Governors Roles in Complaints taking place tomorrow 16 May 2023 at 5.30 pm.

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](#)

#### **G95/22 Procedural Matters**

None.

#### **G96/22 Any Other Business**

None.

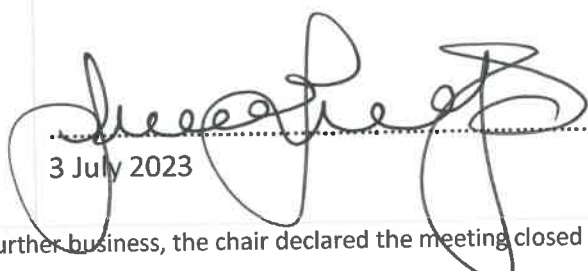
**G97/22 Date, time, and place of the next meeting**

The next meeting of the Board of Governors will be on Monday 3 July 2023  
– BUS and Audit Month 9 Chaired by Brian Walton (whilst new Business Lead is appointed)

Kangaroos – Brookside Academy

(There will be the option to join this meeting virtually via Microsoft Teams)

All meetings will start at 6.00pm

<p>Signed on behalf of the Governors of Brookside Academy</p>  <p>3 July 2023</p>	<p>Signed on behalf of the Area Lead</p>  <p>3 July 2023</p>
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With no further business, the chair declared the meeting closed at 8.55 pm.

**Action List**

Agenda Item	Action	By Whom	Due Date
	To contact Bridgwater and Taunton College Trust	BW/JS	
	Contact parents to inform them of the MAT decision	BW	
	Equalities Report review	BW	
	To provide Governor with tool kit for policy grid item	LF	
	Governor to review information on web site policy	SC	

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