

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 27 March 2023. 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)
v Stuart Evans	(SE)	✓ Alex Tedford	(AT)	(Vice Chair)
✓ Helen Fisher	(HF)	✓ Brian Walton	(BW)	(Headteacher)
✓ Lauren McEwen	(LM)	✓ 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
✓ Tom Ball	(TB) PE lead	✓ Lynne Freestone	(LF) New Clerk to Governors

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G60/22	<u>Spotlight on PSHE & Attendance</u>	

Tom Ball (PE lead) gave a presentation on the teaching of Physical Education across the Academy.

PE

- Meet the Team
- Intent
- Action Plan – 21/22 and 22/23
- PE Curriculum – Mainstream, Specialist Provision and Nursery
- Real PE – Web based platform with lesson plans.
- Extra-Curricular Activities

A Governor asked how the Sports Premium is spent? Sports Premium is spent through the coaching resource.

A Governor asked if the school was able to utilise the resources at Millfield School? The school plays Millfield at sporting fixtures and is able to access facilities for sporting events.

Governors discussed the issue of transportation to fixtures. The school does not have a minibus as they struggled to get any qualified drivers. It was noted that people are allowed to drive lighter vehicles on their current license without training.

No.	Item	Action
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Governors thanked Tom for his presentation.

A copy of the presentations will be circulated to governors.

G61/22 Welcome

The chair welcomed everyone to the meeting.

She welcomed Lauren McEwen to her first meeting of the Board and Lynne

Freestone the new Clerk to Governors.

a) Apologies for absence

None

The Clerk advised that with 12 of the 12 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

c) Appointments and Resignations

The members have appointed Lauren McEwen as a governor of the school.

Lynne Freestone has been appointed as the new Clerk to Governors from 1st April 2023.

G62/22 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

Overall = 93.3%

A Governor asked about the figures for persistent absence? The national figure for mainstream is 18.9% so the school is below this. The challenge is in Specialist Provision where there are 2 children not attending school at all.

Governors noted the medical complications that are also impacting attendance in Specialist Provision.

A Governor highlighted that the DfE publish weekly attendance statistics.

<https://explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools>

A Governor asked about the increase of absence in a lot of classes across the school that are now below the target percentage? There was a bout of Chicken Pox before Christmas, and more children are unwell due to the post

No.	Item	Action
	pandemic drop in people's immunity. There has also been an increase in anxiety about attendance in the pupil survey results.	
	<p>A Governor asked if the school needed to invest more on the Emotional Literacy Support Assistant (ELSA) and the Parent and Family Support Worker (PFSA) to combat poor attendance? It would be good to be able to invest money in these services, but the real issues are complex mental health. Access to the services required such as CAMHS is far too slow.</p>	
	<ul style="list-style-type: none"> • Behaviour Suspensions are still very low (1 whole day and 3 ½ days this term). It was noted that there has been a rise in "angry incidents" 	
	<ul style="list-style-type: none"> • Safeguarding There is currently a reducing trend in Safeguarding incidents. 	
	<p>The Headteacher reported that he had been through two "Professional Differences" processes with the Local Authority that had resulted in a positive outcome for the school.</p>	
	<p>A Governor requested an amendment to the safeguarding table so that terms are not split, which will make it easier to make direct comparisons. Action – Do not split term safeguarding data – e.g combine Term 1a and 1b.</p>	BW
	<p>It was noted that there have been more safeguarding referrals in Specialist Provision at the start of the academic year when new children start at the school with their Child Protection files being shared with the school until later in the term.</p>	
	<ul style="list-style-type: none"> • Staffing Staffing is difficult at the moment, with a number of appointments and resignations, especially in the Nursery. The school is being more flexible in the way that people work to be able to attract and retain staff in the Nursery. 	
	<p>There are currently 2 vacancies for class teachers and 2 vacancies in Specialist Provision.</p>	
	<p>Three more apprentices are being recruited for September 2023.</p>	
	<ul style="list-style-type: none"> • Parent Survey Feedback Parents requested more informative Class pages on the website. The response to the curriculum sessions was positive. 	
	<p>A Governor asked why the school does not have virtual curriculum sessions like they do for Parents Evenings? The school will look at this and make a recording available to this who cannot attend.</p>	
	<p>Action – Look at virtual Curriculum sessions for parents.</p>	BW

No.	Item	Action
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The view on communication was 50/50 on too little or too much!

The School is carrying out a review on the website to make it more informative

94% of parents who responded would recommend the school.

Feedback from the Staff survey will be provided at the next meeting.

b) Academy Development Plan Priorities

See Headteachers Report above.

Specialist, Business Section (BUS)

Chaired by Brian Walton (while a new Business Lead is appointed)

BUS Behaviour and Safety

16/22

a) Financial Update – Month 6

The Business Manager (Sandra Cinicola) highlighted the main points of the Month 6 financial report circulated with the papers for this meeting.

- The monthly balance has swung from +£56k to -£58k.
The REACH alternative provision for one pupil has cost £23k so far this year
3 Teaching Assistants have been employed.
Supply has been set to £0 as it is not possible to get any Supply staff for Specialist Provision. Cover is being provided from in house staff.

A Governor asked about the increase in Specialist Provision Teaching Assistants at a cost of £30k, which moves the staffing budget into a deficit? This was as a result of a review of the Specialist classes to try and combat the poor behaviour of some pupils.

Governors discussed the increase in the staffing costs by £30k and whether it had an impact on the overall headcount and would require approval by the board before proceeding.

Action – Provide a comparison of the Full Time Equivalent (FTE) headcount approved in the 2022/23 budget and the current school FTE headcount.

BW/SC

- The Catering Manager has left her role that has coincided with the ending of the St Cuthberts Infants school contract. The remaining staff are covering the remaining work.
The increase in food costs has meant that the overall costs remain the same, even with the reduction in the number of meals.

It was noted that the school is still providing meals to Avalon School.

No.	Item	Action
	<ul style="list-style-type: none"> • Energy costs are still rising and are having an impact on the budget. • Lettings have reduced since the loss of 2 regular weekly bookings, but this has had little impact on the budget as there are very small costs associated. • The projected End of Year surplus is £95k. • The pro rate £1925 pay rise for support staff was built into the budget but the one-off £1000 for Teachers will add £23k to the staff budget. • The Nursery is already at breakeven. Earlier than in previous years. The Higher funding rate has not yet been included in the projected figures. • The predicted intake for Reception in September 2023 is 49 (out of a PAN of 60), but may rise in the second round of applications. <p>It was noted that the school has received a lot of in year applications for other year groups and currently has a waiting list for most year groups.</p> <ul style="list-style-type: none"> • The total projected carry forward at the end of the year is £400k. 	
	<p>b) Benchmarking data 2023</p> <p>The Business Manager (Sandra Cinicola) highlighted the main points of the Benchmarking report from Bishop Fleming circulated with the papers for this meeting.</p> <p>It was noted that Brookside is a unique provision with Mainstream and Specialist Provision elements, and not easy to compare with other schools in the report.</p> <ul style="list-style-type: none"> • Free Reserves for 2021/22 were 5% of the total annual income which gives a total reserve of 16%. 	
BUS 17/22	<u>Staffing</u>	
	<p>a) Staffing Update</p> <p>See Headteachers report above.</p>	
BUS 18/22	<u>Premises</u>	
	<p>a) Capital Projects</p> <p>The Reception and Specialist Provision project to provide outdoor covered areas is not feasible this summer.</p> <p>The school is looking at providing internal spaces for dysregulated children as a project to be carried out in the summer holiday instead.</p>	

No.	Item	Action
BUS 19/22	<u>Health & Safety</u>	

a) **Health and Safety audit report**

Educating Safely have carried out a very thorough Health & Safety Audit.
The school is working through the actions.

BUS 20/22	<u>Policies</u>	
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a) **Policy Grid**

The Clerk (Greg Jones) highlighted the Business (BUS) themed policies for review this academic year.

Action - Colin Driscoll will review the Premises Documents on his next Health & Safety visit.

CD

Action – Review Freedom of Information Scheme

BW

Action – Review Religious Education policy

BW

b) **Policies for approval**

None

Governor Meeting – Final Section**Chaired by Julie Summerhayes (Chair of Governors)****G63/22 Minutes of Previous Meeting**

A change was made to the chair of the governor's section of the minutes.

Brian Walton proposed that Governors approve the minutes of the meeting 06 February 2023. Seconded by Stuart Clowes and approved by all present.

For: 11 Against: 0 Abstentions: 1

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

G64/22 Papers for Information

None

G65/22 Matters Arisinga) **MAT update**

GJ and AW declared an interest

It was noted that the Chair of Governors (Julie Summerhayes) and Headteacher (Brian Walton) carried out engagement sessions with school staff on the 10th March 2023.

No.	Item	Action
	Presentations to all governors are being made by The Wessex Learning Trust on 17 th April and Bridgwater & Taunton College Trust on 18 th April. Governors are requested to attend both sessions to be able to make comparisons between the two MATs.	
	Action – Send calendar invites for the meetings on the 17 th and 18 th April.	LF
	Action – Share the MAT overview data with all governors.	BW
	It was noted that the school is still engaging with Millfield School whose proposal to form a MAT has been rejected by the Regional Schools Director.	
b)	Strode College qualification offer. The school has an apprentice on a PE and Sports apprenticeship. This is not offered by Strode College and she is being supervised by Bridgwater & Taunton College.	
	It was noted that Strode College offer all child care qualifications required by the Nursery.	

G66/22 Governors Visits and Training

a) **Governors Visits' to School**

JS – Fortnightly meeting with the Headteacher.

AW – Safeguarding governor.

AW – Awards Assembly

AT – Pre-agenda meeting

CD – Admissions

LM – Tour of the school.

JS – Colleague MAT engagement

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

b) **Governor Training**

Whole Board Safeguarding training on 13th March 2023.

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](#)

No.	Item	Action
G67/22	<u>Procedural Matters</u>	
	a) Clerks Briefing	
	Nothing to report.	

G68/22 **Any Other Business**

None

G69/22 **Date, time, and place of the next meeting**

The next meeting of the Board of Governors will be on
24 April 2023 – MTaL – (Stuart Clowes is acting lead)
Kangaroos – Brookside Academy
(There will be the option to join this meeting virtually via Microsoft Teams)

All meetings will start at 6.00pm

Audit Committee

Chaired by Brian Walton while a new Business Lead is appointed

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

BUS **Internal Scrutiny**
21/22

- a) **Responsible Officers Reports**
None
- b) **Resource Management Toolkit**
Governors noted the contents of the annual Resource Management Toolkit report circulated with the papers for this meeting.

BUS **Risk**
22/22

- a) **Risk Register**
The Headteacher (Brian Walton) has yet to add the Harpur Brazel risk to the register circulated with the papers for this meeting.

The Unfunded Pay Rise risk has now arisen, and the board will continue to tolerate this risk in the register.

	Signed on behalf of the Governors of Brookside Academy	Signed on behalf of the Area Lead	
			
	24 April 2023	24 April 2023	

With no further business, the chair declared the meeting closed at 8.00pm.

Action List

Agenda Item	Action	By Whom	Due Date
G62/22	Look at virtual Curriculum sessions for parents.	BW	24/04/23
G62/22	Do not split term safeguarding data – e.g combine Term 1a and 1b	BW	24/04/23
B16/22	Provide a comparison of the Full Time Equivalent (FTE) headcount approved in the 2022/23 budget and the current school FTE headcount.	BW/SC	24/04/23
B20/22	Colin Driscoll will review the Premises Documents on his next Health & Safety visit.	CD	03/07/23
B20/22	Review Freedom of Information Scheme	BW	24/03/23
B20/22	Review Religious Education policy	BW	24/03/23
G65/22a	Share the MAT overview data with all governors.	BW	ASAP
G65/22a	Send calendar invites for the meetings on the 17 th and 18 th April.	LF	ASAP

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