

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 06 February 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)
v	Helen Fisher	(HF)	✓	Adi Whatling	(AW)	
✓	Jenny Moore	(JM)				

IN ATTENDANCE

	Sarah Ashford	(SA) Deputy Headteacher		Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors	✓	Nicola Neville	(NN)	Assistant Headteacher
✓	Adrian Ballard	(AB) PSHE lead				

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
	Governor Meeting – Opening Section	
	Chaired by Alex Tedford (Vice Chair of Governors)	
G50/22	<u>Spotlight on PSHE & Attendance</u>	

Adrian Ballard (PSHE lead) gave a presentation on the teaching of PSHE & Attendance across all year groups.

PSHE

- PSHE Action Plan
- Pupil Voice Survey
- Curriculum Staff Survey
- 6 sessions per unit at ½ hour a week or 1 hour every other week.
- DFE Statutory requirements
- Mapping Statutory requirements to sessions
- Staff meeting and Inset day.

Attendance

- Process
- Approaches
- Data for attendance

A Governor asked about challenges of unauthorised absence? This is more of a challenge if attendance is already low. It is not always possible to challenge when a unique holiday opportunity arises.

No.	Item	Action
	Absence is only authorised for medical reasons. Historic data is always reviewed, and parents are made aware of the government's expectations.	
	A Governor asked about the absence of Specialist Provisions students with medical conditions? The school will always challenge any absence and seek medical proof. The Education Welfare Officer will not take any action with Specialist students.	
	Governors thanked Adrian for his presentations. Copies of the presentations will be circulated to governors.	

G51/22 Welcome

The vice chair welcomed everyone to the meeting.

a) Apologies for absence

None

The Clerk advised that with 11 of the 11 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

G52/22 Headteachers Report

a) Headteachers report

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

• Attendance

Overall = 93%

Specialist Provision attendance is having an impact on the overall figure = 84.6% with 2 students not attending at all.

Mainstream attendance is at 94% - above the national average of 93.7%

Information from local schools shows that Brookside is above their averages of between 92% and 94%.

A Governor asked if there is a special code for any absence caused by the Teachers strike action? There is a special unauthorised code that does not affect the pupil's attendance record.

No.	Item	Action
	<ul style="list-style-type: none"> • Suspensions Suspensions are still very low (1 whole day and 3 ½ days). • Safeguarding Safeguarding issues related to Neglect are on the rise. <div style="border: 1px solid black; padding: 5px;"> <p>A Governor asked if this is related to the “cost of living” crisis? it is not known at this time as there is no detailed evidence.</p> </div> • Staffing There have been 4 resignations from the Nursery. (none related to pay). One person raised an issue of wellbeing as their reason for leaving. (See Appendix) <div style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the mismatch of early years qualifications offered by Strode College and those required by the Nursery? This is being followed up by the school.</p> </div> 	
	<p>Action – Qualifications offered by Strode College</p> <p>There followed a discussion about how vacant posts are advertised and the use of social media to promote vacancies.</p>	BW
	<ul style="list-style-type: none"> • Admissions There have been 5 In-year admissions to Year 2 that is now full. There are currently only 47 first choice applications for September 2023 which is the lowest for a number of years (PAN = 60). • Behaviour <div style="border: 1px solid black; padding: 5px;"> <p>A Governor asked about the low number of behaviour incidents in years 5 & 6? This is just relative to these cohorts of children as they have moved through the school.</p> </div> 	
	<p>b) Academy Development Plan Priorities See Headteachers Report above</p>	

Specialist, Safeguarding, & Behaviour (SSB)

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

SSB
05/22 Behaviour and Safety

a) Whole School Behaviour

The Assistant Headteacher (Nicola Neville) gave a verbal update on behaviour across the school.

A review has been carried out on the approach to managing behaviour.
Demonstrations on modelling good behaviour are being given to staff.

No.	Item	Action
	<p>There is 1 child with challenging behaviour who is now educated off-site for half of the week.</p> <p>Governors noted the cost implications of the use of Alternative Provisions versus the good results that they are producing.</p> <p>This has led to a reduction in suspensions this term.</p> <p>Tony Salmon will be undertaking whole school training in March 2023.</p> <p>A Relational Policy about the behaviour of adults is being developed.</p> <p>There have been fewer "Bound Book" entries this term as staff reflects on the changes to behaviour strategies.</p>	

SSB 06/22	<p><u>Child Protection</u></p> <p>a) Safeguarding Governor update</p> <p>The Safeguarding governor (Alex Tedford) reported that she has met with the headteacher last week and will circulate the questions considered.</p> <p>The last pupil survey shows that 95% of children feel safe in the school. Student voice and bullying are addressed through regular theme assemblies.</p> <p>Governors discussed the ways in which they could corroborate this through talking to the children.</p> <p>A form of questioning will need to be developed for governors to talk to small groups of children to follow trends in pupil survey results.</p> <p>A student survey will be completed with Key Stage 2 this week.</p> <p>It was noted that surveys are not carried out for Specialist Provision pupils.</p> <p>A Governor asked how the pupil surveys are undertaken? They are in the form of paper questionnaires completed in the classrooms.</p>
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SSB 07/22	<p><u>SEND / Specialist Provision</u></p> <p>a) Annual SEND report</p> <p>The Assistant Headteacher (Nicola Neville) highlighted the main points of the report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • The report has been divided into two sections for Mainstream and Specialist Provision. • Key expenditure has been on resources and furniture in Specialist Provision. Classroom furniture Screens/Dividers • Storage cupboards
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No.	Item	Action
	<ul style="list-style-type: none"> • Phonic readers • A shade to provide continuous outdoor provision. • Sensory equipment that is also used by Mainstream pupils. 	

A Governor asked about the funding for these resources? A one-off discretionary payment was received from the Local Authority as they do not directly fund anything else relating to the Specialist Provision.

It was noted that improvements have been made in the operation of the pupil transport for Specialist Provision pupils.

b) SEND Action Plan

The Assistant Headteacher (Nicola Neville) highlighted the main points of the SEND Action Plan circulated with the papers for this meeting.

- This is a whole school action plan produced in consultation with all the stakeholders and reflects the outcomes of the SEND audit.
- There will be a review of the action plan at the end of the year.
- A Graduated response toolkit is being used to support staff.

Governors discussed the use of the toolkit quick checker resources to overcome barriers to learning.

c) Specialist Provision Curriculum

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

- Time has been spent in formulating the Brookside curriculum to develop a clear provision for pupils.
- Four Pathways
EYFS
Pre-formal – Learning for life.
Semi-formal – learning to learn.
Formal – Ready to learn.
- 5 characteristics to enable a focus on learning.

Intent

- Intent is feeding through to the curriculum for Personal Learning Goals to finetune targets.

A Governor asked about the barriers to accessing the transition between curriculums? Access to each pathway is fluid.

No.	Item	Action
	Implementation	
	<ul style="list-style-type: none"> The English curriculum is delivered through a thematic approach. There is a two-year programme followed by a review. A visual pathway will be used for the timetable. 	
	<p>A Governor asked why there is only one sports session? Sports is only delivered by the Teachers (No coaches). The school is working on delivering a second session.</p>	
	<p>Governors discussed the timetable for a child who regularly arrives late for with a lot of sensory needs.</p>	
	<ul style="list-style-type: none"> The Forrest School area is being updated for Specialist Provision use. 	
	Impact	
	<ul style="list-style-type: none"> Provide evidence of learning to allow parents to track progress. Photo's / Videos linked to the framework and personal learning goals. Strengthen communications with the parents of pupils who access the school via transport. 	
	d) Alternative Provision visits	
	<p>The Headteacher (Brian Walton) highlighted the main points of the report circulated with the papers for this meeting.</p>	
	<ul style="list-style-type: none"> This is an ongoing process of visiting the Alternative Provisions used by the school. Three of the provisions are from the Somerset Directory of approved providers and one (IG Sports) is approved by OFSTED. The Headteacher has visited all the providers this term to carry out due diligence on safeguarding and see if the requirements of the EHCP's are being met. The school receives weekly reports from the providers. 	
	<p>A Governor asked about the recording of attendance at the alternative provisions? It is recorded as Offsite education.</p>	
	<p>Governors discussed the attitude of OFSTED to the use of alternative provisions. It was noted that the education and safeguarding of the pupils is still the school's responsibility.</p>	
	<p>A Governor asked about the funding of the alternative provision places? Places are paid for through the Specialist Provision EHCP funding or Local Authority top up funding.</p>	
	<p>E.g. Pupils at risk of permanent exclusion receive extra funding through an approved costing plan.</p>	

No.	Item	Action
	<p>It was noted that the alternative provisions do not always provide Reading, Writing and Maths and that a separate tutor may need to attend to undertake this tutoring.</p> <p>A Governor asked how the school knows that pupils are safe while attending alternative provisions? The providers on the county directory are quality assured by the Local Authority. IG Sports has been inspected by OFSTED and the Headteacher has visited all the sites.</p> <p>All staff are regulated via a DBS and assured through the Local Authority.</p> <p>Governors noted the issue of cost to the school for these provisions. Evidence needs to be created that these providers are meeting the need of pupils that cannot be met by the school. They also noted that offsite education provides a respite for school staff.</p> <p>A Governor asked about the time implications of the Headteachers visits to the alternative provisions? BW is undertaking visits to the 4 providers each term (4 x 3 = 12 visits a year).</p> <p>1 pupil is attending 5 days a week and is therefore not regularly seen by the school. The others are part-time and seen by the school each week.</p> <p>A Governor asked who is responsible for the pupils Annual Review? The school is responsible for these reviews.</p> <p>Governors noted the concerns that OFSTED may raise during an inspection and the need to be prepared for any questioning of the use of alternative provisions.</p>	

SSB
08/22

Policies

a) Policy Grid

The Clerk (Greg Jones) highlighted the Specialist, Safeguarding, & Behaviour (SSB) themed policies for review this academic year.

b) Policies for approval

i) First Aid Policy

First Aid is part of the Health & Safety for the school and is monitored through the Annual Health & Safety Audit.

Stuart Clowes proposed that Governor approve the First Aid Policy. Seconded by Adi Whatling

For: 11 Against: 0 Abstentions: 0

No.	Item	Action
Governor Meeting – Final Section		
Chaired by Alex Tedford (Vice Chair of Governors)		
G53/22	<u>Minutes of Previous Meeting</u>	
	<p>A small change was requested to the wording on page 5 with reference to the discussion about the Free Reserves held by the academy.</p> <p>Jenny Moore proposed that Governors approve the minutes of the meeting 06 February 2023. Seconded by Alex Tedford and approved by all present. For: 10 Against: 0 Abstentions: 1</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G54/22	<u>Papers for Information</u>	
	None	
G55/22	<u>Matters Arising</u>	
	<p>a) MAT update GJ and AW declared an interest The Headteacher has had a meeting with the Regional Schools Director (RSD) who was accompanied by the Head of the Education Skills Funding Agency (ESFA). They noted the inclusivity of the school and this has been fed back to the Working Group.</p> <p>BW and JS will be attending a presentation to local schools from Millfield School on their proposal for a MAT in the local area.</p>	
G56/22	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School JS – Fortnightly meeting with the Headteacher.</p> <p>To book individual visits to the school contact Sarah Morris (see contact sheet).</p> <p>b) Governor Training None</p> <p>Whole Board Safeguarding Training The date has been booked for Monday 13th March; 6.00pm; in person at the school.</p> <p>Governors were reminded that there was training available via:- Support Services for Education</p>	

No.	Item	Action
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<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](#)

G57/22 Procedural Matters

a) Clerks Briefing

The clerk will circulate the notes once they are available.

G58/22 Any Other Business

Adi Whatling has taken over as the Safeguarding Governor from today's date.

G59/22 Date, time, and place of the next meeting

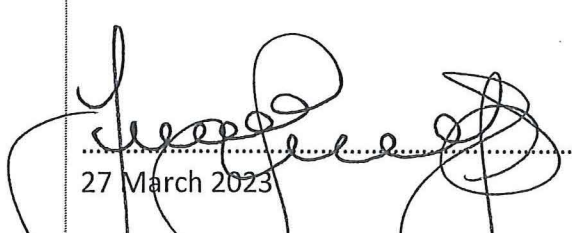
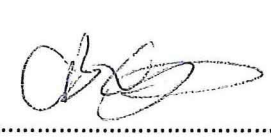
The next meeting of the Board of Governors will be on

27 March 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	
			
	27 March 2023	27 March 2023	

With no further business, the chair declared the meeting closed at 8.10pm.

clare Bolton

Action List

Agenda Item	Action	By Whom	Due Date
B09/22b	Add Harpur Brazel to the risk register.	BW/SC	27/03/23
G52/22	Qualifications offered by Strode College	BW	27/03/23

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