

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 23 January 2023. The meeting started at 6.00pm.

MEMBERS

✓	Clare Bolton	(CB)	v	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)				

IN ATTENDANCE

	Sarah Ashford	(SA) Deputy Headteacher	✓	Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors		Nicola Neville	(NN)	Assistant Headteacher
✓	Jordan Bobbett	(JB) DT lead				

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Alex Tedford (Vice Chair of Governors)		
G40/22	<u>Spotlight on Science</u>	

Jordan Bobbett (Design and Technology lead) gave a presentation on the teaching of DT across all year groups.

- Monitoring summer 21/22
- Monitoring Autumn 22/23
- Progression
- Cooking and Nutrition
- Next Steps

Governors discussed the use of the Practical room for cooking and noted the barriers for pupils having to provide their own ingredients. They discussed the feasibility of the school making a bulk purchase of ingredients or the pupils cooking a single meal.

A copy of the presentation will be circulated to governors.

No.	Item	Action
G41/22	<u>Welcome</u>	
	The vice chair welcomed everyone to the meeting.	
	a) Resignations and Appointments	
	Rob Sutherland – resignation (10/01/23)	
	Greg Jones (clerk) – resignation (31/03/23)	
	Craig Harris – removed following non-attendance without apologies for the last 6 months.	
	b) Apologies for absence	
	Apologies were accepted from Julie Summerhayes, Adi Whatling, and Stuart Evans	
	The Clerk advised that with 8 of the 11 Governors present the meeting was quorate.	
	c) Declarations of Interest	
	Greg Jones – Company Secretary of Bridgwater and Taunton College Trust	

G42/22 Headteachers Report

a) Headteachers report

The Headteacher (Brian Walton) gave a verbal update.

- **Strike Action**

2 classes will be closed on 01 February due to strike action.

A Governor asked if work can be set for the children affected? No – The school cannot direct teachers to set work while they take strike action.

Governors discussed teachers attitudes to industrial action and noted that they are more concerned about the conditions and funding for supporting children and families.

The next strike in the Southwest is on 02 March.

A Governor asked about a contingency for staff whose own children are affected by strike action? The school has some HLTA's that could cover classes if necessary.

- **Parent Survey**

The recent parents survey was very positive.

Some parents wanted more reporting about their children and others less! Responses have changed over the last 3 years – mostly due to the Covid-19 pandemic.

There were no responses that would not recommend the school but 8 were not sure.

No.	Item	Action
	<p>The results will be shared at the next meeting.</p> <p>Governors discussed how parents are kept informed about what is going on in school and what is relevant to their child's education.</p> <p>They noted that there could be a greater use of technology for this but that it would place a greater burden on staff.</p> <p>It was noted that it was important to advertise what the school is doing.</p> <ul style="list-style-type: none"> <p>Alternative provisions</p> <p>The Headteacher (Brian Walton) has visited the Alternative provisions that some pupils are attending and will make a full report at the next SSB themed meeting.</p> <p>Pupils have a good provision but lack English, Maths and Science teaching.</p> <p>Lesson Observations</p> <p>The SLT are currently conducting lesson observations.</p> 	
	<p>b) Academy Development Plan Priorities</p> <p>See Headteachers Report above</p>	

Business Section (BUS)

Chaired by Brian Walton while a new Business Lead is appointed

BUS
09/22

a) Financial update

The Business Manager (Sandra Cinicola) highlighted the main points of the **Month 4** summary circulated at the meeting to replace the Month 3 report that was circulated with the papers for this meeting.

- Projected In-year balance of +£100k
- Estimated End of year carry-forward now £600k
- Nursery income is a lot higher than expected now that numbers have risen, and children have bedded in.

Capital expenditure on the Bashu Room conversion and Nursery has already been included.

The school is looking at further capital expenditure to reduce the balance.

A Governor asked why the projected surplus is already at £100k? This is because of the shortage of staff in Specialist Provision and the Nursery that gives savings in the staffing budget.

It was noted that it is almost impossible to recruit staff for the Nursery at the time.

No.	Item	Action
	<p>Governors discussed the difficulties in recruitment and retention of staff generally.</p>	
	<p>b) Harpur Trust The Business Manager (Sandra Cinicola) highlighted the main points of discussion document circulated with the papers for this meeting.</p>	
	<p>The school held a long discussion with Bishop Fleming about how it would know how much the cost may be. The government are currently carrying out a consultation on the financial impact of this ruling. It was noted that the final figure will come from the school's payroll service.</p>	
	<p>A Governor asked what the likely exposure to the school's finances would be? The current estimate is that it will be less than £20k.</p>	
	<p>It was noted that there was money in the free reserves to cover this.</p>	
	<p>Action – Add Harpur Bravel to the risk register.</p>	BW/SC
	<p>c) Management Letter The Business Manager (Sandra Cinicola) highlighted the main points of the updated Management Letter circulated with the papers for this meeting.</p>	
	<p>Current Year</p> <ul style="list-style-type: none"> • Bank Postings Next year at year end we will post the payments as suggested when the payments clear the bank statements and will reconcile the bank to the nominal code in the TB. 	
	<p>Previous Years</p> <ul style="list-style-type: none"> • Recording of Income BF again identified multiple streams of income being recorded within the 'Other Government Grants/Funding' nominal code. The income codes have now been set up line with the ESFA chart of accounts. • Fixed asset register maintenance Bishop Fleming will ensure that the Fixed Asset Register reconciles to the accounting system as part of their annual audit process. 	
	<p>All other recommendations have been completed.</p>	
BUS 10/22	<u>Staffing</u>	
	<p>a) Staffing update The Business Manager (Sandra Cinicola) gave a verbal update on the current staffing position.</p>	

No.	Item	Action
	<p>Difficulties with recruitment and retention continue with a member of the Nursery staff (only recently recruited) resigning today. A new starter recruited to cover a future maternity leave will have to step straight in to cover this role while undertaking other training.</p> <p>The Nursery Manager role is currently being advertised with a more attractive salary to try and find a suitable candidates (1 enquiry so far).</p> <p>Governors discussed the increased flexibility in working arrangements offered to attract more staff.</p> <p>It was noted that there is no quick fix. Recruiting apprentices will always come with the need for them to attend taught sessions each week. It could be the case that they would need to attend Maths or English sessions at the College.</p>	

**BUS
11/22**

Capital Projects

a) Capital Projects

The Headteacher (Brian Walton) gave a verbal update on proposed capital projects in the school.

- **Specialist Provision**

Futures 4 Somerset are preparing a feasibility study to make changes in the specialist classrooms this summer.

It was noted that the proposed new building for Specialist Provision is not being pursued due to the lack of support from the Local Authority.

- **Canopies**

The trial of a canopy outside of the Nursery proved very successful in allowing outdoor play during wet and sunny weather.

The proposal is to erect 3 permanent canopies outside of the Nursery, Early Years and Specialist Provision will cost between £60k to £80k.

A Governor asked how this aligned with the School Development Plan?

It aligns with the outdoor play provision for Specialist Provision.

Governors discussed the level of the free reserves that the academy has which are significantly above the reserves policy and the view of the Regional Schools Director on this in these times of tight funding.

- **Forrest School**

There is a proposal to make improvements in the Forrest School area that is mostly used by Specialist pupils.

A Governor asked about the status of the OPAL project? A recent review shows that the school is currently at between 75% and 80%,

No.	Item	Action
	<p>which is lower than last year but that it is always difficult at this time of the year to access outside play.</p> <p>It was noted that with the limitations in staffing it is not a good idea to place extra burdens on those supervising outside play.</p>	

BUS 12/22 Health & Safety

a) Health & Safety update

The Business Manager (Sandra Cinicola) gave a verbal update on Health & Safety in the school.

Educating Safely have carried out a H&S audit last week.

There were no significant actions to address and the final report will be circulated as soon as it is available.

There was also an unannounced Environmental Health visit to look at the Kitchen and Nursery. There were some minor actions in the Nursery.

BUS 13/22 Policies

a) Policy Grid

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

b) Policies for approval

None

Governor Meeting – Final Section
Chaired by Alex Tedford (Vice Chair of Governors)

G43/22 Minutes of Previous Meeting

Stuart Clowes proposed that Governors approve the minutes of the meeting 09 January 2023. Seconded by Brian Walton and approved by all present.

For: 7 Against: 0 Abstentions: 1

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

G44/22 Papers for Information

None

G45/22 Matters Arising

No.	Item	Action
a)	<p>MAT update</p> <p>GJ declared an interest</p> <p>The MAT Working Group has met again to start the process of Due Diligence on the 2 preferred Multi Academy Trusts and are happy with the progress so far.</p> <p>It was noted that there is a new Principal at Strode College who are also considering the creation of a “local” MAT.</p> <p>The Chair and Headteacher are attending an open meeting at Millfield School with other local schools this week.</p>	

G46/22 Governors Visits and Training

a) Governors Visits’ to School

HF – Pupil Premium and tour.

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

b) Governor Training

JM & JS – Online safety

Whole Board Safeguarding Training

There are an equal number of governors for each of the proposed dates so the clerk will contact SSE to see which one they prefer.

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](#)

G47/22 Procedural Matters

a) Admissions Arrangements

The consultation has been completed on the change to Criteria 4.2 whereby all staff are now given priority (rather than just the teachers).

It was noted that the new Admission Arrangements were approved by the Admissions committee and that the Local Authority have been informed.

No.	Item	Action
G48/22	<u>Any Other Business</u>	

None

G49/22 Date, time, and place of the next meeting

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

All meetings will start at 6.00pm

7.25pm - Jenny Moore and Jonathan Samson left the meeting

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 14/22 Internal Scrutiny

a) Responsible Officers Reports

There is now only one Internal Scrutiny visit each year and it will be on 12th and 13th June 2023 to look at all the relevant financial areas.

BUS 15/22 Risk

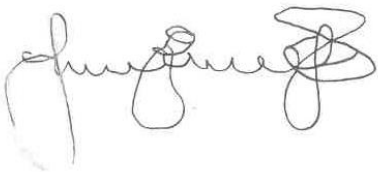
a) Risk Register

Next meeting

b) Risk management Training

The Headteacher and Business Manager have signed up for Risk Management training from the Confederation of School Trusts.

Minutes

	<p>Signed on behalf of the Governors of Brookside Academy</p>  <p>.....</p> <p>06 February 2023</p>	<p>Signed on behalf of the Area Lead</p> <p>.....</p> <p>06February 2023</p>	

With no further business, the chair declared the meeting closed at 7.35pm.

Action List

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

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