

Brookside Academy (327) – Board of Governors
Company Registration Number: 07641618 (England & Wales)



Minutes of the **Board of Governors** hybrid meeting held in the Oak Board Room, on Monday 09th October 2023. The meeting started at 6.03pm.

MEMBERS

✓	Stuart Clowes	(SC)	✓	Julie Summerhayes	(JS)	(Chair)
v	Stuart Evans	(SE)	✓	Alex Tedford	(AT)	(Vice Chair)
✓	Helen Fisher	(HF)	✓	Brian Walton	(BW)	(Headteacher)
✓	Jenny Moore	(JM)	✓	Adi Whatling	(AW)	
✓	Jonathan Sansam	(JSa)	✓	Lauren Whinton	(LW)	

IN ATTENDANCE

-	Sarah Ashford	(SA) Deputy Headteacher	-	Sandra Cinicola	(SCi)	Business Manager
✓	Jenny Warrington	(JW) Clerk to Governors	✓	Nicola Nevell	(NN)	Assistant Headteacher

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G11/23	<u>History Spotlight</u>	
	<p>The History Subject Leader showed the Skills, Knowledge, Vocabulary Overview for History which covers all subjects in National Curriculum through the years (EYFS-Y6). There are some additional topics beyond the national curriculum requirements including the Ancient Egyptians, Crime and Punishment and Significant individuals. A second document was introduced, entitled 'key learning points', which shows the topics by year with deeper information and questions to help the three Rs (Recall, Revisit, Retain) to recap, remind and refresh knowledge. It gives the big picture questions whilst there are also SPARK notes of the information taught. A key focus in any subject are the skills for that subject. The topics seek to promote discussion, engagement and a love of history.</p>	
	<p>A governor asked about the threads on the bottom of the overview. They allow for continuity across the years. For example 'Children' is a thread which can support learners to imagine themselves in the topics, as pre-history can be an abstract idea to get to grips with and can be linked to children in different epochs in history including the Romans, Tudors and stone age. Other threads include Society, Achievements, Settlements, Invasion, Entertainment, Recorded History, Legacy and Religion.</p>	
	<p>This week the subject leader will get some feedback from children on history to get a feel for what has been enjoyed and learnt.</p>	

No.	Item	Action
	<p>A governor asked about the second document? Key Learning Points is the newer document which allows for a deeper understanding with questions and detailing exactly what the children should know by the end of each topic.</p> <p>Teachers will revisit topics again and again throughout year to promote retainment of information.</p>	
	<p>A governor asked do they have separate books for subjects? There's one joint book for History and Geography but topics are being taught in blocks, history then geography, so the books read in sections and chronologically.</p>	
	<p>A governor asked Is it easier to separate History and Geography? Block teaching allows continuous teaching everyday rather than leaving things until a week later when there would be other information learnt in between and larger gaps in time between sessions.</p> <p>There's a focus on subject skills within subjects. There are still cross over subjects but skills are focused on the main subject.</p>	
	<p>A governor asked about the links with the local area. Yes connections are made with local links where possible. Sharing ideas is fantastic for example through Year 5 thinking about Clarks with Alfred Gillet Trust.</p>	

G12/23 Welcome

The chair welcomed everyone to the meeting including one governor on Teams.

a) Apologies for absence

With 10 of the 10 Governors present the meeting was quorate.

b) Declarations of Interest

None

c) Appointments and Resignations

None

G13/23 Head teachers report

The Headteacher gave a verbal update for the Heads report. He began by introducing the 8 priority areas for the academy development plan and evidence of progress will be shown in the Heads Report each time. The 8 areas come under 3 headings Quality of Education, behaviour and attitudes and Leadership. Each target has a paragraph of 'evidence' to explain what is being looked for in each aspect. The final development plan will come to the next meeting.

BW

A governor asked is evidence the right word?

Should it be assurance that you are doing what you said you would do and the Governors are holding you to account?

No.**Item****Action**

What we have is working. We are focused on improvement. Evidence will help identify success or when we need to make changes. Priority areas will be reviewed against on-going progress.

There's been a really positive development as the academy has been shortlisted for three Primary Education Today awards including the Primary School, the Overall Academy and the Headteacher.

Regarding Keeping Children Safe in Education (KCSIE) the academy has written to two companies that hire our building during the evenings and weekends. One has come back very quickly and updated policies the other one we're following up on.

Alternative Provision (AP) is a key focus for Ofsted. Attendance is a key issue in KCSIE.

Currently there are three children on roll who are not attending. Packages are in place to support those children and feedback from professionals has been positive about what we are doing.

There is an issue with an overseas check being carried out for a staff member. The Spanish system loops back and isn't making it easy to get the certificate needed without visiting the country. The LA has been working with the academy on this. There is a risk assessment in place and the person isn't currently allowed to work on their own. It will be difficult to solve this long term.

Brian will share email from the LA safeguarding advisor Katherine Hollinghurst with the Safeguarding Governor

BW

There has been a first suspension in Year 5 which is a challenging year group. Supervision has been increased. Year 5s go up different stairs. The Deputy Head has been supporting the family.

There have been 17 Ofsted visits in Somerset since the start of term and one this morning. The academy is expecting an Ofsted visit imminently.

There was a lovely event with Brodie Williams who led an inspired assembly and called Brookside his Golden Gateway. A plaque was unveiled in the reception area.

Swimming is a source of complaint at the current time. The academy doesn't have the resources to push children further. Guidance is that children need to be able to swim. Swimming is biggest thing children do outside of school. The academy is focused on non-swimmers.

A governor asked whether insufficient resource meant insufficient money?

No resource is staffing predominantly. TA's can't do the level 2 swimming qualification. That qualification is for Teachers only.

There are increasing numbers of parental complaints on a diverse range of issues from interpersonal communication, to diversity in Year 1. There was a complaint

No.

Item

about teachers chasing payment for trips, when academy policy is to ask for a voluntary contribution only.

Last meeting the board looked at the wellbeing staff survey but it's been a really tough term. There's a real sense of people's backs being against wall with the cost of living crisis.

A governor asked how the Board could better support the leadership team in dealing with complaints?

Following the process through is key. There should be an informal process and then it moves to formal, then to governors at the appropriate time.

The academy works hard to remember kindness, which is one of the strands of the academy's ethos. It is important for both children and staff to remember kindness.

There were a range of positive responses to the KS2 pupil survey. Some children showed amazing ambitions, which were truly aspirational. It was asked how the head's assembly could be changed. One response said the head's assembly was boring but another response said don't change them or have more assemblies like Brodie Miller visiting. Another possibility would be asking Euan Richards to visit as he's a rugby player for Bath. Assemblies should reflect more than just sport they should reflect STEM and the Arts as well. There were couple of responses to the survey that reported children not feeling safe at school because of bad dreams or a family situation and it is necessary to unpick these responses to find out what the issues are. Overall the survey responses were fascinating and lovely stories. The KS1 and the Specialist Provision survey is coming up soon.

The head has completed performance management for teachers. This was a chance to reinforce the 3 rs (Revisit, Recall, Retain) with subject leaders and teachers focusing on what the children are remembering.

A governor asked about the un-aspirational responses to the survey.

There's approximately 3-4 children in each class who didn't show aspiration in their responses to the survey. These will need to be unpicked and supported further.

The Headteacher advised the Governors that there may be a staff HR issue coming up.

Stuart Evans left the meeting at 18.56pm.

Specialist Provision and Inclusion (SPI)

Chaired by Helen Fisher (Specialist Provision and Inclusion Lead)

SPI

01/23

The Assistant Head and SENCo gave a verbal update on behaviour in Specialist Provision. Data was brought to the meeting and could be shared with governors afterwards. Challenging behaviour from one individual was noted requiring bespoke support and the possibility that the academy cannot meet their need as there are incidences of aggression with staff and leaving the building without permission.

NN

No.

Item

Action

Another individual has a reduced timetable and is a very complex situation. All staff are undergoing Team Teach Level 1 and level 2 training which started last week. Mendip School is also sharing expertise through a visit to the academy next week. The Assistant Head commented that staff need more training to gain understanding of when to intervene without getting hurt, by avoiding going into someone's personal space and using scripts to validate emotions.

More positively the Assistant Head commented that there was now more time to concentrate on priorities. The new specialist class teacher is very calm and this is deescalating behaviours in their class. Two TAs were appointed today bringing positive background experience from the Bridge and Speech and Language Therapy (SaLT). The extension to Robins classroom was thought to be beneficial and there has been a review of the curriculum. Toucans was thought to be a more tailored space for the children's sensory and communication needs.

A governor asked about the data set whether it was only specialist provision or included mainstream aswell?

The Assistant Head would find out. The Head would look at the mainstream data.

NN/BW

SPI

Child Protection – Safeguarding Governor update

02/23

The Safeguarding Governor has arranged a safeguarding visit to the academy next week so will report to governors at the next meeting.

AW

He has asked to look at:

- An overview of low-level concerns and self-referrals; last year's data, themes and trends, barriers to disclosure etc...
- An overview of recent welfare/safeguarding group themes and trends; success, opportunities, pinch points etc...
- short meetings with SENCO, a DDSL

JW

The assistant head would like to know when the meeting would be.

SPI

a) Assistant head's report

03/23

The Assistant Head gave a verbal update regarding the current SEND issues:

- Children's Targets have been put on the wall in specialist classes supporting staff awareness of targets
- The forest school leader is currently leading activities in the forest school in the afternoons only but would soon be full time allowing mixed mainstream and specialist groups blocks of six weeks in the forest school, which particularly supports anxious learners.
- Attendance is an issue. There are some children who are on roll that are not attending. The local authority is involved. Alternative Provision (AP) has been offered. The LA has made recommendations about how to deal with the number and content of emails from a parent.

A governor asked whether there are systems in place to protect staff from aggression from parents?

The safeguarding Governor responded by saying the education landscape is challenging and it comes down to the triangulation of care to protect everyone involved. The Assistant Head needs to know what's going on but doesn't need to

No.

Item

be on the receiving end of aggression. The emails are serious at times and need to be dealt with appropriately. The Street Agreement is in place to protect staff.

A governor asked how the Assistant Heads wellbeing could be protected?

There's a legal responsibility for the child as the academy has been named. The academy didn't say no because of safeguarding concerns for the child. But when the place was agreed the full situation wasn't known. There should be appropriate distance from emails targeted at individuals, which can cause emotional turmoil.

The governors are clearly in agreement that staff wellbeing shouldn't be put at risk from aggression from parents and carers. On paper consultations may be acceptable but this shouldn't be the final word. Accepting consultations should be based on capacity, supervision for staff but there are also other issues surfacing.

A governor asked what's the answer for this situation?

Expanding staff resources – capacity would be helpful. The number of people dealing with SEND will need to be increased. One of the staff governors is currently working towards the SENCo qualification.

The governing board should also be briefed on issues of concern. As Head Teacher I appreciate your support and backing when it is needed. The academy wouldn't accept a child who is known to hurt adults.

Admissions will be discussed under Any Other Business as it is necessary to talk about the challenge given for admissions.

Training for Specialist Provision:

- All teaching staff have received Occupational Therapy training on Sensory needs and attachment.
- Mendip school will deliver training on Proactive Behaviours.
- The academy is taking part in the Autism in Schools project for 1 year

b) Toe by Toe data

A staff governor leading Y5/6 gave a report on the Toe by Toe interventions across the academy. The academy has invested in the Salford reading test. The interventions are targeted at all SEND with cognitive impairments or Special Education Needs.

43 children on the SEN register in Years 1-6 received the interventions

- 10 made enough progress to exceed their reading age
- 21 made progress
- 12 made negative progress

Toe by toe across school is not appropriate for all.

Years 1-4 do toe by toe and phonics interventions in Spring and Summer last Year (2022-2023)

- 3 children couldn't access the test
- 22 children exceed reading age
- 19 made accelerated progress
- 1 child negative progress

No.

Item

Action

A governor asked who determines the appropriate reading age?

Reading ages come organisations such as NFER who sample and then the generalized generate data.

A governor asked are expected reading ages fixed or do they move over time?

We understand that reading ages are increasing in line with the increasing expectation of the national curriculum. The Salford test was revised in 2014.

Sound linkage is the step on from Toe by Toe intervention.

A governor commented that the progress was incredibly good. Then asked what's the next line of defence for the children who make negative progress?

The graduated response tool is used and also the Dyslexia screener may be used. Classes should be inclusive learning environments.

As we prepare children for their future beyond Brookside it is not always possible to secure a diagnosis for individuals. The academy tries to giving children self-knowledge to help them through the class room (metacognition). These students find the metacognition most difficult.

c) Mainstream SEND Action Plan

Governors had a chance to read this before the meeting. No questions were asked.

d) Specialist provision development plan

Governors had a chance to read this before the meeting. No questions were asked.

T&L
04/23

Themed Policies

a) Policy Grid 2023/24

The clerk reminded the board that the relationships education policy needs to be reviewed.

b) Policies for approval

The governors agreed that with the distinct mainstream and specialist sides of the academy there could be two Information reports. One for mainstream and one for specialist provision. They were proposed and approved separately.

The mainstream Information Report was proposed by Stuart Clowes Seconded by Helen Fisher.

All present approved.

For: 9 Against: 0 Absent: 1

The Specialist Provision Information Report was proposed by Jenny Moore and seconded by Lauren Whinton.

Proposed by Seconded by

All present approved.

For: 9 Against: 0 Absent:1

The SEND policy was circulated with the papers for the meeting and there was one question about the contents page and page numbering. Julie Summerhayes proposed the policy be approved and Alex Tedford seconded.

All present approved.

For: 9 Against: 0 Absent:1

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

G04/23 **Minutes of Previous Meeting**

A minor change was made to the minutes before they were approved.
BW proposed that Governors approve the minutes of the meeting 25 September 2023. Seconded by AW and approved by all present.

For: 8 Against: 0 Abstentions: 1

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

G05/23 **Papers for Information**

There were no papers for information.

G06/23 **Matters Arising**

MAT update

The chair updated the board on MAT progress. The Chair would meet with Peter Elliot to discuss risks and concerns and would feedback to the next meeting. Send the chair any questions.

The board raised concern that leadership capacity may be lessened if the MAT leadership is seconded to take on a headship?

The decision is going to the board in November. The date is not known.

It is possible there may need to be an exceptional academy governors meeting via teams if a MAT decision is made after the meeting on November 13.

The head has made sure that they will discuss the data context with him.

JS

G07/23 **Governors Visits and Training**

a) Governors Visits' to School

Stuart Clowes – visited the Head on Friday 6th October to discuss admissions and Academy Development Plan

Lauren Whinton – visited on Wednesday 4th October for the Brodie Williams presentation

Julie Summerhayes – visited for the Head's meeting on Friday 6th October

Helen Fisher – visited on Thursday 5th October to see the Assistant Head/SENCo

The chair reminded the academy to schedule governor visits for the year.

b) Governor Training

Alex Tedford - Preparing for Ofsted training

The clerk will send governors access to the governors sharepoint.

To book individual visits to the school contact the Head teacher's Personal Assistant.

G08/23 **Procedural matters**

There were no procedural matters to discuss.

G09/23 **Any Other Business**

The Admissions Governor updated the board on the current situation with admissions. Currently the admissions panel delegates responsibility to the head for up to 60 in KS1 but can go up to 63 without challenge. It was agreed to lower this to 60 in KS2. Anything over 60 needs to go to challenge.

There was also only one governor on the admissions panel. All were in agreement that Jonathan Sansam could be the second admissions panel governor.

G10/23 **Date, time, and place of the next meeting**

The next meeting of the Board of Governors will be on Monday 13th November 2023
6.00pm **Oak Board Room** 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	
			
	13 November 2023	13 November 2023	

With no further business, the chair declared the meeting closed at 8.13pm.

Action List

Agenda Item	Action	By Whom	Due Date
G100/22	Headteacher's report for leadership and management/safeguarding to be completed on a half termly basis after the meeting.	BW	Ongoing
G100/22	To investigate whether there is a required evacuation time for Fire Drills	BW	By next BUS Meeting
BUS 23/22	Look at previous year funding by government for pay increases	BW	By 17/07/2023
BUS28/22	Contact Bridgwater to see how they manage risk	BW	By 30/09/2023
G109/22	Publish official figures with the adjusted figures with commentary	BW	
G111/22	Look into capacity and needs preference issues for Specialist Provision	NN	
GO3/23	Wellbeing survey - Investigate what types of schools are in the comparison data set	BW	
T03/23a	Send link with slides of curriculum evening to parents	SA	
G13/23	Academy development plan to next meeting	BW	13/11/2023
G13/23	Share Safeguarding advisor email with safeguarding governor	BW	
SPI01/23a	Share Behaviour data with governors	NN	
SPI01/23a	Mainstream data on behaviour	BW	
SPI01/23	Safeguarding Governor Update to next meeting	AW	
SPI02/23	Clerk to support arrangement of safeguarding governor's meeting with Assistant Head	JW	16/10/2023

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