

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



Minutes of the **Board of Governors** hybrid meeting held in Kangaroos Classroom, on Monday 25th March 2024. The meeting started at 6.02pm.

MEMBERS

✓	Stuart Clowes	(SC)	✓	Julie Summerhayes	(JS)	(Chair)
✓	Stuart Evans	(SE)	✓	Alex Tedford	(AT)	(Vice Chair)
✓	Helen Fisher	(HF)	✓	Brian Walton	(BW)	(Headteacher)
✓	Jenny Moore	(JM)	✓	Adi Whatling	(AW)	
✓	Jonathan Sansam	(JSa)	v	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
✓	Claire Stevens	(CC) Maths Subject Lead				

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Alex Tedford (Vice Chair of Governors)		
G60/23	<p><u>Spotlight on Maths</u></p> <p>Claire Stevens Maths Subject Lead gave a presentation on the Maths Curriculum at Brookside this academic year.</p> <p>Some of the Key highlights were:</p> <ul style="list-style-type: none"> • Multiplication is continuing to have an impact about national averages • The Maths Lead is talking to the BTC Trust about consistency and purpose in testing across the academy. • The Maths Lead and teachers are able to track and monitor progress • Year 4 Multiplication Tables Check (MTC) is currently on track – 88% on track, 66% achieved last years pass rate already. • There was a staff meeting to focus on children who are currently at the ‘working at’ level, which translates as 1.7/1.8 in the assessment framework, to target support where they are underachieving in arithmetic, a key aspect for overall mathematics knowledge and skill. • Year 2 is tracking the Year 1 data and will do SATs this year. • Year 3 is looking at Year 2 data post moderation. • Early Years is currently using White Rose Education Maths resources and is focused on small step progression • Teachers are monitoring Year 6 through past papers, consideration is being given to ensure any practice and testing is purposeful • After conversation with the Upper KS2 teaching team regarding times table knowledge, there is huge progress during Year 2, Year 3 	

No.	Item	Action
	<p>and Year 4 up to 12x12 times tables (National Curriculum expectation). Year 5 will continue the timetables for a term and then will develop 13-19 times table knowledge, deepening understanding of decimals and fractions and place value.</p> <ul style="list-style-type: none"> • There's a key focus on ensuring consistency across the maths strategy for the academy • There has been action to respond to the Ofsted feedback, Jo Cronin at Maths Hub has supported the teaching team, there's an application in for Mastering Number Training for teachers in Early Years, Year 1, Year 2 and Specialist Provision starting in September 2024 and the academy has applied to join the scheme for Early Years from September 2024. Early Years is focused on deepening understanding of number and reducing the chances of any gaps in knowledge. Mastering Number will become the academy maths scheme from Early Years up through the years and will replace Number Sense. <p>The governors thanked Claire for her presentation and she left the meeting at 6.16pm.</p>	
G61/23	<p><u>Welcome</u></p> <p>The Vice Chair welcomed everyone to the meeting and said the Chair had been delayed by traffic and would join shortly (arriving at 6.17pm). The Safeguarding Governor was also delayed by work (and arrived at 6.43pm). Lauren Whinton joined the meeting virtually on Teams.</p> <p>a) Apologies for absence No apologies were received. With 10 of the 10 Governors present the meeting was quorate.</p> <p>b) Declarations of Interest None</p>	
G62/23	<p>Head teachers report</p> <p>The Headteacher began by sharing congratulations about the Upper Key Stage 2 Football team becoming Somerset Champions and getting through to the regional finals in Keynsham, where they faced Oxfordshire, Berkshire and Devon. It is really positive to have got so far and Tom Ball and Sam Perry have done a great job with the team.</p> <p>Julie Summerhayes arrived at 6.17pm.</p> <p>The Headteachers report had been circulated before the meeting and the Headteacher asked if there were any questions.</p>	

No.	Item	Action
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A governor asked what period the behaviour data covers?
The Headteacher explained it was a running report of the academic year.

A governor asked about the Statutory Assessment Targets in the report being blank.
The Headteacher said he usually did these at the end of the year, but would follow this up as an action.

BW

A governor asked whether the behaviour issues in Year 5 were settling?
The Headteacher said there had been lots of progress with regard to this. There were now only flashes of behaviour where previously it had been a constant issue. The teachers have spoken to the classes about not gossiping and this has had a positive impact on relationships.

A governor asked about the higher unauthorised absence in Year 6.
The headteacher explained that the was long term absence which was affecting those figures.

A governor asked about the under 90% attendance data.
In mainstream there are 43 children currently under 90% attendance. In specialist there are 22 children under 90% attendance. The Headteacher commented that there were a range of reasons for lower absence in Specialist Provision including children who arrive late after the register has closed being there for only half a session, and others have really complex medical needs with appointments to attend. Non-attendance also still presents an issue.

The Headteacher said that he'd had an attendance meeting with the Local Authority recently and they were pleased with what Brookside was doing regarding attendance. Mainstream is tracking slightly higher than the target of 95.5% and Specialist Provision was tracking slightly lower.

The Headteacher said the Academy Development Plan is on track currently.

The Health and Safety Governor attended for a fire drill recently and made some suggestions regarding regular contractors leaving the building during fire evacuations but the drill was good overall.

No.	Item	Status	Action
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A governor asked whether everyone left by the nearest exit and was a fire simulated in a particular area.

The Health and Safety Governor said it was hard to comment from what he saw on whether all children and staff left by the nearest exit. The Headteacher said it is the expectation that everyone will leave their building using the nearest exit upon hearing the alarm. A fire wasn't simulated for this most recent drill.

Business Section (BUS)

Chaired by Alex Tedford (Business Lead)

BUS08/23 Finances

a) Financial Update – Month 6

The Month 6 report was shared with governors with the meeting paperwork before the meeting. The Business Manager made some key points about this report:

- It was a complicated report to pull together as lots has happened recently
- There was a difference of £5,401 more between month 5 and Month 6.
- The cost for Alternative Provision (AP) is estimated as AP is ever changing
- There is some money expected that has not yet come in and therefore isn't shown on the report:
 - The SENCO is constantly chasing the money for the costed plans
 - Nursery Funding has not yet come in
- Regarding catering a lot has happened. The Supervisor left in March and there has been some supply needed which has been expensive.

A governor asked about Specialist Provision non-staff costs between Month 5 and 6.

The Business Manager said that she would check but believed these to be the Alternative Provision costs in that cost centre.

SC

The next item was made confidential.

Benchmarking data 2024

The Academy Benchmarking Data 2024 report was produced by Bishop Fleming and was shared with governors with the papers before the meeting.

A governor asked about the Premises cost per pupil of £13, which is lower than the lowest figure for all primary academies.

The Business Manager checked with Bishop Fleming and the actual spend per pupil for premises was £165.

The Headteacher also responded about Benchmarking by saying there may be some reservations about accuracy of the data due to Brookside Academy being a unique and complex organization; a large primary with a specialist provision and large nursery, with All Year Round staffing and more teaching assistants than most primaries in Specialist Provision. It is really challenging to benchmark these aspects.

A governor asked about non-teaching staff salary of £19,241 being lower than average. What contributes to this?

The Business Manager responded by saying there were fewer staff on higher job grades (i.e Grade 13, 12, 11) than other schools. There are more term time only/ part-time contracts. Brookside also doesn't employ a site manager or network manager which would be paid at the higher rate. Catering staff wouldn't go through that cost centre either. The IT cost which is currently bought in goes through a different non staff cost centre. There are also 11 apprentices.

Adi Whatling arrived and joined the meeting at 6.43pm.

A governor asked why the academy needed the Benchmarking Report.

The service is provided free of charge by Bishop Fleming, based on the 27 primary academies (Multi-academy Trusts and Single Academy Trusts) they audit. The data may include a really small primary SAT. The report may be superseded by Browne Jacobson Education Benchmarking in the future.

BUS09/23

Staffing

a) Staffing Update

The Headteachers report recorded no leavers or starters.

The Business Manager added that a number of staff were finishing this week including Danielle Durston, Rosie Nieters and Emma Wilkins. The advert is live for new Specialist Provision teachers for September and there have been a number of applications.

No.	Item	Action
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A governor asked about the specialist staff who had left in the recent past, whether there was any sign of interest in them returning to Brookside?

The Business Manger said she wasn't seeing any drift back.

The next item was made confidential.

There is a plan for next term for Specialist Provision. Adrian Ballard, Wellbeing Lead will teach Hummingbirds. Pippa Barrett is moving to Swifts class. In September the plan is to reduce from 6 classes down to 5 classes. Parents have been told this.

b) Organisation Chart

The organisation chart was shared before meeting and the governors asked no questions about it.

BUS10/23 Premises

a) Capital Projects and Quote from Melhuish and Saunders

The Headteacher asked for quotes for refurbishment of the cupboards in Specialist Provision but this has been superseded by a leak in the roof of the 2009 extension above the KS2 corridor.

To give some background, there was a survey done in 2021 which said the roof above the extension wasn't aging well. It has deteriorated further and is now leaking through two floors. The wall cavity has soaked fibre glass in it and this is leaking down to the floor below.

A governor asked whether three quotes had been requested?

The Business Manager said she hadn't found anyone else to quote and had asked Futures for Somerset twice but they hadn't come back to her. The roof was only guaranteed for 10 years. Melhuish and Saunders are a trusted supplier. It is now a serious emergency issue.

The governors decided to vote on the quote from Melhuish and Saunders for the main 2009 extension flat roof works at £22,494.30 plus VAT.

Brian Walton proposed that the quote be approved today and this was seconded by Jenny Moore.

All approved.

For: 10 Against: 0

BW/SC

No.	Item	Action
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There has also been communication from Water2Business regarding the meter readings on the water meter on the old school building and nursery side. There is an invoice for £3,283.77. A stop Tap Test was done by a plumber but no leak was identified. Bristol Water have been contacted. They have visited site and have been measuring the flow through the meter. Over the weekend they found a flow of 200 litres an hour. Further investigation is necessary and a financial implication is likely due to losing water.

A governor asked whether the discussion about purchasing vehicles was now on hold?

The Headteacher is still interested in purchasing vehicles. The costs should be brought to the next Business Meeting.

BW

BUS11/23 **Health and Safety**

a) Health and Safety Report

The Health and Safety Governor visited for a Health and Safety walk about. Nothing urgent was identified. Some small issues were discussed. The academy site was in reasonable condition at this time of year.

There will be a Health and Safety Audit in May. The Business Manager has looked at the list of outstanding issues from the previous audits.

BUS12/23 **Themed Policies**

a) Policy Grid 2023/24

The policy grid was shared with governors before the meeting. There were no questions about this.

b) Policies for approval

There were no policies submitted to be approved at this meeting.

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

G63/23 **Minutes of Previous Meeting**

No amendments were requested at the meeting. The minutes of the 26th February 2024 were proposed for approval by Brian Walton and seconded by Stuart Clowes.

All approved.

For: 9 Against: 0 Abstain: 1

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

No.	Item	Action
G64/23	<u>Papers for Information</u>	
	<p>The Academy Trust Handbook 2023 was shared with governors before the meeting for their information.</p> <p>The clerk noted the documents that had been withdrawn including the Governance Handbook, and Competency Frameworks as well as the Statutory Policies for Schools and Academy Trusts (which now forms the final section of the Academy Trust Handbook).</p> <p>There were no further questions.</p>	
G65/23	<u>Matters Arising</u>	
	<p>a) MAT update</p> <p>The Headteacher is having regular meetings with BTC Trust and there is a meeting scheduled for tomorrow. The next phase is dealing with the human resources TUPE (Transfer of Undertakings Protection of Employment rights) which will likely take place during the first weeks of term after the Easter holidays.</p> <p>The Headteacher has been dealing with Porter Dobson and understands the process and it is well within the timeline.</p> <div data-bbox="312 1128 1291 1227" style="border: 1px solid black; padding: 5px;"> <p>A governor asked if BTC Trust has any measures for Brookside? The Headteacher said he wasn't aware of any at this time.</p> </div> <p>The academy is beginning to join together with the other schools. The English Subject lead has looked at reading tests and data across the academy has been considered.</p> <p>The Headteacher was happy with the hands on, reactive and responsive approach from BTC Trust and the expectations for communication were still there. The legal element is still to be done. It will mean change for the leadership team in terms of decision making and the affects will be felt across the whole academy but the BTC Trust approach is honest and transparent and things are moving in the right direction.</p>	
G66/23	<u>Governors Visits and Training</u>	
	<p>a) Governors Visits' to School</p> <ul style="list-style-type: none"> • Stuart Evans – attended school for the Fire Drill on the 18th March and for a Health and Safety walk on the 19th March • Stuart Clowes was in school for the school council meeting • Lauren Whinton came in today for Governors Awards Assembly 	

- Stuart Evans, Stuart Clowes and Lauren Whinton attended on 26th February for a Governors walk through with Sarah Ashford.

Years 4 and 6 have also visited Lauren Whinton at Millfield for science.

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

b) Governor Training

Stuart Evans completed the SSE Governance team's Health and Safety: the Role of the Board training

G67/23

Procedural matters

a) Clerk's briefing

The Clerk's briefing was circulated before the meeting. The Clerk noted the new Safeguarding definition in Working Together to Safeguard Children and Lost in Transition by the Children's Commissioner for England. Other points were highlighted on the document.

A governor asked about the new Safeguarding definition in the new version of Working Together to Safeguard Children 2023.

The Safeguarding Governor said that Working Together to Safeguard Children hadn't been updated since 2018. It will now be updated annually and is now more about listening to children and their welfare.

The Chair reminded Governors that the Trust Leader Peter Elliott will attend the Governors meeting on 29th April.

A governor asked about the structure of the governing body when Brookside joins the BTC Trust.

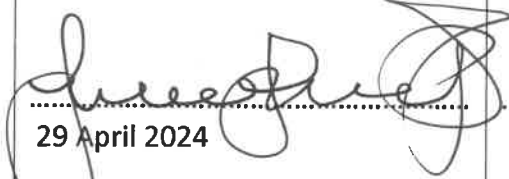

The governors oversee the transferring to MAT process and will then disband and reform as a local governing body with reduced responsibilities for issues at the local school level including safeguarding and curriculum.

A Member asked about their role in the transfer to a multi-academy trust.

The handover of responsibilities will be dealt with by the legal team Browne Jacobson. The Headteacher will find out the process for handover.

BW

No.	Item	Action
G68/23	<u>Any Other Business</u>	
	The Admissions Chair said the committee had met and that they had the ranked list with 60 first choice children for Early Years in September.	
	No other business was raised.	
G69/23	<u>Date, time, and place of the next meeting</u>	
	The next meeting of the Board of Governors will be on Monday 29 th April 2024 6.00pm <u>Kangaroos</u> Brookside Academy (There will be the option to join this meeting virtually via Microsoft Teams) All meetings will start at 6pm.	
	Jenny Moore and Jonathan Sansam left the meeting at 7.33pm	
Audit Committee Chaired by Alex Tedford (Business Lead). This section excludes members of School Staff – other than the Accounting Officer and Business Manager.		
BUS13/23	<u>Internal Scrutiny</u>	
	a) Internal Scrutiny Report The Internal Scrutiny hasn't taken place yet but will happen in May. It is now annual rather than termly. The report will come to the next Business meeting.	SC
	b) Resource Management Tool Checklist The Business Manager spoke briefly about the checklist and said all targets were met.	
BUS14/23	<u>Risk</u>	
	a) Risk Register The Headteacher said nothing had really changed for Brookside's Risk Register since the governors last looked at it in the November 2023 meeting.	
	There was a short discussion and governors were asked to think about what happens if staff absence creates an unsafe situation if the school stayed open, or if an unforeseen vehicle crashed into the site, or a sink hole onsite or if there was a failure of the roof, sewage or water supply.	
	The Headteacher will find out the costs regarding the leak.	BW

No.	Item	Action
	Signed on behalf of the Governors of Brookside Academy  29 April 2024	Signed on behalf of the Area Lead  29 April 2024

With no further business, the Vice Chair declared the meeting closed at 7:40pm.

Action List

Agenda Item	Action	By Whom	Due Date
G32/23	Elective home education 2 not 4 in LA data analysis Dec 2023	BW	29/04/2024
BUS11/23	Head teacher to consider carrying out a lockdown drill.	BW	01/07/2024
SPI07/23	Consider how to evidence LA SEND in Mainstream bullet points	NN/HF	20/05/2024
G62/23	Statutory Assessment targets in Headteachers Report needs colour coding	BW	20/05/2024
BUS08/23	Business Manager to check Specialist Provision non-staff costs for month 5 and 6 to confirm the alternative provision costs are in that cost centre.	SC	01/07/2024
BUS10/23	Capital Projects approved by governors to action – Melhuish and Saunders quote for works to flat roof above KS2 corridor (2009 Main Building extension side).	BW/SC	29/04/2024
BUS10/23	Costs for purchasing vehicles to be brought to the next Business Meeting	BW	01/07/2024
G67/23	Headteacher to find out the process for Members to hand over responsibility to the Multi-Academy Trust	BW	29/04/2024
BUS13/23	Annual Internal Scrutiny Report to next Business Meeting	SC	01/07/2024
BUS14/23	The Headteacher will find out the costs of the leak for the Risk Register.	BW	01/07/2024

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

