

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 1st July 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)	-	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
✓	Megan Thomas	(MT) Computing Subject Lead				

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
Governor Meeting – Opening Section		
Chaired by Julie Summerhayes (Chair of Governors)		
G89/23	The Chair welcomed everyone including Megan Thomas to the meeting.	
	<u>Spotlight on Computing</u>	
	MT was new to the computing lead this academic year and looked back to the previous year to see what had been done. She said it was clear that lots of good things were happening previously, including using whole school planning from the National Centre for Computing Education (NCCE). The NCCE planning seems to work really well, stretching out lots of skills and building on them.	
	The main priorities for computing across the academy this year are:–	
	A) To support Recall, Revisit, Retain as detailed in the Academy Development Plan. The subject of Computing is skills based rather than knowledge based so there is a focus at the beginning of lessons to recap on practical skills. There's a bank of teaching slides for Teacher's to draw on, ready for September 2024 with questions and five-minute practical tasks (which draw on skills from previous units).	
	B) To monitor delivery of online safety. The Subject Lead felt it was hard to see delivery of online safety in the curriculum from the outsider. There was knowledge and it is taught explicitly in PSHE once a year per year group in depth and in detail. There is also an Online Safety Week for all years including Specialist Provision. There was less evidence through computing lessons which predominantly focused on skills. The subject lead is looking for suggested ways to	

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	<p>drip online safety into the practical lessons by making links to copyright, passwords, privacy and data protection.</p> <p>C) To build up physical computing skills and experience, which is a continuation of work from the previous subject lead. Year 6 have a Microbit unit that is very successful and Year 5 have crumble kits, which are little programming chips that plug into Chromebook to enable lights to flash, motors to run, energy for a carousel and disco lights. Beebots are used downstairs in the lower year groups.</p>	
	<p>A governor asked how many Microbit Kits and Crumble Kits there were in Years 5 and Years 6?</p> <p>There are 34 Crumble Kits in Year 5 (17 kits in each class) and 32 Microkits in Year 6.</p>	
	<p>D) To build an assessment strategy for computing. The objective outcomes have been moved onto Insight Tracker and each unit is graded. The subject lead trialed the NCCE summative assessment in Year 6 but found it to be knowledge based and time consuming. The subject lead will look for alternatives next year and will continue developing the assessment strategy for Year 6.</p> <p>The subject lead said her priorities for the next 2024-2025 academic year would be to implement the whole school approach which is ready to go, develop online safety learning in practical lessons, and assessment strategy to support Teacher based assessments and to expand on extra-curricular opportunities. The Head also said there were complex Lego Kits on the market which require lengthy training (sixteen weeks) to develop understanding to teach using them.</p>	
	<p>A governor asked about the online safety and practical lessons being poles apart and whether they could be more aligned in future?</p> <p>It was noted that online safety lessons are taught separately to practical lessons but that they should be incorporated. It would be possible to do 5 minutes of online safety teaching in all computing lessons, ensuring it is purposeful and not show horned into the lessons. Research lessons can easily incorporate copyright issues. Year 4 already touch on the difficulties and dangers of editing images electronically. It would be good to centralise the computing programme.</p>	
	<p>The Governing Body thanked MT and she left the meeting at 6.19pm.</p>	
	<p>A governor asked about whether Crispin School had given any feedback about the issues for online safety for Year 7s.</p> <p>It used to be discussed at cluster Designated Safeguarding Lead meetings locally. Issues facing Year 7s could ideally be filtered down to Year 6s where appropriate in preparation for Year 7.</p>	

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	<p>There was a discussion about current online behaviour, reflecting that there is more and more unfiltered content online and possibly less parental guidance and supervision, and children believe that they can be more anonymous online and it is affecting younger and younger children. Senior schools are again considering removing phones but the debate is complex (children could use tablets to access the same content, considering whether removing phones an impingement on personal liberty.</p>	
G90/23	Welcome	
	<p>a) Apologies for absence Apologies were received from Stuart Evans and Lauren Whinton for this meeting because of work commitments and a holiday respectively. These apologies were accepted by the Governing Body. No one attended virtually on Teams. With 8 of the 10 Governors present the meeting was quorate.</p> <p>b) Declarations of Interest None</p>	
G91/23	Head teachers report	
	<p>The Headteacher gave a written report to governors, which was shared before the meeting. He began with responding to questions about the report:</p> <ul style="list-style-type: none"> ➤ There had been a question from a governor about the colour coding for the end of year targets. The Head said the 100% target was not realistic based on previous years data and he would improve the targets next time round. ➤ There was a new table of data on the report summarizing injuries that had been reporting on the South West Grid for Learning (also know as EEC Live). The table shows last years injuries and this years injuries. 	
	<p>A governor asked what the South West Grid for Learning (EEC Live) was. The online system allows the academy to record accidents. Accidents, if serious enough are also report to RIDDOR. If a child is sent home with the advice to go to the hospital for example for a suspected broken bone the injury would be recorded on EEC live and signed off by the Business Manager. There is space for a recommendation at the end of each record to enable corrective action to be taken e.g. if a slab of stone was loose causing a trip injury then the corrective action would be to call a contractor to resolve the issue.</p>	
	<ul style="list-style-type: none"> ➤ There is still a huge demand for nursery places following the change in funded hours. ➤ There is a lot of work ongoing, every day, ready for joining the Multi-academy trust in September 2024. There are meetings between the 	

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	<p>Trust's leadership team and with Brookside's own executive leadership team. Today and tomorrow there are discussions about Safeguarding and premises and there was a Headteacher's meeting last week. Next week Brookside will present a draft academy development plan which will fit into the Trust's 90-Day-Plan. BW will share the draft Academy Development Plan at the next meeting. As well as the 90-day- plans there are also 2-year plans. The development plans are focused on academy improvement and will include greater depth in Writing as there has been a three year downward trend. The academy is aware of the data and where they are and there are established frames to say what greater depth writing looks like at for example Year 5 and what children would need to be secure on in Year 4 to enable success.</p>	BW
	<p>A governor asked when the development plans would be reviewed? The Headteacher said there would be three reviews a year at the end of each Autumn/Winter and Winter/Spring and Summer Terms. Brookside will be the first in the Trust to run the development programme like this.</p>	
	<p>The Headteacher continued by saying the Trust is well established at growing great teachers and shows huge potential; Teachers will have autonomy within parameters to focus their development on, there will be drop in sessions and discussion about practices. The Trust schools are already being supportive to Brookside subject leaders.</p>	
	<p>The Headteachers report noted that Year 5 will be challenging as they enter Year 6 due to complex children with family difficulties, but all cohorts have their difficulties and Brookside is ready to support them as they go through their final year of primary school.</p>	
	<p>The Trust will also have a different framework for auditing Safeguarding and this will result in a thorough audit three times a year. The Headteacher will discuss with the Trust whether three audit and the statutory audit in Term 2 are all necessary and beneficial. The Safeguarding Governor noted that many schools are still afraid of the business of safeguarding. The Academy needs to address the numbers of safeguarding issues involved, identify and analyse the trends and themes and account for the issues with transparency to gain the confidence of stakeholders that safeguarding is being dealt with seriously, with fairness and equanimity.</p>	
	<p>The central Trust does have capacity and will support with responding to Safeguarding issues. The Trust is currently restructuring. Schools are now expected to have safeguarding cover for children over holiday periods which is controversial, particularly for small schools. The Headteacher is already aware of the Safeguarding Pack for staff training in September. Attendance is a key issue. There were no further questions or comments regarding the Headteachers Report.</p>	

No.	Item	Action
Business Section (BUS) Chaired by Alex Tedford (Business Lead)		
BUS13/23	Finances	
	a) Financial Update – Month 9	
	<p>There has not been very much change between Month 6 and Month 9 in financial terms which is reassuring. The Carry Forward has dropped by £13,000. The Production Kitchen was showing a deficit of £400 but is now showing a £9,000 surplus due to staffing changes. Lettings income and expenditure has been steady. The overall balance from the top has gone down due to capital expenditure. The consistency between Month 6 and Month 9 is nice to see.</p>	
	b) Budget	
	<p>There has been a change over the past couple of months as to whether a Brookside budget was needed, to begin with the Business Manager understood a Budget wouldn't be needed so the Finance Officer focused on other tasks. Four or Five Weeks ago the Business Manager was asked to produce a budget in case the accession to the Multi-academy trust didn't complete. Unfortunately, it is unlikely to be ready for the next meeting so the Governing Body may need an extra ad hoc meeting on the 22nd July to consider the draft budget. The budget report will be sent to Governors by 18th July.</p>	SC JW
	<p>Already, the Nursery is showing increase in income due to increase in charges to ensure competitiveness and sustainability. The Nursery Software is being changed over the summer holidays so a report isn't possible currently.</p>	
	<p>A Governor asked why the fees were being raised for parents? The Business Manager explained that the increase in charges will bring the nursery in line with other nurseries in the locality.</p>	
	<p>Numbers wise in Nursery for September 2024, we have capacity for:</p>	
	<ul style="list-style-type: none"> • 21 Babies (19-20 places are already taken), • 52 toddlers (there is still plenty of space for toddlers), • 56 Pre-school (there are still places available) 	
	<p>The total nursery capacity will be 129 children. There is potential demand to have two baby rooms. There are enquiries daily. Next Year (September 2025) the Reception Class (Early Years Foundation Stage) is likely to be low on numbers. Children going up into reception are very likely to already be in the Nursery cohort but it is difficult to predict.</p>	

A governor asked whether the Nursery would be under central control next year, when part of the Multi-Academy Trust?

The Trust has a couple of other nurseries but Brookside's nursery is much bigger and longer established and therefore has knowledge and experience to offer the Trust.

There is hope to expand the nursery further in future. The question of expansion relies on space whether that be reallocating space or a new portacabin.

A governor asked how long the carry forward would be protected for?

The Headteacher expected the carry forward to be there for a year but this wasn't certain.

The Trust is providing a single wheelchair accessible minibus which can be driving by adults with a standard full driving licence and who have the confidence to drive a minibus full of children and staff. A minibus will allow small group trips such as the one today for Specialist Year 6 to go Bowling in Yeovil.

BUS14/23 Staffing

a) Staffing update

There has been a resignation in Nursery from the Manager. Classes are known for the next academic year. TA's will be told by the Headteacher shortly. New teachers in Specialist Provision attended the INSET day last Friday 28th June.

The biggest challenge for nursery is ensuring there are enough Level 3 qualified nursery staff. The Business Manager has been looking at where staff will be best suited for next academic year in Nursery according to their qualifications and several apprentices will begin work and study before September. Strode College continue to support the apprentice programme very well.

The catering team are moving across to IFG and this transfer is in progress.

Crispin School Work Experience Week began today. There are less than previous years so only one rather than two in each year group. A couple of Work Experience Students failed to show up ready to start on Monday for the full week's experience.

No.	Item	Action
BUS15/23	Premises	
	a) Capital Projects	
	There are plans in place to extend one of the Specialist Provision Classes in the main new building corridor ready for September.	
	The roof work on the new building was completed and was less expensive than expected. The leaks in the plumbing of the old school corridor was identified to be from a range of excessively running toilets all of which have now been repaired.	
	One class in the old building does not have an external door. There is funding from the Local Authority for this.	
	There is an ongoing issue with the Nursery Boiler house hot water calorifier. Andy Smith from the Trust is overseeing the issue and may suggest a simpler system.	
	There is a proposal to move the medical room. There will still be an accessible toilet and staff working intimately with children in toilets for medical or hygiene reasons should work in pairs for safeguarding of all staff and children.	
	A staff governor commented that staff liked easy access to ice packs and plasters and general first aid equipment for outside breaktimes and lunchtimes. The Business Manager said that it may be possible to use some of the changing room space as an outdoor first aid post.	SC

BUS16/23	Health and Safety	
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A) Annual Health and Safety Audit

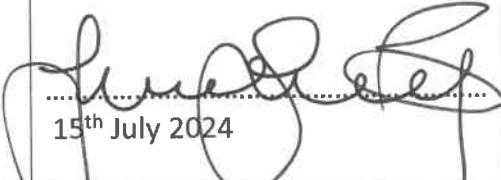

Educating Safely have produced a good report for the Health and Safety Audit this year and have spoken to the Business Manager regarding areas to consider improvements.

The governors had a brief discussion covering aspects of Health and Safety including the Trust's involvement, training opportunities from the Trust, the need for fire wardens to cover all opening hours. A governor reminded the meeting that when considering the need for Health and Safety Training, the legislative reasons should be identified before deciding what training is needed or required.

Plans were in place to develop a training matrix and for the INSET day in September.

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<p>A governor asked about E-Learning opportunities for Staff Training? The Academy currently uses E-Learning for staff training. There is an expectation from the Trust that staff should complete training in their own time.</p>		
BUS17/23	Themed Policies	
	<p>a) Policy Grid 2023/24 The policy grid was shared with governors before the meeting. There were no questions about this document.</p> <p>b) Policies for approval There were no policies submitted to be approved at this meeting.</p>	
<p>Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)</p>		
G92/23	Minutes of Previous Meeting	
	<p>The minutes of the 20th May 2024 were proposed for approval by Alex Tedford and seconded by Stuart Clowes and were approved without amendment.</p> <p>All approved. For: 8 Against: 0 Abstain: 0</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G93/23	Papers for Information	
	<p>There were no papers for information at this meeting.</p>	
G94/23	Matters Arising	
	<p>a) MAT update</p> <p>The Headteacher’s report noted some of the progress regarding joining the Multi-Academy Trust. In addition, the Deed of Covenant has been signed and sent back to the Solicitors and the Deed of Transfer has gone back to the solicitors with more information.</p> <p>The 0-2 age range in nursery will need to be re-registered with Ofsted. This is not a simple process and may take up to twenty-six weeks to complete. The Headteacher will remain as the nominated person for the Nursery.</p>	

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	<p>BW nominated person – change name – brick wall – 26 weeks? There are also changes needed to some operational aspects such as electronic systems (e.g. catering, parent meal ordering and trip payments) and bank accounts for childcare vouchers etc.</p>	
G95/23	Governors Visits and Training	
	<p>a) Governors Visits' to School Stuart Evans visited for an Health and Safety walk around. The lock down drill has been postponed. Stuart Clowes visited for the Governors Award's this afternoon, which was very positive for children and staff. Alex Tedford visited for a meeting with meeting the Business Manager Julie Summerhayes visited for the usual Chair- Headteacher meeting</p> <p>To book individual visits to the school contact the Head teacher's Personal Assistant.</p>	
	<p>b) Governor Training The governors didn't report any training at this meeting.</p>	
G96/23	Procedural Matters	
	<p>No procedural matters were discussed at this meeting.</p>	
G97/23	Any Other Business	
	<p>No other business was raised. Jenny Moore and Jonathan Sansam left the meeting at 7:43pm.</p>	
G98/23	Date, time, and place of the next meeting	
	<p>The next meeting of the Board of Governors will be on Monday 15th July 2024 at 6.00pm Kangaroos Classroom, Brookside Academy. (There will be the option to join this meeting virtually via Microsoft Teams) All meetings will start at 6pm.</p>	
<p>Audit Committee Chaired by Alex Tedford</p>		
BUS18/23	Internal Scrutiny	
	<p>The annual Internal Scrutiny was completed on the 24th June. A number of questions were expected but haven't been received as yet. The report has not yet been sent through. The Business Manager will chase the report and will circulate it to governors when received.</p>	SC
BUS19/23	Risk Register	
	<p>The Risk Register from the previous Business meeting was shared with governors. The updated version would come to the next meeting.</p>	BW

No.	Item	Action
	Signed on behalf of the Governors of Brookside Academy  15 th July 2024	Signed on behalf of the Area Lead  15 July 2024

With no further business, the Vice Chair declared the meeting closed at 7.46 pm.

Action List

Agenda Item	Action	By Whom	Due Date
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
G72/23	Head to think about Hall bookings. Can PE Team stagger dance and gym units to be outside instead?	BW	15/07/2024
G72/23	Lock down drill this term. Invite H&S governor to observe.	BW	15/07/2024
SPI12/23	Headteacher to consider Low-Level Concerns policy for the academy.	BW	15/07/2024
SPI13/13	Headteacher to consider sharing Trust behaviour policy with Teachers before September.	BW	15/07/2024
G83/23	Headteacher to reflect on current challenges to safeguarding and wellbeing.	BW	15/07/2024
G91/23	Headteacher to share new draft Academy development with Governors	BW	15/07/2024
BUS13/23 b)	Draft Budget to come to Governors before Summer Holiday. Clerk to arrange ad hoc meeting for 22 nd July.	SC/JW	15/07/2024
BUS16/23	Business Manager to consider outside First Aid post for September 2024	SC	01/09/2024
BUS18/23	Business Manager to chase Internal Scrutiny Report and then circulate to Governors.	SC	15/07/2024
BUS19/23	Headteacher to bring updated Risk Register to next Meeting	BW	15/07/2024

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