

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 20th May 2024. The meeting started at 6.01pm.

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
✓	Francesca Burge	(FB) Science Subject Lead				

(✓ those present) (v = virtual attendance)

Minutes

No.	Item	Action
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Governor Meeting – Opening Section Chaired by Julie Summerhayes (Chair of Governors)

G79/23 The Chair welcomed everyone to the meeting. She said the Spotlight on Science presentation by Francesca Burge would happen later in the meeting. (See G79/23 continued below).

G80/23 Welcome

a) Apologies for absence

No apologies were received for this meeting. Lauren Whinton attended virtually on Teams.

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

b) Declarations of Interest

None

G81/23 **Head teachers report**

The Headteacher gave a written report to governors, which was shared before the meeting. A governor had sent in a question before the meeting about EHCP designations in the report. The Headteacher confirmed that the numbers included mainstream. He said he would look at separating the figures.

BW

The Headteacher continued by summarising some key points in the report:

- The third page of the report clarifies the year end expectations, where orange means the target should be met by the end of the year and where red means there are concerns. Currently Key Stage Two Maths

and Year 2 Phonics are red. Regarding Maths there was a difficult second paper and for Phonics the target was 100% but there have been new children joining since then who also need to do the phonics check. An expected 44% were to achieve greater depth at KS2 Grammar, Punctuation and Spelling but this is more like to be lower, in the 35%-39% range.

- Attendance is currently 94.5% across the academy which is okay compared to the national standard. Without Specialist Provision data, the attendance score goes up to 95.8% which is only 0.2 off the 96% academy target. The Headteacher expects that the attendance score is likely to lower by the end of the year with absence before the summer holidays.
- The CPOMS (Child Protection Online Management System) has changed its interface and this altered the data produced for mainstream, which the Headteacher updated the report to include before the meeting.
- Persistent non-compliance at Year 2 is high. This relates to one child.
- The Headteacher is meeting with the Nursery Manager to discuss behaviours that are causing a concern in the toddler age group. This worth noticing and monitoring.
- There was a verbal racism incident in Year 6 last week. The Headteacher is dealing with this. There was a previous issue with a Year 5 child outside of school which was separate.

The Safeguarding Governor asked about two separate racism events involving the same child. The police were involved with one incident. Were the family supportive?

The Headteacher confirmed that the family were supportive in dealing with this issue.

The Headteacher continued with a summary of his report:

- The rolling totals for Safeguarding were helpful
- The Health and Safety Governor is coming in on Friday to look at the lockdown process. Teachers will feedback afterwards. The key message is to be prepared not scared.
- Regarding the Priority Areas of the Academy Development Plan, the Headteacher said progress was on track and the focus is on producing year end date to evidence it, notably for spelling and assessment.
- Regarding Teacher appraisals, there was a really positive staff meeting where teachers fed back their projects for self-development, where they had shadowed the other teacher in their year group to look at a specific issue. The BTCT has also visited to talk to staff about appraisals.
- The Headteacher was aware of the need to look at the relationship and behaviour policy regarding consistency for managing complex behaviours. This would be considered in conjunction with policies coming from BTCT over the summer for September 2024. The Assistant Head added that she was completing two days of Trauma Informed training and intended to cascade and deliver this to all afterwards.

No.

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- The Headteacher finished by saying that progress was smooth regarding

A governor asked the Headteacher about the current situation regarding staff leavers.

The Headteacher reported that all staff posts were covered up to this point. He knew of one interview for a teacher on Wednesday, which may change things. The deadline for resignations is Friday 23rd May.

joining the Multi-Academy Trust. The TUPE consultation finishes on Friday 23rd May and lots of questions have been asked and answered.

There were no further questions and the discussion of the Headteachers report concluded at 6.14pm.

Spotlight on Science

G79/23

The Science Subject Lead gave a 13-minute presentation, starting at 6.46pm (after SPI11/23), on Science at the academy currently. The focus of subject time has been on creating resources for teachers to use in lessons to support the Recap, Revisit and Retain agenda. Teachers can access the subject folder and find lesson-ready questions across the year groups. They can look back and revisit previous years questions to build links with prior learning in their lessons. There are different types of question to encourage thinking scientifically.

There are Knowledge Organisers in the front of science subject books, with pictures and diagrams, for reference of key points of understanding for both the children and adults. Teachers can encourage children to look back at prior knowledge as the starting point for their learning. There are working scientifically objectives for Early Years Foundation Stage to Year six e.g. We can, We ask, We use statements.

As there are now lots of resources to use, the next step for the subject lead is to monitor how well the resources are being used and how well the strategies are embedded e.g. are the suggested questions used at the start of lessons, is there variety in the types of question being used, are the children retaining knowledge better? What impact are the strategies having, are they working or do they need to be reviewed?

The Subject Lead will also focus on assessment for Science. Written assessments may not suit all children. There are quizzes for KS1 that could be adapted. The Subject Lead is considering what kind of assessment allows all children to show off their knowledge at the end of a unit.

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The assessment tracker has been simplified and the number of science objectives reduced for end of unit assessment.

A staff governor said there was benefit to the resources.

There were really helpful resources with clear notes which made it easier to look back at previous learning and it has focused teaching on the art of asking the right questions to find out what the children know. There should be a variety of assessment not just for those who can write really effectively.

The Headteacher agreed that the method of assessment was important to consider for maximum benefit for all children. Another staff governor said the children loved the Knowledge Organisers. A governor suggested that the Subject Lead could share the knowledge Organisers on the academy website, perhaps through the class pages.

A staff governor said the resources supported children in filling gaps where they may have missed learning. It jogs memories and encourages shared learning. Children can discuss what they've learnt.

A governor asked how much time was spent learning Science each week?

The Subject Leader said Key Stage Two aimed for one and a half to two hours a week (usually an afternoon and a shorter morning session). Key Stage One usually spent a bit less time than this each week.

A governor asked whether the full science curriculum was covered in the time available science learning?

The Subject Leader confirmed that the full science curriculum was being covered by classes. The Headteacher added that whilst teachers work hard to cover all aspects of the curriculum, there was a full timetable and it is a stretch to get everything done in the school day.

The governors thanked Francesca Burge for her presentation and she left the meeting at 6.49pm.

Specialist Provision and Inclusion Section (SPI)

Chaired by Helen Fisher (Specialist Provision and Inclusion Lead)

SPI09/23 Assistant Headteachers Report

The Assistant Head shared the report with Governors before the meeting. The Assistant Head highlighted the key issues through her summary of the report:

- Following from the Headteacher's report, regarding staffing changes for September, two strong candidates have been appointed and most recently the third candidate, with a wealth of specialist experience and keenness to be a classroom teacher, has also been offered a post. The Assistant Head hopes the staffing changes will

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	<p>allow development of strategies for behaviour management next year to a place of strength.</p> <ul style="list-style-type: none">• The Local Authority needs to confirm child places for September. The local Authority is undergoing significant change currently and are moving to educate children in their locality, where ideally home is close to school, reducing travel time and costs.• The academy is expecting four children with EHCPs in mainstream and the Assistant Head is asking if there is funding for them to have specialist places instead. She has asked to find out by Friday 23rd May so transitions can be organised next half term. <p>There were no further questions about this report.</p>	

SPI10/23 **Child at risk of Permanent Exclusion – Case Study**

There was a child in school who was given an Alternative Provision package whilst the Local Authority found a new school place for him. Unfortunately, there was a high turnover of caseworkers and his case was overlooked.

There were safeguarding concerns and FIS (Family Intervention Service) team was involved carrying out Alternative Provision checks and they worked with the family. At some points the child refused to go to the Alternative Provision arrangement. There was a meeting with the FIS team and parent and the parent was cross and let down by the system, the child had been out of school for nearly a year. The academy had put things in place and changed the situation and invited him back.

Later, the parent rang the academy and asked if he could come back. There was a phased return starting with a couple of hours and the Alternative Provision continued as well. The return to school has been gradual but he is now back in class with no dysregulation and goes to swimming on a Friday. Fifteen Specialist Provision children are now going swimming on Fridays. There are safeguarding concerns about this child's access at home to a local park with anti-social behaviour and a risk of county lines. He needs to be in school away from that risk. Currently he is in school. The Chair of Governor said this was a really positive example of a difficult situation being turned around. The Headteacher reminded the governors that Brookside Academy is an inclusive school.

SPI11/23 **SEND and Specialist Provision – Termly SEND Report**

The Assistant Head said that behaviour in the academy and the risk of exclusions had been fairly settled but that issues were escalating again recently. Children who were dysregulated in the past were becoming dysregulated again. The academy is working with wider professionals to avoid permanent exclusions and to try to stabilise behaviours. The Assistant Head wants staff to see that children respond to changes in strategies and encourages staff to ask, what else can we try to deal with the situations? There is an advisor from the Local Authority who is working to reduce

No.**Item**

exclusions and suspension across Somerset. His advice was to permanently exclude the two children. This seemed to go against what Somerset want in reducing permanent exclusions and staff didn't want to permanently exclude. The Headteacher did comment that the situation had got close to permanent exclusion. The Assistant Head suggested a different setting, with 1 to 1 provision, may support these children better.

The Assistant Head announced that there was good news regarding the costed plans for £35,000 which had been submitted and approved by the Local Authority. There was a further costed plan to submit this academic year.

The Assistant Head felt that attendance was okay currently. She is working with families where children come to school late in the day. They are also supported by wider professionals due to complex issues.

The Trust has a clear response to holiday requests in term time. Only in exceptional circumstances will leave from school in term time be agreed, any other requests will not be authorised. There is no option for approval of term time holidays. It was noted that Specialist Provision children find holidays in holiday seasons difficult to manage due to crowds, this may affect mainstream siblings as well. The Headteacher felt that medical appointments were the biggest issue for absence in Specialist Provision.

The Assistant Head had raised a safeguarding concern with the county Transport Service following staff concerns. The Transport Service and the Operator Manager had investigated and organised further safeguarding training for the individual involved. The issue was taken seriously and the academy has followed the process and was satisfied with the outcome.

There will be two extra days of mainstream SENCo service each week from September provided by Jenny Moore. She's already involved in interventions and will help the SENCo complete diagnostic assessments more quickly for mainstream children and will develop knowledge of the Education Health Care Plan, Early Help Assessment and School Entry Planning processes, adding to the SEND capacity within the academy. The Assistant Head noted the increasing SEND needs coming up from nursery and predicts the number of EHCPs is going to increase as well.

A governor asked whether the new teachers were going to start in September?

One of the new Specialist Provision teachers will be starting after the Summer Half Term holiday. The other two will start in September. There interviews showed they have strengths to bring to the academy.

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SPI12/23	<u>Safeguarding Governor Update</u>	

The Safeguarding Governor gave a verbal update to governors. He had met with the Headteacher on the 30th April to discuss Safeguarding and to tour the academy. He reminded the Headteacher about the low-level concerns policy and poster which could be shared with staff. The Headteacher commented that whilst he liked the immediacy of having poster in staff toilet to prompt reporting, he didn't know how it would work in practice when staff don't carry mobile phones with them around the academy currently.

BW

A governor asked whether staff report themselves?

The Safeguarding Governor said in his school this year half of reports were reported by others and half had self-reported. In a healthy safeguarding-culture the reports about others should go down and the self-reporting should increase. The reports about others go to two separate senior leaders (the Designated Safeguarding Lead and the Head) the self-reports just go to the Headteacher for review and staff development.

The Keeping Children Safe in Education cascade training pack will come out again for September for the governing body and wider school.

The Safeguarding Governor raised two issues from recent the Designated Safeguarding Lead briefing:

- The Family Front door – Early Help Hub and First Response teams have received 4266 referrals. There is a capacity issue not an expertise issue. Welfare checks used to be social care but they have limited capacity to do them and all schools have a responsibility to do welfare checks where children are absent from school. Home visits are increasing in recent years.

A governor asked about the need for a policy regarding the personal safety issues surrounding home visits?

The Assistant Head said that academy staff where aware that the home visit was happening, there were always two staff members doing the home visit. Home visits by schools have become normalised but it used to be social care that did them.

The extra SENCo provision for mainstream is positive but more SEND capacity is needed across the academy. An Early Help Assessment takes two to three hours to complete. The number of Education Health Care Plans are increasing. The Social Care gap is country-wide. There needs to be national consideration about the size of the role schools are taking on that overlap with traditional social care responsibility.

- There is evidence that acute welfare cases are coming from parents who are separated acrimoniously or with volatility. 18,376 children in Somerset come from families separated in conflictual circumstances. Staff were vigilant to issues. County Lines was also evident.

Governors are concerned about staff safety whilst at work for the academy. The Headteacher asked if he have Personal Protective Equipment (PPE) for his own safety in dealing with volatile behaviour from intruders. Senior Leaders in crisis of a lock down incident would call the police but may also need to act to protect the academy. The Safeguarding Governor said the discussion was relevant to the national situation currently. The governors felt that staff should work within their usual boundaries, that having any additional PPE may actually encourage stepping beyond their own personal safety, which wasn't supported. The Safeguarding Governor said the Safeguarding Team needed capacity and supervision, good staff can fall over, the responsibility needs to be shared.

A governor asked whether there were documented risk assessments before home visits?

The Headteacher said there was verbal discussion about the situation in advance but no written risk assessment. The Academy has knowledge and experience of dealing with families, but does this knowledge prepare them for all situations they may face in the future. The Headteacher feels the context is combative more than it used to be in dealing with families. A staff governor felt there was sensitivity in dealing with anxious children.

SPI13/23

Themed Policies

a) Policy Grid 2023/24

The policy grid was shared with governors before the meeting.

A governor asked whether there would be a new behaviour policy shared before September?

The Headteacher would consider sharing the Trust policy before September.

BW

b) Policies for approval

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

No.	Item	Action
Governor Meeting – Final Section Chaired by Julie Summerhayes (Chair of Governors)		
G82/23	<u>Minutes of Previous Meeting</u>	
	<p>The minutes of the 29th April 2024 were proposed for approval by Stuart Clowes and seconded by Helen Fisher and were approved without amendment.</p> <p>All approved. For: 9 Against: 0 Abstain: 1</p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G83/23	<u>Papers for Information</u>	
	<p>The Admissions Committee minutes of 18th March and 9th May were shared with governors before the meeting. No comments or questions were asked about these.</p> <p>The Clerk’s Briefing paper of the 14th May was shared with governors before the meeting. A governor noted the guidance to support Headteacher wellbeing. This was supported by another governor who said that Senior Leadership Team needed to stay safe in their working practices including home visits if necessary. There may be a whole Trust policy and approach from September. The Trust can offer welfare benefits to staff such as counselling that the single academy couldn’t. Whilst the Headteacher said the weight of safeguarding responsibility means home visits can be necessary, the governing body was keen to ensure staff didn’t take unnecessary risks. The Safeguarding Governor commented that all schools are grappling with the issue. There is a legal responsibility to do welfare check if a child is absent for more than five days. The governors discussed what home visit obligations were in practice and the academy said it escalated issues to the local authority as necessary. The Headteacher felt that whilst the pressure of lesson paperwork and data deadlines had been reduced at the academy compared with other schools this was now not enough, Teaching was a stressful role. A bigger conversation around safeguarding and personal welfare was needed. The pressure on Senior Leaders to take up pressures from more junior staff is huge. Capacity and support for emotional demands is not going away. The academy has an experienced leadership team that is supportive and bounces back when it is pressured. Another benefit of joining the Multi-Academy Trust is adding a layer of support above the academy. A governor commented that the employee assistance program (EAP) was a good resource for academy staff.</p>	BW

No.

Item

G84/23

Matters Arising

a) MAT update

The Headteacher said that process for joining the Multi-Academy Trust was on track. The TUPE consultation finishes on Friday 23rd May. Sixty questions have been answered and the representatives have heard the voice of staff and asked their questions and fed back to them afterwards. The main questions asked about changes to remuneration and regarding the trading companies. The Trust has provided answers to all the questions to date. Staff can still ask any questions they have after Friday. All staff will transfer to the Trust on September 1st 2024 or they have the choice to resign their position on 31st August 2024. Members will need to sign to agree to the transfer before September.

G85/23

Governors Visits and Training

a) Governors Visits' to School

30th April – Adi Whatling Safeguarding Visit with Headteacher

17th May – Julie Summerhayes met with Headteacher

The Headteacher noted that no governor attended to check the assessment papers were stored correctly and securely before the SATs.

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

b) Governor Training

The governors didn't report any training at this meeting.

G86/23

Procedural Matters

No procedural matters were discussed at this meeting.

G87/23

Any Other Business

The Safeguarding Governor raised a point for wider families with older teenagers. There is a rise in sextortion which has affected students in the area. Known as Catfishing, people begin a relationship online not knowing who they are talking to, when the relationship shares intimate photos, the other person who has been deceitful, claims a crime is committed and asks for hundreds of pounds to stop them sharing this information more widely. There's a national crime agency document on the subject and very sadly a 16-year-old boy has taken his own life after he had a problem with this.

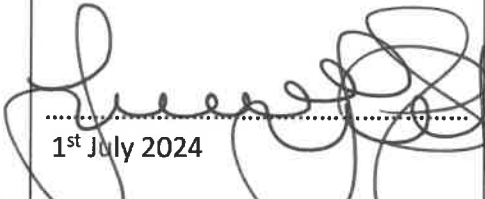
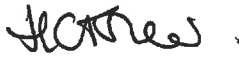
No other business was raised.

No.	Item	Action
G88/23	<u>Date, time, and place of the next meeting</u>	

The next meeting of the Board of Governors will be on Monday 1st 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.

	Signed on behalf of the Governors of Brookside Academy  1 st July 2024	Signed on behalf of the Area Lead  1 st July 2024	
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With no further business, the Vice Chair declared the meeting closed at 7.36 pm.

Action List

Agenda Item	Action	By Whom	Due Date
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
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	Costs for purchasing vehicles to be brought to the next Business Meeting	BW	01/07/2024
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
G70/23	All governors to email Peter Elliott by 31 st May to say whether they would like to continue as a governor in the new Local Governing Body in September 2024.	All Governors	31/05/2024
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
G81/23	Headteacher to consider separating Specialist and Mainstream EHCP designations in the Headteacher's Report.	BW	01/07/2024
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
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Any business for the next Board of Governors meeting should be advised to the Chair of Governors.