

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



Minutes of the **Board of Governors** meeting held via Microsoft Teams, on Monday 6<sup>th</sup> July 2020. The meeting started at 6.00pm.

#### MEMBERS

	Clare Bolton	(CB)	✓	Jenny Moore	(JM)	
✓	Stuart Clowes	(SC)	✓	Julie Summerhayes	(JS)	(Chair)
	Colin Driscoll	(CD)		Rob Sutherland	(RS)	(Vice Chair)
✓	Craig Harris	(CH)	✓	Alex Tedford	(AT)	
✓	Helen Keast	(HK)	✓	Brian Walton	(BW)	(Headteacher)
	Adam Kelland	(AK)				

#### IN ATTENDANCE

	Sarah Ashford	(SA) Deputy Headteacher	✓	Sandra Cinicola	(SC)	Business Manager
✓	Greg Jones	(GJ) Clerk to Governors		Chris Lane	(CL)	Assistant Headteacher
(✓ those present)						

## Minutes

No.	Item	Action
<b>Governor Meeting – Opening Section</b>		
Chaired by Julie Summerhayes (Chair of Governors)		
G87/19	<b>Welcome</b>	
	The Chair welcomed everyone to the meeting.	
	<p><b>a) Governor Resignations</b></p> <p>The Chair reported that Jan White had resigned as a Governor due to a change in her working arrangements.</p> <p>Adam Kelland will also leave the Board at the end of August when he moves to another School. An election is taking place to appoint a new Staff Governor.</p>	
	<p><b>b) Apologies for absence</b></p> <p>Apologies were accepted from Rob Sutherland (illness) and Adam Kelland (personal).</p> <p>The Clerk advised that with 7 of the 11 Governors present the meeting was quorate.</p>	
	<p><b>c) Declarations of Interest</b></p> <p>None</p>	

**Business Section (BUS)**

Chaired by Julie Summerhayes (on behalf of the Business Lead)

**B26/19 Finances**

**a) Month 9 report**

The Business Manager highlighted the main points of the Month 9 report circulated with the papers for this meeting.

- The predicted deficit has reduced to £82k as the impact of the Covid-19 lockdown has lessened.
  - Nursery income is increasing from the fees being re-introduced from 1<sup>st</sup> June 2020. 50% for retention of places and more children returning and paying full fees.
  - Extra Top-up funding has been received for Specialist Provision.
- The predicted carry/forward for 2019/20 is £675k. It was noted that the Academy still has a large reserve in comparison with other Academies in the county.
- Areas outside of the General Annual Grant are still showing a surplus.
  - Extended Schools was predicting a deficit of £5.5k but will turn to a surplus based on the bookings already made for the Summer Holidays.
  - Catering = £4k
  - Nursery = £24k

**A Governor asked if Parents had raised issues with having to pay 50% to retain their Nursery places?** No – Other local settings have closed and there has been a rise in enquiries.

- Specialist = £189k

**b) Budget 2020/21**

The Business Manager invited questions on the 2020/21 Budget circulated with the papers for this meeting.

**A Governor asked about the proposed deficit in the Mainstream budget of £16k?** This figure is based on the calculations for staffing etc. The overall Academy Budget is in surplus.

It was noted that the figure includes provision for a 4% pay rise as a worst-case scenario.

The Finance Team will closely monitor all areas and are confident that there will be some claw-back by the end of the year.

Work on the Nursery finances; e.g closing the Crispin Nursery has brought these finances into a positive position.

**A Governor asked if the extension to the Baby Area in the Nursery will increase income?** The space complies with the OFSTED requirement for the number of Babies that the Nursery caters for. The aim is to increase the area available to make it more attractive.

**A Governor asked if the school is still confident in meeting the Curriculum offer with an £80k reduction in this budget area?** Savings in Sports Coaching costs have been moved to staffing. Other Curriculum budgets have stayed the same.

Governors discussed the expenditure on curriculum areas and noted that there was more money allocated to the General Curriculum area.

**A Governor asked about the reduction in Pupil Premium funding by £30k?** It is always hard to predict Pupil Premium funding and the figure is based on previous years. The funding will be higher.

The Headteacher noted that the budget needs to be flexible around the recovery curriculum. The School does not know where resources will need to be targeted in the Autumn until the children have been back for long enough to identify their catch-up needs.

**A Governor asked about the surplus in Specialist Provision?** Places are now funded for 43 children. This is a well-managed established provision. Pupil funding has risen and covers the additional staffing costs.

Children placements are more settled this year with known bandings to make the estimation of the income easier.

Governors discussed the use of space in the School and noted that 2020/21 was the last year of the 3-form year group that has now reached year 6. It was noted that entry into reception was lower this year.

Further space would be required to accommodate more than 43 children in Specialist Provision.

<b>Budget Expenditure</b>		<b>Surplus / (deficit)</b>
Mainstream	£1,874,405.00	<b>(£16,230)</b>
Specialist Provision	£789,142.00	£27,082
Extended Schools	£137,074.00	£18,926
Catering	£138,525.00	£13,759
Lettings	£3,180.00	£8,820
Nursery	£302,749.00	£25,201
<b>Total</b>	<b>£3,245,075.00</b>	<b>£77,558</b>

**Julie Summerhayes proposed that Governors approve an Academy budget expenditure of £3,245,075.00 for 2020/21. Seconded by Craig Harris and approved by all present.**

**For: 7      Against: 0      Abstentions: 0**

**c) Academies Financial Handbook**

A new version of the Academies Financial Handbook that comes into force on 1<sup>st</sup> September 2020 was circulated with the papers for this meeting.

The Business Manager noted that the changes from the previous version were highlighted on Page.9.

	<p>The requirement to have an Audit / Risk committee has been met by including this as part of the Business themed meetings next year.</p>	
B27/19	<b><u>Staffing</u></b>	
	<p>Interviews have taken place for Support staff with the following appointments.</p> <ul style="list-style-type: none"> <li>• 2 x Mainstream Teaching Assistants (TA)</li> <li>• 1 x Specialist Provision Teaching Assistant</li> <li>• 1 x Mainstream TA has moved to Specialist Provision</li> <li>• 1 x Nursery Assistant has moved to Mainstream.</li> </ul> <p>The Business Manager reported that the School is fully staffed for September 2020. An organisation chart will be circulated at the start of the year.</p>	
B24/19	<b><u>Premises</u></b>	
	<p>The Headteacher introduced the changes that are going to be made to bring the Early Years settings together over the summer. Extra floor space will be created for the Nursery and the unused Music room incorporated into Early Years.</p>	
	<p><b>A Governor asked if the work will impact on the Nursery over the summer? No –</b> The Nursery will move into Early Years while the work takes place.</p>	
	<p><b>A Governor asked if the changes will result in space for fewer Early Years groups?</b> No – the extra space will make up for the space taken by the Pre-School group.</p>	
	<p>The Outside Toilets work has started and is on schedule.</p> <p>Governors discussed the impact on staff of the cleaning regime.</p>	
	<p><b>A Governor asked about the continuation of the cleaning down work for Covid-19?</b> This will form part of the September 2020 Risk Assessments. It is likely that this will be reduced to regular checks.</p>	
B95/19	<b><u>Health &amp; Safety</u></b>	
	<p>The Headteacher reported that the School is working on the Risk Assessments for September 2020 based on the guidance available from the Government. The Extended School Risk Assessments have also been updated.</p> <p>Governors discussed how the School needs to react to guidance that has not yet been issued for pupils to return to School in September 2020.</p>	

Chaired by Julie Summerhayes (Chair of Governors)

G88/19	<b><u>Minutes of Previous Meeting</u></b>	
	<p><b>Brian Walton proposed that Governors approve the minutes of the meeting 15<sup>th</sup> June 2020. Seconded by Stuart Clowes and approved by all present.</b>  <b>For: 7            Against: 0    Abstentions: 0</b></p> <p><i>[Governors not present at the meeting abstained from approving the minutes]</i></p>	
G89/19	<b><u>Matters Arising</u></b>	
	None.	
G90/19	<b><u>Policies for Approval</u></b>	
	None.	
G91/19	<b><u>Any Other Business</u></b>	
	The vacancy for parent Governors will be advertised in September 2020.	
G86/19	<b><u>Date, time, and, place of the next meeting</u></b>	
	<p>The next meeting of the Board of Governors will be on  Monday 13<sup>th</sup> July 2020 – Mtal &amp; SEYS  All meetings will start at 6.00pm</p>	
	<b>The Chair thanked everybody for attending the meeting.</b>	
	<p>Signed on behalf of the Governors of  Brookside Academy</p> <p>.....  13<sup>th</sup> July 2020</p>	<p>Signed on behalf of the Area Lead</p> <p>.....  13<sup>th</sup> July 2020</p>

With no further business, the chair declared the meeting closed at 7.10pm.

**Action List**

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
S03/19b	CL will add the Pyramid to the Behaviour report for information.	CL	27/01/20
S04/19a	SC will contact Chris Frost to undertake a focused review this year.	SC	ASAP
G15/19a	Arrange training on the Multi Agency work of the Local Authority	BW	27/01/19
S08/19a	Governors to send questions to Stuart Clowes to Stress Test the review.	ALL	ASAP
B08/19	Add a line at the bottom of the quarterly finance report to show contingency expenditure.	S Cin	06/07/20
B08/19b	Update Governors on changes to the Finance Policy as a result of the Income RO check.	S Cin	ASAP
G51/19b	Staff Wellbeing on next SEYS agenda.	SC	18/05/20
B16/19	Reflect on year on year improvements in Health and Safety.	BW	06/07/20
G59/19	Set dates for Governors visits to see the curriculum in action, inside and outside the classroom.	GJ→SA	ASAP

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