

Minutes for the Autumn Term 2018

The Academy Council of Brookfields School

Minutes of the Full Academy Council Meeting held at the school on Friday 9 November 2018 at 13:00

Members of the Academy Council:

Name	Category of Academy Councillor	Date of End of Tenure	Designated Role
Clare Williams (Chair)	LA Member	30 September 2020	Chair of Academy Councillors
Judith Williams	Staff Member	31 October 2021	Apologies Received
Sara Ainsworth	Staff HT	Ex Officio	Head teacher
Wendy Wilson	Co-opted	18 June 2019	
Sara Rioux	Co-opted	2 March 2020	Apologies Received
Jean Ledson	Co-opted	18 June 2019	(Vice Chair)
Mary Wynne	Co-opted	18 June 2019	Apologies Received
Penny Bevill-Pierce	Parent	15 December 2020	
Lauren Campbell	Parent	4 October 2019	
Jamie Lee Cole	Parent	10 May 2019	
Mrs Jenny Perry	Parent	31 October 2021	Apologies Received
Also Present			
Emma Leach	Associate Mem.		
Mr Phil Harrison	Guest - Shaw Education Trust (SET)		
Bernard Keogh			Clerk of Academy Councillors

The Clerk checked the number of Academy Councillors present (7) to ensure that the meeting was quorate.

1. Apologies

Apologies were received and accepted from Jenny Perry, Judith Williams, Mary Wynne and Sara Rioux.

2. Declaration of Pecuniary Interests.

There were no interests declared and members present signed the Annual Declaration of Pecuniary Interests for retention in the school. Absent members will be requested to provide a signed copy for the school. **ACTION: The Clerk.**

3. Local Academy Council Membership

The end of term of office on 31 August for Samantha Campion Gibson was reported.

The appointment on 1 September of Mrs Emma Leach as an Associate Member was reported and Emma was welcomed to her first meeting.

4. Election of Chair and Vice Chair.

Clare Williams was nominated by JL and was seconded by JLC for the post of Chair which was accepted by the Academy Council.

Jean Ledson was nominated by CW and seconded by JLC for the post of Vice Chair which was accepted by the Academy Council.

RESOLVED that Clare Williams be appointed as Chair and Jean Ledson as Vice Chair of Academy Councillors for a 1-year term of office until the autumn term 2019 meeting.

5. Academy Councillors Code of Conduct 2018

The Model NGA Code of Conduct 2018 was provided to Academy Councillors and it was agreed to adopt the Code.

RESOLVED that the Code be personalised for Brookfields school and signed by Academy Councillors.

6. Minutes of the Previous Meeting



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Minutes Summer 29

The minutes of the meeting held on 26 June 2018 were **agreed** and signed by the Chair.

RESOLVED that the minutes be received and accepted

7. Matters Arising

It was noted that there were no actions from the previous meeting.

Academy Conversion.

Mr Phil Harrison from Shaw Education Trust (SET) welcomed Brookfields and Academy Councillors to the Trust from 1 September and commented on the conversion and issues raised during the summer term. He thanked Sara for her hard work and support during this time. He expressed the wish that things will not change significantly, and that SET are happy to support Brookfields and hope to share experiences within the Trust. The focus will be to ensure that the children of Brookfields receive the best that can be offered. SA commented they are delighted to be part of SET.

Q – How is the relationship now with the LA?

A – The relationship continues as normal. The school works closely with Halton in a variety of ways. SA will not now sit on the Schools Forum but will attend as an Observer.

Q – Who represents the Special Sector on the Forum?

A – Cavendish School is the Special Academy representative and Chesnut Lodge the special school representative; there are no plans to have both a special primary and special secondary academy school representative.

Payroll responsibility has ceased with the LA and the issues this very last-minute change caused have been resolved. All other aspects of the relationship with the LA are unchanged.

Basic Skills Quality Mark.

SA reported that the Basic Skills Quality Mark has been re-achieved/renewed. Special thanks extended to Helen and Shelley for their contributions to this.

8. Committee Membership and Nominated Academy Councillors.

The following structure was agreed:

STATUTORY COMMITTEES

Hearings Panel (Quorum: 3)

All members of the Academy Council, excluding staff members, to be selected subject to availability to meet the required quorum.

Hearings Appeal Panel - (Quorum: 3)

All members of the Academy Council, excluding staff members and members of the Hearings Panel, to be selected subject to availability to meet the required quorum.

Head Teachers Performance Review Group (Quorum: 3)

Clare Williams **Chair**
Phil Harrison (SET) **External Adviser**

NON-STATUTORY COMMITTEES.

Teaching & Learning Committee **(Quorum: 3)**

Mary Wynne
Sara Ainsworth
Clare Williams
Lauren Campbell
Jean Ledson
Judith Williams
Jenny Perry

Chair

Strategic Committee (Quorum: 3)

Jamie Lee Cole
Sara Ainsworth
Clare Williams
Wendy McLellan
Mary Wynne
Penny Bevill-Pierce
Sara Rioux

Chair

The Academy Council agree to each Committee reviewing the terms of reference for each committee at their next meetings.

The following Academy Councillors with Specific responsibility be appointed:

Special Education Needs
English
Mathematics
Training and Support
Looked After Children
Educational Visits
Child Protection
Health & Safety
Safer Recruitment
SRE / PSCE
Pupil Premium

All Academy Councillors have a role.
Jean Ledson
Jenny Perry
Jamie Lee Cole
Mary Wynne
Lauren Campbell
Clare Williams
Sara Rioux
Clare Williams
Lauren Campbell
Penny Bevill-Pierce

9. Committee reports and/or reports from Councillors with special responsibilities

Strategic Committee – 2 November 2018

WW presented her financial report to the meeting, which was provided to the Strategic Committee meeting on 2 November 2018, and highlighted the following:

- The Balance of Budget transfers from LA to SET account for Brookfields school use.
- Advances for the academic year to date were reported.
- Termly top up funding has not yet been received and will be queried with HBC.
- Other income and Devolved Capital funds and work undertaken was reported.
- Financial and Employee services SLAs are now covered by SET.
- Estates Services SLA will commence with SET in April 2019.

- Funding for 2 new pupils and adverts for additional Classroom Assistants was reported.

The Budget Monitoring statement for the period to end of September 2018 was presented to Councillors.

Q – With the additional pupils, how can the school accommodate them if it is full?

A -SA explained the position with the 2 additional pupils and how they are being accommodated / funded.

Q -Could Halton send more pupils to the school?

A – Yes, Halton could request places however the school is full, and the low level of leavers will be an issue in the future with the high level of demand.

Councillors discussed the environment around Special schools and provision and Phil Harrison commented on the approach of SET and how Brookfields may approach these issues.

SA provided a list of pupil numbers and explained the impact of low leaver numbers and the long-term changes.

Q – Which other schools do Brookfields feed into?

A – Only Cavendish, since Ashley School designation changed. The LA are reviewing the Special provision in the Borough for the future; they have commissioned an external review of the SEN provision across the borough Report to be published sometime in the future.

PH commented on the things that are happening in other parts of the country with alternative provisions.

It was noted that Brookfields are considering an increase in the PAN. This would ensure that the school is correctly funded for the number of pupils.

Teaching & Learning Committee – 2 November 2018

EL issued a report of the minutes of the meeting and highlighted the following:

- The Data Report for 2017/18 had been presented to the meeting, **EL** commented that pupils are making good progress, the data was well presented, and the report was pleasing.
- The Progress Tracker was noted to be looking at the whole child, including behaviour and any necessary interventions.
- The School Development Plan (SDP) is linked to performance management cycle and identified targets / priorities.
- Fundraising – new people are needed to increase fundraising, and this is being worked on.

- Update on staffing provided and an update that the music therapy provider (Music Place) has made a bid for funding that would enable music therapy sessions to restart.
- The T&L SET wide meeting was noted to be useful.
- IABA – there is a tightening upon the system to identify triggers. New behaviour / incident analysis in place.
- Brookfields are part of the Live Music Now project which has been excellent, and **SA** explained the benefits of the projects and the impacts in Brookfields school. In addition, the school's part in the local Charanga music project was noted.
- After School Clubs – are going well and are very popular. Provision is paid for currently by school (with exception of family swimming lessons), but small charges may be levied in the future dependant on whole school funding situation.

RESOLVED that the minutes and reports be received and accepted with thanks

10. Headteacher's Report

SA commented on the changed format of the report this term which contains the following sections; factual information; Progress of Pupils; Quality of Teaching and Learning; Personal Development and Behaviour and Welfare; Quality of Leadership and Management; Support Staff Update and Premises Overview.



Heads_Report_to_Academy_Councillors.

SA asked if there were any questions on the Factual Information and there were none.

SA reported on the return of non-teaching staff members absent from last term which was noted to be welcomed. It was commented that EL has done a magnificent job in managing the absences.

Q -Will swimming lessons continue with full staffing?

A – Yes, minimal lessons have been missed despite the staff absences. SA explained that children at Brookfields do not swim weekly but on a rota dependent upon their age and class. It is not appropriate (health and safety and access to complete lesson) for whole classes to swim together. SA noted that children swim throughout their whole time at school (from 4-11 years).

Q – Can parents be involved in volunteering for swimming lessons?

A – There are many difficulties to be overcome with this option in regards to safeguarding etc..

It was noted that there are no exclusions to report this term.

The content of the report and its relationship to the School Development Plan was outlined by SA

Page 8 – Additional information – **SA** commented on the attendance data for Brookfields being the 2nd highest of the 15 schools in the Merseyside Consortium of SLD schools and higher than national average.

Opportunities for improvements going forward have been considered and SA and EL will be visiting Blackfriars Teaching School in the Midlands to find out how it operates and any ideas to be shared.

The roof repairs were completed over 9 days during the half term break.

SA asked for any other questions and there were none.

A governor commented that the report was easy to read.

Academy Councillors thanked the Headteacher for the report.

RESOLVED that the report be received and accepted

11. Pupil Premium Report /Sport Premium Report etc.

The Headteacher reported that the reports have been uploaded to the school website.

12. School Development Plan.



Brookfields_School
_Improvement_Plan_

The School Development Plan 2018-2019 was distributed to Academy Councillors and SA reported that it was based on the results of the SEF and actions from other areas. The Baseline Assessment for SET was noted.

13. Policies.

The following policies were presented for approval

- Safeguarding & Child Protection Policy
- CCTV Policy
- Complaints Policy - UPDATED.

RESOLVED that the above policies be approved and adopted.

SA advised that all Academy Councillors will have a log in to access the SET policies shortly.

14. Planned Residential Visits.

A visit to The Wingate Centre is planned for summer 2019. This will be 1 night for Year 6 pupils.

15. Director's Report

The Clerk gave a verbal report of the Strategic Directors Report to Academy Councillors who noted the recommendations, and the following items were noted.

Item 2.7 – The outcome of the School Forum was for a 1.5% transfer from schools block to high needs block.

Item 2.10 – Two Halton school have been selected.

Item 2.15 – The school Maintenance Officer attended the H&S briefing.

PH advised Academy Councillors of the links to SET information on the website.

RESOLVED that the report be received, and the items noted.

16. Items from the Clerk.

The Clerk highlighted the following items for the information of Academy Councillors.

- 1) NGA and Edsential Newsletters – updates were provided by the Clerk.
- 2) Signing of meeting documents/minutes – Chairs to sign/initial each page of meeting minutes.
- 3) Note the changes to KCSiE Regulations - to update the Safeguarding Policy to include the changes.
- 4) Annual publication of Academy Councillors meeting attendance data now to include any Governor resignations/end of term of office etc....
- 5) Review the timetable schedule of policy updates.
- 6) Update any DBS Certificates for the Central Record.

17. SIP Report

The final visit report by Lloyd Willday was issued to Academy Councillors.

18. Performance Data

Academy Councillors were issued with the presentation on the Data Report for 2017 – 2018 which contained the information on performance.

An Academy Councillor commented that a lot of work has been done with data and asked if the work be reduced in the future with a system that is available on the SET platform which may be helpful. SA explained that there is a meeting in December re data systems and transfer.

19. Financial Statement 2018-19.

The Financial report was covered under Item 9 – Strategic Committee Meeting Report by WW.

20. Governor training & school visits

It was reported that Safeguarding and Prevent training was undertaken by Jamie Cole.

21. Correspondence to the Chair of Academy Councillors/Chair's Action

There had been nothing to report.

22. Date and time of next 2 termly meetings:

Spring 2019	-	Friday 8 March 2019 at 13:00
Summer 2019	-	Friday 28 June 2019 at 13:00

23. Academy Councillor Impact.

24. Any Other Business

There was no other Non-Confidential business

Clare Williams

Chair of Academy Councillors

Signed _____ on behalf of Brookfields School

Date _____ 2018