

Minutes – The Brook Academy Council

Version: FINAL
Meeting Date: Monday 1 July 2024
Location: The Brook Academy
Time: 15.30-17.30

Chair: Gus Grimshaw (Chair) Chair of Academy Council
Present: Kay Sarpong (KS) Principal
 Kelis Cornock (KC) Student Advocate Councillor
 Andrew Charsley (AC) Support Staff Councillor
 Jackie Friday (JF) Governance Administrator
 Sally Apps (SA) Education Director (joined online 16.07)
 Danielle Harrison (DH) Teaching Staff Councillor

In attendance: Zoe Jenkins Staff
 Sara Yuen Staff

Apologies: Nathan Roe (NR) Sponsored Councillor
 Polly Pick (PP) Sponsored Councillor

Absent: Vanni Unny (VU) Sponsored Councillor
 Helen Bond (HB) Parent Councillor

Minutes

Item	Description	Action
1	Introductions & Administration	
1.1	Introductions were made. Councillors were welcomed and apologies were noted as above.	
1.2	ZJ and SY were asked to attend the start of the meeting as they are leaving TBA at the end of the 2023-2024 academic year and thanks and best wishes were given to them by the Chair and Principal.	
1.3	ZJ and SY left the meeting at 15.48.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest.	
3	Academy Council Membership	
3.1	Thanks were offered by the Chair and Principal to NR, who is standing down as an academy councillor at the end of this academic year.	
3.2	Principal to meet with one carer and one parent who are interested in joining the Academy Council. There is currently one vacancy for a parent councillor as per the clerk's spreadsheet. Discussions were also held regards inviting external candidates from external organisations to apply to be sponsored councillors. Clerk reminded the meeting that	

	a parent governor will have to be elected; it may be possible for them to be appointed as sponsored councillors. <u>ACTION – Princiapl to meet with carer and parent who are interested in becoming ACs.</u>	
3.3	<u>ACTION – vacancies and recruitment to be discussed with members of the Governance Team when they visit TBA.</u>	KS/Gov Team
3.4	<u>ACTION – Clerk to send parent election toolkit to Principal for information.</u>	JF
3.5	The meeting discussed the recruitment of ACs. It was noted that the process can be exhaustive, and the application form is intimidating for parents. It was noted that since 1 May the Governance team have taken responsibility for AC recruitment.	
4	Minutes of Previous Meeting	
4.1	The minutes of the previous meeting were approved subject to DH being marked as present at that meeting. <u>ACTION – Clerk to amend the minutes of the previous meeting to show DH as being present and upload amended Final minutes onto Governor Hub.</u>	JF
5	Matters Arising	
5.1	<u>ACTION – JF/LT to arrange for a Teams link to be sent to Councillors prior to AC meetings. - COMPLETE</u>	JF/LT
5.2	<u>ACTION – TBA representative to obtain a direct contact name for the Parish Council at the next community meeting. - COMPLETE</u>	KS
5.3	<u>ACTION – AC Chair to attend the next meeting with the Parish Council - COMPLETE</u>	GG
5.4	<u>ACTION – SEND link role to be appointed. - Ongoing.</u>	GG/KS
5.5	<u>ACTION – Recommendations from the external review to be reported to the Board in March, then shared with COAC and councillors thereafter - COMPLETE</u>	LT
5.6	<u>ACTION – Head of Governance to ensure that PP is added onto TBA Teams.</u> Now started using Gov Hub platform for AC meetings. PP is on TA Gov Hub platform. Action Closed.	LT
5.7	<u>ACTION – The scheme of delegation and the terms of reference to be added onto the TBA Teams. COMPLETE.</u>	JF
5.8	<u>ACTION: KS & COO to establish a subcommittee for lettings with the Sports Foundation to include KS/GG/Site Manager/Trustee from Sports Foundation & 1 other. Ongoing</u>	KS
5.9	<u>ACTION –Provide KS with a copy of the previous annual report. KS to obtain from NR. Action closed.</u>	NR
5.10	<u>ACTION: CS, GG & KS to liaise around AC dates moving forward, looking at moving away from a Monday.</u> Provisional 2024-25 AC meeting dates provided to Chair/Principal for feedback. Chair unable to attend meeting in September 2025 (this is an online Federation wide meeting). Action Closed.	GG/KS/TB/JF
5.11	<u>ACTION: Clerk to add a glossary of terms to Teams – COMPLETE</u>	
5.12	<u>ACTION –Ensure attendance is included in Academy Report in future –KS to ensure this is undertaken in future. Action Closed.</u>	KS

5.13	<u>ACTION - Supply interest table and academy councillor details to MK.</u> Ongoing.	LT/JF
5.14	<u>ACTION – Attendance figures for each term to be reported on the same slide, together with number of pupils on adjusted timetables.</u> KS to ensure this is undertaken in future. Action Closed.	KS
6	Academy Council Report - General	
6.1	Meeting held with local authority. Discussed clarification of rebanding process; panel dates and decision making, CSE co-ordinator at annual revision meetings, banding at admission, administration, communication – caseworker attending panel. LA to ensure changes to re-banding procedures to be communicated immediately with GASH schools.	
6.2	Access to summer schools – principal met with TAF. TAF clinic to be held on 8 July for parents to attend. TAF to email parents directly re. attendance.	
6.3	Police have attended TBA to run assemblies and attend home visits	
6.4	Is there a danger the police activities could be misconstrued by parents?	
6.4	No – this is a pilot scheme to engage parents/pupils in the communities and a very informal process. The community support officer visited the school, ran an assembly, visited every classroom and engaged with the pupils. Pupils sat and listened for 45 minutes. Pupils have a book/log which they can write questions in for the police for when they next visit. Local school visited to discuss lock down procedures and supporting each other.	
	Academy Council Report - Therapy Update	
6.5	Principal has met with potential SALT therapist – 2 nd visit. Considering staff training, taken notes and school calendar and has questions whether we contract her as an individual contractor or whether she comes on board as part of the school community. EW (TSA) also has another potential candidate. Principal waiting to meet Ed Psych and colleagues from GASH.	
6.6	ELSA training – one member of staff has completed this and ELSA has been added onto timetable for next year.	
6.7	Staff review meeting - suggestion is to do one group per session per week.	
6.8	Working with virtual school – providing CPD around therapy, as well as CLF training. Team feeling more empowered. Training also being provided by safeguarding team from Glos. County Council, together with guidance around food banks, holiday clubs etc.	
6.9	Chair acknowledged efforts and work of the team to start making relationships.	
	Academy Council Report – Progress Update	
6.10	Gardening project – growing vegetables is going well. Potatoes and pumpkins are growing well but local wildlife is snaffling the strawberries as captured on a camera provided by a member of staff. Pupils are really engaged with this project. There have been minor issues regards pupils climbing to try and access hosepipes in	

	breaktimes but other than this it is proving to be a really positive experience and pupils and staff are enjoying eating the produce that is being grown. Bug hotels are also inhabited. Some pupils and staff attended an Eco-conference on 28/6/24.	
6.11	Pupils and staff visited Cirencester sculpture trail on 24/6/24. Looked at sculptures – very interactive and tactile exhibits. Artist is neurodivergent (as are their children) so worked really well with the TBA pupils and adapted activities appropriately.	
6.12	Three year 10 students are going to spend some time at a local university to prepare them for higher education.	
6.13	30-minute flames. TAS looking at PLPs and learning targets. Pastoral team reviewing what safeguarding will look like moving forward. Home visits are being put into place – building relationships with families. Teachers and SLT have put together a timetable to include all lessons/activities and every teacher has taken a lead area. Pupils will be studying core subjects, ICT, citizenship is being introduced and build up pupils' self esteem.	
6.14	4/7/24 – pupils holding own election and linking this to outside news.	
6.15	Staff Star of the week – staff votes for a colleague and every Monday the winning staff member is rewarded.	
6.16	Team Teach – training being held on 22 July and 3 September after which all staff will be fully trained.	
6.17	H&S Final Review on 9 July. H&S committee – all staff evaluate risk. DH to conduct future training.	
6.18	TBA staffing structure – theme for next year is consistency and togetherness. Current vacancies – Vice Principal and Pastoral Lead.	
6.19	Where are we regards the Vice Principal vacancy – is this post in the budget? And what is the specification for the Pastoral Lead? What will be a typical day?	
6.20	Yes; the VC post is in the budget. It is a non-teaching role. Need someone with DSL, attendance and experience of working with families. Regards the pastoral lead, need Experience of working around behaviour and ensuring CPOMS is used correctly. Experience of managing referrals. Able to produce end of term report. Working with external agencies. Similar role in other CLF settings. Discussed line management structure and confirmed roles and responsibilities for next year.	
6.21	Does the line management structure relate to the performance management policy?	
6.22	Yes. There will be a structure for each meeting. There will be 30 min meetings 1:1 every fortnight. School calendar for 2024-25 is up and running. CPD booking form has been drafted for completion.	
6.23	Where are we with regards to staff owning their own personal development?	
6.24	Staff are provided with opportunities to undertake training which they can choose to take depending on their roles/career aspiration. Staff have PDPs which are updated so training to further this is undertaken. If staff have a particular interest, they will raise it as an opportunity but it has to be considered alongside required Federation/Academy training.	

6.25	Empowerment of staff pastoral team to deal with safeguarding concerns/call backs. One member of staff will connect with a particular class.	
6.26	Have we checked with parents if this is working?	
6.27	Parent survey is going to be implemented by pastoral team to give parents a voice. We are getting more positive feedback from parents and our relationships/communication with them are improving. Assemblies may be held if common themes are raised by parents.	
6.28	The meeting noted the class lists which have been drawn up for next year 2024-25, together with the cover and PPA timetables, together with enrichment lessons, therapy dogs etc.	
6.29	Staff expectations – professional conversations, working collaboratively and consistently.	
6.30	Assessments – worked with Liz regards assessments for each year in the school. Want parity with other schools. Special network nights being arranged. Need to tied as closely as possible to CLF. 3 pathways – teaching pathway (pedagogy) education support pathway (interventions) and supporting people in Ops Teams. Plans are mapped out but detail is to be finalised.	
6.31	SEF meeting 11 July – quality on SEND education next year. Inclusive and supportive school – buddy system. Build on emerging themes and sense of belonging – embedding and sustainable. There will be clearly identifiable CLF and Brook Academy aspects. Becoming closer to being an approved centre to enable qualifications to be run. Should be getting a date very shortly. Cluster, QMA, TA, Sally and Liz, professional services team etc. have worked really hard to facilitate this, together with the H&S team. Acknowledged the importance of evidencing progress both academic and social and emotional development.	
6.32	Acknowledged there has been a shift from the institution being a school for individuals to a school community - pupils supporting each other. Disregulation amongst pupils does happen but it is managed better and staff/pupil relationships and pupil/pupil relationships are developing. Friday check ins are appreciated by staff.	
6.33	Was ARV fed back the comments from the ARV?	
6.34	Yes – we always feedback what staff and visitors say about us.	
6.35	What are we going to do to assist female pupils next year? What is the cohort coming in next year?	
6.36	No females in cohort starting in September. ADHD/autism is less prevalent in girls. Plans to set up separate group(s) for girls next year to enable female-specific/complex issues to be raised/discussed. Girls are less likely to talk until relationships are built up. Considering opportunities which could be provided to enable girls to have specific opportunities to engage with staff/external agencies (police etc). Have to also consider pupil’s external circumstances and manage expectations and provide support as appropriate. Conference on Friday is for girls with autism.	
7.0	Attendance Update	
7.1	Attendance – attendance as of last week was 73%. Parents have been contacted regards changes to rules about holidays in term time.	

	Pastoral teams are now visiting homes when pupils do not attend which can be uncomfortable but are working with families. Every Friday, attendance is raised in the Newsletter to encourage parental compliance. Higher attendance % rates amongst girls than boys.	
7.2	Discussed the expectations of parents regards teaching and learning, behaviour and funding. Trying to encourage case workers to visit the school so they advise parents appropriately. Acknowledged parents are not always part of a supportive community and that schools are an easy target for parent frustrations or ignorance, especially regards pupil behaviour in school. School is becoming more involved in external issues but it can help to facilitate better relationships.	
7.3	Safeguarding – particular focus on substance misuse outside of school especially vaping and surrounding issues such as criminalisation.	
7.4	Are you aware Glos. Fire Service have Skills Zone area?	
7.5	Yes – we have already taken some pupils there for a visit. They are going to undertake assemblies for us.	
7.6	Peer and peer relationships is another focus. The weather does not help and pupils get hot/tired. Acknowledged it is easier to be negative over social media but some pupils are more ‘chatty’ online rather than face-to-face. Parents are also liaising with the school regards inappropriate social medial comments and making the school aware. Principal pushing for additional access to holiday clubs and is also having conversations with individual pupils/parents regards external circumstances.	
8.0	Staff Wellbeing Update	
8.1	Staff wellbeing – staff are generally tired. Staff are getting closer as a team and looking out for each other. Looking forward to having consistency in the timetable.	
8.2	Are we exploring taking PPA as a day?	
8.3	Wellbeing day held last Wednesday instead of training for staff. Staff treats are provided. Inset days are timetabled across the Trust during which academies can set their own local agenda. School is finishing early on 19 July so staff can have a free afternoon. Staff are advised not to come work during the summer. There will be a staff workshop in September. Principal keeps a room downstairs so he can check in on staff and be available immediately when required. Committed staff can be reluctant to take time out but principal is trying to emphasise they have to look after themselves too. Staff are encouraged to leave straight after each staff meeting and not staying late. Meetings should be open and honest and staff should be able to feel they can talk about their thoughts and feelings.	
9.0	Policies that Require Review	
9.1	<u>ACTION – Gov Team to meet with Principal and go through Policies</u>	TB/JF/KS
10.0	Any Other Business	
10.1	Have you got a budget for outdoor education?	
10.2	We are not running outdoor education next year but it will be incorporated within the science lessons and each year will have its own patch. Year 7 will focus on the harvest in the autumn.	

9.3	There are robust budgets for every single subject next year and there are reserves available for emergencies. Over the next two weeks and inventory is being carried out and staff will be advised of the budgets thereafter.	
9.4	The Chair asked for his thanks to be passed to all staff for their hard work this year, seconded by the Principal.	
9.5	There being no other business the meeting closed at 18.59.	
	Date of Next Meeting	
	Date of the next meeting: TBC.	

Actions summary:

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