

Minutes – The Brook Academy Council

Version: Draft
Meeting Date: Monday 11th December 2023
Location: The Brook Academy
Time: 3.30-5.30pm

Chair: Gus Grimshaw (GG) Chair of Academy Council
Attendees: Danielle Harrison (DG) Teacher Councillor
 Nathan Roe (NR) Sponsored Councillor
 Sally Apps (SA) Education Director
 Kay Sarpong (KS) Principal
 Kelis Cornock (KC) Student Advocate Councillor
 Polly Pick (PP) Observer
 Charlotte Seavill (CS) Governance Coordinator

Apologies: Helen Bond (HB) Sponsored Councillor
 Andrew Charsley (AC) Support Staff Councillor
 Vani Unny (VU) Sponsored Councillor

Minutes

Item	Description	Action
1	Introductions & Administration	
1.1	Introductions were made and new councillors were welcomed to the team. Apologies are noted above.	
1.2	There was a discussion about membership and vacancies.	
1.3	Declarations of Interest - there were no verbal declarations.	
1.4	Minutes of the previous meeting were approved. Matters arising are listed below.	
1.5	<p><u>There was a discussion around Councillor vacancies and the intention for HB to move from a Parent Councillor role to a Sponsored Councillor role – ACTION – 11/12/23 - There was a discussion around recruitment possibilities. 11/12/23 – KS to contact Brockworth Parish Council contacts via NR.</u></p> <p><u>ACTION: Arrange induction session to cover roles and responsibilities as an AC and links to local governance courses such as GDS – 11/12/23 Welcome session available online on 22nd January – COMPLETE</u></p> <p><u>ACTION: CS to feedback suggestion of Community Governor rather than LA Rep title to ET – 11/12/23 COMPLETE</u></p>	<p><u>CS/GG/HB</u></p> <p><u>CS</u></p> <p><u>CS</u></p>
1.6	<p><u>All Councillors were asked to complete the online form as soon as possible – ACTION</u></p> <p><u>11/12/23 - COMPLETE</u></p>	<u>All</u>

1.7	<p><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.</u></p> <p>11/12/23 – Action to be assigned to NR. There was a discussion about letting spaces and the management of lettings at TBA by the CLF central team.</p>	KS
1.8	<p><u>ACTION: KS to provide attendance reports more regularly than AC meetings, with a comparison with TSA for benchmarking. KS/SA to determine appropriate reporting schedule.</u></p> <p>11/12/23 – Complete – discussed daily attendance data and black box comparisons, review sessions and how information is used.</p>	KS/SA
1.9	<p><u>ACTION: CS, GG & KS to liaise around AC dates moving forward, looking at moving away from a Monday.</u></p> <p>11/12/23 – Carry forward</p>	CS/KS/GG
1.10	<p><u>ACTION: CS to add a glossary of terms to Teams</u></p> <p>11/12/23 – Carry forward</p>	CS
2	Principal's Report	
2.1	<p>There was a discussion about the new website (due to be launched shortly), community links, trips and events that students have been taking part in, cultural capital and the successful coffee morning for families. The students were so proud and excited to show their families around the school, their work and showed how invested they are in their school. There was a clear sense of belonging.</p>	
2.2	<p>There has been a significant shift and improvement in behaviour and attitudes. There was a discussion about leadership and management, the priority around SEND, ensuring students needs are being met, academy values, building resilience and working together to build a culture of belonging.</p>	
2.3	<p>The new curriculum is well structured and staff understand why we do what we do. New routines have been introduced to bring everyone together and rewards students well. We are building strong link with the community and have been taking learning outside the classroom.</p> <p>There was a discussion around assessment and how data can help map progress for students and meet need.</p>	
2.4	<p>The academy is working towards being an exam centre so that we can give opportunity for students to complete qualifications at Brook.</p>	
2.5	What are the Y10 aspirations?	
2.6	<p>We have a CEAIG course, a 10 week course with Empire Boxing, students have created their own businesses, we have a careers policy and programme in place and an event being held soon with local destinations and employers.</p>	
2.7	<p>There was a discussion around meeting need, the interim pastoral team who are building relationships and working proactively to prevent behaviour issues and suspensions. The team was built by understanding the skills and strengths, we've provided training and there has been lots of best practice sharing across the Trust. There are Trust wide development opportunities available, networking and the PD platform.</p>	
2.8	<p>There has been significant progress since joining the Trust in terms of safeguarding, training and team teach.</p>	

2.9	There was a discussion about recruitment and cover within the team, staff absence and the use of agency staff where needed.	
2.10	What parental feedback was received during and following the coffee morning?	
2.11	Parents liked meeting other families and feeling part of something bigger, having a network to support each other and there was some honest, fair comments left on feedback post its that we will be addressing.	
2.12	Art has been particularly positive, forest school and working with animals. We've seen lots of hard work in classrooms, team work and rewards activities.	
2.13	Work continues with the Trust IT team on changes and improvements to the facilities at the academy to meet the academies needs.	
2.14	Staff are training to become mental health leads in schools and staff supervision will be available from T3. Staff wellbeing remains a focus with a strong culture of support staff continues to grow. We continue to work with Yes Mentoring to work with students and take some pressure from academy staff. There was a discussion about external providers and the costs involved.	
2.15	Work continues to build good relationships with the LA and LA SEND team.	
2.16	We should be conscious of how money is being spent and how effective it is. What happens during sessions?	
2.17	Mentoring is being access by students who are not currently attending the academy. We have reviewed the programme to ensure its successful. They take part in community activities, go to libraries, bowling, visit shops to buy food to take home to cook, and learn about living in the community. All students have a programme of work, which is reviewed regularly to ensure it is having impact.	
2.18	<u>ACTION: KS to provide a deep dive into mentoring, impact, cost and value for money at the next meeting.</u>	KS
2.19	Have we collected student or parent voice on mentoring?	
2.20	Parents want their children in school, but many are not yet school ready and we don't want them to fail. We have invested in our staff and pastoral team so that we can meet need going forward in house. We need to ensure that students are ready to be in the building and ready to engage. Improvements to transition have been made for new students to ensure they have all the information they need to succeed.	
3	Policies	
3.1	Policies are being adapted and will be approved and adopted in the coming weeks.	
4	AOB	
4.1	There was a discussion around the therapeutics offer of the school and how the school is accessing services such as SALT and OT during such service shortages. Working with the Business Development Manager, funding for these services is not better understood. We are continuing to ensure that FSM/funding etc is transferred to us from Learn@ and that we receive all funding directly going forward.	

Actions summary:

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