

Minutes – The Brook Academy Council

Version: FINAL
Meeting Date: Monday 3 February 2025
Location: The Brook Academy
Time: 15.30-17.30

Chair: Gus Grimshaw (Chair) Chair of Academy Council
Present: Kay Sarpong (KS) Principal
 Vani Unny (VU) Sponsored Councillor
 Polly Pick (PP) Sponsored Councillor
 Kelis Cornock (KC) Staff Councillor

In attendance: Sally Apps (SA) Executive Principal
 Emma Wykes (EW) Specialist Provision Development Manager
 Jackie Friday (JF) Governance Administrator
 Minna Koo (MK) Clerk

Apologies: Andy Charsley (AC) Staff Councillor

Minutes

Item	Description	Action
1	Introductions & Administration	
1.1	Introductions were made. Councillors were welcomed to the meeting and apologies were noted. The new clerk was introduced.	
2	Declarations of Interest	
2.1	There were no declarations of interest.	
3	Academy Council Membership	
3.1	There are 5 vacancies. Two parent councillors, two sponsor councillors and a staff councillor.	
3.2	Governance Administrator stated that parent/staff councillor recruitment must follow the process of notifying all parents/staff of the vacancy and invite for expression of interest. If the number of expressions is more than the vacancy, we must go through election.	
3.3	Principal confirmed all parents and staff have been notified of the vacancies and invited to express their interests.	

3.4	Principal confirmed that two parents had sent their expression of interest for two parent vacancies. Thus, election is not required.	
3.5	One staff expressed interest of the staff councillor role.	
3.6	<u>ACTION: Chair to send parent councillor candidates to Clerk to start the application process.</u>	Chair
4	Minutes of Previous Meeting	
4.1	The minutes of the previous meeting were approved subject to an amendment of the attendance list as one of the parent councillor did not join the previous meeting.	
5	Matters Arising	
3.2	ACTION – Clerk to liaise with Head and Deputy Head of Governance regards concern raised about parent election. COMPLETE	Clerk
6.29	ACTION–A line management discussion to be held outside of the meeting to discuss individual pupils, support that CLF can provide and appropriate next steps. COMPLETE	Principal/EP/Chair
12.9	ACTION – EP and Councillors invited to attend TBA for Christmas lunch on 11 December 2024. Further details to be posted by clerk on Governor Hub after the meeting. COMPLETE	Clerk
6	Line Management	
6.1	Principal advised that a new SENDCO and Pastoral Lead was in post. Principal will start to work with the new team members in driving the strategic plan into operation actions.	
6.2	Have the difficult cases been resolved?	
6.3	Most of the cases have been resolved. Caseworker will be presenting the information submitted for additional funding to a panel and respond to Brook. Local authority has provided additional support including funding for those young people.	
6.4	Partnership with local authority is getting much stronger with more visits, meetings and strengthen communications.	
7	Academy Council Report – Progress Update	
7.1	Principal changed the format of the AC report into more sequential and appropriate for Ofsted review.	
7.11	Is anything in bold an aspiration?	
7.12	Yes, some are done with evidence and some are aspiration.	
7.13	Can parental survey or staff survey endorse the improvement of learners' attitude?	
7.14	Yes, positive comments were received from student survey/staff survey and parents survey.	
7.15	Can you use the parent survey as a form of intelligence? Would you share the survey result?	
7.16	Principal showed and shared that the student survey and star voice were all uploaded on Teams. It will also be shared on Governance Hub (GH).	
7.2	<u>Attendance</u>	

7.21	Principal shared that home visit (twice a week) and letter of support to parents were some of the measures to improve attendance. The school also liaised with local authority in Gloucestershire for support.	
7.22	Can TBA break down the global attendance figure in order to understand our students' attendance performance?	
7.23	The school is working on standardization of data and enabling comparisons between different special provisions within the Trust. Guidance and support from central team of data management has been taken. Attendance data from BROMCOM was broken down by year group and class. It helps to understand the reason for absence and follow up with families.	
7.24	Who leads the attendance?	
7.25	It is led by the pastoral lead role; combined with the attendance role.	
7.26	Is there a tracker?	
7.27	Yes, there is. It will be made clearer and in more details in the next meeting report.	
7.28	Should TBA set up a realistic attendance target for each year group?	
7.29	It is understandable that it is hard to compare TBA attendance with mainstream school, but we can set specific target and goal for the next term.	
7.210	ACTION: Principal to discuss with relevant teams and report back the status in the next meeting	Principal
7.3	<u>Relationship between the learners and the staff</u>	
7.31	Summary of details in the AC report is shared.	
7.32	The physical intervention is dropping off, would you explain why?	
7.33	Yes, the de-escalation tactics works well and the feedback from student voice is very helpful.	
7.4	<u>TBA Curriculum</u>	
7.41	Summary of curriculum in the AC report was shared.	
7.42	Principal shared the success of Career/Activity/Celebration Event last year. Parents are invited for a celebration lunch.	
7.43	ACTION: Principal to share with ACs for the exact date and time of this event once finalized.	Principal
7.5	<u>Safeguarding</u>	
7.51	With onboarding of new safeguarding lead, many actions have been done, and issue reporting has been improved. The team are well-prepared for audit. Principal to complete Level 3 CP course T4.	
7.6	<u>Quality of Education</u>	

7.61	Having a full team of teachers is always a challenge. Two good teachers resigned at the end of term 2. One good replacement has been recruited, and the teacher will start after Easter. TBA is supported by agency staff. However, it is a potential weakness in term of ensuring consistency of teaching staff.	
7.62	How many agency staff are there? Is there a concern?	
7.63	<p>The agency staff mainly come from one agency recommended by the Trust. The quality of staff is good and meet our standard. However, most of them can only commit to work part-time.</p> <p>However, having agency staff will also provide a foundation or trial period for both TBA and staff in making a long term placement commitment.</p> <p>Successful teaching recruitment process has been in place and a TA recruitment process will be launched.</p>	
7.64	How many staff vacancies are there?	
7.65	Three.	
7.66	Is TBA showcasing SEMH as a career?	
7.67	Yes, TBA has been working on it by advertising and word of mouth.	
7.68	Are TBA taking any trainee teachers?	
7.69	Yes, two TA with degrees wishing to go into teaching through the SCITT programme run by the Trust.	
7.610	What is the plan for having staff with subject expertise?	
7.611	TBA has started to assign teaching subjects according to the expertise of the teachers. Curriculum developments are in place to ensure TBA caters for the needs of every student.	
7.612	Has the early career teacher adopted well?	
7.613	Yes, she has. She has a triangle support from mentor, line manager and the Trust.	
7.7	<u>SEND</u>	
7.71	<p>SEND has been identified as a risk for TBA. The following actions have been planned or done.</p> <ul style="list-style-type: none"> - More resources to enhance SEND support. e.g. meeting with local authority, support from private educational psychologist. - A specialist is invited to visit every class to evaluate if the teachers are aligning the needs of the students. - Review of putting additional funding to support high needs children. - Consult Clinic. - SEND lead to meet with students. 	
7.72	14 students will be joining in September, and it is expected that TBA will be in full capacity in 2026.	

7.73	Would there be presentation of curriculum, SEND and safeguarding in the next AC meeting?	
7.74	ACTION: TBA to present the overview and plan of curriculum, SEND and safeguarding in the next meeting.	Principal
7.8	<u>Leadership and Management</u>	
7.81	Summary of leadership and management in AC report was shared. The following has been done: Staff mentoring scheme is in place to support the staff. Staff empowerment of attending line management meeting	
7.9	SA left the meeting at 16:30 p.m.	
8.0	Policies that Require Review	
	There were no policies for review.	
9.0	Any Other Business	
9.1	Union issue was shared and discussed.	
9.2	Chair reported that there was a huge reduction of actions from health and safety audit and congratulated the team on their hard work.	
9.3	Principal thanked EW's support to the team.	
9.4	EW reported that there are additional staff and operations support from Sky Academy and collaboration work with other schools.	
9.5	Meeting ended at 17:40.	
10	Date of Next Meeting	
10.1	15:30-17:30, 19 May 2025	

Actions summary:

3.6	ACTION: Chair to send parent councillor candidate to Clerk to start the application process.	Chair
7.210	ACTION: Principal to discuss with relevant teams and report back the status in the next meeting	Principal
7.43	ACTION: Principal to share with ACs for the exact date and time of this event once finalized.	Principal
7.74	ACTION: TBA to present the overview and plan of curriculum, SEND and safeguarding in the next meeting.	Principal