



**MINUTES OF A MEETING OF THE TRUSTEES
OF BROOKVALE GROBY LEARNING CAMPUS
VIA GOOGLE MEET
HELD ON TUESDAY 9TH JUNE 2020, 5.30PM**

Present: Mr C Acton (Chair of Trustees)
Mrs H Stockill (Vice Chair of Trustees)
Mrs H Brown
Mrs G Parekh
Mr S Goddard
Mr B Jones
Mr K Stewart
Mr P Leatherland
Mr M Richardson (from 5.45pm)

Also in attendance: Mr G Godwin (Senior Deputy Headteacher)
Ms C Hubbard (Deputy Headteacher)
Mrs H Smart (Business Director)
Mrs E Freeman (Clerk – minutes)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	Apologies for absence were received from Mandy Bearne, Acting Headteacher, and these were accepted by Trustees.	
2. Declarations of interest:	No declarations of interest were reported.	
3. Government Check List:	<p>The Chair of Trustees, opened the meeting by explaining that Greg Godwin would be presenting the documentation relating to the wider re-opening of the campus, along with Carol Hubbard and Helen Smart, in Mandy Bearne’s absence.</p> <p>Greg Godwin made reference to the 4 key documents associated with the wider re-opening of the campus, which had been shared with Trustees ahead of this meeting, and the Chair expressed his thanks on behalf of all Trustees for the immense work which had gone into the planning and preparation of these documents, ahead of the wider re-opening.</p> <p>Greg Godwin went on to explain the updates to the Wider Re-opening Checklist documentation, shared ahead of this meeting, and advised of the alterations to the colour coded columns, with regard to risk assessment, and the reasons behind the decisions to alter those particular Red items, to now show as Amber.</p> <p>The meeting discussed arrangements for transition, and Greg Godwin advised that, unfortunately, there would be no possibility of on-site transition for Year 6 pupils taking place ahead of next year. Greg Godwin confirmed that parents and respective Headteachers had been contacted regarding this decision, and as such, this item had now been coded as Green.</p>	



Greg Godwin continued to explain the reasons behind the Transport section now being coded as Green, and advised that, once wider re-opening commenced, there would be no more than 5 students on each coach.

A Trustee asked if the fire evacuation procedure would be discussed with students ahead of the partial re-opening?

Greg Godwin explained that this would be fully discussed with students within their small groups, as would all of the arrangements for wider re-opening, and students would be fully supervised at all times in and around the campus,

The same Trustee asked if the procedure for evacuation in the event of fire could be recorded within this documentation so that it was clear that this had been shared with students?

Greg Godwin confirmed his intention to make this clear, as requested.

A Trustee asked if the procedure for home visits had been addressed, and if, indeed, these would be taking place?

Greg Godwin advised that two members of the Pastoral staff had visited some of the more vulnerable students during this lockdown period, but there were no plans to put any teaching at home into practice.

Carol Hubbard confirmed that home visits would still be carried out to deliver work to those students, across all year groups, who were unable to access the internet.

The same Trustee requested that the language be clearer on this section to reflect the arrangements for 'home visits'.

Greg Godwin continued to introduce the documentation regarding the wider opening of the campus, and in particular the information regarding the Year 10 'bubble' groups, shared ahead of this meeting, with Trustees as well as with all staff members. Greg Godwin expressed his thanks to Carol Hubbard for all her efforts in bringing together this working timetable for these bubble groups, as well as planning a campus timetable for the start of next year.

Greg Godwin advised that the campus was implementing its recording to the DfE of attendance, and the reasons for absence for all staff and students alike.

Carol Hubbard presented documentation relating to Year 10 bubble groups, and what students could expect when they returned to campus. Although this information had been shared with Trustees ahead of this meeting, changes had recently been implemented and Carol Hubbard highlighted these changes to all present, whilst talking the meeting through the procedures for all

Greg Godwin

Greg Godwin



bubble groups. It was advised that this information had been shared with all staff members. The information also incorporated:

- the rota for the students of key workers, and those vulnerable students
- the staff duty rota and the procedures for hand sanitation
- the rigorous cleaning regime which would take place in all areas of use
- Senior Team rota
- plans which had been put into place for the building of each bubble, and the needs of those particular students who were being taught together
- the procedures put into place for those students coming in by coach (**a question from a Trustee earlier in the meeting**).

A Trustee requested that a copy of any updated documentation could be included in the Trustee folder, to ensure that all information was up to date.

A Trustee wanted to pass on thanks to all involved with this process. It was evident that a great deal of planning and thought had gone into these wider opening procedures.

A Trustee asked if, when the Year 10 students returned to campus, bubbles would be re-organised and mixed, should some contain fewer students than others?

Carol Hubbard confirmed that the bubbles would remain as presented, and there would be no mixing, so as to eliminate risk, even if one bubble had 10 students and one bubble had 2. Should a bubble have no students on a particular day, then that teacher would be re-assigned to assist with the teaching of the key worker and vulnerable students.

A Trustee asked how many students of key workers, as well as vulnerable students, had already been attending campus?

Carol Hubbard advised that between 16 – 25 students in this group had already been attending, but this could increase in the coming weeks.

A Trustee asked what steps the campus was putting into place to encourage those difficult to engage students to attend?

Carol Hubbard agreed that this sometimes could prove difficult, although steps had been taken to ensure that these students were made fully aware that it was safe and secure for them to return to school. Carol Hubbard and Greg Godwin also advised that tutors would be making telephone calls to relevant parents in an attempt to encourage attendance. It was acknowledged, however, that it was inevitable that there would still be some students within this group who would not come into school.

Clerk



Greg Godwin advised that letters had recently been sent out to all parents/carers of Year 10 students, and the vast majority had responded to indicate that their child would be returning to school. Greg Godwin also confirmed that approximately 200 students in Year 10 had been completing their online work, which had been set during lockdown. Greg Godwin felt confident and encouraged that a good number of Year 10 students would be returning to school after 15th June.

A Trustee asked if it was felt that staff felt happy, confident and safe to return to work?

Greg Godwin confirmed that, following a recent meeting with the Unions, questions and concerns had been addressed, and no further concern had been expressed.

A Trustee asked about the additional costs involved with the buses?

Helen Smart advised that the cost for the buses was £150 per day, and the plan was to run the buses for 1 week and then review the situation. Helen Smart stated that she had no concerns about the buses, and Carol Hubbard confirmed that it would not be necessary for all of the buses to run each day.

A Trustee asked if it was expected that all students travelling on buses would wear a mask, and was it the intention that the school would provide these?

Carol Hubbard confirmed that students would be expected to wear a mask whilst travelling on the bus, and Helen Smart advised that students would be expected to provide their own mask.

A Trustee asked what would happen if a student did not have a mask to wear?

Helen Smart advised that the school was working with the Local Authority and following its guidance on the wearing of masks, and all parents/carers and students had been told that they would need to do this if they were travelling by bus.

The same Trustee asked if the school intended to have a stock of masks to provide to students who did not have one?

Helen Smart stated that caution would need to be exercised should the campus provide masks, as it was proven that they were not as reliable should they be worn more than once.

A Trustee asked if the school would be enforcing the need for uniform to be worn?

Greg Godwin advised that an Addendum to the Behaviour and Standards Policy had been written, and would be placed in the Trustees folder for information. Greg Godwin continued to confirm

Greg Godwin



	<p>that students had been requested to wear uniform, but there were no plans to enforce this.</p> <p>A Trustee asked if there was an expectation that the school would be reviewing and sending out reports?</p> <p>Carol Hubbard advised that all year groups had already had reports sent to parents/carers this year, so legally, this had already been covered, however it was acknowledged that, moving forward, the school would need to find different ways of reporting to parents/carers.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>4. Risk Assessment:</p>	<p>Greg Godwin referred to the Re-Opening Risk Mitigation document, shared ahead of this meeting, and thanked Helen Smart for leading the Premises team, who had carried out extensive work to enable the campus to re-open.</p> <p>Helen Smart confirmed that a school Union representative, with a particular Health & Safety remit, had recently walked around the campus and was more than happy with the arrangements which had been put into place.</p> <p>Helen also advised that she had met with those staff members with a responsibility for first aid on campus, and would also be meeting with the cleaning team to share latest guidance. Information to all staff would be issued ahead of a whole school training session, scheduled for Monday 15th June.</p> <p>A Trustee asked if risk assessments for those staff who had identified themselves as being clinically vulnerable had been carried out?</p> <p>Helen Smart confirmed that those staff members who fell into the clinically vulnerable (BAME) group had been contacted, to enable concerns to be addressed, following the Local Authority's Risk Assessment guidance, and all but those staff members who were currently shielding would be coming back onto campus at some point after 15th June.</p> <p>A Trustee asked for confirmation that the school was confident that there would be enough first aid trained staff, as well as DSL staff members on site each day?</p> <p>Both Greg Godwin and Helen Smart gave their assurance that this had been planned and implemented.</p> <p>A Trustee asked for all Policies which had been updated to be placed into the Trustees folder.</p> <p>The Chair thanked all involved in the preparation of these documents, and the huge amount of work and responsibility,</p>	<p>Clerk</p>



	<p>carried out by Mandy Bearne and all staff members in preparation for the wider re-opening of the campus.</p> <p>There were no further questions, and The Board agreed to the plans for wider re-opening, from 15th June 2020, as presented.</p>	
5: Governor Meeting Dates 2020-21:	<p>Draft meeting dates for next academic year, had been shared ahead of this meeting, and a suggestion was made as to the possibility of conducting the Head/Chairs/Clerk meetings, scheduled for a Friday morning, virtually.</p> <p>The Chair pointed out that these dates were very much provisional, pending any Government announcements moving forward.</p> <p>The Chair and Clerk agreed to re-visit these dates ahead of the start of the new academic year.</p>	Chair/ Clerk
6. Staff Update:	<p>Greg Godwin confirmed that all teaching posts, previously advertised, had now been filled and these new staff members had attended 3 virtual training sessions, held at the beginning of this month. These sessions had been recorded and sent out to all attendees for their future information.</p> <p>There would be a number of internal interviews taking place in the coming weeks, with the new Headteacher being part of some of these.</p> <p>Helen Smart advised that there were a number of support staff vacancies, interviews for some of which would be taking place during the next few weeks. There were also a number of posts currently being advertised.</p> <p>There were no further questions or discussions on this agenda item.</p>	
7. Review minutes from the last meeting of the LAB, held on 10th March, and Trustees, held on 21st January, and confirm accuracy:	<p>The minutes, along with actions, from the meeting of the LAB, which took place on 10th March 2020, were reviewed, and a Trustees asked how students would be obtaining their exam results this year?</p> <p>Carol Hubbard advised that, upon receipt, these results would be distributed electronically to relevant students, and asked that Trustees be aware that these results would be statistical, so it would not be possible to evaluate them in the same way at the beginning of next academic year.</p> <p>Whilst reviewing actions from these minutes, it was confirmed that one report from the Governor Engagement Day, held in March 2020, was currently being prepared, and upon receipt, all of the individual reports would be circulated to the Head and Chair by the Clerk for review, prior to general publication.</p> <p>There was no further discussion, and these minutes were confirmed as a true record.</p>	Clerk



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Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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	The minutes from the last meeting of the Trust Board, held on 21 st January 2020, were reviewed and confirmed as a true record.	
	<p>The Chair and Vice Chair advised Trustees present of the recent resignation from the Board of Marcel Gil, due to increased work commitments. Trustees present thanked Marcel for his past commitment and support and wished him well for the future.</p> <p>Trustees discussed the membership of the Board and the outstanding vacancies, and it was acknowledged that it was essential to seek a Trustee with financial expertise. The Chair and Clerk agreed to place an advert as soon as possible.</p> <p>It was acknowledged that the Chair had met with an interested party prior to lockdown, (CV having been circulated to The Board before this meeting) and it was hoped that an appointment would be made in September 2020.</p> <p>There were no further questions or discussion.</p>	Chair/ Clerk

The meeting closed at 6.50pm.

Signed by Chair:.....

Date:.....

SUMMARY OF ACTIONS:

NAME	ACTION
Greg Godwin	<p>Procedure for fire evacuation to be recorded within the Wider Opening Checklist document.</p> <p>Clearer language to reflect the arrangement for 'home visits' contained within the Wider Opening Checklist document.</p> <p>Trustees folder to be kept up-to-date with the latest information and guidance documents.</p>
Clerk	<p>Addendum to the Behaviour and Standard Policy to be uploaded to the Trustees folder.</p> <p><i>Agenda item 3.</i></p>
Clerk	<p>All updated policies, with respect to Covid-19 plans, to be uploaded to the Trustees folder.</p> <p><i>Agenda item 4.</i></p>



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Chair/Clerk	Re-visit calendar for next academic year to review dates. <i>Agenda item 5.</i>
Clerk	Circulate all Visit Reports from Engagement Day to Head and Chair, once final report has been received.
Chair/Clerk	Place advert for new Trustee with financial expertise. <i>Agenda item 7.</i>