



Minutes of an extraordinary meeting of the Trustees of Brookvale Groby Learning Trust, held via Google Meet On Thursday 20th August 2020

PRESENT

Mr C Acton (Chair)
Mrs H Stockill (Vice Chair)
Mrs H Brown
Mr K Stewart

Mr B Jones
Mr M Richardson
Mr S Goddard

Also in attendance: Ms M Bearne (Acting Headteacher)
Mr W Teece (Headteacher as of 31st August 2020)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	No apologies for absence were received.	
2. Declarations of interest:	No declarations of interest were declared at this point in the meeting.	
	<p>Connor Acton open the meeting by thanking those in attendance, and reiterating that this extra meeting of the Trust Board had been requested to share and approval the plans, shared with Trustees ahead of this meeting, which had been put into place for the re-opening of the campus at the end of August 2020. It was noted that these plans had been under constant review, with work continuing to be carried out over the summer break. It was also suggested that grades and predicted grades should not form part of the discussion at this meeting, and should be deferred to a later date.</p> <p>Will Teece presented the Movement Plan for the Autumn term and confirmed that the majority of student movement would be outside of the buildings, with 'holding areas' being fully signposted close to classrooms, where students would be supervised whilst waiting to enter. A site walk had taken place earlier that day, with various adjustments being made following this. Will Teece stated that the curriculum had been timetabled to allow for minimal movement wherever possible. Will Teece confirmed that this Movement Plan had been shared with Faculty Leaders and Union Representatives.</p> <p>A Trustee asked if a plan was in preparation for wet weather?</p> <p>Will Teece presented a document detailing the various areas around the campus which were designated for each year group, and advised that indoor space was minimal and although there was a plan in place for wet weather, this would need to be</p>	



observed and tried and tested, with adjustments being made as and when necessary.

Will Teece confirmed that Post 16 student numbers were looking healthy, and designated space had been allowed for non-contact individual study time.

A Trustee questioned the movement around the outside campus, and the use of the road?

Will Teece advised that the road would be closed to all traffic during the school day, allowing more space for students to cross between the 2 buildings. Will confirmed that extra staff would be out on duty first thing in the morning, last thing in the afternoon and during lesson changeover times.

Will Teece thanked Helen Smart and the Premises Team for reconfiguring the classrooms around the site, adding partitioning where necessary to avoid students sitting facing each other. Hand sanitisers and cleaning packs would be available in all rooms and 12 additional hand washing basins had been purchased to place around the campus at different locations, to increase hand hygiene. Extra cleaning staff had been employed across the campus, with a Cleaning Plan being put in place to ensure thorough cleaning every day.

Will Teece stated that each year group would have its own sitting during the lunch break, rotating on a 2 week cycle. This information will be relayed to students by Form Tutors on the first day back after the summer holiday. This information would also be cascaded to staff during the 2 training days at the end of August.

A Trustee asked if the classrooms would be sanitised between groups?

Will Teece confirmed that this would be the case after certain practical lessons, but guidance did not dictate that this was necessary after every lesson. Helen Smart would be organising a cleaning rota so that those classrooms would be cleaned should a different bubble group be entering, after another group had left. Will Teece also stated that a Google Form would be produced, to enable staff to register any issues which they may encounter along the way, and also to be able to suggest possible solutions to these issues.

Will Teece shared the information which had been sent out to parents, detailing the various safety measures being put into place, and confirmed that the guidance was monitored vigorously as it changed and updated on a regular basis.

A discussion was entered into regarding the wearing of face masks, and Will Teece confirmed that a number of visors had been ordered for staff should they wish to use them. It was noted that



current guidance stated that masks were not mandatory in a school environment.

A Trustee asked if, following the distribution of various guidance letters to parents, the campus had received a large number of questions?

Will Teece advised that 17 responses had been received from parents, with no major concerns. Will confirmed that a further letter clarifying the transport situation had been sent out to parents, following the local lockdown restrictions which had been put into place.

A discussion took place regarding Google Classroom, and how the campus was looking at best supporting parents with their understanding of this moving forward, should a further lockdown be necessary in the future.

A Trustee asked what plans the campus were putting in place regarding discipline, particularly with students coming back into school following a long period of absence, with lots of changes being forced upon them?

Will Teece advised that extra staff would be on duty during break and lunch times to monitor the flow of student movement with a focus on behaviour. The usual behaviour systems would continue to be in place, but detention systems would need to be reviewed in order to lessen the number of students being together in one place.

An in-depth discussion followed, part of which focused on staff absence during the Autumn Term, which could have a massive impact on the campus. Will Teece advised that he had emailed all teaching staff to gauge interest in covering for absent colleagues, during PPA lessons. Will explained that this would help to lessen the number of agency staff coming onto the site, and those staff who covered would be reimbursed for this.

Following discussion, all Trustees present gave their full approval to the plans for campus re-opening at the end of August 2020, as presented.

Connor Acton advised the meeting that he had asked Elaine Freeman to draft letters of thanks to various key staff members, for all of their efforts (and continuing work) in preparing the campus for the Autumn Term.

**Elaine
Freeman**

Signed by Chair:

Date: 15th September 2020