



**Minutes of a meeting of the Trustees of  
Brookvale Groby Learning Trust, held on  
Tuesday 21<sup>st</sup> January 2020**

**PRESENT**

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

Mr S Goddard  
Mr B Jones  
Mr P Leatherland -  
during item 4

Also in attendance: Ms M Bearne (Acting Headteacher)  
Mrs E Freeman (Clerk to the Trust Board)

AGENDA ITEM	<b><i>DENOTES GOVERNOR CHALLENGE</i></b> <b><i>DENOTES CAMPUS ACHIEVEMENT</i></b>	ACTION
<b>1. Apologies for Absence:</b>	Apologies for absence were received from Geeta Parekh, Michael Richardson and Marcel Gil. These were formally approved by the Trustees.	
<b>2. Declarations of interest:</b>	No declarations of interest were made known at this point in the meeting.	
<b>3. Management Accounts:</b>	The Chair of Finance & Operations Committee (F&O) presented the Management Accounts, documentation which had been shared ahead of this meeting, and confirmed that there was nothing of concern for December 2019.  A brief discussion followed.  There were no questions or further discussion on this agenda item.	
<b>4: Science Classroom Refurbishment:</b>	Trustees noted the information shared ahead of this meeting, with details of the proposed spend for the refurbishment of the Science classrooms in both buildings. The Chair of F&O advised that some of this work would be carried out by campus Premises staff, with other works being outsourced. It was stated that this work would begin during the summer holidays, but was unlikely to be completed during this period, with further works carrying on during the October break. The Chair of F&O advised that he was seeking the approval of Trustees for this spend.  <i>Peter Leatherland joined the meeting at this point – 6.45pm.</i>  <b>A Trustee asked if there were other faculty areas which could also benefit from refurbishment? Care would need to be taken when decisions such as this were made.</b>  The Acting Headteacher advised that there were other areas which would be considered at a later date.	



	<p><b>A Trustee asked if any resources within the Science faculty would need to be updated as a result of the classroom refurbishment, thus leading to extra spend?</b></p> <p>The Acting Headteacher advised that this would not be the case, as resources were good within Science, with Laboratory Assistants being efficient in this area.</p> <p>The Acting Headteacher stated that the campus had devised 'Master Plans' for certain areas where there was a need.</p> <p><b>A Trustee asked if the size of any of the Science classrooms would impede the refurbishment?</b></p> <p>The Acting Headteacher stated that the different layouts of the classrooms within this faculty had been taken into account to ensure the best use of the space available.</p> <p>Following discussion, Trustees gave their approval for the spend of this money.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>5: 2019/20 Current KPI Analysis:</b></p>	<p>The meeting discussed the current Key Performance Indicators (KPI), documentation which had been shared ahead of this meeting, and the Acting Headteacher advised that praise should be given to the former Headteacher for his work in this area.</p> <p>Section 2 – Quality of Education was discussed, with the Acting Headteacher explaining the section detailing those teaching staff who had partially met their career stage expectations for cycle 1 – 2019/20.</p> <p><b>A Trustee asked why teachers were moving from pay band 2-3, when they had only partially met their expectations?</b></p> <p>The Acting Headteacher explained that in those cases, there had been only 1 element which had been partially met, and a discussion followed.</p> <p>The Acting Headteacher pointed out that in the 2019 Autumn term, no Professional Development Reviews (PDR) had been organised for staff members, due to the reduced capacity within the Senior Team, however this was something which it was hoped would begin again once the new Headteacher was in place.</p> <p>Referring to Section 1 – Overall Effectiveness, <b>a Trustee asked if the campus was comfortable in its decision to rate the majority of areas as being Outstanding?</b></p> <p>An in-depth discussion followed on the likelihood of the campus being graded Outstanding at its next Ofsted inspection, with Trustees agreeing that the impact on the introduction of Knowledge Organisers would not show for at least 3 years.</p>	



	<p>Trustees discussed the Curriculum Impact (Outcomes), with the Acting Headteacher advising that it was predicted that progress would be better this year than in 2018.</p> <p>Section 3 – Behaviour and Attendance was discussed, with the Acting Headteacher stating that the behaviour data was the lowest it had been, with a significant reduction in the number of C1 and 2s being given out to students.</p> <p><b>A Trustee asked if, in the future, it would be possible to show the number of students who had received no behaviour points?</b></p> <p>Attendance was discussed, with the Acting Headteacher advising that the campus had been hit hard during November and December, with flu and sickness viruses, affecting both staff and students.</p> <p><b>A Trustee pointed out that the PA (Persistent Absence) figure shown at 18.9% for the Autumn term was quite high, and stated that illness would not count toward an explanation for this.</b></p> <p>The Acting Headteacher agreed to investigate this.</p> <p>Trustees were pleased to note that the number of students being excluded had lowered and <b>a Trustee asked if it would be possible for the KPI to show the status of students being excluded, eg PP/DS (Pupil Premium/Disadvantaged) etc?</b></p> <p>The Acting Headteacher agreed to include this in the future.</p> <p>Section 4 – Leadership &amp; Management – Staff Absence. <b>It was noted that staff absence had fallen</b>, and the Acting Headteacher advised that absence was now being policed more, and discussions were being held. It was also noted that the campus had not seen as many long term absences in this Autumn term.</p> <p>Trustees discussed the possibility of information regarding careers being included in future KPIs, and it was noted that a presentation on careers would be included on a future LAB agenda.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Acting Headteacher /Deputy Head</b></p> <p><b>Acting Headteacher</b></p> <p><b>Acting Headteacher /Deputy Head</b></p> <p><b>Acting Headteacher /Clerk</b></p>
<p><b>6: Governor Engagement Day:</b></p>	<p>Trustees reviewed the draft programme for the forthcoming Governor Engagement Day, scheduled for 6<sup>th</sup> March 2020, and it was noted that most Trustees/Members had now confirmed their availability.</p> <p><b>A Trustee asked if it would be possible to receive sample questions in advance, detailing what the Senior Team would like Trustees to ask on the day, including questions for the student voice activities?</b></p>	<p><b>Acting Headteacher</b></p>



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Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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	<p>The Acting Headteacher advised that the programme was currently being finalised and would be shared with Trustees ahead of the visit date.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Acting Headteacher</b>
<b>7: Risk Register:</b>	<p>The Risk Register, shared ahead of this meeting, was noted, with the Acting Headteacher highlighting those areas which had been reviewed by the Senior Team.</p> <p>During discussion, <b>a Trustee pointed out that it appeared that items 3.1 and 6.1, relating to numbers at Post 16, were the same risks. It was suggested that these items be combined.</b></p> <p>It was agreed that a GDPR/Data Breach risk should be added to the register, and the Acting Headteacher agreed to discuss this with the Business Director.</p> <p>A discussion took place as to whether it was a possible risk if the campus should be inspected and lose its Outstanding status.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Acting Headteacher</b></p> <p><b>Acting Headteacher</b></p>
<b>8: Feedback from Workload &amp; Wellbeing Group:</b>	<p>Trustees noted the information, shared ahead of this meeting, following the Wellbeing questionnaire, which had been circulated to all staff. The Acting Headteacher stated that it had been disappointing that only 39 staff members had completed and submitted this questionnaire, but it was agreed that it would be beneficial to repeat this exercise in the future, with a revised questionnaire, more bespoke to the campus, and with less questions.</p> <p>The Acting Headteacher advised that a document had been produced, working from the analysis of that questionnaire, detailing short/medium/long term priorities, and this had been discussed with the Workload and Wellbeing Committee, as well as with Union representatives earlier that day. The Acting Headteacher confirmed that this had been well received by Unions.</p> <p>The Clerk was requested to circulate this document to all Trustees, and this should be added to the next meeting agenda.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Clerk</b>
<b>9: TIP Updates:</b>	<p>The Acting Headteacher referred to the TIPs, shared ahead of this meeting, and an in-depth discussion focusing on the History TIP followed, with the Acting Headteacher advising that the recent mock GCSE results had been disappointing. The meeting discussed the plans which the campus had put into place to combat this, and it was agreed that this should be an agenda item at every future Trustees meeting.</p> <p>It was decided to postpone the update re the Pupil Premium and Post 16 TIPs until a future meeting.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>



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	There were no further questions or discussion on this agenda item.	
<b>10: Headteacher Appointment Update:</b>	<p>The Chair provided an update on the Headteacher recruitment process, and advised that 7 prospective applicants had toured the campus ahead of the closing date, which was 9am the following day. The Chair advised that the panel of Trustees would meet the following Monday to shortlist, with interviews being held on 12<sup>th</sup> and 13<sup>th</sup> February. Trustees would be asked, ahead of the interview dates, if they could be available to assist on one or both of these dates, and the Chair would circulate a list of those applicants who had been shortlisted.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Chair of Trustees</b>
<b>11: Minutes of the meeting held on 10<sup>th</sup> December 2019:</b>	The minutes from the meeting held on 10 <sup>th</sup> December 2019 were reviewed and signed as a true record by the Chair.	
<b>12: Confirm date of next meeting:</b>	The date of the next meeting of the Trustees of Brookvale Groby Learning Campus was confirmed as <b>Tuesday 5<sup>th</sup> May 2020, 5.30pm.</b>	<b>All Trustees</b>
	It was noted that the Admissions Policy had been shared with Trustees ahead of this meeting, with comments being requested, prior to approval. Discussions were taking place as to the content of this policy, and it was noted that this was currently ongoing.	<b>Acting Headteacher</b>

Signed by Chair:

Date: 9<sup>th</sup> June 2020

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Acting Headteacher/ Deputy Head</b>	Include the number of students who have received zero behaviour points in the KPI.
<b>Acting Headteacher</b>	Investigate the PA figure of 18.9% contained with the KPI.
<b>Acting Headteacher/ Deputy Head</b>	Include the status of students being excluded in the KPI – eg PP/DS etc.
<b>Acting Headteacher/ Clerk</b>	Include information on careers in the KPI. Include a presentation on careers on a future LAB agenda. <i>Agenda item 5.</i>



<b>Acting Headteacher</b>	Trustees to receive sample questions in advance of Governor Engagement Day – Student Voice/what the Senior Team wish Trustees to ask. Final programme of Governor Engagement Day to be shared with Trustees. <i>Agenda item 6.</i>
<b>Acting Headteacher</b>	Combine items 3.1 and 6.1 on the Risk Register. Discuss with Business Director re adding GDPR/Data Breach to Risk Register. <i>Agenda item 7.</i>
<b>Clerk</b>	Circulate a copy of the Wellbeing questionnaire analysis to Trustee. Include on future Trustee agenda. <i>Agenda item 8.</i>
<b>Clerk</b>	Include History TIP on every Trustees agenda. Include PP and Post 16 TIPs on a future Trustees agenda. <i>Agenda item 9.</i>
<b>Chair of Trustees</b>	Circulate a list of those shortlisted applicants to Trustees. <i>Agenda item 10.</i>
<b>Acting Headteacher</b>	Review the Admissions Policy.