



**Minutes of a meeting of the Local Academy Board**  
**held at Brookvale High School**  
**on Tuesday 1<sup>st</sup> October 2019, 5.30pm**

**PRESENT**

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

Also in attendance: Mrs M Bearne (Acting Headteacher)  
Ms K Lee (Assistant Headteacher) for item 5 only  
Ms C Hubbard (Deputy Headteacher) for items 6 & 7 only  
Mrs E Freeman (Clerk to the Trust Board) minutes

AGENDA ITEM	<b><i>DENOTES GOVERNOR CHALLENGE</i></b> <b><i>DENOTES CAMPUS ACHIEVEMENT</i></b>	ACTION
	Before the commencement of the meeting, it was agreed that Helen Stockill would take Link responsibility for Maths, with Brian Jones taking responsibility for Vulnerable Groups.	
<b>1. Apologies for Absence:</b>	Apologies for absence were received from Ehsan Gill, Tracy Moore and Geeta Parekh. These were formally approved by the committee.	
<b>2. Declarations of interest:</b>	Brian Jones reviewed, signed and dated his Declaration of Interest form. No declarations of interest were made by any governor at this point in the meeting.	
<b>3: Elect Vice Chair of LAB:</b>	Brian Jones expressed his interest in taking up the post of Vice Chair of LAB. All present were in agreement with this. There were no other nominations.	
<b>4: Receive the TOR as set down by Trustees:</b>	All present acknowledged their agreement of the LAB Terms of Reference, shared ahead of this meeting.  There were no further questions or discussion on this agenda item.	
<b>5: Pupil Premium Impact Summary for 2019 Results:</b>	Kathryn Lee presented the PP Impact Summary for 2019, which had been shared with LAB members ahead of this meeting, <b>and committee members were pleased to be advised that there was lots of success to report.</b> Kathryn Lee detailed the make-up of this particular Year 11 cohort, and committee members were advised of the various health issues which had seen an effect on the attendance percentage for this particular group.  Following an in-depth discussion, a committee member asked <b>if reading test data for PP students was shared with teaching staff?</b>	



	<p>Kathryn Lee confirmed that this was shared with staff, and following a question from a committee member, <b>relating to the reading age testing and subsequent support of PP students following this testing</b>, Kathryn detailed the Accelerator Reader program, which was used throughout the KS3 class sets, and advised that it was the PP pledge that all disadvantaged students should have the opportunity to take part in extra-curricular visits such as theatre trips, museum visits etc.</p> <p><b>A committee member asked if PP students ever took part in public speaking/debating activities, and if so how were they guided through this?</b></p> <p>Kathryn Lee agreed that this idea was worth investigating, but she did acknowledge that this avenue may prove difficult for those more anxious PP students.</p> <p>Following discussion, and a question regarding <b>how the speaking and listening skills of this particular cohort of students were recorded into their Knowledge Organisers</b>, Mandy Bearne agreed to investigate this with the English Faculty.</p> <p>The 'Spelling Bee' activity was discussed, and Kathryn Lee agreed to investigate the possibility of PP students getting involved with this.</p> <p>A discussion followed, led by Kathryn Lee, who advised committee members that a campus wide initiative was being promoted with Faculty Leaders this academic year, to push PP students to ensure that their coursework was fully completed and handed in on time.</p> <p>A committee member queried <b>whether there was time to complete extra work in school with this cohort of students</b>, and Kathryn Lee confirmed that this could prove to be an issue this year due to staffing, but she hoped that this would improve once a new PP Co-ordinator was appointed.</p> <p><b>The Chair asked Kathryn Lee if it would be possible for Trustees to receive case studies, ie one for a successful PP student, and one detailing an unsuccessful PP student?</b></p> <p>Kathryn Lee advised that case studies would be shown on the PP Strategy Statement for this year. It was agreed by LAB members that a PP report item should be placed on every LAB committee meeting agenda.</p> <p>There was no further discussion or questions on this agenda item, and those present thanked Kathryn Lee for her presentation.</p> <p><i>Kathryn Lee left the meeting at this point. 6.10pm.</i></p>	<p><b>Mandy Bearne</b></p> <p><b>Kathryn Lee</b></p> <p><b>Clerk</b></p>
<b>6: TIP Reviews from 2018-19 including impact analysis:</b>	<p>Carol Hubbard presented the Targeted Improvement Plans for 2018/19, shared with the committee ahead of this meeting, and those present were pleased to note <b>that the success of the Computing and ICT TIP actions were a direct result of the hard</b></p>	



	<p><b>work and dedication of the Faculty Leader, and his strong teaching team.</b> Carol confirmed that there were no plans for a Computing and ICT TIP for this academic year, but ICT, Level 3 BTEC, would still be watched closely.</p> <p>Following further discussion, the Chair asked the Clerk to draft a letter of thanks to the Computing and ICT Team, on behalf of the LAB committee members.</p> <p>Carol Hubbard advised the committee that History GCSE and A Level were still of concern, and stated the need for the Faculty to fully integrate their course content across the key stages. Carol detailed the staff implications which had contributed to the issues within the Humanities Faculty, and stated that History would continue to be a TIP subject for this academic year.</p> <p>Following an in-depth discussion around why students choose History as a subject, and whether it would be beneficial to appoint a History Link Trustee, a committee member suggested that it may be beneficial for Trustees to meet with the Humanities Faculty to discuss the curriculum content, and it was agreed that this could take place during mid November 2019. It was also suggested that the Humanities Faculty, with a focus on History, be visited as part of the Governor Engagement Day in March 2020.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Clerk/Chair</b></p> <p><b>LAB Committee members</b></p>
<p><b>7: KS4,5 Outcomes – detailed subject analysis and actions plans including TIPs</b></p>	<p><b>KS4:</b> Carol Hubbard drew committee members' attention to the KS4 &amp; 5 Outcomes documentation, shared ahead of this meeting, and advised that there continued to be significant issues with the KS4 results, and in Carol's opinion, this would not be resolved until at least January 2020.</p> <p>As reported to Trustees during their meeting in September, Carol stated that the Graphics re-moderation was still ongoing, and this could have a significant effect on the results once completed. Carol Hubbard detailed the specific concerns with the following Faculty areas:</p> <ul style="list-style-type: none"> <li>• Drama – TIP next academic year if no improvement shown</li> <li>• Music – Faculty Leader currently on maternity leave. Unqualified teacher doing some teaching and this was working well</li> <li>• History – TIP continuing this academic year</li> <li>• Textiles – careful line management of this area.</li> </ul> <p><b>KS5:</b> <b>Committee members were pleased to hear that significant improvements in progress had been seen within those particular groups which were of focus.</b> Carol Hubbard advised that lots of structures had been put into place, including more robust entry requirements, and attendance had been more closely monitored. It was acknowledged that there was still lots of work to do in this area, <b>but it was also obvious that there was lots of positives to report.</b></p>	



	<p>An in-depth discussion followed, with Carol Hubbard detailing the decisions put into place to move away from the BTEC subjects, which ultimately, it was acknowledged, would have a knock-on effect on numbers in Post 16 in the future. It was noted, however, that the campus would still be in a position to offer a good, well-balanced academic Post 16 provision.</p> <p>Carol Hubbard advised that there were concerns in the following Faculty areas:</p> <ul style="list-style-type: none"> <li>• English – currently line managed by Mandy Bearne</li> <li>• Geography &amp; History</li> <li>• Spanish – maternity cover</li> <li>• Textiles</li> </ul> <p>Committee members thanked Carol Hubbard for her presentation and preparation of these reports, and there were no further questions or discussion on this agenda item.</p> <p><i>Carol Hubbard left the meeting at this point. 7pm.</i></p>	
<p><b>8/9/10: Mandy Bearne suggested presenting these 3 agenda items together. All present were in agreement with this:</b></p>	<p>Mandy Bearne drew committee members' attention to the SEF, which she had written and which had been shared with all present ahead of this meeting, and advised that she was currently working on a Summary SEF, which she would share with Senior Team members, to ensure all areas were covered.</p> <p>It was agreed by all present that this Summary document should be added to the beginning of the November agenda for this committee.</p> <p>An in-depth discussion followed, with Karl Stewart sharing his recent experiences from a training course which he had attended, focusing on the preparation of a SEF.</p> <p>The committee discussed the Golden Thread Key Questions, contained within the document previously shared as item 10 on this agenda.</p> <p><b>A committee member felt that it would be useful to make the SEF priorities more specific.</b></p> <p>Following discussion, it was agreed by all present that there may be requirement to convene an extraordinary meeting of the Local Academy Board to specifically focus on the Quality of Education questions, contained within the Golden Thread document. A decision was made to discuss and consider this at the next meeting of the Head/Chair/Clerk on 1<sup>st</sup> November 2019.</p> <p>There were no further questions or discussion on these agenda items, and Mandy Bearne was thanked for her presentation.</p>	<p><b>Mandy Bearne/ Clerk</b></p> <p><b>Mandy Bearne</b></p> <p><b>Head/Chair/ Clerk</b></p>
<p><b>11: Confirmation of the minutes of the meeting held on 18<sup>th</sup> June 2019:</b></p>	<p>The draft minutes from the meeting of the Local Academy Board, which took place on 18<sup>th</sup> June 2019, were reviewed and signed by the Chair as a true record.</p>	





# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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<b>12: Matters Arising from the minutes:</b>	It was noted that the word 'evacuation' contained within agenda item 8, should read 'invacuation'.  There were no further matters arising from the minutes.	
<b>13. Confirm date of next meeting:</b>	The date of the next meeting of the Local Academy Board was confirmed as <b>Tuesday 26<sup>th</sup> November 2019, 5.30pm.</b>	<b>All LAB committee members</b>

There was no further discussion, and the meeting of the Local Academy Board closed at 7.35pm.

Signed by Chair:.....

Date:.....

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Mandy Bearne</b>	Investigate with the English Faculty how the speaking and listening skills of PP students are recorded into their Knowledge Organisers.
<b>Kathryn Lee</b>	Investigate the possibility of PP students getting involved with 'The Spelling Bee'.
<b>Clerk</b>	PP report placed on every LAB agenda. <i>Agenda item 5.</i>
<b>Clerk/Chair</b>	Letter of thanks to the Computing & ICT Team.
<b>LAB committee members</b>	LAB committee members to meet with the Humanities Faculty to discuss the curriculum content – November 2019? <i>Agenda item 6.</i>
<b>Mandy Bearne/SEF</b>	SEF Summary document added to the beginning of the November LAB agenda. <i>Agenda item 8.</i>
<b>Mandy Bearne</b>	Add context to the Golden Thread Key Questions.
<b>Head/Chair/ Clerk meeting 1<sup>st</sup> November</b>	Convene an extraordinary LAB meeting to discuss the Quality of Education questions contained within the Golden Thread document? <i>Agenda item 10.</i>