



**Minutes of the Annual General Meeting of the Members of Brookvale Groby Learning Trust, held at Brookvale High School on Tuesday 22<sup>nd</sup> January 2019, 5.30pm**

**PRESENT**

Mrs V Evans (Member)	Mr J Taylor (Member)
Mrs P Waite (Member)	Mrs B Leonard (Member)
Mrs H Stockill (Chair of Trustees)	Mr B Jones (Trustee)
Mrs H Brown (Chair of LAB)	Mr M Richardson (Trustee)
Mr K Stewart (Trustee)	Mr S Ghumra (Trustee)
Mr S Goddard (Trustee) – <i>from 5.35pm</i>	

Also in attendance: Mr R. Coles (Executive Headteacher)  
 Mrs H. Smart (Business Director)  
 Mr L. Turner (Magma Accountants) – to end of item 5 only  
 Mrs E Freeman (Clerk to the MAT)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i>	ACTION
<b>1. Apologies for Absence:</b>	Apologies for absence were received from Connor Acton, and these were formally approved by the Members.	
<b>2. Declarations of interest:</b>	No declarations of interest were made by any Member at this point in the meeting.  <i>Steve Goddard joined the meeting at this point.</i>	
<b>3. To nominate Chair for this AGM:</b>	The meeting agreed that Helen Stockill would Chair this Members AGM.	
<b>4. Minutes of AGM, held on 16<sup>th</sup> January 2018:</b>	The draft minutes of the Annual General Meeting of the Members of Brookvale Groby Learning Trust, held on Tuesday 16th January 2018, were noted, with an addition of apologies for this meeting from Helen Brown, which were not recorded on the minutes. The minutes were signed by the Chair, with the addition of these apologies.	
<b>5. To formally receive the accounts for the Brookvale Groby Learning Trust 2017/18:</b>	The meeting welcomed Luke Turner of Magma Accountants, who presented the 2017/18 Accounts for the Brookvale Groby Learning Trust, previously circulated to attendees ahead of this meeting.  Luke referred to the Audit Summary Memorandum - Year ended 31st August 2018, and advised the meeting that there had been no issues with this audit, apart from a modification irregularity, which had been accounted for and explained.	



**Helen Stockill asked Luke to explain this irregularity to the meeting.**

Luke explained that an element of a finance lease was included in an agreement for photocopiers, which would be ending during this year.

Luke made reference to the £1,259,050 of available revenue reserve (excluding unspent capital, as at 31st August 2018).

Following information provided by Luke regarding the surplus/(deficit) for the year before LA donation and pension actuarial movement of £265,719, Penny Waite asked:

**Regarding pensions, are there commitments as to what the schools contribute?**

Luke confirmed that this was the case, and that there were lots of factors contained within from the local government pension scheme.

**Penny Waite asked if there was any commitment from the schools towards a lump sum?**

Luke Turner advised that the schools did not contribute towards a lump sum, as the scheme was underwritten by the government, and hence there was no risk should the Academy cease at any point in the future.

Luke Turner then presented the Benchmarking information (previously circulated), which he explained was made up of information from other MATs whom Magma worked for.

**Helen Stockill asked if it were possible to know the make-up of the other MATs?**

Luke Turner confirmed that the MATs were made up of mainly secondary, but also some Primary schools, and a discussion followed around this document, and in particular the information supplied on 'other income'.

Prior to the presentation of the full accounts, John Taylor asked:

**Have these accounts already been submitted and approved by Trustees?**

Luke Turner and Helen Smart confirmed that Trustees and Finance & Operations Committee had already approved these accounts, and they had also been submitted to the ESFA. This initiated a discussion as to whether it was better practice for the Members AGM meeting to be held in December, before the accounts were presented and submitted. Helen Stockill advised, however, that there was no requirement for these to be approved by Members before submission to the ESFA, and that the Members were



	<p>only actually ‘receiving’ the accounts as opposed to ‘approving’ them.</p> <p><b>Penny Waite asked Robert Coles to explain his forecast regarding these accounts?</b></p> <p>Robert Coles confirmed that there was an in year deficit at Key Stage 4/5, but a plan of action was currently being implemented, following a meeting involving Helen Stockill, Helen Brown, Steve Goddard (in his capacity as Chair of Finance &amp; Operations Committee), along with Robert Coles. This action plan of savings involved a reduction in teaching staff, which would mainly come from natural wastage, along with a curriculum review, which the Deputy Headteacher was currently working on.</p> <p>Robert Coles went on to explain that the campus had recently seen a significant increase in the number of maternity leaves amongst teaching staff, but had initiated a plan to cover these in-house wherever possible.</p> <p>Steve Goddard reassured the meeting that the Finance &amp; Operations Committee had refused to recommend the budget until a savings plan of action was in place.</p> <p>Shamir Ghumra further advised that Trustees had been made fully aware of this financial situation and were carefully monitoring.</p> <p>There were no further questions on this agenda item and governors thanked Luke Turner for his presentation and information on the accounts.</p> <p><i>Luke Turner left the meeting at 6pm.</i></p>	
<p><b>6. Strategic priorities for the Trust and progress towards them – Consultation on merger:</b></p>	<p>Robert Coles delivered a presentation by way of a Powerpoint, to the meeting on the merger consultation and advised that it was a possibility, following the merger, that the Multi Academy Trust would revert back to a Single Academy Trust. Robert explained that the merger application would be submitted in February, but it was pleasing to note that the strategic objectives of the Trust linked closely with the new Ofsted framework, which had recently been announced.</p> <p>A discussion followed, centred around the suggested name change to The Groby Learning Campus, following the merger. Robert Coles explained that the current plan was to close Groby Community College, thus keeping the Brookvale ‘Outstanding’ status and advised the many advantages of becoming a single school.</p> <p>Following an in-depth discussion, John Taylor recommended that it may be beneficial to go ahead with the merger initially, and then come back to the decision on the name of the school.</p>	



	<p><b>Karl Stewart asked if it was the intention to involve the students in the name change decision?</b></p> <p>Robert Coles confirmed that this would most certainly be the case.</p> <p>The meeting was in favour of the gradual merger, and agreed that it was a sensible decision, having many benefits for both schools. It was duly noted that any name change would have to be brought to a future meeting of the Members.</p>	<p><b>All Members</b></p>
<p><b>7. Progress towards our values:</b></p>	<p>Robert Coles introduced this item as a Powerpoint presentation to the meeting and a discussion followed.</p> <p><b>Penny Waite asked Robert Coles how the campus is promoting and encouraging students to aspire towards a University placement, such as Oxford?</b></p> <p>Robert Coles explained the role of the Higher Prior Attainment Co-ordinator and advised that students were able to benefit from visits to Universities during Key Stage 3 and 4, as part of the widening participation scheme, and that the Co-ordinator worked with a higher attainment group within Key Stage 5. Robert did state, however, that he would investigate how students were selected for these visits, and how this was publicised, but did assure the meeting that students from all different backgrounds were included.</p> <p><b>John Taylor asked what CPD opportunities were offered to support staff?</b></p> <p>Helen Smart and Robert Coles advised that support staff were involved in networking groups, as well as free CPD sessions available with Warwickshire College regarding mental health training. Two members of the support team were also due to attend mental health training provided by the Local Authority in February. Robert Coles also explained that a number of Learning Support Assistants had gone on to do their teacher training after supporting students on campus. Helen Smart also advised that performance management appraisals often brought training/CPD needs of support staff to light.</p> <p>It was explained that all staff are offered a personal review meeting during the first term, to enable them to discuss their future aspirations and needs. The meeting was pleased to be advised that the number of staff taking advantage of these meetings had risen this year.</p> <p>A discussion followed, with Robert Coles advising those present of the number of schools whom Brookvale Groby are currently working with to provide support, as well as the number of potential teacher trainees coming in to the campus to gain a day's school experience. A number of these potential trainees do go on to apply for a teacher training course through the School Direct channel,</p>	<p><b>Robert Coles</b></p>



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Robert Coles, Headteacher

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	<p>often bringing them back to the campus via the Groby and Partners route.</p> <p>Viv Evans asked if it was felt that the campus could carry on supporting other schools once it became one body?</p> <p>Robert Coles confirmed that he hoped that this would be the case.</p>	
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There were no more questions from the room.

It was agreed that Members should be invited to the final meeting of the Trustees, scheduled for **Tuesday 2<sup>nd</sup> July 2019.**

The AGM of the Members of Brookvale Groby Learning Trust concluded at 6.45pm.

Signed by Chair:.....

Date:.....

## **SUMMARY OF ACTIONS:**

NAME	ACTION
<b>All Members</b>	Following the proposed merger of the two schools, approval from the Members should be sought prior to a new campus name change being announced.
<b>Robert Coles</b>	Investigate how students are selected for University visits, and how this activity is publicised within the campus.