



**Minutes of a meeting of the Trustees of  
Brookvale Groby Learning Trust, held at Brookvale High School  
on Tuesday 10<sup>th</sup> December 2019**

**PRESENT**

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

Mr S Goddard  
Mr B Jones  
Mr M Gil  
Mr P Leatherland

Also in attendance: Ms M Bearne (Acting Headteacher)  
Mr G Godwin (Senior Deputy Headteacher)  
Mrs C Hubbard (Deputy Headteacher)  
Ms K Lee (Assistant Headteacher)  
Mr C Bugh (Assistant Headteacher)  
Mrs H Smart (Business Director) - Minutes

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 Elaine Freeman, Geeta Parekh and Michael Richardson. 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.	
	The Chair of Trustees welcomed Peter Leatherland to his first meeting of the Trustees of Brookvale Groby Learning Trust.	
<b>3. Pupil Premium Impact Data:</b>	<p>Kathryn Lee presented the Pupil Premium Impact Data, with particular focus on Year 11.</p> <p><b>A Trustee asked Kathryn Lee to explain the term SPI?</b></p> <p>Kathryn Lee advised that SPI is the average of National students, comparing our students against SISRA.</p> <p>Kathryn Lee pointed out that by January, following the next data trawl, the figures should be available showing the current position and teacher prediction.</p> <p><b>A Trustee asked how the curriculum met the needs of these students?</b></p> <p>Kathryn Lee explained that EBAC was not the correct path for all students, and students should be able to articulate why they have made their subject choices.</p>	



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	<p><b>A Trustee thanked Kathryn Lee for her comprehensive report, and asked that targets and predictions be put onto the next report.</b></p> <p>Kathryn Lee was thanked for her presentation, and there were no further questions, or discussion, on this agenda item.</p>	<b>Kathryn Lee</b>
<p><b>4: Post 16 FIP:</b></p>	<p>Chris Bugh presented this agenda item, and a discussion followed.</p> <p><b>A Trustee asked that thanks be passed on to the Head Girls.</b></p> <p><b>A Trustee asked that, should the government take away vocational subjects, what would be the strategy to retain academic students?</b></p> <p>Following discussion, it was agreed that this item should be included on the Risk Register.</p> <p>Mandy Bearne advised that there were few non-traditional subjects in the curriculum and stated that 20 students out of the year group were currently studying non-vocational subjects.</p> <p><b>A Trustee asked if Mandy Bearne felt that this was a viable number to run a sixth form?</b></p> <p>Mandy Bearne confirmed that County Post 16 data numbers currently shows Brookvale Groby Learning Campus as being the 3<sup>rd</sup> - 4<sup>th</sup> largest sixth form centre.</p> <p><b>A Trustee asked about the marketing opportunities available to the campus?</b></p> <p>Carol Hubbard advised that marketing had proved more difficult recently, as other schools did not allow marketing opportunities where they themselves are attached to a sixth form centre.</p> <p><b>A Trustee asked for Post 16 viability to be added to a future F&amp;O agenda, should the campus loose the 20 vocational students.</b></p> <p>There were no further questions, or discussion, on this agenda item.</p>	<p><b>Clerk</b></p> <p><b>Helen Smart</b></p>
<p><b>5: Analyse School Performance Data 2019-20 (unvalidated):</b></p>	<p>Carol Hubbard presented this agenda item.</p> <p><b>Referring to page 4 of the documentation shared ahead of this meeting, a Trustee expressed concern that staff absence figures seemed to be high and asked what steps the campus was taking to improve this?</b></p> <p>Helen Smart advised that the campus was currently looking at Staff Absence Management software, which would help to monitor and analyse absence, as well as bringing staff and Line Managers' attention to the number of days absent.</p>	



	<p><b>The Chair asked for information on the Staff Absence Management software to be brought to a future meeting of the Trustees.</b></p> <p>Carol Hubbard was thanked for her presentation and there were no further questions or discussion on this agenda item.</p>	<p><b>Helen Smart/ Clerk</b></p>
<p><b>6: Determine the curriculum for the campus:</b></p>	<p><b>Following discussion, a Trustee asked what percentage of students currently took 2 languages?</b></p> <p>Carol Hubbard advised that a third of the cohort currently took 2 languages.</p> <p><b>A Trustee asked if there were any Pupil Premium students currently taking a second language?</b></p> <p>A discussion followed, with Carol Hubbard stating that the campus had a positive ‘setting’ process and advising that Pupil Premium students were not able to move down the sets without the permission of either Carol Hubbard or Kathryn Lee.</p> <p>A discussion followed with specific focus on the possible removal of Performing Arts as a subject in the future.</p> <p>Carol Hubbard stated that consideration would be given to this decision once numbers had been received, and it could be seen how many students had chosen this subject.</p> <p><b>A Trustee asked for clarification on the term ‘dynamic curriculum’?</b></p> <p>Carol Hubbard confirmed that ‘dynamic’ means an engaging curriculum which is not static.</p> <p><b>A Trustee asked if a Faculty Leader would be able to explain why their curriculum was chosen, and would they be able to explain a student’s journey through the years? Would they be able to articulate the experience of the students?</b></p> <p>Carol Hubbard explained that they most certainly would be able to do all of the above.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>7: Curriculum – Progression and Sequencing:</b></p>	<p>It was decided to move this agenda item to a future meeting of the Trustees.</p>	<p><b>Clerk</b></p>
<p><b>8: History TIP:</b></p>	<p>Carol Hubbard and Mandy Bearne drew Trustees’ attention to the documentation shared ahead of this meeting and a discussion followed.</p>	



	<p><b>A Trustee asked if the Student Voice activity which had been carried out, was specifically for History? Did the campus have anything comparative for another subject?</b></p> <p>Carol Hubbard advised that she didn't have any other Student Voice as a comparison.</p> <p><b>A Trustee asked what Carol Hubbard expected the impact of the TIP to be?</b></p> <p>Carol responded that she expected there to be some improvement, but that there would still be lots of work to do.</p> <p><b>A Trustee asked if the faculty appeared to be focused?</b></p> <p>Carol confirmed that they were focused, and advised that different members of the Senior Team were dropping in. Carol stated that the faculty had been focusing on subject knowledge and not on exam question skills.</p> <p><b>A Trustee asked how the campus would guard against this with the new exam board?</b></p> <p>Carol advised that the faculty would lose some content, and practice skills.</p> <p><b>The same Trustee asked if the faculty were clear what these skills were?</b></p> <p>Carol confirmed that the faculty were clear and she advised that this practice needed to begin in Key stage 3.</p> <p>Following this discussion, all agreed that the History TIP needs to be a focus on the upcoming Governor Engagement Day.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Mandy Bearne</b>
<p><b>9/10/11: 2019-20 Accounts Approval/Finance Report/Audit Report:</b></p>	<p>Following discussion, the accounts as presented were recommended by the Chair of the Finance &amp; Operations Committee, and Trustees agreed to accept this recommendation.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>12/13: Risk Register/Trust Improvement Plan 2020-21:</b></p>	<p>Trustees agreed to move these items to a future Trustees agenda.</p> <p>With reference to agenda item 13, Mandy Bearne advised the meeting that she had recently had a conversation with the RSC, who had no concerns over the campus, and was happy to leave the school to consolidate, then wait until the new Headteacher had been appointed and visit the campus to observe/discuss the local landscape.</p> <p>This was no further discussion on this agenda item.</p>	<b>Clerk</b>



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<b>14: Governor Engagement Day:</b>	All Trustees were asked to advise the Clerk of their availability for the forthcoming Governor Engagement Day on Friday 6 <sup>th</sup> March 2020. Early suggestions were:  Curriculum/Intervention – Helen Stockill/Helen Brown Vulnerable Groups – Brian Jones, Geeta Parekh History – Karl Stewart/Marcel Gil Behaviour – Michael Richardson, Peter Leatherland Post 16 – Connor Acton/Steve Goddard.  There were no further questions or discussion on this agenda item.	<b>All Trustees</b>
<b>15: Trustees Skills Audit:</b>	Unfortunately, not all Trustees had completed and submitted their Skills Audit document. All present were respectfully asked to do this as soon as possible.	<b>All Trustees</b>
<b>16: Minutes of the meeting held on 17<sup>th</sup> September 2019:</b>	The minutes of the meeting held on 17 <sup>th</sup> September 2019 were reviewed and signed by the Chair as a true record.	
<b>17: 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 21<sup>st</sup> January 2020, following the Members AGM.</b>	<b>All Trustees</b>

Signed by Chair:.....

Date:.....

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Kathryn Lee</b>	Add targets and predictions to the next PP report. <i>Agenda item 3.</i>
<b>Clerk</b>  <b>Helen Smart</b>	Letter of thanks to the Head Girls.  Strategy to retain academic students should government take away vocational subjects at Post 16 – add to Risk Register. <i>Agenda item 4.</i>
<b>Helen Smart/ Clerk</b>	Information on the Staff Absence Management software – add to future Trustees agenda. <i>Agenda item 5.</i>
<b>Clerk</b>	Curriculum – Progression and Sequencing to be added to a future Trustees agenda. <i>Agenda item 7.</i>



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<b>Mandy Bearne</b>	History TIP to be a focus of Governor Engagement Day. <i>Agenda item 8.</i>
<b>Clerk</b>	Risk Register & Trust Improvement Plan 2020-21 – Add to future Trustees Agenda. <i>Agenda item 12/13.</i>
<b>All Trustees</b>	All Trustees to advise the Clerk of their availability for Governor Engagement Day – 6 <sup>th</sup> March 2020. <i>Agenda item 14.</i>
<b>All Trustees</b>	All Trustees please complete and submit the Skills Audit document. <i>Agenda item 15.</i>