



**Minutes of a meeting of the Trustees of  
Brookvale Groby Learning Trust, held at Brookvale High School  
on Tuesday 17<sup>th</sup> September 2019**

**PRESENT**

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

Mr M Richardson  
Mr S Goddard  
Mr M Gil

Also in attendance: Ms M Bearne (Acting Headteacher)  
Mr G Godwin (Senior Deputy 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, Shamir Ghumra and Brian Jones. These were formally approved by the Trustees.  Trustees were informed that Shamir Ghumra had, that afternoon, tendered his notice and had advised the Chair that he would be standing down from his position as Trustee as of December 2019. Trustees were sorry to receive this news, but fully understood the reasons behind this decision.	
<b>2. Declarations of interest:</b>	Elaine Freeman distributed original copies of the Declarations of Pecuniary Interest forms, previously completed by Trustees, and asked for these forms to be checked and re-signed and dated, should there be no changes to note. Forms will be emailed to those Trustees who were absent from this meeting. No other declarations were made by those present.	
	Helen Stockill welcomed Mandy Bearne to her first meeting, in her capacity as Acting Headteacher of Brookvale Groby Learning Campus.  It was agreed, at this point, to move agenda items 4 and 5 to further along the agenda, so as to coincide with the appointments of Trustees/Chair/Vice Chair. All present were in agreed with this.	
<b>3. Safeguarding Update/Approval of 2019/20 Trust Policy:</b>	Greg Godwin presented the Safeguarding Policy, shared ahead of this meeting, and Trustees noted that KCSIE 2018, which appeared on the Agenda for this meeting, should actually read KCSIE 2019.  Greg Godwin advised the meeting that this was a Leicestershire Model Policy, adopted by the campus (as well as other schools	



	<p>similar to Brookvale Groby) which had not seen any major changes for the past 2 years, and Greg went on to advise of the minor amendments which had been made to this Policy.</p> <p>The meeting discussed the section relating to peer on peer abuse, now contained within this Policy, and Greg advised that this guidance had been included in the campus's Anti-Bullying Policy for this academic year, which had been circulated to all Trustees. Greg Godwin stated that he had recently delivered assemblies to all students regarding peer on peer abuse, with particular reference to the new laws around 'up-skirting'.</p> <p>Greg Godwin advised that all staff had received extended safeguarding training (a requirement every 3 years) which had been delivered on the first training day in August 2019.</p> <p>Helen Brown advised the meeting that Geeta Parekh and herself had attended this training.</p> <p>In response to Greg Godwin's advice that all staff had been asked to sign a form confirming that they had received the extended safeguarding training, Helen Brown asked that this form also be provided to Geeta and herself to enable their attendance to be recorded.</p> <p><b>Helen Stockill stated that she had emailed through a number of comments regarding this Policy, and following discussion, it was agreed that Greg Godwin should alter the formatting on various pages, and the front sheet should be amended to read 'Safeguarding Policy' as opposed to 'Child Protection Policy'.</b></p> <p>Following a brief discussion, Trustees present gave their approval to this Policy, following incorporation of the changes discussed.</p> <p>Greg Godwin was thanked for his safeguarding update, and there were no further questions or discussion.</p> <p><i>Greg Godwin left the meeting at this point – 5.50pm</i></p>	<p><b>Greg Godwin</b></p> <p><b>Greg Godwin</b></p>
<p><b>6. Management Accounts:</b></p>	<p>Steve Goddard presented a summary of the management accounts, shared with Trustees ahead of this meeting, and advised <b>that the carry forward stood at £1.476,400 – much better than originally predicted.</b></p> <p><b>Helen Stockill asked how this affected the reserves?</b></p> <p>Steve Goddard agreed to investigate this at the next meeting of the Finance &amp; Operations Committee.</p> <p>Steve Goddard advised that the campus was pleased to see a continued increase in lettings, and detailed the savings which had been achieved on support staff, following a re-shape due to the merger of the two schools.</p>	<p><b>Steve Goddard</b></p>





	<ul style="list-style-type: none"> <li>• <b>Section 6: Exclusions:</b> Trustees were pleased to be informed that figures contained within this section were below the national average.</li> <li>• <b>Section 11: Staff Absence:</b> Following discussion, Trustees noted a fall in teaching staff absence, but an increase in support staff long term absence. Karl Stewart asked Mandy Bearne if any members of staff were currently receiving attendance support? Mandy confirmed that one member of staff, with a long term absence of more than 6 months, was due to have a further meeting which would involve a member of the HR team from County Hall.</li> <li>• <b>Section 12: Health &amp; Safety:</b> Following discussion, Steve Goddard advised that he was part of the Health &amp; Safety Committee, and all aspects were discussed during regular meetings, and brought back to Finance &amp; Operations Committee.</li> </ul> <p>Governors thanked Mandy Bearne for her presentation of this document, and there were no further questions or discussion.</p>	
<p><b>8. Review Trust Improvement Plan/set objectives for 2019/20:</b></p>	<p>Mandy Bearne presented the Trust Improvement Plan 2018/19 and a discussion followed relating to the growth of the MAT.</p> <p>Helen Stockill advised that Robert Coles (former Headteacher of the campus) and herself had met, last academic year, with the RSC (Reginal Schools Commissioner), to discuss the growth of the MAT. Helen stated that it was the opinion of the RSC at that time that there was no need for the MAT to grow, and there was no concern around this.</p> <p>Helen went on to explain that, following the resignation of Robert Coles at the end of last academic year, she had been approached by three different Trusts, who were interested in discussing a possible merger. Helen advised that it was her opinion that we should keep a healthy dialogue open, but that we should stay as a single school for the foreseeable future. Trustees were in agreement with this.</p> <p>Helen Stockill asked Trustees to consider whether they felt it was of benefit to continue to update the Trust Improvement Plan moving forward, or whether this should be 'parked' until a new Headteacher is appointed.</p> <p>Following various discussions throughout this meeting, it became evident that it would be beneficial to continue to update the Trust Improvement Plan, and Trustees were in agreement with this.</p> <p>Trustees discussed the knock-on effect to class sizes, due to reducing the teaching time in ADT subjects for Post 16. Mandy Bearne explained that there had been concern over this raised by</p>	





	<p>a Post 16 parent. Mandy advised that discussions were being held relating to reducing ADT subjects next academic year, particularly those subjects where results were falling, and class numbers were dropping.</p> <p>Helen Brown asked for this item to be brought to a future meeting of the Local Academy Board for discussion.</p> <p>Helen Stockill advised the need to define the strategic priorities for leadership into the Trust Improvement Plan. Mandy Bearne agreed to compile this.</p> <p>Mandy Bearne was thanked for her presentation and there were no further questions or discussion relating to this agenda item.</p>	<p><b>Mandy Bearne/ Clerk</b></p> <p><b>Mandy Bearne</b></p>
<p><b>9. Review impact from Campus Improvement Plan 2018/19:</b></p>	<p>Mandy Bearne presented the Campus Improvement Plan for 2019/20, shared with Trustees ahead of this meeting.</p> <p>Mandy made reference to the work which Kathryn Lee, Assistant Head, had carried out relating to the Pupil Premium (PP) students, following the resignation of the PP Co-ordinator. Mandy advised that Kathryn Lee was keeping a tight control on this situation, with no PP student moving into a different Set without her knowledge. It was evident that this work continued to assist with closing the gap between this cohort of students.</p> <p>Mandy Bearne advised Trustees that lesson observations around the campus had been reduced, with 'drop ins' now being conducted for no more than 10 minutes at a time. Mandy did advise that, although this was much more beneficial to staff wellbeing, it did make it difficult, particularly for Faculty Leaders, to make an informed judgement on lessons observed.</p> <p>Connor Acton asked if, in Mandy's opinion, students would be able to speak eloquently about their learning should they be required to do so?</p> <p>Mandy Bearne presented Trustees with a copy of the Learning Journey document, which was contained within all students' work books, as well as displayed on classroom walls. A discussion then took place around this document.</p> <p>Connor Acton asked if students were spoken to during these lesson drop ins?</p> <p>Mandy Bearne confirmed that they were not spoken to, but were asked on separate occasions to come along to speak to a member of the Senior Team, with their work books.</p> <p>Drop-ins during tutor time were discussed, with Mandy Bearne advising that Tina Ruming (Student Support Manager) was continuing to drop in to Year 11 tutor groups to observe the use of Knowledge Organisers.</p>	



	<p>The Accelerator Reader programme, overseen by Kathryn Lee, was discussed, and Mandy Bearne advised that this was proving to be extremely beneficial to students, with literacy being a focus for this academic year.</p> <p>Mandy Bearne showed a copy of the 'Route to Resilience' document, which had been produced in conjunction with teaching staff during last academic year. Mandy explained that work was continuing to finalise this, and Trustees requested that when this document is fully available, then a copy be placed in the Important Document folder within the Governance Drive.</p> <p><i>Michael Richardson left the meeting at this point – 7pm.</i></p> <p>There were no more questions or discussion on this agenda item, and Trustees thanked Mandy Bearne for her information.</p>	<b>Mandy Bearne/ Clerk</b>
<b>10. Approve Campus Improvement Plan 2019/20:</b>	<p>Mandy Bearne presented the Campus Improvement Plan for 2019/20 and Trustees noted the following points:</p> <ul style="list-style-type: none"> <li>• <b>Positive Progress 8 score</b></li> <li>• <b>New structure for Student Leadership Team – more opportunities for Post 16 students to become involved in this</b></li> <li>• <b>Wellbeing/workload of teaching staff being a focus</b></li> <li>• <b>Post 16 tutor programme, now seeing all Post 16 students coming to tutor time, even if they have no scheduled lessons in the morning.</b></li> </ul> <p>Trustees agreed to review this document again in February 2020.</p> <p>There were no more questions or discussion on this agenda item, and Mandy Bearne was thanked for her presentation.</p>	<b>Clerk</b>
<b>11. Approval of Performance Management Policy:</b>	<p>Mandy Bearne advised that there had been no alterations to the Performance Management Policy, other than to change 'lesson observations' to 'lesson visits'. Trustees gave their approval to this Policy.</p>	
<b>12. Update re appointment of Headteacher:</b>	<p>Helen Stockill advised that Helen Brown, Steve Goddard and herself had been working on the Headteacher Recruitment Pack, and Helen distributed a timeline to all present for their information.</p> <p>Following discussion, Helen Stockill confirmed that any member of the Trust Board was more than welcome to join the panel for the shortlisting stage, should they wish, and Trustees asked for the Recruitment Pack to be available to them once completed. Mandy Bearne agreed to arrange for all Trustees to be able to access the Recruitment folder contained within Google Drive.</p> <p>Following a question from Trustees, Elaine Freeman agreed to investigate the procedure for appointing a Headteacher, and in particular whether Trustees are able to delegate appointment responsibility to the interview panel, or whether there needs to be a meeting of the Board prior to appointment.</p>	<b>Mandy Bearne</b>  <b>Clerk</b>



<p><b>4/5. Agree Structure of Governance/Scheme of Delegation/Terms of Reference for the LAB &amp; Establish Trustee and Governor Links:</b></p>	<ul style="list-style-type: none"> <li> <b>Scheme of Delegation:</b>            Following discussion, it was agreed that at this present time, there was no future use for this document. The Scheme of Delegation should be 'parked' and brought back into use should another Trust join the MAT in the future.         </li> <li> <b>Governance Structure:</b>            Helen Stockill confirmed that she had reviewed and updated this document.            It was agreed that Elaine Freeman should source the Finance &amp; Operations Terms of Reference and let Helen Stockill have sight of these, prior to insertion into this document.            Trustees reviewed the structure of the Board, detailed on Page 7, and agreed that it would be useful to show the separate denomination of each Trustee eg Parent/Co-opted.         </li> </ul>	<p><b>Clerk/ Helen Stockill</b></p> <p><b>Clerk</b></p>
<p><b>13. Appoint Trustees/Governors:</b></p>	<p>It was agreed by all present that the following link areas should be allocated for this academic year:</p> <ul style="list-style-type: none"> <li>Helen Brown – English/Post 16</li> <li>Karl Stewart – Teaching &amp; Learning/Outcomes</li> <li>Steve Goddard – Health &amp; Safety/Science</li> <li>Michael Richardson – Safeguarding</li> <li>Geeta Parekh – Behaviour &amp; Standards (in her absence)</li> <li>Brian Jones – Maths/SEND (in his absence).</li> </ul> <p>At this point in the meeting, the Trustees discussed the recruitment of new Trustees, and Elaine Freeman distributed the CV of an interested party.</p>	
<p><b>14. Appoint Chair of Trustees/Vice Chair:</b></p>	<p>Helen Stockill advised the meeting of her intention to step down as Chair of Trustees, after 4 years in post.</p> <p>Helen Stockill proposed that Connor Acton take over as Chair of Trustees, and Helen Brown seconded this proposal. All present were in agreement, and Connor confirmed his acceptance of this.</p> <p>It was proposed that Helen Stockill should take up the Vice Chair post, and all were in agreement with this. Helen confirmed her acceptance of this.</p> <p>It was agreed that a second Vice Chair be investigated at the next meeting of the Trustees.</p> <p><b>Note:</b> In his capacity of Chair of Trustees, Connor Acton agreed to contact the interested party, whose CV had been shared,</p>	<p><b>Connor Acton</b></p>
<p><b>15. Appoint Chair of LAB:</b></p>	<p>Helen Brown was happy to continue in her role as Chair of LAB, and all present confirmed their acceptance of this.</p>	



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

	Vice Chair of LAB will be appointed at the first meeting of this Committee.	
<b>16. Minutes of the meeting held on 2<sup>nd</sup> July 2019:</b>	The minutes of the meeting held on 2 <sup>nd</sup> July 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 10<sup>th</sup> December 2019, 7.30pm.</b>	

There was no further discussion, and the meeting of the Trustees closed at 7.50pm.

Signed by Chair:.....

Date:.....

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Greg Godwin</b>	Pink Safeguarding Attendance form provided to Helen Brown and Geeta Parekh to enable their attendance on the first training day to be recorded.  Adjustments to formatting of Safeguarding Policy prior to publication. <i>Agenda item 3.</i>
<b>Steve Goddard</b>	How does the Carry Forward affect the Reserves?  More dialogue included in the Summary of the Management Accounts document for ease of understanding for Trustees. <i>Agenda item 6.</i>
<b>Clerk</b>	Management Accounts to be on ongoing item on Trustees Agenda. <i>Agenda item 6.</i>
<b>Mandy Bearne</b>	Quality of Education altered to Outstanding. Consideration given to altering Behaviour, Attendance and Post 16 Centre judgements to Outstanding.  Inform Trustees of outcome re marking of Graphics papers. <i>Agenda item 7.</i>
<b>Mandy Bearne/ Clerk</b>	Add possible reduction of ADT class sizes in Post 16 for next academic year, to a future LAB meeting.  Continued...
<b>Mandy Bearne</b>	Define the strategic priorities for leadership into the Trust Improvement Plan <i>Agenda item 8.</i>





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<b>Mandy Bearne/Clerk</b>	Place a copy of the 'Route to Resilience ' document in the Important Document folder which it is finalised. <i>Agenda item 9.</i>
<b>Clerk</b>	Review CIP 2019/20 at Trustees in February 2020. <i>Agenda item 10.</i>
<b>Mandy Bearne</b>	All Trustees to be able to access the Recruitment folder with Google Drive.
<b>Clerk</b>	Investigate procedure for appointment of Headteacher. <i>Agenda item 12.</i>
<b>Helen Stockill/Clerk</b>	Amendments to Governance Structure document. <i>Agenda items 4/5.</i>
<b>Connor Acton</b>	Meet with possible new Trustees. <i>Agenda item 14.</i>