



**Minutes of a meeting of the Local Academy Board  
held at Brookvale Groby Learning Campus  
on Tuesday 26<sup>th</sup> November 2019, 5.30pm**

**PRESENT**

Mrs H Brown (Chair)  
Mr K Stewart  
Mr B Jones  
Mr M Richardson  
Mrs T Moore  
Mrs G Parekh

Also in attendance: Mrs M Bearne (Acting Headteacher)  
Ms K Lee (Assistant Headteacher) for items 1-4 only  
Mr G Godwin (Senior Deputy Headteacher) for items 1-9 only  
Mrs E Freeman (Clerk to the Trust Board) minutes

AGENDA ITEM	<i><b>DENOTES GOVERNOR CHALLENGE</b></i> <i><b>DENOTES CAMPUS ACHIEVEMENT</b></i>	ACTION
<b>1. Apologies for Absence:</b>	Apologies for absence were received from Connor Acton and Ehsan Gill. These were formally approved by the committee.	
<b>2. Declarations of interest:</b>	No declarations of interest were made by any committee member at this point in the meeting.	
<b>3: Approve SEND Policy, followed by Information Report:</b>	<p>Committee members gave their approval to the SEND Draft Policy, shared ahead of this meeting.</p> <p>Kathryn Lee drew the attention of the committee members to the SEND Summary Impact Report, shared ahead of this meeting. Kathryn Lee advised that 4 SEND students in Year 11 had been monitored, but Kathryn stated that progress in English is still of concern, particularly with those students with a diagnosis of Dyslexia. Kathryn pointed out that the extended writing requirements of the exam have had a significant impact on this.</p> <p>Kathryn stressed that progress across all subjects for SEND students continued to be tracked rigorously. <b>Kathryn was delighted to report, however, that 1 student within the SEND cohort had achieved a Pass in English Language and Literature.</b></p> <p>Regarding the links with looked after children (LAC), Kathryn Lee confirmed that Michelle Tointon, SENDCO, regularly shared information and strategies with staff members, and Kathryn explained the work of the dedicated Emotional Learning Support Assistant (ELSA) who is a permanent member of the Learning Support Team.</p>	



	<p>Kathryn Lee shared the success of SEND students at Post 16, some of whom had continued their education at University. Kathryn confirmed that Michelle Tointon was continuing to work on understanding the needs of Post 16 SEND students, since the SEND Faculty had merged across campus.</p> <p><b>Kathryn Lee was pleased to advise that Brookvale Groby Learning Campus continued to see success within its SEND Faculty, and advised the meeting that the Faculty had worked hard to achieve a good, positive reputation within the County.</b></p> <p>There was no further discussion on this agenda item, and the Chair thanked Kathryn Lee for the information and documentation which had been shared and presented, and asked that the thanks of the committee also go to Michelle Tointon for her work in this area.</p>	
<p><b>4: Disadvantaged Students TIP (Targeted Improvement Plan):</b></p>	<p>Kathryn Lee presented the TIP for disadvantaged students, with particular focus on Year 11, by way of a Powerpoint, which had been shared ahead of this meeting, and advised that this group of students were dominated in particular by their ethnicity as White, British.</p> <p>Kathryn explained that Tracy Moore (Staff Governor, present at this meeting) had been appointed as SEND/Pupil Premium Administrative Assistant, and would begin in this role at the beginning of the following week. Kathryn explained that within her role, Tracy would build relationships with those hard to reach parents, and continue to monitor attendance, as well as progress.</p> <p>Kathryn Lee distributed an example of a BRAG (Blue, Red, Amber, Green) sheet to the meeting and a discussion followed.</p> <p><b>A committee member asked if Kathryn Lee envisaged the TIP being in place for the whole of the academic year?</b></p> <p>Kathryn advised that Government requirements were that planning should be in place for 3 years ahead, but the TIP could be reviewed after 2 years.</p> <p>Kathryn Lee went on to explain that it was a Government requirement that two thirds of those students taking part in trips to various University providers should be from Pupil Premium groups. (This was a question from a previous LAB meeting).</p> <p><b>A committee member asked if the TIP had been shared with all teaching staff?</b></p> <p>Kathryn Lee advised that it was the intention that all staff should have sight of this Plan.</p> <p><b>A Committee member asked if the school provided funding for all PP students to take part in trips?</b></p>	



Kathryn Lee stated that funding was provided for all mandatory trips, with part-funding being put in place for other curricular based trips, such as the annual trip to Normandy, France, for example. The yearly ski trip to America was not funded. Kathryn went on to advise the requirement that all PP spending should be closely monitored and justified.

**A committee member asked if data was available to show how many disadvantaged students took part in extra-curricular activities on campus?**

Kathryn Lee advised that students recorded all extra-curricular activities in their Student Planners, so that this data could be extracted.

**A committee member asked if the Accelerator Reading programme (explained by Kathryn Lee at past LAB meetings) had now been rolled out to KS3 students?**

Kathryn Lee confirmed that this had now begun with Years 7, 8 and 9, following a trial period, which had seen improvement in over half of students who took part.

**A committee member asked if there were any more early intervention programmes which would be introduced in the future?**

Kathryn Lee stated that options were always being investigated, but the quality of teaching and learning would always remain a priority.

**A committee member asked what strategies were in place for engaging with parents?**

Kathryn Lee advised that historically, this had proven difficult, but she was encouraged that, with the appointment of Tracy Moore, this would improve over time. Kathryn stated that parents were always encouraged to come along to Parents Evenings, with the previous PP Co-ordinator going out into the community to visit these hard to reach parents.

**A committee member asked if it would prove useful to include parental engagement within the TIP?**

Kathryn Lee agreed that this could be useful.

**A committee member asked what steps were in place to support disadvantaged students with their Knowledge Organisers?**

Kathryn Lee stated that all Tutors were asked to prioritise PP and disadvantaged students within tutor time, and Kathryn advised that she too assisted regularly with Knowledge Organiser work.



	<p>Mandy Bearne confirmed that the Faculty Leader for D&amp;T organised regular Knowledge Organiser catch-up sessions, and it was agreed that this should also be included in the TIP.</p> <p>There were no further questions or discussion on this agenda item, and the Chair thanked Kathryn Lee for her presentation, and her work on this area.</p> <p><i>Kathryn Lee left the meeting at this point – 6.15pm.</i></p>	<p><b>Kathryn Lee</b></p>
<p><b>5 &amp; 6: Pastoral Impact Reports/Attendance and Behaviour Escalation:</b></p>	<p>Greg Godwin presented the Pastoral Impact Reports on behaviour, attendance and exclusions, shared with the committee ahead of this meeting, <b>and the meeting was pleased to be advised that exclusion numbers, behaviour incidents and low level disruption in classrooms continued to decline.</b></p> <p>Greg Godwin advised the meeting that certain groups of students within Years 9 and 10 continued to be a challenge, but went on to state that the behaviour of a group of girls (as reported at a previous LAB meeting) had significantly improved since a key member of the group had moved to an alternative provision outside of the campus.</p> <p>Both Greg Godwin and Mandy Bearne advised the meeting that a large number of prospective parents had toured the campus during the first half of this term, <b>with much positive feedback being received. Indeed, Greg went on to explain how a parent had asked to speak to him privately following a group tour, to state how much the visit had allayed her initial concerns about behaviour on campus.</b></p> <p><b>A committee member asked if the behaviour figures as presented related to a cluster of students, or single students?</b></p> <p>Greg Godwin advised that this can vary from year to year, with last year's figures mainly relating to a cluster of Year 9 boys, and Year 10 girls.</p> <p><b>Committee members were pleased to be advised that the combined absence figure for both schools was 2% lower than the national figure.</b></p> <p>Greg Godwin went on to state that the Attendance Officer for the campus did periodically go out to the homes of those regular non-attendees, when they were not in school, but this proved to be an enormous task due to the large intake area of the campus.</p> <p>Greg reported that the SEND attendance was lower than the National average, and this was an ongoing challenge, even though this cohort of students represented a small group.</p> <p>Greg Godwin went on to explain the strategies in place on campus to try to improve the attendance of those SEND and FSM (Free School Meals) students, such as weekly Inclusion meetings</p>	



	<p>involving members of the Pastoral staff, and Attendance Clinics, organised by the Attendance Officer, where support for low attending students was offered.</p> <p><b>A committee member asked if the campus issued Penalty Notices?</b></p> <p>Greg Godwin confirmed that Penalty Notices were issued, and advised that one parent had been served with a Community Service Notice, following a number of Penalty Notices being received.</p> <p>The meeting went on to discuss the issues with non-attendance on the last school day of term – eg Christmas, Summer – when the campus closed at lunchtime, and Greg Godwin advised that a letter was always distributed to parents/carers, ahead of the end of each term, setting out the expectations of the campus.</p> <p>There were no further questions or discussion on these agenda items.</p>	
<p><b>7: Review a section of the CIP (Campus Improvement Plan) relating to tutoring/standards/summary of quality of tutoring standards 2018/19 and any action completed:</b></p>	<p>Greg Godwin referred to the section of the CIP relating to Tutoring Standards, which had been shared ahead of this meeting.</p> <p>Greg advised that Tutoring had been a focus of last academic year, and that he was satisfied that standards had shown an improvement because of this. Greg reported that Tutors were regularly visited during form time, and standards were challenged. Directed activities had been introduced, which followed on from assemblies during the week, and Knowledge Organisers were regularly checked by Tutors as well as relevant Heads of Year.</p> <p><b>A committee member asked if it was campus expectation that Post 16 students also attended tutor time regularly?</b></p> <p>Greg Godwin confirmed that this was an expectation, and initially had been a challenge, although Post 16 students were now getting into a good routine and attendance at form time was improving. A good programme had been introduced, focusing on money matters/management etc.</p> <p><b>A committee member asked if it was of concern that the expectation of attendance during form time may put prospective students off applying for a place in Post 16 in the future?</b></p> <p>Both Greg Godwin and Mandy Bearne advised that, to the contrary, during Parent Forum sessions, this had been well received and supported by parents, and this requirement was also in place with other local schools who provided Post 16 provision.</p> <p>There were no further questions or discussion on this agenda item.</p>	



<p><b>8: Safeguarding Action Plan and CPOMS Update:</b></p>	<p>Greg Godwin presented the Safeguarding Action Plan for the campus (which had been requested by Trustees at a past meeting). This document had been shared with the committee ahead of this meeting.</p> <p><b>Those present were pleased to be advised by Greg Godwin that all recommendations arising from this external audit had been put into place, and that the campus had no concerns as to its safeguarding practices and procedures.</b></p> <p>The meeting went on to discuss the CPOMS Program which had been installed and put into use by the campus at the beginning of this academic year. Greg Godwin explained that there were some teething problems with this Program, particularly regarding accessibility from source at times, but that all staff had received training in the use of the system, and it was proving useful.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>9: Mental Health Strategy:</b></p>	<p>Greg Godwin presented the Mental Health Strategy for the campus – documentation which had been shared with the committee ahead of this meeting.</p> <p>Greg Godwin advised that the campus had appointed Head Students, after an application and interview process, and that these appointments were proving to be a very possible addition, with the Head Students in turn, organising a recruitment process for their team. These teams were focusing on charity work and health and wellbeing, but Greg stressed that they were not expected to be peer councillors at any point. A brief discussion followed.</p> <p>There were no further questions or discussion on this agenda item and Greg Godwin was thanked for his presentations and his work in these particular areas.</p> <p><i>Greg Godwin left the meeting at this point – 6.55pm.</i></p>	
<p><b>10: SEF Summary:</b></p>	<p>Mandy Bearne presented the amended Self Evaluation Summary (SEF) for 2019/20, and advised that all alterations, as recommended by Trustees, had now been implemented.</p> <p><b>A committee member asked Mandy Bearne to confirm that she felt confident re the Outstanding judgements contained within the SEF, against the new Ofsted framework?</b></p> <p>Mandy Bearne confirmed that a discussion had taken place during a recent meeting of the Leicestershire Headteachers' group, and a shared document demonstrated that there was no correlation between Progress 8 and judgements. It was evident that it was too early to be able to make any predictions, but Mandy did feel confident with the Outstanding judgements contained within the SEF.</p>	



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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	<p>An in-depth discussion followed, with Mandy Bearne providing committee members with evidence and examples of work/practices which were currently being carried out around the campus.</p> <p>Committee members discussed the upcoming Governor Engagement Day (scheduled for March 2020) and a committee member asked <b>if Post 16 would form a basis of this day?</b></p> <p>Mandy Bearne confirmed that it would, and advised that she was currently working on arrangements, and that the draft schedule would be presented to Trustees at the next meeting in December.</p> <p>There were no further questions or discussion on this agenda item, and committee members thanked Mandy Bearne for her work on the SEF Summary document.</p>	<b>Mandy Bearne/ Clerk</b>
<b>11: Staff Workload and Wellbeing:</b>	<p>Mandy Bearne distributed a leaflet to committee members, part of the wording of which had been shared ahead of this meeting, and advised that it was intended to circulate this to all staff. The leaflet contained photographs from the recent 'You Day', as well as a list of '50+ Things We Do'. A discussion followed.</p> <p><b>A committee member thought that, although the idea of this leaflet was good, it did appear to be extremely 'wordy'.</b></p> <p>Mandy Bearne explained that it was intended to be a celebration of everything positive which took place on campus, but it was decided to look at this again during the meeting of the Wellbeing Committee (of which 2 Trustees were part of) scheduled for 12<sup>th</sup> December 2019.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Mandy Bearne</b>
<b>12: Summary of Exam Analysis Meetings:</b>	<p>Mandy Bearne drew committee members' attention to the Summary of Exam Analysis Meetings document, which had been shared ahead of this meeting. A brief discussion followed, and Mandy thanked those Trustees who had been part of this process.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<b>13: Confirmation of the minutes of the meeting held on 1<sup>st</sup> October 2019:</b>	<p>The minutes from the meeting of the Local Academy Board, which took place on 1<sup>st</sup> October 2019, were reviewed and signed by the Chair as a true and accurate record.</p>	
<b>14: Matters Arising from the Minutes:</b>	<p>The summary of actions, contained within the minutes, was reviewed and discussed.</p>	
<b>15: Confirm date of next meeting:</b>	<p>The date of the next meeting of the Local Academy Board was confirmed as <b>Tuesday 10<sup>th</sup> March 2020, 5.30pm.</b></p>	<b>All LAB committee members</b>



There was no further discussion, and the meeting of the Local Academy Board closed at 7.30pm.

Signed by Chair:.....

Date:.....

## **SUMMARY OF ACTIONS:**

<b>NAME</b>	<b>ACTION</b>
<b>Kathryn Lee</b>	Include regular Knowledge Organiser catch-up sessions, organised by SDI, within the TIP. <i>Agenda item 4.</i>
<b>Mandy Bearne/Clerk</b>	Present draft schedule for Governor Enrichment Day to Trustees in December. <i>Agenda item 10.</i>
<b>Mandy Bearne</b>	Re-look at '50+ Things We do Well' leaflet during meeting of Wellbeing Committee on 12 <sup>th</sup> December. <i>Agenda item 11.</i>