



**Minutes of a meeting of the Local Academy Board
held at Brookvale Groby Learning Campus
on Tuesday 10th March 2020, 5.30pm**

PRESENT

Mrs H Brown (Chair)
Mr B Jones (Vice Chair)
Mr C Acton
Mr K Stewart
Mrs T Moore
Mr P Leatherland – from 5.40pm

Also in attendance: Mrs M Bearne (Acting Headteacher)
Mr G Godwin (Senior Deputy Headteacher)
Ms C Hubbard (Deputy Headteacher)
Mr C Bugh (Assistant Headteacher)
Ms S Williams (Head of School, Ibstock College) for item 3 only
Mrs E Freeman (Clerk to the Trust Board) minutes

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	Apologies for absence were received from Michael Richardson and Geeta Parekh. These were formally approved by the committee. Elaine Freeman advised the committee that a resignation had been received from Ehsan Gill, Staff Governor. Elaine Freeman confirmed that this vacancy had been advertised internally to teaching staff.	
2. Declarations of interest:	No declarations of interest were made by any committee member at this point in the meeting.	
3: NPQH Presentation by Sophie Williams:	The Chair introduced Sophie Williams to the meeting, and Sophie presented her findings on the impact of the introduction of Knowledge Organisers at Brookvale Groby Learning Campus by way of a Powerpoint. This presentation formed part of Sophie's NPQH (National Professional Qualification for Headship). Following a brief discussion, Sophie was thanked for her presentation, and there were no further questions. <i>Sophie left the meeting at 5.45pm.</i>	
4: NPQH Presentation by Greg Godwin:	Greg Godwin presented his findings on the Pastoral system at Brookvale Groby Learning Campus, with particular reference to tutoring. This presentation had been shared with Trustees ahead of the meeting. The presentation formed part of Greg's NPQH. The meeting discussed the possibility of the campus posting information videos on the website concerning the recent outbreak	



	<p>of the Coronavirus. Mandy Bearne advised that she was currently investigating all areas of this idea.</p> <p>Following a brief discussion, Greg was thanked for his presentation, and there were no further questions.</p>	Mandy Bearne
5: Presentation by Chris Bugh on how Teaching & Learning has been developed in 2019/20, QA Impact Report:	<p>Chris Bugh presented, by way of a Powerpoint shared ahead of this meeting, how teaching and learning had been developed in 2019/20, with particular reference to QA (Quality Assurance).</p> <p>Following this presentation, a Trustee referred to Chris Bugh's example of the impact of a student voice activity relating to the MFL (Modern Foreign Languages) Faculty, and asked if it was the intention to carry this activity through to other Faculty areas?</p> <p>Chris Bugh confirmed that it was the intention to do this, and stated that Faculty Leaders were identifying all strands of this area during their regular Faculty Leader meetings, as well as their Line Management meetings with their Senior Leadership link, and meetings with their particular Faculty teachers.</p> <p>A Trustee asked how Work Scrutiny helped to improve teaching & learning?</p> <p>Chris Bugh advised that this academic year, the Senior Team had changed the way in which they conducted a Work Scrutiny exercise, and stated that the focus was now on year groups, as opposed to specific Faculty areas. Chris also advised that Work Scrutiny was focusing on a cross section of students.</p> <p>A Trustee asked how the campus used the information gathered from a Work Scrutiny exercise?</p> <p>Chris advised that this information was shared with Faculty Leaders, as well as being linked to data.</p> <p>Making reference to the section of Chris Bugh's presentation which detailed work on memory revision, a Trustee asked how this advice and guidance was shared with students?</p> <p>Chris stated that this was used to form part of the information shared with parents and students at the recent Year 11 Exam Success Evening, which had been extremely well attended. Revision guidance was also available on the campus website and included in each individual student's Planner.</p> <p>Following a conversation focusing on revision techniques, Chris Bugh agreed to further investigate information sharing on how to revise for specific subjects as opposed to general revision techniques. Chris agreed to speak to individual staff members to glean more information and guidance.</p>	Chris Bugh



	<p>Following a question from a Trustee regarding BRAG sheets and staff expectation, a discussion followed regarding marking and workload.</p> <p>Chris Bugh was thanked for his presentation, and there were no further questions or discussion on this agenda item.</p>	
<p>6: Pupil Premium Review:</p>	<p>Kathryn Lee was unable to attend this meeting, so Mandy Bearne presented the Pupil Premium review on Kathryn’s behalf and referred to documentation shared ahead of this meeting.</p> <p>Mandy Bearne informed the meeting of the steps being implemented to assist with raising standards, particularly in English before the start of exams, and it was noted that the Progress 8 gap between this year and last year had widened. An in-depth discussion took place.</p> <p>In her capacity as SEND & Pupil Premium Administrator, Tracy Moore advised the meeting of the support being put into place for PP students ahead of exams. Aspects of this support included, extra revision sessions, as well as home visits for those students who were particularly vulnerable.</p> <p>Trustees were pleased to be advised by Tracy that attendance for this particular cohort of students was good, and following extensive work with those ‘hard to reach’ families, relationships had been cultivated and it was anticipated that 50% of parents would be attending the upcoming Year 10 Progress Evening.</p> <p>A Trustee asked if those students who had fallen behind their expected targets were made aware of this fact?</p> <p>Mandy Bearne confirmed that they were.</p> <p>Following discussion, Carol Hubbard advised that exam results data would be available for scrutiny at the next meeting of the Local Academy Board in June.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Clerk – Agenda item</p>
<p>7: Curriculum Progression & Sequencing/ Character Curriculum:</p>	<p>Carol Hubbard referred to information shared ahead of this meeting, and also distributed further documentation, resulting from the recent Governor Engagement Day, to support this agenda item.</p> <p>Following discussion focusing on the Learning Journey poster relevant to Year 7, which had been introduced during this academic year, a Trustee asked if this Learning Journey information was displayed in classrooms?</p> <p>Carol Hubbard and Mandy Bearne stated that this was very much still work in progress, with efforts being put into place to fully embed this.</p>	



	<p>A Trustee asked for further clarification on the terminology used regarding curriculum overview and for the different Key Stages to be more consistent, although it was agreed that this overview was much clearer following the Governor Engagement Day.</p> <p>Following discussion, Mandy Bearne agreed to investigate uploading the Learning Journey information onto the SmartParent Portal.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Carol Hubbard</p> <p>Mandy Bearne</p>
<p>8: TIP (Targeted Improvement Plan) Updates – History/Pupil Premium/Post 16:</p>	<p>Mandy Bearne advised the meeting of the support package currently in place for the teaching of History.</p> <p>Following a suggestion from a Trustee, consideration would be given to investigating the use of an outside marking moderator, once the History mock exams had been taken.</p> <p>The committee agreed that the Pupil Premium update, already presented, had covered all areas of the TIP.</p> <p>Chris Bugh explained the plans in place with respect to the Post 16 TIP, which included:</p> <ul style="list-style-type: none"> • Working with Faculty Leaders investigating what works well and what doesn't • Faculty Leadership Team meetings focusing specifically on Post 16 to share best practice • The use of Google Classroom • Sharing of teaching techniques/resources from those Faculty areas which are particularly strong in Post 16 teaching • Post 16 classroom drop-ins. <p>Trustees were pleased to be advised that it was evident that Post 16 students had really engaged with their subject teachers, and indeed it was found, following Year 11 interviews, that a high number of students had chosen to stay at Brookvale Groby for Post 16 teaching because of the positive learning relationships which they had developed with individual subject teachers.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Mandy Bearne</p>
<p>9: Campus Improvement Plan Mid-Year Review:</p>	<p>The Campus Improvement Plan had been shared ahead of this meeting, and all present confirmed that most points contained within had already been covered throughout this meeting.</p> <p>Brief discussion did take place focusing on improvements in Post 16, as reported by Chris Bugh, interviews with Year 9 and 11 students, ahead of GCSE and A Level exams, and work being carried out to re-look at the Rewards procedure.</p>	



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Mandy Bearne, Acting Headteacher

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	It was advised that the next meeting of the Wellbeing Committee would take place on 2 nd April, and feedback from this meeting would be shared with the LAB at the next meeting in June. There were no further questions or discussion on this agenda item.	Clerk – Agenda item
10: Feedback from Governor Engagement Day:	Connor Acton advised that the Governor Engagement Day had once again proved to be highly successful, useful and informative and those Trustees who had attended were thanked. Connor stated that Trustees involved had been asked to submit their reports to Elaine Freeman by the end of March. Mandy Bearne confirmed that following feedback on the day, she had lots of development ideas to implement and share with the new Headteacher. There were no further questions or discussion on this agenda item.	Gov Engagement Day Trustees
11: Confirmation of the minutes of the meeting held on 26th November 2019:	The minutes from the meeting of the Local Academy Board, which took place on 26 th November 2019, were reviewed and signed by the Chair as a true and accurate record.	
12: Matters Arising from the Minutes:	The summary of actions, contained within the minutes, was reviewed and discussed.	
13: Confirm date of next meeting:	The date of the next meeting of the Local Academy Board was confirmed as Tuesday 9th June 2020, 5.30pm.	All LAB committee members

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

Signed by Chair:

Date: 29th September 2020

SUMMARY OF ACTIONS:

NAME	ACTION
Mandy Bearne	Investigate the possibility of the campus posting information videos on the website concerning the recent outbreak of the Coronavirus. <i>Agenda item 4.</i>
Chris Bugh	Further investigate information sharing on how to revise for specific subjects as opposed to general revision techniques. Chris to speak to individual staff



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	members to glean more information and guidance. <i>Agenda item 5.</i>
Clerk	Add exam results data to the LAB meeting agenda for June. <i>Agenda item 6.</i>
Carol Hubbard	Clarification on the terminology used regarding curriculum overview and for the different Key Stages to be more consistent.
Mandy Bearne	Investigate uploading the Learning Journey information onto the SmartParent Portal. <i>Agenda item 7.</i>
Mandy Bearne	Consider investigating the use of an outside marking moderator, once the History mock exams have been taken. <i>Agenda item 8.</i>
Clerk	Update from the meeting of the Wellbeing Committee on 2 nd April, to be added to the June LAB Agenda. <i>Agenda item 9.</i>
Governor Engagement Day Trustees	Report following Governor Engagement Day to be submitted to Elaine Freeman by end of March. <i>Agenda item 10.</i>