



**MINUTES OF A MEETING OF THE TRUSTEES
OF BROOKVALE GROBY LEARNING TRUST
VIA GOOGLE MEET
HELD ON TUESDAY 15TH DECEMBER 2020, 5.30PM**

Present: Mr C Acton (Chair)
Mrs H Brown
Mr S Goddard
Mr B Jones
Mr P Leatherland
Mr M Richardson
Mrs G Parekh
Mr K Stewart

Also in attendance: Mr W Teece (Headteacher)
Mrs E Freeman (Clerk – minutes)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	Apologies for absence were received from Helen Stockill and Ismini Vasileiou. These were accepted by Trustees.	
2. Declarations of interest:	No declarations of interest were reported.	
3. 2019/20 Accounts – Recommend Accounts to Trust Board:	<p>Steve Goddard presented the 2019/20 Accounts, shared with all Trustees ahead of this meeting, and advised that Rebecca Langton, Magma Accountants, had undertaken a full presentation of these accounts during the recent meeting of the Finance & Operations Committee (F&O) on 1st December 2020. Steve Goddard advised that all member of the F&O Committee had given their full approval to these accounts.</p> <p>Steve Goddard advised there had been no issues with the Audit Summary documentation, as far as Magma were concerned, and the F&O Committee had been satisfied with the explanation as to why the school was currently holding a high amount of reserves. A future spending strategy had been discussed and approved.</p> <p>Steve Goddard drew the attention of the Trustees to the Letter of Representation from Magma, and advised the two issues which had been highlighted:</p> <ul style="list-style-type: none"> ● Tendering – medium risk – three tenders should be obtained for all planned work and shared with The Trust Board ● Alcohol – low risk – sales of alcohol through the bar service within the Groby building. Steve Goddard explained that clarification had been sought from the ESFA regarding this, but to date, no response had been received. 	



	<p>It was acknowledged that a copy of the draft minutes from the F&O Committee meeting, held on 1st December, where the Accounts had been presented, had been shared with all Trustees ahead of this meeting.</p> <p>A Trustee asked for clarification that the Tendering process was now clear and would meet the required standards moving forward?</p> <p>Steve Goddard confirmed that all processes with relation to Tendering were now clear and fully in place, and Trustees would be notified of all tendering activity as it occurred.</p> <p>A Trustee asked if any of the reserves money was to be spent on future work on a Science block?</p> <p>Will Teece explained that Helen Smart, Business Director, was planning to use some of the reserves money to compliment a CIF bid, to be submitted in December 2021. It was noted that the more money the school was able to contribute to the bid, the higher the chance of the bid being approved and received. The CIF bid will be used to replace the condemned mobile classrooms outside the Groby building and replace with a new Science block.</p> <p>Following discussion, all Trustees gave their approval to the 2019/20 Accounts as presented.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>4. Finance Report from F&O/ Management Accounts:</p>	<p>Steve Goddard presented the Management Accounts, shared with all Trustees ahead of this meeting and it was noted that the draft minutes from the meeting of the F&O Committee, held on 1st December 2020, had been shared with all Trustees.</p> <p>It was noted that it was highly unlikely that the Ski trip, scheduled to take place in February 2021, would go ahead in light of the current COVID-19 global pandemic, and Steve Goddard advised that if the current situation remained the same in January 2021, then all monies would be recovered from the Ski Company by the RPA.</p> <p>Trustees echoed the thanks of the F&O Committee members to all of the Finance team for their efforts in managing a successful budget in very difficult circumstances.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>5: Report from Local Academy Board (LAB) – Power BI:</p>	<p>Helen Brown drew the attention of Trustees to the draft minutes from the recent meeting of the LAB, held on 24th November 2020, which had been shared ahead of this meeting.</p> <p>Will Teece explained the Power BI software program, which had been presented to the LAB, with approval being given. This program would enable Trustees to access live data, without the need for numerous different sets of paperwork being produced.</p>	



	<p>Questions and explanations with respect to this program would be discussed during future LAB meetings moving forwards. Will Teece confirmed that training would be available to all Trustees to enable them to fully access the program’s dashboard. Will Teece advised that the program was currently undergoing scrutiny to ensure that it was fully GDPR compliant.</p> <p>A discussion followed as to whether all Trustees should be given access to this program or to limit access to just Chairs and Vice Chairs. It was felt that all Trustees should have access, and would benefit greatly from this.</p> <p>A Trustee queried whether GCSE flight paths would be available within this program?</p> <p>Will Teece explained that the program allowed bespoke data to be created. A discussion followed.</p> <p>During discussion, Trustees wished to echo the thanks of the F&O Committee to Steve Ward, Site Manager and Sangeeta Patel, Business Development Officer, for their work on the Health & Safety report, which provided live data to the F&O Committee during its recent meeting.</p> <p>There were no further questions or discussion on this agenda item and Trustees thanked Will Teece for his information with respect to the Power BI program, and looked forward to seeing it up and running in the future.</p>	
<p>6. Post 16 – Head Students’ Impact/Progress so far:</p>	<p>Will Teece presented a Powerpoint describing the work of the Post 16 Head Students, as well as their plans for the future, which had been shared ahead of this meeting.</p> <p>During discussion, Will Teece outlined the school’s plans to work towards becoming an ‘Eco School’, involving work by the Student Leaders, as well as creating Ambassador roles, seeing these particular students become involved in wellbeing, sporting opportunities etc. This would compliment the work already taking place within the Pastoral team.</p> <p>The Chair of the LAB advised Trustees that a presentation from the Student Leaders would be added to future LAB agendas.</p> <p>Trustees thanked Will Teece, and the Post 16 Student Leaders, for this information, and were pleased to be advised of the school’s intention to work towards the Eco Award.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>7. SEF/EIF Review :</p>	<p>Will Teece drew the attention of Trustees to the SEF document, shared ahead of this meeting, and advised that this had been formulated during last academic year. Will Teece stated that, in the current climate and under the new Ofsted Framework, it was unlikely, in the event of an Inspection, that the school would retain its Outstanding status. This, Will Teece explained, was due to the</p>	



fact that the new Framework made it so much harder to gain and retain an Outstanding status, and he believed this would be the case for many schools too. It was acknowledged that the SEF would need to be reviewed from a very different perspective moving forwards.

A Trustee asked if the school had a timeframe in mind for the completion of the SEF?

In answer to this question, Will Teece presented an overview document detailing actions to secure Outstanding, which had been shared ahead of this meeting. Will Teece advised that this document had formed the basis for the start of the review, and update of the SEF, which the Senior Team had been referencing.

Will Teece provided an in-depth analysis of each section of this overview document and a discussion followed.

Will Teece advised that training for Faculty Leaders would be put into place, in preparation for any future Ofsted visit, as many had not been part of an inspection process before. It was acknowledged by all that a bespoke, one off, training session for Trustees would also prove extremely beneficial, in order to enable them to be able to fully articulate all aspects of the new framework, should an Inspection be imminent.

A Trustee stated that it may be beneficial to hold a Trustee Ofsted training session after the SEF had been fully completed.

It was also suggested by a Trustee that a number of Trustees should be selected to be 'well drilled' ahead of an inspection.

Will Teece agreed with this suggestion and advised that, in his opinion, the Framework as it stood may have to be revised to reflect the current situation. Will Teece agreed to organise a bespoke training session for Trustees in the near future.

A Trustee asked if Will Teece felt that the evaluation of Good, as shown within the overview document, was where he felt the campus stood at this present time, or was this a prediction of where the campus would be at the end of this academic year?

Will Teece stated that he felt the campus stood at Good at this point in time, although there was very little data available from last academic year to validate this point of view, due to the COVID-19 pandemic.

During discussion focusing on those areas of the curriculum which included SMSC (Spiritual, Moral, Social and Cultural), Sex and Relationships, British Values, Lifestyle etc, highlighted within this overview document, Will Teece advised that the school had currently purchased Gridmaker, an auditing tool which would identify the location of each of these areas within the curriculum

Will Teece



	<p>across the campus, and highlight any shortfalls, to enable the school to ensure robustness within these key areas.</p> <p>A Trustee asked if this auditing tool could be shared with all Trustees?</p> <p>Will Teece agreed to give Trustees access to Gridmaker when fully available.</p> <p>During discussion focusing on the Lifeskills/Careers section of this document, Will Teece advised Trustees that the school would be working towards Career Mark, supported by the campus Careers Advisor and the Faculty Leader for Lifeskills. This, Will Teece advised, would be extremely beneficial for an Ofsted Inspector to be able to recognise that the school had hit each criteria required for the delivery of these particular areas. Although there was a small cost involved with this, it was felt that this would be well worth the investment.</p> <p>Focusing on the Leadership & Management section, Will Teece stated that the Senior Team did consider that the school was currently still Outstanding in this area.</p> <p>Will Teece stated that, following a meeting of the Head/Chairs/Clerk, the school would be working towards the Governor Mark accreditation, which would highlight to an Ofsted Inspector that governance within the school was effective. It was acknowledged that, upon initial review of the criteria required to achieve this award, the school was already in a very good position.</p> <p>Following an in-depth discussion, Trustees agreed with Will Teece's realistic reflection that the current SEF had changed enormously, with most areas now needing to be downgraded, in light of the new Framework.</p> <p>There were no further questions or discussion on this agenda item and Will Teece was thanked for this information.</p>	Will Teece
<p>8. Risk Register – Section 3: Post 16 Outcomes:</p>	<p>Trustees reviewed Section 3 of the Risk Register, shared with all ahead of this meeting.</p> <p>A discussion followed, with the focus being retention/attraction of Year 11 students, and Trustees agreed with the colour coding and the content within this section as presented.</p> <p>A Trustee asked if in Will's opinion, the COVID pandemic and the disruption to the learning of all students would have clouded the decision making of those Year 11 students on campus, with respect to moving forward with their A Level education?</p> <p>Will Teece stated that every effort had been taken to encourage those Year 11 students who were considering A Level education to stay on campus.</p>	



	<p>A Trustee made mention of the section of this Risk Register associated with COVID-19, and the re-organisation of the school to combat this and minimise disruption. It was reassuring to be made aware of the steps the school had taken, and continued to take, during these unprecedented times.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>9: Approval of Capability Policy/Admissions Policy/Performance Management Policy for 2020/21:</p>	<p>The Clerk pointed out the guidance notes with respect to these Policies which had been included on the bottom of the Agenda for this meeting. It was acknowledged that the Admissions Policy and the Performance Management Policy had not changed from last year, and all Policies had been shared ahead of this meeting. It was noted that Unions had approved the Performance Management Policy as presented, but Will Teece advised of his intention to review and alter this ahead of next academic year, the format of which would be shared with all Trustees.</p> <p>The Capability Policy had altered from last year, with differences being highlighted in Blue for ease of consideration. The Clerk advised that this Policy was a Local Authority Template which had been adapted in places to suit the campus.</p> <p>Following discussion and consideration, Trustees approved these three Policies for use during this academic year.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>10: Review minutes from last meeting of The Trust Board held on 15th September 2020:</p>	<p>The draft minutes from the last meeting of The Trust Board, shared ahead of this meeting, were reviewed and confirmed as a true and accurate record.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>11: Matters arising from the minutes:</p>	<p>It was agreed and noted that all actions from the meeting on 15th September 2020 were now complete.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>12: To confirm date of next meeting – Tuesday 19th January 2021, 5.30pm.</p>	<p>The date of the next meeting of The Trust Board was confirmed. It was noted that the Members AGM would take place ahead of this meeting, beginning at 5pm.</p> <p>There were no further questions or discussion on this agenda item.</p>	

The meeting closed at 6.55pm



Signed by Chair:

Date: 2nd February 2021

SUMMARY OF ACTIONS:

NAME	ACTION
Will Teece	Arrange a bespoke Ofsted training session for Trustees, upon completion of the new SEF. Trustees to have access to Gridmaker when available. <i>Agenda item 7.</i>