



**MINUTES OF A MEETING OF THE TRUSTEES  
OF BROOKVALE GROBY LEARNING TRUST  
VIA GOOGLE MEET  
HELD ON TUESDAY 15<sup>TH</sup> SEPTEMBER 2020, 5.30PM**

**Present:** Mr C Acton  
Mrs H Stockill  
Mrs H Brown  
Mr S Goddard  
Mr B Jones  
Mr P Leatherland (from 5.35pm)

**Also in attendance:** Mr W Teece (Headteacher)  
Mr G Godwin (Senior Deputy Headteacher)  
Mrs E Freeman (Clerk – 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 Michael Richardson and Geeta Parekh .These were accepted by Trustees.	
<b>2. Declarations of interest:</b>	No declarations of interest were reported.	
	Connor Acton welcomed Ismini Visaleou, potential new Trustee, who had joined this meeting as an observer.  It was noted that the NGA Code of Conduct had been circulated to all Trustees, with a view to the school adopting this for this academic year. No concerns or observations had been received regarding this.	
<b>3. Safeguarding Update (KCSIE 2020) approval of 2020/21 Trust Policy:</b>	Greg Godwin presented slides, not previously shared, detailing those changes incorporated into this year’s Keeping Children Safe in Education (KCSIE) document. Greg Godwin advised that there was a very large document to accompany these slides, which he would upload into the Governance Drive, should Trustees wish to familiar themselves with this also. Greg advised that if this was the case, then Trustees should begin at page 115, which contained information relative to this presentation.  <i><b>Referring to Greg Godwin’s point regarding parental right to withdraw their child from any aspect of sex and relationships education, detailed within the KCSIE document, a Trustee asked if the school received any requests to action this right?</b></i>  Greg Godwin confirmed that there were very few parents who exercised this right, and none had done this during last academic year.  Greg Godwin went on to advise Trustees that there had been very few changes to the Local Authority Model Safeguarding Policy, which the school adopted, and confirmed that this Policy had been shared with Trustees ahead of this meeting.	<b>Greg Godwin</b>



**A Trustee asked how the Policy reflected the current situation with COVID-19, and mentioned an Addendum to the Policy, which had been included as necessary in recent years?**

Following discussion, it was agreed that an Addendum to the Policy would be included, as needed, whenever a year group, or bubble, were required to be home-educated due to the current pandemic. This would run in conjunction with the original Policy.

**A Trustee asked how the school was monitoring and registering those students who were currently either self-isolating or being home-educated, from a safeguarding point of view?**

Will Teece confirmed that the SIMS software program had generated new codes with relation to COVID absence, which the school was currently using to register attendance and absence.

**The same Trustee expressed his concern as to how the school was monitoring those students who were being registered as absent due to COVID reasons? What safeguarding contact process was in place?**

Will Teece advised that regular contact via letter or telephone call, as was initiated during the lockdown period, was continuing, with Tutors keeping in regular touch with those students known to be vulnerable.

**A Trustee asked for assurance that every staff member of staff had received adequate safeguarding training with relation to the changes contained within the Policy?**

Greg Godwin advised that the Headteacher had scrutinised the Single Central Record to ensure all safeguarding training was registered, and Greg Godwin confirmed that the CPOMS system was able to register when staff had downloaded and read the relevant safeguarding documentation contained within the Library. Those staff members who did not have internet or computer access had received hard copies of the documentation, and were asked to sign and return a form confirming that they had received and read.

Will Teece advised that as well as the school scrutinising the Single Central Register, an external provider was also being investigated for extra scrutiny to ensure compliance. Trustees would support this assistance from an outside provider.

Greg Godwin stated that it would be useful to have a visit from the Safeguarding Governor as soon as was able, as this had been delayed from last year.

There were no further questions or discussion on this agenda item, and Trustees present accepted and approved the Safeguarding Policy for 2020/21 as presented.

**Greg Godwin**



<p><b>4. Appoint Chair of Trustees/Vice Chair:</b></p>	<p>Connor Acton expressed his desire to remain as Chair of Trustees for a further academic year, and Helen Stockill expressed her desire to remain as Vice Chair. There were no other nominations, and Trustees were in agreement with this.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>5: Appoint Trustees:</b></p>	<p>Trustees as detailed on the Governance Structure document, shared ahead of this meeting, were appointed, with a discussion due to take place with Ismini Visaleiou, potential new Trustee.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>6. Appoint Chair of LAB:</b></p>	<p>Helen Brown expressed her desire to remain as Chair of the Local Academy Board. There were no other nominations, and Trustees were in agreement with this.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>7. Agree Structure of Governance, Terms of Reference for the LAB:</b></p>	<p>The Chair advised Trustees present that there had been little change to the Structure of Governance and Terms of Reference for the LAB, other than some minor word alterations. This document had been circulated ahead of this meeting, and Trustees agreed to approve this document, with the minor alterations included.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>8. Establish Trustee Links:</b></p>	<p>The Chair suggested that he send an email to all Trustees containing the relevant link areas, and would ask Trustees to place their name against the area of their choice.</p> <p>The Chair suggested that he take on the link of safeguarding, as well as the monitoring and scrutinising of the Single Central Record, and Brian Jones expressed his interest in remaining as governor with responsibility for SEND. Trustees present were in agreement with this. It was further agreed that a review of SEND had not taken place last year, and should be placed on the agenda of the next LAB meeting.</p> <p>It was agreed that future discussion should take place as to the best, effective way in which governor monitoring should take place, in light of the current COVID-19 pandemic.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Chair</b></p> <p><b>Clerk</b></p>
	<p>There followed at this point, an update by the Headteacher as to COVID-19 recovery, requested by Trustees.</p> <p><b>Will Teece paid tribute to all of the key staff members, who had worked, and continued to work, tirelessly in order to ensure that the campus was as safe as it could be for both staff members and students – Helen Smart, Premises, IT, Senior Leadership Team, to name but a few.</b></p> <p>Will Teece confirmed that currently three positive cases of COVID-19 had been reported – two staff members and one student. Will Teece stated that a checklist of protocols had now been identified, with template press releases and letters to parents/carers created. Will stated that he was disappointed to report that the response</p>	



from Public Health England, as well as the Local Authority, had not proven to be as useful as he would have hoped, with the onus being very much placed on the school to make its own decisions when a positive COVID case was reported. **Will confirmed that he had shared this protocol with his network of Headteachers across the country, who were now using this as a template model of practice.**

Will Teece went on to explain the internal 'track and trace' system which had been created within SIMS by the Data Team, which showed the movement of all students on campus – groups, classes, rooms used etc. It was hoped that this internal track and trace would now eliminate the need for a whole year group to self-isolate if necessary in the future.

Will explained that communication with parents/carers had been of utmost importance, and numerous positive responses had been received by the school.

Will Teece detailed the 'blended' learning approach which had been implemented across campus, as well as the curriculum work which had been undertaken, involving both students and Faculty Leaders.

Will Teece explained that COVID-19 organisation/implementation had very much overtaken the usual strategic planning work within the school, with all of the 'routine' annual events having to be re-thought and re-planned.

It was explained that COVID-19 testing measures were proving a major hindrance to the school, as staff faced delays in being able to book these, although Will Teece confirmed that the school did hold 10 testing kits which could be used if necessary. It was acknowledged that staff absence moving forwards could become a major concern.

Will Teece went on to explain that staff timetables had been scrutinised, with a view to staff being able to cover for each other, in emergency situations, to avoid the use of Supply Teachers, which would reduce costs and the number of outside visitors coming on to campus. Teachers would be financially reimbursed should they volunteer to surrender their PPA lessons for cover purposes.

The Chair advised that letters of thanks had been sent to key staff members, as well as an email of thanks to all staff.

**A Trustee asked that a sample copy of these letters could be uploaded to the Trustees folder for information.**

Will Teece explained that regular update videos had been shared on social media with parents, and these had proven to be well received.

Clerk





	<p>The Chair advised that one email had been received, for the attention of the Chair of Trustees, from a Year 11 parent who was disappointed that the whole year group had been asked to self-isolate. The Chair confirmed that he would be responding to this, and Will Teece stated that he had spoken at length to this parent, who now understood the reasons why this decision had been taken.</p> <p><b>A Trustee asked if interest had been shown from the Press, following the release that positive tests had been reported?</b></p> <p>Will Teece confirmed that some interest had been received, but the school had declined to comment.</p> <p><b>A Trustee asked how the campus was addressing staff moral and wellbeing?</b></p> <p>Will Teece replied that it was very important to ensure that the joy of being in school was not lost, due to assemblies, staff meetings etc being held remotely, as well as staff not being able to get together to socialise and chat as they would usually do. Will explained that he was currently working on a 'Staff Voice' to distribute, as well as looking at organising a Staff Wellbeing Committee.</p> <p><b>A Trustee asked if the school would be seeking governor representation on the Wellbeing Committee, as had happened in the past?</b></p> <p>Will Teece advised that he was more than happy for a governor to be involved with this if that proved to be useful.</p> <p><b>A Trustee asked how much work would be involved with Exams and Assessments moving forwards?</b></p> <p>Will Teece explained that research was currently being put into the organisation and implementation of these, and that it was likely that Mock Exams would be undertaken within classroom settings, rather than whole year groups being seated together, but Will Teece did acknowledge that a great deal of thought and work needed to put into this.</p> <p><b>A Trustee asked about the remote learning which had been put into place for the self-isolating Year 11 students. How was the quality of this work measured and monitored?</b></p> <p>Will Teece explained that a QA meeting had been held to look at blended learning techniques, and how this can be quality assured and improved. It was acknowledged, however, that this was a new area with different approaches from each faculty. Will Teece confirmed that this continued to be very much work in progress.</p> <p>The Chair thanked Will Teece and all of the staff members for the work which had been put into the implementation of the COVID-19 organisation and procedures.</p>	<p><b>Chair</b></p>
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	<p>There were no further questions or discussion on this agenda item and Will Teece was thanked for this information.</p>	
<p><b>9: Management Accounts – Approval of the Budget:</b></p>	<p>In his capacity as Chair of F&amp;O Committee, Steve Goddard, presented the management accounts and advised Trustees that the Finance &amp; Operations Committee had met the previous day to scrutinise these.</p> <p>Documentation had been shared with Trustees ahead of this meeting, and a discussion followed.</p> <p>Steve Goddard stated that Members were required to confirm their acceptance of the re-appointment of Magma, the external Accountants, and the Clerk was asked to contact Members regarding this.</p> <p><b>A Trustee asked for a statement to be provided by Helen Smart, to be sent to Members in support of re-appointing Magma to this position.</b></p> <p>Trustees were in agreement with recommending this re-appointment to Members for their approval, along with Helen Smart’s supporting statement.</p> <p>Following scrutiny of the relevant documentation, <b>the Chair asked Will Teece if the situation regarding trips (discussed during a recent meeting with the Head and Chairs) had altered in any way?</b></p> <p>Will Teece confirmed that the situation had not changed, and the Ski trip to America, scheduled for February 2021, was causing concern. Will Teece advised that Helen Smart was following the guidance directed to overseas trips, and parents were continuing to make payments towards this, with refunds being given should the guidance change next year, and this trip not be allowed to go ahead.</p> <p><b>A Trustee asked if the fact that the campus was not organising any outside Lettings would have an effect on the budget?</b></p> <p>Will Teece advised that this had affected the budget, with typically £100k being received in income from this, and confirmed that this had been accounted for within the figures.</p> <p>A discussion followed around the strategic financial management of The Trust, and how Trustees could ensure this was fully scrutinised moving forwards.</p> <p>The Chair suggested that within the email sent to Trustees regarding the various link roles for this academic year, a suggestion should be raised as to a member of the Local Academy Board moving on to the F&amp;O Committee to strengthen this.</p> <p>Following discussion, all Trustees present confirmed their agreement for the budget as presented to be submitted to the ESFA.</p>	<p><b>Clerk</b></p> <p><b>Helen Smart</b></p> <p><b>Chair</b></p>



	<p>There were no further questions or discussion on this agenda item.</p>	
<p><b>10: Changes to the Academies Financial Handbook:</b></p>	<p>Steve Goddard advised Trustees that the changes to the Academies Financial Handbook were shown in Red, and had been shared with all present ahead of this meeting.</p> <p>Steve Goddard confirmed that F&amp;O Committee had discussed the numbers on roll moving forwards, as this would have a significant impact on the budget.</p> <p>Trustees noted the changes to the Academies Financial Handbook as presented, and there were no further questions or discussion on this agenda item.</p>	
<p><b>11: 2019/20 Summer KPI Analysis/New KPI document 2020/21 – brief overview taking into account current COVID-19 situation:</b></p>	<p>Will Teece presented documentation to support the 2019/20 Summer KPI and confirmed that this had not been finalised due to the COVID-19 shutdown, and the partial re-opening of the campus.</p> <p>Regarding the 2020/21 KPI, Will Teece advised that he had engaged with other Headteachers of Academy Trusts to ascertain how they were judging KPIs moving forwards, and it was acknowledged that this was going to be very difficult to plan and implement. A discussion followed, <b>with a suggestion being made by a Trustee that this document could be streamlined and reviewed.</b> A decision was made to discuss this during the next Head/Chairs Accounts meeting, scheduled for Friday 2<sup>nd</sup> October.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Head/Chairs</b></p>
<p><b>12: Review impact from CIP 2019/20 – brief overview taking into account current COVID-19 situation:</b></p>	<p>Will Teece presented the CIP 2019/20, shared with Trustees ahead of this meeting, and advised that work on this document had been started by the previous Acting Headteacher, but obviously, the shutdown due to COVID-19 had affected this. An in-depth discussion followed.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>13: Approve CIP 2020/21:</b></p>	<p>The CIP 2020/21 had been shared with Trustees ahead of this meeting, and a discussion followed with Trustees noting that this was very much a working document.</p> <p><b>A Trustee suggested that a summary document detailing strategic themes of the CIP could be produced, which could then link into the KPI, thus providing an easier way for Trustees to monitor against the CIP. It was acknowledged that in its current form, this was an incredibly large document for Trustees to review.</b></p> <p>It was agreed that this document should be discussed during the Head/Chairs meeting on 2<sup>nd</sup> October.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Head/Chairs</b></p>
<p><b>14: Review minutes from last extraordinary meeting of The Trust Board – 20<sup>th</sup> August 2020, and minutes from meeting</b></p>	<p>The minutes from the meeting which took place on 30<sup>th</sup> June were reviewed, and it was noted that the action regarding the sharing of information on Google Classroom should be disregarded, as in light of the COVID-19 pandemic, this was no longer considered to be essential. Trustees were in agreement with this and it was</p>	<p><b>Clerk</b></p>



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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

<b>held on 30<sup>th</sup> June 2020:</b>	<p>confirmed that these minutes were an accurate record of this meeting.</p> <p>The minutes from the extraordinary meeting held on 20<sup>th</sup> August were reviewed, and it was noted that there were no actions following this meeting. These minutes were confirmed as an accurate record of this meeting.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<b>15: To confirm date of next meeting:</b>	The date for the next meeting of The Trust Board was confirmed as Tuesday 15 <sup>th</sup> December 2020, 5.30pm, via Google Meet.	

The meeting closed at 6.55pm

Signed by Chair:

Date: 15<sup>th</sup> December 2020

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Greg Godwin</b>	Upload document to support the KCSIE to the Trustees folder. <b>ACTION COMPLETE.</b>
<b>Greg Godwin</b>	<p>Addendum to the Safeguarding Policy to be included, as needed, whenever a year group, or bubble, were required to be home-educated due to the current pandemic. This to run in conjunction with the original Policy. <b>ACTION COMPLETE.</b></p> <p><i>Agenda item 3.</i></p>
<b>Chair</b>	Email Trustees to establish link roles for this academic year. <b>ACTION COMPLETE.</b>
<b>Clerk</b>	<p>SEND review to be placed on the September meeting of the LAB. <b>ACTION COMPLETE.</b></p> <p><i>Agenda item 8.</i></p>
<b>Clerk</b>	Sample thank you letter and email to staff to be placed in the Trustee folder. <b>ACTION COMPLETE.</b>
<b>Chair</b>	Respond to the parental email of concern re the self-isolation of Year 11 students. <b>ACTION COMPLETE.</b>





	<i>Headteacher COVID-19 Update.</i>
<b>Clerk</b>	Approval from Members as to the re-appointment of Magma, external Accountants. <b>ACTION COMPLETE.</b>
<b>Helen Smart</b>	Statement to be provide to send to Members in support of the re-appointment of Magma, external Accountants. <b>ACTION COMPLETE.</b>
<b>Chair</b>	Email LAB members with a view to one Trustee being seconded to F&O Committee. <b>ACTION COMPLETE.</b>  <i>Agenda item 9.</i>
<b>Head/Chairs</b>	Discussion on 2 <sup>nd</sup> October re streamlining and reviewing the KPI 2020/21 document. <b>ACTION COMPLETE.</b>  <i>Agenda item 11.</i>
<b>Head/Chairs</b>	Summary document, alongside the CIP. Discussion on 2 <sup>nd</sup> October. <b>ACTION COMPLETE.</b>  <i>Agenda item 13.</i>
<b>Clerk</b>	Action point on minutes from the meeting of Trustees, held on 30 <sup>th</sup> June, regarding the sharing of information on Google Classroom should be disregarded due to the COVID-19 pandemic. <b>ACTION COMPLETE.</b>  <i>Agenda item 14.</i>