



**MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD
OF BROOKVALE GROBY LEARNING TRUST
VIA GOOGLE MEET
HELD ON TUESDAY 29TH SEPTEMBER 2020, 5.30PM**

Present: Mrs H Brown (Chair)
Mr M Richardson
Mr B Jones
Mrs G Parekh
Mrs T Moore
Mr J Leonard

Also in attendance: Mr W Teece (Headteacher)
Ms K Lee (Assistant Headteacher)
Ms C Hubbard (Deputy Headteacher)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	Apologies for absence were received from Pete Leatherland and Connor Acton. These were approved by the committee.	
2. Declarations of interest:	No declarations of interest were reported.	
	The Chair welcomed Josh Leonard to his first meeting of the Local Academy Board (LAB), having recently been elected as Staff Governor (Teaching).	
3. Elect Vice Chair of LAB:	Brian Jones confirmed his agreement to continue as Vice Chair of LAB. The committee were in favour of this, and there were no other nominations.	
4. Receive the Terms of Reference (TOR) as set down by Trustees:	Committee members noted the TOR, shared ahead of this meeting, and agreed with the contents within. There were no further questions or discussion on this agenda item.	
5: PP Impact Summary for 2020 Results:	Kathryn Lee presented the documentation relevant to this agenda item, shared ahead of this meeting, and the committee noted that this report reflected the fact that the students had been unable to sit their exams due to the COVID pandemic. A discussion followed. <i>Committee members were pleased to be advised that attainment, within this particular cohort, had increased, and it was hoped that this would continue into next year.</i> Kathryn Lee pointed out that progress was also good, however Maths continued to be an area for focus. Kathryn Lee stressed that all students within this cohort were monitored closely when they began to make their future curriculum	



	<p>choices in Year 9, to enable them to be fully aware of all of the options available to them.</p> <p>Kathryn Lee thanked Tracy Moore for the work which she had carried out with this particular cohort, in her capacity as PP and SEND Co-ordinator, and made mention of the fact that Tracy’s involvement had helped to identify and target particular students much quicker. The school had also recently become involved with PiXL, and it was acknowledged that this would assist greatly within this area.</p> <p>A committee member asked how Kathryn envisaged PiXL assisting this particular cohort?</p> <p>Kathryn Lee advised that this area was just beginning to be explored, but early indications were very encouraging. It was hoped that this would assist the Year 11 students in particular, who had struggled to remain engaged throughout lockdown. Kathryn advised that she was liaising with the Maths Faculty with a view to involving PiXL. English support was also available within PiXL.</p> <p>A committee member made reference to those students who struggled with attendance and mental health issues, and asked if support was in place for students who were outside of this cohort?</p> <p>Kathryn Lee advised that she liaised regularly with Heads of Year and the Attendance Officers, to ensure support for all students who were struggling with both mental health and attendance issues. Kathryn stated that monies received were directed primarily towards PP students, but there was also facility to assist students outside of this cohort as well.</p> <p>A committee member asked if Kathryn Lee could provide numbers of students, outside of this cohort, who were currently receiving assistance and support with attendance and mental health issues?</p> <p>Kathryn Lee confirmed that she was currently working with one student in particular, who was outside of this cohort, but confirmed that Heads of Year and the Attendance Officers all supported within this area. Following discussion, Kathryn Lee confirmed that she would provide specific numbers of students who were receiving this support, outside of this cohort, and report back to a future LAB meeting.</p> <p>There were no further questions or discussion on this agenda item and Kathryn Lee was thanked for her presentation and information.</p>	Kathryn Lee
<p>6. CIP Priorities for 2020-21/Recommend CIP:</p>	<p>Will Teece presented the CIP document, shared ahead of this meeting, and advised that many priorities contained within had rolled over from last year, working in conjunction with Mandy Bearne (previous Acting Headteacher) and the Senior Team. Will Teece did advise, however, that working within the current environment, it had become clear that flexibility around the CIP</p>	



	<p>was of utmost importance, and this would continue to be a working document, with PiXL being included within many faculty areas.</p> <p>The list of priorities for 2020-21 were noted and discussed, and Will Teece confirmed that all priority areas were tied into the Education Inspection Framework.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>7. TIP Reviews from 2019-20. TIPs for 2020-21:</p>	<p>Carol Hubbard presented information relative to this agenda item, which had been shared with the committee ahead of this meeting.</p> <p>Carol drew the committee's attention to the History TIP (Targeted Improvement Plan) for 2019-20, and committee members were encouraged to note the key improvements contained within this for this particular faculty area.</p> <p>Following discussion, Carol Hubbard advised that this year, it had been agreed to alter the History TIP to a History IP (Improvement Plan) giving the faculty area full leadership and line management to monitor moving forwards. Evidence had shown that this faculty was vastly improved, well led, with a range of resources and ideas to bring about the required impact on student outcomes.</p> <p>Carol Hubbard presented the English Lit A Level TIP, and advised that lockdown had meant that this TIP had not moved forwards, but meetings were now taking place to re-visit and re-start this document.</p> <p>Making reference to the PP TIP, Carol Hubbard advised that as per the English Lit A Level TIP, meetings were now taking place to move forwards with this and it was agreed that this would be placed onto the agenda for the next meeting of the LAB.</p> <p>There were no further questions or discussion on this agenda item and Carol Hubbard was thanked for her presentation.</p>	<p>Clerk</p>
<p>8. KS4, 5 CAG Outcomes:</p>	<p>Carol Hubbard presented documents relative to this item, and it was noted that these had not been shared with the committee ahead of the meeting. Carol Hubbard advised that the information on outcomes had been affected immensely by the recent lockdown.</p> <p>A discussion followed, with Carol Hubbard agreeing to upload this information to the LAB folder within Governance Drive.</p> <p>A committee member asked if those students who had applied to Universities had been accepted on the basis of these outcomes?</p> <p>Carol Hubbard advised that yes, those particular students had been accepted by Universities, however it was noted that some of them had not managed to secure a place at their first choice University.</p>	<p>Carol Hubbard</p>



	<p>Referring to a question from a committee member during Kathryn Lee’s presentation of the PP Impact Summary, Carol Hubbard advised that the ‘recovery curriculum’ would include support, which would continue throughout this academic year, for those students who were struggling with attendance and mental health issues.</p> <p>There were no further questions or discussion on this agenda item and Carol Hubbard was thanked for her presentation.</p>	
	<p>It was agreed by all present to discuss item 12 on the agenda at this point.</p>	
<p>12. Headteacher Update:</p>	<p>Will Teece presented documentation relative to this agenda item, shared ahead of this meeting, and it was agreed that this would be an ongoing agenda item for future LAB meetings.</p> <p>Key points featured within this update included:</p> <ul style="list-style-type: none"> • Focusing on a future Ofsted inspection, Will Teece advised that he had scrutinised the school’s Single Central Record (SCR) and pinpointed modifications and alterations. Will Teece confirmed that the section within the SCR relating to Safeguarding was currently being updated, with the Senior Deputy Headteacher organising safeguarding training for all new staff, and for those staff members who had not been present on the first training day in August 2020. • Will Teece advised that there was to be an internal audit taking place at the end of this current week, by the Local Authority, where the SCR would be scrutinised as part of this. It was also noted that the Chair of Trustees had put himself forward as Link Governor with responsibility for safeguarding, and within this capacity would also scrutinise the SCR during his governor visits. • Will Teece stated that GDPR was constantly ongoing, and he advised that he would be investigating the possibility of organising an internal audit focusing on this area in the near future. • The Universal Catch Up Funding was discussed, along with the plan for use of this. • Will Teece stressed the huge amount of work which had taken place, and continued to take place, around the campus, focusing on health & safety, with the updated Risk Register reflecting this. • Will Teece advised that a COVID related weekly absence report was being produced moving forwards. Will mentioned a new dashboard program, populated from SIMS, which was currently being worked on, which would provide governors with an ongoing analysis of COVID related absence, as well as student attendance, behaviour 	<p>Clerk</p>



	<p>and data analysis. Committee members agreed that this would be an extremely useful program for them to monitor.</p> <ul style="list-style-type: none">• Will Teece was pleased to report that following a meeting of the Secondary Headteachers' group, student attendance at Brookvale Groby Learning Campus was currently 95%, with other Leicestershire schools reporting 90%, and the national average being 84%. Will Teece felt that this attendance figure was due to the health & safety work which continued on campus, assuring students and their families that the school was a safe environment. It was hoped that this attendance percentage would remain stable moving forwards.• Ideas for staff wellbeing across campus, currently being put into place, were well received and noted by committee members.• Committee members were pleased to note all of the positive points contained within the Headteacher Update as presented.• Those areas of concern as detailed in the update were noted and discussed. <p>There were no further questions or discussion on this agenda item and those present thanked Will Teece for his detailed report, and for his efforts during this first unprecedented half term. It was noted by a committee member that parents/carers had made mention of the fact that they were extremely grateful to Will Teece, and to all of the school staff, for the regular communication with regard to the ever-changing situation on campus.</p> <p>It was further noted that there was a COVID-19 folder contained within Governance Drive where Trustees could access all letters which were sent out to parents/carers.</p>	
<p>10. Plan for future partial closure if necessary:</p>	<p>Will Teece presented documentation relative to plans for future partial closure, shared ahead of this meeting, and confirmed that this model had been prepared in conjunction with the Senior Team, and was a working document which would be continually updated where necessary. A discussion followed.</p> <p>A committee member asked if, in the current environment, the school had experienced any difficulties in accessing outside supply as and when necessary?</p> <p>Will Teece confirmed that there had been no problems with this. The school had accessed outside supply teachers, as well as embarking on an agreement with those staff members who had indicated their willingness to cover during their PPA periods, and to come into school on their days off, as and when required.</p>	



	<p>There were no further questions or discussion on this agenda item.</p>	
<p>9. New SEF:</p>	<p>Will Teece presented documentation relating to the SEF, shared ahead of this meeting, and advised that this document had rolled over from last year, being largely populated by the previous Acting Headteacher, along with the Senior Team.</p> <p>Will Teece advised that the new SEF would continue to be revisited, in light of the current situation, and in conjunction with the new Education Inspection Framework. A discussion followed.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>11. Risk Register:</p>	<p>Committee members noted the Risk Register, which had been shared ahead of this meeting.</p> <p>A discussion followed as to how the Risk Register should be reviewed moving forwards, and it was agreed during this meeting that the Red and Amber areas contained within the Leadership & Management section should be reviewed. This review followed, led by Will Teece.</p> <p>There were no further questions or discussion on this agenda item, and the committee agreed with the Red and Amber items as discussed within the Leadership & Management section of the Risk Register.</p>	
<p>13. Review of SEND:</p>	<p>The Vice Chair had requested this agenda item, in his capacity as SEND link governor, and advised that a visit to the SEND faculty had been delayed by the COVID pandemic.</p> <p>During the discussion on this agenda item, the Vice Chair suggested a meeting with The Headteacher, Deputy Headteacher, Assistant Headteacher (PP) and the SENDCO, to review and scrutinise data, progress and increasing numbers within SEND, in order to better support the campus within this area moving forwards.</p> <p>Following discussion, The Headteacher agreed to organise this meeting within school, with a report being prepared, following this meeting, by the Vice Chair of LAB, to present at a future LAB meeting.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Headteacher/ Vice Chair</p>
<p>14. Review minutes from the last meeting of the LAB, held on 10th March 2020:</p>	<p>It was noted that the last scheduled meeting of the LAB, which should have taken place in June 2020, had been altered to a Trust Board meeting, in light of the COVID-19 pandemic.</p> <p>The minutes of the meeting of the LAB, which took place on 10th March 2020, were reviewed and agreed by all present as a true and accurate record.</p> <p>There were no further questions or discussion on this agenda item.</p>	



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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

15. Matters arising from the minutes:	The actions arising from the meeting on 10 th March 2020 were reviewed and agreed. There were no further questions or discussion on this agenda item.	
16. Confirm date of next meeting:	The date for the next meeting of the LAB was agreed as Tuesday 24 th November 2020, 5.30pm.	All committee members

The meeting closed at 7.25pm

Signed by Chair:

Date: 24th November 2020

SUMMARY OF ACTIONS:

NAME	ACTION
Kathryn Lee	To provide specific numbers of students who are receiving support with attendance and mental health issues, outside of the PP cohort, and report back to a future LAB meeting. ACTION COMPLETE. <i>Agenda item 5.</i>
Clerk	PP TIP to be an agenda item for next LAB meeting. ACTION COMPLETE. <i>Agenda item 7.</i>
Carol Hubbard	Upload documentation relative to KS4, 5 CAG Outcomes to the LAB folder. ACTION COMPLETE.
Clerk	Headteacher Update to be an ongoing item on future LAB agendas. ACTION COMPLETE. <i>Agenda item 12.</i>
Head/Vice Chair	SEND review meeting to be organised, with a report being prepared following this. AGREED FOR JANUARY 2021 <i>Agenda item 13.</i>