



**MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD (LAB)
OF BROOKVALE GROBY LEARNING TRUST
VIA GOOGLE MEET
HELD ON TUESDAY 24TH NOVEMBER 2020, 5.30PM**

Present: Mrs H Brown (Chair)
Mr B Jones (Vice Chair)
Mrs G Parekh
Dr I Vasileiou
Mrs T Moore
Mr J Leonard
Mr M Richardson – for items 1-5 only (until 6.25pm)

Also in attendance: Mr W Teece (Headteacher)
Mr G Godwin (Deputy Headteacher)
Ms K Lee (Assistant Headteacher) – for items 1-4 only (until 6pm)

| AGENDA ITEM | <i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i> | ACTION |
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| 1. Apologies for Absence: | Apologies for absence were received from Connor Acton. These were approved by the committee. The Chair requested the Clerk to contact Karl Stewart. | Clerk |
| 2. Declarations of interest: | No declarations of interest were reported. | |
| 3. SEND Information Report/Approval of SEND Policy 2020/21: | Kathryn Lee thanked Helen Brown and Ismini Vasileiou for their assistance with the virtual practice interviews, involving those Year 13 students who had achieved the opportunity of early entry into various Universities. Kathryn Lee presented the SEND Information Report, prepared by herself and Michelle Tointon (SENDCO), which had been shared with the committee ahead of this meeting. Kathryn Lee requested, whilst presenting the SEND exam results from last summer, that the committee be mindful of the fact that COVID-19 had played a significant part in the re-organisation of the whole structure of summer exams for all students. Regardless of that fact, Kathryn confirmed that overall this cohort had done well in their exams, and all had achieved their chosen places for next year, with the committee being pleased to note that one SEND student would be transferring into the campus's Post 16 provision from September 2020. Kathryn Lee advised that the SENDCO had been working with the Post 16 team to ensure smooth transition from Key Stage 4 into Key Stage 5 for this particular student. Kathryn Lee confirmed that attendance was continually being monitored throughout this cohort, and support had been in place during the various periods of lockdown, with those most vulnerable students being educated on campus in the SENDCO Hub area. This provision had also been kept open when it had recently been | |



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| | <p>necessary to close the campus to Year 9 students due to staff shortages associated with the COVID-19 pandemic.</p> <p>A committee member asked whether any practices and procedures which had been put into place during the period of lockdown, would be retained by the SENDCO Faculty now that the campus was fully open?</p> <p>Kathryn Lee advised that parental contact for those most vulnerable students had always been of paramount importance, but this had been accelerated during lockdown, and would continue to be a key focus moving forwards.</p> <p>Will Teece advised that the campus as a whole had developed and adapted various practices throughout the period of lockdown, some of which had proved to be advantageous and would continue.</p> <p>The SEND Policy for 2020/21 had been shared with the committee ahead of this meeting, with alterations from last year's Policy being highlighted for ease of consideration. Following discussion, all present gave their approval to this Policy for 2020/21.</p> <p>There were no further questions or discussion on this agenda item.</p> | |
| <p>4. Disadvantaged Students TIP:</p> | <p>Documentation relative to this agenda item had been shared ahead of this meeting, and Kathryn Lee advised that one of the main priorities for this cohort of students was to improve their outcomes and the progress which they made. Kathryn stated that this was regularly monitored and reviewed, with a large number of extra after school sessions being provided. These extra sessions had proven to be extremely beneficial to a specifically targeted area of this cohort.</p> <p>Kathryn Lee explained that the Accelerated Learning Program continued to be used, along with the new MyON reading Program, which the campus had introduced this year.</p> <p>Kathryn Lee was pleased to report that the extra capacity within the SEND Faculty had helped greatly with the organisation of extra sessions, attendance monitoring, parental liaison etc.</p> <p>There were no questions following Kathryn Lee's presentation.</p> <p>Kathryn Lee went on to address an action point from the previous meeting of the Local Academy Board, which took place in September 2020, when a question was raised regarding the mental health and wellbeing of this cohort of students during the COVID-19 pandemic. Kathryn Lee advised that she had prepared a document in response to this question, which had been shared with the committee ahead of this meeting, detailing all of the steps which were being taken by the Pastoral team to assist this cohort of students.</p> | |



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| | <p>Referring to this document, Kathryn Lee advised that a great number of students had felt under pressure during this uncertain time, in particular those students in Year 11 had felt extra pressure with upcoming examinations. Kathryn Lee highlighted the fact that a large number of these students were in fact girls, representing more than three quarters of this particular group. Staff members had discussed this, and the assumption was that boys could feel less inclined to come forward and seek assistance with these feelings of pressure. This, Kathryn Lee explained, tied in with the campus's involvement in the nationwide 'Movember' activities, targeted specifically at raising awareness of mental health issues affecting males. Josh Leonard had organised this on behalf of the campus, and explained the various fundraising activities which staff had taken part in.</p> <p>Committee members thanked Kathryn Lee for her detailed presentation, and there were no further questions or discussion on this agenda item.</p> <p><i>Kathryn Lee left the meeting at this point.</i></p> | |
| <p>5: Headteacher Update:</p> | <p>Will Teece presented documentation, shared ahead of this meeting, relative to this agenda item.</p> <p>The meeting discussed the security of the campus – a point contained within Will Teece's report, and it was acknowledged that the systems currently in place for monitoring Post 16 students on and off the campus, needed to be reviewed. Will Teece also advised that the campus Premises Manager was currently investigating costs for extra security fencing and gates around the perimeter of the school.</p> <p>Will Teece explained the section of his report detailing the financial situation of the campus, and committee members were pleased to learn that the school continued to be in a healthy position financially, despite the extra spend required due to the COVID-19 pandemic.</p> <p>Following Will Teece's information regarding the school's Wellbeing Committee, and the plans which had been discussed, a LAB member asked if the committee could be kept informed of all feedback from this committee.</p> <p>Will Teece advised that Trustees were always very welcome to attend a meeting of this committee should they wish.</p> <p>Will Teece paid tribute to Debbie Lee, Student Services Manager, who had spent her evenings creating many Christmas decorations to display around the campus – something which was felt to be extremely important to all staff and students during this difficult period.</p> <p>Will Teece went on to share all of the positive activities which had been happening around the campus, highlighted within the report, which included:</p> | <p>Will Teece</p> |



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| | <ul style="list-style-type: none"> • Student reward process being implemented • Teaching & Learning Newsletter being launched • Remembrance Service • Book Club for staff, focusing on behaviour, pedagogy, leadership • Various CPD and coaching programmes. <p>Will Teece shared his concerns regarding the huge disruption the COVID-19 pandemic continued to wreak on the campus, particularly affecting the learning of the Year 11 cohort, who had been forced into various periods of self-isolation. It was acknowledged, however, that the campus was now in a much better position to provide blended, remote learning for students, with students themselves feeling much more confident with this. Will Teece advised that some staff members were now providing 'live' remote lessons to students, which had been very well received.</p> <p>Will Teece provided information on the CAT testing which the campus had invested in, which had provided very interesting results (shared with the committee ahead of this meeting) and would assist with moving the curriculum forward in the future.</p> <p>Committee members thanked Will Teece for his extremely in-depth Headteacher Update, and there were no further questions or discussion on this agenda item.</p> <p><i>Michael Richardson left the meeting at this point due to internet difficulties.</i></p> | |
| <p>6. COVID Update – Risk Register:</p> | <p>Will Teece presented documentation, shared ahead of this meeting, which detailed those positive COVID cases affecting students across the various year groups, which the campus had acted on over the course of the past 2 weeks. The committee appreciated the immense manpower and time involved in the track and trace process, which needed to be implemented upon notification of each positive case, to ensure that all close contacts of the infected student were identified and self-isolation was advised. The Local Authority were kept informed of each case, and the steps taken to mitigate. Unfortunately, it was also acknowledged that the support and guidance from Public Health England/DfE had declined since the start of the academic year, due to the number of positive cases which each school was now reporting.</p> <p>LAB committee members noted the document shared ahead of this meeting, detailing the number of positive student cases in schools across the County, and Will Teece advised that the campus currently sat 'middle of the table', with all schools sharing the same concerns and issues with staffing numbers etc.</p> <p>Will Teece presented documentation, shared ahead of this meeting, detailing the receipt of the Universal Catch Up funding associated with the pandemic and Will Teece advised the plans</p> | |



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| | <p>which the campus had put into place for the spending of this money.</p> <p>A committee member asked if this money was 'drip-fed' into the campus funding?</p> <p>Will Teece advised that this had been received as a lump sum and not all the amount had yet been spent, or allocated for spend.</p> <p>Will Teece presented the Risk Register (shared ahead of this meeting) – Section 7.0 – 'Risk associated with partial closure due to COVID-19', and a discussion/review followed.</p> <p>Following discussion/review, committee members were satisfied with the colour coding given to items within this section.</p> <p>A committee member praised Will Teece and all of the staff members for their organisation and handling of the risks associated with the COVID pandemic.</p> <p>There were no further questions or discussion on this agenda item.</p> | |
| <p>7. Power BI:</p> | <p>Will Teece explained the Power BI data scrutiny program, which he very much hoped could be introduced on campus, to share 'live' data with Trustees, which ultimately would save preparation time in advance of each meeting. Will Teece presented the 'governor dashboard' which each Trustee would have access to, at a cost of £18 per Trustee. Will Teece explained that this would enable each Trustee to have 'live' access to all key KPIs. Will Teece demonstrated this dashboard, and explained all features associated with this.</p> <p>A committee member queried the GDPR risks associated with this program?</p> <p>Will Teece confirmed that all sensitive data would be anonymised within the context of this program.</p> <p>Following discussion, committee members gave their approval of the implementation of this program and felt that Trustees would benefit greatly from this.</p> <p>There were no further questions or discussion on this agenda item.</p> | |
| <p>7/8/9: Pastoral, Attendance and Behaviour Review:</p> | <p>Following on from item 6, Greg Godwin presented his data review using the Power BI program, and it was noted that the data as presented was current, rather than past, as it was acknowledged that last academic year, in effect, ended in March 2020 with the start of the lockdown and partial closure period.</p> <p>Those present were reassured to note that regarding current attendance, the campus was significantly above the national average, although it was acknowledged that given the situation with COVID-19, and the necessity to possibly have to close year groups, this could change significantly.</p> | |



A committee member asked if the campus could be sure that its Post 16 students were attending the required number of lessons, given the concerns expressed earlier in the meeting regarding the monitoring of Post 16 students on and off the campus?

Greg Godwin stated that a register was taken at the start of each lesson, and attendance to lessons in Post 16 continued to be high. The concerns around this area for this cohort were when they left campus during their non-contact periods, thus creating a safeguarding issue.

Greg Godwin presented the current exclusion data for the campus, via Power BI, and advised that exclusions were slightly higher at this point in the year than they were last year, however this was not a cause for concern at this point.

A committee member asked if this exclusion data was representative of individual students as well as repeat offenders?

Greg Godwin pointed out the section of the Power BI program which documented this. In this case, some were individual students and some were repeat exclusions for the same student.

Greg Godwin went on to present information on behaviour points across the campus, and committee members were pleased to be advised that, **given the current unrest associated with the COVID-19 pandemic, behaviour across campus was not seen to be a problem, and certainly, compared to other similar local schools, Brookvale Groby Learning Campus had less behaviour incidents than other schools were reporting.**

Greg Godwin advised that there were certain students within the Year 10 cohort who were of concern, and a face-to-face governor meeting could be considered in the near future.

Greg Godwin alerted the committee to the future possibility of either a permanent exclusion, or arrangements for an alternative provision, for a high-profile Year 7 student.

A committee member asked if there were any occasions when behaviour was deemed to be unacceptable?

Greg Godwin advised the difficulties of ensuring that students stay within their particular bubble, and the issues which arise from this – eg if there are particular personality clashes within bubbles. An interesting observation of note, concerning the situation with bubble groups, was that Year 7 students, for example, had been deprived of time spent with older students around the campus, thus not benefiting from being able to witness calm, responsible behaviour from their peers.

There were no further questions or discussion on this agenda item.



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| <p>10: Safeguarding Update:</p> | <p>It was acknowledged that Will Teece had covered most areas concerning safeguarding within his update delivered earlier in this meeting, however Greg Godwin did advise that Elaine Freeman would be taking part in safeguarding training later that week, thereby increasing the number of Designated Safeguarding Lead (DSL) staff on campus. This would allow Elaine Freeman to support Greg Godwin with the implementation and updating of the safeguarding records.</p> <p>Greg Godwin advised that all staff on campus had now updated their Prevent training for this year, and the Single Central Record reflected this.</p> <p>Greg Godwin was thanked for his presentations and there were no further questions or discussion on this agenda item.</p> | |
| <p>11: CIP Update:</p> | <p>Will Teece shared the Campus Improvement Plan (CIP), shared ahead of this meeting, and advised that this was a working document which was continually being updated. Following discussion, Will Teece advised that should this document become too large and difficult to scrutinise and manipulate, then it would be streamlined to include particular focus areas.</p> <p>With reference to PiXL (Partners in Excellence), a committee member asked if staff on campus had embraced this, and the benefits to the students were being felt?</p> <p>Will Teece believed that PiXL had been well received, and advised the various ways in which this being implemented and embedded across all faculty areas.</p> <p>It was agreed by all present that CIP Update should be a regular item on future LAB agendas.</p> <p>There were no further questions or discussion on this agenda item.</p> | <p>Clerk - agenda item</p> |
| <p>12: Student Leaders:</p> | <p>Will Teece advised that Student Leaders had been appointed within the Post 16 cohort, and the school was now looking to implement this across all year groups, with a student voice representation at the next LAB meeting being suggested. All committee members were in favour of this.</p> <p>There were no further questions or discussion on this agenda item.</p> | <p>Will Teece/ Clerk – agenda item</p> |
| <p>13: Approve adoption of Complaints Policy:</p> | <p>The Complaints Policy – September 2020-2022 – had been shared with committee members ahead of this meeting. The Clerk advised that this DfE Policy, specifically aimed at Academies, had been recommended for adoption by the Local Authority and had been tailored to the needs of the campus</p> <p>Following review and discussion, all present agreed to adopt this Policy as presented.</p> <p>There were no further questions or discussion on this agenda item.</p> | |



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| 14: Confirmation of the minutes of the meeting held on 29th September 2020: | The draft minutes from the meeting of the LAB, held on 29 th September 2020, were agreed as a true and accurate record. | |
| 15: Matters arising from the minutes: | The summary of actions from the minutes was reviewed. | |
| 16: Confirm date of next meeting: | The next meeting of the Local Academy Board was confirmed for Tuesday 9th March 2021, 5.30pm. | |

The meeting closed at 7.25pm

Signed by Chair:

Date: 9th March 2021

SUMMARY OF ACTIONS:

| NAME | ACTION |
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| Clerk | The Clerk was requested to make contact with Karl Stewart. ACTION COMPLETE. <i>Agenda item 1.</i> |
| Will Teece | Committee to be kept informed of actions resulting from the Wellbeing Committee. ONGOING <i>Agenda item 5.</i> |
| Clerk | CIP Update to feature on each LAB agenda. ACTION COMPLETE. <i>Agenda item 11.</i> |
| Will Teece/ Clerk | Student Leaders to be invited to the next meeting of the LAB. ONGOING <i>Agenda item 12.</i> |