



**MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD (LAB)
OF BROOKVALE GROBY LEARNING TRUST
VIA GOOGLE MEET
HELD ON TUESDAY 9TH MARCH 2021, 5.30PM**

Present: Mrs H Brown (Chair)
Mr B Jones (Vice Chair) – for items 3 onward
Mrs G Parekh
Mr K Stewart
Mr J Leonard

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 Connor Acton, Michael Richardson, Tracy Moore and Ismini Vasileiou. These were accepted by the committee. The Clerk advised the committee that at this point, the meeting was not quorate.	
2. Declarations of interest:	No declarations of interest were reported.	
3. Update of campus re-opening, to include information on mass testing, exams, summer school:	<p>The Headteacher highlighted the relevant sections within his Update Report, as per agenda item 7, which also related to this agenda item, and which had been shared with the committee ahead of this meeting.</p> <p><i>The Headteacher was extremely pleased to report that all students had now returned to campus, had settled back in well, with all but a very small number of students wearing masks in classrooms.</i></p> <p>The Headteacher provided information on the execution of the mass testing of students and staff, which had been taking place for some weeks now, and advised <i>that the testing of all students had begun the week prior to the campus fully re-opening and this had been a huge success.</i></p> <p><i>The Vice Chair joined the meeting at this point – 5.42pm – and it was noted that the meeting was now quorate.</i></p> <p>The Headteacher was pleased to confirm that, external volunteers, alongside those staff members who had also volunteered, had provided an <i>expertly efficient testing service, which had been likened to the service carried out by medical professionals.</i></p> <p>The Headteacher advised his intention to request the Chair of Trustees to compose letters of thanks to the internal and external testing teams, as well as the Business Director and Assistant</p>	Headteacher



	<p>Business Manager, who had executed a tremendous organisational feat in enabling the whole testing process to be up and running so quickly and efficiently.</p> <p>The committee were delighted to hear of the success of the mass testing process, and gave their support to the letters of thanks being issued, as well as their grateful thanks being extended to the whole team, and in particular, to Helen Smart and Hannah Alderson.</p> <p>The Headteacher provided information on the forthcoming exam process, although this was very much dependent upon guidance being received from Ofqual, and presented two documents relevant to this, which had been prepared by the Deputy Headteacher and shared with the committee ahead of this meeting.</p> <p>The committee discussed the extra workload and organisation which would be required, to enable teachers to mark and moderate, and the cover costs which this would in turn incur.</p> <p>A committee member asked if guidance on possible parental appeals against marks given had been received?</p> <p>The Headteacher advised that this had not as yet been forthcoming, but it was hoped that communication from Ofqual would be received after the Easter break.</p> <p>Following further discussion, the committee was satisfied that the campus had taken all possible steps to develop a fair and robust process.</p> <p>The suggestion of summer school was discussed, although the general feeling was that there was little appetite for this at the moment.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>4. Safeguarding during remote learning:</p>	<p>The Headteacher advised of the steps which had been put into place to ensure all students were kept as safe as was possible during the period of remote learning, which included:</p> <ul style="list-style-type: none">• Regular communication with parents by Pastoral Team• Regular staff briefing sessions• Powerpoint presentations, prepared by the Senior Deputy Headteacher with responsibility for safeguarding, being shared with parents and students, which contained guidance on keeping safe whilst learning remotely. <p>The Headteacher confirmed that some clinically vulnerable students were still shielding with remote learning continuing to take place, although now that the campus was fully re-opened, it was not possible for staff to provide virtual 'live' lessons as before.</p> <p>A committee member asked if safeguarding during remote learning would be added to the current Risk Register?</p>	



	<p>The Headteacher agreed to action this.</p> <p>There were no further questions or discussion on this agenda item.</p>	Headteacher
<p>5: Transition arrangements:</p>	<p>The Headteacher presented documentation relative to this agenda item, shared with the committee ahead of this meeting, and a discussion followed, with the following points being advised and noted:</p> <ul style="list-style-type: none"> • Visits to feeder Primary Schools would be taking place the following week, involving the Headteacher and the Pastoral Support Manager • Welcome packs being supplied to Year 6 pupils • Information distributed to Year 6 parents/carers • Follow-up sessions with Pastoral staff being organised for identified key pupils • Alteration to the current rotation structure of Heads of Year, to allow for consistency and building of relationships within the Year 7 and 11 cohorts • Regular transition meetings via Zoom with feeder Primary Headteachers • Dates confirmed for July Learning Camp days • SEND coffee morning for key pupils (COVID permitting) • Progress tests in English and Maths – with agreement to be sought from Finance & Operations Committee. <p>The committee also discussed transition arrangements for Post 16 students, with a committee member asking what arrangements would be in place for Year 11 students once their period of examination had finished?</p> <p>The Headteacher advised that guidance was awaited from the Government, but it was generally believed that Year 11 students would still be able to leave campus once they had finished their exams. The Headteacher stated that the Post 16 team were working on a future plan of transition for those campus Year 11 students who would be moving into the Post 16 provision, although this was very much dependant on the COVID pandemic and the situation at that point in time.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>6. SEF Update:</p>	<p>The Headteacher presented the SEF document, shared with the committee ahead of this meeting, and confirmed that this document would be used to assist with the creation of the Campus Improvement Plan moving forwards. The Headteacher confirmed that the SEF had been shared with Faculty Leaders, who agreed that it presented a fair and accurate picture.</p> <p>Following discussion, a committee member asked if the Headteacher felt that it would be beneficial to ask Trustees to work through each section of the SEF, in order to be better prepared for any future Ofsted visit? The same committee member also suggested that a SEF Addendum, listing key priorities, may also prove beneficial to Trustees.</p>	Headteacher



	There were no further questions or discussion on this agenda item.	
7. Headteacher Update:	<p>The Headteacher presented his updated report, shared with committee members ahead of this meeting, and the following points were noted and discussed:</p> <ul style="list-style-type: none"> • Key factors from Finance & Operations Committee • Health & Safety update, and details of improvement work currently being carried out across campus • HR update • Update from campus Wellbeing Committee • Achievements/positive updates • Pupil Premium update • Areas of concern. <p>Following information detailing the work being carried out across the whole site, the Headteacher extended an invitation to all Trustees to visit campus at some point in the future when it was safe to do so.</p> <p>There were no further questions or discussion on this agenda item.</p>	All Trustees
8. Risk Register – Section 5: Teaching & Learning:	<p>Section 5 of the Risk Register, shared ahead of this meeting, was presented and discussed.</p> <p>A committee member noted that there were currently no Red areas highlighted within this section, and asked for confirmation from the Headteacher of the reasons for this?</p> <p>The Headteacher advised that the Senior Team regularly reviewed this document, and it was felt that teaching & learning across the school was in a good position, although it was acknowledged that the COVID pandemic had affected this somewhat.</p> <p>Following discussion and scrutiny, committee members agreed with the element of risks as shown within this section.</p> <p>There were no further questions or discussion on this agenda item.</p>	
9. Confirmation of the minutes of the meeting held on 24th November 2020:	The minutes from the meeting of the LAB, held on 24 th November 2020, were reviewed and signed by the Chair as a true and accurate record.	
10. Matters arising from the minutes:	It was noted that the action point with reference to the Post 16 Student Leaders being invited to present to the LAB, had not yet happened due to the COVID pandemic. It was agreed that this should remain as an action point for a future LAB meeting.	Clerk – Agenda item
11. Any other business:	<p>A committee member asked for an update on the status regarding a future training opportunity for all Trustees on the Power BI program recently introduced?</p> <p>The Headteacher advised that the IT Manager had now purchased licences for all Trustees, and a date for training would be circulated in the near future.</p>	Headteacher/ Clerk



	<p>The Vice Chair advised the committee that, following a SEND Briefing Forum which he had recently attended, relevant documentation had been uploaded to the Governor Drive for Trustees' information.</p> <p>The Vice Chair stated that financial changes were being implemented by the Local Authority, which would have significant future consequences for all SEND provisions. He agreed to keep LAB committee members updated on this situation.</p> <p>There were no further questions or discussion on this agenda item.</p>	Vice Chair
12. Confirm date of next meeting:	The date of the next meeting of the LAB was confirmed as Tuesday 8th June 2021, 5.30pm.	

The meeting closed at 6.47pm

Signed by Chair:

Date; 8TH June 2021

SUMMARY OF ACTIONS:

NAME	ACTION
Headteacher	Request the Chair of Trustees to compose letters of thanks to the internal and external testing teams, as well as the Business Director and Assistant Business Manager ACTION COMPLETE. <i>Agenda item 3.</i>
Headteacher	Safeguarding during remote learning to be added to the current Risk Register. ACTION COMPLETE. <i>Agenda item 4.</i>
Headteacher	Request Trustees to work through each section of the SEF, in order to be better prepared for any future Ofsted visit. Create a SEF Addendum, listing key priorities. ACTION COMPLETE. <i>Agenda item 6.</i>



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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

Headteacher/ Clerk	Student Leaders to be invited to the next meeting of the LAB to present. ONGOING <i>Agenda item 10.</i>
Headteacher/ Clerk	Organise a training course for all Trustees on Power BI. ACTION COMPLETE. <i>Agenda item 11.</i>