



**MINUTES OF A MEETING OF THE TRUSTEES
OF BROOKVALE GROBY LEARNING TRUST
VIA GOOGLE MEET
HELD ON WEDNESDAY 7th JULY 2021, 5.30PM**

Present: Mr C Acton (Chair)
Mrs H Brown (Chair of Local Academy Board)
Mr S Goddard (Chair of Finance & Operations Committee)
Mr K Stewart
Ms H Speechley
Dr Ismini Vasileiou
Ms Bryony Leonard (Member)
Mrs H Stockill (Vice Chair) – from item 6 onwards

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 were received and noted from Mrs G Parekh and Mr P Leatherland. These apologies were accepted by the Trust Board.	
2. Declarations of interest:	No declarations of interest were reported.	
3. Approval of Budget Forecast – 2021/22:	<p>The Chair of Finance & Operations Committee (F&O) shared documentation relevant to this agenda item, which had been shared with the Board ahead of this meeting. The Chair of F&O advised the Board that this agenda item had been discussed and scrutinised by the F&O Committee during its meeting in June 2021, when the Committee had given its approval for the submission of the budget forecast. The Chair of F&O advised that approval was now sought from the Board.</p> <p>The Chair of F&O explained that 3 different budgets had been set by the Business Director, using ASCL (Association of School & College Leaders) 3 year budget planning assumptions. The 3 different budgets were based on:</p> <ul style="list-style-type: none"> • No pay rise being given to teaching or support staff • 3% pay rise for teaching staff and 2% pay rise for support staff • No pay rise for teaching staff and 2% pay rise for support staff. <p>The Chair of F&O proceeded to present information with reference to the 3 different budgets, but advised the committee that the school would base its budget using the assumption that there would be no pay rise for teaching staff, and 2% pay rise for support staff. This was in line with the recommendation of the ASCL.</p> <p>The Chair of F&O also advised that, with relation to the school bus service, the Business Director had asked for agreement to alter income figures when more accurate numbers for take-up are known, closer to submitting the BFR. The Chair of F&O confirmed</p>	



	<p>that the Finance Committee had agreed to this alteration happening as and when needed.</p> <p>Following this presentation, there were no questions from the Board, and all present gave their approval for the submission of the budget as discussed and scrutinised, with the alteration to the bus income figures also being noted and agreed.</p> <p>There were no questions or further discussion on this agenda item.</p>	
4. Management Accounts – May 2021:	<p>The Chair of F&O presented the Management Accounts for May, which had been shared with the Board ahead of this meeting.</p> <p>The Chair of F&O advised that these accounts had been presented and discussed at the meeting of the Committee in June, and the plans for the spending of the reserves money had been noted and agreed.</p> <p>The Chair of F&O extended his thanks to both the Finance and Premises Team for their continued work across the campus.</p> <p>There were no questions or further discussion on this agenda item.</p>	
5. Moving Forwards – Re-Launch of the Local Academy Board (LAB):	<p>The Chair of Trustees presented documentation relative to this agenda item, shared with the Board ahead of this meeting.</p> <p>The Chair advised that a discussion had taken place during the recent Strategic Day, when a number of Trustees had come into school for the morning. It was suggested that it would prove useful to redirect the focus of the LAB, to ensure that it continued to meet the needs of the school. It was suggested that the focus moving forwards should be predominately education and standards, with 3 meetings across the academic year being held, alongside in school focus days. A name change to Education & Standards Committee (ESC) was considered.</p> <p>Following discussion, the Board gave its approval to these suggestions, along with the name change, and it was agreed by all that the focus and workings of this Committee should be reviewed and possibly changed during the course of the new academic year, as and when necessary.</p> <p>The Clerk was asked to incorporate the ESC into the new Governance calendar for 2021/22 and share with Members and Trustees when complete.</p> <p>There were no questions or further discussion on this agenda item.</p>	Clerk
6. Report from LAB Chair:	<p>The Chair of LAB advised the Board of the items discussed at the meeting held on 8th June 2021, and it was noted that draft minutes from this meeting had been shared with the Board.</p> <p><i>The Vice Chair of Trustees joined the meeting at this point – 5.57pm.</i></p>	



	There were no questions or further discussion on this agenda item.	
<p>7. Headteacher Update:</p>	<p>The Headteacher presented the Update, which had been shared with the Board ahead of this meeting, and the following areas were noted and discussed:</p> <ul style="list-style-type: none"> • Safeguarding – the Headteacher advised that sexual harassment within schools would be a particular focus for future Ofsted visits, and it was noted that this would be actioned within the Campus Improvement Plan, and the school was currently working on a draft Policy, as well as reviewing its Lifeskills, RE and PSHE curriculum content. • COVID Update – those present were pleased to be advised that numbers of students testing positive during this term had thankfully been low. • Exams/Assessment – the Headteacher was pleased to advise that all TAG grades had been submitted on time, all TAGs had been checked and approved by the Headteacher as well as the Deputy Headteacher, with all moderation samples now being sent to the Exam Board. The Headteacher paid tribute to the Deputy Headteacher and the Exams/Data team for their expertise and hard work under most challenging circumstances, creating an extremely efficient and robust system. • Appeals Process • Exam Board Fees • Ofsted – New Inspection Handbook. The Headteacher advised that a Peer Review would be arranged for the Autumn term and plans for the national tutor programme and COVID catch up were outlined and discussed. • GDPR • Finance • Health & Safety • HR • Wellbeing – following the end of year Celebration afternoon, the Clerk was requested to share the recording of this with all Trustees. • Achievements/Positive Updates • Pupil Premium • Areas of Concern. <p>Following a discussion detailing the transition arrangements put into place for the current Year 6 pupils, the Headteacher expressed his thanks to the Senior Deputy Headteacher and the Pastoral Team for their assistance with after school campus tours, which had replaced the usual transition days.</p> <p>Responding to a question from a Trustee with reference to the school's plans once the stage 4 guidance had been released, the Headteacher advised that arrangements were being made for a staggered start to the new year, with particular year groups coming into school on the 2 inset days for testing. It was planned that all year groups would be in school by the first Friday of the new year, but the school needed to be mindful and act on any updated instructions contained within the new guidance upon its release.</p>	<p>Clerk</p>



	<p>The Headteacher advised that it was the intention of the school to keep some existing plans in place next year, such as the one way system around the campus, as well as the outdoor movement plan. The wearing of masks inside the buildings could also continue.</p> <p>The Headteacher agreed to share all updates with the Board as and when they were received.</p> <p>There were no further questions or discussion on this agenda item and the Headteacher was thanked for this update.</p>	<p>Headteacher</p>
<p>8. Review of draft Campus Improvement Plan (CIP):</p>	<p>The Headteacher presented the CIP, shared ahead of this meeting, and advised that this had formed part of the discussion during the recent Strategic Day.</p> <p>The Headteacher advised that currently, the Business function was not included within the CIP, and the Headteacher stated that the Business Director was working on this under a separate document.</p> <p>A Trustee asked, referring to the 9 point success criteria contained within the Behaviour & Attitude section, how the school intended to measure this?</p> <p>The Headteacher advised that it was intended to use 3 specific areas in order to measure this:</p> <ul style="list-style-type: none"> • Pupil Attitude Survey • New Behaviour and Rewards system • Student Voice. <p>Referring to the section of the CIP, making reference to sexual harassment within school, a Trustee asked what steps the school could take to ensure that sexual harassment did not happen within the campus?</p> <p>The Headteacher stated that Ofsted guidance had indicated that all schools should assume that sexual harassment is happening within its campus, and the Headteacher agreed to revise this section to detail that this is dealt with effectively, mirroring the way in which the school responds to incidents of bullying.</p> <p>A Trustee asked how this document would be monitored moving forwards?</p> <p>The Headteacher advised that this was a 'live' school document, and as such would be monitored by the Headteacher as well as the Senior Team. Regular updates and review would continue to be provided by the Headteacher via Board meetings.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Headteacher</p>
<p>9. Risk Register – Review of section 7: Risks associated with COVID-19:</p>	<p>The Headteacher presented the Risk Register, shared with the Board ahead of this meeting, and confirmed that this particular section would now require a full review, following the release of the latest guidance with relation to the current pandemic situation.</p>	



	<p>It was agreed by the Board that this would be re-visited once it had been updated, and should be placed on a future Agenda.</p> <p>There were no questions or further discussion on this agenda item.</p>	Clerk
10: Review minutes from the last meeting of the Trust Board – 4th May 2021:	<p>The minutes from the last meeting, held on 4th May 2021, were confirmed as a true and accurate record and signed by the Chair.</p> <p>There was no further discussion on this agenda item.</p>	
11. Matters arising from the minutes:	<p>Matters arising from this meeting were discussed.</p> <p>There was no further discussion on this agenda item.</p>	
12. AOB:	<p>It was noted that the CV of a new Trustee, who would be joining the Board as a Member Appointed Trustee at the start of next academic year, had been shared ahead of this meeting.</p> <p>The membership of the Board was discussed moving forwards.</p> <p>It was noted that this would be the final meeting for Helen Brown and Steve Goddard, as Steve would be retiring from the Board, and Helen Brown would be moving from the position of Trustee to become a Member.</p> <p>The Board wished to record its thanks to all staff on campus, for the tremendous achievements which had been evident throughout this most challenging year.</p> <p>There was no further discussion on this agenda item.</p>	

The meeting closed at 6.45pm

Signed by Vice-Chair:

Date: 21st September 2021



SUMMARY OF ACTIONS:

NAME	ACTION
Clerk	Incorporate the new ESC into next year's calendar of dates and share with all. ACTION COMPLETE <i>Agenda item 5.</i>
Clerk	Share recording of the staff end of year celebration with the Board. ACTION COMPLETE
Headteacher	Share all updates with the Board with respect to new COVID guidance. ONGOING <i>Agenda item 7.</i>
Headteacher	Review the section of the CIP relative to sexual harassment within school and how this is dealt with. ONGOING <i>Agenda item 8.</i>
Clerk	Risk Register to be added to a future Trust Board meeting, once Section 7.0 had been reviewed, following receipt of updated guidance. ONGOING <i>Agenda item 9.</i>