



**LOCAL GOVERNING BOARD OF THE FORWARDS CENTRE
MEETING HELD AT THE ACADEMY
ON 12TH JUNE AT 4PM**

Present: Mr C Fielding (Academy Lead), , Mrs S Halliwell, Mr M Rayner, Mrs L Williams, Ms K Shacklady, Ms S O'Byrne, Mrs C Fernside, Mr D Mills

In Attendance: Miss D Smith (Clerk), Mr P Hodgkinson, (Chief Executive Officer), Mrs N Berry (Deputy Head)

The meeting was chaired by Mrs S Halliwell, which will be Mrs Halliwell's last meeting as chair. Mr Fielding thanked Mrs Halliwell for her term of office as Chair of Governors at the Forwards Centre.

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs D Crier, Ms L Douglas and Mrs V Rudge.

2. PROCEDURAL MATTERS

2.1 Membership/Governance Issues

Mrs C Fernside and Ms L Douglas will be continuing in their governor roles. Mrs Halliwell and Mrs J Scott will not be continuing when her term expires in July.

There is vacancy for a Parent Governor, which will go out for election in September.

2.2 Declaration of Pecuniary or Conflict of interest

No declaration of pecuniary interest were made.

4. Minutes of the last meeting and matters arising (attached)

Minutes approved from previous Local Governing Board meeting held on 7th February 2023.

5. Notification of Any Other Business

No items of any other business were notified.



6. Academy Leads Report to Governors

Mr C Fielding presented his termly report for the spring term. The Spring Term at the Forwards Centre is when our numbers grow quickly which has an impact on data etc. We had 11 fulltime children and 12 part-time children who went on roll. At this point, we started to increase our agency staff. We had three significant staff absences over the spring term, which presented challenges of covering classes as two members of staff are class teachers and one experienced learning mentor, the two teaching members of staff have now returned. In addition, we also had part-time children based at the centre for the first time who came to the provision and were not suitable, we offered to take the children full-time however, they didn't transfer which resulted in suspensions.

I will be meeting Paul next week to discuss class structures for next year.

P Hodgkinson explained that due to decrease in numbers in September the trust work a flexible staffing model which means that at certain points additional staff are brought in. We are always looking at how we can improve upon this. The 'Green Paper' talks about a more static and understandable financial model for AP and we are waiting to see what this involves. One of the challenges we have is working with a group of talented individuals who we cannot retain through to September and October with numbers being lower.

Mrs L Williams suggested the possibility of developing an outreach team.

Chris Reddy has been working with the centre this year on personal development. The impact of the work Chris has carried out has made a difference; pupils have been producing podcasts interviewing staff and other people from a variety of sectors and showing visitors around the centre. In particular, we have a Looked after Child whose confidence has grown considerably since working with Chris.

The plan for personal development next year is for class teachers to show how they will cover personal development through the curriculum and to meet with Chris each half-term.

Thank you to Matt for his visit on Friday. Matt noticed that we had a child on roll who went to visit family in Newcastle and did not return. This was reported to agencies in Bolton and Newcastle who are aware of the child. We were advised the pupil could be taken off roll. However, we are not aware that the pupil has a new school yet; Mr Fielding will follow up as a possible CME.

The spring term has seen audits by the Local Authority and the Bolton Safeguarding team. The LA spent a day in the centre: we received good feedback; there were no actions or concerns. The safeguarding audit recommended that governors monitor our ICT filtering processes to ensure children do not access inappropriate material. Deb Crier came to work with Clare Naylor (IT Lead)



to look at our IT filters. The trust is investing in a new system to enable more explicit reporting on filters/breaches.

We have some work planned with staff and pupils on protected characteristics. This will be discussed during our next whole staff meeting on the 21st June before working with pupils. This is in response to incidents of discriminatory language used among pupils.

7. Academy Risk Register

The Academy Risk Register allows leadership to manage worries or concerns. The register is available for governors to view at any time.

P Hodgkinson explained how the Academy Risk Register was established. There are also academy analysis meetings which are held the beginning of each term, prior to this Academy Leads complete a series of questions on their centre before attending a meeting with the central team. Mr P Hodgkinson: the meetings provide lines of enquiry that lead to support. Chris has linked his analysis meeting to the SEF to provide live self-evaluation.

One of the plans to increase income this year was to expand our capacity by reaching out to neighbouring authorities to provide AP places. Demand for AP places has been low, however although we have had numerous requests for SEND special school type places.

L Williams – Mentioned about staff potential exposure to either physical or mental risk that could result in staff absence L. Williams asked if we had insurance in place?

Mr P Hodgkinson: We have general insurance via the RPA. P.Hodgkinson to find out more about insurance cover. S.Halliwell offered to introduce one of her members to look into this for staff.

L. Williams – We have bought into Education Mutual and you can draw out for staff absence after 3 days. There are additional benefits offered via the programme flu vaccinations etc.

8. Finance

P.Hodgkinson: We have new CFO Kate Connelly who has come from St Teresa of Calcutta a multi academy trust. Kate is currently preparing for the budget for the end June/ early July, which will be shared with trustees and governors. In terms of the Forwards Centre, there is variance but the Forwards Centre is in a good position with expenditure being managed well, with income currently being more than expenditure. Once the final budget is agreed, it will be shared with everyone. There are no concerns.

9. Nominated Governors Reports



Chairs Briefing

Chair did not attend previous meeting.

Report from Training & Development Lead

- SEF Training session Friday 16th June at Youth Challenge from 1.15pm – 2.30pm
- Thursday 13th July Equality for governors/leaders training via zoom by One Education 3pm – 5pm

Partnership Governors Report

Nothing to report from Partnership Form meeting held on 22nd May 2023.

Nominated Link Governors Report

The minutes will be sent to Governance Services to be uploaded to the portal.

10. Policy Reviews/approval

There are no policies needing to be reviewed or approved.

11. SEND and Alternative Provision Improvement Plan

Mr Fielding asked Mr P Hodgkinson if he had any further information re the improvement Plan. Mr Hodgkinson: I was involved in the meetings and consultation which resulted in The 'Green Paper'; it is about creating a hub for SEND and AP. There are many ideas e.g. different AP KPI measures including how we support schools in the community, reintegration statistics, and attendance for children in AP. Any implementation date would likely be up to 2025. It can be accessed online if you would like to view.

12. Governance Services Update

C Fielding has been through the governor's service update, which describes the system we provide.

13. Publication on Diversity Data on Website

C. Fielding is aware of this requirement. Rebecca Leonard is leading on this in the trust.

14. Dates of Local Governing Board Meetings 2023 – 2024

Autumn Term: Monday 9th October at 4pm



Spring Term: Tuesday 6th February 2024 at 4pm
Summer Term: Monday 10th June 2024 at 4pm

P.Hodgkinson: We have finalised governor weeks and the dates available for governors this week.

CONFIDENTIALITY

Agreed: That none of the matters reported in the minutes of this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association.

The meeting closed at 5pm

