

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

FORWARDS CENTRE ACADEMY

**MEETING HELD AT THE FORWARDS CENTRE (Roscow Fold Site)
ON MONDAY 10 FEBRUARY 2020 AT 4.00PM**

Present: Joanne Blackburn (JB), Vicky Byrne (VB), Liz Douglas (LD), Carleen Fernside (CF), Christopher Fielding, Academy Lead (CF), Suzanne Harulow (SH), Damien Mills (DM), Deborah Reynolds (DR), Jenny Scott (JS) and Lynn Williams (LW).

In attendance: Mr D Smith, Finance Director, Mr Paul Hodgkinson, Executive Principal, Mrs S Varghese, Deputy Head Teacher (observing) and Mrs C Brooks, Clerk, Governance Services.

Mrs S Harulow in the Chair

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. The Clerk reported that apologies for absence had been received from Charlene Parkinson.

2. DECLARATION OF INTEREST

2.1 Declaration of Pecuniary or Conflict of Interests

No declarations of pecuniary interest or conflict of interest were made.

2.2 Register of Business Interest

In accordance with the academy's financial handbook entries in the Academy Trust's Register of Business Interests were to be reviewed annually. All Trust Members, Local Governors and the Principal were asked to complete the LA model pro-forma and return it to the Head Teacher for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust/Local Governing Body Code of Conduct.

Governors were requested to complete and return the business interests form to Mr Smith if not already done so. The form was made available by the Clerk and duly completed.

3. **SAFEGUARDING SELF-DECLARATION**

A decision had been taken by the Board that all individuals would complete a self-declaration form to state that they had not received any criminal convictions or cautions within the previous 12 months, which had not already been reported to the Chair of the Board.

Governors were requested to complete and return the safeguarding declaration form to Mr Smith if not already done so. The form was made available by the Clerk, duly completed and returned to Mr Smith.

Action: Governors to complete and return the declaration form as appropriate.

4. **MEMBERSHIP ISSUES**

A copy of the current membership had been circulated to all Governors for their review and information.

4.1 **Notification of expiry of term of Office**

The Clerk reported that Mrs Williams term of office as a Co-opted Governor was due to expire on 3 April 2020. Mrs Williams confirmed she was happy to continue with subject to LGB approval. This was agreed.

4.2 **Notification of Vacancies**

The Clerk reported that the following vacancy still remained:

- 1 x Co-opted Governor

It was noted that the terms of reference stated **up to** eight Co-opted Governors and therefore this vacancy was not required to be appointed to at this time if it was felt that there were sufficient skills across the current membership.

Governors discussed this matter and agreed to retain the vacancy for the present time

Agreed: That LW be re-appointed as a co-opted Governor to serve a further four-year term of office

Action: Clerk to update the Governor database.

5. MINUTES AND MATTERS ARISING OF THE LAST MEETING

Governors had received the minutes of the last meeting held on 17 October 2019 for their review and approval.

Matters Arising

The Chair guided Governors through the actions recorded. It was confirmed that all had been completed.

Academies Financial Handbook - Risk Register, Minute number 13

PH referred to clarification having been required regarding the requirements of the risk register. It was confirmed that a review of the regulations had been undertaken and could assure Governors that the Business Continuity Plan in place covered all eventualities both on a strategic and operational level.

Governors were assured that this had been discussed by the Risk and Audit Committee and they felt confident that the academy was covered effectively. However, if a Governor with health and safety responsibilities wished to undertake a review and complete a mitigation report specifically for the Forwards Centre, this would be acceptable.

A Governor asked what the risks were and what the concerns had been regarding.

PH explained that this matter had been raised at the last meeting and Governors had requested clarification as to who was responsible for managing risks. It had been confirmed that this was completed at Trust level. Governors had also asked if the Forward Centre were required to have a risk register that was specific to them. Governors were assured that following further clarification the Trust had confirmed that this was not necessary.

5.1 Terms of Reference 2019/20

The updated terms of reference had been circulated to Governors for their review and information.

The Clerk noted that since the last meeting, the following detail had now been included:

- Appointment process for Chair/Vice Chair – Nominations to be invited at the meeting.
- Membership – To include one member of the Leadership Team at each LGB meeting in an observing capacity.

The Clerk requested that a review of the content be made to ensure that these remained effective for the remainder of the 2019/20 academic year.

Action: Clerk to upload the revised terms of reference 2019/20 onto the Gateway within the useful Documents area.

Agreed: That the Terms of Reference as circulated be approved for 2019/20.

5.2 Governor roles and responsibilities

A report highlighting Governors roles and responsibilities had been circulated for Governors information. The Clerk asked if all areas had been covered or if any further amendments were required.

CF reported that he felt the link roles and responsibilities should be linked to the Self-evaluation (SEF) and the priorities of the School Development Plan (SDP).

PH suggested that CF and PH undertake a review of Governors roles and responsibilities and liaise with Governors ahead of Governor week.

A Governor referred to the Governor Skills Audit and asked if Link Governors roles and responsibilities were matched accordingly.

Governor Skills Audit

Mr Smith noted that the skills Audit was an item for later in the agenda but felt that this may be an appropriate point to discuss.

Mr Smith tabled an anonymous outcome report following the evaluation of the recent skills audit undertake n and guided Governors through the details presented. It was noted that the report had been RAG rated and that there were a few areas of 'red' highlighting the potential need for further development. However, this was mainly relating to Human Resources matters such as policies and processes and therefore was not overly concerned due to the fact that the area was well supported by 'One Education' who provided the Trust with expert advice and guidance in these areas. Therefore, it was felt that overall, the LGB were fine with the skills in place.

Mrs Reynolds joined the meeting, apologising for her late arrival.

Governors were informed that LA training opportunities were available to Governors in order to further enhance their skills and Knowledge. Details of the various courses and booking arrangements were accessible via the Governance services website.

The Clerk referred to the National Induction Course for new Governors being a very useful Course to attend.

DS noted that it was also intended to provide Safeguarding training for all Governors. Arrangements were to be made with an adviser from 'One Education' to attend the Centre to deliver a bespoke session around mid-March time.

Governors confirmed that the best time to arrange this was for 4.00pm – 5.30pm.

CF referred back to the link roles and responsibilities and asked Governors if they felt that they were matched appropriately to their link area of responsibility.

Governors discussed this matter expressing concerns that the areas on the skills audit were not very educational related and felt that a further review may be preferred.

CF reported that he fully appreciated Governors time and their commitment to the Academy noting that each Governor would be invited into the Centre to further discuss and confirm their link role and responsibilities on an individual basis. This was agreed.

Agreed: That CF and PH would meet at the earliest opportunity to review and reallocate Link Governor roles in line with the SEF/SDP taking into consideration Governors skills and preferences.

Action: CF/PH to forward the revised Link Governor responsibility report to the Clerk for upload to the Gateway once confirmed.

Mrs Fernside and Mrs Douglas joined the meeting apologising for their late arrival.

6. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

The following items of 'Any Other Business' were notified:

- Ex pupil visits to the Forwards Centre
- Ofsted Inspection

7. NOMINATED GOVERNOR ROLES

7.1 Chairs' Briefing

The Chair was unable to attend the Chairs' Briefing held on 27 January 2020. The Clerk therefore reported that the following matters had been highlighted:

- Update from the Assistant Director of peoples Services – Paul Rankin
- Spring term updates:
 - Outcome of election for Parent Governor Representatives on the Scrutiny Committee (Vicky Dean and Justine Bond)
 - Maintained committee terms of reference updates
 - Schools Financial Value Standard
 - Changes to Relationship and Sex Education requirements
 - Catholic Education Service HR Policies
- Governance Peer Support Discussion
- Governance Services Up

The Clerk noted that this Briefing was very worthwhile attending to gain knowledge and information on current Governance related matters and the termly updates. However, if the Chair was unable to attend, they could nominate the Vice Chair or other Governor to attend in their absence.

Action: Chair to note the date of the next Briefing as Monday 11 May 2020 and to attend if possible.

7.2 Link Governors Report on Training / Recent Training undertaken

Mr Smith confirmed that Governors were encouraged to review the training programme available and to book on any governance related courses in order to further enhance their skills and knowledge. It was noted that these would be at a cost to the Trust and not self-funded.

The Clerk referred back to the previous item of discussion in respect of the skills audit where it had been recommended that any newly appointed Governors attend the National Induction training for new Governors. Details could be found on-line as previously mentioned.

7.3 Partnership Governor's Report

A nominated Partnership Governor had not yet been appointed. The Clerk therefore reported that the briefing was being held this evening on Monday 10 February 2020 where the following matters would be highlighted:

- Bolton Safeguarding Children Partnership – Shona Green
- Development of future partnership Forums – Marie Ahmad

Agreed: That the appointment of Partnership Governor be discussed and agreed by PH and CF in liaison with the Governor in question.

Action: PH and CF to discuss a suitable Governor to be appointed to this position as part of the discussion regarding link Governor roles and responsibilities. A report back to the Board would be made in the Summer term.

7.4 Link Governor Visit Reports

The following link Governor monitoring reports had been received:

- Single Central Record/Risk Assessments – D Reynolds
- C-POMS: use and impact – Mrs L Williams S Harulow

CF confirmed that other Governors had also undertaken link Governor visits, but the reports had not been forwarded to the Clerk for uploading to the Gateway for this meeting. The content of all reports was to be commended. It was noted that all visit reports had been very useful and supportive in respect of recent conversations with Ofsted Inspectors.

Action: Governors to undertake their Link Governor Visits, complete the relevant proforma and submit this to Mr Fielding, Academy Lead well in advance of the Summer Term 2020 LGB meeting.

7.5 Bolton Governor Conference

The Clerk reported that the Governance Services Team held their annual Governor Conference on Saturday 2 November 2019 at the Mercure Bolton Georgian House Hotel with the theme of "Opportunities for All".

The day had proved a great success and feedback has been very positive.

Mr Hodgkinson had been invited to present on Alternative Provision with all attendees having commended the presentation made.

Mr Hodgkinson spoke highly of the conference noting that he had found it very beneficial for a number of reasons including information sharing and providing good networking opportunities. It was planned to attend future conferences where possible. Governors were also encouraged to attend the next conference planned for November 2020.

8. FINANCE REPORT

Governors had received the financial report 2019/20 compiled by Mr Smith. It was noted that the purpose of the report was to update Governors with financial information in relation to the Forwards Centre based upon transactions that have occurred during the period 1 September 2019 to 31 January 2020.

Governors were informed that the Academy had been budgeted to 'break even' but had actually made a surplus of £11,000 to carry forward.

PH noted that since the PRU became part of a Multi Academy Trust, there had been many financial Challenges but with the savings and efficiencies undertaken by the Trust and the staff teams, it was felt that these were being overcome. It was noted that the Academy had always returned the relevant financial reports to the ESFA on a monthly basis and when requested and were making good progress in reducing the deficits in place and as a result, had been de-escalated from the concerns of the ESFA.

DS reported that the Trust still held an inherent deficit from the first year of becoming an Academy but from the savings and efficiencies made and the 'Dynamic Purchasing system' in place, it was planned to offset any surplus budgets for both this year and next year and clear the outstanding deficit. It was felt that a 5% balance was an acceptable carry forward.

Governors were assured that whilst financial pressure continued, the Trust/Academy were moving in the right direction.

CF reported that he met regularly with DS and could confirm that the Forwards Centre continued to be very cautious with all spending. It was noted that the Forwards Centre also maintained a very stable staffing structure.

A Governor referred to the finance report and asked for clarification regarding the traded income line being '0' and if this column was populated in other Academies.

DS confirmed that the column was populated other Academies. It was noted that the Educational Psychologist budget was paid at central level by the Trust.

A Governor from a school establishment referred to the lack of available places at the Forwards Centre and their need to use the 'Aspire' hub in Westhoughton. It was noted that this was at a cost of £95 per day plus transport costs.

Governors discussed the cost as being comparable to that of those that were currently commissioned by the LA but felt that the offer of provision may not be of as high a standard as the offer provided by the Forwards Centre.

Governors discussed their frustration in respect of the current processes regarding the commissioning of places available to the pupils concerned. It was noted that it would be far more beneficial for all concerned if BIT were permitted to trade with schools directly. PH confirmed that he was of the same opinion but that this matter had been discussed with the LA on numerous occasions, who were not in agreement to change at the present time.

PH noted that he was in constant communication with the LA regarding these matters and would update the LGB should there be any changes to process.

Agreed: That the financial report in respect of the Forwards Centre be received and noted.

9. ACADEMY LEAD REPORT TO GOVERNORS

Mr Fielding presented his termly report guiding Governors through the following key items:

- Quality of Education
 - Intent (Academic and Vocational)
 - Implementation (Academic and Vocational)
 - Impact (Academic and Vocational and Phase 2 Outcomes)
 - Key Performance Indicators (KPI's)
- Behaviour and Attitudes
 - Behaviour
 - Attendance
 - Bullying and Racism
- Personal Development
 - Pupil Destinations
- Leadership and Management
 - Personnel
 - Safeguarding
 - Children Missing in Education (CME)
- Health and Safety

CF explained that the format of the report had changed to be in line with the headings of the new Ofsted Framework and that the report gave an update summary for each area.

Aspects of the report were highlighted as follows:

Quality of Education

CF reported that there were five teachers in place at the Forwards Centre each of whom were responsible for their own area. All teachers would quality assure each other and one of the

teachers with TLR curriculum lead responsibilities would feed-back to CF as the Academy Lead. It was noted that this was a new approach and the teacher in question was working very positively and co-ordinating the work involved very effectively.

CF referred to the recent Ofsted Inspection noting that inspectors had mainly liaised with the Teaching staff and Learning Mentors and all had responded confidently and consistently.

CF referred to the continuous provision approach in the Green Room. This was working very effectively with six pupils currently benefitting from the additional support.

CF referred to the sex and Relationships Education (SRE) Policy. It was noted that this was an item of discussion later in the agenda but could assure Governors that the Centre was in the process of working with stakeholders to ensure a robust policy was in place for September 2020 as required.

Quality of Education – Impact

CF referred to the need to recognise pupils not making sufficient progress much sooner to enable suitable interventions to be put in place to better support them. It was noted that one child in particular had made a wealth of progress from their baseline but following a personal trauma they had not been re- baselined soon enough.

Governors noted that it was good that this area of further development had been recognised and that strategies could now be put in place to avoid repetition.

Behaviour and Attitudes

Further to the circulated report, CF informed Governors that Mr Mills, Staff Governor was currently undertaking a National Qualification for Middle Leaders (NPQML) and had recently introduced ABA (Applied Behaviour Analysis) in order to better understand the needs of pupils presenting repeating patterns of behaviour. This would help develop more effective responses to pupils. It was noted that following this analysis, two pupils (Green room) had been identified to take part in the pilot.

Attendance

CF reported that the attendance data for the Forwards Centre during the Autumn term stood at 93% which was considered high for an Alternative Provision (AP). Staff were working closely with nine pupils in particular whose attendance was below 90%.

A Governor asked what 100% attendance was if the Centre was closed on a Friday after noon and if the nine sessions offered equated to 100%.

CF confirmed that this was correct and explained that staff did not teach on a Friday afternoon and therefore 100% attendance related to the available teacher contact time.

A Governor referred to safeguarding and asked who would be responsible if there was a safeguarding issue after the finish time of 1.00pm on a Friday.

PH confirmed that after 1.00pm on a Friday when the Forwards Centre (FC) was closed to pupils, any issues arising were the sole responsibility of the family and home setting.

Governors discussed the lunchtime arrangements noting that teachers at the FC did not really benefit from an hour's lunch break, as may be the case in a school setting, as they would be required to support pupils at this time also. Lunch time at the FC was more of a social learning environment.

PH confirmed that this matter had been raised at a previous Ofsted Inspection and had been confirmed that the arrangements were acceptable.

Leadership and Management

CF referred to the provision maps in place commending the staff on their hard work and dedication on developing and maintaining the FC's key principles.

Governors were informed that during the Autumn term staff at the FC had been invited to take part in shaping the content for the DfE Early Carer framework which is being piloted for September 2020 at Manchester Metropolitan University (MMU).

Staff CPD

Further to the circulated report Governors were assured that there was a wealth of staff CPD currently in place. A number of staff were undertaking accredited leadership qualifications (NPQML AND NPQSL) and had just completed their first term. It was noted that this was having a noticeable impact on the quality of provision that the FC offers.

9.1 School Self-Evaluation and School Improvement/Development Plan Update

A copy of the School Development Plan (SDP) and Self Evaluation (SEF) had been circulated to all Governors for their review and approval.

Agreed:

- i) That the progress made on School Self-Evaluation and School Improvement/Development Plan be noted.
- ii) That Governors approve the School Self-Evaluation and School Improvement/Development Plan for The Forwards Centre Academy.

9.2 Visit from the Education Improvement Link Professional (SIP)

Governors had received the outcome report following the SIP visit made by Elisabeth Fenwick on 25 November 2019 for their review and information.

Agreed: That the information provided from the Education Improvement Link Professional's be received and noted.

9.3 Termly Report on Children Looked After

Mr Fielding had reported on the Academy's provision for Children Looked After as part of his circulated report. It was confirmed that there were currently 6 Children Looked After on roll at the Forwards Centre.

Agreed: That the Academy Leads termly report on the school's provision for Children Looked After be received.

9.4 Termly Report on Attendance and Children Missing Education

Attendance

CF confirmed that further to the discussion held earlier in the meeting regarding attendance, a detailed report had also been included as part of his circulated report.

Children Missing in Education (CME)

Mr Fielding reported that there had been no cases of children missing education at the FC since the last Local Governing Board meeting.

Agreed: That the Academy Leads report on Attendance and 'Children Missing Education' be received.

9.5 Pupil Premium Grant for 2019/20

Mr Fielding confirmed that a statement/report in respect of the Pupil Premium Grant funding (PPG) received for the 2019/20 financial year and its use to improve barriers to learning had been published on the academy website.

Governors noted that this was easily accessible for their reference.

Agreed: That the Academy Leads termly report on Pupil Premium be received.

9.6 Termly Report on Evacuation/Invacuation

CF confirmed that an evacuation drill had been completed on 2 October 2019 and an Invacuation drill had been completed on 1 October 2019. The report for the Spring term procedures undertaken would be provided at the Summer term meeting.

Agreed: That the evacuation report/Invacuation report for the autumn term 2019 be received.

9.7 Appraisal Procedures

DS reported that at the last meeting Governors had been advised that any recommendations following completion of the staff performance management process were to be presented to the Pay Committee on 4 December 2019 and managed at Trust Level.

Governors were assured that this had taken place and that all recommendations made were approved with those staff receiving incremental progression as appropriate.

A Governor asked if there was an appraisal process in place for support staff.

CF confirmed that there was.

Agreed: That the verbal report from DS on school's appraisal procedures for the 2018/19 academic year be received and noted.

Agreed: That the termly report from the Academy Lead be received and accepted with thanks.

10. POLICY REVIEWS/APPROVALS

Mr Fielding reported that there were no policies subject to review/approval at this time.

Mr Smith reported that arrangements were in place for Rebecca Leonard, as part of her role of Vice Principal, to undertake a review of the policy review schedule and procedure with support from 'One Education'. It was hoped that this would be available to share with LGB's at the summer term meeting.

CF referred to the Admissions Policy that had been an item on the previous agenda. It was noted that an Admissions Policy 'per say' was not required for this type of setting as all places were commissioned by the LA. However, it was agreed that a set of criteria was required.

PH referred to the recent advice from the Ofsted Inspector being that the detail on the website regarding admissions was adequate for the present time.

A Governor referred to the current process in place in respect of the LA dictating the individual pupils to be referred to attend BIT and only those who were permanently excluded being able to attend. It was felt that despite being tied to a funding agreement, BIT should have the right to refuse specific children if they did not meet the criteria set.

Governors discussed this matter at length noting that a panel system with Head Teacher oversight would be preferable and far more effective.

PH noted that arrangements had been made for him to meet with the LA Inclusion Lead Officer on 11 February 2020. He would raise the issues and concerns raised by Governors and ask for

clarification on the referral process and establish the criteria in place. PH would also discuss these issues with Steve Berryman.

Action:

- i) RL to provide a revised policy review schedule for Governors information at the summer term meeting
- ii) PH to update Governors following his meeting with the Inclusion Lead.

11. SKILLS AUDIT

Governors confirmed that this item had been discussed earlier in the meeting as part of item 5.2, Governor roles and responsibilities.

12. ACADEMY LEADS APPRAISAL REVIEW

DS reported that as had been reported for staff appraisal processes at item 9.7, any recommendations following completion of the performance management process for the Academy Lead was managed at Trust Level and had been presented to the Pay Committee for their approval.

PH confirmed that the Academy Leads appraisal had been undertaken with Elisabeth Fenwick as the SIP and that all targets had been met. It was noted that three further targets had been set for 2019/20.

PH confirmed that all recommendations made following the outcome of the appraisal process had been approved at Trust Level by the Pay Committee.

Agreed: That an update on the Academy Leads appraisal review for the 2018/19 academic year be received and noted.

13. SCHOOL WEBSITE COMPLIANCE

Mrs Williams reported that she had recently undertaken a review of the Academy's website. A number of matters were highlighted to be addressed including:

- Content of the Curriculum offer was not visible for all subject areas
It was felt that Parents and Members of the Public ought to be able to access the full curriculum offer.
- Pupil Premium Grant (PPG) Report
This required further review to ensure that the figures recorded were specific and not estimations or rounded numbers

- Policies:
 - Equality Objectives Policy was dated March 2019 and therefore was required to be updated
 - Trust Membership to be updated and to include the appointing Body
 - Details of material interests to be included at LGB level as well as Trust level.

Mr Smith noted that there were a number of policies requiring updating and would further discuss this matter with Mrs Leonard to be included as part of her Vice Principal responsibilities.

Mrs Williams presented Mr Smith with the checklist used to review the website. All areas of concern had been highlighted for his attention.

Agreed: That Mrs Williams continue to undertake a termly review of the Academy's website to ensure continued compliance and provide a report back to Governors at the next LGB meeting thereafter.

Action:

- i) Mr Smith to further review the website and make the necessary changes as detailed within the report
- ii) Mrs Williams to undertake a further review of the website to ensure the matters raised had been addressed and to ensure compliance was maintained.
- iii) Mrs Williams to undertake a summer term review of the FC website and provide an outcome report to Governors at the summer term meeting.

At this point in the meeting a Governor reported that when they typed 'The Forwards Centre' into 'Google' nothing was returned. Governors discussed this matter and noted that if users inputted 'Bolton Impact Trust', the Forwards Centre website would then be accessible. It was also noted that the more time the Forwards Centre was searched for the higher up the list it would become.

Governors further discussed this matter noting that this was not acceptable as most people wanting to know about the Forwards Centre would input the 'Forwards Centre' and experience difficulty in accessing.

A Governor asked if the website could be optimised for ease of access particularly for potential parents.

SH and DS both agreed to look further into this matter to see if any improvements could be made.

Action:

- i) Suzanne Harulow to look at ways of improving access to the Forwards Centre website
- ii) David Smith to liaise with the LA Bolton Schools ICT Department for further advice and guidance in this matter.

14. CHANGES TO RELATIONSHIP AND SEX EDUCATION (RSE) REQUIREMENTS

The Clerk reported that the new Relationships Education, Relationships and Sex education (RSE) and Health Education would be mandatory from September 2020.

It was noted that Relationships Education would be compulsory in all primary schools in England and Relationships and Sex Education would be compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools.

It was noted that schools and academies must have regard to the guidance, and where they depart from those parts of the guidance which state that they should (or should not) do something they will need to have good reasons for doing so.

The Clerk advised that the statutory guidance was available via the DfE website along with helpful guides for schools and parents.

It was reported that local primary and secondary schools and academies had worked together in a number of cases to share their own experiences of working with their local communities and ensuring robust policy planning. Stakeholder working was also noted as a useful tool to ensure that the curriculum remained transparent, and any misunderstandings and myths explained.

For faith-based schools, the Governance Services Team recommended consulting with the appropriate religious authority as they may have further guidance and support available.

CF confirmed that work regarding this policy had commenced and would form part of the review process being undertaken by Rebecca Leonard. It was planned to present the policy to Governors in the summer term to be approved for use in September 2020

Agreed:

- i) That the Board delegate to leaders the planning of the new curriculum and the sharing of clear information with stakeholders.
- ii) That the Board ensure that a robust Relationships Education, Relationships and Sex Education (RSE) and Health Education curriculum policy, where appropriate, was in place by 1 September 2020.

15. SCHOOL TERM AND HOLIDAY DATES 2020/21

Governors were informed that a report detailing the school term and holiday dates for 2020/21 as approved by the Trust was available on the Academy website.

DS presented an online copy of the holiday pattern noting that there was a key to explain the colour coded areas.

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

Agreed: That the Local Governing Board meeting for the remainder of the academic year 2019/20 be held as follows:

Summer Term: Monday 8 June 2020 at 4.00pm at the Forwards Centre, Roscow Fold Site

17. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Charlene Parkinson

18. ANY OTHER BUSINESS

18.1 Ex-Pupil Visits to the Forwards Centre

JB asked if arrangements could be made for ex pupils now attending Lever Park School to return to the Forwards Centre for a visit.

CF reported that many young people who were now being educated at Lever Park Special School had asked if they could return to the FC for a visit. CF noted that he had spoken to the Head Teacher at Lever Park and both parties were happy for arrangements to be made but had expressed concerns around time constraints and being able to dedicate the time required to these pupils.

Governors were informed that pupils had previously returned for a visit, but it was felt that arrangements would have to be made in a structured way and for Lever Park staff to accompany them for additional support.

CF noted that a wealth of transition work was undertaken for pupils moving from the FC to Lever Park and that this had proved very worthwhile.

JB noted that the transition from FC to Lever Park was a culture shock for many pupils and that this support was invaluable.

CF concluded by stating that he would further discuss and consider this request with the staff team and would try to arrange something in the near future if and when possible.

18.2 Ofsted Inspection

CF thanked Governors for their involvement, time and contributions made at the recent Ofsted Inspection. CF also commended the staff team for their much-valued contribution.

Governors were informed that any information that had been shared with Governors during or following the Inspection was to remain confidential until the final outcome report was provided.

It was noted that the next inspection would be expected in four years' time.

19. 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 6.00pm

Signed as a correct record: _____

(Chairman/Vice-Chairman of Governors)

Date: _____