

## BOLTON IMPACT TRUST

### THE FORWARDS CENTRE LOCAL GOVERNING BOARD

#### MEETING HELD VIRTUALLY VIA MICROSOFT TEAMS

ON MONDAY 7 MARCH 2022 AT 4.00pm

**Present:** Elizabeth Douglas (Chair), Mr C Fielding (Academy Lead), Damian Mills, Sara O' Byrne, Jenny Scott and Lynn Williams.

**In attendance:** Mr P Hodgkinson (Executive Principal), Alison Woosey (Director of Standards), Mr D Smith (Finance Director), Nikki Berry (Deputy Head Teacher) and Kathleen Brooks (Minute Clerk).

#### Elizabeth Douglas in the Chair

### 1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone. Sara O'Byrne was welcomed to her first Local Governing Board meeting.

Apologies for absence had been received from Suzanne Halliwell, Carlene Fernside, Deborah Crier, Ben Wilson, Kelly Shacklady and Rebecca Leonard.

### 2. PROCEDURAL MATTERS

#### 2.1 Declarations of Pecuniary or Conflict of Interest

No declarations of pecuniary or conflict of interest were made.

#### 2.2 Membership / Governance Issues

Mr Fielding explained that Mrs D Crier's term of office had expired in January 2022. Mrs Crier had expressed her wish to remain on the Local Governing Board (LGB). Governors approved and agreed to Mrs Crier remaining on the LGB.

**Agreed:** Mrs D Crier (Co-opted Governor) to be reappointed to the Forwards Centre LGB.

### **3. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

#### **3.1 Minutes of the Last Meeting**

**Agreed:** To approve as a correct record the minutes of the last meeting of the Local Governing Board held on 15 November 2021.

#### **3.2 Matters Arising**

##### **3.2.1 Membership**

Parent and Staff Governor Elections had been organised. Sara O'Byrne (Parent Governor) and Damien Mills (Staff Governor) had been successful.

##### **3.2.2 Declaration of Eligibility and Privacy Consent Form**

The school had appointed Mrs Debbie Smith as the new Office Supervisor. Mrs Smith had checked all standard forms had been completed and returned by all Governors.

Governors were asked to bring ID on their next visit to the Forwards Centre to ensure all documents had been observed for the Single Central Record.

**Action:** Governors to bring ID on their next visit to the Forwards Centre to aid the completion and requirements of the Single Central Record.

##### **3.2.3 Website Compliance**

Mr Hodgkinson discussed Mrs Williams recommendations about "the tone and the feel" of the website. It had been agreed that content was compliant. Mr Hodgkinson had met with Victoria Gavin (Business Development Manager) who would action this to soften the tone. The Hill Top Special School in Rotherham had produced a good model website which was informative with a good feel / mood. Mr Fielding added that as a Trust there would be a unified approach to certain areas of the websites. Mrs Williams suggested Class Blogs could be an additional development to showcase class activities.

The Chair noted that new parents would access the website to find out more. The website needed to reflect the feel of the school ie caring, nurturing and a settled place to be part of.

**Action:** Mrs Victoria Gavin to reassess the feel and tone of the school website.

### **4. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'**

No items of 'Any Other Business' were notified at this stage.

## 5. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the “Forwards Centre - Report to Local Governing Body (Spring Term 2022)” had been circulated to Governors via the Governance Gateway. The report was shared on the screen.

Mr Fielding presented the report to Governors and highlighted the following key areas;

### 5.1 Pupil Numbers

Pupil numbers had grown during the Autumn Term. There were currently 39 pupils who attended the Forwards Centre. Three places were available in KS1. A meeting had been arranged by the LA to discuss children attending the centre who did not have an Education, Health Care Plan (EHCP) and those children who would potentially be leaving at Easter.

A Governor asked who would be Chairing the meeting tomorrow and who had arranged it. Paula Andrews from the LA had arranged the meeting; the meeting would have an inclusion focus rather than SEND; Steve Berryman would also be in attendance.

Mr Hodgkinson added that he had received a telephone call from Geraldine Whitehead regarding Year 4 / 5 children in the LA who required placements. All agreed processes and procedures would be followed. Children would not transition / return to mainstream provision until they were ready to do so.

The LA had made a Quality Assurance Visit (half a day) to the Forwards Centre – the visits across the LA had been to LA alternative provision (AP) and care settings. A top grade had been achieved by the Forwards Centre – “Green” - No concerns.

A Governor asked if there was capacity for another classroom. Not at the moment, due to the physical space. The capacity remained for 40 children to be accommodated; which was also the number of children agreed for the 2022 – 2023 academic year. A change request to increase numbers in the future may be debated.

A Governor asked who had the final say about children being admitted. Bolton LA provided the AP/SEND funding for 40 exclusive places. The request potentially would be for KS2 places and discussions would arise as there was only capacity in KS1. The challenge as always would be to get children in the right provision at the right time.

A Governor added that parents needed assurance that their children had a secure placement to meet their needs.

The Chair informed Governors of the “Levelling Up” White Paper. The document outlined funds to be released for various levelling up strategies across communities eg educational settings and SEND places for children.

**Action:** The Chair to email a copy of the “Levelling Up” White Paper to Mr Fielding and Mr Hodgkinson.

### 5.2 Self-Evaluation Update

Behaviour and Attitudes – the arrival of new children and new staff provided challenges in the flexible staffing model and consistency of approach. Two members of staff had left during the Autumn term; the school had recruited and appointed three permanent members of staff – Learning Mentors. There were now six Learning Mentors.

Damian Mills had become an instructor for physical intervention (CPI) all new and established staff were provided with effective training.

Wellbeing – Alison Woosey had conducted a visit regarding a Wellbeing survey for staff. Outcomes from the survey were very positive. Mr Fielding had started and would be completing the training to be the Senior Mental Health Lead.

### 5.3 Visit by School Improvement Professional

A copy of the information submitted following the Autumn term (25<sup>th</sup> November 2021) Education Improvement Link Professional's visit – Elisabeth Fenwick, had been provided to Governors via the Governance Gateway.

**Agreed:** That the information provided from the Education Improvement Link Professional be noted.

Elisabeth Fenwick visited the school last week. COVID had slowed the school in the roll out of the new curriculum. Work with the Mathematics and English Leads had been acknowledged – who were much more confident in speaking about their subject, where their subject was and next steps than previously. Science and IT would be the next subjects to be considered with subject leads.

Mr Hodgkinson noted that the Head of SEND for OFSTED – Anne Heavey, had provided Headline information from September 2021 on outcomes following inspections in specialist settings. Attendance response eg working with parents, Pastoral Support, Safeguarding, RSHE had all been strong elements. Lack of teacher subject knowledge, working on recommendations outlined in EHCP's, teaching and impact of reading being inconsistent; were areas that required improvement. Following the Headline information re OFSTED SEND findings a self-evaluation of these particular areas would be conducted to ensure all aspects were in place.

The Chair stated the importance of new staff knowing children's individual needs and the content of the EHCP. Communication of information and advice was vital for a successful transition into a new setting.

Mrs Williams stated following a recent OFSTED inspection Early Reading had been absolutely crucial, phonics development and the phonics scheme used. New guidance had been made available as to which scheme was approved to be used as an accredited phonic scheme. Jenny Scott had been working with Steve Kennedy and added that as an AP an official approved phonics scheme was not required but the justification of the scheme being used would be needed.

### 5.4 Termly Report on Pupil Premium Grant 2021/22

**Agreed:** That the Head Teacher's termly report on the Pupil Premium Grant be received.

5.5 Termly Report on Academy's Provision for Looked After Children

**Agreed:** That the Head Teacher's termly report on the school's provision for Looked After Children be received.

5.6 Termly Report on Attendance and Children Missing Education

**Agreed:** That the Head Teacher's report on Attendance and Children Missing Education be received

5.7 Personnel

Personnel had been discussed previously during the meeting.

5.8 Safeguarding

At the last Governors meeting Mrs Williams had enquired about the Section 175 Safeguarding Audit. An updated version had been completed working together with the other academies. Rebecca Leonard had been collating and comparing Safeguarding Audit outcomes. The Forwards Centre would be working on some specific areas eg formal termly quality assurance of all safeguarding paperwork, updating staff and parent handbooks and revisiting Safeguarding and Prevent training for Governors.

Mrs Williams noted that all Bolton schools had been sent a new Single Central Record (SCR) pro-forma with additional columns. The Forwards Centre used a new Human Resources system – EveryHR. The new SCR additional columns would be checked to ensure they were captured on the EveryHR system.

**Action:** Mrs Williams to send a copy of the new Bolton Single Central Record pro-forma to Mr David Smith.

5.9 Health and Safety

A full LA Health and Safety Audit had been arranged which would help support the statutory compliance regarding the LA and Robertson's.

6. COVID 19 UPDATE

The school continued to carefully manage arrangements to minimise risks eg cleaning, still using gel, promoting regular handwashing and good hygiene. Bubbles were no longer used, children playing out at the same time, assemblies took place together and more face to face meetings arranged eg staff meetings.

## **7. CURRENT FINANCIAL POSITION**

A copy of the Financial Monitoring Report 2021/22 had been circulated via the Governance Gateway.

Mr D Smith presented the report on screen to Governors.

Table One demonstrated that the Forwards Centre was projected to generate a budgeted surplus of £30,000. This had originally been £5,000. Consideration of increased pupil numbers, savings on permanent staffing and the expenditure made to date had contributed to the rise in the projection.

Mr Fielding commented that predicting numbers of children admitted over the Autumn term and appropriate staffing had been correct which had allowed the Forwards Centre to stay within the budget.

Mrs Williams noted a 1.7% officer's pay rise backdated to September and asked if this had been included in the projections

This had not been considered or calculated in the formulation of the Spring term financial report. The cost would be approximately £6,000 from the Forwards Centre budget.

Inflationary pressures would be coming through for Electricity, Gas and Water supplies next year. Mr Hodgkinson and Mr Smith reassured Governors that the Trust was in a good position to absorb financial pressures.

**Agreed:** Governors to note the content of the Financial Monitoring Report – Spring Term 2022.

## **8. NOMINATED GOVERNOR REPORTS**

### **8.1 Chairs' Briefing**

The Clerk reported that the following matters had been presented at the Chairs' Briefing held virtually on Monday 24 January 2022.

- Spring Term Governance Services Update
- Spring Term Meeting Updates:
  - Financial Management
  - Publication of Statutory Information
  - Role and Procedures – Associate Members
- Development – Wellbeing and Teacher workload

### **8.2 Report from Training and Development Lead**

Mr Hodgkinson provided the training details to Governors in place of Mrs Leonard.

A Governance Services briefing had been held on Monday 21 March 2022 where the following matters had been presented

- Autumn Term feedback on the Induction Policy and Checklist
- Review of the nominated Governor role for Safeguarding
- Overview of the training held since the last session.

New Governors were encouraged to attend the Bolton Governance Services Induction course.

Equality Training had been delivered (virtually) on 22 February (2 – 4pm) for Governors and Trustees which had received positive feedback. Mrs Williams had attended and had subsequently booked the session for Governors, Staff and Cluster HTs. Mrs Williams invited the Chair to the session. Mr Hodgkinson stated there would be a follow up session on 25 March 2022 for “day to day equality issues and responsibilities” – an invite to the Chair would be sent.

Governors who attended training were asked to inform Mrs Leonard of the courses attended to ensure the Governor training log was up to date. “One Education” had delivered courses to the Senior / Middle Leadership team eg SEF, Safer recruitment, Critical Incidents, Health and Safety etc. Sessions would be rolled out again to other staff and Governors would also be able to access the courses; particularly in their link area. Information on the courses would be provided to Governors for their consideration.

Mr D Smith demonstrated on screen how to access the Bolton Governance Training and Development Programme. Governors are able to book online via the Governance Services website; [www.boltingovernanceservices.org.uk](http://www.boltingovernanceservices.org.uk). The Trust were part of the Governance Services SLA programme; any additional costs would be funded by the Trust.

**Action:** Information on courses for Governors presented by One Education to be forwarded to Governors.

**Action:** Governors to email Mrs Leonard with details of training attended.

### 8.3 Partnership Governors Report

The nominated Partnership Governor, had attended the Primary Partnership Forum meeting held virtually on Monday 7 February 2022 where the following matters had been presented:

- An update on the role of Bolton’s Virtual School and scope of its work - Lindsey Nelson, Virtual School Head, Bolton’s Virtual School.
- An overview of the work of the Internal Audit Team - Judith Smith, Principal Auditor, Internal Audit and Service Development Team.

The Chair had attended and asked how parents found out how the Pupil Premium Grant (PPG) was allocated and spent on their child.

Every school had to publish a PPG statement on their website that determined how much money the school had received and how the money was allocated. However, this was not broken down to show the provision for individual children. The PPG was not ring-fenced money which went into the school budget.

Previous LAC, LAC and post LAC children had more individual detail available. Meetings were held termly with the designated teacher for LAC in school and it was expected that the monies allocated would be discussed eg, provision, resources and impact.

#### 8.4 Nominated Link Governors Reports

Four link Governor Reports had been circulated to Governors via the Governance Gateway.

#### 8.5 Bolton Governance Conference

The Clerk advised that due to uncertainty of the ability for large groups to gather safely, the Governance Services Conference March 2022 had been postponed until Saturday 12 November 2022. Further information would be provided in due course.

### 9. POLICY REVIEWS / APPROVAL

#### 9.1 Relationships and Sex Education Policy

A Governor asked if there had been any parent objections.  
No concerns had been received.

**Agreed:** Governors ratified and approved the Relationships and Sex Education Policy.

Two policies had been updated and uploaded onto the website;

- Health and Safety Policy
- First Aid Policy

**Agreed:** Governors to note the Health and Safety Policy and First Aid Policies had been updated.

### 10. PUBLICATION OF STATUTORY INFORMATION ON ACADEMY WEBSITE

“Published Information on Academy and Free School Websites - Local Governor and Trustees’ Checklist 2021” had been made available to Governors via the Governance Gateway.

All academies and free schools should check their funding agreement to establish what information they must publish on their website. In addition, there were publishing requirements set out within the Equality Act 2010 and Children and Families Act 2014, with which Academy Trusts must comply.



The accompanying agenda note gives an overview of those requirements and the further information that the Department for Education (DfE) recommends that are published on the website. Many academy trusts are under a duty to publish much of this information, due to clauses within their funding agreements. The information provided related to the DfE guidance of 'What Academies, Free Schools and Colleges should Publish Online', last updated in February 2021.

**Agreed:** Debbie Smith, Lynn Williams and Mr Fielding to arrange a meeting to discuss the Statutory Information on the website.

#### **11. SCHOOL TERM AND HOLIDAY DATES 2022 / 23**

All Governors had been notified of the school term and holiday dates which had followed the Bolton Model format.

**Agreed:** Governors to note the school term and holiday dates 2022 / 23.

#### **12. DATE OF NEXT LOCAL GOVERNING BOARD MEETING**

Summer Term: Monday 13 June 2022 at 4.00pm.

#### **13. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of all absent Governors.

#### **14. ANY OTHER URGENT BUSINESS**

The Chair discussed and shared information about the Greater Manchester Community Voluntary Organisation (GMCVO). A programme was being launched in May 2022; "The Local Access Programme" which would be a package of support / blended finance / training; funded by the "Big Society Capital". Eight million pounds had been allocated to be distributed to four LA's in Greater Manchester over the next four years – Bolton, Stockport, Oldham and Wigan. The money would be allocated for Community Projects; including buildings. Two LA's would be focused on SEND and Education. The Chair would forward further information to Mr D Smith.

**Action:** The Chair to forward further information to Mr D Smith re Local Access Programme.

#### **15. 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 Chair thanked everyone for their attendance.

The meeting closed at 5.20 pm.

Signed as a correct record: \_\_\_\_\_  
(Chairman/Vice-Chairman of Governors)

Date: \_\_\_\_\_