

CONFIDENTIAL

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

FORWARDS CENTRE

**VIRTUAL MEETING HELD VIA ZOOM ON
MONDAY 1 FEBRUARY 2021 AT 4.00PM**

Present: Vicky Byrne (VB), Deborah Crier (DC), Liz Douglas (LD), Carleen Fernside (CFe), Christopher Fielding, Academy Lead (CF), Suzanne Harulow, Chair (SH), Damien Mills (DM), Jenny Scott (JS), Kirsty Smith (KS) and Lynn Williams (LW).

In attendance: Paul Hodgkinson (PH) Executive Principal, David Smith (DS) Finance Director, Rebecca Leonard (RL), Executive Vice Principal, Mubeen Moosa, Trainee Accountant (observing), Nikki Berry (NB), Acting Deputy, Forwards Centre and Carole Brooks, Clerk, Governance Services.

Suzanne Harulow in the Chair

Virtual Meeting Protocol

Governors were referred to the revised virtual meeting protocol for their review and approval.

Agreed: That Governors approve the revised protocol, noting the updated details.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present in particular Kirsty Smith, newly appointed Governor attending her first LGB Meeting.

Apologies for absence had been received from Joanne Blackburn and Charlene Parkinson

2. DECLARATION OF INTERESTS/MEMBERSHIP ISSUES

2.1 Declaration of Pecuniary or Conflict of Interests

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

2.2 Membership

Governors had received a copy of the current membership of the Local Governing Board (LGB). It was noted that there were no current vacancies but that the term of office for Joanne Blackburn, Parent Governor was due to expire on 8 February 2021 and therefore a Parent Governor election would be required.

CF confirmed that a Parent Governor election would be arranged at the earliest convenience.

A Governor asked if Joanne Blackburn could be approached to continue in the event that no other Parents put themselves forward, even though she no longer had any children attending the Forwards Centre.

The Clerk confirmed that providing a fair election had been held and no other parents had come Forwards, Mrs Blackburn could be approached to continue despite her not having any children currently attending the Forwards Centre as she was still 'a Parent'.

Action: CF to make the necessary arrangements to hold a Parent Governor election and inform the Clerk of the outcome.

Agreed: That in the event of an un-successful Parent Governor election, Joanne Blackburn be approached to ascertain if she was willing to continue for a further four-year term.

3. MINUTES/MATTERS ARISING OF THE LAST MEETING

Governors had received the minutes of the last meeting held virtually on 15 October 2020 for their review and approval.

Matters Arising

3.1 Link Governor appointment - Safeguarding

Further to the minutes of the last meeting, CF confirmed that an expression of interest had been received from Vicky Byrne for the position of link Governor for Safeguarding. CF therefore proposed that Vicky be appointed subject to LGB approval.

Governors discussed this matter and

Agreed: That Vicky Byrne be appointed as the Link Governor for Safeguarding

Governors confirmed that there were no other matters arising that were not already included on the agenda for the current meeting.

4. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS'

There were no items of 'Any other Business' notified at this point in the meeting.

5. ACADEMY LEADS REPORT

Governors had received the Academy Leads Report prepared by CF which had been based mainly on the Autumn term 2020.

Key Items included:

- Summary/Introduction to the Autumn term 2020
- Quality of Education
 - Implementation
 - Impact

- Progress Data
- Behaviour and Attitudes
 - Attendance
 - Bullying and Racism
- Personal Development
- Leadership and Management
- Staffing and Personnel
- Safeguarding
- Children Missing Education
- Health and Safety

CF Guided Governors through the details of his report noting the following:

Summary/Introduction

CF informed Governors that the Autumn term 2020 had been unusual, however, all pupils and staff members were welcomed back. Data collection processes continued with pupils being 'tracked' to establish any additional support that may be required. It was noted that in terms of progress, the majority of children had made 'at least' what the staff team had expected of them across the autumn term.

CF confirmed however, that the circumstances of the pandemic had impacted on pupil progress when looked at across the entire year. Following review and analysis, there was no specific pattern to be seen across the board. Staff applied the necessary support to meet the needs of each individual child.

Data

Further to the details provided within the report CF confirmed that 21/22 pupils attending the Forwards Centre had an Education Health Care Plan (EHCP). Nikki Berry, Acting Deputy at the Forwards Centre had undertaken an evaluation of each plan to assess pupils needs confirming that a significant number of the pupils had Special Educational Needs (SEN) and required special school provision.

CF commended the staff team for all their hard work during these very challenging circumstances. It was to be noted that the whole curriculum in place at the Forwards Centre may be regarded as a 'catch up' curriculum.

Pupil numbers

CF informed Governors that during the Autumn term 2020 five pupils left to return to mainstream school but none were returned to special school provision. It was noted that some pupils were waiting for out of Borough Panel meetings, but none were being held at this time.

CF reported that pupil transition meetings had been held via Zoom for those pupils who were moving on to other provision. The LA had requested that the Forwards Centre retain some pupils to enable them to complete the work that had been missed due to the 'lockdown'.

Governors were informed that the Forwards Centre currently had 29 Pupils attending with 3 pupils due to leave in the near future and no new pupils expected. It was noted that during the first part of the Autumn term 2020 the Centre had not received any new pupil's but then pupil

numbers increased gradually with 1-2 new pupils arriving each week up until the current 'lock down'.

Children Missing Education (confidential section)

CF reported that one pupil was currently causing significant concern but could not be reported as 'missing in education' due to the current 'lockdown' situation as pupils were currently remaining at home. The pupil had stopped attending the Forwards Centre and as the staff team were unable to make contact a home visit was undertaken by a member of staff. Following the visit, it was ascertained that the family had moved to Bradford. DM stated that he was currently in liaison with Bradford Authority regarding this matter and had been advised by colleagues in Bradford, that the family had refused to engage.

CF explained that if no progress was made in the next 24 Hours, he planned to travel to Bradford to attempt contact and to ensure the well-being of the child.

RL commended the work undertaken by CF and DM in this matter and agreed that from both a safeguarding and a health and safety point of view, a visit as soon as possible was necessary.

CF referred to Health and Safety issues commending the work undertaken by Victoria Gavin, recently appointed by the Trust as Business Development Manager. It was noted that monthly update meetings were now held and following the implementation of the 'Every System', Health and Safety arrangements in place for the centre had been tightened up.

CF confirmed that this concluded the presentation of his report. Questions from Governors were invited.

LW referred to the number of pupils remaining at the Forward Centre expressing concerns regarding the number of pupils with significant SEN and EHCP who were not being moved on. It was noted that through the review process their position was required to be identified in order to be appropriately placed in a setting that would best meet their needs.

CF confirmed that it had been identified that the pupils required specialist provision but following LA advice they were currently unable to be moved on. It was noted that some recently arrived Year 6 pupils had the Forwards Centre named on their EHCP and therefore were required to stay until the end of the Academic year.

CF commended the work undertaken by Nikki in respect of the EHCP's. Nikki was in regular liaison with the LA's Special Needs Department regarding concerns with individual pupils.

LW noted that she understood the challenges faced in getting detail amended in this area and that sometimes additional pressure was required.

A discussion was held with Governors expressing concerns around the length of time pupils were remaining at the Forwards Centre when clearly a Special School could better meet their needs.

PH and CF noted that this issue had been raised and queried on a number of occasions. It was further noted that if pupils were to remain at the Forwards Centre for a longer period of time the curriculum would need to be broader for those subjected to the extended stay.

PH noted that under the current system pupils had to be excluded before they could be considered for the Forwards Centre. It was felt that pupils in these circumstances may have better outcomes if they were managed by AP before crisis point.

PH discussed the consideration of BIT introducing a 'hybrid' provision to support SEN and EHCP Pupils. It was noted that this arrangement had been put in place successfully in another Authority. Governors were informed that discussions had been held with Paul Rankin and Sue Cornwell at Bolton LA and whilst consideration was given, nothing could progress at this moment in time due to the curriculum implications and the need to consult with Governors and other local schools. It was also to be noted that as the Forwards Centre was not currently a 'special school', it would be required to be re-named if a hybrid provision were to go ahead. This would involve consultation processes.

PH emphasised that this matter was in its infancy, nothing had or could be decided without Governors approval. Governors were to be assured that nothing would move forward in this matter without following the correct consultation processes.

LW referred back to the child that had moved to Bradford noting that if there was a safeguarding issue, they should be physically attending a school in Bradford.

CF explained that the child had been offered a place in mainstream school, but they had preferred to remain registered at the Forwards Centre. Regular communication had been made between the child and the staff at the Forwards Centre and work packs would be taken to him. It had been noted that they did not want to attend a school in Bradford.

A Governor asked how long it had been since the child had been physically seen in an 'eyes on' situation or if any other service or LA had made contact with them?

CF explained that the child had not been physically seen by a member of staff since the end of the autumn term. There were no other agencies involved as the child did not meet the required threshold.

DM reported that he had spoken to colleagues in Bradford about the child, but nothing was straight Forwards as the family were between two areas.

RL confirmed that the necessary LA's were aware of the situation but CF and the team at BIT were keen to remain in contact to ensure their well-being.

CF confirmed that he would make the necessary arrangements to undertake an 'eyes on' visit before the end of this week if the family could not be contacted.

Governors further discussed this matter expressing concern for the child's well-being. Governors commended the care and work undertaken to date but it was felt that they ought to be on roll and attending a school in their resident town.

PH stated that a meeting had been planned for later this week to further discuss this matter and who should have ownership of the statement in place.

CF thanked Governors for their support in this matter confirming that a visit to assess the child's well-being would be arranged this week. An update report would be provided to Governors at the next Meeting.

With no further questions CF concluded his report confirming that information relating to agenda items 5.1 to 5.6 within this item had been covered within the report.

Action: CF to provide Governors with an update on the progress made with the CME issue

Agreed: That Governors receive and note the contents of the Academy Leads report with thanks.

6. COVID RESPONSE

PH reported that whilst new guidance had been received on the required arrangements to be made in response to the COVID-19 Pandemic it had not been overly clear in meeting the needs of BIT Alternative Provision. Therefore, alternative arrangements were put in place with a set of seven questions being compiled as presented on screen for Governors review.

The questions were as follows:

1. Is every child offered what is appropriate for them?
2. Are Parents and Carers in agreement with each decision?
3. Is every child safeguarded every day?
4. Is the Curriculum offered of a high quality?
5. Are we regularly reviewing our list of priorities?
6. Are staff contributing equally?
7. Is communication 'strong'?

PH confirmed that these questions had been shared and approved by the ESFA and the DfE. They had also been well received by colleagues at a recent webinar that PH had attended. PH explained that 'if the answer was 'yes' to all questions, the required aspects had been covered effectively'.

PH referred to the circumstances of a 'lock down' informing Governors that in addition to the questions, a checklist proforma had been created, (as displayed on screen) this included relevant lines of enquiry to be responded to as appropriate.

PH confirmed that the Forwards Centre had engaged well with Parents/Carers providing them with an opportunity to ask questions, raise any concerns or make any comments on a weekly basis. Governors were to be assured that Parents/Carers would be listened to and any suggestions of improvements would be considered.

Governors were informed that RL and PH undertook baseline assessments to ensure that the decisions made across the Trust were correct. The following testing arrangements had also been put in place:

- Lateral flow test system set up at the start of the spring term.
- All staff at Lever Park had been vaccinated.
- 90% of pupils at the Forwards Centre had EHCP's and therefore very vulnerable. All staff at Park School Teaching Service had been vaccinated as the pupils in their care were of a very vulnerable nature including the need for end-of-life care for some pupils.

PH reported that staff well-being was always very important, but more so during these circumstances with regular communication being made to keep in touch.

PH referred to the financial concerns across the Trust noting that these had led to restructuring and consultation processes having to be put in place. It was noted that discussions were ongoing regarding the receipt of funding based on previous years pupil numbers. Advice had been taken from the ESFA in this matter, but this differed significantly from the advice received from the LA. Arrangements had therefore been made for PH to meet with Bernie Brown, Director of Children's Services to further discuss this matter.

PH commended the staff team noting how proud he was and how inspired he had been by how the team had responded and engaged with the current circumstances and embraced the new ways of working.

Governors were informed that regular meetings took place between PH, DS, CF and NB to ensure all were fully informed and updated.

A Governor referred to the allocation of free lap-tops and asked how many the Forwards Centre received and where from.

DS confirmed that he had not got the full breakdown to hand but could confirm that a significant number had been supplied by the DFE with an additional 44 having been received last week.

RL confirmed that it was thought that all pupils across the Trust now had access to a device. The devices allocated to those pupils who had now returned to the Centre or to Mainstream arrangements would be recovered.

PH assured Governors that the Trust were fully committed to managing all areas of concern as effectively as possible and would ensure that Governors were kept up to date with any progress regarding consultation processes and all matters raised earlier in the meeting.

7. FINANCIAL REPORT

Governors had received the financial report prepared by David Smith. DS invited Mubeen Moosa (MM), Trainee Accountant to present the report (on screen) guiding Governors through the details presented.

MM reported that the report was based upon transactions that have occurred in the period 1st September 2020 to 31st December 2020. Details had also been provided in relation to the projected spend for 2020/21.

MM referred to table 1 demonstrating that the Forwards Centre was projecting a deficit of £99,000 against a budgeted figure of £25,000. This had been due to the reduction in pupil numbers from around 40 pupils to 27 pupils due to the Pandemic and therefore resulting in a significant loss of income and an estimated reduction in top up income of £200,000 based on 13 less pupils.

Wider Trust Update

DS reported that across the wider Trust the reduced income was in excess of £1m with reductions expected to continue into the next academic year, 2021/22. Informal consultation processes had commenced in November 2020 with formal consultation commencing from today for one month until 1 March 2021.

In respect of the Forwards Centre:

- There was a need to reduce one teaching post and four Learning Mentor posts (including the vacant post).
- A voluntary severance programme was put in place inviting members of staff to express an interest resulting in three members of staff coming Forwards to request voluntary severance. The trust accepted and the members of staff in question left in December 2020.

- One post now remained, and the consultation process had been put in place to reduce the establishment. If this was approved, a selection process would then be required for implementation after Easter 2021.

PH reported that communication had been held with the ESFA regarding these circumstances. The advice provided was that it may be more beneficial to manage a smaller staff team, particularly in the current circumstances where pupil numbers were lower and then supplement the team with high quality agency staff as pupil numbers increased.

Governors were informed that consideration was being given to this suggestion. It was noted that whilst the Trust were required to be economical with the number of permanent staff on roll, it was important to ensure that the quality of provision was maintained. It was further noted that the agency used usually provided a high calibre of supply staff and many of them were familiar with the Forwards Centre.

Agreed: That Governors receive and note the details presented by DS and MM with thanks.

8. NOMINATED GOVERNOR ROLES

8.1 Chairs' Briefing

The Chair reported that they had attended the spring term Chairs' Briefing held virtually on Monday 25 January 2021 at 6.00 pm where the following items had been highlighted:

- Governance Services Update
- Spring Term Meeting Updates:
 - Financial Management
 - Updated Requirements re: Publication of Statutory Information
 - The SEND Handbook
 - DfE Governance Handbook 2020
 - DfE Governance Role Descriptors
- Development - Governing Virtually During Lockdown

8.2 Partnership Meeting

The Clerk reported that the Partnership Meeting was to be held virtually on Monday 8 February 2021 at 6.30 pm.

The following matters would be highlighted:

- Belonging in Bolton
A system response to Inclusion and Equity across Learning, Early Help, School Improvement and SEND
Presented by Bernie Brown, Director of Children's Services
- Early Help Services in Bolton
An overview of Early Help and the new arrangements: The Targeted Early Help Service and the Early Help Access Point
Presented by Nicola Murphy, Senior Head of Service - Strategic Lead, Targeted Early Help

LD, Nominated Governor confirmed that she would access the Meeting and provide an update report back to the LGB at the Summer term Meeting.

RL noted that she had also booked on to attend the Meeting on behalf of the Trust.

Action: LD to provide an update report to Governors at the summer term meeting.

8.3 Link Governors Report on Training / Recent Training undertaken

RL referred Governors to access the Governance Services Website for information on the available training. It was recommended that Governors access as many courses that they could to enhance their Governance role, particularly whilst these were all being presented virtually due to the circumstances of the Pandemic and could therefore be accessed at a convenient time to suit each individual. Governors were asked to advise RL following completion of any Governance related training to enable her to update and maintain accurate Governor training records.

RL referred to the National Induction training for any newly appointed Governors and any Governor wanting refresher training, recommending that this be accessed. CF noted that he had attended this training as part of his new Governance role in another school and had found it very useful and informative. SH noted that she too had attended the course and found it very useful. It was noted that the second part of the course had lasted for three hours and would have benefitted from a short break. The Clerk would feed-back this information.

RL referred to the need for a Governor to attend the 'Managing Allegations' course, any Governors interested in undertaking this training were requested to liaise with RL.

RL reported that whilst there were a vast number of excellent courses made available by the LA, not all were as relevant to Alternative Provision (AP). Governors were requested to consider any training needs in order to up-skill and enhance their Governance role to further discuss with PH or RL who would endeavour to source courses to best meet their needs.

The Clerk encouraged all Governors to access as much training as was possible, in particular whilst it was being offered virtually.

RL referred to the updates to the Keeping Children Safe in Education (KCSIE) 2020 document and the Safeguarding proforma that had been circulated to all Governors following the last meeting. Governors were reminded to sign and return the declaration to confirm that they had both read and understood the recent updates to the KCSIE 2020 Document if not already done so.

LD confirmed that she had commenced the National Governance Training via Alliance Leadership as mentioned at the previous meeting. This was a one-year course and covered many areas of Governance.

Action:

- i) RL to re-circulate the link to the Governance Services website in order for Governors to gain access all training opportunities.

- ii) Newly appointed Governors to access the National Induction Training and any other Governance related courses required to enhance their role.
- iii) All Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- iv) Governors to consider accessing the 'Managing Allegations' training and liaise with RL to arrange.
- v) Those Governors that had not already done so - to read Part 1 of the KCSiE document and return a signed copy of the declaration to RL to confirm that they had both read and understood it.

8.4 Nominated Link Governor Visits

The Chair thanked Governors for making the time to take [part in Governor week. The support and commitment from all Governors were very much appreciated.

Monitoring reports from a number of Governors that had been completed following their visit to their link area of responsibility had been circulated via the Governance Gateway for Governors review and information.

CF thanked Governors for undertaking the visits and for the provision of the comprehensive reports. CF confirmed that much of the impact Governors made was from the monitoring visits and that the on-going support and challenge provided from Governors was very much valued and appreciated.

LD referred to the report from the Business Development Manager in respect of the new logo's being different for each setting.

PH clarified this noting that the same basic logo would be used across the Trust with the name of each individual setting being applied to personalise the logo to each Academy.

Agreed:

- i) That the monitoring reports from Governors be received with thanks.
- ii) That the Governor reports be considered in conjunction with the points to be recorded for the Impact statement later in the meeting.

9. POLICY APPROVALS AND REVIEW OF PROCESS

Governors had received the following policies for their review and approval:

- SEND Policy
- Relationships and Sex Education (RSE) Policy

Questions and comments were invited from Governors, but none were raised.

Agreed: That Governors approve both the SEND Policy and the RSE Policy.

10. **WEBSITE COMPLIANCE**

LW referred Governors to the updated checklist circulated via the Gateway for use by Academies to ensure website compliance was maintained. A copy of the checklist was shared on screen.

LW guided Governors through the checklist noting that all updates had been highlighted in red. LW confirmed that she had undertaken a recent review of the website in conjunction with the new checklist with a number of anomalies being highlighted for address.

These included:

- The member of staff to contact for parental queries – currently listed as PH.

PH noted that the website was in the process of being re-vamped and that the new Office Supervisor in place was now the named contact.

- No details included for the school's owner.

PH confirmed that he did not think that this was applicable to BIT or the Forwards Centre. DS noted that the Academy was a company in its own right and that any liability lay with its members.

PH confirmed that he would make the necessary enquiries and report back at the next meeting.

- 'Meet the Team' - Previous members of staff need to be removed.

- Key stage 2 - End of Primary Results need to be published on the website.

- Curriculum:

LW referred to issues regarding the Curriculum needing to be broad and balanced at the Forwards Centre if they were named on the EHCP and in the long term all aspects of a broad and balanced curriculum would need to be publicised.

PH/CF confirmed that currently information on the website was limited due to the re-vamp. Once transition to the new site had been completed this and any other omissions would be populated as required.

- Pupil Premium Grant Funding Information:

LW referred to the information highlighted in red on the checklist noting that the details published on the website were required to be more specific.

CF noted that the amount of PPG received this year was significantly less than last year. The funding for one child attending the Forwards Centre was directed to their school and not the Forwards Centre. PH noted that he would liaise with Carleen Fernside, (CFe) regarding this and what was required to ensure that all details were fully completed.

- Covid Catch-up Premium
CF confirmed that the Forwards Centre had received a small amount of Catch up' funding. However, it was noted that the provision was a 'catch up' provision any way.
- Equality Duty - LW reported that the Equality Plan required up dating. PH confirmed that this would be undertaken in the near future.
- Complaints Policy – Required reviewing.
- Annual reports and Accounts:
DS confirmed that all the necessary accounts would be accessible on the website once the transfer across to the new site had been completed.

SH thanked LW for all her work in reviewing the revised checklist and the Academy's website to ensure that the Forwards Centre remained compliant.

LW confirmed that once the new website was up and running, she would undertake a further review to ensure the website was compliant and in line with the new checklist.

SH referred to the recent Governor induction training attended and the discussion around the need for schools to have their Vision Statement visible on their own school websites. SH suggested that the Vision Statement for the Forwards Centre be publicised on the Forwards Centre website instead of or as well as Trusts site. It was also suggested that this be made prominent, so all stakeholders including pupils, staff, Governors and Parents and any visitors to the site were aware of its content.

PH suggested that he arrange a meeting with CF and SH to look further into this matter.

Action:

- i) PH/VG/DS to review the website and ensure that all points raised were reviewed and corrected as required.
- ii) PH to clarify who should be named on the website as the 'school's owner.'
- iii) LW to undertake a further review of the website following completion of the transition to the new site, with a report back to the board at the summer term meeting.
- iv) CF, PH and SH to further review the Vision Statement and ensure that it was made more prominent on the website.

11. OCCASIONAL HOLIDAYS AND IN-SERVICE TRAINING DAYS 2021/22

The Clerk noted that there would be an additional bank holiday in 2022 to celebrate the Queens platinum jubilee on 3 June 2022 with the traditional late May bank holiday moved to 2 June 2022.

The additional bank holiday would occur during the usual summer half term, so should not affect the dates children would be in school. This may provide for an additional occasional day to allocate; further information on this was awaited by the Policy and Performance Team.

DS shared an on-screen copy of the holiday pattern agreed by the Trust which was broadly in line with the LA Model.

12. IMPACT STATEMENT

CF referred to the discussion held earlier in the meeting, the submission of the reports completed following Governor week and Link Governors visits to their area of responsibility. It was noted that this was a major contribution to the impact Governors had on the success of the Centre.

Governors were commended for their support and commitment to the Forwards Centre, this was very much appreciated by CF and his staff team.

CF and PH both noted that whilst impact could be seen from the discussions and agreements made in LGB meetings, it was felt that the majority of the impact made was during Governors monitoring visits to the Centre. The challenge and supportive meetings Governors held with members of staff was very much appreciated and welcomed.

Following review of the visit reports submitted and consideration of the discussions held, and decisions made at this meeting it was:

Agreed: That through the on-going work of the local governors across this cycle of governance, impact could be seen from:

- Governors attendance to Governor week and the challenge and support provided during meetings with their staff link.
- The submission of Link Governor visit reports. These being very reflective of the challenge and support in place.
- A Governor undertaking a review of the Academy's website using the revised checklist to ensure compliance was maintained and highlighting any issues that required to be addressed.
- The in-depth discussion and challenge presented by Governors in relation to the well-being of a pupil being potentially Missing in Education.

13. DATES OF NEXT LGB MEETINGS

Agreed: That the Local Governing Board meeting for the remainder of the academic year 2020/21 be held as follows:

Summer Term: Monday 14 June 2021 at 4.00pm

The Clerk noted that all meetings to continue to be held virtually due to the current circumstances unless otherwise informed.

14. CONSENT TO ABSENCE

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

15. ANY OTHER BUSINESS

There were no items of 'Any Other Business' reported.

16. CONFIDENTIALITY

Agreed: That in accordance with the Academy's Memorandum and Articles of Association, the following matter(s) be designated as confidential, thereby excluding the information from that which is to be made available to any interested persons:-

- the matter relating to CME covered in Minute Number 5 above.

PH asked that Governors exercise confidentiality in respect of all sensitive discussions held.

The Chair thanked CF and his staff team for all their hard work and continued dedication.

CF thanked Governors for their contributions to the meeting and for their on-going support and commitment to the Forwards Centre. It was recognised that Governors time was limited due to their own individual work commitments and the dedication shown was very much appreciated.

The meeting closed at 5.30pm

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

Date: _____