

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

**LEVER PARK ACADEMY**

**MEETING HELD AT LEVER PARK SCHOOL  
ON WEDNESDAY 12 FEBRUARY 2020 AT 4.00PM**

**Present:** Mr M Taylor (MT), Miss H Carr (HC), Ms S Gulshan (SG), Mr R King (RK), Mr A Lee (AL) and Mr N Woosey (NW).

**In Attendance:** Rebecca Leonard (RL), Vice Principal, David Smith (DS), Finance Director., Mubeen Musa, (trainee Accountant), Melissa Sharp (Assistant Head) (Observing) and Carole Brooks (Clerk to the Local Governing Board)

**Miss H Carr in the Chair**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Miss Carr (HC) welcomed Governors to the meeting and introductions were made. Apologies for absence had been received from Mr Buchanan. It was noted that Mr Woosey had advised that he may be slightly late arriving but there had been no communication from Mr Feeley as yet, it was hoped he may still attend.

SG advised the Board that she was required to leave at 5.45pm.

HC asked if an update summary could be given to the LGB regarding the Trusts position.

RL confirmed that this would be made at item 9 following the financial report.

**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 DS if not already done so. The necessary forms were made available by the Clerk.

### 3. APPOINTMENT OF VICE CHAIR

The Clerk reported that no nominations for the position of Vice Chair had been received to date.

Nominations were therefore invited.

RK and AL both expressed an interest in this position.

MT suggested that as there were a number of Governors absent it may be fairer to check if they were interested before making an appointment.

The Clerk asked the opinion of the LGB.

Governors discussed this matter and agreed to make the appointment from the members present if they had been willing to self-nominate.

AL reported that he was happy to withdraw his self-nomination and let RK undertake the position with the LGB's approval, as opposed to going to ballot.

**Resolved:** That RK be appointed as Vice Chair of the LGB to serve until the autumn term meeting 2021 in line with other LGB's.

### 4. 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 necessary forms were made available by the Clerk.

**Action:** DS to contact those Governors whose forms were outstanding requesting them to complete and return as a matter of urgency.

## 5. MEMBERSHIP ISSUES

A copy of the current membership had been circulated to all Governors for their review and information. It was confirmed that M Hilton was no longer a serving member of this LGB as he was now Chair of the Youth Challenge (YC) LGB.

### 5.1 Notification of Vacancies

The Clerk reported that the following vacancies therefore remained:

- 3 x Co-opted Governors
- 1 x Parent 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.

HC expressed concerns regarding Governor attendance to meetings noting that due to the low membership and number of apologies, this meeting was very close to being inquorate. It was therefore suggested that Governors consider suitable candidates to approach that may be considered for the three co-opted Governor vacancies and advise HC and MT of any suggestions.

MT noted the Parent Governor vacancy and agreed to hold a Parent Governor election before the next meeting.

#### **Action:**

- i) Clerk to update the Governor database re M Hilton
- ii) Governors to consider suitable candidates for the 3 vacant Co-opted Governor positions, subject to LGB/Trust approval.
- iii) MT to undertake a Parent Governor election before the summer term meeting.

DS queried if two parent Governors were required following the recent restructure. The Clerk noted that two were stipulated on the current terms of reference and that any changes to these would need to be discussed and approved at LGB/Trust level.

Mr Woosey apologised for his late arrival.

HC referred back to the appointment of Vice Chair and asked NW if he was happy to appoint RK or if he wished to be considered. NW confirmed that he did not wish to be considered for this role and was happy for RK to take up the responsibility.

**6. MINUTES AND MATTERS ARISING OF THE LAST MEETING**

Governors had received the minutes of the last meeting held on 9 October 2019 for their review and approval.

**MATTERS ARISING**

DS referred to Safeguarding training that had been discussed at the Autumn term meeting. It was noted that Governors would be updated as part of item 8.2 later in the meeting.

There were no other matters arising that were not already on the agenda for this meeting.

**6.1 Terms of Reference**

The updated terms of reference had been circulated to Governors for their future reference.

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.

HC requested that this document and future updates be dated to ensure the most current version was being followed.

The Clerk noted that this document was usually reviewed at the autumn term meeting with any changes/updates being agreed at that meeting. This should not really change throughout the following year. However, the Clerk referred back to the discussion held regarding the required number of Parent Governors noting that this document would need updating following any approved changes in the composition.

**Action:**

- i) DS to ensure that the terms of reference were dated following any future updates and would discuss the number of Parent Governors required with Mr Hodgkinson and report back to Mr Taylor to confirm if an election was required to be undertaken.
- ii) 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 subject to further discussion being made around the number of Parent Governors being confirmed.

## 6.2 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 as there did not appear to be a governor responsible for monitoring the website.

DS confirmed that this role was still required as it was beneficial to have regular checks to confirm continued compliance.

MT suggested that this could be a specific role for one of the potential new Co-opted Governors. This was agreed.

RL suggested that in the meantime she would ask Victoria Rudge, Link Governor for the Youth Challenge website to include Lever Park when undertaking her monitoring role until a permanent appointment had been made at Lever Park.

Governors discussed and agreed with the proposal made.

**Action:** MT to update the Link Governor responsibilities report and forward this to the Clerk for uploading to the Governance Gateway.

**Agreed:** That the information in respect of Governor roles and responsibilities be received and noted.

## 7. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

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

## 8. NOMINATED GOVERNOR ROLES

### 8.1 Chairs' Briefing

HC reported that the Chairs' Briefing meeting had been held on Monday 27th January 2020. A report detailing the matters presented had been circulated for Governors information.

The following issues were highlighted:

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

HC noted that the briefing had been very informative noting that the slides from Mr Rankin's presentation were accessible on the Governance Services Website. Governors were recommended to access these for their information. An example of the change programme in place for the LA had also been provided.

#### 8.2 Link Governors Report on Training / Recent Training undertaken

The Clerk noted that a vacancy for a Link Governor for training remained. MT agreed to undertake this role until a suitable appointment could be made.

RL noted that consideration to one Governor being appointed as Link Governor for training, to attend the briefings and collate the relevant information for all five LGB's. This would likely be confirmed in the summer term subject to the approval of Governors from all five LGB's.

Governors discussed this matter and agreed with the proposal made.

The Clerk also recommended that any newly appointed Governors attend the National Induction training for new Governors.

DS reported that since the last meeting he had contacted 'One Education' to make arrangements to hold a Trust wide training session in respect of Safeguarding to ensure that all Governors were fully aware of the requirements of the role, in particular the link Governors in this area.

It was planned to hold the training session at 4.00pm until 5.30pm on either the last week of the spring term or on return after the Easter break. All Governors were invited and would be advised of the confirmed date as soon as possible.

#### **Agreed:**

- i) That MT undertake the role of Link Governor for training until a confirmed Governor appointment could be made.
- ii) That RL make the necessary arrangements to appoint one Governor as the Training Link Governor to represent all five LGB's

**Action:** DS to confirm the date of the Safeguarding training provided by 'One Education' to all Governors at the earliest opportunity.

#### 8.3 Partnership Governor's Report

RL confirmed that the LGB did not currently have a nominated Partnership Governor. The Clerk therefore reported that the Partnership Meeting has been held on Monday 10 February 2020 where the following matters had been highlighted:

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

RL noted that as for the link Governor for training it was currently being considered to have one Governor representing all LGB's across the whole Trust.

Governors confirmed that this was a good idea.

RL confirmed that once this matter had been discussed at each LGB meeting she would advise each LGB of the confirmed appointment of both Partnership and Training Link Governor.

**Agreed:** That RL make the necessary arrangements to appoint one Governor as the Partnership Governor to represent all five LGB's

#### 8.4 Link Governor Visit Reports

The following link Governor monitoring reports had been received and circulated for Governors review and information:

##### 8.4.1 Risk Assessment process to ensure pupils safety - Mr D Buchanan

In the absence of DB, MT guided Governors through the report provided and confirmed that the visit undertaken by DB had been very positive.

##### 8.4.2 Leadership and Management – Miss H Carr

HC confirmed a very positive visit meeting with staff and pupils, it was noted that the support and enthusiasm, observed had been very powerful.

HC referred to the Learning Mentors noting the difficulty that they may feel in seeing a projection for their own CPD and the lack of courses available to them. It was felt that training on the mental health aspect of their roles, due to the nature of their roles may be beneficial to them and could be considered.

MT noted the comments made. It was felt that the staff in place were very well qualified in the roles that they undertook and that there was a very low turnover of staff leaving for further Progression. It was unfortunate that the next level for them was a pastoral role which unfortunately was not available at Lever Park.

Governors discussed if their motivation was for the provision's improvement, or staff development. Concluded, both work hand in hand. CPD/training for purposes of their progression and training for their own well-being and managing stress in the role they undertook. Governors discussed a number of opportunities that were available for improving skills in managing stress including a mindfulness course. MT noted that this had been accessed and enjoyed last year and was also certificated following completion. Governors discussed the possibility of creating practitioner route to build expertise and increase knowledge.

#### 8.4.3 Phase 1 Outcomes - Mr A Lee

Further to the circulated report AL commended the team on the availability of information provided upon request and the comprehensive learning logs and photographs to evidence the activities undertaken that had been completed for pupils linked to phase 1 outcomes.

MT commended AL on his first monitoring visit. It was noted that AL had been required to understand many acronyms and had been provided with a wealth of information to ensure that he was 'up to speed' with the processes in place.

MT noted that he was looking forward to the next visit when AL would have the opportunity to share his skills and expertise.

#### 8.4.5 Finance – Mr N Woosey

NW guided governors through the details of his report. It was noted that a positive visit had been undertaken with ways to further improve reporting procedures being reviewed. Two areas in particular were reviewed with recommendations being made:

- including a review of process to ensure that every item was invoiced
- Ways to understand profit and loss in more detail

DS confirmed that a meeting with MT had now been arranged on a monthly basis and following the outcome of NW's visit had realised a number of invoices that had not been raised so would ensure that this check was now completed on a monthly basis.

Governors were referred to the financial analysis noting that this was monitored closely and agreed that if any areas of expansion are to be considered that there is some surety and guarantee of income to enable the provision to be maintained.

It was advised that Mr Feeley had called to say he had been unavoidably detained due to an incident at his school and therefore had submitted his apologies for absence.

#### 8.4.6 SMSC – Mr R King

RK guided Governors through his outcome report noting the focus of his visit as follows:

- Curriculum
- Topics studied
- Methods used to deliver SMSC
- Individual key worker sessions and the issues that were unique to individual pupils
- Events and timetabled topics
- Discrete targeted work/Timetabled work
- Students target setting
- Enrichment activities
- Feed back to parents (regular and tracked)



RK informed Governors that during his visit he got a sense that all of the above were very well embedded across the school.

### Next Steps

RK noted that the next steps were to:

- Have a greater focus on work experience
  - Consider the use of and adoption of the PHSE association's framework tool kit.
- Melissa Sharp confirmed that the school were now accessing this resource.

### Preparing for life after Lever Park

RK referred to the second part of his visit in respect of life after Lever Park. Governors were informed that the focus in this area was to see if there were any recommendation that he could make to enhance the current practices and available opportunities in place. RK confirmed that following an in depth review he didn't feel that there was anything to be recommended that the school were not already doing to support the students in this area. Engagement was good with external agencies such as Connexions and careers plans, and pathways were also in place for all students in year 11.

MT noted that a new Careers Officer was now in post. They were very engaged and effective in supporting the students in this area.

A Governor asked what the general path for most students was when they leave Lever Park School.

MT explained that all students leave Lever Park School with a destination and potential career path such as Bolton College to attend a post 16 course, many of which are vocational to enable students to follow on from what they had undertaken at Lever Park. Governors were informed that the school do all they could to support the students with their future careers, but the concern was that they may not be as well supported in their new destination at post 16 level. The resilience of them continuing on the course taken was a major concern. The colleges were made aware of the students' issues but concerns still remained if they would be as well supported as they had been whilst at Lever Park. Governors were informed that discussions had been held with the colleges and they were looking to improve the provision in order to better support these pupils.

MT noted that the ideal solution would be to have a post 16 provision at Lever Park.

A Governor asked if the Trust were looking to provide a Post 16 provision in the future.

DS explained that discussions had been held with Gill Murphy and was being considered. It was felt that partnership working might also be a consideration.

RL noted that she would very much like to establish Post 16 links as many students found the transition to higher education very overwhelming.

#### 8.4.7 Behaviour and Attendance – Ms S Gulshan

SG confirmed that she had met with the Behaviour Intervention Team (BIT) and that all issues had been detailed within the circulated report. There were high expectations in respect of behaviour and the 'hot spot lessons continued to be very effective and were becoming a part of the Academy Leads morning briefings.

SG assured Governors that it was felt that behaviour was currently kept well under control and managed very effectively with excellent additional staff support as and when required.

MS referred to one pupil who was currently being taught outside of the classroom setting due to significant mental health issues and a number of violent outbursts. It was noted that with the BIT team's involvement and support the pupil's behaviour had improved. It was further noted that they had previously never attended an Art class but with the support, strategies and structure in place they did now attend.

#### Attendance

SG reported that attendance was currently at 90% which was above average. It was noted that 'Hot Dog Friday' had been introduced to encourage better attendance. It was explained that those pupils who had 100% attendance for that week were able to have a 'hot dog' made by the Head Boy and Prefects as their reward.

#### 8.4.8 Curriculum – Mr A Feeley

In the absence of Mr Feeley MT guided Governors through the circulated report prepared by AF. It was noted that the focus of the visit was around the changes in curriculum offer and adapting to the new Ofsted Framework.

MT noted that this had been a very in-depth piece of work undertaken to drill down what was required and how the Curriculum could be moved forward to best meet the needs of the pupils whilst remaining in line with Ofsted requirements.

Governors were informed that the visit had been very positive and productive, and that AF brought a vast amount of knowledge to the school and always shared good practices.

NW referred to the format of the visit reports and asked if they were structured in any way to decide the lines of enquiry being made.

RL explained that the visits were arranged in line with the SEF/SDP. A review of the strengths and areas for further development was undertaken and the visits were aimed to hold the Academy Lead and those leading their specific areas of responsibility to account.

It was noted that the challenge and support provided was invaluable and ensured accountability.

RL explained that moving forward it was intended to circulate the SEF/SDP to Governors around two weeks prior to Governor week to enable Governors to review their area of responsibility and plan their monitoring visit and lines of enquiry.

HC and MT thanked all Governors for their reports and on-going commitment to their link areas.

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

#### 8.5 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 and had made a presentation about Alternative Provision and all attendees had commended the presentation made.

HC reported that she had had attended the conference on behalf of the Local Governing Board and that the day had been very informative as detailed on the circulated report.

### 9. FINANCE REPORT

Governors had received the financial report 2019/20. It was noted that the purpose of the report was to update Governors with financial information in relation to Lever Park Academy based upon transactions that have occurred during the period 1 September 2019 to 31 January 2020.

DS explained that table 1 within the report showed that Lever Park School would incur no more than £100,000 deficit. The variances of which had been detailed within the report.

Questions were invited but none were raised at this point.

DS referred to the Trust as a whole noting that it had been projected that the budget would make an in-year surplus of around £270,000. Most of this would offset the inherent historical deficits. The current projection was ‘on track’ to deliver the budget. Governors were assured that this had been a team effort making the necessary savings and efficiencies. Governors were informed that the Trust had now been de-escalated from the ‘concerns’ of the ESFA (Education Skills Funding Agency) as they had maintained regular contact with the ESFA and made regular contributions to reduce the deficit in place.

RL informed Governors that she and Mr Hodgkinson had been approached to provide some support to Bury Pupil Referral Unit and that this work would bring in some additional revenue to go towards reducing the deficit. Members of the wider Leadership Teams would also be involved.

RL informed Governors that after the half term break, she was to commence her new role of Vice Principal of Bolton Impact Trust with Nick Hockenhull becoming her successor as Academy Lead for Youth Challenge, Secondary setting. It was hoped that this would enable time for RL to visit each Academy. RL noted that there was a major focus on Curriculum across the whole Trust and she wanted to ensure that all settings were 'on track'.

### Bright Meadows

HC referred to the presentation made by Paul Rankin, Assistant Director for People at the recent Chairs Briefing and the reference to 'Bright Meadows' and asked for clarification as to the progress in this matter.

RL explained that Bright Meadows was a building located in the Breightmet area of Bolton and had capacity for 24 pupils. Governors were advised that due to the increasing number of exclusions and lack of available special school places it had been agreed to use the building to support these additional pupils.

DS explained that the Trust had considered if it would be viable for BIT to use this building, but it had been decided not to submit a bid at this time. However, there had been a bid submitted from another provider. It was noted that although another provider taking up this provision may be competition for Youth Challenge, more so than Lever Park, it would not be a viable opportunity for the Trust at this time. Governors were informed that the main capacity issues for YC were only between November and March and the arrangements in place for use of the building were only until the end of Summer 2020.

RL noted that the pupil numbers were lower in September then grew rapidly and didn't want to take the risk of running a provision on a different site and dilute the high standard of provision currently offered.

DS referred back to the question of expansion noting that Mr Hodgkinson and Mr Taylor were both working with the LA in consideration of this matter. However, it was noted that care had to be taken to ensure that the funding for Lever Park was not jeopardised and the current provision offer not diluted. There had been no commitment for this confirmed at this point in time.

Governors were informed that Mr Hodgkinson was a member of the National Alternative Provision Board and following his attendance to meetings he had seen the challenges other LA's were facing and therefore felt very fortunate in Bolton.

A Governor referred to staff retention and attendance data across Bolton noting that this was therefore a very positive picture for Bolton.

SG apologised for having to leave at this time.

**Agreed:** That the financial report in respect of Lever Park Academy be received and noted.

## 10. ACADEMY LEAD REPORT TO GOVERNORS

MT presented his termly report noting that the report followed a slightly different format but was in line with the new Ofsted Framework. Governors were guided through the following key items:

- Quality of Education
  - Intent
    - Phase 1 (Engagement, Social & Emotional Development)
    - Phase 2 (Academic Passport)
  - Implementation
  - Overall outcomes in Maths and English
  - Impact
  - Children Looked After – Personal Success Targets (PST'S)
  
- Behaviour and Attitudes
  - Behaviour
  - Attendance
  - Exclusions
  
- Personal Development
  - Pupil Destinations
- Leadership and Management
  - Personnel
  - Safeguarding
  
- Health and Safety

MT explained that the report had been compiled in a different format to be in line with the new Ofsted Framework. A huge emphasis had been made on ensuring the curriculum offer was correct, effective and fully met the needs of the pupils attending Lever Park School. It was felt that the subjects were bespoke to the pupils and that they were well engaged.

Governors were informed that further development was required in respect of the transition from Key stage 2 to Key stage 3. There was also a need to explore the rationale of the schools offer and be explicit as to where and why this was in place.

RL noted that the format of reporting was standard across the Trust.

Aspects of the report were highlighted as follows:

### Quality of Teaching

MT confirmed that the quality of teaching was 'good' and improving. 90% of the staff were judged as 'good' and 60% of those were either 'good' or 'outstanding' which was felt to be something to celebrate. RL commended and agreed with the comments made by MT.

Ms Sharp noted that there was a wealth of peer to peer support which was very pleasing to see.

A Governor commended MT on the content of his report noting the comprehensive detail that had been included. Concerns were expressed regarding the time and effort that must have been put in place to complete this.

RL agreed and noted that this matter was currently under the consideration of the Trust. It was thought that Governors only required to receive headline data in the form of a dashboard, with references to key areas of the SEF/SDP being included at the front. Ofsted Inspectors recommend that links are made between all documents which there was, but it was felt that this could be more concise to include all the relevant information but avoiding duplication. This was a Trust wide issue and was currently being considered as to the most effective format to be used going forward.

Governors discussed the need to receive the Academy Leads report earlier in the agenda prior to the link Governor reports to allow adequate time for more discussion if required and avoid feeling rushed.

HC asked that the report include the relevant term on the front page.

#### **Action:**

- i) MT to include the relevant term on future reports.
- ii) Clerk to move the Academy Leads report to be before the Link Governors reports on future agendas

### 10.1 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.

RL noted that staff had worked hard centrally as a Trust to revise the SEF/SDP to ensure that they fulfilled the criteria set out in the new Ofsted Framework.

MT confirmed that many of the targets had already been reached and the reports were up to date as of two weeks ago. It was noted that these were working documents that were reviewed and updated on a regular basis.

HC referred to the development of Middle and Senior Leaders noting the invitations that had been made for them to attend senior Leadership (SLT) and LGB Meetings. It was felt that this detail should be included in the SEF/SDP.

**Action:** MT to include detail regarding Middle and Senior Leaders attending SLT and LGB meetings on the SEF/SDP.

**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 Lever Park Academy.
- iii) That an updated version of both reports be made available to Governors prior to Governor week to assist in their visits.

10.2 Visit from the Education Improvement Link Professional (SIP)

MT apologised for omitting to include this report on the agenda circulation. It was noted that this would be forwarded to the Clerk for uploading to the Gateway at the earliest opportunity.

**Agreed:** That the information provided from the Education Improvement Link Professional's be accessed via the Governance Gateway.

10.3 Termly Report on Children Looked After

MT had reported on the Academy's provision for Children Looked After as part of his circulated report. It was confirmed that there were currently seven Children Looked After on roll at Lever Park Academy.

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

10.4 Termly Report on Attendance and Children Missing Education

Attendance

MT confirmed that as previously discussed attendance data currently stood at 90% on average which was much improved.

A Governor asked what the attendance target for mainstream schools was.

It was confirmed that this was around 96%.

Children Missing in Education (CME)

MT reported that there had been no cases of children missing education in either setting since the last Local Governing Board meeting.

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

10.5 Pupil Premium Grant for 2019/20

MT confirmed that a report on the Pupil Premium funding received for the 2019/20 financial year and its use to improve barriers to learning was accessible via the Academy website.

It was noted that as per the report, a large percentage of students were eligible for PPG funding with this being allocated effectively to support the pupils in question.

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

10.6 Validated Performance Information

RL confirmed that this item as not relevant to Lever Park academy and should be removed from future agendas.

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

**11. POLICY REVIEWS/APPROVALS**

11.1 Safeguarding and Child Protection Policy

The Clerk noted that this policy had been updated in the Autumn term 2019, but that approval had been deferred to this meeting due to a number of amendments being required.

RL confirmed that this policy had been reviewed and could confirm that the most up to date policy was now in place. The Model policy was being used and had been personalised to Lever Park School.

MT was requested to forward this to the Clerk for inclusion on the Governance Gateway with the documents for this meeting.

**Agreed:** That Local Governors approve the updated Safeguarding and Child Protection Policy 2019.



#### 11.2 Admissions Policy 2020/21

The Clerk noted that following discussion at the Autumn term 2019 meeting, review and approval of this policy had been deferred to this meeting.

Governors were advised that due to the nature of the provision Ofsted inspectors had confirmed that the statement regarding the admissions procedure on the website was satisfactory and met the need effectively.

MT confirmed that pupils living in Bolton were referred to the school by the LA SEN team and any pupils from outside of Bolton were directed specifically to Mr Taylor for his consideration.

**Agreed:** That Local Governors approve the admission arrangements

### 12. SKILLS AUDIT

DS tabled a copy of the outcome of the recent skills audit. Governors were guided through the report. DS confirmed that there were no specific areas of concern in respect of training requirements.

Any new Governors joining the Board would be asked to complete the same to inform any further training needs.

### 13. APPRAISAL PROCEDURES

#### 13.1 Impact on Appraisal Procedures in The School Year 2018/19

At the last meeting DS had reported that any recommendations following completion of the performance management process for the staff team would be presented to the relevant Committee and managed at Trust Level.

DS confirmed that a meeting had been held and all recommendations for pay progression where staff were eligible to progress were approved.

**Agreed:** That the report confirming completion and Trust approval of the appraisal process be received and noted.

#### 13.2 Academy Leads Appraisal Process

DS confirmed that a meeting had been held following completion of the performance management process. The recommendation made by the assessors were approved.

**Agreed:** That the report in respect of the Academy Leads appraisal review for the 2018/19 academic year be received and noted.

#### 14. EVACUATION/INVACUATION PROCEDURES

##### 14.1 Evacuation

MT confirmed that an evacuation drill had been undertaken during the autumn term on 14 November 2019 in 55 seconds. It was noted that the procedure for the spring term would be provided at the summer term meeting.

##### 14.2 Invacuation

MT confirmed that an Invacuation drill had not been undertaken during the autumn term as there was no Invacuation procedure currently in place.

Governors discussed the need for this to be put in place and that a policy would be required.

RL offered to share the procedure used at Youth Challenge with MT and also work with MT to ensure an effective procedure was in place at Lever Park.

**Agreed:** That a report from the Spring Term 2020 evacuation/Invacuation procedures be presented to governors at the summer term meeting.

**Action:** RL to make the necessary arrangements to meet with MT to compile a suitable invacuation policy subject to approval being sought from the LGB at the summer term meeting

#### 15. WEBSITE COMPLIANCE

Governors agreed that this item had been discussed earlier in the meeting.

**Action:** That RL ask Victoria Rudge (YC Academy) to undertake a termly review of Lever Park Academy website to ensure continued compliance and provide a report back to Governors at the next LGB meeting.

#### 16. 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.

RL reported that she would ensure that a suitable policy was in place. A review of all policies and the approval process was being undertaken at Trust level.

RK noted that parents would need to be informed of the arrangements in place around SRE and a mechanism would need to be put in place for the option to 'opt out' if desired.

**Agreed:**

- i) That the Board delegate to RL and The Trust, 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.

**17. 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. An on-screen copy of the detail was shown to all Governors.

**18. DATES OF NEXT LOCAL GOVERNING BOARD MEETING**

**Agreed:**

- i) That the Local Governing Board meeting for the remainder of the academic year 2019/20 be held as follows:  
  
Summer Term: Monday 15 June 2020 at 4.00pm at Lever Park Academy
- ii) That the meeting dates for 2020/2021 be shared at the summer term meeting subject to prior discussion with Mr Hodgkinson as per previous practice.

19. **CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Mr D Buchanan and Mr A Feeley.

20. **ANY OTHER BUSINESS**

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

21. **IMPACT STATEMENT**

Governors discussed the impact made at this meeting. It was agreed that Governors had:

- Appointed a Vice Chair to support the work undertaken by the Chair
- Discussed streamlining and the impact made following Link Governor monitoring visits
- Provided feed-back from their visit reports
- Arranged Governor week
- Discussed and approved the proposal to appoint one Governor across the Trust to be responsible for Training and attending Partnership meetings
- Agreed for the Academy Leads report to be presented nearer to the start of the agenda
- Agreed for the academy Leads report to be summarised
- Discussed CPD requirements for Learning Mentors in order to support their requests and maintain good staff morale

22. **CONFIDENTIALITY**

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

The meeting closed at 6.30pm

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

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