

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

LEVER PARK ACADEMY

MEETING HELD VIRTUALLY VIA MICROSOFT TEAMS

ON WEDNESDAY 9 FEBRUARY 2022 AT 4.00pm

Present: Miss H Carr, Mr M Taylor (Head Teacher), Miss J Ashworth, Mr A Lee, Mr R King, Mr N Woosey, Mr A Feeley and Mr D Yates.

In attendance: Alison Woosey (Director of Standards).
David Smith (Finance Director) and Kathleen Brooks (Minute Clerk-Governance Services)

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Siobhan Gulshan, David Buchanan, Annette Harris, Rebecca Leonard, Emma Simpson and Victoria Anthony.

2. **PROCEDURAL MATTERS**

2.1 Declaration of Pecuniary or Conflict of Interest

No declarations of pecuniary or conflict of interest were made.

2.2 Membership / Governance Issues

Mr Taylor informed Governors that Tracey Nicholls (Administration Lead) would be contacting everyone individually (via email) to make arrangements to update DBS. The DBS update was administered on line but documents had to be verified ie not scanned.

Mr Smith reminded Governors, who had not already done so, to complete the Declaration of Business Interest Form, Safeguarding Self-Declaration Form and Governor Skills Audit.

3. **ELECTION OF CHAIR**

No written nominations had been received prior to the meeting.

Miss Carr indicated that she would be happy to continue in the position. Governors approved the appointment and thanked Miss Carr.

Resolved: Miss H Carr to serve as the Chair of Governors until Autumn 2023.

Miss H Carr in the Chair

4. ELECTION OF VICE CHAIR

No nominations had been received in writing. Miss Carr had spoken with Mr King following the last LGB meeting and Mr King indicated he was happy to continue in the position as the Vice-Chair of the LGB. Governors approved the appointment and thanked Mr King.

Resolved: Mr R King to serve as the Vice Chair of Governors until Autumn 2023.

5. MINUTES OF THE LAST MEETING AND MATTERS ARISING

5.1 Minutes

Agreed: To approve as a correct record the minutes of the last meeting of the Board held on Wednesday 20 October 2021.

5.2. Matters Arising

There were no matters arising which were not covered by items on the agenda.

6. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

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

7. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads Report to Local Governors had been circulated via the Governance Gateway.

Mr Taylor presented his termly report.

Key Items:

- Attendance
- Progress
- COVID and Staffing
- OFSTED
- Planning for September 2022

The children were welcomed back last term and attendance had been over 85%. The attendance percentage had continued to increase during the first half of the Spring term 2022. The main focus had been to get children back into school building, to be engaged and feel part of the school; this had been a success.

Staffing during COVID had been a pressure. At one stage 25% of the staff had been absent from school. It had been challenging to find quality supply teachers / learning mentors. Being fully operational with 75% of the staff had been challenging. School had been kept open, planning day to day, staff rose to the challenge working above and beyond in the period from October 2021 – Christmas. Since January 2022 staff attendance had improved.

Mr Dillon Yates joined the virtual meeting.

Progress made by the children had not been where it should be. Contributing factors affecting progress included eg not being in school, staff changes, poor attendance and engagement. In English 50% of children made the expected progress and 50% had not made progress which had been lower than the results from last year (60% / 40%). Together with Mrs Woosey and the English teacher, an investigation into the outcomes for English would be examined to find out if there were any additional reasons. Targets were set each term and when reached would be slightly extended for the next half term. Checks would be made to ensure children had been set achievable and reasonable targets.

A Governor asked a question regarding the outcomes for Mathematics. Had outcomes been an issue around assessment, measurement of progress or learning in Mathematics?

Mr Taylor stated that Mathematics had been the stronger of the two core subjects - in terms of experience of teachers and what had been delivered. 64% of the children had met or exceeded their expected progress in Mathematics. Teaching and Learning in Mathematics had been assessed through lesson observations, deep dive conversations, book scrutiny – the two Mathematics teachers were excellent practitioners in the classroom. Assessment had been recognised as an area that needed further scrutiny.

The Bolton Safeguarding Team had contacted Lever Park Academy at the end of November 2021 regarding a parental complaint registered with OFSTED. Bolton LA investigated the complaint and a full report had been written. The conclusion following the investigation and report had been there would be no further action from OFSTED.

The Chair asked if the report from the Behaviour Lead regarding analysis of why some areas of behaviour had increased could be presented to Governors.

The investigation into behaviour data had commenced together with Rebecca Leonard. Assaults on staff had decreased but more damage to property had been recorded. Research had shown that when assaults on staff abated children still had to vent their anxieties and anger which often would be taken out on property. The behaviour data indicated that damage to property over the last five years had decreased and assaults on staff were 100% less than five years ago.

Action: The report from the Behaviour Lead to be presented to Governors.

A Governor asked what the school provided to promote positive behaviour. Also, in the next report could pupils on outreach be included.

The Head Teacher confirmed that children who received outreach provision were the most vulnerable group. They completed a Reward System very similar to the one in school but this had been difficult as they did not attend for a full week; they received daily awards for their work.

Outreach and Engagement used the same behaviour systems as the academy which were tracked and recorded.

Action: Mr Taylor to provide additional detail in the next report regarding progress and behaviour for children receiving outreach support.

A Governor asked a question related to exclusion data. How do you safeguard vulnerable children who were excluded?

The Head Teacher explained that children were excluded for no more than one day. Exclusions did not happen unless it would make an impact. If exclusion was being considered the Head Teacher, Danielle France and Jeff Kirkham consulted together in order to make the decision. The school did not exclude children who would be vulnerable out of school.

The Head Teacher clarified that in the report NCDF 1 CV Writing had been replaced by NCDF Employability Skills on the curriculum.

The Chair thanked Mr Taylor for his report and acknowledged the good arrangement of the report.

The following items had been covered in the Academy Leads Report ie 7.1 – 7.6;

- 7.1 Review and approval of the Academies joint SEF – Self-evaluation and joint Improvement Plan / Strategic Development Plan (SDP).
- 7.2 Visit by School Improvement Professional (SIP).
- 7.3 Termly Report on the Academy's provision for Looked After Children.
- 7.4 Termly Report on Attendance and Children Missing Education
- 7.5 Termly Report on Pupil Premium Grant (PPG) Funding / Allocation.
- 7.6 Covid and Risk Assessment update (including distance learning, engagement, vulnerable and key worker placements and staff / leadership wellbeing).

8. REPORT ON OUTREACH AND ENGAGEMENT

A copy of the Lever Park Outreach and Engagement Report (February 2022) had been made available to Governors via the Governance Gateway.

The Engage offer was a pathway for students who were school refusers and for students whom Lever Park School was not an appropriate initial provision but one that they may be able to attend with the support of the Engagement Team. The new base for Engage and Outreach was situated in The Heywood Young People Centre in Great Lever (near to Clarendon Primary School).

A visit to the Centre (14.01.22) together with Rebecca Leonard and Alison Woosey had been made to quality assure (QA) the outreach / engage offer and confirm it had a clear intent. The new provision had been in place for a term.

The English and Mathematics curriculum matched what was being delivered at Level Park School. Students had a personalised / bespoke timetable; in the morning focused on English and Mathematics and in the afternoon session enrichment activities were offered eg PE, social development. External agencies were involved. Mr Taylor explained that this was a growth part of the school and expected numbers would increase.

A Governor asked how students were referred to the new Outreach and Engagement provision.

Originally there had been eight students who were not able to attend Lever Park (violent, criminal behaviour, drug use). Subsequently, in LA panel meetings the Head Teacher had been asked if students could be accommodated on the Outreach Programme, The children needed safeguarding due to no appropriate school available. School refusers were also being supported by the team.

The Chair enquired about the timescale of the recommendations made following the QA visit.

Mrs Woosey stated that they wanted to get the Intent Statement right for the outreach and engagement pathway. Ensuring children had the right provision at the right time but if there was a change of attitude, willingness or ability to attend school there would be a potential pathway. Reviews would be formalised and regular. The curriculum intent document for Outreach and Engagement would be finalised to be presented at the next LGB meeting. The Health and Safety Documents and the Review Process would also be completed.

Action: The Curriculum Intent Document for Outreach and Engagement to be presented at the next Summer Term LGB meeting.

A Governor asked how permanent the Outreach and Engagement provision would be or was it a short term solution?

The Head Teacher stated the new provision was at an early growth stage. Access to this type of resource would be an ongoing long term need for the LA and schools. A request had been made to access the provision from Lancashire CC but this had not been possible.

A Governor asked how the progress in non-academic areas would be captured.

This would include data from phase 1 students, EHCP reviews, Social Development trackers. This would be an area for further development. Two case studies had been made available on the Governance Gateway.

Action: Mr Taylor to revise case studies re student name.

A blended offer to engage students had been organised, some students accessed motor vehicle sessions, Art, DT and the farm at the school for one or two periods each week; with support from the engagement team. A high percentage of time (30-40%) had been allocated from the Safeguarding Lead and SENDCo due to the high involvement of external agencies, support mechanisms, meetings etc.

A Governor asked about the financial implications.

The students were funded at a higher rate due to their high needs to participate in education and learning; which had covered costs. An exercise to look at costings ie on average how much it costed for a student per term would be organised. There would be two terms of accounts to review. Additional pupil numbers were bringing additional financial benefits rather than a financial drain.

Action: Mr Smith, Mr Woosey and Mr Taylor to consider average costs per year for a placement in the Engagement and Outreach provision.

Mr A Lee left the meeting at 5.00pm.

A Governor asked about the total number of pupils on roll and if it would be adjusted. Mr Taylor confirmed the total number on site would remain at 65 but off site provision numbers may grow.

9. CURRENT FINANCIAL POSITION

A copy of the Financial Monitoring Report for Lever Park School (2021 - 22) had been made available to Governors via the Governance Gateway.

Mr Smith stated it was a very positive financial picture for Lever Park. This had been mainly due to additional pupils attending the academy. Investment in the infrastructure including a new boiler system (possibly with air conditioning) had been planned across the building.

A Governor asked if the boiler would be funded in a similar way to the roof.

An element (15%) came from the Trust which could be contributed as a five year interest free loan. The remainder was funded by the Governments Capital Infrastructure Fund. The Trust worked together with a company called AA Projects who put the bid in for the new roof and new boiler last year. They were successful with the boiler (half a million pounds) but not the roof. A revised bid for a new roof would be submitted this year approx. £900,000 which was significantly higher than the last bid. A bid for security fencing around Lever Park would also be submitted. The outcomes of the bids would be known by mid Spring.

A Governor asked if there had been any thoughts around moving out of the existing building to a new site.

The expansion and growth in meeting the needs of children identified with SEMH had been ongoing. The Trust / LA would be unable to fund a new build. With good planning the building would be made safe, comfortable and SEMH defendable; with potential growth but with a balance regarding numbers.

10. NOMINATED GOVERNOR ROLES

10.1 Chairs' Briefing

The Chair reported that she had attended the Spring term Chairs' Briefing held virtually on Monday 24 January 2022 where the following items had been presented:

- Spring Term Governance Services Update
- Spring Term Meeting Updates:
 - Partnership Forum
 - Governor Training and Development Lead Briefing
 - Publication of Statutory Information on Websites
 - Financial management
- Development – Teacher Workload and Wellbeing

Governance Services Conference Update

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

10.2 Primary Partnership Forum Report

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.

10.3 Report from Training and Development Lead on Training

The Bolton Governance Services training website had been highlighted for Governors on screen. Governors were encouraged to book on courses they wished to attend. Mr Smith asked Governors, on behalf of Miss Leonard, to ensure any training attended be fed back to Miss Leonard so all Governor training could be logged and records updated.

The Chair asked if the online Equality Training would be going ahead on 22.02.22
Mr Smith confirmed this would be going ahead.

10.4 Nominated Link Governor Reports

The Chair and the Head Teacher thanked the Governors who had visited school and provided the reports which were on the Governance Gateway.

11. POLICY REVIEWS / APPROVAL

RSE Policy

Agreed: Governors approved the RSE Policy.

12. PUBLICATION OF STATUTORY INFORMATION ON SCHOOL WEBSITE

There were regular reviews of the school website using a compliance checklist. The DfE guidance of 'What Academies, Free Schools and Colleges should Publish Online', last updated February 2021. Mr King and Victoria Gavin had completed the last check.

All academies should check their funding agreement to establish 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.

13. SCHOOL TERM AND HOLIDAY DATES 2022/23

The dates had been approved by the Trustees and were posted on the website

Agreed: That the school term and holiday dates now submitted be noted.

14. DATE OF NEXT LOCAL GOVERNING BOARD MEETING

Summer Term: Wednesday 8 June 2022 at 4.00pm.

15. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Siobhan Gulshan, David Buchanan, Annette Harris, Rebecca Leonard, Emma Simpson and Victoria Anthony.

16. ANY OTHER BUSINESS

There were no items of “any other business” discussed.

17. CONFIDENTIALITY

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

The meeting closed at 5.25 pm.

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

Date: _____

ACTIONS FROM LGB MEETING

Item 7

Action: The report from the Behaviour Lead to be presented to Governors.

Item 7

Action: Mr Taylor to provide additional detail in the next report regarding progress and behaviour for children receiving outreach support

Item 8

Action: The Curriculum Intent Document for Outreach and Engagement to be presented at the next Summer Term LGB meeting.

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Action: Mr Smith, Mr Woosey and Mr Taylor to consider average costs per year for a placement in the Engagement and Outreach provision.

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Action: Mr Taylor to revise case studies re student name.