

LOCAL GOVERNING BOARD OF LEVER PARK SCHOOL
MEETING HELD VIA TEAMS ON WEDNESDAY 7 JUNE 2023 AT 4.00 PM

Present: Miss H Carr (Chair), Ms M Farnworth, Mr N Hockenhull, Mr R King, Mr A Lee, Ms J Ronson, Mr M Taylor (Academy Lead) and Mr N Woosey

In attendance: Miss R Leonard (Director of Business Operations) and Mrs E Stoddard (Governance Professional)

Miss H Carr in the Chair

PART A – NON-CONFIDENTIAL ITEMS

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Ms V Anthony and Mr D Yates.

It was noted that Ms. S. Gulshan (Staff Governor) was on maternity leave at the time of the meeting.

2. PROCEDURAL MATTERS

2.1. DECLARATION OF PECUNIARY INTEREST

No declarations of pecuniary interest were made.

2.2 MEMBERSHIP

The following terms of office were due to expire:

H Carr	Co-opted Governor	31.08.2023
R King	Co-opted Governor	31.08.2023
A Lee	Co-opted Governor	31.08.2023
N Woosey	Co-opted Governor	31.08.2023
S Gulshan	Staff Governor	31.08.2023

Miss Carr had indicated her intention to step down as Chair and as a governor when her term of office expired on 31.08.2023. Governors were asked to approve the appointment of Mr Nick Hockenhull as Co-opted Governor and it was noted that Mr Hockenhull had been nominated as Chair of the Local Governing Board with effect from 1 September 2023 and this would be approved at the end of the meeting.

R King, A Lee and N Woosey all confirmed that they would be happy to continue as Co-opted Governors.

The Clerk advised that the Staff Governor position would need to be advertised to all staff within the academy; however, S Gulshan could re-apply if she wished.

There remained a vacancy for a Co-opted Governor.

Agreed:

- i) That N Hockenhull be appointed as a Co-opted Governor to serve for a four-year term of office
- ii) That R King, A Lee and N Woosey be re-appointed as a Co-opted Governors to serve for a four-year term of office.
- ii) That the Academy Lead conduct a Staff Governor election before the next Local Governing Body meeting.

3. MINUTES

Agreed: To approve as a correct record the minutes of the last meeting of the Local Governing Board on Wednesday 8 February 2023.

4. MATTERS ARISING

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

5. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

One item of 'Any Other Business' was notified relating to:

- i) Risk Register

6. ACADEMY LEAD'S REPORT TO THE BOARD

Mr Taylor presented his termly report.

Key Items:

- Overview
- Pupil Roll
- Progress Year 7 – Year 11
- Quality of Education
- Behaviour & Attitudes
- Safeguarding
- Attendance
- Personal Development
- Leadership and Management
- Staffing and Staff Wellbeing
- Health & Safety
- Building
- SEF
- SDP Summary

6.1 Overview

Mr Taylor reported that strong progress had been made during the spring term. The curriculum intent had been developed and there had been a continual significant reduction in suspensions.

6.2 Progress Year 7 – Year 11

Mr Taylor reported that in spring compared to the autumn term, there had been a percentage increase in both Maths and English (reading and writing). The Quality assurance processes showed that staff had a good understanding of the new BIT levels and were applying them accurately. Teaching across the Academy in these subjects was of a high quality, which had led to this positive improvement in the progress data. The progress of pupils on engage and outreach was typically slower when compared to pupils in the main school, which impacted on progress data overall. Governors were informed that this was due to less engagement from these pupils and less teaching time.

6.3 Quality of Education

Governors were informed that the programme of curriculum development had continued throughout the spring term. Quality Assurance checks had been made in every subject and the QA team looked at the curriculum rationale by subject, curriculum planning (long term and mid-term plans) and the development of Knowledge Checkers for all schemes of learning.

6.4 Suspensions

Mr Taylor reported that suspensions (previously called exclusions) in the spring term were at an all-time low. There had been 28 suspensions in spring 2022 and only 5 suspensions for the entire term for spring 2023. A governor stated that this was excellent and asked why there had been such a reduction. Mr Taylor explained that this was due to numerous environmental changes in the building, a refined suspension process and improvement in all standards. There had been a change in the culture throughout the academy as evidence showed that suspensions did not change behaviours and pupils were safer within school. The academy was now a much calmer place and staff were finding alternative ways to deal with high-level behaviours. Governors were informed that suspensions would only be issued for non-negotiable incidents of behaviour, i.e., unprovoked physical/sexual attack or drug related. A suspension could only be made in collaboration with the Academy Lead, Safeguarding Lead and Behaviour Improvement. All must agree that it is the only appropriate course of action available.

A governor commented that the number of bullying incidents had risen in the spring term compared to previous terms, with 8 incidents being reported. The governor asked if these had been isolated incidents. Mr Taylor confirmed that they had been isolated incidents, which had been addressed swiftly. They had tended to involve younger children who had repeated words they had heard elsewhere but did not know what they meant. Miss Leonard advised that the Central Team conducted an Academy Analysis meeting every term and these incidents had been identified. Miss Leonard confirmed that the incidents had been addressed immediately and effectively and the pupils had had a lack of understanding of the words that they had used.

A governor stated that it was clear that PSDs had been put in place and that issues were being tackled appropriately. The governor stated that he would look at this in his role as Safeguarding Governor on his next visit to school.

6.5 Safeguarding

The Local Authority (LA) had conducted a 2-day safeguarding audit in April. A copy of the report had just been received and uploaded to the Gateway. Mr Taylor advised that

whilst there were several recommendations to action, none of these were major concerns. A governor asked if there was capacity within the academy to address the recommendations. Miss Leonard stated that much of the work was already being done, particularly with regards to Early Helps, but this could be evidenced better. This would likely require additional admin support, and this was currently being reviewed by the Central Team. Mr Lee stated that he would appreciate being able to sit in on the Early Help admin process to enable him to understand the process better. Miss Leonard explained that the auditors had asked how BIT reviewed the pupils and made decisions regarding Early Helps. Miss Leonard acknowledged that currently this tended to come down to the DSL and crisis management and moving forward she would like this to be reviewed and documented every half term. Miss Leonard stated that this needed to be a co-ordinated approach and she welcomed governor involvement to inform future plans. A governor stated that the academy needed a mechanism to capture detail. Miss Leonard stated that this was being done but currently there was no system in place to evidence this.

Miss Leonard reported that she would be happy to provide a session to governors on the Bolton safeguarding process and asked that this be added to the autumn term agenda.

Mr Taylor reported that the auditor had commented on the huge change of the atmosphere of the academy. The visit had been worthwhile, and it was great to receive external validation of the hard work taking place within the academy.

Agreed: That the LA Safeguarding Report be received, and the recommendations within noted

Action: Clerk (add training session to autumn term agenda)

6.6 Termly Report on Children Looked After

A report Children Looked After had been included in the written report.

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

6.7 Termly Report on Attendance including Children Missing Education

Governors were informed that there had been an upward trend in pupil attendance, from 79% in the spring 2022 term to 83% in spring 2023. In response to questions Mr Taylor reported that this was well above the national average for Special Alternative Provision.

The Trust CEO had conducted an attendance review on 4 May and a copy of the report had been uploaded to the Gateway. Governors agreed that this was a very positive report, providing Trust validation that attendance was much improved.

The Academy Lead reported that there had been no cases of Children Missing Education since the last Local Governing Board meeting.

Agreed: That the report on attendance and 'Children Missing Education' be received

6.8 Fire Evacuation

The Academy Lead reported that a Fire Evacuation had taken place on 26 April 2023 in 1 minute 50 seconds.

Agreed: That the termly report be accepted with thanks.

7. ACADEMY SEF

A copy of the Academy SEF had been uploaded to the Gateway. Mr Taylor reported that he continued to work closely with the Trust CEO to ensure this was a live and up to date document. Governors were asked to read the SEF in detail and respond with any questions.

8. CURRENT FINANCIAL POSITION

Governors were informed that the new Trust Chief Finance Officer (Kate Connelly) had been appointed. She was currently working hard to finalise the budget, which would be available by the end of June and sent out to governors. It was noted that Mrs Connelly had had an initial budget meeting with Mr Taylor, which had been positive, and the academy was currently in a positive financial position.

It was suggested that Mr Woosey could meet with Mrs Connelly once she had settled into her role and the budgets had been finalised.

On behalf of the Board the Chair asked for best wishes to be passed onto Mr Smith.

9. NOMINATED GOVERNOR REPORTS

9.1 Chairs' Briefing

The Chair reported that she had attended the summer term Chairs' Briefing held on 9 May 2023 where the following matters had been highlighted:

- Governance Services Update
- Summer Term Meeting Updates
- Meeting Procedures - Consent to Absence
- Development segment: Succession Planning
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- Development segment: Succession Planning

9.2 Training and Development Lead Governors Report on Training / Recent Training undertaken.

Miss Leonard advised that the Trust purchased the Governance Services Training SLA and encouraged governors to book on any courses available.

The Trust was holding Equality Training on 13 July and all governors were invited to attend.

It was reported that all governors had completed the Level 1 Safeguarding and PREVENT training.

The Trust CEO was delivering SEF training to staff and governors were invited to attend.

9.3 Partnership Forum Report

The Clerk reported that the Partnership Forum had been held on 22 May 2023, where the following matters were discussed:

- SEND Review Consultation Response and Update - *Sue Cornwell, Head of Service for Children with SEN*
- Governance Role in Exclusion and Suspension Panels - *Paula Williams, Education Access Officer*

9.4 Nominated Link Governor Reports

Two governor reports had been uploaded to the Gateway (Phase 1 and Curriculum).

Miss Ronson reported that she had visited the academy and provided feedback on her discussions with pupils regarding the Rewards system. There were some issues with pupils having the rewards taken off them at home, so after speaking with pupils, it had been suggested that school could order items on behalf of the pupils once their points had built up. This would help to ensure that all pupils who were eligible to receive an award did so. Mr Taylor reported that the proposal had been taken to SLT to activate and added that pupils would be able to keep saving points rather than spending them if they preferred.

10. APPOINTMENT OF CHAIR AND VICE-CHAIR

10.1 Appointment of Chair

A nomination had been received for N Hockenhull to be elected as Chair with effect from 1 September once Miss Carr's term of office expired.

Agreed: That Mr Hockenhull be elected as Chair with effect from 1 September 2023 and his term of office run until the autumn term 2025

10.2 Appointment of Vice-Chair

A nomination had been received for R King to be elected as Vice-Chair

Agreed: That Mr King be elected as Vice-Chair until the autumn term 2025

11. COLLECTION AND PUBLICATION OF BOARD DIVERSITY DATA

The DfE (Department for Education) had updated guidance on what maintained schools and academy trusts must or should publish online. In order to help boards be reflective of the communities they serve, the DfE was encouraging schools and trusts to publish diversity data on their website.

Miss Leonard stated that this would be completed as part of the Trust work on the Equality Objectives. A form would be emailed to governors to gather the required diversity data; however, governors could opt out of sharing their information, including protected characteristics, at any given time including after publication.

Agreed: That the Board collect and share diversity data on the website, ensuring that individuals cannot be identified.

Action: RL (email form)

12. GOVERNANCE SERVICES UPDATE

12.1 Governance Services Staffing 2023/24

An update had been provided on the accompanying agenda note which had been uploaded to Gateway. Details of the current staff vacancies and recruitment process had been provided.

The Team had said farewell to Marie Ahmad, Governance Development Officer and Amy Appleyard, Governance Support Officer; both of whom have secured new roles outside the Authority. The Clerk advised that a new Governance Support Officer had been recruited and would be allocated to the Local Governing Boards.

13. DATES OF NEXT MEETING

13.1 Local Governing Board Meeting

Agreed: That the next Governing Board meetings for the 2023/24 academic year be held as follows:

Autumn Term:	Wednesday 18 October 2023 at 4.00 pm
Spring Term:	Wednesday 7 February 2024 at 4.00 pm
Summer Term:	Wednesday 5 June 2024 at 4:00 pm

14. CONSENT TO ABSENCE

The Chair stressed the importance of governors submitting apologies for absence prior to the meeting.

Agreed: To consent to the absence from this meeting of Ms V Anthony, Mr D Yates and Ms S Gulshan.

15. ANY OTHER BUSINESS

15.1 Risk Register

A copy of the Lever Park Risk Register had been uploaded to the Gateway. Identified risks had been included in the report and this would be presented at each LGB meeting. Miss Leonard stated that the aim of having a local Risk Register was that this was a collective responsibility with governor input. This was a live document, which would evolve.

A governor asked if the Risk Register would include any threats to school at large i.e., bomb threats. Miss Leonard explained that this level of risk, including risks such as fire and flood, would sit on the Trust Risk Register, and she would highlight this at the next Risk & Audit meeting. The risks included on the LGB Risk Registers would be more pertinent to the individual academy. Miss Leonard stated that she would check whether the Trust Risk Register could be shared at LGB, so governors had a complete overview.

A governor recommended that key risks be included at the top of the Risk Register, and it would be prudent to identify the top 3 risks for the academy. These should always link

back to the key drivers for the school i.e., attendance. N Woosey stated that he would be happy to complete a governor visit with a focus on the Risk Register.

Agreed: That the Risk Register be approved

Action: R Leonard (check if Trust RR can be shared)

16. 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 Chair stated that this would be her last meeting and thanked governors and staff for their support and hard work. Mr Taylor stated that Miss Carr had been a tremendous support to the school and would be greatly missed. He offered huge thanks to Miss Carr from everyone at school including those families whose children had left. Miss Leonard thanked Miss Carr for her commitment to Lever Park during its journey and stated that her involvement had made a huge difference to the success of the school.

The meeting closed at 5.25 pm.

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

Date: _____