

LOCAL GOVERNING BOARD OF LEVER PARK SCHOOL

MEETING HELD AT THE ACADEMY

ON 19TH OCTOBER 2022 AT 4.00 PM

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

In attendance: Mrs. A. Appleyard (Clerk), Ms. R. Leonard, Mrs. V. Gavin, Ms. M. Smith.

Miss H. Carr in the Chair

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence had been received from Miss J. Ashworth, Mr. D. Yates, Ms. K. Brady, Mr. D. Buchanan, Ms. V. Anthony and Mr. P. Hodgkinson.

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

Ms. Farnworth and Ms. Ronson were welcomed to their first LGB meeting.

2. PROCEDURAL MATTERS

2.1 Declaration of Pecuniary or Conflict of Interest

No declarations of pecuniary interest were made.

2.2 Declaration of Interests Form

In accordance with the Academies Financial Handbook 2020, entries in the Academy Trust's Register of Business Interests were to be reviewed on a 'regular' basis.

The Clerk noted that the regularity of returns was for the Trust to decide upon; however, as a minimum the Governance Services Team would recommend at least annually.

All Members, Trustees, Local Governors and the Executive Leadership Team were asked to complete the LA model pro-forma and return it to a member of the Executive Leadership Team 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 Local Governors or relationships between Local Governors and school staff (including spouses, partners and close relatives)

The Clerk noted all present were required to complete this information and that failure to do so may be in breach of the Trust's Code of Conduct. Any forms not received would be highlighted in the usual manner at the spring term meeting.

Agreed:

- i) That Local Governors complete the online version or paper copy of the Register of Business Interest and return these to the school
- ii) That any Local Governors that have not completed the forms be highlighted at the spring term board meeting as per usual process.

2.3 Membership/Governance Issues

It was noted that there were no vacancies on the Local Governing Body.

It was noted that no terms of office were due to expire before the end of the academic year, but that the following six terms of office were due to expire on 31st August 2023:

| | |
|-----------------|-------------------|
| Miss H. Carr | Co-opted Governor |
| Mr. R. King | Co-opted Governor |
| Mr. A. Lee | Co-opted Governor |
| Mr. D. Buchanan | Co-opted Governor |
| Mr. N. Woosey | Co-opted Governor |
| Ms. S. Gulshan | Staff Governor |

Governor roles were discussed, and current roles were noted. Mr. Feeley's role changed in name to Curriculum Governor.

| | |
|---------------------------|---|
| Miss Carr: | Chair of the LGB; Vision, Values and Performance Management |
| Mr. Feeley: | Curriculum |
| Mr. Lee: | Phase One and SEND Support |
| Mr. King: | Post-16 and Safeguarding |
| Ms. Brady / Miss Gulshan: | Staff and Pupil Wellbeing |
| Mr. Buchanan: | Health and Safety |
| Mr. Woosey: | Finance |
| Ms. Anthony: | SEN Impact |
| Mr. Yates: | Behaviour, Attendance, Engage and Outreach |
| Ms. Ashworth: | Quality of Teaching and Learning |
| Mrs. Farnworth: | Community: Engagement |
| Ms. Ronson: | Community: Rewards |

2.4 Declaration of Eligibility and Privacy Consent Form

The form had been circulated with the agenda, and the Clerk had brought paper copies to the meeting. Governors were asked to complete the form and return it to the Academy.

The Clerk advised that Governors were required to complete the Declaration of Eligibility and Privacy Consent Forms following appointment or re-appointment:

3. SAFEGUARDING SELF-DECLARATION

A decision had been taken by the Board that all individuals would complete a self-declaration form to confirm 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.

Agreed:

- i) That Local Governors complete the online word version of the Safeguarding Self Declaration form and return these to the school
- ii) That any Local Governors that have not completed the forms be highlighted at the spring term board meeting as per usual process.

The form had been circulated with the agenda, and the Clerk had brought paper copies to the meeting. Governors were asked to complete the form and return it to the Academy.

4. LGB CODE OF CONDUCT

The Clerk provided a copy of the Board Code of Conduct to note.

The Clerk noted that they would continue to issue the Code of Conduct and Acceptance Form to new members as part of the welcome to governance pack.

Agreed: That Governors note and accept the Code of Conduct.

5. REVIEW TERMS OF REFERENCE

The Terms of Reference had been circulated with the agenda. These had been approved at the recent Trust Board meeting.

6. MINUTES AND MATTERS ARISING

Agreed: To approve as a correct record the minutes of the last meeting of the Board held on 8 June 2022.

It was noted that the action to appoint an Engagement and Outreach Governor had been completed.

It was agreed to arrange a meeting with the Safeguarding Governor in order to discuss this role in more detail.

A Governor asked whether further action was required to analyse the effectiveness of the Engagement and Outreach programme.

It was explained that there would be an increased focus on this at Trust Level. There was a need to be careful in order to ensure that it was not made a separate entity and that it remained part

of the Academy. The Engagement and Outreach programme was explained for the benefit of the two new Parent Governors.

7. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

The following items of any other business were notified:

Governance Services Conference
Governor Impact Statement

8. ACADEMY LEAD'S REPORT

Mr. Taylor presented his termly report. Governors had been requested to read the report in advance of this meeting, and to bring any questions. The main headlines were reported.

It was explained that Alison Woosey had worked across the Trust with regard to data. The format of data shared with Governors would change. English data would be split between progress in Reading and Writing. This improved collection of data and its accuracy.

It was explained that the academic progress of the children during the previous academic year had been very positive with up to 79% of the students who met or exceeded expected progress in English. In the autumn term, this had been 49%. Data in Maths was similar, where 59% met or exceeded expected progress in the autumn term and 78% achieved this in the summer. Academy staff were pleased with these outcomes and the accuracy of the data.

The Academy had also considered the development of subject performances through the Ofsted three I's (Intent, Implementation and Impact). This had been reviewed and standardised across the Trust when each subject had been considered in depth through a deep dive. This ensured that each subject was developing in its own way. It was anticipated that improvements would continue to be seen throughout the current year and beyond.

The GCSE outcomes from summer 2022 were discussed, and a summary had been shared within the report. The Academy was pleased with the results, as this was the first year students had sat physical exams following two years of Centre Assessed Grades (CAGs) and Teacher Assessed Grades (TAGs) during the Covid-19 pandemic. Nationally, results had dropped, but there had been an improvement at the Academy. The volume of subjects meant that there a very broad curriculum was offered.

A Governor asked how the results compared with 2019.

It was explained that the 2019 cohort had been small, so comparisons using percentages were difficult. The data was very similar in 2019 and 2022 with regard to Maths and English. There had been an increase in the number of students who sat formal exams, and the number of students who had achieved a GCSE pass in at least one of these subjects had increased significantly. The number of qualifications achieved by each student had changed owing to the increase in the number of courses offered. It was also stated that the TAGs and CAGs had been accurate, as they were in line with the grades achieved in 2019 and 2022. Each cohort had been very different in academic profile, which could also have an impact on results. Of all the students who left in summer 2022, there was only one of whom the Academy were aware who was not in education, employment or training. This student was being followed up by Connexions. All students were being monitored to ensure that they remained in College or work placements, as the risk of dropping out of such courses was higher during the first term.

A Governor asked how long the Academy stayed in touch with the students following the end of year eleven.

It was explained that the Academy remained in contact with the students during the autumn term, and Connexions maintained contact for a three-year period. Some students retained contact voluntarily and chose to visit the Academy.

A Governor asked whether it would be possible to offer post-16 provision within the Trust.

It was agreed that this was an option the Trust would like to explore, but when it had been considered in the past it had not been financially viable. It was agreed that it would be possible to explore the idea of making connections with appropriate local post-16 providers.

It was explained that the combined GCSE English and Functional Skills course could not be offered during academic year 2021-2022 as a consequence of the Covid-19 pandemic. This meant that students had to be placed on a pathway where they followed one of the two courses but not both.

A Governor asked whether the Academy compared data with similar establishments.

It was explained that this was very difficult, as there were very few similar establishments. A Governor explained that it was possible to use the DfE financial benchmarking website to select similar schools from specific criteria and analysis could then be completed.

A Governor asked whether the Academy could compare progress with the lower attaining demographic in a mainstream school.

It was explained that if a graph were generated, it would show a steeper trajectory of progress. The success at the Academy was very positive, and the outcomes data could be shared alongside the national figures. It was explained that as there was Key Stage Two data available for many of the students, the Academy had established that according to the Key Stage Two data only a very small number of students should have achieved a Maths GCSE pass. However, almost half of the cohort were entered for Maths GCSE, and great success was being achieved. It was agreed that for Lever Park it may be appropriate to generate Key Stage Two to Key Stage Four progress data similar to that generated in mainstream schools.

It was noted that it was likely that Ofsted would inspect the Academy within the next few years, and work had been done at both Academy and Trust level to prepare for this and to ensure that all involved were fully prepared for the inspection process.

The SEF was explained for the benefit of the new Parent Governors, and how this may be challenged by both the Trust and by Ofsted.

With regard to behaviour, it was explained that there were 50 exclusions during the spring term, and the reason for this was that the Academy was working to eradicate smoking on site. In the summer term, the figure dropped to 26 exclusions. There had been five exclusions during the current half term, which was below the average number for the Academy. It was explained that the guidance from the DfE relating to exclusions and suspensions had been changed, and there was a drive to bring the number of exclusions down. The Academy worked to not exclude students, but there were certain circumstances where there was no alternative. It was noted that smoking on site had become almost non-existent. There had not been a noticeable increase in vaping at the Academy, although staff were continuing to monitor this.

Attendance was 79% for the summer term, which was about 2% lower than before the Covid-19 pandemic. When year eleven finished their last exam, they no longer had to attend the Academy, but the S code had to be used on Sims which meant that the students were marked as absent because they were on study leave, which brought the attendance data down. During the second half of that term, the figure increased significantly. Work had been done to follow up each child on an individual basis. During the week before the LGB meeting, attendance had been at 86%, which was an improvement on the previous year's average of 81%. Before the Covid-19 pandemic, attendance had been approximately 90%, and the Academy was working to at least

return to this figure or improve on it. All the data showed that attendance was the key factor in student success at the school.

With regard to staffing, the position was very stable. Four Learning Mentors had been recruited during the summer break, and have been excellent. One member of staff had left the Academy recently to pursue an alternative career.

It was explained that work was due to start on the roof in January, as this required replacing. Funding had also been secured for a new heating/cooling system and work would start on this in November. It was also planned to install a perimeter fence around the site.

A Governor asked whether there were problems with trespassers on the Academy's site.

It was explained that there were few problems with this, although it could be an issue when scaffolding was installed for the roof. A new CCTV system had been installed and was monitored by the CCTV system installers. The system included a tannoy system where the monitoring team could speak to any intruders.

A Governor asked whether an invacuation drill was planned.

It was confirmed that this was planned. It was explained that this would be rehearsed first with the staff, and a drill would be done with the students during the coming weeks. Example invacuation scenarios were discussed.

8.1 Review and Approval of the Academies' Joint SEF / Improvement and Development Plan

It was explained that this was not yet finished, but priorities were shared within the Academy Lead's report.

8.2 Visit by School Improvement Professional

It was explained that this was being done differently across the Trust, where Tony Purcell would work with the Trust central team. There was now an Academy Analysis Development Team who would consider different aspects of the Academy's work, and Academy Leads would attend meetings with this team where they would be asked to respond to different lines of enquiry and the focus for the term would be determined. It was agreed that information from these meetings would be presented at future LGB meetings.

8.3 Termly Report on the Academy's Provision for Children Looked After

It was noted that this had been included in the Academy Lead's report. No further update was presented.

8.4 Termly Report on Attendance and Children Missing Education

It was noted that this had been included in the Academy Lead's report. No further update was presented.

8.5 Termly Report on Pupil Premium Grant (PPG) Funding and Allocation

It was noted that this had been included in the Academy Lead's report. No further update was presented.

8.6 Termly Report on Evacuation and Invacuation

It was agreed that this had been discussed earlier in the meeting.

9. REPORT ON ENGAGEMENT AND OUTREACH

It was noted that this had been included in the Academy Lead's report. No further update was presented. It was agreed to remove this as a separate agenda item for future meetings, as the information would be included in the Academy Lead's report.

10. CURRENT FINANCIAL POSITION

Mr. Smith's report had been shared in advance of the meeting. Governors had been requested to read the report in advance of this meeting, and to bring any questions. The main headlines were reported.

Mrs. Gavin reported that it was anticipated that Lever Park would operate at a surplus of £64,000. Monitoring meetings took place each month in order to ensure that the financial position remained stable. The previous academic year had ended with a surplus of over £300,000, mainly as a consequence of traded places with other Local Authorities. This was a transformation when compared to five years ago. Mr. Woosey offered to support the financial processes at the Academy whilst Mr. Smith was absent from work.

11. NOMINATED GOVERNOR ROLES

11.1 Chairs' Briefing

The Chair had been unable to attend the Chairs' Briefing held on Monday 26 September 2022. The Clerk therefore reported that the following matters had been highlighted:

- Governance Services Update
- Autumn Term Meeting Updates
- Safeguarding and Keeping Children Safe in Education
- Ofsted Framework Update
- School Suspensions and Permanent Exclusions
- Meeting Procedures - Meeting Agendas
- Review of Chairs' Briefings 2021-22

11.2 Training and Development Lead's Report on Training

The Clerk reported that the 2022/23 Governance Training Programme was now available on the Governance Services website. It was noted that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

A briefing event for Training & Development Leads was held on 21 September 2022 at which the 2022-23 Governance Training and Development Programme was launched. The briefing had outlined course contents and distributed a leaflet which offered guidance to the Governance Lead for Careers Information, Advice & Guidance.

Governors were reminded that they could access training through the Governance Gateway. The new Parent Governors were informed about the New Governor Training

which was available through Governance Services. All Governors would also receive an electronic form where they would be asked to note any training needs. Governors who did not work in schools would be asked to complete Safeguarding Level One and Prevent training

11.3 Partnership Forum

The Clerk reported that the Partnership Forum had been held on Monday 10 October 2022, where the following matters were highlighted:

- Update on School Improvement: Primary Phase
 - Catriona Fletcher, Head of Service, Strategic School Improvement Lead
- Schools White Paper – Opportunities for All
 - Marie Ahmad, Governance Development Officer
 - John Ashworth, Governance Services Manager

The Clerk reported that the spring term Partnership Forum information was available on the Governance Gateway. It was explained any Governor could attend the Partnership Forum, and if Governors wished to attend they could book through the Gateway. Governors were asked to inform Mrs. Leonard if they had booked to attend the Partnership Forum.

11.4 Link Governor Reports

A number of visits to the school had been completed by Governors, and the visit reports had been shared in advance of the meeting. The Academy staff had been delighted to see Governors return to visiting the school in person. The Trust was very pleased with the work done by the LGB at Lever Park, and it was stated that there was strong governance from an excellent Governing Board at the Academy. The Governors who had visited the school agreed that they had very much enjoyed the opportunity to visit the Academy. The Academy Lead thanked Governors for giving their time to visit the Academy.

A Governor asked how many year eleven students were currently on roll at the Academy. It was explained that there were fifteen students in year eleven. Twelve were from the Bolton Local Authority and three were from neighbouring Local Authorities.

Mr. King left the meeting at 5:30pm.

12. **POLICY REVIEWS AND APPROVAL**

12.1 Statutory Policies

The following policies were presented for approval:

12.1.1 Safeguarding and Child Protection Policy

12.1.2 Behaviour Policy

It was noted that the screening of pupils was now annexed within the Behaviour Policy.

12.1.3 Supporting Pupils with Medical Needs Policy

12.1.4 Health and Safety Policy

12.1.5 SEN Policy

12.2 Non-statutory Policies

The following policies were presented for approval:

12.2.1 Teaching and Learning Policy

12.2.2 Online Safety Policy

12.2.3 Marking and Feedback Policy

12.2.4 Attendance Policy

12.2.5 Invacuation Policy

12.2.6 Acceptable Use of ICT Policy

12.2.7 First Aid Policy

It was noted that some policies were clearly Trust-wide policies, and perhaps these needed to be modified in order to apply to Lever Park.

Agreed: The Academy Lead to review the policies and make appropriate changes.

A Governor asked whether the SEN Policy should state that Lever Park was a single site Academy, and whether this covered Engagement and Outreach.

It was agreed to adjust the policy in order to recognise that staff worked with some students in the home or in the community.

Agreed: To approve all of the above policies in agenda items 12.1 and 12.2, subject to the appropriate changes being made.

Mrs. Gavin left the meeting at 5:45pm.

12.3 For information for Governors

It was noted that the admissions information on the Academy page of the Trust website had been edited and updated.

13. SCHOOL TEACHERS' PAY AND CONDITIONS AND 2022 PAY AWARDS

The government had announced in July that it had accepted the recommendations of the School Teacher Review Body (STRB) that teacher starting salaries be increased by 8.9% from September alongside a salary increase of 5% for more experienced teachers and leaders.

Details of the proposals had been included on the accompanying agenda note and were as follows:

Teaching Staff

- From September 2022, a 5% increase towards achieving a minimum starting salary of £30,000 by September 2023.
- For September 2023, a 3% increase of the Main Pay Range to deliver a minimum starting salary of £30,000.

The government was currently consulting on a revised School Teachers Pay and Conditions document (STPCD). Governing Boards in maintained schools had responsibility for pay decisions and must comply with the STPCD. Academies did not have to comply with the STPCD, however, it remained relevant as a starting point for pay decisions.

Once a final decision had been made, further information will be provided from the Schools HR Team or your own HR adviser.

Support & Non-Teaching Staff

The salaries of school support staff are negotiated via the National Joint Council (NJC) for Local Government Services, the consultation continues.

Further updates will be provided once the consultation process has concluded and the unions have notified the outcome towards the end of October 2022.

If you require any additional support or information regarding this matter, please do not hesitate to contact your nominated HR Adviser.

Agreed: That the Board await further information on the outcome of the consultations on pay for teachers and support staff.

13. SAFEGUARDING AND KEEPING CHILDREN SAFE IN EDUCATION 2022

It was explained that all Governors would be asked to log into the Safeguarding Network in order to complete a knowledge check regarding KCSIE.

The Keeping Children Safe in Education statutory guidance had been updated effective from 1 September 2022, this applied to all schools and academies and set out the legal duties that must be followed to safeguard and promote the welfare of children and young people under the age of 18.

The changes had been highlighted on the accompanying agenda note which had been included in the documentation for this meeting.

Governance Training in Safeguarding and Child Protection

Boards should ensure that all governors and trustees receive safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding. This training should also be regularly updated.

The Local Authority in partnership with Bolton College provided 'Keeping Children Safe – Level 1' online training which can be accessed via the following [LINK](#)

More in depth centre based training on 'Safeguarding and the Role of the Board' is available to book on various dates in 2022-23 through the Governance Training and Development programme via the following [LINK](#)

The Safeguarding in Education Team had updated the LA model Safeguarding and Child Protection Policy to reflect the changes to Keeping Children Safe in Education 2022.

Agreed:

- i) That Boards note the changes to the Keeping Children Safe in Education document.
- ii) That the Board review their Safeguarding and Child Protection Policy in light of the revised statutory guidance and LA Model Policy.
- iii) To note that the 175/157 Safeguarding Compliance Checklist will be made available to schools and academies in due course.
- iv) That Boards ensure that their governors and trustees undertake appropriate safeguarding and child protection training on induction which is updated on a regular basis.

15. ACADEMY TRUST HANDBOOK

The Clerk reported that the Academy Trust Handbook had been updated with effect from September 2022. The Handbook described the financial responsibilities of academy trusts reflecting their status as companies limited by guarantee, exempt charities and public bodies. It balanced the need for effective financial governance with the freedoms that trusts have over their day to day business.

The handbook was for members, trustees, local governors of multi-academy trusts (MATs), accounting officers, chief financial officers, clerks to the board and auditors.

Agreed: That the Local Governing Board note the changes to the Academies Financial Handbook 2022 as summarised on the accompanying report. This was ratified at Trust Board.

16. DATES OF NEXT MEETINGS

16.1 Local Governing Board Meeting

Agreed: That the remaining Local Governing Board meetings for the current academic year be held as follows:

Spring Term: Wednesday 8th February 2023 at 4:00pm
Summer Term: Wednesday 7th June 2023 at 4:00pm

17. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Miss J. Ashworth, Mr. D. Yates, Ms. K. Brady, Mr. P. Hodgkinson, Mr. D. Buchanan, Ms. V. Anthony and Ms. S. Gulshan.

18. ANY OTHER BUSINESS

18.1 Governance Services Conference

The Clerk reported that the Governance Services Team were thrilled to be holding its annual Governance Conference on 12 November 2022 at the Mercure Bolton Georgian House Hotel Blackrod.

The theme of the conference this year was “Beyond Barriers: Achieve, Succeed and Belong in Bolton” which linked with a number of key strands in the 2022 Schools White Paper, ‘Opportunity for all: strong schools with great teachers for your child’.

The Conference was to be opened by Bernie Brown, Director for Children’s Services. The Clerk explained that presenters had been carefully chosen to support the overall conference theme. Haili Hughes, Head of Education at IRIS Connect and Senior Lecturer and Mentor Lead at Sunderland University Initial Teacher Training was to deliver the key note speech to governors and trustees. The following speakers would also deliver conference sessions:

- Education Endowment Foundation
 - Becoming an Evidence-informed governor
- Dominic McKeon, School Support Reform Group
 - Bolton: Inclusion in Education
- Saeed Atcha MBE
 - Positive role models from within our own communities
- Bolton Music Service
 - Celebration of Music

18.2 Governor Impact Statement

The Chair shared the Governor Impact Statement:

There is a high standard of educational knowledge and specific areas of expertise within the Local Governing Board. This has contributed significantly to the day-to-day operation of Lever Park.

Questioning and challenging of the Academy Lead and Senior Leadership Team is a vital role of the Local Governing Board. This has been consistently achieved by visits to the Academy and during the Local Governing Board meetings has made a positive impact.

19. 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.

It was agreed that the Academy would despatch paper copies of meeting information for Ms. Farnworth, one of the new Parent Governors.

The meeting closed at 6:00pm.

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

Date: _____