

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

**LEVER PARK ACADEMY**

**VIRTUAL MEETING HELD VIA ZOOM ON  
WEDNESDAY 10 FEBRUARY 2021 AT 4.00PM**

**Present:** Mr M Taylor (MT), Miss H Carr (HC), Miss J Ashworth (JA), Mr D Buchanan (DB), Ms S Gulshan (SG), Mr R King (RK), Mr A Lee (AL), Mr N Woosey (NW) and Mr D Yates (DY)

**In attendance:** Paul Hodgkinson (PH) Executive Principal, David Smith (DS) Finance Director, Rebecca Leonard (RL), Executive Vice Principal, Mubeen Moosa, Trainee Accountant (observing), Victoria Gavin (VG) Business Development Manager, (observing), Hannah Howard (HH), Daniel Prendergast (DP), Melissa Sharp (MS) Staff members (observing) and Carole Brooks, Clerk, Governance Services.

**Heather Carr in the Chair**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

HC welcomed all present. Apologies for absence had been received from Andrew Feeley and Stephanie Wynn. There had been no communication from Phil Bold or Emma Simpson it was hoped that they may still attend.

VG noted and apologised that she would be required to leave the meeting at 5.00pm.

**1.1 Virtual Meeting Protocol**

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

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

**2. MINUTES/MATTERS ARISING OF THE LAST MEETING**

Governors had received the minutes of the last meeting held virtually on 14 October 2020 for their review and approval. HC guided governors through the minutes for accuracy, with no amendments being required.

**Matters Arising**

**2.1 Keeping Children Safe in Education (KCSIE), Minute number 5.2.**

RL reported that there were still a number of signed declarations outstanding and therefore all documentation relating to the KCSiE updates including the declaration proforma would be re-circulated to those Governors as a reminder.

**Action:** RL to circulate the details to be reviewed together with the declaration proforma to sign and return as confirmation that the document had been read and understood.

## 2.2 Link Governor Visits, Minute number 5.3 – Curriculum Deep Dive

RL referred to the plans for JA to attend the next 'deep dive' into the Curriculum carried out by the staff team had not been possible due to the circumstances of the pandemic. It was confirmed that this would take place at the earliest opportunity when Covid arrangements permitted.

**Action:** RL to arrange for JA to join the staff team undertaking the next 'deep dive' into the curriculum, subject to Covid arrangements permitting and for JA to complete the visit proforma to be shared with Governors at the next LGB meeting thereafter.

Governors confirmed that there were no other matters arising from the minutes of the last meeting that were not included within the agenda items for the current meeting.

## 4. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS'

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

## 5. ACADEMY LEAD REPORT

Governors had received the Academy Lead's Report prepared by MT which had been based mainly on the Autumn term 2020.

Key Items included:

- Summary/Introduction to the Autumn term 2020
- Overview (Covid)
- Attendance and overall outcomes including Personal Success Targets (PST's)
- Pupil Behaviour
- Maths and English progress reports
- Interventions
- Quality of Teaching
- Curriculum Development
- Personal Development
- Leadership and Management
- Safeguarding
- Buildings and Premises

### **January 2021 onwards:**

- Risk Assessments
- Home Learning and engagement
- Vulnerable Pupils and those of key Workers
- Staff and Head Teacher well-being

MT highlighted aspects of the report with additional information being provided as follows:

### Attendance - Long Term Arrangements for Students

Further to the details within the Academy Lead's report, MT noted that there had been a 5% drop in the combined figure and a 12% drop in the number of students currently 'on site due to the circumstances of the Pandemic. It was to be noted that a number of students had presented additional COVID-19 related anxieties and were just 'not ready' to return.

Governors were informed that each pupil continued to be closely monitored and had been assessed and their attendance tracked with revised Personal success targets (PST's) set. It was hoped that the students would return to school on 8 March 2021 at which time the school intended to 'drill down' into attendance issues to improve this going forward.

### Staff Attendance

Governors were informed that there had been 100 days lost in relation to staff attendance as a result of the Pandemic including child-care issues and the need to self-isolate. It was noted that whilst this had impacted significantly on the school, the situation had been eased slightly due to the reduced number of students on site. Governors were assured that attendance would continue to be monitored as and when schools re-open.

### The Quality of Teaching

MT referred to the changes in accountability around staff and the systems in place noting that he had been very pleased with how well staff had responded to judging lessons and their awareness of their individual subject areas.

MT referred to how well the staff team had responded to the work required in respect of the end of Key stage 2 through to Key stage 4 sequencing and the cross curricular arrangements. It was confirmed that a significant amount of work had been done in order to ensure that the school met the standards required in relation to the 2019 framework. Governors were informed that in liaison with RL and ML, a number of 'deep dive' type questions had been put to staff with some very positive responses having been received.

MT noted that Governors were to be assured that there were no issues to report regarding the staff team and were to be commended for the wide knowledge of their subject area and the communication skills in place to articulate their curriculum in support of the offer in place at this time.

### Bid for the new school roof.

MT thanked DS and his staff team for collating all the required information in relation to the roof issues and other required improvements that were required to be competed as a matter of urgency. It was noted that the school's roof had been leaking for some time.

Governors were informed that a bid for £500K - £750K had been submitted mid-December 2020 help fund the cost of the improvements required. MT noted that he felt optimistic that the school would receive some funding to put towards this project but if not, the bid would be re-submitted.

DS confirmed that consideration of the bid would take around 6 months. Therefore, it was expected that the outcome would be received around June 2021.

Questions of the Academy Lead's report were invited but none were raised at this time.

HC thanked MT for his report and also for providing the weekly updates to Governors in respect of pupil progress and their development during the current lockdown period and also regarding the Covid risk assessment and related arrangements in place to ensure the safety of pupils and staff. It was noted that these had been very beneficial and had ensured that Governors were updated and fully informed.

#### 5.1 Self-Evaluation (SEF) AND School Development Plan (SDP)

PH reported that he had recently met with Tony Purcell, the Academy's School Improvement Professional (SIP) confirming that arrangements had been made for his visit to Lever Park be undertaken after the February half term break.

PH confirmed that work had been undertaken on the SEF prior to the current 'lockdown' period with good progress having been made to date. It was intended for the SIP to 'drill down' into the quality of Education across all Academies within the Trust including Lever Park. PH noted that the SEF in place at Lever Park was a 'solid' document and very strong in the Quality of Education In particular. RL concurred with the comments made by PH noting that the Academy was in a very and upward trajectory.

#### 5.2 Visit from the School Improvement Professional

HC confirmed that arrangements had been made for the SIP to visit Lever Park School after the February half term as discussed within the previous item. The outcome report would therefore be shared with Governors at the Summer term LGB Meeting.

MT advised Governors that there were no further information or updates to be provided for the following items than had been provided within the circulated report:

- 5.3 Termly report on the Academy's provision for Looked Children After
- 5.4 Termly report on Attendance and Children Missing Education.
- 5.5 Termly Report on Pupil Premium Grant (PPG)Funding/allocation 2020/21
- 5.6 Termly report on Evacuation/Invacuation procedures
- 5.7 Covid and risk assessment update (including distance learning, engagement, vulnerable and key worker placements and staff / leadership wellbeing.

**Agreed:** That Governors receive and note the contents of the Academy Lead's report with thanks.

## 6. COVID RESPONSE

PH reported that whilst new guidance had been received on the arrangements to be put in place in response to the COVID-19 Pandemic, it had not been overly clear that the suggestions best met the needs of BIT Alternative Provision. Therefore, following communication with colleagues at the DfE and the ESFA (Education Skills Funding Agency) alternative arrangements were put in place. The Leadership Team had compiled a set of seven questions for the Staff team to ask of themselves and it was agreed that if staff could answer 'yes' to each question then the necessary requirements were being met effectively.

The questions were shared on screen for Governors review and information:

1. Is every child offered what is appropriate for them?
2. Are Parents and Carers in agreement with each decision?
3. Is every child safeguarded every day?

4. Is the Curriculum offered of a high quality?
5. Are we regularly reviewing our list of priorities?
6. Are staff contributing equally?
7. Is communication 'strong'?

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

PH confirmed that each provision across the Academy had engaged well with this arrangement. Governors were informed that PH communicated with Parents on a weekly basis each Thursday to gain their view on the offer of provision and arrangements in place for their child/children. This provided them with an opportunity to ask questions, make any comments or raise any concerns.

Governors were to be assured that Parents/Carers were always listened to and any suggestions of improvements made were taken on board and carefully considered. To date, there had been a very pleasing response, with very honest and 'frank' discussions taking place in the responses received.

PH noted that the main priority was to ensure that all students in all settings of the AP were safe, happy and engaged. If there were any doubts, steps would be put in place to investigate why, and the necessary strategies applied thereafter.

Governors commended the proforma/checklist noting that this was a very simplistic format enabling the Trust to 'drill down' what was required to meet the needs of each individual student effectively. It was noted that this approach would also help to reduce any student or parental anxieties.

PH confirmed that whilst this process had not been quality assured 'per say', it was felt that it better met the needs of each individual child. It was noted that the DfE had supported its use.

RL concurred with the comments made regarding the guidance provided and the alternative processes in place. It was noted that from an academic perspective it was felt the revised process was more effective for each Academy within the Trust and enabled a review of each child's engagement and progress to be undertaken. From a safeguarding perspective, it enabled staff to ensure the well-being of the pupils in their care and also measure their engagement.

PH reported that he was very proud of the staff team for how well they had worked together, adapted and embraced the new ways of working and reacting to the challenges faced due to the circumstances of the Pandemic. They had worked over and above their normal duties in providing community support, delivering food parcels to those families in need and were to be commended for their on-going commitment and dedication.

PH reported that staff well-being was always very important, but even more so during the current circumstances. Governors were assured that regular communication continued with all staff members to keep in touch and monitor their well-being. Governors were also informed that all staff at Lever Park School had been vaccinated against Covid 19 and had access to a counsellor for support if required.

HC commended the staff team for the managing the challenges faced so effectively and for the additional support provided to the students and their families. It was noted that this was much appreciated and acknowledged by all Governors.

PH referred to a number of challenges that were to come in the near future for both staff members and students as school re-opens, in particular those students with SEN. Covid would still have to be managed and therefore, it was intended to have a gradual approach to their return to help reduce any anxieties.

### Pupil Numbers

A Governor asked if the school were expecting any additional pupils.

MT stated that he envisaged that the school would be busy over the summer term. Governors were informed that 19 pupils would be leaving year 11 at the end of the summer term, including 3 out of borough pupils. Around 15 additional pupils were expected to join the school and therefore projected that the school would be at capacity in September 2021.

HC asked if it was thought that the school may struggle with the growing number of pupils and the reduced staff team or were the numbers of staff in place appropriate to the number of pupils on roll.

DY asked if pupil capacity increased, would additional staff be recruited?

PH referred to the advice from the ESFA regarding the need for savings and efficiencies to be made in respect of staffing arrangements. It had been advised that the most effective staffing model to have in place was to have a lower number of permanent staff and to employ any additional staff as and when required through an agency. PH noted that whilst it had always been preferred to recruit experienced, quality, permanent members of staff it was not deemed cost effective in the current climate of uncertainty. PH further noted that the agencies currently used by the Trust had provided high calibre supply staff and therefore consideration was being given to this route going forward. It was felt that this would ease the immediate financial pressures across all academies within the Trust. Governors were informed that a cash injection was required now and therefore measures were required to be taken.

PH explained that the provision was quiet at the moment with both severance and redundancy pathways having to be considered. However, if pupil numbers did increase, the Trust would consider employing additional staff be them agency or otherwise in line with the advice sought from the ESFA.

A Governor asked if pupil numbers could go above 79.

PH explained that the site was stretched and did not feel that it was appropriate nor in the best interests of the pupils and staff to raise the pupil admission numbers (PAN). Expansion could be considered in the future but not at the present time.

Governors further discussed this matter. NW asked if consideration had been given to have a pool of existing staff who were able to work across other duties within the Trust as required.

PH confirmed that this had recently been done across the Youth Challenge Primary and Secondary settings where one setting had supported the other. This had proved to be very successful and also cost effective.

Governors discussed the benefits of this practice in saving money on agency staff, providing staff with an opportunity to gain other experience and using staff members who were familiar with the pupils and the service provision.

PH noted that this suggestion would be considered in the future. However, some of the settings such as Park School, were a very specialised provision and staff were not ably skilled to work across the whole provision and therefore if the skills of the existing staff were unavailable, agency staff would have to be sought.

RL confirmed that staff were currently shared across the Trust, but if capacity were stretched due to restructure arrangements having taken place, as may be the case when all pupils return, agency staff would then be required.

DS concurred with all comments made noting that each academy within the Trust was at its quietest during September and built up as the year progressed. It was noted that flexibility was required to employ staff on a need led basis from trusted agencies who had delivered a high calibre of staff to date.

PH confirmed that the number of staff members in place within each academy was appropriate to the numbers of pupils attending.

JA discussed the need to secure the business over a longer term noting that in her working environment employing supply staff had been the best use of the available finances and not being bound by and contracts or terms and conditions.

PH thanked JA for her re-assurance.

A Governor referred back to the possibility of increasing capacity and asked if the school was at its maximum regarding pupil numbers.

MT explained that increasing pupil numbers was not just about floor space and classroom availability. It related more to how the needs of the pupils could be best met whilst on one site and felt that at the present time the balance was right. It was noted that it was not practical to have a large volume of pupils split across more than one site.

PH noted that there were many related challenges and whilst there was space within the grounds of the school, but concerns were expressed that the quality of provision could be diluted and not be as successful if expanded.

### Funding Issues

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

JA referred to EHCP's asked if the funding received was correct for each child.

MT confirmed that at present there were 79 pupil and throughout the day would hit all categories relating to the need for an EHCP. It was noted that a case could be made for around 10-15 pupils to be put forward for SEMH 2, but it was very difficult to make any changes to the funding model over time.

JA agreed noting that if the income received was insufficient for the provision required, the needs of these pupils could not be met effectively. It was a very frustrating and challenging issue.

DS noted that a number of pupils from out of the borough currently attended Lever Park School. The cost for these was higher than this in Bolton. It was explained that the price paid was always agreed prior to the child commencing.

### Remote Learning Provision

AL commended the checklist in place regarding the contact and support provided from members of staff to the pupils and their families. It was noted that they were pleased to see the level of support provided to pupils both on and off site during these challenging times.

AL asked how the school were able to demonstrate the consent of families to ensure that educational/remote learning plans were accessed by the students. If these were not being completed, how and when would this be addressed.

MT explained that the majority of children who worked virtually had the same timetable as those physically attending school. Weekly engagement checks were undertaken, and staff would also attend the virtual lesson to ensure that the pupils were engaging in proactive learning. The families of any pupils causing concern would be contacted and the necessary supportive interventions put in place. If there was still no improvement in proactive engagement, the school would ask the pupils in question to return to school where the necessary support could be provided on site.

MT referred to the 'consent of families' explaining that communication had been made with each family at the start of the lockdown period to clarify what was required regarding home education. Daily communication with these families, was undertaken to assess and monitor this area with some pupils returning to school on either a parttime or fulltime basis to better support the needs and circumstances of individual families.

### Plan for Pupils Return – March 2021

PH noted that arrangements had been made for him to meet with MT, MS, Hannah and the staff team to discuss the plans for pupils returning in March.

MT noted that a parental survey had been undertaken to ascertain parent's views and preferences for their children returning to school on 8 March 2021. It was confirmed that 70% of pupils/their families were ready for their children to return with 9 pupils/their families still not feeling comfortable with their return.

MT confirmed that evidence had been collated to support the successes made with pupils and their families working effectively from home. However, if it were better for the families and the pupils concerned to be in school arrangements would be made as required to best meet their needs.

## **7. FINANCIAL REPORT**

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



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

MM referred Governors to 'Table One' reporting that the details presented demonstrated that last year Lever Park School had generated a surplus balance of £45,000 compared to this year where the budget was projected to be in deficit of £44,000. This was due to the impact of the pandemic upon the School. However, at the end of December 2020 Lever Park had generated a surplus of £49,000.

Governors were informed that due to the Pandemic and the provision only being partially open, savings of £17,000 had also been made.

MM discussed the actions in place as detailed within the report including the reduction of employee expenditure by £29,000 for one teaching post and three learning mentor posts.

DS noted that due to the savings and efficiencies made in addition to the success of the school, Lever Park was in a more positive position now compared to previous years and was more able to financially support other provisions if required.

#### Wider Trust Update

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

DS explained that due to the number of schools that were closed as a result of the Pandemic there had been a significant reduction in the number of pupil referrals and permanent exclusion to AP's.

DS noted that it was hoped that the situation would improve when all schools re-open.

PH assured Governors that Members of the Trust were in regular communication with the ESFA and the RSC (Regional Schools Commissioner) regarding the way funding for AP's was arranged. Lobbying both locally and nationally to the DfE would also continue. Discussions would also continue with the National Board that PH was a member of.

Governors discussed that whilst mainstream schools were closed due to the pandemic, referrals were not being made and that the current funding arrangements did not allow for circumstances surrounding a national pandemic.

PH noted that there were many challenges to face and tough decisions to be made but the Trust would continue to lobby their case and ensure that the LGB is updated as required.

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

PH and VG apologised for having to leave the meeting at this point. It was explained that the establishment they were working in was required to close for the evening.

## 8. **NOMINATED GOVERNOR ROLES**

### 8.1 Chairs' Briefing

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

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

The Chair referred Governors to the report compiled following her access to the Briefing for their review and information.

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

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

RL referred to the National Induction training for any newly appointed Governors and any Governor wanting refresher training, recommending that this be accessed.

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

The Clerk encouraged all Governors to access as much training as was possible, in particular whilst it was being offered virtually and at a time to best suit their availability.

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

#### **Action:**

- i) RL to re-circulate the link to the Governance Services website in order for Governors to gain access all training opportunities.
- ii) Newly appointed Governors to access the National Induction Training.

- iii) All Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- iv) Those Governors that had not already done so - to read Part 1 of the KCSiE document and return a signed copy of the declaration to RL to confirm that they had both read and understood it.

### 8.3 Partnership Meeting

The Clerk reported that the Partnership Meeting had been held virtually on Monday 8 February 2021 at 6.30pm. RL confirmed that she had attended on behalf of the link Governors across the Trust where the following matters had been highlighted:

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

RL confirmed that arrangements had been made for her to meet with Nicola Murphy and to explain how AP's undertake the Early Help process in comparison to schools.

**Agreed:** That Governors note the matters raised.

### 8.4 Nominated Link Governor Visits

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

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

**Agreed:**

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

## 9. POLICY APPROVALS AND REVIEW OF PROCESS

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

- SEND Policy
- Relationships and Sex Education (RSE) Policy
- Remote Learning Policy
- Blended Learning Policy

Questions and comments were invited from Governors with some minor adjustments being required to be made to the RSE policy.

**Agreed:** That Governors approve all Policies as detailed above.

## 10. **WEBSITE COMPLIANCE**

The Clerk referred to the updates that had been made to the checklist relating to the Publication of Governor Information on the Website. It was noted that this checklist was to be used when monitoring compliance of the website and that all updated sections had been highlighted in red.

DS reported that the Academy website was currently under re-construction and once complete would arrange for a review of the site to be undertaken by Victoria Gavin, recently appointed as Business Development Manager in liaison with PH and DS using the revised checklist. However, it was to be noted that all items on the checklist were not applicable to AP settings.

RL noted that Victoria Rudge, staff Governor at Youth Challenge had undertaken a review of the website for Lever Park ahead of the previous meeting and would continue to do this for the summer term after which time a Governor serving on this LGB would be required to take up the responsibility.

Governors were therefore requested to consider this role ahead of the summer term meeting.

### **Action:**

- i) PH/VG/DS to review the website and ensure that all points raised were reviewed and corrected as required with a report back to Governors at the summer term meeting.
- ii) Victoria Rudge to review the website over the summer term 2021 providing a report back to Governors at the summer term LGB meeting.
- iii) Governors to consider the role of Link Governor for monitoring the compliance of the website.

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

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

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

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

**Agreed:** That Governors receive and note the dates provided.

## 12. **IMPACT STATEMENT**

RL referred to the submission of the reports completed following Governor week and Link Governors visits to their area of responsibility. It was noted that whilst impact could be seen from the discussions and agreements made in LGB meetings, it was felt that the majority of the impact made was during Governors monitoring visits to the Centre. The challenge and supportive meetings Governors held with members of staff was very much welcomed and appreciated.

Governors were commended for their support and commitment to Lever Park School, this was very much appreciated by PH, MT and his staff team.

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

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

- Governors virtual attendance to Governor week and the challenge and support provided during the meetings with their staff link.
- The submission and sharing of individual Link Governor visit reports and being very reflective of the challenge and support in place.
- Governors challenging the financial security of the school after Covid during this meeting.
- Governors challenging the staffing arrangements in place following the return of all pupils and the consideration of agency staff.
- Governors challenge in respect of pupil and staff well-being particularly in the current circumstances of the Pandemic

HC commended the way that Governor week was arranged this term. It was noted that sharing practices with other colleagues had been very beneficial and it was hoped that this format would be repeated.

HC thanked Governors for their attendance and contributions to the meeting and their on-going commitment to the school.

## 13. **DATE OF NEXT LGB MEETING**

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

Summer Term: Tuesday 21 June 2021 at 4.00pm

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

#### 14. **CONSENT TO ABSENCE**

**Agreed:** That Governors consent to the absence from this meeting of Phil Bold, Andrew Feeley, Emma Simpson and Stephanie Wynn.

**Action:** MT to contact Phil Bold and Emma Simpson to remind them of the attendance protocol and the need to submit an apology for absence if unable to attend.

#### 15. **ANY OTHER BUSINESS**

The following item of 'Any Other Business' was reported at this point:

##### 15.1 Staffing

A Governor referred to the discussion earlier in the meeting regarding staffing issues suggesting that consideration be given to the apprenticeship route. It was noted that this had proved successful in their workplace setting and also better supported the school budget.

**Action:** MT to consider apprenticeships when in discussion around staffing matters.

##### 15.2 Staff Cover.

MT reported that Hannah Howard and Dan Prendergast would be taking over Melissa Sharps role during her period of absence in a shared capacity and felt sure that they would continue the good work.

Governors wished Melissa all the best with her pregnancy and maternity leave.

#### 16. **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.

HC asked that Governors exercise confidentiality in respect of any sensitive discussions held.

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

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

The meeting closed at 5.45pm

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

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