

MEETING OF MEMBERS AND TRUSTEES

BOLTON IMPACT TRUST

TUESDAY 12 DECEMBER 2017 AT 3.30PM AT YOUTH CHALLENGE

Present: Mary Powell (MP) - Chair of Trustees, B Atkinson (BA), K Davies (KD), T Grimshaw (TG), Paul Hodgkinson (PH) - Executive Head Teacher, Su Long (SL), D McKeon (DMc) and Allan Slater (AS)

In Attendance: Rebecca Leonard (RL), - Academy Lead, Youth Challenge and Vice-Principal, David Smith (DS) - Finance Director and Emma Stoddard (ES) – Clerk

MARY POWELL IN THE CHAIR

1. APOLOGIES FOR ABSENCE

Apologies for absence had been offered from Mike Sidebottom (MS) but unfortunately had not been received until after the meeting.

2. DECLARATION OF INTEREST

No declarations of pecuniary interest were made.

3. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business notified at this point.

4. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

Agreed: To approve the minutes of the Trust meeting held on Monday 17 July 2017 and the Trust and Members meeting held on Monday 25 September 2017 as a correct record

Matters Arising

Trustee Meeting Monday 17 July 2017

Whole Trust Update (Minute Number 6)

The Chair asked if any progress had been made regarding the NLE and SLE status. PH reported that he had registered an interest in becoming a NLE and five members of the SLT had started to work towards SLE status.

Governance Update (Minute Number 6)

The Chair reported that Kevin Gribbin had recently resigned from his position as Member and Trustee due to work commitments. A skills gap had been completed and work was currently taking place to fill the current vacancies as follows:

1 x Member position

2 x Trustee positions (1 x LA)

PH confirmed that he had spoken with Tony Birch regarding the LA vacancy.

Members and Trustees Meeting Monday 25 September 2017

Review of all year staffing (Minute Number 4)

PH reported that he had met with HR the previous week regarding all year staffing. Consultation was due to commence in January 2018 with a view to implementing all year staffing from 1 April 2018. RL reported that the Trust had submitted a bid to Children in Need for £112,000 and if successful this could supplement the summer provision over a three year period.

Price List (Minute Number 4)

PH thanked Little Lever Academy and Smithills School for their involvement in the traded services. DMc reported that an excellent partnership had been formed with the Trust and Little Lever and the work completed around Personal Success Targets had been very beneficial.

Pupil Outcomes Report (Minute Number 5)

The Chair asked if any further progress had been made in English. RL explained that pupils struggled with the English GCSE paper and as a result of this would heavily rely on the Functional Skills qualification. DMc asked if RL had investigated whether English Literature or English Language was better suited to pupils. RL reported that this swayed towards English Language. DMc suggested that a focus be placed on maximising the key aspects of the test paper to achieve the highest score possible for the pupil. The Chair asked if there were any links in place with English departments in other schools. RL reported that the Trust had links with Little Lever and Thornleigh. RL was also involved in co-ordinating the hubs.

MP requested a report on the number of pupils sitting the Level 1 and Level 2 Functional Skills paper and the number sitting the GCSE paper to be submitted at the next Standards Committee meeting.

The Chair asked if RL had met with AS to discuss headline categories. RL explained that she was currently awaiting the next round of data and this would commence in January. It was noted that PH and DMc had met to discuss a model template but a reporting template still needed to be agreed and this would be an item for discussion at the next Standards Committee meeting.

Policy Ratification (Minute Number 8)

PH confirmed that all suggested amendments had been made to the policies and these had since been uploaded onto the website.

5. COMMITTEE MEETING MINUTES

Agreed: To approve the joint Finance and Risk & Audit Committee minutes from Monday 11 September 2017 and the Risk & Audit Committee minutes from Friday 1 December 2017 as a correct record

Matters Arising

Risk & Audit Committee Meeting Friday 1 December 2017

Policy Ratification (Minute Number 6)

PH confirmed that Clause 1.6 had now been added to the SLA and sent through to the LA.

6. EXECUTIVE PRINCIPAL'S REPORT

Making the Difference

A copy of the report published by the Institute for Public Policy called 'Making the Difference – Breaking the Link between school exclusion and social exclusion' had been provided. PH stated that the first key theme of the report related to the common problem of establishing what success actually looks like for alternative providers. The SLT had worked hard to standardise a number of systems across the Trust and PH directed Members and Trustees to the areas that had been covered at the weekly academy management team meetings.

Personal Learning Centre

PH reported that the Outreach provision had so far proved very successful in engaging children. SL asked if PLC costs were now being covered. DS explained that the Trust was close to breakeven but the capacity issues were placing a demand on accommodation. Trustees were informed that there were around 50 children across the borough currently not in school and this provided significant potential for the PLC services to grow. PH reported that he was currently working with DS to present a business model to the Finance Committee.

Finance Update

PH reported that the Trust was now in a far more secure position with the current projected in year deficit being £67,000. PH highlighted the ongoing financial strategy priorities and stated that the main challenge was the conflicts with base funding and the high needs funding. In response to questions PH confirmed that the funding

formula was a national problem for all AP providers. DS reported that the Trust would need to continue to identify other cost reductions and income sources.

Pupil Numbers

PH reported that there had been a huge demand for referrals in all of the academies. MP stressed the importance of reviewing pupil numbers to be able to forecast properly. PH reported that a maximum of 25 pupils (5 in each academy) would be accommodated above the agreed numbers, at a cost of £66 per day. PH stated that the number of pupils referred to BIT after permanent exclusion was unprecedented and added that schools were doing what they could not to exclude but they were dealing with extremely challenging behaviours. DMc added that schools had no financial capacity in place to support these pupils.

PH reported that he was working with Alternative Provision colleagues with a view to hosting an Alternative Provision conference early next year. Trustees discussed the issue that AP providers faced regarding funding and suggested that they could lobby government about this.

Academy Updates

An update was included for each academy within the Trust and this included information on the following areas:

- Numbers
- Staffing / Sickness
- Building / Resource Issues
- Curriculum changes
- Achievements
- January Priorities

Trustees agreed that the headline information for each academy was very useful and the format was easy to read.

Staffing

Trustees were informed that a review of the Lever Park Leadership Team would be undertaken as it was felt that there was a top-heavy approach to leadership. There was now a more secure leadership base in place meaning that a more streamlined leadership model could be pursued. A further report would be provided to Trustees in January.

7. REVIEW OF TRUST VISION STATEMENT

Trustees had previously approved the Vision Statement but PH stated that he felt this should be reviewed annually to ensure this still reflected the ethos and direction of the Trust.

Agreed: That the Vision Statement be approved

8. FORMAL APPROVAL OF STATUTORY ACCOUNTS

A copy of the statutory accounts was circulated to Members and those Trustees not present at the Finance Committee meeting.

DS reported that the auditors had confirmed that there were no irregularities and the Trust had received a 'clean bill of health'. The Chair stated that it was a huge achievement to receive such a positive report in the first full year of trading.

Agreed: To approve the Trust's statutory accounts as presented

9. GOVERNANCE MATTERS

Alternative Provision Inspection Handbook

PH reported that Alternative Provision settings were subject to Section 5 Ofsted inspections but the criteria did not always apply to AP settings. The Alternative Provision Inspection Handbook had been produced using only commentary and judgements summaries from recently inspected Pupil Referral Units, Alternative Provision Academies and Secondary SEMH Schools and Academies. This included academies judged as Outstanding, Good, RI and Inadequate. This would assist in understanding what inspectors would look for in each of the judgement areas in non-mainstream settings. A Summary RAG Rating and Ofsted-ready Evidence Checklist were also provided.

MP stated that the challenge would be for the currently outstanding academies to retain this judgement. In response to questions PH stated that Lever Park was moving into a more secure Requires Improvement judgement.

Learning Mentor Standards

PH reported that Learning Mentors accounted for the majority of staff within the Trust as a result of this it was felt that a set of standards were needed. The standards were reported to be non-statutory and non-mandatory, but they would sit alongside the statutory standards for teachers and help define the role and purpose of the Learning Mentor. MP stated that an appraisal system would be introduced for support staff and this would also link with pay. PH added that the Trust may need to look at a tiered system for Learning Mentors as they all currently sat at Grade 6 on the pay scale.

Organisation / Abbreviation Directory

An Organisation / Abbreviation Directory had been tabled for Members and Trustees' information.

Governor Business Cycle

A Governor Business Cycle was circulated, which contained the dates of full Board and committee meetings for the full year and the proposed business items to be included

on each agenda. MP reminded Chairs of the Committees that they needed to make arrangements to set the committee agendas alongside the Executive Principal.

10. GOVERNOR SKILLS UPDATE

The Governing Board Skills Audit Analysis had been circulated with the agenda documents. This included a skills analysis for all Trustees and members of the Local Governing Boards.

A Trustee asked whether the NGA Skills Audit Form was sufficient for the needs of the Trust and stated that consideration may need to be given as to whether the Trust also required other skills sets than the ones listed on the NGA form.

PH stated that the Trust need to source / deliver outstanding CPD packages for Local Governors and Trustees. MP suggested that a seminar could be delivered by the Trust.

DMc referred to the chart and suggested that an average score also be included at the bottom of the chart.

11. TRUSTEE VACANCY UPDATE

This item had been discussed at the start of the meeting.

12. POLICY RATIFICATION

Policies for approval had been emailed prior to the meeting. Members and Trustees discussed the policies and made the following suggestions:

Redundancy Policy

MP stated that the policy referred to the Local Governing Board throughout and questioned whether this was correct. After further discussion it was agreed that Trustees would have responsibility for decisions regarding redundancy and the policy should be updated accordingly.

SL stated that the policy did not provide a time limit for alternative suitable employment to be offered and accepted and recommended that this be included. SL added that it should be made explicit that if an employee refuses an alternative offer of employment then this would be deemed as a resignation.

MP stated that the Trust should not be wary of moving away from the LA model policies and consulting directly with the Unions. Members and Trustees discussed whether all changes to policies needed to be presented to the JCC. PH proposed that any language / terminology changes would be accepted but any significant changes would need to be passed through the JCC.

Anti-Radicalisation and Extremism Policy

It was suggested that the last sentence on the final page of the policy be amended as so to read: 'The Trust Board would review this policy annually'.

Anti-Fraud and Corruption

SL advised that there had been recent national updates regarding bribery and asked whether the policy included this. PH reported that he would check and update the policy if necessary.

It was recommended that 5.2 needed to clearly state that the Responsible Officer was the Executive Principle.

Investment Policy

Trustees commented that the Investment Policy did not seem to be very robust and recommended that this be brought in line with other Trust policies.

Charging and Remissions Policy

Trustees agreed that the policy was suitable for the Trust's needs and asked that the draft watermark be removed before adding to the website.

Pay Policy

DMc referred to 8.3 on page 7 and stated that the policy needed to clearly define who sat on the Leadership Pay Range.

Agreed: That the following policies be approved and adopted in principal, subject to the suggested amendments being made:

- Redundancy Policy
- Anti-Radicalisation and Extremism Policy
- Anti-Fraud and Corruption Policy
- Investment Policy
- Charging and Remissions Policy
- Pay Policy

Action: DS (make amendments to policies)

13. DATES OF NEXT TRUSTEE COMMITTEE MEETINGS

Agreed: That the next meeting be held as follows:
Tuesday 27 March 2018 at 4.00pm

14. CONSENT TO ABSENCE

Agreed: To consent to the absence of Mike Sidebottom

15. ANY OTHER URGENT BUSINESS

There were no items of Any Other Urgent Business reported.

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 thanked everyone for their attendance and their contribution to the meeting and wished everyone a Merry Christmas.

With no further business the meeting closed at 5.00pm

SUMMATIVE ACTIONS:

Minute No.	Responsible	Action
12	DS	Make amendments to policies

Signed as a correct record: _____

Date: _____

(Chair of Trust Board)