

**MEETING OF THE RISK & AUDIT COMMITTEE OF  
BOLTON IMPACT TRUST  
MEETING HELD VIRTUALLY VIA ZOOM ON  
FRIDAY 25 NOVEMBER 2022 AT 11.00 AM**

**Present:** J Bennett (JB) - Chair of the Committee, K Davies (KD), P Hodgkinson (PH) – Executive Principal and S Hincks (SH)

**In Attendance:** R Leonard (RL) - Vice-Principal, E Stoddard (ES) – Governance Professional

**J BENNETT IN THE CHAIR**

**1. APOLOGIES FOR ABSENCE**

No apologies had been received; all Trustees were present.

**2. DECLARATION OF INTEREST**

No declarations of pecuniary interest or conflict of interest were made.

**3. NOTIFICATION OF ANY OTHER URGENT BUSINESS**

There were no items of Any Other Urgent Business notified.

**4. MATTERS ARISING FROM THE MINUTES OF THE LAST RISK & AUDIT MEETING**

A copy of the minutes of the last meeting held on Thursday 23 June 2022 had been circulated with the agenda papers and had been approved at the summer term Trust meeting.

**Matters Arising**

PH advised that any Safeguarding risks discussed at the last meeting had been included in the Risk Register and had been highlighted in yellow.

In response to questions PH reported that all actions arising from the Internal Audit had been completed. JB asked if a review of the Single Central Record (SCR) had been undertaken. RL confirmed that a review had been completed and the SCR now needed to be externally audited by One Education. SH asked if the actions at Lever Park regarding the SCR had been minor. RL confirmed that these had been small anomalies, and all had since been actioned. RL stated that Trustees may find it useful to receive the forms that the Trust used to check the SCR.

JB asked if a meeting had been held regarding the Every system. RL explained that a meeting had been scheduled but One Education had been unable to attend, so this would be rescheduled. RL reassured Trustees that all documents continued to be stored securely and the meeting was to discuss ways of improving the system.

**Action:** RL (share SCR check form)

## 5. **MATTERS ARISING FROM THE MINUTE OF RECENT COMMITTEE MEETINGS**

### **Finance & Resources Committee**

There were no matters arising, which were not already covered on today's agenda.

### **Standards Committee**

SH referred to the discussions around Youth Challenge Primary Maths data, which had shown 82% Above Expected. SH asked if the Trust used their own targets or if they used the mainstream school targets. RL stated that the Trust only had 24 sessions with some children and historically they had used the mainstream targets; however, a pre-teach assessment and post-teach Trust assessment was now used. SH stated that she agreed with the comments about barriers to learning as these were key to achieving progress outcomes. RL explained that a huge amount of work was undertaken in this area; however, she was aware that this may not be reported in full to Trustees. RL reported that she was working with the Director of Standards to look at a reporting system that captured the information needed to present to Trustees. SH stated that the success of the Phase 1 outcomes could be a useful marketing tool for the Trust to grow the business. PH reported that he was delivering a presentation in Chester next week and the presentation had a huge focus on the Trust's work in SEMH. PH added that children did not enter the provision because of English and Maths, they were there due to social, emotional, mental health and extreme behaviours.

RL reported that she had sent out the Level 1 Safeguarding training link and Trustees were asked to complete the training by Christmas.

**Action:** Trustees (complete Level 1 Safeguarding training)

## 6. **STRATEGIC RISK REGISTER UPDATE**

A copy of the Risk Register had been uploaded to the Gateway. Changes to the register from previous discussions had been highlighted in yellow.

### **Business Critical Risks**

#### **B2 – Financial Sustainability**

JB asked if any support was now being provided from the Local Authority (LA) with regards to the increased number of KS3 pupils. PH advised that the LA had since agreed to provide funding for pupils with additional needs, this was working well and would be added as a mitigating factor on the report.

### **Operational Risks**

#### **O2 – Staff Availability**

JB asked for an update on the CFO post. KD informed Trustees that this had been discussed at the Pay & Appraisal Committee and a brief update was provided. The committee had approved the CFO application pack and the closing date for applications would be 6 January 2023. SH asked what notice period the CEO and CFO needed to give. PH explained that the posts had originally been on the Soulbury terms and conditions, and the notice period was one month. SH expressed concern that this would not provide the Trust with enough time to recruit a strong replacement and suggested that this be reviewed.

JB asked if the Central Team capacity needed to be expanded to allow more capacity for growth. PH stated that currently this was manageable; however, as the Trust continued to grow this would need to be reviewed and it was likely that an additional person would be needed to support the quality of education.

JB asked if there was succession planning in place throughout the academies. PH explained that there was a big focus on this with leadership programmes in place. Staff were now attending Local Governing Board meetings as CPD, and there was a focus on 'acting just above your post' and potential leaders had been identified from this. RL advised that the CEO responsibilities had been reviewed and shared out more amongst the Central Team. This had been reflected in the policy and would protect the Trust if a key person was unavailable.

## **Safeguarding Risks**

### **SF3 – Allegations against staff members**

SH asked if the social media checks on staff were now taking place. RL advised that this was not yet taking place as she was awaiting advice from One Education and the policy would be updated once this had been received. SH stated that this was now compulsory for ISI inspections and suggested that this start to be undertaken without delay as this only needed to be a minimal Google search. RL replied that she understood this to be a recommendation at this stage, but she would check this with One Education.

### **SF4 – Child on child abuse occurs within Trust Academies**

SH advised that the second column still referred to peer on peer abuse and needed updating. JB added that SF4 was the highest risk and Trustees needed to be alert to this.

SH asked how Trustees would know if there were risks at LGB level to be aware of and asked how the Trust Risk Register and LGB Risk Registers could be linked. PH advised that there was not a Risk Register at LGB level, but this could be reviewed. PH added that he was confident that the reporting systems currently in place would mean that any risks identified at LGB level would be escalated to Trust level if needed. SH stated that response handling and absconding were risks that should be added to the Risk Register. PH advised that these risks were included in the Safeguarding Report but could be reviewed with regards to the Risk Register and added to the LGB agendas.

- Agreed:**
- i) That the notice period for the CEO and CFO be reviewed
  - ii) That PH and RL look in more detail at the Central and Local Risk and how to mitigate this
  - iii) That PH and RL look in more detail at response handling and absconding risks
  - iv) That RL check with One Education and start conducting social media checks immediately if compulsory
  - iii) That the Risk Register be approved

**Action:** PH (update Risk Register)

## 7. **TRUST SAFEGUARDING UPDATE**

A copy of the Safeguarding Report November 2022, which had been presented to the Standards Committee, had been uploaded to the Gateway. This included a review of summer term and autumn term half term 1.

RL reported that Trust wide Safeguarding visits had been completed. RL had spoken to pupils and parents and the feedback had been very positive and it had been interesting to hear the comparisons to mainstream settings. Pupils had reported that they felt very safe within the provisions. Incidents did happen but these were always challenged and tackled immediately.

JB asked if 7 incidents of sexual harassment was an average number. RL stated that these were mainly low-level incidents and were usually due to the language used. Sexual harassment occurred in every educational setting throughout the country; however, the Trust was very transparent in reporting all incidents and RL worked closely with the Academy Leads with regards to this. RL added that she would be more worried if there were no incidents reported as this would not be realistic for the context of the provision.

SH asked if there was an issue with DSL capacity at Youth Challenge. RL advised that there had been capacity issues, but more support was now able to be provided with regards to admin and attendance at meetings. Additional support / supervision was now also being provided from the LA.

## 8. **PARK SCHOOL UPDATE**

*In accordance with the Academy's Memorandum and Articles of Association, this matter has been designated as confidential in **PART B** of the minutes, thereby excluding the information from that which is to be made available to any interested persons.*

## 9. **GDPR / DPO UPDATE**

PH reported that there had been no data breaches. RL reported that GDPR training was completed with all new staff in September. Cyber Security training had also been completed.

## 10. **DATES OF NEXT MEETINGS**

Friday 17 March 2023 at 11 am  
Friday 30 June 2023 at 11 pm

## 11. **ANY OTHER URGENT BUSINESS**

There were no items of Any Other Urgent Business.

## 12. **CONFIDENTIALITY**

**Agreed:** That in accordance with the Academy's Memorandum and Articles of Association, the matters designated as confidential, thereby excluding the information from that which is to be made available to any interested persons, is contained within **PART B** of the Minutes.

With no further business the meeting closed at 12.00 pm

**SUMMATIVE ACTIONS**

<b>Minute Number</b>	<b>Responsible</b>	<b>Action</b>
4	RL	Share SCR check form
5	Trustees	Complete L1 Safeguarding training
6	PH & RL	Actions regarding the Risk Register

Signed as a correct record: \_\_\_\_\_

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

(Chair of Standards Committee)