

**MEETING OF THE STANDARDS COMMITTEE**

**BOLTON IMPACT TRUST**

**FRIDAY 9 JUNE 2017 AT 11.00AM AT YOUTH CHALLENGE**

**Present:** M Sidebottom (TG) – Chair of Committee, Paul Hodgkinson (PH) - Executive Principal, D McKeon (DMc), Mary Powell (MP) - Chair of Trustees and A Slater (AS)

**In Attendance:** R Leonard (Academy Lead Youth Challenge), M Sharp and Emma Stoddard (ES) –Clerk

**MIKE SIDEBOTTOM IN THE CHAIR**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Trustees were welcomed to the meeting. No apologies for absence had been received as all Trustees were present.

**2. DECLARATION OF INTEREST**

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

**3. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business reported.

**4. MINUTES OF THE LAST MEETING AND MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**

**Minutes of the last meeting**

**Agreed:** To approve as a correct record the minutes of the last meeting held on Friday 10 March 2017 subject to:

Minute number 5 (Matters arising Minute Number 11) be amended as so to read: In response to questions CB reported that huge progress had been made in maths at Lever Park.

Minute Number 7 be amended as so to read: Brief report on the implementation of four part lessons across the Trust.

**Matters Arising**

**Minute number 5 (Matters Arising Minute Number 11)**

MP asked if D Swan had been contacted. PH reported that there may no longer be a need to contact D Swan and further information about this would be provided in M Sharp's presentation.

#### **Minute number 7**

In response to questions PH reported that members of staff from St. James' School were visiting the academy to look at four part teaching. MP asked if an overall percentage was now available for Teaching & Learning (good or better). PH stated that he didn't have this to hand but could obtain this data.

### **5. PRESENTATION – PERSONAL SUCCESS TARGETS (MELISSA SHARP)**

MS provided a presentation on Personal Success Targets (PSTs) implementation and monitoring. This was being trialled at Lever Park with a view to rolling this out to all academies within the Trust.

#### **Attendance**

All pupils had an individual attendance target based on the previous term and all targets were monitored weekly. MS reported that the school had moved to 85% attendance (aggregated data) for the first time and this was a 4% increase since December.

#### **Behaviour**

All pupils had an individual behaviour target based on the previous term. In response to questions MS reported that individual targets had needed to be lowered for some pupils but with very positive results as pupils now had an achievable target to work towards. All pupils had the opportunity to earn points up to 100 points per day. The Chair asked if there was the potential for pupils to become disengaged if they had had a negative start to the week. MS explained that even if pupils had had a bad start, they had the opportunity to build on their points total throughout the week and pupils had so far responded positively to this.

#### **Pastoral**

MS explained that a meeting was to be held the following week focusing on Lever Park and Youth Challenge.

#### **Academic**

PSTs for English and Maths would be monitored using the Pearson testing system. RL reported that she would email the steps out to Trustees. MS reported that specific action plans would be put in place for any pupils not meeting their personal target. The report was colour-coded and pupils would stay 'red' until impact was able to be evidenced, the SLT would only become involved if the key worker was not getting results. MS reported that data was received each Friday and all red areas were flagged.

PH added that the format of the report was very clear and enabled him to ask the right questions. A report would be provided in the autumn term on how PSTs had impacted on the final data.

RL informed Trustees that although PSTs had been used previously in Youth Challenge, this had not been formalised as evidence had not been gathered. MS stated that PSTs would need to be used slightly different in each academy due to the differing contexts.

A Trustee stated that the new system would enable individual pupils to be tracked effectively and academies would be able to be pro-active in providing appropriate intervention quickly. The Trustee asked whether successful pupils would be able to exit Lever Park and return to mainstream education. PH stated that this would be something that the academy would need to monitor and place more focus on moving forward.

DMc asked how the system would be managed if MS was not in school. PH stated that other staff would need to be trained on this; MP stated that the inputting of data should be an administrative responsibility to reduce the burden on teachers. Trustees expressed concern about the impact of the current workload on MS's teaching role and it was suggested that this be managed centrally by creating a 'Raising Leader' role, with a separate role being responsible for data inputting.

**Agreed:** That a Raising Leader role be advertised

**Action:** RL (email steps to Trustees)

## 6. EXECUTIVE PRINCIPAL'S REPORT TO THE COMMITTEE

Trustees were directed to the KIP report to the Standards Committee (June 2017) and the Sectional Performance Analysis (Spring Term LGB May 2017).

A KPI summary for each academy was included within the KPI report. PH explained that this information had been taken from the Academy Leads' report to the LGB. Trustees discussed the report and made recommendations to make the report more suitable for Trustees including:

- When reporting on targets, reference to the original target was needed in each report
- Consistency was needed in each Academy Leads report. It was suggested that the Youth Challenge Primary report could be used as a template as this provided performance analysis for groups

**7. SIP REPORTS**

The Board of Trustees, having designated details of this discussion as confidential in accordance with Article 125 of the Articles of Association, this information is excluded from these minutes.

**8. DATES OF NEXT TRUSTEE COMMITTEE MEETINGS**

PH reported that the accountability schedule was being finalised and dates for the 2017/18 academic year would be emailed to Trustees.

**Action:** Clerk (email dates to Trustees)

**9. CONSENT TO ABSENCE**

All Trustees were present at today's meeting.

**10. ANY OTHER URGENT BUSINESS**

There were no items of Any Other Business.

**11. 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.

With no further business the meeting closed at 12.45pm

**SUMMATIVE ACTIONS:**

<b>Minute No.</b>	<b>Responsible</b>	<b>Action</b>
5	RL	Email steps to Trustees
7	PH, MS and DMC	Meet to discuss a reporting template
7	PH	Check Scheme of Delegation

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

Date: \_\_\_\_\_  
17<sup>th</sup> July 2017

(Chair of Trustees)