

MEETING OF TRUSTEES OF BOLTON IMPACT TRUST

MEETING HELD VIRTUALLY VIA ZOOM

TUESDAY 4 OCTOBER 2022 AT 4.00 PM

Present: K Davies (KD) – Chair of Trustees, J Bennett (JB), S Hincks (SH), Paul Hodgkinson (PH) - Executive Head Teacher, D McKeon (DMc), P Norton and M Sidebottom (MS)

In Attendance: A Ager (AA), V Gavin (VG) – Business Development Manager, R Leonard (RL) - Vice-Principal, E Stoddard (ES) – Clerk to the Trust and A Woosey (AW) – Director of Standards

KEITH DAVIES IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed Trustees to the meeting.

Apologies for absence had been received from D Smith (Finance Director).

PH informed Trustees that T Grimshaw (TG) had resigned as a Trustee due to personal circumstances so this would create a vacancy for both a Trustee and Member. PH stated that TG had been involved with the Trust from the start, he had been very supportive and a great friend of BIT. It was noted that PH and KD would meet to discuss how to thank TG for his contribution.

Angela Ager (AA) was welcomed to the meeting. Trustees were informed that AA was currently undertaking an External Review of Governance.

2. DECLARATION OF INTEREST

No declarations of pecuniary interest were made.

3. ANY OTHER URGENT BUSINESS

No items of Any Other Business were notified.

4. MEMBERSHIP

Trustees were reminded that during the summer term Members had approved the appointment of Julie Slater (JS) as a Trustee on the Board. At the time Trustees had discussed if there would be any conflict of interest as JS was CEO (Secondary) at Outwood Grange but had been satisfied, after discussions, that robust mechanisms were in place to address this. However, since the meeting the Chief Finance Officer at Outwood Grange had stated that the appointment may present a conflict regarding related party transactions. Outwood Grange were currently liaising with the ESFA for further advice about this. Trustees agreed that everything needed to be fully transparent, and JS's appointment should remain as pending until further information had been received.

PH reported that he had been approached by Julie Paradine (JP), a retired HT who had links with Sharples Primary. JP was very interested in the work of BIT and had enquired to see if there were any vacancies on the Board. PH stated that TG's resignation would create a vacancy for both a Trustee and Member and he was meeting with JP tomorrow for an informal chat. Trustees agreed that the Board needed to appoint a Trustee with business skills to replace TG. If JS was able to be a Trustee, then JP could be approached to be a Member. However, if JS was not able to be a Trustee JP could take up the post of Trustee and Member and this would still leave one Trustee vacancy, which should be filled by someone with business skills.

It was noted that TG had been appointed as Vice-Chair at the summer term meeting and this post was now vacant therefore Trustees were asked to consider putting themselves forward for this position. It was noted that a new Finance & Resources Committee Chair would also need to be appointed.

Agreed: That M Sidebottom be elected as Vice-Chair to serve until the summer term 2023

5. **MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING**

Agreed: To approve as a correct record the minutes of the Trust Meeting held on Tuesday 12 July 2022

Matters Arising

SEND Green Paper Consultation Update (Minute Number 15).

SH asked if a copy of the response to the SEND Green Paper Consultation had been received. PH confirmed that this had been emailed to Trustees.

6. **TRUST FORMS**

Trustees were asked to complete and return the Register of Business Interests form and Safeguarding Declaration and note the Trust Code of Conduct.

VG reported that she was working to streamline the way that the Trust collected information with a view to all forms being completed and submitted electronically.

Agreed: i) That Trustees complete and return the Register of Business Interests form and Safeguarding Declaration

ii) To note the Trust Code of Conduct as previously adopted

7. **TRUST TERMS OF REFERENCE / SCHEME OF DELEGATION / LBG TERMS OF REFERENCE**

Trust Terms of Reference

A copy of the Trust and Trust Committee Terms of Reference had been uploaded to the Gateway. There had been no changes made to the documents.

Agreed: That the Trust and Trust Committee Terms of Reference be approved and adopted

Scheme of Delegation and Central Team Function

PH stated that the Scheme of Delegation needed to be updated in line with the proposed Central Team function. It was proposed that a Working Party be convened to review the Scheme of Delegation and the updated document be presented at the December Trust meeting.

Agreed: i) That the proposed changes to the Central Team roles and responsibilities be approved
ii) That the Scheme of Delegation be presented at the December Trust meeting for approval

Action: Clerk (December meeting agenda)

Local Governing Board Terms of Reference

PH reported that the Trustee decision to move the primary provision at Youth Challenge over to the Forwards Centre had impacted in terms of governance for staff and parent positions. Youth Challenge currently had two Staff Governors and two Parent Governors. As the provision was now smaller it was proposed that this be reduced to one Staff Governor and one Parent Governor.

Park School had two Staff Governors, and it was proposed that this be reduced to one Staff Governor.

As The Forwards Centre now consisted of two teams it was proposed to increase the structure from one to two Staff Governors but reduce to one Parent Governor.

Agreed: That the above proposed changes be approved

8. EXECUTIVE PRINCIPAL'S UPDATE TO TRUSTEES

The Executive Principal shared his autumn term 1 update. The main sections of the report included:

- The First Four Weeks
- Facing Outwards
- Questions from Trustees

The First Four Weeks

The Executive Principal reported that there had been a welcome back event held on 5 September, which had been well received by all staff. PH stated that he would like to hold more Trust wide events moving forward.

Changes to the academy provisions were working well and there was now a very strong structure in place.

The Early Career Teachers (ECTs) had all made a great start and there were currently 15 staff on the Aspirational Leaders programme. SH asked how many ECTs the Trust currently had. AW explained that there were 4 ECTs in their first year and 2 in their second year. AW explained that the timetable reduction was now over 2 years and the Trust had accommodated this for all 6 members of staff. AW explained that a lot of thought went into training as it was acknowledged that the ECTS were working both in AP and as part of a Trust. SH asked if the ECTs had wanted to work in AP. Trustees were informed that one ECT had been on a teacher training placement at Lever Park,

and some had been Learning Mentors, so they were familiar with AP and had chosen to continue their careers in this area.

Facing Outwards

PH reported that the contract with Outwood Grange had been signed.

BIT had been approached by Wigan to be their lead provider with regards to WAVE 15 Free Schools. In response to questions PH stated that this would be a lengthy process as it could take 3-4 years to open a free school.

Meetings had also been held with Manchester Secondary PRU and The Bridges School, Chester. Both discussions were at very early stages.

Bolton Local Authority wanted to increase capacity at Lever Park and The Forwards Centre. PH stated that whilst this was positive, the Trust now worked on a multi-client model so was not solely dependent on the income from Bolton LA, as they had been in the past. Trustees were informed that Lever Park now had a surplus budget due to the external contracts.

Agreed: That the Executive Principal's autumn 1 update be received and noted

9. QUALITY OF EDUCATION AND RESULTS

Trustees were directed to the Trust Outcomes Report for 2021/22. AW shared the headline data and stated that the Trust saw a decrease this year in the number of students achieving at least one GCSE grade 1-9 in English and in Maths; however, this had been expected due to the return to examinations, rather than Teacher Assessed grades. Trustees were informed that when comparing this year's results to 2018-19 (which was the last year where students sat exams), there was a significant improvement in the number of students gaining at least one GCSE, in Maths it had improved from 60% to 81% and in English from 55% to 79%.

AW reported that the Trust had now established what 'expected progress' was across all academies for English and Maths. Mainstream colleagues had been consulted to ensure that what had been created was ambitious for BIT students and in line with mainstream expectations. Outcomes this year had been measured for the first time against Trust expectations, and so Trustees could be confident that the data was consistent and accurate.

AW provided the headline data for each academy and highlighted the whole Trust priorities, which including ensuring the new progress measures in English and Maths were embedded and to refine the baselining processes so that there was further consistency across the Trust. The Teaching and Learning policy had been re-written to include the new progress measures. The Trust had also established a Reading Charter working group and aimed to launch the charter officially in September 2023.

DMc referred to the destination data for academies and stated that this was a very important measure. DMc added that he felt it would be beneficial to look at progress measures and essential knowledge in more detail at the Standards Committee meeting. SH stated that it would be useful to see the headline figures for functional skills as this provided a bigger picture for Trustees. SH asked if standardising had just been within the Trust or in collaboration with local schools. AW explained that initially

this had just been internal, but this had then moved to working with colleagues outside the Trust and the plan moving forward was to have more moderation with mainstream colleagues. RL added that the Trust had worked alongside other schools regarding teacher assessed grades over the last two years.

10. FINANCE UPDATE

Financial Outturn Report 2021/22

Trustees were directed to the Financial Outturn Report which outlined:

- The final outturn position for the 2021/22 year
- The Trust's cashflow position as at September 2022, including monthly cashflow predictions up to August 2023
- The Trust's Balance Sheet as at 31 August 2022

PH advised that the financial outturn position for the Trust for 2021/22 was a surplus totalling £142,000, which was £196,000 less than the original budget. A report on each Academy's financial position was included. Youth Challenge had been disproportionately affected due to the significant reductions in exclusions during the pandemic and a high proportion of KS3 pupils with greater needs than in previous years had resulted in the need for additional staff to meet these needs. PH reported that an additional charge of £10 per day was now being levied to counteract this moving forward.

Lever Park had generated a surplus of £331,000, which was £276,000 greater than the budgeted surplus. This was due to increased pupil numbers from trading with other Local Authorities and additional LA pupils. DMc asked if the Lever Park model would be replicated elsewhere in the Trust. PH confirmed that this would be modelled to other academies. DMc stated that it was vital to try and secure funding up front to be able to pay for staff. PH reported that the LA were likely to want to reduce capacity at Park School by 10 pupils but increase capacity at Youth Challenge by 10. However, the building at Smithills could not accommodate this number of additional pupils so the LA would need to provide funding to put the infrastructure in place. A Trustee asked what impact this would have on Park School. PH stated that he was confident that he would fill these places with traded places.

SH asked if the LA were currently using other AP providers. PH stated that this would be the case but, in some cases, this would be welcomed. There were some extremely challenging pupils coming through in Bolton and it was important that there be parity of distribution.

Agreed: That the Autumn Term Financial Outturn Report 2021/22 be received and noted

11. POLICY RATIFICATION

Trustees were directed to the Policy Updates Overview October 2022, which outlined the Trust policies that had been updated:

- Maternity Policy for Teachers
- Maternity Policy for Support Staff
- Paternity Policy for Teachers

- Paternity Policy for Support Staff
- Shared Parental Leave Policy
- Leave of Absence Policy
- Attendance Management Policy
- Disciplinary and Dismissals Policy
- Acceptable use of ICT Policy
- Exclusion Policy

Details of any changes were clearly outlined in the report.

RL highlighted the changes to the Disciplinary and Dismissals Policy with regards to Authority to Act table, which now included reference to the Vice-Principal as well as the Executive Principal. JB asked if this amendment was inline with the model policy supplied by One Education. RL explained that although this was a model policy the Trust had previously decided on the details of the policy, not One Education. It was now felt that this could be improved. SH stated that it needed to be very clear in the policy that the Vice-Principal equaled the Executive Principal in the appeals structure.

RL reported that a full copy of the Exclusions Policy had been uploaded to the Gateway as there had been many changes due to new guidance being published. SH stated that she felt page 3 of the policy needed re-wording as the Trust would always ensure that all suspensions and permanent exclusions were carried out lawfully. SH asked if there were different procedures in place for suspension or permanent exclusion. RL stated that there were now different procedures in place for suspensions such as informing the Local Authority. Currently schools emailed the LA but they would now receive a huge number of reports so it was likely that they would need to create a central system.

SH referred to page 7, which stated that 'if the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion' and asked if this was correct with BIT being the AP provider. RL stated that the Trust would still need to work with the LA to find alternative provision. It was proposed that this be re-worded to 'different AP'.

SH referred to the reintegration strategy on page 13 and the 'identification of whether the pupil has any unmet special educational and/or health needs'. RL advised that all BIT children were SEND in some capacity and BIT reported on EHCP children as one. SH referred to page 4, which stated that 'the school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it' and asked if LGBT pupils were included within the groups that were monitored. RL explained that LGBT pupils were not referred to as they were not monitored; however, added that she was taking advice from the Equalities Officer at One Education as to whether this would be included moving forward. Other Head Teachers on the Board reported that this group of pupils were not currently monitored at their schools and added that it would be difficult to obtain this data. SH stated that the Trust needed to know if an increasing number of children from certain groups were being excluded and suggested that the Trust could monitor for any other protected characteristics. RL concurred that this would be useful and added that

a lot of behaviour analysis was carried out at Local Governing Board level so she would need to check their exclusion data.

- Agreed:**
- i) To approve and adopt the Exclusions Policy
 - ii) To approve the policy updates as listed above

12. ACADEMY TRUST HANDBOOK

The Academy Trust Handbook had been updated with effect from September 2022. A report detailing the changes had been uploaded to the Gateway.

Agreed: That the Trust Board note the changes to the Academies Financial Handbook 2022 as summarised on the accompanying report.

13. SAFEGUARDING AND KEEPING CHILDREN SAFE IN EDUCATION 2022

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.

RL reported that the Trust bought into the Safeguarding Network, Local Governors were now included, and Trustees would be added. RL stated that a safeguarding audit would be completed for Trustees and Local Governors and all Trustees needed to sign to confirm that they had read Keeping Children Safe in Education Part 1.

DMc asked how the Trust would manage the social media checks for applicants as this would be a very time-consuming role. RL stated that she was currently taking advice from One Education on this. The Chair suggested that a special meeting could be convened to discuss Safeguarding further. RL stated that it had previously been agreed that Safeguarding would be an item on every Standards Committee agenda and any specific issues would be forwarded to the Risk & Audit Committee.

14. BOLTON GOVERNANCE SERVICES TRAINING PROGRAMME

A copy of the Bolton Governance Services training programme for 2022/23 had been uploaded to the Gateway. The Clerk highlighted that due to the changes to KCSIE 2022 it was now mandatory for Trustees to complete Level 1 Safeguarding. A link to the free online training was included in the programme.

15. EXTERNAL REVIEW OF GOVERNANCE

Angela Ager (AA) introduced herself to Trustees and stated that the External Review of Governance would look at developing the role of the Local Boards and Trust Board.

Trustees were invited to a meeting to be held on 20 October at 4pm to work on a framework for governance. AA shared the Assurance Framework and asked that all Trustees respond before the end of next week.

Agreed: That the Clerk share Trustee contact details with AA

20. DATES OF NEXT MEETING

Agreed: That the meeting dates for 2022/23 be confirmed as:

Trust

Tuesday 13 December 2022 at 4.00pm

Tuesday 28 March 2023 at 4.00pm

Tuesday 18 July 2023 at 4.00pm

Standards & Finance

Friday 11 November 2022 at 11.00am / 12.00pm

Friday 3 March 2023 at 11.00am / 12.00pm

Friday 9 June 2023 at 11.00am / 12.00pm

Risk & Audit

Friday 25 November 2022 at 11.00am

Friday 17 March 2023 at 11.00am

Friday 30 June 2023 at 11.00am

Pay & Appraisal

Friday 25 November 2022 at 10.00am

All meetings to be held virtually.

16. CONSENT TO ABSENCE

All Trustees were present at today's meeting.

17. ANY OTHER URGENT BUSINESS

There were no items of Any Other Business.

18. CONFIDENTIALITY

Agreed: That none of the items of discussion 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 5.35 pm

Signed as a correct record: _____

Date: _____

(Chair of Trust Board)

ACTIONS

Minute Number	Person Responsible	Action Required
7	ES	Add Scheme of Delegation to December meeting agenda