

MEETING OF TRUSTEES OF BOLTON IMPACT TRUST

MEETING HELD VIRTUALLY VIA ZOOM

TUESDAY 12 JULY 2022 AT 4.00 PM

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

In Attendance: V Gavin (VG) – Business Development Manager, R Leonard (RL) - Vice-Principal, D Smith (DS) - Finance Director, 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 P Norton (PN).

2. ELECTION OF VICE-CHAIR TO TRUST BOARD

Agreed: That T Grimshaw be appointed as Vice-Chair to serve until the summer term 2023

3. DECLARATION OF INTEREST

No declarations of pecuniary interest were made.

4. ANY OTHER URGENT BUSINESS

No items of Any Other Business were notified.

5. MEMBERSHIP

Trustees were advised that Members had met prior to the Trust meeting and had approved the appointment of Julie Slater as a Trustee on the Board. Members had discussed if there would be any conflict of interest as Mrs Slater was CEO (Secondary) at Outwood Grange but had been satisfied that robust mechanisms were in place to address this.

Members had also approved the re-appointment of Sue Hincks as a Trustee on the Board. Members had agreed that Sue's input to the Board and Risk & Audit Committee was invaluable, and she had a wealth of experience to bring to the Board.

6. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

Agreed: To approve as a correct record the minutes of the Trust Meeting held on Tuesday 29 March 2022

There were no matters arising, which were not already covered on the agenda.

7. COMMITTEE MEETING MINUTES

Agreed: To approve as a correct record the minutes of the Standards Committee Meeting held on Friday 10 June 2022, the Finance & Resources Committee Meeting held on Friday 10 June 2022 and the Risk & Audit Committee Meeting held on Thursday 23 June 2022

Matters Arising

Risk & Audit

TG referred to the discussions regarding the increase in Key Stage 3 numbers and stated that Trustees had accepted that there was a risk to the Trust but asked what would be done about this apart from increasing prices. TG stated that the Trust was putting itself in a vulnerable position accepting children blindly.

PH stated that the Risk & Audit Committee had discussed safeguarding risks and it had been noted that children would not be jeopardised with regards to safety and the Trust would still safeguard a child if additional funding was not received. PH stated that the main risk was with regards to finance and BIT had written to the Local Authority (LA) to state that a mechanism was needed should a child have additional needs but as yet had received no response. DS stated that it would be very hard to change the DPS framework that was currently in place but the Trust would provide robust evidence to submit to the LA.

RL reported this issue also affected traded children as some had very complex needs and assured Trustees that additional work had been carried out to review the detail of some SLAs and moving forward there would be different conversations regarding pricing and support.

RL reported that numbers of KS3 pupils would also be managed at Youth Challenge to reduce pressure on KS3 classes.

8. EXECUTIVE PRINCIPAL'S SUMMER TERM REPORT

The Executive Principal shared his spring term 2021 update. The main sections of the report included:

- Introduction
- Academy Updates
- Outward facing work
- Outwood Grange update
- Central Team functionality
- Believe Inspire Transform
- 5 September Inset Day
- HE and Wellbeing
- Governance
- Thank you

Academy Updates

The Executive Principal reported that Park School had now vacated the space in Roscow Fold, which they previously shared with the Forwards Centre. This had now allowed the Trust to finally merge the Forwards Centre with Youth Challenge Primary on the Roscow Fold site. PH stated that he was confident that the newly merged

Primary Provision would be ready for September and after merger the provision would be known as the Forwards Centre and the offer would comprise both 5 day and 2-day placements. The 2-day Provision (previously Youth Challenge Primary) would be known as the Bridge at the Forwards Centre.

MS asked if there would still be two separate education establishments. PH explained that the Forwards Centre would have one URN, one leadership team, one staff team and one Local Governing Board. There would however be two distinct departments with the centre. L Buchanan, Youth Challenge Primary Academy Lead, was retiring at the end of the summer term and the post would not be replaced with C Fielding leading the merged provision.

PH stated that Youth Challenge Primary moving out of the Smithills site would create much required space for Youth Challenge Secondary to expand. From September, the vacated Primary space will house the new Key Stage 3 section. Curriculum plans, timetables, staff rotas and daily routines had been created so that Key Stage 3 and Key Stage 4 can be kept as separate departments within Youth Challenge.

PH stated that this was a very exciting time for the Trust and the changes were inline with the commissioners needs and would improve the offer the Trust could provide.

Agreed: To ratify the decision to merge the Forwards Centre with Youth Challenge Primary on the Roscow Fold site.

Outwood Grange Update

PH provided an update on Outwood Grange and reported that permission had been granted to use the preferred site at Dinnington.

A meeting had also been held with colleagues from Outwood Grange and Nottinghamshire County Council to discuss forming a partnership which is required in order to express an interest in a WAVE 15 free school bid in October 2022.

PH stated that a further update on both partnerships would be provided in October.

Believe Inspire Transform

PH advised that since January work had taken place on revisiting the values based-vision. Leaders and staff from across the Trust had been engaged in a number of sessions which had been facilitated by Patrick Ottley-O'Connor. The vision would be presented at the Mercure Georgian House on 5 September.

Thank you

PH thanked all Trustees for their hard work, support, and challenge throughout the year. PH stated that the full Trust Board meetings and Trust Committee meetings were all extremely productive and PH added that the Local Governing Board meetings were also very strong with governance being a strength of Bolton Impact Trust.

Agreed: That the Executive Principal's summer term report be received and noted

9. FINANCE UPDATE

Financial Monitoring Report – Summer Term 2021/22

Trustees were directed to the Summer Term Financial Monitoring Report which outlined:

- The final monitoring position (both revenue and capital) for the 2021/22 year, based upon transactions that had occurred in the period 1st September 2021 to 30th June 2022.
- The Trust's cashflow position as at 30th June 2022, including monthly cashflow predictions up to August 2023.
- The Three-Year Forecast for the Period 2021/22 to 2023/24
- The Trust's Balance Sheet, as at the 30th June 2022

DS advised that the Financial Monitoring Report had been scrutinised by the Finance & Resources Committee and proposed that the report be accepted.

Agreed: That the Summer Term Financial Monitoring Report 2021/22 be received and noted

10. BUDGET REPORT 2022/23 TO 2024/25

A copy of the Budget Report had been uploaded to the Gateway prior to the meeting. DS provided an overview of the assumptions in relation to income. A 4% pay increase had been assumed, which DS stated he felt was a realistic figure.

Agreed: To approve the budget for the 2022/23 financial year and the three-year forecast for 2022/23 to 2024/25

11. TRUST DEVELOPMENT PLAN 2022/23

Trustees were informed that the Trust Development Plan now had a new format and would be presented to Trustees on a regular basis as this would help Trustees to hold senior leaders to account. RL stated that she would welcome feedback from Trustees if they felt any changes were needed or if the plan needed to be improved in any way.

The Chair stated that he felt that plan was a very useful document which could be used to inform performance management and added that the document would no doubt evolve over time.

Agreed: That the Trust Development Plan 2022/23 be received and noted

12. TRUST QA CALENDAR

AW presented the Trust QA Calendar and provided an overview of how working practices had been sharpened up to allow for smarter working. The Chair stated that he was confident that the Trust had a robust QA process in place.

Agreed: That the Trust QA Calendar be received and noted

13. ANNUAL IMPACT STATEMENT

A copy of the annual Trustee / Governance Impact Statement for 2021/22 had been uploaded to the Gateway.

The Chair stated that he would welcome more emphasis on the strategic business development work being included in the statement.

Agreed: That the annual Trustee / Governance Impact Statement for 2021/22 be approved subject to the strategic business development work being included

14. WHITE PAPER SUMMARY

Agreed: To receive and note the White Paper Summary

15. SEND GREEN PAPER CONSULTATION UPDATE

PH provided an update on the SEND Green Paper Consultation. KD asked if BIT had responded to the consultation. PH explained that the deadline had been extended to 22 July, but BIT had a response ready to be submitted. KD requested that a copy of the response be provided to Trustees.

Action: PH (provide a copy of the response to Trustees)

16. TRUSTEE SKILLS AUDIT

The Chair asked if there were any big gaps showing on the Skills Audit. PH stated that he felt some Trustees had been a little reserved with their answers and added that the audit would feed into the External Review of Governance. VG reported that she hoped to provide this an electronic document moving forward.

KD asked that the Skills Audit be provided to Julie Slater, new Trustee, for completion.

Action: DS (provide a copy of the Skills Audit to J Slater)

17. POLICY RATIFICATION

The following policies had been uploaded to the Gateway for approval:

- Local Government Pension – Employer discretions
- Capability Policy
- Children with Health Needs Policy

Trustees were informed that the Local Government Pension Policy was a new policy and was based on One Education's Policy. RL reported that there had been a couple of amendments to the Capability Policy. The Trust adopted the Children with Health Needs Policy but BIT differed from schools as they would provide provision if children were ill rather than being referred to the LA.

RL stated that there were three other non-statutory policies that had been updated and asked Trustees to confirm if they were still happy with the current process of these being delegated to the Central Team to review and approve. Trustees could access all policies on the Trust website.

Agreed: i) That the above listed policies be approved and adopted
ii) That the non-statutory policies be delegated to the Central Team for approval

18. INTERNAL AUDIT REPORT 2021/22 – June 2022

DS reported that the Internal Audit Report had been scrutinised by the Risk & Audit Committee and provided a brief overview of the low-level recommendations within the report and the actions taken.

Agreed: To receive and note the Internal Audit Report 2021/22 – June 22

19. BOLTON GOVERNANCE CONFERENCE

The Clerk reported that the Governance Services Team was to hold a Bolton Governance Conference on 12 November 2022 at the Mercure Bolton Georgian House Hotel in Blackrod. The conference, entitled, Beyond Barriers – Achieve, Succeed and Belong in Bolton would pick up on a number of the key strands in the recently published White Paper. Trustees and Local Governors were invited to attend and booking details would be provided at the start of the autumn term.

20. DATES OF NEXT MEETING

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

Trust

Tuesday 4 October 2022 at 4.00pm

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.

21. CONSENT TO ABSENCE

Agreed: To consent to the absence of P Norton

22. ANY OTHER URGENT BUSINESS

There were no items of Any Other Business.

23. 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 5.00 pm

Signed as a correct record: _____

Date: _____

(Chair of Trust Board)

ACTIONS

Minute Number	Person Responsible	Action Required
15	PH	Provide a copy of the response to Trustees
16	DS	Provide a copy of the Skills Audit to J Slater