

MEETING OF TRUSTEES OF BOLTON IMPACT TRUST

MEETING HELD VIRTUALLY VIA ZOOM

TUESDAY 28 MARCH 2023 AT 4.00 PM

Present: K Davies (KD) – Chair of Trustees, J Bennett (JB), Paul Hodgkinson (PH) – Chief Executive Officer, D Luczka (DL), D McKeon (DMc), P Norton (PN), J Paradine (JP) and M Sidebottom (MS)

In Attendance: V Gavin (VG) – Director of Business Operations, R Leonard (RL) – Director of Academy Operations and E Stoddard (ES) – Clerk to the Trust

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 S Hincks (SH).

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

The Chair proposed that Dee Luczka be appointed as a Trustee. It was noted that Mrs Luczka would continue as both a Member and Trustee for the time being until more Members were appointed. PH stated that work was on-going to appoint Non-Trustee Members as recommended by audit and this would be a priority moving forwards.

Agreed: That Dee Luczka be appointed as a Trustee

5. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

Trust Meeting held on Tuesday 13 December 2022.

Scheme of Delegation and Central Team Function (Minute Number 7)

PH advised that the changes to the Central Team were now completed. This had included a thorough review of the roles and changes to the title of posts within the Central Team. It was noted that the only salary changes related to the Director of Business Operations, and this had been approved by Trustees at the Extraordinary Trust meeting.

- Agreed:** i) To approve the new Central Team structure
- ii) To approve as a correct record the minutes of the termly Trust Meeting held on Tuesday 13 December 2022 and the minutes of the Extraordinary Trust meeting held on Friday 17 March 2023

6. COMMITTEE MEETING MINUTES AND MATTERS ARISING

Standards Committee

Minute Number 6

*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.*

Finance & Resources Committee

Minute Number 7

PH advised that RL had been dealing with two high profile HR cases, both had now been resolved but had taken a huge amount of work to get to this stage.

Minute Number 8

VG advised that the legal paperwork had been received for 31 Chorley New Road. Once this had been read, she would liaise with PH and KD.

Risk & Audit Committee

Minute Number 4

RL asked Trustees to provide her with a copy of their certificate once they had completed their Level 1 Safeguarding training.

- Agreed:** i) To approve the proposals regarding 31 Chorley New Road and delegate responsibility for further decision making to the Chief Executive Officer and Chair of the Trust Board
- ii) To approve as a correct record the minutes of the Standards Committee Meeting held on Friday 3 March 2023, the Finance & Resources Committee Meeting held on Friday 3 March 2023 and the Risk & Audit Committee Meeting held on Friday 17 March 2023

Action: Trustees (provide copy of certificate)

7. TRUST COMMITTEE MEMBERSHIP

Agreed: To appoint Dee Luczka on the Finance & Resources Committee

8. LOCAL GOVERNING BOARD MEMBERSHIP

Agreed: To approve the appointment of Lizy Oakes as a Co-opted Governor on the Lever Park LGB and Louise Dunne as a Co-opted Governor on Youth Challenge LGB

Mrs Luczka joined the meeting.

9. CHIEF EXECUTIVE OFFICER'S UPDATE TO TRUSTEES

The Chief Executive Officer shared his spring term update. The main sections of the report included:

- Summary since January
- Pupil Numbers and 2022-23 allocations
- Around the academies
- Partnership Work and facing outwards
- HR and Wellbeing
- Wellbeing Survey headlines

Introduction

PH provided an overview of issues faced by the academies during the autumn, particularly the influx of children into Youth Challenge, which had impacted significantly on behaviour. The academies had now recovered, and things were more settled in the spring term; however, there were on-going discussions with the LA to try and prevent this from happening moving forward.

Pupil Numbers

PH stated that all of the Trust academies were either full or close to full and talks were taking place with Bolton LA regarding this. All academies were now successfully trading with schools and other Local Authorities.

Around the Academies

PH provided an update on each of the Trust academies. A Behaviour Review had taken place at Youth Challenge, and this had been incredibly successful. The Forwards Centre continued to provide very high-quality provision and the academy was trading with several other LA's. Moving forward the plan was to cease 2-day places.

Lever Park continued on an upwards trajectory, there was a £150,000 surplus in the budget and the lowest number of suspensions ever recorded. PN had conducted a Trustee visit and had recommended some minor improvements and capital had since been released to start this work, which would result in a much-improved learning environment. PN was invited back to visit once the work had been completed. The Chair encouraged all Trustees to visit the academies to gain valuable insight into the tremendous work that was taking place.

PH reported that the SEF and Quality of Education at Park School were now much stronger. The LGB had a new Chair and roles and responsibilities had been allocated. The results from the staff survey had been very positive and parents were also happy.

Partnership Work and Facing Outwards

The Trust had continued to develop a growth strategy, which included:

- School to School Support and sharing best practice.
- Networking to develop 'next practice'.
- Growing the number of academies.

PH reported that the Impact Academy Wigan bid outcome was expected after Easter.

Trustees were informed that PH and KD had met with the Outwood Grange Leadership Team who were very keen on building strong partnerships with BIT. A building in Worksop had been earmarked, in response to questions PH advised that Outwood Grange would pay the rent on the building and pay for any upgrades that may be required. Trustees were advised that improved terms had been negotiated and they would now be paying cost plus 9.5% on top rather than the current arrangement of £60,000 per month.

PH provided details of the WAVE project in Cornwall and Devon in which he was providing support via a 10-day placement. PH reported that he was due to meet with the South-West Schools Team again in May.

HR and Wellbeing

PH reported that Kate Connelly had been appointed as CFO and this was a great appointment for the Trust.

PH provided an overview of the Wellbeing activities and the Wellbeing Survey headlines. These had also been discussed at the Finance & Resources Committee meeting.

Agreed: That the Chief Executive Officer's update be received and noted

10. FINANCE UPDATE

Financial Monitoring Report – Spring Term 2022/23

Trustees were directed to the Financial Monitoring Report – Spring Term 2022/23. PH provided an overview of the report, but it was noted that the Finance & Resources Committee had scrutinised the report in detail at their spring term committee meeting.

The Chair of Trustees confirmed that he was confident with the current financial situation.

Agreed: That the Financial Monitoring Report for the Spring Term 2022/23 be received and noted

11. POLICY RATIFICATION

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

- Grievance, Bullying and Harassment
- Designated teacher for Looked After and Previously Looked After Pupils
- Social Media
- Charging and Remissions

RL advised that the accompanying Overview of Policy Updates document provided a summary of the changes to the policies.

Agreed: To approve the changes to the above listed policies

The following policies had also been uploaded:

- Whistleblowing Policy
- Complaints Policy

RL advised that more substantial changes had been made to the Whistleblowing Policy and Complaints Policy. The Key had been used as a template for the Complaints Policy and this now was more in keeping with a Multi Academy Trust. All additions to the policies were highlighted in red.

In response to questions RL confirmed that general Trust email addresses were available for the Chair of the Trust and Chairs of LGB, and these had been included in the Complaints Policy.

Agreed: To approve and adopt the Whistleblowing Policy and Complaints Policy.

12. EQUALITY UPDATE

The following documents had been uploaded to the Gateway:

- Equality Objectives updated 2022-23
- How we are complying with our public sector equality duty

RL reported that a lot of work took place on equality, but she felt this needed to be brought to the Trust so they could be confident that BIT was complying with their public sector equality duty. The document provided a detailed update on the progress made against the equality objectives.

PH added that the Central Team would try to link wellbeing and equality work more closely moving forwards.

Agreed: To receive and note the equality documents

D McKeon joined the meeting.

13. PUBLICATION OF STATUTORY INFORMATION ON ACADEMY WEBSITES

Academies and free schools should check their funding agreement to establish what information they must publish on their website. In addition, there were publishing requirements set out within the Equality Act 2010 and Children and Families Act 2014, with which Academy Trusts must comply. The accompanying agenda note gave an overview of those requirements and the further information that the Department for Education (DfE) recommends that are published on the website. Many academy trusts are under a duty to publish much of this information, due to clauses within their funding agreements. The information provided related to the DfE guidance of 'What Academies, Free Schools and Colleges should Publish Online', last updated in autumn 2022.

VG provided an update on the external review of the website, which had been discussed at the Finance & Resources Committee meeting. In response to questions VG stated that she felt the website was 98% compliant and work was on-going on the snagging list to ensure this was 100% compliant. Trustees were informed that an external compliance review would be conducted on a termly basis. VG encouraged Trustees to look at the website to see if they felt this was easy to navigate.

In response to questions RL advised that she was liaising with Schools IT with regards to Trustee email addresses.

14. DATES OF NEXT MEETING

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

Trust

Tuesday 18 July 2023 at 4.00pm

Standards & Finance

Friday 9 June 2023 at 11.00am / 12.00pm

Risk & Audit

Friday 30 June 2023 at 11.00am

Trustees were encouraged to visit the academies at any point during the term.

15. CONSENT TO ABSENCE

Agreed: To consent to the absence of S Hincks

16. ANY OTHER URGENT BUSINESS

There were no items of Any Other Business.

17. CONFIDENTIALITY

Agreed: That in accordance with the Academy's Memorandum and Articles of Association, the matter(s) 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 5.00 pm

Signed as a correct record: _____

Date: _____

(Chair of Trust Board)

ACTIONS

Minute Number	Person Responsible	Action Required
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