

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

PARK SCHOOL TEACHING SERVICE (PSTS)

**VIRTUAL MEETING HELD VIA ZOOM
TUESDAY 13 OCTOBER 2020 AT 4.00PM**

Present: Mrs H Banks (HB), Mrs R Berry (RB), Ms H Burt (HB), Mr H Cooper (HC), Mrs N Elias (NE), Mrs D Evans-Tomkinson (DET), Miss S Jiva and Mr E Swift (ES).

In Attendance: Mr D Smith (DS), Finance Director, Mr P Hodgkinson (PH), Executive Principal, Miss R Leonard (RL) (Executive Vice Principal), Mr M Moosa, Trainee Accountant, (observing), Mrs Kiran Peat (KP), Deputy Head Teacher (observing) and Carole Brooks (Clerk to the Local Governing Board)

The Clerk in the Chair until item 2

Virtual Meeting Protocol

Governors were reminded of the virtual meeting protocol as had been agreed at a previous meeting.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Clerk welcomed all present, in particular Hayley Burt as staff governor, Rebecca Berry and Sumayya Jiva as co-opted governors.

Apologies for absence had been received from Ruth Crier and Karen Ingham.

Action: PH to seek a suitable candidate for the vacant Co-opted Local Governor position, subject to approval being gained from the Trust.

2. APPOINTMENT OF CHAIR

The Clerk reported that she had not received any nominations for the position of Chair and therefore invited nominations from those present.

Mrs Banks noted that she had spoken to all Governors regarding the position of Chair and Vice Chair with many of the longer serving eligible Governors had confirmed that they were unable to take on the additional responsibility due to work commitments. The newer/newly appointed Governors felt that it was too soon and preferred to wait until they had gained more experience and knowledge of the workings of Park School.

Mrs Banks noted that she had also discussed this matter with Mr Ed Swift who had stood in as Chair for the last two meetings and Mr Harold Cooper who had undertaken the role of Vice Chair who had confirmed that they would be happy to serve as Chair/Vice Chair for the current period.

Governors discussed this matter and proposed that Mr Ed Swift be appointed to this position.

PH confirmed that he was happy for the interim arrangement to go ahead.

Resolved: Mr Ed Swift be appointed as Chair of PSTS Local Governing Board to serve until the Autumn term meeting 2021.

Mr Swift in the Chair

3. APPOINTMENT OF VICE CHAIR

Further to the matters discussed for the position of Chair, Mr Cooper confirmed that he was happy to serve as Vice Chair of the LGB for the required term.

Resolved: Mr Harold Cooper be appointed as Vice Chair of PSTS Local Governing Board to serve until the autumn term meeting 2021

The Clerk noted that the term of office for Chair and Vice was usually two years but that this would be renewed after one year to align the appointment process with the other LGBs within the Trust.

4. DECLARATION OF INTERESTS

4.1 Declaration of Pecuniary or Conflict of Interests

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

4.2 Annual Forms for Governors completion

The Clerk referred to the slight change in process for the annual completion and return of the following forms for this year:

- Register of Business Interest
- Declaration of Eligibility and Privacy Consent
- Safeguarding Declaration
- Code of Conduct Acceptance (no change to content)

Register of Business Interests

In accordance with the academy's financial handbook, entries in the Academy Trust's Register of Business Interests (RBI) were to be reviewed annually. All Trust Members, Local Governors

and the Principal were asked to complete the LA model pro-forma and return it to Mr Smith for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions.
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust's Code of Conduct.

Mr Smith explained that all Governors had received a pack of the required forms including Declaration of Eligibility, Code of conduct acceptance, Register of Business Interest and Safeguarding Declaration required for their completion and return to him either via email or post in the stamped addressed envelope whichever was preferred. Most had been returned and those outstanding would be followed up.

Agreed: That all governors complete the Declaration of Eligibility, Register of Business Interests, Safeguarding Declaration and Code of Conduct Acceptance forms and return them to David Smith at the earliest opportunity.

Action: DS to follow up any forms not returned.

5. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS'

There were no items of 'Any other Business' notified at this point in the meeting.

6. MINUTES/MATTERS ARISING OF THE LAST MEETING

Governors had received the minutes of the last meeting held virtually on 9 June 2020 for their review and approval.

Matters Arising

Governors reviewed the actions from the minutes.; The following matters arising were raised:

6.1 Governor Skills Audit, minute number 4

The Chair referred to the Governor Skills Audit asking DS what the current progress was in this area.

DS confirmed that the skills audit would be updated in relation to the skills of the newly appointed Governors and presented to the Board at the next meeting in the spring term. It was hoped that this would identify any training needs across the LGB.

RL noted that in her position as Link Governor for training, she would work with DS in this matter and following an analysis of the audit, would consider suitable training to be directed to Governors to ensure the required skills were in place across the LGB.

Action: DS to present the outcome of the Governor Skills Audit to Governors at the Spring Term 2021 Meeting

6.2 Governor Membership, Minute number 4

Mrs Banks confirmed that a number of Staff and Co-opted Local Governor appointments had now been made. A Parent Governor election had been held but that there had been no candidates for the two vacancies.

6.3 Risk Assessments/Master Plan, Minute number 8

Action: PH to re-circulate the details regarding the Master Plan and risk assessments in place for PSTS in relation to the circumstances of the current pandemic

6.4 Case Studies, Minute number 8.1

Further to the minutes Mrs Banks confirmed that case studies had been completed but the pupils in question could be easily identified and it was therefore felt inappropriate to circulate the details to Governors. It was preferred to provide a verbal report regarding individual case studies within the Academy Lead's Report later in the meeting.

Action: Mrs Banks to undertake another Parent Governor election at the earliest opportunity.

Agreed: To approve as a correct record the minutes of the last meeting of the Governing Board held on 9 June 2020

7. NOMINATED GOVERNOR ROLES

7.1 Chairs' Briefing

The Chair reported that he had not attended the virtual live event of the autumn term Chairs' Briefing meeting held on Monday 28 September 2020

The Clerk therefore reported that the following points had been highlighted:

- Autumn term updates:
 - Changes to the School Exclusion Process During the Pandemic
 - Keeping Children Safe in Education Update
 - Academies Financial Handbook
 - Financial Transparency in schools and academies
 - Ofsted Monitoring Visits
- Governance in the Years Ahead – 'Keeping our Board's vision at the core of our planning'

The Clerk noted that PH and DS had confirmed that the finance related updates would be shared at Trust level.

The Clerk advised ES that the presentation made may still be available to access virtually if he wished to view it.

Action: ES to access the virtual presentation of the Chairs Briefing for his information.

7.2 Link Governor's Report on Training / Recent Training undertaken

The Clerk reported that the 2020/21 Governance Training Programme was now available on the Governance Services website. It was noted that a Link Governor briefing had been held virtually on 14 September 2020 where it had been reported that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

RL confirmed that she had attended the virtual briefing as the Training link Co-ordinator across Trust where the presenters of the briefing had highlighted a wealth of courses were available for Governors to access as was detailed within her circulated report.

RL recommended that Governors access as many courses that they could to enhance their Governance role, particularly whilst these were all being presented virtually. It was noted that these could be accessed at a convenient time to suit each individual. Once completed, Governors were asked to advise RL to enable her to maintain accurate Governor training records.

RL referred to the National Induction course for the new Governors noting that this was a very beneficial course to undertake. It was noted that RL would direct the new Governors to any other courses that she felt would be beneficial.

RL noted that as discussed, a review of the Governor skills audit would also be undertaken in liaison with DS to inform any gaps in skills across the LGB with Governors being directed to access relevant courses.

Governors were also asked to advise RL of any external courses attended and to ask for any other link role related training that they felt would be beneficial to be arranged.

RL noted that whilst there were a vast number of excellent courses made available by the LA, not all were as relevant to Alternative Provision (AP). Governors were requested to consider any training needs in order to up-skill and enhance their Governance role and if required to further discuss with PH or RL who would endeavour to source courses to best meet their needs.

The Clerk encouraged all Governors to access as much training as was possible, in particular whilst it was being offered virtually.

At this point in the meeting RL referred to the 2020 updates to the Keeping Children Safe in Education Document (KCSIE) noting that Part 1 of this document would be circulated to

all Governors together with a quiz to complete and a declaration to be signed to confirm that Governors had both read and understood the content.

PH noted that he had attended recent meetings where the quiz had been presented and completed. It was confirmed that this was a very useful exercise for all to complete in order to refresh and upskill.

Action:

- i) Newly appointed Governors to access the National Induction Training and any other Governance related courses to enhance their role.
- ii) All Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- iii) RL to forward part 1 of the KCSiE document for Governors review together with a quiz sheet and declaration for Governors completion and return.
- iv) Governors to read Part 1 of the KCSiE document and return a signed copy of the declaration to confirm that they had read and understood it.

7.3 Nominated Link Governor Visits

HB thanked Governors for making the time to undertake a monitoring visit to their link area and for the provision of the detailed reports as circulated.

7.3.1 Curriculum – Dawn-Evans Tomkinson (DET)

Governors were informed that DET had met with Gareth and a very positive visit had been undertaken. DET had been very interested to see how the provision was progressing with blended learning. It was noted that virtual learning was proving to be a very effective method of bespoke teaching and learning using a variety of platforms. It was felt that this was most certainly an area to move forward with and further develop.

7.3.2 Well-Being Centre Ruth Cryer (RC)

In the absence of RC, HB referred Governors to the details provided in the report compiled by RC following her meeting with Kiran Peat, DHT. It was noted that this had been a very useful and positive visit

7.3.3 Post 16 Destinations, Nicola Elias (NE)

Governors were referred to the report provided by NE in respect of her meeting with Connexions and the discussions around post 16 destinations.

7.3.4 Health and Safety/Staff Well-Being, Ed Swift (ES)

ES referred to his report noting the questions raised to staff regarding staff well-being in terms of how they felt and how the re-opening of the Centre had been managed by the Senior Leadership Team in relation to Covid. ES confirmed that all questions had been met with positive responses. The general comments were that all staff felt safe, happy with the measures in place and received regular updates as and when required.

PH thanked Governors for taking the time to arrange visits and for the provision of such comprehensive reports. The challenge and support provided from Governors was very much welcomed and appreciated by the staff team.

PH reported that it was very encouraging to see the on-going commitment and challenge from Governors and with the new appointments made, could see an emerging picture of a very successful LGB.

7.4 Link Governor Roles and Responsibilities

HB reported that once all Link Governor roles had been allocated in liaison with each Governor, she would ensure that the details were circulated to all Governors for their information.

It was noted that the following considerations were being made in relation to the interests, skills and expertise of the newly appointed Governors:

- SJ - Science
- RB - non-academic curriculum
- HC - SEN/Disadvantaged Champion
- HB – Website Monitoring

Agreed: That Governors delegate the responsibility of making the necessary link Governor appointments to HB.

Action: HB to circulate the report detailing a list of each link role and the Governor responsible.

8. ACADEMY LEAD REPORT TO GOVERNORS

Governors were informed that for the Autumn term 2020 Local Governing Body meetings, the Academy Leads had all been asked to write their reports with slightly different contents and in a different format. The circulated report had therefore been adapted to reflect the changes in light of the current COVID-19 pandemic.

HB guided Governors through the following key items:

- Summer Term 2020
- Preparing for September 2020

- Results and Destinations 2019/20
- Updates since we have re-opened fully in September 2020
- Current pupil numbers
- Safeguarding
- Priorities for 2020/21

HB highlighted aspects of the report as follows:

Summer Term 2020/Planning for September 2020

HB reported that she felt that the work undertaken during the 'lockdown' period including keeping in touch with and supporting the students and their families had made it easier for them to manage their return on re-opening the Centre. Attendance levels had been much improved, the students and their families were more prepared for what to expect in terms of the Covid safety procedures that had been put in place and following the staffs example regarding the routes to follow around the building.

Thanks, was conveyed to the staff team for their continued hard work and support provision in this area, it really had impacted positively and made a difference to the students.

Results and Destinations

HB commended the students on their achievements this year, there had been some fantastic results across the Board with many pupils gaining the required GCSE's to enable their Post 16 destinations. It was noted that some students had gained in excess of 5 GCSE's to enable them to continue studying to A level standard, some had gained BTEch awards in Hair and Beauty and functional skills in Maths and English to enable them to move onto College courses and Higher education. Thanks, was conveyed to the staff team for the support and encouragement given to the students.

Pupil Premium EHCP Students

Governors were informed that the more vulnerable students including PPG and those students with an EHCP had also performed well.

HB noted that she felt that the staff team had got the very best out of all students.

Case studies

The following case studies were highlighted:

1. HB referred to one pupil in particular who had refused to undertake any academic work. They were only interested in Art but had not sat any Art related examinations. The staff team had worked with the pupil in question to compile a portfolio of their work and this had enabled them to access a course at Manchester College despite having no qualifications.
2. HB referred to one year 11 pupil who had undertaken 18 months at PSTS and since returned to high school and achieved some very positive examination results. it was felt that PSTS had contributed to their success.

Pupil Numbers

HB reported that pupil numbers were currently lower at 35 than they had been at this time last year at 44. There had been a 'dip' in the number of Year 11 students at 12 compared to 21 at this time last year. This was all as a result of the Covid pandemic and the reduction in the number of referrals being received from mainstream settings.

Priorities for 2020/21

The following priorities were the focus for 2020/21:

- To further develop remote learning to offer increased 'blended learning' across the school
- To further develop the Post 16 offer
- To develop reading skills and the Resources across the school having identified that the reading age of many students was below their chronological age.

KP noted that whilst the school did successfully narrow the vocabulary gap last year, it had since been identified that many students required a 'read rich' curriculum not only to widen their understanding of the Curriculum but also that of current affairs and how the current regional/national matters are affecting children. A 'softer' approach would be made by introducing books, and authors that may be unknown to the students. Students would also be encouraged to access reading material without any pressure.

Governors were informed that it was recognised that all subjects incorporated some aspects of this, and it was hoped that with the strategies in place future data reports would reflect the input.

PH referred to the 'softer' approach noting that this had a positive impact in many areas across the Trust. It was noted that success was not just about examinations/academia.

Post 16 provision

PH referred to the discussion regarding Post 16 reporting that he had recently attended a meeting with Vicky Ford and the Heads of other Alternative Provisions (AP's). It had been noted that there was a need to further develop this area within AP as some pupils were just 'not ready' to move on to the next natural stage to independence for a variety of reasons. PH noted that he had contributed to a report that had been compiled and sent to Gavin Williams, Secretary of State for his consideration.

PH discussed that whilst the catch up grant that was to be received was very welcome, he was keen to sustain the 16-19 investment and had confirmed that BIT would be keen to join in any trials or pilot scheme that may be suggested and pursue the vision for Park School and other settings within the Trust.

Agreed: That the Academy Lead's report be received with thanks.

9. FINANCE PRESENTATION

Governors had received a financial presentation compiled by DS detailing the financial position of Park School (PSTS).

DS shared an on-screen copy of the presentation noting that this report was in a slightly different format than on previous occasions.

MM guided Governors through each of the following sections:

- Anticipated Outturn 2019/20
- Variances between budget and outturn
- Budgeted surplus 2020/2021
- Pupil numbers September 2020 (including financial impact)
- Mitigation in place

Governors were reminded that the financial year for Academies was from September to August.

Anticipated out-turn for 2019/20 and 2020/21 Budget

Governors were informed that the PSTS was in a very positive position closure position financially in August 2020 with an end of year surplus budget of £164,000 which was £69,000 more than had been anticipated. Additional expenditure had been used to support the Well Being Centre and to fund the agency staff that had been required, but in turn, additional income had been generated. However, it was expected that financial challenges would be faced as the new year progressed.

DS reported that due to the need to close the Centre for the duration of the Covid 'lockdown' the number of commissioned places had decreased which had impacted negatively on the income usually received by the PSTS. In September 2020 there had been around 13 less students attending equating to a 207,000 loss of income if the lower pupil numbers continued. It was hoped that additional pupils would start to come through.

PH referred to the discussions that had already been held with the ESFA, Regional Schools Commissioner and the LA regarding the availability of additional funding. It was noted that in the summer term 2020 Government guidance was that schools should commence on the same funding formula as for the previous year. However, as this ceased in August 2020 it was uncertain if the Trust would continue to receive the same levels. Further discussions were to be held later this week and the Trust would be lobbying with the ESFA and LA in this respect.

Governors were informed that PH, DS and HB had met to discuss a number of considerations and would update Governors regarding their progress with these matters in due course.

Agreed: That Governors receive and note the details included within the financial presentation.

10. GOVERNOR QUESTIONS OF THE LEADERSHIP TEAM

There were no specific questions of the Leadership Team to be raised that had not been covered within the reports provided.

Agreed: That Governors had no further questions of the Leadership Team than had already been raised.

11. POLICY APPROVALS AND REVIEW OF PROCESS

RL referred to the number of policies that were required to be reviewed and approved across the Academy. Some at Trust level and some at LGB level. It was proposed that as discussed with other LGB's many of the non-statutory policies would be reviewed as part of the policy review cycle and amended by the Academy Lead in liaison with the Link Governor for that specific area. The policy would then be recommended for overall approval by the LGB at the next meeting.

Agreed: That the review and amendment of the Non-Statutory Policies be delegated to the Academy Lead in liaison with the link governor for that area, subject to final approval being recorded within the minutes of the next LGB meeting.

11.1 Behaviour Policy

HB noted that the Behaviour Policy had recently been updated and included an appendix relating to the circumstances of the Covid Pandemic. It was now recommended that this be approved by the LGB.

Governors confirmed that they had read the updated policy and that this be approved.

Agreed: That Governors approve the updated Behaviour Policy.

11.2 Safeguarding and Child Protection (Model) Policy

RL reported that the model Safeguarding, and Child Protection Policy had been updated by the LA in line with the 2020 updates that had been made to the Keeping Children Safe in Education (KCSiE) Document. The updated Policy had been circulated to schools for their review and to be personalised to their school. RL confirmed that this had now been completed for Governors approval.

RL reminded Governors as discussed earlier, once all LGB meetings had been completed for this term she would circulate Part 1 of the KCSiE Document 2020 to all Governors for their review together with a quiz and declaration form to sign and confirm their understanding.

Agreed: That the updates made to the Safeguarding and Child Protection Policy 2020 be approved.

Action: RL to circulate Part 1 of the KCSiE document 2020 to all Governors to read and return the signed declaration to confirm their understanding.

10. GOVERNANCE SERVICES UPDATE

Governors had received a briefing note detailing the recent updates and virtual events planned from by the Governance Services Team including:

- Clerking and Support – Continued virtual arrangements
- Governor Training and Development - Virtual arrangements
- The appointment of a new team member

Agreed: That the contents of the briefing note be received and noted

11. IMPACT STATEMENT

Governors discussed the impact made at this meeting from the discussions and agreements that had been made as follows:

- Appointment of new Governors to ensure a broad skill set is maintained across the LGB
- Induction of newly appointed Governors
- Review and appointment of the Link Governor roles to ensure effective challenge and monitoring is maintained
- Revision of the Policy review process to utilise Link Governors skills more effectively in the review and compilation of robust policies resulting in better time management and efficiency at LGB meetings.
- Impact and challenge made by Link Governor visits and submission of the related reports

PH noted that he felt the main area of impact was from the link Governor visits. The team embraced the challenge and support provided from Governors.

12. DATES OF NEXT LGB MEETINGS

Agreed: That the Local Governing Board meetings for the remainder of the academic year 2020/21 be held as follows:

Spring Term: Tuesday 2 February 2021 at 4.00pm
Summer Term: Tuesday 8 June 2021 at 4.00pm

All meetings to continue to be held virtually unless otherwise informed.

13. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Ruth Cryer and Karen Ingham

14. **ANY OTHER BUSINESS**

There were no items of 'Any Other Business' reported.

15. **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.

PH thanked Governors for their contribution to the meeting and for their on-going commitment as Governors of PSTS LGB. It was recognised that Governors time was limited due to their own individual work commitments and the dedication shown was very much appreciated.

The meeting closed at 5.00pm

Signed as a correct record: _____
(Chairman/Vice-Chairman of Governors)

Date: _____