

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

**MEDICAL ACADEMY  
PARK SCHOOL TEACHING SERVICE (PSTS)**

**MEETING HELD VIRTUALLY VIA THE ZOOM PLATFORM  
TUESDAY 9 JUNE 2020 AT 4.00 PM**

**Present:** Mrs H Banks (HB), Mr H Cooper (HC), Mrs N Elias (NE), Mrs K Ingham (KE), Mr E Swift (ES) and Mrs C Unsworth

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

**Mr E Swift in the Chair**

**Prior to the commencement of the meeting it was discussed and agreed that in the absence of a permanent Chair that Mr E Swift would chair the meeting on this occasion.**

**1. VIRTUAL MEETING PROTOCOL**

Governors had received and reviewed the protocols for this virtual meeting. It was also agreed that anyone wishing to speak would raise their hand.

**Agreed:** That Governors agree to adopt and follow the protocols as circulated for this and any future virtual LGB meetings.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting in particular Mr Harold Cooper newly appointed Co-opted Governor. PH gave a brief overview of Mr Cooper's experience and links with the LA noting that the Trust were pleased to welcome him on board and that it was felt that he would be an asset to the Local Governing Board (LGB) of Park School.

An apology for absence had been received from Ruth Crier. There had been no communication as yet from Dawn Evans-Tomkinson or Karen Ingham, it was hoped that they would arrive shortly.

**3. APPOINTMENT OF CHAIR AND VICE CHAIR**

Further to the spring term meeting, Governors were requested to consider the vacant positions of Chair and Vice Chair and to confirm the necessary appointments.

At this point PH noted that due to the recent split and reorganisation of the Medical LGB the Membership of PSTS was still incomplete. It was therefore proposed that the appointment of Chair and Vice Chair be deferred to the autumn term following further Governor recruitment and when there would hopefully be a full complement of Governors. This was agreed.

ES agreed to continue as Chair for this meeting.

The Clerk noted that these appointments would normally be for two years as per the Terms of Reference but to keep in line with other LGB's it was suggested that the term of office be initially for one year until the Autumn term 2021 after which time the appointments would be for a two year term as all other LGB's.

**Agreed:**

- i) That ES continue as Chair for this meeting.
- ii) That both Chair and Vice Chair appointments be deferred until the Autumn term meeting.

**Action:** PH to undertake recruitment arrangements to fill the three vacant Co-opted positions.

#### 4. **MEMBERSHIP ISSUES**

##### 4.1 Meeting Chairing

The Clerk reported that under the current pandemic circumstances it was felt to be good practice Governors to have a contingency plan in place for the remainder of the summer term in the event that the Chair or Vice Chair become unable to continue with their roles and responsibilities.

However, as discussed under the previous item it had been agreed that the appointment of Chair and Vice Chair was to be deferred until the autumn term. It was therefore suggested that should a situation arise where a Chair was required to undertake any LGB business, that Governors appoint an eligible Governor/s to undertake these tasks.

Governors discussed this matter and from the Governors currently in attendance there were only two eligible. It was therefore

**Agreed:** That Mr Swift and/or Mr Cooper be appointed as Chair to undertake any responsibilities required under these circumstances.

##### 4.2 Notification of Vacancies

Governors were requested to consider the following vacancies:

- 3 x Co-opted Governors
- 2 x Parent Governors
- 1 x Staff Governor (after 30 September 2020)

It was noted that the term of office for Mrs Unsworth, Staff Governor had expired on 31 March 2020. Advice had been sought from the Governance Services Team regarding the possibility of extending her term until 30 September 2020 when it would be more appropriate to undertake a Staff Governor election.

The Clerk had advised that this was an unusual situation but that as we were currently in unprecedented times any extensions to terms of office would need to be approved by the Trust as they set the Terms of Reference for the LGB. However, as they would not be meeting prior to the LGB meeting, it was suggested that approval be requested from the Chair of the Trust Board as an isolated case. If agreed, this would need to be formally recorded at the next Trust Board meeting.

DS confirmed that following discussion, the Chair of the Trust had confirmed his approval and that this would be formally recorded and ratified at their next Trust meeting.

The Clerk reported that due to the current Pandemic situation it was understood that undertaking Parent and Staff elections could prove difficult and therefore any Parent/Staff Governors whose terms of office had expired could still attend meetings but only in an observing capacity (without voting rights).

PH confirmed that both Parent and Staff Governor election arrangements had now commenced, and it was hoped that these positions would be filled in the very near future.

PH referred to the three Co-opted Governor vacancies noting that a review of the skills audit would be undertaken by PH and HB to ascertain any gaps in skills for any potential appointments to be made.

**Agreed:** That the term of Office of Mrs Unsworth, Staff Governor be extended to 30 September 2020 (with voting rights) in line with the approval gained from the Chair of the Trust Board and subsequent ratification being received from the Trust Board at their next meeting.

**Action:**

- i) PH and HB to review the skills audit and consider skills required for the three Co-opted Governor vacancies and approach suitable interested personnel for the Trust to consider.
- ii) PH/HB to advise the Clerk of the outcome of the Parent and Staff Governor elections to enable the necessary documents to be forwarded to them.

**5. DECLARATION OF PECUNIARY INTEREST**

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

## 6. MINUTES AND URGENT MATTERS ARISING

Governors had received the minutes of the last meeting for their review and approval.

ES referred to a discussion held with the Clerk regarding the minutes. He had suggested that Governors are individually named when asking questions or making a statement as opposed to the current practice of the Clerk recording 'a **Governor** asked'... or 'a **Governor** reported'...

ES noted that the Clerk had explained that this was the usual practice across Governance services and the reasons why. Governors views were invited.

PH noted that this query had not been raised before but felt that the wording should remain uniform across the Trust. It was proposed that the wording remain as current practice for the current meeting and further consideration be given to this matter in the future. This was agreed.

A Governor noted that the date at the foot of page 4 should be 2019 and not 2020. The Clerk noted this detail and agreed to make the necessary amendment.

Mrs K Ingham apologised for her late arrival to the meeting; this had been due to work commitments.

### Matters Arising

PH confirmed that following a review of the minutes there were no urgent matters arising which were not covered by items on the agenda. This was agreed.

**Agreed:** To approve as a correct record the minutes of the last meeting of the Board held on 4 February 2020.

## 7. FINANCIAL MONITORING REPORT

Governors had received the financial monitoring report for the summer term 2020 for their review and information.

DS reported that PSTS were projecting a surplus budget of £193,000 which was £97,000 more than the budgeted surplus figure of £96,000.

Governors were informed that the increased income had been mainly generated following the opening of the new Well-Being Centre, which had provided additional capacity for a wider Park School.

For the benefit of the newly appointed Governors HB explained that the Well-Being Centre was required due to capacity issues at the Roscow Fold Site. It was noted that the building on Chorley New Road, Bolton became available and it was agreed for the use of PSTS to maximise capacity and enable a separate and more specialised provision for a specific cohort of pupils.

HB referred to the autumn term 2019 Key Performance indicators (KPI's) relating to this cohort mainly reflecting therapeutic activity and minimal academic input. Therefore, it had been agreed to move this cohort of pupils to the new site to enable additional input and a specialised provision that was more tailored to their individual needs. Further details regarding this was detailed within

the circulated Academy Lead's report. HB noted that this move had proved hugely successful for the pupils involved and the Centre would continue to build on this.

PH commended the success of the new Well-Being centre noting that there had been a wealth of national interest shown in it and could expect many requests to visit the provision when the current pandemic situation would enable it to be made possible.

PH stated that that in most cases schools were judged on academic ability, however many of the pupils attending PSTS were quite unwell and therefore the provision offer could not be as academic and was more tailored to their specific needs. PH explained that many of the pupils were not able to manage an academic timetable and therefore the provision of this therapeutic offer had proved invaluable and the pupils were now thriving. It was hoped that with this specialised support the pupils concerned would feel more energised, have more self-esteem and confidence to be able to move onto some form of academic study.

HB commented on the improvement that could be seen in the confidence and self-esteem of many of the pupils following their move to the Well-Being Centre.

PH noted that once the Pandemic situation allowed, Governors would be welcome to undertake a physical tour of the Well-Being Centre as opposed to seeing it virtually.

Governors commended the success of the Centre thanking the staff team for all their hard work.

ES referred back to the financial report asking for clarification of the additional income generation and if each of the points detailed within his report gave rise to additional costs.

In support of the three points DS confirmed:

- that by appointing 1-1 Learning Mentor support would give rise to the additional costs.
- That work with other LA's would not tend to give rise to additional costs as a higher rate was charged to them.
- That having more pupils in PSTS would likely give rise to some additional costs but that these were in line with the set rate as agreed with the LA as part of the Dynamic Purchasing agreement.

DS explained that there tended to be income increases as opposed to increased costs. However, if it was felt that additional staff were required, it was usual for HB and DS to meet to discuss her requirements to enable additional pupils to be admitted.

PH commended HB, KP and DS for maintaining a solid and healthy financial position at PSTS and for establishing a good financial base and investing wisely and effectively.

DS noted that as Finance Director for the Trust, he always felt re-assured when meeting HB, KP and the staff team at PSTS.

Governors congratulations was conveyed to all staff on the success of PSTS and the new Well-Being Centre.

## 8. ACADEMY LEAD REPORT

Governors had received the termly report from the Academy Lead which included information relating to the following items:

### 8.1 Spring Term (pre-closure)

HB referred to KPI details provided, and the discussion held earlier noting that for the Well-Being Centre the spring term progress data was much more positive. This had been due to moving a cohort of pupils from Park School to the Well-Being Centre. It was noted that their attendance had also improved.

KP explained that the pupils in question had struggled previously with the environment even in small classes of only six pupils. Therefore, at the Well-Being Centre a more therapeutic timetable had been created focussing on well-being and mental health including independent skills, fitness programmes, walks in Queen's Park etc and the overall environment made more welcoming.

Governors were informed that some academic learning such as Maths and Literacy did take place but was camouflaged within other subjects. There had been a 'massive break through' and pupils had responded very well to the new provision. They were more engaged and attending regularly.

HB reported that it was hoped that the provision and support provided would increase pupils' confidence and self-esteem to enable them to move to a more academic offer. It was noted that just before the current 'lockdown' position this was starting to show with pupils looking at functional skills and their next steps with support from Connexions.

Governors were also informed that it was difficult to capture progress in KPI's as data for these students. It was noted that the Boxall profile continued to be used and that case studies had also been compiled for each student.

PH confirmed that the case studies were very useful and would commence from the baseline and include the necessary information to see the progress made. It was felt that by having the case studies the progress did not need to be recorded in the same way as academic data.

It was suggested that the case studies be anonymised, and the success stories shared with Governors for future meetings.

HB noted that ES and RC had undertaken a Governors monitoring visit to the well-being centre as per the circulated reports and had been very pleased with what they had observed both from a Health and Safety aspect and a Curriculum aspect.

**Action:** HB to anonymise the case studies available and circulate to all Governors for their review and information at future meetings.

## 8.2 Safeguarding pupils during Coronavirus lockdown

HB confirmed that staff members had been split into teams and had contacted all pupils either by phone or by undertaking an 'eyes on' home visit. Any issues had been raised and the required Child Action and Child Protection meetings had gone ahead despite 'lockdown'. The Child Protection Policy and Online safety policy were regularly reviewed and updated accordingly.

Regular contact would be maintained for those pupils still at home. This week some of the more vulnerable pupils had returned to school and more would be returning next week.

A Governor referred to the number of changes to the guidance that had been made noting that they could relate to the challenges that HB and the Trust must have faced. This had been similar for the setting they worked at.

PH explained that whilst this had been a very challenging time, safeguarding had been a priority. Therefore, the Academy Management Trust had met on a daily basis to discuss any updates and ensure the necessary arrangements were in place and the focus maintained.

PH noted that the guidance was reviewed in detail and adapted to meet the needs of the service across all five Academies. It was further noted that PSTS were experienced in remote safeguarding practices, but other academies were not so and therefore required more support in ensuring all measures were in place.

## 8.3 Remote learning strategy and its impact

HB reported that staff had contacted pupils to establish their preferred working platform be it in the form of a work pack or online. Pupils continued to be contacted on a daily basis and the work delivered, collected and feed-back provided to the pupil. Some pupils were given other work to stretch their abilities, others who were not as engaged had been provided with alternative work as camouflage learning. Staff would undertake home visits as required for those pupils who were not engaging with the work provided. A discussion would take place as to what work they would be happy to do in order for them to become engaged.

PH informed Governors that Park School provided a very tailored learning program for its students as opposed to traditional learning. The staff were to be commended on the personalised approach to the curriculum and their ability to identify and over-come the barriers in place.

## 8.4 Staffing during the Coronavirus lockdown

HB reported that staff well-being was very important and had been monitored very closely. Strategies had been put in place to ensure that colleagues did not become isolated across the team with regular contact being made, some on a 1-1 basis socially distanced and some virtual or via the telephone.

Staff had been split into teams with their roles and responsibilities clarified to ensure all areas of the service were effectively covered. Some staff had been shielding but had still been able to contact the families and students by telephone.

NE, Staff Governor noted that whilst at home she had contacted students on a day to day basis but at other times of the day she had managed her time effectively in respect of her continued professional development (CPD). NE explained that she had accessed the National College link and found the information available around managing students' mental health issues and the affects that this can have on the staff supporting them.

A Governor asked what the next steps were for pupils returning to Park School and if there were any immediate plans in place to return to face to face learning.

PH explained that there were six Academies across the Trust. The two Primary Academies re-opened last week in line with the guidance provided and the four secondary provisions planned to return on 15 June 2020. PH shared the data that had been provided at a recent meeting with the Director of Public Health and confirmed that all the required risk assessments were in place for each Academy.

PH noted that the decision to return had been left with the individual schools. A number of schools had re-opened for the classes advised by the Government, but some had delayed any return until 22 June 2020. However, it had been agreed that PSTS would return on 8<sup>th</sup> June 2020

A Governor asked if the risk assessment in place for PSTS could be shared with Governors.

HB noted that there was a wealth of documents that could be shared including the RAG rated check sheet used across the Trust and the 'Master Plan' including details of how to manage certain situations and the procedures in place for staff and pupils from entering the building to leaving the building at the end of each day. Risk assessments had been completed in the event that the virus was brought on site or if anyone was confirmed positive in respect of the virus.

PH informed Governors that many checks had been undertaken in addition to ensuring staff availability and site safety. It was noted that the check list provided contained a significant number of questions and only when the full report reflected 'green' on the RAG rating could the setting be considered for re-opening.

PH confirmed that all aspects had been considered and the necessary documents had been presented to the Risk and Audit Committee for their review and approval. It was confirmed that PSTS had been approved to re-open.

PH confirmed that Governors were welcome to review the risk assessments in place.

A Governor asked what had been considered in relation to Personal Protective Equipment (PPE).

PH confirmed that PPE was available on site should this be required to be used. Staff would not be expected to wear face masks, but they were available if required.



NE stated that whilst wearing face masks could minimise any risks it was felt that the masks if worn by staff could also frighten some pupils and cause them to be very unsettled. It was noted that as a member of staff she felt more than happy and confident to return with the precautions and strategies that had been put in place.

A Governor asked if there were any clinically vulnerable staff requiring shielding?

HB confirmed that there were some staff not returning at this time but had been allocated suitable roles and responsibilities in accordance. It was noted that a risk assessment had been completed in respect of the Teacher on the Children's ward at the Hospital and a discussion had been held with the Matron on that ward.

PH noted that he had asked the same questions of the Academy Leads based at the Roscow Fold site as he had asked of those based at the Well-being Centre and both had answered the same. This had satisfied and re-assured him that Centre was ready to re-open and reflected the strength of Leadership across both sites.

**Action:** PH to share the Master Plan and risk assessment for Park School with Governors.

## 9. GOVERNOR VISIT REPORTS

Governors had received the following visit reports detailing information from their virtual visits:

- Well-Being Centre: (Follow up visit) – Ed Swift
- PSTS – Management of the Covid-19 pandemic – Ed Swift
- Behaviour and Attendance – Karen Ingham
- Post 16 – Nicola Elias
- Well Being Centre: Curriculum design/implementation – Ruth Crier
- PSTS: SMSC, Curriculum and Well-being– Ruth Crier
- Data and Exams – Dawn Evans-Tomkinson

HB thanked Governors for their reports. As always, the support and time provided by Governors was much appreciated.

## 10. BUILDINGS AND PREMISES

### 10.1 Building Matters/Urgent Work

HB reported that the Caretaker for both Park School and the Wellbeing centre had ensured that all the necessary hygiene requirements were in place and statutory checks had been undertaken including fire risk assessments, legionella testing and water tank reporting.

The keypads to each door had been removed for hygiene purposes and replaced with key fobs to avoid any unnecessary contact when staff and pupils return to the Centre.

ES asked that thanks be passed on to the Caretaker on behalf of the Local Governing Board for his dedication in maintaining the necessary hygiene and safety regulations at this time.

## **11. SUPPORT FOR GOVERNANCE**

The Clerk referred to the briefing note as circulated with the agenda papers. It was reported that in recognition that schools and academies were not currently operating in the usual way, the Service would continue to be available to provide support, advice and guidance virtually, by email and by telephone.

Clerks would be assisting boards on undertaking virtual meetings and meeting statutory duties with documentation shared securely via the Bolton Governance Gateway.

For information, the Service had put together guidance on virtual meetings which could be found on the Governance Services website. This guidance would be updated throughout the term in order to provide additional information to support boards with their meetings.

During social distancing, isolation and shielding, it was important to provide some normality in services and we would therefore offer a suite of virtual training and development for governors and trustees to access. This would replace planned face-to-face sessions for this term and further information about the sessions available had been issued via an additional e brief.

The NGA Learning Link, brokered through our Training and Development Service Level Agreement, remained available for access. Further information on e-learning can be found on our website.

## **12. DATES OF NEXT MEETINGS**

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

Autumn Term: Tuesday 13 October 2020 at 4.00pm  
Spring Term: Tuesday 2 February 2021 at 4.00pm  
Summer Term: Tuesday 8 June 2021 at 4.00pm

## **13. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Ruth Crier and Dawn Evans-Tomkinson.

14. **CONFIDENTIALITY**

**Agreed:** That none of the matters reported in the minutes of this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association.

The meeting closed at 5.10pm

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

Date: \_\_\_\_\_