

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST
MEDICAL ACADEMY – PARK SCHOOL TEACHING SERVICE (PSTS)
MEETING HELD AT THE FORWARDS CENTRE (Roscow Fold Site)
ON TUESDAY 4 FEBRUARY 2020 AT 4.00PM

Present: Mrs H Banks (HB), Mrs R Crier (RC), Mrs N Elias (NE), Mrs K Ingham (KE), Mr E Swift (ES) Mrs C Unsworth (CU)

In Attendance: Mrs D Evans-Tomlinson (DET) Proposed Local Governor, Mr D Smith (DS), Finance Director, Mr P Hodgkinson (Principal), Mr M Moosa, Trainee Accountant, observing and Carole Brooks (Clerk to the Local Governing Board)

Mrs C Brooks in the Chair (until item 2)

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. The Clerk reported that there had been no apologies for absence received as all members were present.

It was noted that Rebecca Leonard – Vice Principal, BIT planned to attend the meeting but had been un-avoidably detained. It was hoped that she would arrive soon.

Mrs Banks welcomed Mrs Dawn Evans-Tomlinson, prospective new Local Governor and introductions were made.

The Clerk noted that this was the first LGB meeting for Park School Teaching Service (PSTS) since the re-structuring of the Medical LGB resulting in the separation on the Personal Learning Centre and Park School. The appointment of a Chair and Vice Chair of the LGB was therefore required to be confirmed at the next item.

2. APPOINTMENT OF CHAIR/VICE CHAIR

The Clerk invited nominations. It was noted that the term of office for a Chair and Vice Chair would normally be two years but to remain in line with other LGB's it was proposed that for this appointment be until the Autumn term meeting 2021 with a further election being held at that point for a two year term of office thereafter.

There were no expressions of interest at this time however, Mr Swift agreed to Chair the meeting on this occasion.

PH suggested as there were a number of vacancies outstanding, which it was hoped to be able to appoint to in the very near future, that the appointment of Vice Chair be deferred to the summer term meeting.

Governors discussed this matter and agreed for Mr Swift to Chair on this occasion and for the permanent appointments to be made at the summer term 2020 meeting when it was hoped to have a full membership on board.

Agreed: That Mr Swift Chair the meeting on this occasion

Resolved: That the appointment of Chair of the PSTS Local Governing Board be deferred until the summer term meeting.

Mr Swift continued in the Chair

APPOINTMENT OF VICE-CHAIR

The Clerk invited nominations. It was noted that the term of office for a Vice Chair would normally be two years but to remain in line with other LGB's it was proposed that for this appointment be until the Autumn term meeting 2021 with a further election being held at that point for a two year term of office thereafter.

PH proposed that the appointment of a permanent Vice Chair be deferred to the summer term meeting. This was agreed.

Agreed: That the appointment of Vice-Chair of the PSTS Local Governing Board be deferred to the Summer term meeting.

3. DECLARATION OF INTEREST

3.1 Declaration of Pecuniary or Conflict of Interests

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

3.2 Register of Business Interest

In accordance with the academy's financial handbook entries in the Academy Trust's Register of Business Interests 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 the Head Teacher 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/Local Governing Body Code of Conduct.

The following Governors absent from the last meeting of the Medical LGB were requested to complete and return the business interests form to Mr Smith as provided by the Clerk:

- Mrs R Crier, Mrs C Unsworth and Mr E Swift

Action: All Governors absent from the last meeting of the Medical LGB to complete the necessary business interests form and return to Mr Smith at the earliest opportunity.

Mrs K Ingham joined the meeting apologising for her late arrival.

4. **SAFEGUARDING SELF-DECLARATION**

A decision had been taken by the Board that all individuals would complete a self-declaration form to state that they had not received any criminal convictions or cautions within the previous 12 months, which had not already been reported to the Chair of the Board.

Those Governors absent from the last meeting of the Medical LGB were requested to complete and return the said form to Mr Smith.

Action: That all Governors absent from the last meeting of the Medical LGB complete and return the Safeguarding declaration to Mr Smith to be stored under confidential cover at the school.

5. **MEMBERSHIP ISSUES**

5.1 **Review and Confirmation of Current Membership**

The Clerk referred to the terms of reference noting that these stipulated one staff Governor but that two currently were serving on this LGB following the re-organisation of the Medical Academy and separation of the PSTS and the PLC (Personal Learning Centre).

PH noted that it was intended to retain two staff Governors on this LGB and therefore the terms of reference would be amended to reflect that arrangement. This was agreed.

Expiry of term of Office (Staff Governor)

The Clerk reported that the term of office of Mrs Unsworth, Staff Governor, was due to expire on 31 March 2020 and therefore a Staff Governor election would be required to be undertaken. It was noted that Mrs Unsworth would be welcome to re-apply if desired.

Governor vacancies

The Clerk confirmed that the following vacancies still remained:

- 6 x Co-opted Governors, subject to the appointment of Mrs Evans-Tomkinson

It was noted that the terms of reference stated **up to** eight Co-opted Governors and therefore all vacancies were not required to be appointed to at this time if it was felt that there were sufficient skills across the current membership for less than eight serving Governors. Governors were asked to consider the fact that the quorum for meetings was five Governors.

Governors were requested to approve the appointment of Mrs Dawn Evans-Tomkinson as a Co-opted Governor.

PH suggested that Mr Swift, currently a Parent Governor transfer to become a Co-opted Governor and for the Academy Lead to hold a Parent Governor election. Mr Swift confirmed that he was happy to become a Co-opted Governor with the LGB's approval.

Governors discussed both appointments and

Agreed:

- i) That Mr Swift transfer from his current position of Parent Governor to become a Co-opted Governor with immediate effect.
- ii) That the LGB approve the appointment of Mrs Dawn Evans-Tomkinson as a Co-opted Governor with immediate effect.

Action: Mrs Banks to make the necessary arrangements to hold both a Parent Governor election and a Staff Governor election at the earliest opportunity.

6. MINUTES OF THE LAST MEETING

Governors had received the minutes of the last meeting held on 8 October 2019 for their review and approval. It was noted that these minutes related to the Medical Academy which included the PLC and PSTS) prior to the separation of the two LGB's.

Mr Swift noted that he had sent his apologies, but these had not been recorded. The Clerk had not received these but noted the required correction.

Mrs Elias referred to Item 6 of the minutes of the last meeting noting that she was present at the meeting held on 4 June 2019 and thought that the detail recorded regarding apologies related to Mrs Ingham whom had sent her apologies, but these had also not been received by the Clerk.

The Clerk apologised for the error made and the mix up with two names and asked that any future apologies for absence be forwarded to the Chair of the LGB and the Clerk.

MATTERS ARISING

Governors reviewed the actions relating to the PSTS LGB. The following comments were made:

6.1 Governor training, minute number 6.2

DS referred to training in respect of Safeguarding and informed Governors that once the full membership of all LGB's had been confirmed it was intended to liaise with 'One Education' for this training to be arranged at the earliest opportunity.

6.2 GIAS Site, minute number 9.1

DS reported that the GIAS site had been updated with the email addresses provided. However, a further review would be required following the re-structure of the Medical Academy.

DS noted that it was thought that Governors should now receive a monthly newsletter from this site. If this had not been received, a further review would be required to ensure that the detail was correct.

A number of Governors confirmed that they had not received an email from GIAS.

DS requested that all Governors further check their inboxes and spam folders and advise him at the earliest opportunity.

Action:

- i) All Governors to check their email inboxes including spam folders for receipt of the newsletter and advise DS accordingly.
- ii) DS to update the GIAS site to reflect the new membership following the restructure of the Medical Academy.

6.3 Policy Review Schedule, Minute number 14.1

PH reported that Rebecca Leonard, as Vice principal was to work with 'One Education' regarding compiling a suitable policy review process and schedule. Once complete the necessary policies would be brought to the LGB for their approval.

Action: Rebecca Leonard to compile a policy review schedule in liaison with 'One Education' with a report back to the LGB regarding the revised process/cycle to be followed.

7. GOVERNANCE RESPONSIBILITIES

7.1 Terms of Reference 2019/20

The Clerk had distributed the updated Terms of Reference relating to the PSTS LGB with the agenda.

The Clerk requested that a review of the content be made to ensure that these remained effective for the 2019/20 academic year. The Clerk noted that since the last meeting the following detail had now been included:

- Appointment process for Chair/Vice Chair – Nominations to be invited at the meeting.
- Membership – To include one member of the Leadership Team at each LGB meeting in an observing capacity.

The Clerk referred to the discussions held earlier in the meeting regarding the amendment required to reflect the need for two staff Governors to be detailed within the Membership as opposed to one. PH had agreed to update this and forward the revised report to the Clerk for uploading to the Gateway.

Agreed: That the Governing Board approve the terms of reference 2019/20 as set out in the appendix to these minutes, to serve until the autumn term meeting 2020.

Action: Clerk to upload the revised terms of reference 2019/20 onto the Gateway within the useful Documents area.

7.2 Link Governor roles and responsibilities

The Clerk suggested a review of the Link Governor roles and responsibilities be undertaken once a full complement of Governors were in place with the exception of the key responsibilities such as safeguarding and Health and Safety etc.

The following appointments were made:

- Quality of Education - Mrs D Evans-Tomkinson
- Website

PH noted that one of the potential new Governors could have skills in ICT and therefore could take up this responsibility once appointed.

Mrs C Unsworth agreed to undertake this role on a temporary basis until a new appointment could be made.

- Leadership & Management - Left Vacant

The Clerk suggested that these be forwarded to her for inclusion on the Gateway for Governors review and information.

Agreed: That Governors approve the Link Governor roles, responsibilities and appointments made subject to further amendment following additional Governor appointments being made in the future.

Action: HB to forward the updated link Governor roles and responsibilities report for the PSTS LGB to the Clerk to be uploaded to the Governance Gateway.

8. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

No items of 'Any Other Business' were notified at this stage in the meeting.

9. NOMINATED GOVERNOR ROLES

9.1 Chairs' Briefing

The Clerk reported that the Chairs' Briefing meeting had been held on Monday 27th January 2020 where the following issues were highlighted:

- Update from the Director of People Services – Bernie Brown
- Spring term updates:
 - Outcome of election for Parent Governor Representatives on the Scrutiny Committee (Vicky Dean and Justine Bond)
 - Maintained Schools Committee terms of reference updates
 - Schools Financial Value Standard (Maintained)
 - Changes to Relationship and Sex Education requirements
 - Catholic Education Service HR Policies
- Governance Peer Support Discussion
- Governance Services Update

The Clerk noted that in the absence of a Chair, the Vice Chair or another nominated Governor could attend.

Action: The newly appointed Chair to note the date of the next Briefing as 11 May 2020.

9.2 Link Governors Report on Training / Recent Training undertaken

The Link Governor confirmed that they had not received details of any training undertaken by governors since the last meeting.

Mr Smith encouraged Governors to access any relevant training to further enhance their Governance skills. It was noted that this would be funded by the Trust.

The Clerk recommended that any newly appointed Governors attend the National Induction training for new Governors.

Mrs Evans-Tomkinson (DET) expressed an interest in this course and agreed to make the necessary arrangements.

PH suggested that training in the appropriate curriculum offer for Alternative Provision would be useful to source. It was noted that AP's in the main would not be judged as outstanding due to the curriculum offer.

Governors discussed this matter and agreed that training in this area would be very useful. It was felt that this ought to be raised and arrangements be made for an Ofsted representative or Liam Trippier to support the provision in this area.

PH noted that following a recent Ofsted Inspection of another Academy it was felt that the 'intent' and plans in place was correct but that further 'stretch' within the subjects was required.

Action:

- i) PH to source suitable training to support the provision in respect of ensuring the required Curriculum offer.
- ii) DET to make the necessary arrangements to access the National Induction Course for new Governors

9.3 Link Governor Visit Reports

The following link Governor monitoring reports had been received:

9.3.1 Delivering the academic/Vocational Curriculum (implementation) – Chris Tye

Mrs Banks referred to the circulated report noting that Mr Tye had undertaken this visit prior to the restructure of the Medical Academy. It was noted that he was no longer a serving Governor on this Board as he had remained with the Personal Learning Centre (PLC).

The Clerk referred to the circulated report and asked if Governors could include the name of the Academy visited when completing the visit report as the ones circulated didn't reflect the individual setting. This was agreed.

Mrs Banks referred to the length of time spent by Governors undertaking link Governor visits. It was felt that this was not always reflected within the reports compiled. It was suggested that time be built into the visit to write up the report whilst still on-site and enable governors to ask if any further questions of the staff team and address any concerns at the time, if required. It was further noted that otherwise important information could be otherwise lost and issues with time constraints for the completion of the outcome report could become prevalent.

After further discussion it was:-

Agreed: That Link Governors should be asked to write their reports on site during the visit and agree the date, priorities and focus of their next visit.

Action: PH/HB to ensure that PSTS be included as standard on the blank visit template.

9.3.2 Behaviour and Attitudes - Karen Ingham

Mrs Ingham guided Governors through the detail of her circulated report in respect of Behaviour and Attitudes. Governors were informed that Mrs Ingham had met with the Senior Leader and Mrs Banks as Academy Lead to consider:

- The Behaviour Policy
- The Attendance Policy
- Pastoral Responsibilities
- An example of Boxall profiles and targets
- Data on Year 11 in respect of engagement, independence and attendance.
- Token based reward Board showing form tokens
- Individual raffle-based reward system providing cumulative prizes over time

Line of Enquiry -1:

The school environment, routines and expectations promote positive behaviour

Mrs Ingham confirmed that a review in relation to the line of enquiry in relation to the area of strength in the SEF/Action Plan had been undertaken together with a review of all policies to ensure were robust and fit for purpose.

Governors were assured that there was a wealth of evidence to support the strength in this area.

Mrs Ingham noted that in the report, she had related to the Assistant Head Teacher but that this should have stated Deputy Head Teacher.

Mrs Ingham referred to the 'bubble room' being an area provided out of the classroom for pupils to go to benefit from reflection time to promote a change in the behaviour presented. It was felt that the reasons and number of times pupils attend 'the Bubble' ought to be tracked and the data analysed in order to monitor effectively.

HB noted that this room was used as a support strategy for the pupils and was not to be seen as a sanction. NE confirmed that a 'tick box' arrangement was in place as part of the C-Poms recording system to enable effective monitoring to be undertaken.

Line of enquiry - 2:

Engagement, attendance and independence are tracked. An area identified in the SEF was to continue to monitor and develop this.

Mrs Ingham confirmed effective tracking of pupil engagement, with tracking reports having been provided as a good evidence base. HB had trained a number of staff to specific criteria to ensure consistency in delivery.

Next Steps

Mrs Ingham informed Governors that she had advised that pupil and parent voice be sought with the outcome being fed back to Governors and had offered to take part in this exercise as part of a future link Governor visit.

Mrs Banks confirmed that the report was an accurate reflection of the visit undertaken. It was felt that October time was early days for tracking purposes and that they would be further along the journey by the next visit.

Mrs Ingham was thanked for her time attending and for the comprehensive report submitted.

PH also thanked Mrs Ingham for her commitment and commended the content of her report. It was noted that this was very much in line with the Governance handbook.

Mrs Ingham thanked the Board for their comments noting that it was always a pleasure to visit PSTS. Mrs Ingham noted that sharing knowledge and best practices was a two-way process and that she had gained a wealth of knowledge from undertaking her visit. It was also confirmed that she felt that the curriculum offer at PSTS was fit for purpose.

Action: Governors to undertake their Link Governor Visits, complete the relevant proforma and submit this to the Academy Lead (HB) well in advance of the Summer Term 2020 LGB meeting.

9.4 Bolton Governor Conference

The Clerk reported that the Governance Services Team held their annual Governor Conference on Saturday 2 November 2019 at the Mercure Bolton Georgian House Hotel with the theme of "Opportunities for All".

The day had proved a great success and feedback has been very positive.

Mr Hodgkinson had been invited to speak about Alternative provision and all attendees had commended the presentation made.

PH confirmed that he had thoroughly enjoyed the day, it had provided a wealth of networking and information sharing opportunities. PH noted that he would be very keen to attend future conferences as a delegate and also encouraged Governors to consider attending future conferences.

10. FINANCE REPORT

Governors had received the financial report 2019/20 compiled by Mr Smith. It was noted that the purpose of the report was to update Governors with financial information in relation to Park School based upon transactions that have occurred during the period 1 September 2019 to 31 January 2020.

Mr Smith reported that PSTS had generated a surplus of £186,000 which was £88,000 more than had been budgeted for. This had been as a result of additional expenditure being received to support the additional pupils.

Governors were informed that the main change was that the opening of a 'Well-Being Centre' based on Chorley New Road. This was intended to create capacity for PSTS to accept more pupils.

Mrs Banks referred to the current capacity issues noting that at present she didn't feel that the needs of one cohort in particular could be met as effectively as she would like. These pupils were only accessing the softer subjects and not the academic areas.

Governors were informed that the building did not look like a school and the curriculum would focus on therapeutic art, physical and mental wellbeing and life skills. It was noted that pupils may not work to GCSE level but would be prepared for life after PSTS.

The wellbeing Centre would also offer opportunities such as:

- visits to Queen's Park to look at nature for mindfulness
- Cooking to support independence
- Yoga for relaxation and mindfulness

Governors were informed that it was hoped that anxiety and depression workshops could also be introduced in the future.

HB noted that it was hoped that by opening up the Well-being Centre capacity would be released to provide the opportunity for more pupils to access the less academic curriculum. Those that were already attending were enjoying being creative and feedback was positive.

A Governor asked why some pupils attendance was poor.

HB confirmed that some pupils who suffer from a high level of anxiety would find it difficult attending initially and therefore it would take time for them to familiarise themselves with the change in environment.

A Governor asked about pupil capacity at the Well-Being Centre.

HB reported that there were eight pupils attending at the present time but that the Centre had the capacity to increase to no more than 24 pupils to be in line with fire regulations.

Mr Smith referred back to the finance report noting that there was now a need to build up staffing and other resources due to the capacity that had been created at PSTS. Therefore, consideration had to be given to maintaining financial security.

Governors were informed that the Trust as a whole was required to generate a surplus balance in order to re-pat inherent deficits from previous years. This surplus balance would greatly support this deficit.

A Governor asked if in the future the financial arrangements for the Well-Being Centre could be separated out to enable Governors to see the benefits.

Mr Smith confirmed that the Centre wasn't a separate setting and that it was part of PSTS. It would be a challenge to separate the finances but would look to providing Governors with a financial summary showing income and expenditure based on the number of pupils, staff costs and rent arrangements.

A Governor asked how much the rent was.

DS explained that the rent was £28,500 for the whole building but PSTS were only liable for 2/3 proportion of this. Youth Challenge used the remainder of the building and were therefore liable to pay for the remaining 1/3 of the rent.

A Governor asked how long it was felt it would take to clear the deficit in place.

Mr Smith confirmed that this was in the region of two years. The trust were making good progress and the ESFA had recently de-escalated the Trust from their 'cause for concern' category due to the financial progress that the Trust had made.

Governors commended the Finance team for the effective management of the Academies finances and the progress made in reducing the deficit.

PH apologised for having to leave the meeting at this point to attend another meeting.

11. **ACADEMY LEAD REPORT TO GOVERNORS**

Mrs Banks (HB) presented her termly report guiding Governors through the following key items:

- Quality of Education
 - Intent (Academic and Vocational)
 - Implementation (Academic and Vocational)
 - Impact (Academic and Vocational and Phase 2 Outcomes)
 - Key Performance Indicators (KPI's) – Autumn term 2019
- Behaviour and Attitudes
 - Behaviour
 - Attendance
- Personal Development
 - Intent and Implementation (SMSC and Non-academic Curriculum)
 - Impact SMSC and Non-academic Curriculum) – Phase 1 Outcomes
- Preparing for life beyond Bolton Impact Trust (BIT)
- Leadership and Management
 - Vision Inclusivity and working with others
 - Managing Staff workload, enhancing staff practice through performance management and CPD
- Safeguarding
- Health and Safety

Aspects of the report were highlighted. HB noted that the format of the report had been revised. This was felt to be more visual and was in line with the new Framework.

Mrs Banks referred to the two Head-Line data reports: PSTS Headline Data – Current Structure Autumn 2019.

The first of which provided data in respect of :

- Groups, boys v girls, whole school EHCP, PSTS by year, Whole school PPG and whole school ethnic Minority

The second report provided data in respect of:

- Academic Progress, Pastoral progress, Attendance, English Language and Maths progress.

HB referred to attendance in particular noting that this remained an issue but was due to the nature of the setting being medical and therefore pupils were often absent due to their need to attend various appointments.

Governors' comments and feed-back on the visual format of the reports was requested. Governors were asked to consider if they were easier to follow or if the original version was preferred.

Governors discussed the new format and agreed that this format was a good representation of the data and was more user-friendly. It was noted that Governors felt that they also required the original written version to use in conjunction.

A Governor asked if intermediate targets were set.

HB explained that pupils were reviewed on a regular basis to determine the next steps.

A Governor referred to attainment and asked how this was measured.

HB explained that pupils' attainment was reviewed weekly and also termly. Attendance comparison was difficult as all students are referred to Park School because they are not attending school. However, comparisons can be made on a termly basis and governors felt this information would be useful.

Action: HB to provide both reporting formats for future meetings.

A Governor referred to reading and asked what was done to promote the love of reading.

HB explained that reading was a whole school initiative for this year and that staff training had commenced to help and support the pupils in this area, including two newly appointed learning mentors. The training resources used are based on Alex Quigley's book called 'Closing the Vocabulary Gap'.

Stakeholder Questionnaire

A Governor asked about the outcome of the recent stakeholder questionnaire.

HB confirmed that some very positive responses had been received within the comments box from: Pupils, parents, external agencies and schools. Some responses had been verbal following telephone calls made by the welfare officer.

Well-Being credits

A Governor asked for clarification on the use of well-being credits for staff and if any impact could be seen.

HB explained that for fulltime staff 6 credits per year were available to be taken either as a full day or in two-hour blocks. This could be for staff to attend events such as watching their child's sports day or Christmas play that they otherwise would not be able to attend. HB noted that staff had responded very positively to this opportunity. Staff absence and turnover was very low.

Governors thanked and commended Mrs Banks for her thorough and comprehensive report.

11.1 School Self-Evaluation and School Improvement/Development Plan Update

A copy of the School Development Plan (SDP) and Self Evaluation (SEF) had been circulated to all Governors for their review and approval.

Agreed:

- i) That the progress made on School Self-Evaluation and School Improvement/Development Plan be noted.
- ii) That Governors approve the School Self-Evaluation and School Improvement/Development Plan for PSTS.

11.2 Visit from the Education Improvement Link Professional (SIP)

The Clerk referred to the summer term visit on 14 June 2019 noting that Governors had not had sight of the outcome report. At the last meeting RL, Vice Principal had noted that she did not think that the report had been forwarded and would follow this matter up at the earliest opportunity and circulate this to all Governors.

HB confirmed that she didn't think that the SIP had completed a report. There had not been a visit in the autumn term.

11.3 Termly Report on Children Looked After

Mrs Banks reported that there were no Children Looked After on roll at Park School.

11.4 Termly Report on Children Missing Education

The Academy Leads reported that there had been no cases of children missing education since the last Local Governing Board meeting.

Agreed: That the Academy Leads report on 'Children Missing Education' be received.

11.5 Pupil Premium Grant for 2019/20

The Academy Lead had provided a report on the Pupil Premium funding received for the 2019/20 financial year and its use to improve barriers to learning. It was confirmed that this was available on the academy's website.

Agreed: That the Academy Leads termly report on Pupil Premium be received.

11.6 Submission of validated Academy performance information – KPI's

Governors had received whole school KPI group data for PSTS for the Autumn term 2019 for their review and information.

Agreed: That the validated data be received.

Agreed: That the termly report from the Academy Lead be accepted with thanks.

12. **POLICY REVIEWS/APPROVALS**

Governors had received the following policies for their review and approval.

12.1 Admissions Policy 2021

The Clerk noted that approval of this policy had been deferred from the autumn term meeting.

HB confirmed that the policy in place was more procedural as the LA commissioned all places at PSTS.

Agreed: That Governors approve the Admissions procedure for PSTS.

12.2 Health and Safety Policy – PSTS Well-Being Centre

HB reported that whilst PSTS Well-Being Centre was based on a different site the same policies were to be used as those of PSTS. However, the Health and safety policy as circulated had been compiled specifically for the PSTS Well-Being Centre.

Governors reviewed the policy with one Governor referred to the possibility of the presence of asbestos and asked if checks had been completed.

Mr Smith confirmed that he was sure that there were no signs of asbestos but that checks were in the process of being undertaken. It was also confirmed that a risk assessment had been

undertaken in the mean-time. A report to confirm could be provided for evidence purposes if required.

A Governor asked if there was a perimeter fence and if the area could be secured externally.

HB confirmed that no-one could enter the building unless reception provided them access.

DS informed Governors that there was a five-year lease on the building with four years left to run, including a mid-term break clause, and that the landlord was the same as that of the PLC building. It was noted that arrangements would be made for Governors to visit the Well-Being Centre in the near future.

Agreed: That Governors approve the Health and Safety Policy for the Well-Being Centre.

13. SKILLS AUDIT

Mr Smith confirmed that there was nothing to report regarding the skills audit at the present time and that an update would be provided once a full Governors membership had been gained.

Agreed: That DS provide an update report on the skills/training requirements of the LGB once full membership had been confirmed.

14. APPRAISAL PROCEDURES

14.1 Impact of school appraisal on school improvement in the 2018/19 academic year

At the last meeting DS reported that any recommendations following completion of the performance management process were to be presented to the relevant Committee and managed at Trust Level. A report would be provided back to the LGB in the Spring Term 2020.

Mr Smith confirmed that all pay recommendations made following the completion of the appraisal process had been discussed and approved at Trust level at the last Committee meeting.

Agreed: That the Trusts report on school's appraisal procedures for the 2018/19 academic year be received and noted.

14.2 Academy Leads Appraisal Review

At the last meeting DS had reported that as for the previous item, any recommendations following completion of the performance management process for the Academy Leads would be presented to the relevant Committee and managed at Trust Level. A report would be provided back to the LGB in the Spring Term 2020.

Mr Smith therefore confirmed that all pay recommendations made following the completion of the Academy Leads appraisal review had been discussed and approved at Trust level at the last Committee meeting.

Agreed: That an update on the Academy Leads appraisal review for the 2018/19 academic year be received and noted.

15. EVACUATION AND INVACUATION PROCEDURES

The Clerk suggested that as this information had been recorded within the Academy Leads report under Health and Safety, that this form part of the sub items to be reported on with that item as opposed to it being a separate item on the agenda. Governors agreed.

HB confirmed that further to her circulated report, an evacuation and Invacuation exercise had been undertaken on 2 October 2019.

16. WEBSITE COMPLIANCE UPDATE

Mr Smith suggested that as the Link Governor in this area had recently resigned, and that CU had only been appointed with this responsibility at this meeting, that the report be deferred to the summer term. This was agreed.

It was proposed that CU supported by DS undertake a review of the website and provide a report back to Governors at the summer term meeting to confirm continued compliance. This was agreed.

Action: CU (supported by DS) to undertake a termly review of the Academy's website to ensure continued compliance and provide a report back to Governors at the summer term LGB meeting.

17. CHANGES TO RELATIONSHIP AND SEX EDUCATION (RSE) REQUIREMENTS

The Clerk reported that the new Relationships Education, Relationships and Sex education (RSE) and Health Education would be mandatory from September 2020.

It was noted that Relationships Education would be compulsory in all primary schools in England and Relationships and Sex Education would be compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools.

It was noted that schools and academies must have regard to the guidance, and where they depart from those parts of the guidance which state that they should (or should not) do something they will need to have good reasons for doing so.

The Clerk advised that the statutory guidance was available via the DfE website along with helpful guides for schools and parents.

It was reported that local primary and secondary schools and academies had worked together in a number of cases to share their own experiences of working with their local communities and ensuring robust policy planning. Stakeholder working was also noted as a useful tool to ensure that the curriculum remained transparent, and any misunderstandings and myths explained.

For faith-based schools, the Governance Services Team recommended consulting with the appropriate religious authority as they may have further guidance and support available.

Mr Smith confirmed that he would further discuss this matter with Rebecca Leonard as she was currently undertaking a review of the review cycle and approval process across the Trust.

Agreed:

- i) That the Board delegate to leaders, if not already done so, the planning of the new curriculum and the sharing of clear information with stakeholders.
- ii) That the LGB delegate responsibility to Rebecca Leonard, Vice Principal of the Trust, to ensure that a robust Relationships Education, Relationships and Sex Education (RSE) and Health Education curriculum policy, where appropriate, was in place by 1 September 2020.

Action: Mr Smith to liaise with Rebecca Leonard, Vice Principal of the Trust, regarding the need to ensure that a robust RSE policy was compiled and in place for September 2020.

18. SCHOOL TERM AND HOLIDAY DATES 2020/21

Mr Smith informed Governors that a report detailing the school term and holiday dates for 2020/21 as approved by the Trust was available on the Academy website. The details of when pupils were in school were indicated by a colour coded key.

Governors were assured that BIT followed other Bolton Schools holiday patters with the exception of the inset days that had been chosen to best meet the needs of BIT.

19. DATE OF NEXT LOCAL GOVERNING BOARD MEETING

Agreed: That the Local Governing Board meeting for the remainder of the academic year 2019/20 be held as follows:

Summer Term: Tuesday 9 June 2020 at 4.00pm at the Forwards Centre, Roscow Fold Site.

20. CONSENT TO ABSENCE

There were no apologies for absence to be approved as all members were present, with the exception of Rebecca Leonard, Vice Principal who had been unavoidably detained.

21. **ANY OTHER BUSINESS**

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

22. **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.

Governors were thanked for their attendance.

Governors commended Mr Swift for chairing the meeting so effectively and efficiently.

The meeting closed at 5.30pm

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

Date: _____