

LOCAL GOVERNING BOARD OF PARK SCHOOL
MEETING HELD VIRTUALLY VIA MICROSOFT TEAMS
ON 1 FEBRUARY 2022 AT 4.00 PM

Present: Mrs K Ingham (Chair), Mr H Cooper, Mrs E Bamber, Mrs K Peart (Academy Lead), Mr M Fay, Ms E Fletcher, and Mrs A Woosey.

In attendance: Mrs R Leonard (Vice Principal BIT), Mr D Smith (Finance Director), Mr M Moosa (LGB Accountant) and Clerk to the Board (Mrs JE Pollard)

Mrs Ingham in the Chair

1. WELCOME AND APOLOGIES FOR ABSENCE

Introductions were made around the table. New Governors Ms Fletcher and Mr Fay were welcomed. No apologies for absence had been received.

2. PROCEDURAL MATTERS

2.1 Code of Conduct

The Clerk provided a copy of the Board Code of Conduct to note and accept.

The Clerk noted that they would continue to issue the Code of Conduct and Acceptance Form to new members as part of the welcome to governance pack.

Agreed: That Governors note and accept the Code of Conduct.

2.2 Membership

Governors were informed that Mrs Berry and Mrs Evans Tomkinson had resigned.

Mr Fay and Ms Fletcher were to assume Co-opted roles.

Two Parent vacancies remained, Mrs Peart had met with one Parent and awaited their response.

The term of office of Ms Cryer had ended and she had confirmed she would not seek reappointment.

Governors were informed there remained two Parent and two Co-opted vacancies.

2.3 Declaration of Pecuniary or Conflict of Interest

No declarations of pecuniary interest were made.

2.4 Register of Business Interest

The Clerk reminded those Governors that were not present at the autumn term meeting to complete the LA model pro-forma and return it to the Head Teacher for retention in school.

2.5 Safeguarding Self Declaration

The Clerk reminded those governors not present at the autumn term meeting to 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.

2.6 Skills Audit

Copies of a skill audit for completion had been circulated.

Governors were reminded to complete and return all the relevant forms as distributed.

3. ELECTION OF CHAIR

No nominations had been received.

At the autumn termly meeting no nominations had been received and the election of Chair had been deferred to this meeting. As no further nominations had been received it was agreed that individuals would be consulted outside of this meeting. Governors were assured high levels of support would be provided for any individual wishing to be considered for election.

Agreed: To defer the election of Chair to the next meeting.

4. ELECTION OF VICE CHAIR

No nominations had been received.

At the autumn term meeting no nominations had been received and the election of Vice Chair had been deferred to this meeting. As no further nominations had been received it was agreed that individuals would be consulted outside of this meeting. Governors were assured high levels of support would be provided for any individual wishing to be considered for election.

Agreed: To defer the election of Vice Chair to the next meeting.

5. MINUTES AND MATTERS ARISING

5.1 Minute number 6 – Parent Governor vacancies had been advertised with no response.

5.2 Minute number 8 – it was not known if the Health and Safety or Well being Centre pro formas had been completed following monitoring visits.

Action: Mr Smith to follow up on the completion of pro formas.

5.3 Minute number 9 – Governors were informed any missing minutes had now been uploaded to the website.

5.4 Minute number 11.2 – Governor school visit reports would be submitted to the next meeting.

5.5 Minute number – 13.3 Physical restraint training, Mrs Peart reported that all staff require training and we were looking into MAPA (Management of Actual or Potential Aggression) training which included training for de-escalation skills.

5.6 Minute number 13 – policies published on the website.

Action: Mrs Bamber to check if policies were now published.

5.7 Minute number 14.5 – Website compliance, the compliance report had been reviewed, contact details were up to date, examination and assessment results were due to be uploaded. Pupils destinations would be included, however, some sections did not apply to this school. Curriculum details were on and we had a detailed report for careers. We would ensure PPG data was up to date. SEND had been updated and it would be checked if this had been uploaded.

There had been whole Trust training on Equality objectives which had been updated and now included eliminating discrimination. Annual reports and accounts would have to be uploaded, Mr Smith confirmed this was not included at LGB level and was on the Trust website. Once elected, details of the Chair would be included.

5.8 Minute number 16 - Safeguarding policy, this was up to date as this was the LA model policy.

Agreed: To approve as a correct record the minutes of the last meeting of the Board held on 12 October 2021.

6. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

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

7. ACADEMY LEAD REPORT

Mrs Peart presented her termly report. Governors had been requested to read the report in advance of this meeting and to bring any questions. The main headlines were reported. A considerable amount of work continued outside of this meeting. The main focus around the Quality of Education was to ensure we were doing everything possible to give every child the best education.

All teaching staff had completed a curriculum overview followed by the production of a 'deep dive' document of their specialist subject. Bolton Impact Trust Teaching and Learning Hubs led by the Director of Standards had been attended by all teachers. Strategies for teaching and learning as well as developing knowledge of current educational research had been extremely valuable. Weekly meetings monitored student progress and their curriculum was adjusted accordingly if necessary. Students also transitioned between settings according to their needs, Roscow Fold for more academic focus, Wellbeing Centre for social and emotional development.

A safeguarding audit had taken place and we ensured all safety procedures were in place. Training was kept fully up to date. We continued with the reading agenda and pushed on improving reading ages. We did have children with gaps between their age and reading age, and we had looked in depth at how they were assessed and introduced this into all subjects. This would take time to embed and reading ages had progressed slowly.

What was being done in terms of training, were you using the DfE reading scheme?

We had originally looked at Alex Quigley, Closing the Reading Gap. The DfE had referred to the missing million words for children in Early Years. We did not have a reading scheme and resources had been reviewed as we had children from all different backgrounds and demographics. A change of resources had been completed and it had been felt far more diversity was needed so we had really tried to embrace difference.

There was a move to drive a trust wide reading strategy and a whole trust INSET day was to be held in April. In addition, phonics work in primary schools had been looked at and how this translated into secondary education. Work had been completed around making texts accessible

and relevant to pupils. We would now look at decoding, comprehension and specific intervention for specific children. For all staff we would have a back to basics approach with how reading was taught and how this transitioned from primary. The children in this school did have significant barriers to learning and mental health issues, but they were engaging again in their learning.

History and Geography were delivered but not assessed?

We were limited in what we could deliver for GCSE but knowledge from History and Geography was woven into other subjects. If a child attended here that was taking History and/or Geography at their own school we did support that. Year 11 were actually undertaking a short course in History and Geography.

Cultural Capital, do you feel this is a strength?

Difficulties had been experienced because of Covid, however, we were looking at broadening our offer. A few trips had been undertaken and we would introduce more taking into account pupil voice, other things had been delivered virtually.

One serious incident was referred to, in the report, was this resolved in an appropriate manner?

Currently there were multi agencies working together plus the Local Authority, all involved were fine.

Agreed: That the report be accepted with thanks.

8. COVID RESPONSE

A sense of normality was returning for pupils and staff. This school had been fortunate initially with staff absence but since the start of the spring term there had been increased absence. The team were resilient and the offer was as normal as possible, there had been some timetable restriction in terms of enrichment. The introduction of the five day isolation rule had made absence easier in terms of staffing.

9. FINANCE UPDATE

The budget for 21/22 had a predicted surplus of 65k. up to period 4 there had been an increase of 17k producing a carry forward of 82k. the income from traded had increased to 116k which had produced the additional 17k.

Is the budget on track?

The budget was on track including the additional income.

Covid had a considerable impact in terms of finance and we had therefore projected cautiously. We were now starting to see a flow of numbers into school and were closer to the historic pattern of referrals. Pupil numbers in the hospital provision had been significantly higher which had increased income.

10. NOMINATED GOVERNOR ROLES

10.1 Chairs' Briefing

The spring term Chairs' Briefing had been held virtually on Monday 24 January 2022 where the following items had been presented:

- Spring Term Governance Services Update
- Spring Term Meeting Updates:
 - Financial Management
 - Publication of Statutory Information
 - Role and Procedures – Associate Members
- Development – Well-being and Teacher workloads

Governors were informed wellbeing afternoons continued, the trust now had a Wellbeing Charter. Wellbeing was a constant area for focus and a culture of looking after each other whilst still having challenging conversations. Park School had been awarded the One Education Gold Wellbeing Award.

Had staff completed any staff questionnaires?

A staff wellbeing audit had taken place, responses had been collated and an action plan written. The action plan would be regularly reviewed

Should wellbeing be a standing item? Could we have a wellbeing link Governor?

The remit for the Governor could be to speak to staff and to attend at wellbeing events. Governors were asked to submit any expressions of interest in the role.

10.2 Training and Development Lead's Report on Training

Bolton Governance Services provided a comprehensive training programme specific to the role of Governor and more general training. One Education were to provide Equality training on 22 February 2022 for Governors and Leaders.

Bolton Governance Services website was shared. The SLA for training was purchased for the benefit of Governors and new Governors were recommended to sign up to New Governor Induction training. Governors also had access to e learning via the NGA website and examples of e learning courses were shared. Governors were asked to submit any information on training attended in order that a record could be kept and training monitored.

10.3 Partnership Forum

10.3.1 Spring Term Partnership Forum

The Partnership Forum meeting was to be held virtually on Monday 7 February 2022 where the following matters would be presented:

- An update on the role of Bolton's Virtual School and scope of its work - Lindsey Nelson, Virtual School Head, Bolton's Virtual School.
- An overview of the work of the Internal Audit Team - Judith Smith, Principal Auditor, Internal Audit and Service Development Team.

10.3.2 Summer Term Partnership Forum

It was also reported that the summer term Partnership Forum would be held in person on Monday 23 May 2022 at the Bolton Science and Technology Centre. The Clerk noted that booking was essential for this event and could now be made via the online booking form on the Bolton Governance Services website. Boards were asked to send one representative to enable fair access for all schools and academies across the Borough.

The following presentations would be delivered at the summer term Forum:

- Safeguarding Updates
- Jo Nicholson, Education Safeguarding Officer, Safeguarding in Education Team
- Shona Green, Safeguarding Officer, Bolton Safeguarding Children
- The new SEND Local offer and SEND Updates
- Sue Cornwell, Head of Service for Children with SEND and PEPs
- Alison Hart, Strategy & Partnerships Manager

10.4 Link Governor Reports

Had any Governor been into school?

It had been made more difficult to access school during the pandemic. The SEND link governor, Mr Cooper, had been in to meet Mrs Peart and had then returned with questions and revisited the following week. Mr Cooper had completed a two hour course on the role of the SEND Governor. Mr Cooper was thanked.

11. **POLICY REVIEW**

11.1 Accessibility Plan

The document was very comprehensive and covered both centres.

Wheelchair access at Roscow Fold?

The difficulty that had been found was the small ramp was not securely fitted and had to be fixed, Mr Hodgkinson had been informed.

Mr Smith had submitted a capital grant bid to address some significant accessibility at Roscow Fold, this was the second occasion an application had been made and Governors were reassured issues would be resolved.

Agreed: To approve the Accessibility Policy for adoption.

Governors were informed many policies were approved at trust level. The SRE policy had been updated and delegated to Mrs Peart for approval, the policy had been published on the website.

Agreed: To note the updated SRE policy.

12. **PUBLICATION OF STATUTORY INFORMATION ON SCHOOL WEBSITE**

The Clerk reported that all 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 gives 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 February 2021.

Details of web compliance had been covered under 5.7 above.

13. SCHOOL TERM AND HOLIDAY DATES 2022/23

School term and holiday dates had been agreed by the Trust and provided for information.

Are they in line with other Bolton Schools?

They were in line.

14. DATES OF NEXT MEETINGS

14.1 Local Governing Board Meeting

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

Summer Term: 7 June 2022 at 4.00 pm

15. CONSENT TO ABSENCE

Mrs Parkinson and Miss Jiwa had not submitted apologies.

Action: Mrs Peart to contact Mrs Parkinson and Miss Jiwa.

Agreed: To consent to the absence from this meeting of Miss Jiwa and Mrs Parkinson.

16. ANY OTHER BUSINESS

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

17. 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.

All were thanked for their contribution to the quality reports. Mrs Ingham was thanked for agreeing to Chair the meeting.

The meeting closed at 5.30 pm

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

Date: _____