

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

**PARK SCHOOL TEACHING SERVICE**

**MEETING HELD ON MICROSOFT TEAMS ON**

**TUESDAY 12TH OCTOBER 2021 AT 4.00PM**

**Present:**  Mrs E Bamber (EB), Mr H Cooper (HC), Mrs N Elias (NE), Mrs K Ingham (KI), Mrs S Jiva (SJ), Ms M Moosa (MM), Mrs K Peart (KP) Academy Lead.

**In attendance:** Mr P Hodgkinson (PH) Executive Principal, Mr D Smith (DS) Finance Director,

Mrs L Hutchinson (LH) Clerk to the LGB.

In the absence of an elected Chair, Mrs Ingham had agreed to Chair this meeting today.

**Mrs Ingham in the Chair**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Ms J Parkinson and Mrs D Evans-Tomkinson.

**2. DECLARATION OF PECUNIARY INTERESTS.**

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

**3. ELECTION OF CHAIR**

No nominations in writing had been received by the Clerk or school. The Chair invited the Governors present to declare an interest.

PH and KP had discussed the possibility of recruiting new Governors who may be interested in fulfilling the role of Chair. An advert on social media had generated some positive interest and two candidates had been contacted. One gentleman, who had retired from working within corporate business, was very interested in the work of the school and the Trust. PH had also spoken to a second individual who was Head of Science at a local school. Both pen portraits had been positively viewed by Trustees. PH felt that both candidates had valuable experience that would complement the LGB and had invited them to the Spring LGB meeting.

KI noted that, as she was a Head teacher at another school, the role of Chair may present a conflict of interest.

**Agreed:** To defer the election of Chair until the next LGB meeting on 1st February 2022.

**4. ELECTION OF VICE-CHAIR**

**Agreed:** To defer the election of Vice- Chair until the next LGB meeting on 1st February 2022.

**5. ANY OTHER BUSINESS.**

5.1. Register of Interest Forms.

In accordance with the Academies Financial Handbook 2020, entries in the Academy Trust’s Register of Business Interests were to be reviewed on a ‘regular’ basis.

The Clerk noted that the regularity of returns was for the Trust to decide upon; however, as a minimum the Governance Services Team would recommend at least annually.

Governors were asked to complete the LA model pro-forma and return it to David Smith (Finance Director) for retention. The Clerk noted that the Register of Interest Forms had been uploaded to the Gateway this afternoon. Any forms not received would be highlighted in the usual manner at the spring term meeting.

**Agreed:**

i) That Local Governors complete the Register of Business Interest form and return to David Smith (DS) by Tuesday 19th October 2021.

ii) That any Governors that have not completed the forms be highlighted at the spring term board meeting as per usual process.

5.2. Safeguarding Self-declaration Forms.

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. The Clerk noted that the Safeguarding Self-declaration Forms had been uploaded to the Gateway this afternoon.

**Agreed:**

i) That Governors complete the Safeguarding Self Declaration form and return to DS by Tuesday 19th October 2021.

ii) That any Governors that have not completed the forms be highlighted at the spring term board meeting as per usual process.

**6. MEMBERSHIP ISSUES**

6.1 Notification of Vacancies.

The Clerk reported that there remained vacancies for two parent Governors and one co-opted Governor. PH commented that the membership would need reviewing if the prospective new Governors were elected in the spring term.

School did not currently have any Parent Governors, and this had historically been an issue, due to the transient nature of many students and families. The Chair asked what had been done to attract Parent Governors. PH noted that the posts had been advertised in school, but the response had been very poor. He agreed to advertise the posts again this week. If there were no expressions of interest, the LGB discussed whether to appoint parents of children who did not attend PSTS. This was felt to be preferential to having vacant posts.

**Action:**

1. PH and KP to advertise the Parent Governor posts in school before half term.

ii) That KP conduct a Parent Governor election before the next Board meeting, as necessary.

*David Smith joined the meeting.*

**7. MINUTES OF THE LAST MEETING.**

The minutes of the last LGB meeting from 8th June 2021 had been uploaded to the Gateway with the agenda. Governors were guided through the minutes for accuracy, with no amendments required.

**Agreed:** To approve as a correct record the minutes of the last meeting of the Local Governing Board meeting held on 8th June 2021.

**8.** **MATTERS ARISING**

Agenda item 6.1. Website compliance.

EB confirmed that she had checked the DfE website and there had been no recent changes to their guidance about website compliance. The information on diversity was being uploaded today. PH offered his support if there was any further information that EB needed.

Agenda item 8.1. Well-being centre.

HC had been unable to arrange a student visit to Heaton Fold Garden Centre due to covid restrictions.

Agenda item 8.2. Health and Safety.

Mr E Swift (ES) had Completed a Health and Safety monitoring visit to school and had agreed to complete the visit proforma for uploading to the Gateway. It was unclear if this had happened, and ES was no longer a Governor.

**Action:** School to check if ES’s visit proforma had been uploaded to the Gateway.

Agenda item 8.4. Well-being Centre.

DET had visited the Well-being Centre and had agreed to complete the visit proforma for uploading to the Gateway. It was unclear if this had happened.

**Action:** School to check if DET’s visit proforma had been uploaded to the Gateway.

Agenda item 11.3.1. Governance Training Programme 2021/22.

KP had sent the Keeping Children Safe in Education document and the Child Protection Policy to new Governors as part of the Induction Process. ES intended to complete the Bolton Governance courses online.

PH reported that he was aware of a special needs platform run by Pookie Knightsmith which had access to over 400 online courses, many relating to SEND. The Trust had bought the licence for all staff, Trustees and Governors to access these courses. Individuals would be able to access all courses, choosing which were relevant to their needs and interest.

Agenda item 11.3.4. Website Compliance.

EB noted that the DfE guidance had not changed since the last meeting. She understood that the information relating to Eliminating Discrimination and Diversity would be uploaded imminently by Rebecca. However, EB reported that there were minutes missing from medical and Local Governing Board meetings for 2021.

**Action:** EB to ensure that any missing minutes were uploaded to the school website.

**9. REVIEW TERMS OF REFERENCE FOR 2021/22.**

PH had spoken to Emma Stoddard (Bolton Governance Services) regarding maintaining the current Terms of Reference. The main change would be relating to GDPR but this would addressed at the Trust Finance Committee. This change would not affect the Terms of Reference for the LGB.

**Agreed:** To approve and maintain the Terms of Reference from 2021/21.

**10. ACADEMY LEADS REPORT.**

The Academy Leads Report had been uploaded to the Gateway with the agenda. The following points were summarised and highlighted.

10.1. Summer term.

KP reported that during the summer term students had shown some good academic progress. At that time there were no exams due to covid, so teacher assessments had been used with approval of grades by external professionals. Independent visitors had also assessed the English materials provided. Pupils had achieved in non-academic subjects achieving 100% success rates. Attendance was higher than expected and showed a 14% increase from 48% to 62%. The Well-being Centre was developing well with use increasing a covid restrictions decreased.

10.2. Review of start of autumn term.

The autumn term had started with the appointment of the new Academy Lead (KP). KP commented that staff had been amazing and pupil attendance was high. Although school was working on two different sites, communication between staff had been good. A specific need had been identified for each centre with the needs of each cohort being positively met. KP felt that the term had started in a positive manner.

10.3. Results and destinations.

Positive outcomes were detailed in the report. However, the Year 9 pupil who achieved a grade 9 in GCSE physics was specifically mentioned. This young person had initially struggled to leave home but had engaged with a 1:2:1 teacher who visited them as part of an Outreach programme.

Fifteen students had achieved GCSE passes in 10 different subjects. Numbers of NEET students were low. Eleven students had had a positive post-16 education, the majority going to Bolton or Bury college and 3 students doing A levels. KP had found that some Year 11 children were not ready to move to a busy post-16 setting, so the Well-being centre had changed the curriculum offer to offer BT qualifications.

10.4. Safeguarding.

The Keeping Children Safe in Education (2021) training had been completed. One pupil was on the Child Protection register. There had been 2 Encompass notifications this term, and one strategy meeting. Weekly safeguarding meetings continued to check welfare visits and to monitor support. There had been no referrals to the LADO.

The Chair noted that this was a very positive report after such a stressful year. SJ had spoken to Gareth and had felt inspired by his commitment and quality of teaching. The high grade in physics for one student was testimony to Gareth’s hard work. Governors wished to pass on their thanks to Gareth.

KI complemented KP upon the range of subjects in which students had achieved successful grades. This demonstrated a broad a balanced curriculum offer. KP reported that school could not teach all subjects to all students. If the students could access all subjects, then they would be attending mainstream school. Therefore, the emphasis was placed upon supporting students to return to school, if possible, by liaising and creating strong links with schools.

KI noted that there had been changes to staffing this term. She asked if the SCR had been updated. KP confirmed that this had been checked and updated.

PH reported that he had held some fantastic sessions with KP regarding building the SEF to accurately reflect school’s current status. PH would be meeting with KP again next Monday to continue building the SEF. Once this was completed the Standards Team would test the SEF by looking at the Quality of Education first. In the Spring term, the SEF would be reviewed and enhanced further then tested by the School Improvement Link Professional. At this point it would be presented to Governors and the Standards Committee.

PH noted that the SEF was a strong document which had been aligned to reflect the Ofsted and the school priorities identified by KP and her team. The SEF may be shared with Governors later this term, but it would be formally presented at the LGB meeting on 1st February 2022.

The Chair thanked KP for her comprehensive report which reflected the positive attitude in school.

**11. GOVERNOR VISIT REPORTS.**

11.1. Visit to Roscow Fold.

SJ had recently visited Roscow Fold and had met with Gareth. She reported that the atmosphere in the centre was calm and focussed, and the students were engaged with their work. She had reviewed the data as demonstrated in the Academy Leads Report. SJ had also discussed staffing in the centre, in particular the use of temporary staff and learning tutors. She questioned how this was managed in terms of relationships with the students.

KP confirmed that one of the main priorities for the Trust was the building of effective relationships between staff and students. She explained that any new or temporary staff would be introduced to the environment and expected to complete appropriate training before working with the students. However, an agency staff member had been booked to complete an active role and upon arrival it was discovered that they had physical limitations. Therefore, their placement had been inappropriate, and it had been necessary to replace them with someone else. The new person had relevant experience and knowledge and so was a more appropriate replacement.

KP said that every effort was made within PSTS to manage vacancies within the school to ensure stability and continuity for the pupils. Sometimes this involved changing the curriculum offer or trying to retain the same supply staff for a longer period.

SJ noted that the level of need of students accessing the service had increased during the pandemic. Gareth had assured her that the staff had been trained to meet this need and were managing well. KP noted that the level of need was higher and that this was reflected in all aspects of education due to covid. The Trust had been supportive in updating staff with the relevant training.

11.2. Well-being Centre.

KI had visited the Well-being centre and complemented the provision upon the calm atmosphere and the range of facilities offered including yoga and having a school dog. She had spoken to NE regarding behaviour and attendance. NE would be working with Gareth to look at alternative ways to present attendance data.

KI asked how the Well-being Centre ensured that it was physically accessible to all students. The building had two entrances and so a child who was in a wheelchair had accessed the front of the building and had been taught in the main room (where yoga is currently held). At the Roscow Centre, children could be taught in the Bridge Room which was downstairs.

KI noted from her visit that there was good contact with the students to try to get them into school, there was a good range of activities available, and there was a flexible timetable to meet the student’s needs.

School would take every measure possible to encourage students to attend as this supported their mental health by providing routine and a sense of feeling safe. Following the relaxation of covid restrictions, there were now more pastoral mentors who were able to visit the students at home, to build relationships and encourage them to attend the centre. Paul Bennett had worked hard with some students and had been successful in getting them to attend the centre.

PH had reviewed the Ofsted Framework and Inspection Handbook regarding attendance, and he felt that it was difficult to compare this provision with mainstream schools. However, at the back of the document there was a reference to educating children in AFP which highlighted the ability to adapt the curriculum to meet the needs of the child at that time. The document also allowed schools to compare and analyse their attendance data against the curriculum offer (number of sessions offered and attended), rather than purely generating raw attendance data. For example, certain children had zero attendance at school prior to attending PSTS but, with appropriate support, their attendance had increased to 30%. This was a phenomenal positive swing which needed to be reported in a positive manner.

**Action:** SJ and KI to complete written reports relating to their Governor school visits.

**12. FINANCE UPDATE.**

Mr Smith had circulated a Financial Monitoring Report with the agenda. He noted there were fewer pupils referred by Bolton LA this year which had an impact on the budget. However, nine pupils had been traded from other Local Authorities, and this demonstrated that the reputation of PSTS outside Bolton was growing. The budget was currently on track and aiming to make a £70,000 surplus for the year.

PH noted that Park House / Spring Lane was full at the beginning of the year, and there may be an option for some of those students to move to PSTS. This would be discussed with the LA tomorrow. KI asked whether the PSTS had a three-year forecast and did that look positive. DS reported that the three-year projection was completed at a Trust level and had been approved by the Trustees. Surplus budgets were projected to allow a contingency for unexpected events. The Trust had close links with the ESFA and they were happy with the financial figures for the Trust.

**13. POLICY APPROVAL.**

The following policies had been shared with Governors before the meeting.

13.1. Safeguarding policy.

**Agreed:** Governors approved and adopted the Safeguarding Policy.

13.2. SEND.

**Agreed:** Governors approved and adopted the SEND Policy.

13.3. Behaviour Policy.

The behaviour policy noted that physical restraint was used as a last resort. However, KI asked what strategy would be adopted if reasonable force or restraint was necessary. KP noted that the centre did not use Team Teach but responded to a child’s trauma by using first aid techniques.

A discussion took place regarding the appropriateness of using physical restraint within the PSTS setting. PH asked whether KP wanted to access some of the 10 components of the MAPPA training for her staff, as 9 components taught non-physical interventions. It was felt that this would be a good training opportunity for staff so that they had the MAPPA knowledge and skills should they ever need to use it in the future. Governors supported the notion of this issue being explored further.

**Action:** PH and KP to continue to explore appropriate training for staff.

**Agreed:** Governors approved and adopted the Behaviour Policy.

13.4. Supporting pupils with medical needs.

**Agreed:** Governors approved and adopted the policy for Supporting pupils with medical

needs.

**Action:** All the above approved policies to be forwarded to EB and uploaded to the school

website.

The Chair noted that writing policies was a necessary but lengthy process. She thanked all staff for their massive effort in ensuring that the policies were comprehensive and ‘fit for purpose’.

**14. NOMINATED GOVERNOR ROLES**

14.1 Chairs’ Briefing

The Chair was unable to attend the virtual live event of the Chairs’ Briefing held on Monday 27 September 2021. The Clerk therefore reported that the following matters had been highlighted:

* + - Introduction to our new Assistant Director for Inclusive Education and Learning: Geraldine Whitehead
    - Governance Services Update
    - Support for Chairs
    - Consultation Findings: Chairs’ Briefings 2021-22
    - Revised NGA Skills Audit Templates
    - Autumn Term Meeting Updates

The Clerk noted that a recording of the virtual briefing was available on the Bolton Governance website.

KI asked whether school had conducted a Governor skills audit within the last 12 months. An audit had been completed at the end of 2020 and had been reviewed recently. It was noted that, whilst no one Governor had skills in all areas, all LGBs had good or excellent skills due to the breadth of experience of Governors as a collective body. All Governors were encouraged to access training on the Bolton Governance website as part of the SLA. KI asked whether the audit needed to be performed again due to the new NGA format and incorporated training links. DS noted that a Governor skills audit would be performed within the next few months using the new NGA format.

**Action:** DS to perform a skills audit within the next few months.

14.2 Partnership Governor Report

The Clerk reported that the Partnership Forum had been held on Monday 11 October 2021, where the following matters had been highlighted:

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* + - Update on Primary and Secondary Phase with an Ofsted Update - *Strategic School Improvement Team*
    - School Place Planning Update - *Ged Kelly, Children’s Services Capital Programme Manager*
    - Support for families who are new to the UK and speak English as an additional
    - language (EAL) - Y*ousif Islam, Head of Service, Achievement, Cohesion and Integration Service (ACIS)*

It was also noted that, as per previous discussion at Partnership Forums, that a strategic plan for the year ahead be provided to allow boards to choose the most appropriate attendee. The forward plan was noted. The Clerk noted that a recording of the virtual briefing would be available on the Bolton Governance website in the next few days.

14.3 Bolton Governance Conference

The Clerk reported that the Governance Services Team had planned an annual Governance Conference for 19 March 2022 at the Mercure Bolton Georgian House Hotel Blackrod. Further information would be provided in due course.

14.4 Link Governors Report on Training / Recent Training undertaken

Rebecca Leonard was the Link Governor for training but was not able to attend today’s meeting. She had left the following update with PH.

* The skills audit had shown good skills across the LGB. Potential new Governors would also score highly on the skills audit.
* Part one of Keeping Children Safe in Education had been circulated to all Governors.
* All Governors were encouraged to complete training on the Bolton Governance Gateway. Once completed, Governors needed to email details of courses to Rebecca for the Training Log.

Rebecca was keen to support all training and was confident that the Creative Education packages would be beneficial to staff. The Chair thanked school for delivering the Safer Recruitment training for Governors and emphasised the accessibility and quality of the Bolton Governance training.

The Clerk reported that the 2021/22 Governance Training Programme was now available on the Governance Services website. It was noted 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.

14.5. Website Compliance.

EB reported that there had been no further updates from the DfE since February 2021. Rebecca would be uploading the information on eliminating discrimination and diversity imminently. The Academy Lead and new staff details had been updated, so the next steps would be to upload the results data, the missing LGB meeting minutes and the approved policies. Staff had also been asked what they would like to see on the website.

PH noted that the Trust staff regularly checked the website, but he thanked EB for her thorough review and for spotting the missing meeting minutes.

**Action:** EB to upload the results data, the missing LGB meeting minutes and the approved

policies.

**15. ADMISSIONS POLICY (2021/2022 & 2022/2023)**

The School Admission Code had been amended effective from 1 September 2021 to include alongside the criteria for Looked After Children a reference to Internationally Adopted Previously Looked After Children (IAPLAC). Admitting authorities had been instructed to amend their Trust Admissions Policy for September 2021 and thereafter.

**Agreed:** It was noted that students were admitted to the PSTS based upon their medical need

and referrals from the Local Authority.

**16. SAFEGUARIDNG AND KEEPING CHILDREN SAFE IN EDUCATION (SAFEGUARDING & CHILD PROTECTION POLICY)**

The Clerk reported that the Department for Education had updated the Keeping Children Safe in Education statutory guidance which came effect from September 2021.

Further to this it was reported that the Local Authority Safeguarding and Child Protection Unit had updated their model Safeguarding and Child Protection Policy as well as their Section 175 Safeguarding Audit Checklist for schools and academies in Bolton. Summary notes from Bolton Governance Services had been uploaded to the Gateway with the agenda.

**Action:** That the Governing Board review their Safeguarding and Child Protection Policy in light

of the revised statutory guidance and LA Model Policy.

**17.** **GOVERNOR IMPACT STATEMENT.**

Governors noted the Impact statement which had been circulated with the agenda. It had been agreed previously that this would be completed annually at the end of each summer term meeting.

**18. DATES OF NEXT MEETINGS**

Governing Board Meeting

**Agreed:** That the Governing Board meetings for the remainder of the academic year 2021/22 be held as follows:

Spring term: Tuesday 1st February 2022 at 4.00pm.

Summer term: Tuesday 7th June 2022 at 4.00pm.

Governor week: commencing 17th January 2022.

**19. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Ms J Parkinson and Mrs D Evans-

Tomkinson.

**20. CONFIDENTIALITY**

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**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.

**21. CHAIRS ACTION.**

KI asked, as there currently was no elected Chair of Governors, who would KP contact if she needed ‘Chairs Action’. The Clerk noted that Chairs Action could only be used in an emergency situation, where delay would put the students, staff or school at risk of harm. In light of this, she would advise that KP contact the Chair of Trustees or PH, depending upon the situation. PH agreed with this advice.

KP thanked KI for stepping in to Chair this meeting,

The meeting closed at 5.30pm.

Signed as a correct record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of Governors)

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