

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD (PRIMARY ACADEMY)
PRIMARY YOUTH CHALLENGE AND THE FORWARDS CENTRE**

**HELD ON WEDNESDAY 17 OCTOBER 2018 AT 4.00 PM
AT THE FORWARDS CENTRE**

Present: Joanne Blackburn (JB), Louise Buchanan (LB), Chris Fielding (CF), Charlene Parkinson (CP), Victoria Rudge (VR) and Lynn Williams (LW).

In Attendance: Rebecca Leonard (RL) Vice Principal, David Smith (DS), Finance Director and Carole Brooks (Clerk to the Local Governing Board)

Before the meeting commenced and in the absence of a permanent Chair of the LGB, Governors agreed that Joanne Blackburn, Parent Governor Chair the meeting on this occasion.

JOANNE BLACKBURN IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

JB welcomed all present. Apologies for absence had been received from Deborah Reynolds and Damien Mills.

The Clerk noted that there had been no communication from Donna Jordan and that she had not attended a number of meetings since the formation of the Academy.

Governors discussed this matter and expressed concerns. It was therefore

Agreed: That Rebecca Leonard contact Donna Jordan to establish her intentions report back to the Board at the next meeting.

2. APPOINTMENT OF CHAIR

The Clerk noted that there had been no nominations received for inclusion on the agenda for the position of Chair of the LGB. Nominations were therefore invited at the meeting.

The Clerk noted that at this time there were very few eligible Governors for this position, all of whom had expressed that they had either not got the experience, capacity or that they felt some conflict of interest in respect of their individual professional roles within the Authority.

RL informed Governors that the Trust were aware of the issue that the Board had experienced in appointing a Chair and Vice Chair of the Primary LGB and of the number of vacancies currently in place. It was noted that if there were no available Governors from the Primary LGB membership willing to take up this position, Mr Hodgkinson, Executive Principal had proposed, with Governors permission, that he approach Mrs Heather Carr, Chair of the Secondary LGB to see if she was willing to join the Primary LGB as a Co-opted Local Governor and also take up the position of Chair. This was agreed subject to Mrs Carr's consent.

RL referred to the number of vacancies and noted that it was becoming increasingly difficult to find Governors from the Bolton LA area that were able to join the Board. There was interest from a number of people but those that had been approached had been unable to commit due to time constraints and potential conflicts of interest.

Governors were informed that if Mrs Carr was not available to join the LGB it may be necessary to pursue interest from suitable candidates outside of Bolton LA Education establishments.

Governors discussed this matter and

Agreed: That Mr Hodgkinson approach Mrs Carr to ask her if she was willing to join the Primary LGB and take up the position of Chair until the Autumn term meeting 2020.

3. APPOINTMENT OF VICE CHAIR

The Clerk noted that there had been no nominations received for inclusion on the agenda for the position of Vice Chair of the LGB and therefore invited nominations from the Board.

Governors discussed this position but there were no Governors willing to take up the position at this time. It was felt that the Vice Chair could only be appointed when a suitable Chair had been appointed and that eligible Governors give this matter consideration and also give some thought to suitable Governors for the Board to consider appointing.

Agreed: That eligible Governors consider themselves or other suitable candidates for the position of Vice Chair to be discussed at the next meeting.

4. **DECLARATION OF INTEREST**

4.1 **Register of Business Interests**

In accordance with the academies 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.

Agreed: All Governors to complete and return the Register of Business Interest form to David Smith at the earliest opportunity.

Action: Mr Smith to contact Mrs Reynolds and Mr Mills, absent from this meeting, to request their completed forms.

4.2 **Declarations of direct/indirect Pecuniary Interest**

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

5. SAFEGUARDING SELF-DECLARATION

A decision had been taken by the Governing 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.

Agreed: That all governors complete the form and return this to be stored under confidential cover at the school.

Action: Mr Smith to contact Mrs Reynolds and Mr Mills, absent from this meeting to request the return of their signed declaration.

6. LOCAL GOVERNING BOARD CODE OF GOVERNANCE

The Clerk had provided a copy of the Academies Code of Governance for Governors review and information. It was confirmed that there had been no updates to the detail and therefore was for information purposes only and to act as a reminder to Governors.

It was noted that the Governor Services Team would issue the Code of Governance and an Acceptance Form to all new governors as part of the welcome to governance pack. The acceptance form was required to be signed and returned to David Smith at the Academy.

Agreed: That Governors receive and note the detail within the Code of Governance which had been circulated with the agenda.

7. MEMBERSHIP ISSUES

Governors had received a copy of the current membership. The Clerk noted that there were currently five vacancies for Co-opted Governors. This included the most recent resignation of Katie Anderson.

It was noted that KA had felt that she had not got the time to commit to the role as fully as was required. Governors thanked KA for the support she had provided to date.

Action: All Local Governors to consider suitable Co-opted Governors for the LGB to consider at the next meeting.

8. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) meeting held on 24 May 2018 for their review and approval.

Matters Arising

8.1 Parent Questionnaires, Minute number 6.1

CF reported further to the minutes that there had been some response received from Parents.

8.2 Review of the Single Central Record (SCR), Minute number 8.5.2

Governors were informed that Mrs Reynolds had been working to ensure that the SCR was fully compliant and that a full audit of the SCR was planned for after the half term break in October 2018.

Action: RL/DR to provide an outcome report to Governors following the audit of the SCR.

8.3 Accessibility Policy – Forward Centre, Minute number 11

CF reported that completion of this policy was part of the Health and Safety audit. It was therefore required to liaise with the LA Health and Safety team to ensure it was acceptable.

Action:

- i) CF to liaise with the LA Health and Safety Team following completion of the Accessibility Policy to ensure compliance.
- ii) CF/Clerk - Approval of the Accessibility Policy to be an item on the Spring Term 2019 agenda.

8.4 General Data Protection Regulations (GDPR), Minute number 12

DS reported that GDPR Training had been undertaken across the Trust. The Data Protection Policy, Privacy notices and subject access requests had also been reviewed to ensure compliance. All other policies would be reviewed as part of the policy review programme to ensure that they meet the necessary GDPR requirements.

Agreed: That the minutes of the meeting held on 24 May 2018 be received and approved as a correct record.

9. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of 'any other business' reported at this point in the meeting.

10. GOVERNANCE

10.1 Review of the LGB terms of Reference 2018/19

Governors had received a copy of the terms of reference for 2018/19. It was noted that these had remained unchanged from last year.

Agreed: That the LGB note the detail within the terms of reference and approve that they serve for the 2018/19 academic year.

10.2 Review of Link Governor Roles and Responsibilities

RL reported that a review of the link Governor roles had been undertaken to ensure all areas were covered and establish any vacant positions. The following positions currently remained vacant.

- Safeguarding Link Governor (due to the recent resignation of Mrs Anderson)
- Link Governor with responsibility for monitoring Behaviour

Governors discussed the role of the Safeguarding Link Governor, noting that this was a very important role and required a suitable Governor to take up this responsibility as soon as possible. It was proposed that Mrs Reynolds, having the required experience, be approached to see if she would be willing to take up this position. This was agreed subject to Mrs Reynolds Consent.

Governors also discussed the role of Link Governor responsible for Behaviour and proposed that Mr Mills be appointed to this position.

The Clerk noted that both Governors were absent from the meeting and suggested that RL contact them both to gain their consent.

RL noted that the Parent Governors were also required to be assigned a suitable link Governor responsibility. It was suggested that they meet with the Academy Leads to establish where their skills were best suited.

Agreed:

- i) That Mrs Reynolds (following confirmation of her consent) be appointed as the link Governor responsible for Safeguarding.
- ii) That with Mr Mills (following confirmation of his consent) be appointed as the link Governor responsible for pupil Behaviour Monitoring.

Action:

- i) RL to approach Mrs Reynolds and Mr Mills to discuss and request consent to their proposed individual Link Governor appointments as detailed above.
- ii) RL to update the list of the Link Governors roles and responsibilities following consent being received from DM and DR and forward the updated list to the Clerk for circulation to all members of the LGB at the earliest opportunity ahead of the next meeting.
- iii) CF and LB, Academy Leads to arrange a meeting with Mrs Blackburn and Mrs Parkinson, Parent Governors to discuss suitable link Governor responsibilities.

11. NOMINATED GOVERNOR REPORTS

11.1 Chairs' Briefing

The Clerk reported that the autumn term Chairs' Briefing had been held on 1st October 2018 where the following issues had been highlighted:

- Autumn Term Meeting Updates
- ESFA Understanding Your Data; Guide for Governing and Trust Boards
- Academies Financial Handbook Update
- Data Protection Toolkit for Schools

- Understanding and Dealing with Issues Relating to Parental Responsibility
- Governor Conference 2018

11.2 Bolton Governor Conference

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 3rd November 2018 at the Mercure Bolton Georgian House, Blackrod, with the theme of “Curriculum for Life – Broad, Balanced, Rich and Diverse”

The Real David Cameron would deliver the key note speech and a suite of workshops would be provided based around the conference theme.

The Clerk tabled a leaflet detailing the content on the agenda for the briefing advising that Governors were able to book their place on the conference via the Governor Exchange website. The cost was detailed on the reverse of the leaflet.

Governors discussed that they felt that the conference was not really relevant for Alternative Provision (AP) settings except for the PSHE workshop.

The Clerk noted that she would feed-back all comments to her Manager, Mr Ashworth and request that consideration be given to include a focus on AP settings for future conferences.

DS noted that if any Governor was interested in attending that they contact him to make the necessary arrangements.

Action:

- i) Clerk to discuss with her Manager, the possibility of having a focus on AP settings on future Governor Conferences.
- ii) Governors to liaise with DS in respect of their Conference booking arrangements as appropriate.

11.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2018/19 Governance Training Programme was now available on the Governor Exchange. 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.

The Link Governor reported that no training had been undertaken by members of the Governing Board since the last meeting.

The Clerk referred to the 'National Induction' training noting that this was a very beneficial course for any newly appointed Governors to access. The course was completed over two sessions, the next being in January 2019, held during the evening and a second option of March 2019, held during the daytime. It was noted that both sessions had to be attended to fully complete the course.

Action: All newly appointed Governors to make the necessary arrangements to access the National Induction training at the earliest opportunity and report back to the link Governor following completion.

11.4 Primary Partnership Governors Report

The Clerk noted that the Primary Partnership Briefing had been held on Monday 8 October 2018. Mrs Anderson had attended the briefing and submitted the report as circulated.

- Bolton's School Results Data 2018 ,presented by Sue Morse, Primary School Improvement Team
- Updates to SEN,presented by Sue Cornwell, Head of Service for Children with SEN
- Keeping Children Safe in Education - 2018 Update

The Clerk noted that following the recent resignation of KA, a Governor would be required to undertake this role and attend future briefings.

Governors agreed to give this matter their consideration.

11.5 Nominated Governor Reports

Governors had received the following outcome reports from Governors following their visit to their link area of responsibility:

- FC Health and Safety Review – D Reynolds
- SEN/Safeguarding – K Anderson
- FC Staffing – V Rudge
- FC Single Central Record Audit – D Reynolds
- FC Scrutiny of the SEF – Sonja Oyen
- FC Teaching and Learning – Lynn Williams
- YCP Single Central Record Audit – D Reynolds
- YCP Teaching and Learning – Lynn Williams
- YCP Health and Safety Compliance – D Reynolds/P Ogden
- YCP Staffing – V Rudge

CF reported that Governor week had been a very successful and useful exercise. Both CF and LB confirmed that the Link Governor visits were very valuable and that they were happy to take forward any key points.

LB noted that any actions to be addressed following the link Governor visits to Primary Youth Challenge had been included within her Academy Leads report.

DS thanked all Governors for their time, commitment and attendance to 'Governor week' and for any other visits made to both settings.

12. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) The Forwards Centre (FC)
- ii) Youth Challenge - Primary (YCP)

had been circulated with the agenda papers for Governors review and information.

The Academy leads were requested to present their reports to the Local Governing Board as follows:

Forwards Centre (FC)

CF presented his termly report to the LGB. The circulated report gave an in-depth report of the following areas:

- Capacity and Pupil Movement
 - Termly Intake and total pupil numbers
- Safeguarding
- Bullying and Racism
- Health and Safety
- Pupil Outcomes:
 - Academic
 - Attendance
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel
- Curriculum
- Centre improvement focus over the coming term

- Children looked after
- Children Missing in Education (CME)
- Performance Management report

Aspects of the report were highlighted as follows, with questions invited.

Capacity

Further to the details included within the report CF noted that the centre was at capacity on the first day of the new academic year. This meant that there was no room to admit any pupil exclusions should the LA request.

A Governor asked how pupil mobility was captured.

CF explained that the centre manages around 42 pupils but noted that due to the nature of the setting, these were not always the same pupils.

A Governor noted that it would be useful to record pupil mobility to reflect the challenge that had to be managed.

CF noted that the data was available and that this could be included in future reports.

Action: CF to include pupil mobility data in future Academy Lead reports to Governors.

Safeguarding – C-Poms

CF noted that C-Poms had now been implemented and was proving to be a very intuitive system.

Bullying

Governors were informed that bullying was not a problem at the Forwards Centre and any issues that did arise were effectively managed.

Behaviour

Governors were informed that behaviour was good. There had been a reduction in physical interventions since the implementation of C-Poms. It was noted that reporting was now more effective. Visitor guidance and Staff CPD had been a major contributing factor.

Health and Safety

Governors were assured that with the assistance of Mrs Reynolds the team were working very hard to ensure compliance. 'Robertsons' had been contracted to provide Health and Safety services to the Centre and arrangements had been made for an officer to visit the Centre on 1 November 2018 to ensure that all was compliant.

Pupil Outcomes

CF referred to the visit and outcome report from Sonja Oyen, external School Improvement specialist. It was noted that whilst there were some very robust processes and systems in place regarding pupil outcomes and predictions it was hard to make judgements and comparisons in AP settings.

Exclusions

CF reported that there had been no internal permanent or fixed term exclusions to date this term.

A Governor referred to the principles applied by the Forwards Centre and asked if isolation would lead to escalation.

CF explained that these are the strategies that may have been used in the pupils previous setting that had led to the exclusion in the first place and therefore this was not the approach of the Forwards Centre. If the pupils isolated themselves, the staff always encourage the pupils back into the classroom and address any related mood issues.

LB noted that in the PYC setting, a number of intervention strategies are used to address poor behaviour in class. A log of these are included within the Academy Lead report.

A Governor asked if at any time was a child sent home as an informal exclusion because of their behaviour.

CF confirmed that the pupils would not be sent home in these circumstances.

The Chair and Governors thanked CF for his comprehensive report. Governors asked that thanks be conveyed to his team for their hard work, dedication and commitment in the work they undertake.

Youth Challenge Primary (YCP)

LB presented her termly report to the LGB giving an in-depth report of the following areas:

- Capacity and Pupil Movement
 - Termly Intake and total pupil numbers – Live list
- Pupil Destinations
- Safeguarding
- Bullying and Racism
- Health and Safety
- Evacuation/Invacuation report
- Pupil Outcomes:
 - Academic
 - Attendance
- Pupil Behaviour
 - Children’s individual behaviour targets
 - Exclusion Data
- SIP reports
- HMI Visit – Sonja Oyen 5.7.18
- Link Governor Visits
- Personnel
- Curriculum
- Stakeholder satisfaction data
 - Parent and Pupil Questionnaires
- Children looked after Report
- Children Missing in Education (CME)
- Performance Management report
- YCP Celebrations

Governors were guided through the report with aspects of the report being highlighted as follows and questions invited:

Capacity

LB informed Governors that from September 2018 to date, 20 pupils were attending PYC setting; there were also an increased number of pupils for this year with Education Health Care Plans (EHCP’S). The pupils that attended on Mondays and Tuesday’s were a very challenging group, but the staff were working very hard to manage them effectively and appropriately.

Health and Safety

Risk assessments were in place for 70% of pupils attending YCP. This equated to 14 out of the 20 pupils attending. PEEPS were also in place for 80% of those attending.

Pupil Outcomes

Governors were informed that outcomes were much improved since the newly appointed Teacher took up their post. This had been a very successful appointment.

Attendance

There were no significant issues with attendance. A child had been taken to the midlands and their absence had therefore been recorded as unauthorised with the necessary procedures followed.

Healthy and Safety

LB confirmed that all the necessary 'PAT' testing had been completed.

Personnel Issues

LB reported how proud she was of her staff team and their achievements. It was noted that all staff had recently completed a course in counselling.

YCP celebrations

LB referred to community links as detailed within her report. The events arranged had been very successful. LB also referred to the number 'tweets' that were being received noting that this response and involvement had been very pleasing.

LB thanked Governors for their visits to the YCP setting noting that she welcomed Governors in their monitoring role, looking upon them as critical friends.

The Chair and Governors thanked LB for her thorough and comprehensive report. Governors asked that thanks be conveyed to all staff within her team for their hard work, commitment and dedication to their roles.

12.1 Review and Approval of the Academies Self-Evaluation (SEF) and Improvement/Development Plan (SDP)

Forward Centre SEF/SDP

Governors had received a copy of the SEF for the Forward Centre 2018/19. It was noted that these were to be 'frozen' on Friday to enable Mr Hodgkinson to undertake a review of the content.

Governors noted that a copy of the SDP had not been included in the agenda circulation for the FC.

CF noted that he would ensure that this was circulated to all Governors as soon as possible.

Youth Challenge Primary SEF/School Development Plan 2018/19

Governors had received a copy of the Youth Challenge Primary SEF and Strategic Development Plan for 2018/19

Governors were also informed that all actions following the Governors visit were being addressed to improve the school environment including:

- Painting the building
This was to be completed over the half term break. 'Johnsons Paints' had kindly donated some paint to assist in this project.
- Quotes to improve the reception area and playground area were being sought.
- Information was also included to celebrate successes.

RL informed Governors that she had recently held a discussion with Mr Hodgkinson and it had been suggested that the Academy leads re-circulate the SEF/SDP on a termly basis to update Governors with any changes.

Agreed:

- i) That the progress on the SEF for both Academies be noted.
- ii) That the progress on the SDP for YCP be noted.
- iii) That CF circulate a copy of the SDP for the Forwards Centre to all Governors.
- iv) That LB and CF circulate the updated SEF/SDP to Governors on a termly basis.

Action:

- i) CF to circulate the current SDP for the Forward Centre to all Governors at the earliest opportunity for their review and information.

- ii) CF and LB to circulate the update SEF/SDP relating to their individual settings to all governors on a termly basis in the future.

12.2 Summer term Evacuation/Invacuation Procedure

Forwards Centre

CF confirmed that evacuation and Invacuation drills had been carried out over the summer term 2018 as detailed within his circulated report. It was noted that the autumn term 2018 drills had not yet been carried out but would be completed before the end of term with a report provided in his report at the spring term 2019 meeting.

Youth Challenge Primary

LB confirmed that evacuation and in evacuation drill had been undertaken for the current autumn term 2018 with all details being provided within her circulated report.

Governors were also informed that details had also been provided for the summer term 2018 evacuation/invacuation drills.

Agreed:

- i) That a report in respect of the Summer term 2018 evacuation/invacuation drills for both YCP and FC be received.
- ii) That a report on the autumn term evacuation/invacuation drill for the Forward Centre be made at the Spring term 2019 meeting.

12.3 Visit by School Improvement Professional (SIP)

Forward Centre

A copy of the report following the autumn term SIP report from Mr Nick Pounds had been circulated with the agenda papers for Governors review and information.

Youth Challenge Primary (YCP)

LB confirmed that arrangements had been made for Mr Nick Pounds, LA School Improvement Professional to undertake a visit to YCP in November 2018. It

was noted that the summer term visit was carried out by Sonja Oyen, External Adviser.

Agreed:

- i) That the Autumn term SIP report for the FC be received and noted.
- ii) That the summer term SIP report for PYC be received and noted.
- iii) That the autumn term SIP report for the YCP setting be circulated with the papers for the spring term meeting following the visit planned for November 2018.

12.4 Termly report on Children Looked After

Forward Centre

Further to the circulated report, CF noted that during the summer term there were three 'children looked after' on roll at the FC and that the necessary strategies were in place to support them effectively.

Youth Challenge Primary

Further to her circulated report LB noted that during the summer term there were four looked after children' on roll at the centre. It was confirmed that the necessary PEP's were in place for these pupils.

Agreed: that the termly report on the provision for Children Looked After at both academies be received and noted.

12.5 Termly Report on Attendance and Children Missing Education

Youth Challenge Primary

LB had reported on pupil Attendance and Children Missing Education (CME) as part of her circulated report.

LB referred to CME as a potential safeguarding issue noting that when pupils leave YCP at the end of the summer term they are taken off roll but noted that the staff at YCP are required to work with the secondary schools to ensure that the necessary reporting procedures are carried out in the future.

Forwards Centre

CF reported that details in respect of pupil attendance and CME had been made within his circulated report. It was confirmed that during the summer term up to the present date, there were no CME.

Agreed: that the report on attendance and 'Children Missing Education' for both settings be received and noted.

12.6 Pupil Premium Report (PPG) 2017/18 and 2018/19 allocation

The Forwards Centre

Governors were informed that details in respect of PPG funding for the FC for 2017/18 and the allocation for 2018/19 was published on the Academy website.

It was noted that PPG funding was not applicable to PYC setting.

Agreed: That the reports in respect of the PPG funding for both academies be received and noted.

13. **CURRENT FINANCIAL POSITION**

A copy of the financial report for the LGB had been circulated with the agenda papers for Governors review and information. DS noted that the purpose of the report was to provide Governors with financial information relating to the Forwards Centre and the Primary element of Youth Challenge as at the end of September 2018.

DS guided Governors through the report that outlined the financial outturn position for 2017/18 and the anticipated Financial Position for 2018/19 for each of the two academies, including an explanation of the significant variances.

Forwards Centre

DS informed Governors that at the end of August last year 2017/18 the surplus was £19k and the budgeted surplus for this year is £54k.

Youth Challenge Primary

DS informed Governors that at the end of last year 2017/18 this setting was in deficit situation of £55k. The projected deficit for 2018/19 was £40k.

DS reported that the Trust had requested that Governors be informed of the charges to the Central Support Services as follows:

- FC – £103k
- PYC - £22K

It was noted that 60% of these figures included salary costings for the Executive Principal, Finance Director, Business Manager and Student Counsellor. Other costs such as ICT and other service level agreements were also included and allocated accordingly.

A Governor referred to the £600 transport costings and asked if/where there had been a written agreement to pass on these costs to the YCP Academy.

DS explained that the detail had been recorded in some minutes belonging to the LA and that a consultation process had been undertaken. It was confirmed that funding for transport costs was not to be met by the LA.

Governors were informed that it had been planned that the LA would recover a contribution to YCP Academy following consultation with Primary Head Teachers but due to the time lapse it had since agreed to absorb the transport costs for this one year only.

Governors were also informed that two schools had since refused their pupils access to the transport provision due to the cost, this was their choice, but it had placed the pupils in a difficult situation due to the cost implications. Some Parents and Grandparents were now bringing their children and travelling quite a distance.

A discussion was held with Governors noting the inconsistencies between transport provision for one setting and not for another with no financial benefit to the LA.

Governors thanked DS and his team for a very detailed and comprehensive report.

Agreed: That Governor's receive and note the information presented within the circulated financial report.

Rebecca Leonard apologised for having to leave the meeting at this point.

14. ACADEMIES FINANCIAL HANDBOOK

The Academies Financial Handbook had been updated with effect from September 2018. The Handbook described the financial responsibilities of academy trusts which

reflected their status as companies limited by guarantee, exempt charities and public bodies. It balanced the need for effective financial governance with the freedoms that were necessary for trusts to conduct their day to day business.

The handbook was relevant for academy trustees, members, local governors of multi-academy trusts (MATs), accounting officers, chief financial officers, clerks to the board and auditors. The main changes had been reported to board members via a summary which accompanied the agenda papers.

The main changes as highlighted on the circulated briefing note were detailed as follows:

- Highlighting directions that the Secretary of State may make in relation to members, trustees and other individuals.
- Referring to the Charity Commission's role in addressing non-compliance.
- Greater emphasis on trustees applying high standards of governance, the role of the chair, working with ESFA, and updated references to church academies.
- Updating the description of the role of members to align with the Governance Handbook.
- Removing the term 'ex-officio' to avoid suggesting an academy trust's senior executive leader would automatically act as a trustee.
- Explaining reporting requirements if the board meets less than six times a year.
- Confirming that trusts must apply robust cash management.
- Setting clearer requirements for budgeting.
- Recommending the national deals for schools.
- Strengthening expectations about the process for setting executive pay and highlighting gender pay gap reporting.
- Clarifying the section on the risk protection arrangement.
- Emphasising the proper handling of whistle-blowers.
- Confirming reporting requirements in relation to internal scrutiny.
- Explaining new requirements for related party transactions and arrangements with dioceses. The DfE are also moving to the conventional term 'related' parties.
- Focussing on the importance of acting on audit advice.
- Highlighting how ESFA may take action where trusts do not comply with requirements for submitting financial information.

- Annex C now identifies some 'musts' that are particularly relevant to boards.

DS explained that the Academies Financial handbook was managed at Trust level and that a report highlighting the recent updated had been submitted to the Trustees for their consideration.

Agreed: That Governors note the report.

15. POLICY REVIEW/UPDATE AND APPROVALS TO ENSURE GDPR COMPLIANCE

The Clerk noted that the Board were required to confirm that all policies were GDPR compliant in particular, the Data Protection Policy, Privacy Notices and subject access requests, as agreed at the summer term meeting.

It was noted that this matter had been raised earlier in the meeting and confirmed that the Data Protection, privacy notices and subject access requests had been reviewed updated and approved at Trust level. All other policies would be reviewed as part of the policy review cycle.

The Clerk also noted that approval of the following Policies had been deferred from the summer term to this meeting:

15.1 Accessibility Policy - FC

CF noted that as previously discussed the Forward Centre were to have a visit from the Health and Safety officer next week, the suitability of the Accessibility Policy would form part of this process.

Agreed: That the accessibility Policy be approved at the spring term 2019 meeting.

Action: Clerk – Approval of the Accessibility Policy to be placed as an item on the spring term 2019 agenda.

15.2 Health and Safety Policy for YPC

Governors had received a copy of the revised Health and Safety Policy for the PYC Academy for their review and approval.

Agreed: That the Health and Safety Policy for YCP be approved.

16. Skills Audit

DS proposed that as there were a number of vacancies on the LGB, that the skills audit exercise be re-completed once a full membership was in place.

Agreed: That the Governing Board skills audit be repeated once a full Governor membership was in place.

17. TERMLY WEBSITE COMPLIANCE UPDATE

LW reported that a termly review of the academies website had been undertaken. The site was compliant; however a number of actions had been highlighted to be addressed.

A further review would be undertaken before the Spring term 2019 meeting.

Action: LW to undertake a termly review of the Academies website in respect of the FC and YCP settings.

18. APRAISAL PROCEDURES

The Clerk noted that the Board were required to receive an anonymised written report from the Academy Leads on the impact of appraisal procedures and School Improvement in the school year 2017/18.

RL noted that the performance management process had now been completed by both Academy Leads. Any recommendations made by the Academy Leads in respect of pay progression was initially shared with her for subsequent submission to the Pay and Appraisal Committee of the Trust (currently comprising of Mary Powell and Tony Grimshaw) for their consideration and subsequent approval.

A Governor referred to potential pay issues where a member of teaching staff with additional payments for certain responsibilities could potentially be paid more than staff on the Leadership scale. It was suggested that this be reviewed and if found to be the case, the staffing structure would need to be reviewed and amended accordingly. RL and both Academy Leads noted the concerns raised.

Governors were also informed that the updated LA Appraisal and Capability Policy was now available on the schools extranet site.

19. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk reported that meeting dates for the 2018/19 academic year had been circulated to all Governors but it had been reported that some Governors were not available on Mondays and therefore a review of the meeting dates for the remainder of the academic year was required.

Agreed: That the meeting dates for the remainder of the 2018/19 academic year be as follows:

Spring Term: Wednesday 13 February 2019 at 4.00pm at YCP site

Summer Term: Wednesday 5 June 2019 at 4.00pm at the Forwards Centre

20. CONSENT TO ABSENCE

Governors considered consent to the absent Governors and

Agreed:

- i) That Governors consent to the absence of Mrs Reynolds and Mr Mills
- ii) That Governors did not consent to the absence of Mrs Jordan.
- iii) That RL to contact Mrs Jordan to ascertain her future intentions as a serving member on the LGB.

21. ANY OTHER URGENT BUSINESS

The following item of 'Any Other Business' was reported at this point in the meeting:

21.1 Business Manager access to agenda papers

DS informed Governors that Jemma Stamford, the Academies Business Manager would be attending future meetings to present the financial report to Governors and asked for Governor approval for her to have access to all agenda papers on the Bolton Governance Gateway.

Agreed: That Jemma Stamford, Business Manager be granted access to all meeting papers for the Primary LGB via the Governance Gateway.

Action:

- i) DS to forward Jemma Stamford's contact details to the Clerk
- ii) Clerk to upload Jemma Stamford's details to the Governance Gateway to enable access to all papers for future meetings of the Primary LGB.
- iii) Clerk to make the necessary arrangements for Jemma Stamford to receive and sign the user agreement protocol.

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.

The Chair thanked Governors for their attendance and closed the meeting at 5.50pm.

Governors thanked Mrs Blackburn for Chairing the meeting on this occasion.

Signed as a correct record: _____
(Chair of Local Governing Board)

Date: _____