

BOLTON IMPACT TRUST

MEETING OF THE LOCAL GOVERNING BOARD (PRIMARY)
(Forwards Centre and Primary Youth Challenge)

HELD ON THURSDAY 24 MAY 2018 AT 4.00PM AT YOUTH CHALLENGE (SMITHILLS SITE)

Present: Katie Anderson (KA), Louise Buchanan (LB), Chris Fielding (CF), Damien Mills (DM), Deborah Reynolds (DR) and Victoria Rudge (VR).

In Attendance: Rebecca Leonard (RL) and Carole Brooks (Clerk to the Local Governing Board)

KATIE ANDERSON IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present. Apologies for absence had been received from Charlene Parkinson, Lynn Williams and David Smith. RL noted that she would present the Finance Report at item 9 in the absence of DS. It was also noted that RL would attend this and future Primary LGB meetings instead of Mr Hodgkinson as RL had overall responsibility for Youth Challenge and could therefore answer any questions or concerns.

There had been no communication from Joanne Blackburn or Donna Jordan.

The Clerk asked RL if any contact had been made with Mrs Blackburn and a copy of the agenda prepared for her as she was not able to access the Gateway to receive the papers and may otherwise have overlooked that the meeting had been planned for today. RL apologised that she had not.

2. APPOINTMENT OF CHAIR

RL suggested that as many eligible Governors were not present at this meeting that this item be deferred to the autumn 2018 term.

The Clerk asked that Governors give due consideration to this role as the LGB had been without a permanent Chair for a number of meetings now and was required to ensure continued effectiveness.

Agreed: That the appointment of Chair be deferred to the autumn 2018 term.

3. APPOINTMENT OF VICE CHAIR

RL again suggested that as many eligible Governors were not present at this meeting that this item be deferred to the autumn 2018 term.

The Clerk asked that Governors also give due consideration to this role as the LGB had been without a permanent Chair for a number of meetings now and was required to ensure continued effectiveness.

Agreed: That the appointment of Vice Chair be deferred to the autumn 2018 term.

4. DECLARATION OF INTEREST

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

5. MEMBERSHIP/GOVERNANCE ISSUES

5.1 Review of Link Governor Roles and responsibilities

RL reported that she had reviewed the list that had been previously circulated to Governors and informed Governors of the remaining vacancies.

RL noted that the vacancy for 'Destinations' formed part of Pupil Outcomes and proposed that Lynn Williams would take responsibility for this area as part of her link role for Pupil Outcomes.

Governors discussed the remaining vacancies and

Agreed: That the following Governors be appointed to the following areas:

- Pupil Behaviour - Katie Anderson
- Destinations - Lynn Williams
- Curriculum - Victoria Rudge

The Clerk referred to the membership of the LGB noting that there were four remaining Co-opted Governor vacancies. It was not essential that these

vacancies were filled if it was felt that there were enough skills in the current membership to be effective.

RL proposed that CF, LB and RL meet to further discuss this matter and suggested that they pursue four suitable candidates for the Board to consider at the next meeting. This was agreed.

RL noted that once the membership was complete, a further review of the link Governor roles and responsibilities could be undertaken to ensure a fair distribution to each Governor.

Action:

- i) RL, CF and LB to pursue suitable candidates for the four Co-opted Vacancies for the Board to Consider at the autumn term 2018 meeting.
- ii) RL to update the link Governor role/responsibility report and re-circulate to all Governors at the earliest opportunity.
- iii) LGB members to review the link Governor roles and responsibilities at the autumn term meeting – Clerk to place as an item on the autumn term agenda.

5.2 Declaration of Eligibility

The Clerk tabled a copy of the revised Declaration of Eligibility form for Governors completion. It was noted that this had recently been updated for specifically for academy purposes.

The Clerk requested that Governors complete this and return it to her before the end of the meeting.

This was duly completed by all Governors present. It was noted that any absentees would be captured at the autumn term meeting.

Action: Governors to complete the Declaration form and return it to the Clerk during this meeting.

6. 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 1 February 2018 for their review and approval.

Matters Arising

The following matters arising not covered on the agenda were raised:

6.1 Parent Questionnaire's, minute number 6.1

CF reported that due to lack of response he was looking at a different approach for obtaining Parents views.

6.2 Youth Challenge Report, Minute number 10, Hub Termly meetings

Action: RL to circulate the Hubs termly meeting schedule to all Governors at the earliest opportunity

Agreed: That the minutes of the meeting held on 1 February 2018 be received and approved as a correct record.

7. NOTIFICATION OF ANY OTHER BUSINESS

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

8. NOMINATED GOVERNOR REPORTS

8.1 Chairs Briefing

In the absence of a permanent Chair, the Clerk reported that the summer term Chairs' Briefing had been held on Monday 14 May 2018 where the following items had been highlighted:

- Summer term meeting updates
- General Data Protection Regulations (GDPR)
- Governance Services – Clerking and Support Survey 2018 & Training and Development SLA for Academy & Multi-Academy Trusts.
- Leadership Development Programme
- Governance & Impact Review of the Year
- DfE Governance Competency Framework – People & Structure

8.2 Primary Partnership Governors Report

8.2.1 Spring Term Partnership Governors report

Further to the minutes of the last meeting, Miss Anderson, the nominated Partnership Governor reported that she had attended the Primary Partnership

meeting held on Monday 12 February 2018, where the following matters had been highlighted:

- Bolton Music Services: Supporting Schools & Helping People to Realise their Potential
Carolyn Baxendale, Head of Service
- Internal Audit Updates
Judith Smith, Principal Auditor, Internal Audit

RL reported that Mr T Grimshaw, Trustee had recently undertaken an internal audit across the Trust and had confirmed that all processes and procedures were compliant

8.2.2 Summer Term Partnership Briefing

The Clerk reported that the Primary Partnership Forum was due to be held on Monday 4 June 2018 where the following matters were to be highlighted:

- Catering and School Meals Service – Elaine Bridge and Gaynor Wright

Action: KA to attend and report back at the autumn term 2018 meeting.

8.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2018/19 Governance Training Programme would be available on the Governor Exchange before the end of the current term and that governors would be informed via email when it was available.

A briefing session for link governors would be held on Wednesday 19 September 2018 and further information would be provided to the Link Governor in due course.

VR, Link Governor for training reported that she had not been made aware of any training attended by Governors since the last meeting and requested that all Governors ensure that they advise her to enable effective record maintenance.

Governors were asked to liaise with DS before booking on to ensure affordability.

The Clerk noted that any LA Training attended should also be recorded on the training section of the Gateway for Governors information

The Clerk suggested that any newly appointed Governors access the new Governor Induction Course. This could be booked on via the Governor Exchange site or by contacting Marie Foley, Governor Training Officer.

Action: Governors to access any relevant courses following approval from DS and report back to VR once completed.

8.4 Bolton Governor Conference: Positive Futures for Children and Young People

The Clerk reported that the Governance Services Team were to hold their annual Governor Conference on Saturday 3 November 2018 from 9am until 2pm at the Bolton Mercure Georgian House, Blackrod, with the theme of Curriculum, Enrichment and Diversity.

Further information would be provided in due course.

8.5 Nominated Link Governor Reports

A number of link Governor visits had taken place since the last meeting. Reports had been included within the agenda circulation as follows:

8.5.1 Parent View/Parental Questionnaires

This matter had been discussed earlier. CF confirmed that the process was to be reviewed and undertaken in a different way that was hoped to be more effective. It was noted that returns had not been received using the previous method.

8.5.2 Review of the Single Central Record (SCR) – D Reynolds

DR reported that following a review of the SCR it was noted that Governors were required to be included.

Action: CF to ensure that all Governors for the Primary LGB are included on the SCR and that it is password protected.

8.5.3 Teaching and Learning/Quality of Provision – Lynn Williams

Two reports compiled by LW had been circulated with the agenda papers for Governors review and information following her visit as link Governor.

KA noted that the circulated report was very positive in particular relating to visitors guide.

CF reported that the visit had been rigorous and challenging but very welcome and effective. It was noted that this method of challenge outside the meeting environment kept staff focussed and ensured that they were prepared for the next link Governor visit. CF commended the link Governors for their time and commitment to their individual roles.

8.5.4 Health and Safety: Forwards Centre – D Reynolds

Further to the circulated report DR confirmed that following the Health and Safety Review of the Forwards Centre all matters were compliant. CF noted that the Policy reflected all the arrangements in place.

8.5.5 Single Central Record (SCR): Forwards Centre – D Reynolds

A report following DR visit to the Forwards Centre on 3 May 2018 to review the SCR had been circulated with the agenda paper for Governors information. DR confirmed that all was compliant.

8.5.6 Safeguarding Report: Forwards Centre – K Anderson

Further to the circulated report KA reported that the main focus for her visit to the Forwards Centre was in respect of SEND. A wealth of information had been gained, questions raised and answered positively with a number of outcomes and points to consider.

KA noted that the visit had been very useful and positive and that she had been made very welcome by the Academy Lead and the staff team whom were all very well prepared.

Governors were informed that KA had also visited the Primary Youth Challenge site, the report had not been circulated but could confirm that this had also been a very positive and worthwhile visit.

8.5.7 Staffing at Youth Challenge: - V Rudge

Further to the circulated report VR confirmed that the visit to the Primary Youth Challenge site had been very positive as had been highlighted in the report with no issues or matters causing concern. It was noted that reviews for the Mentors were to be completed.

8.5.8 Single Central Record: Primary Youth Challenge – D Reynolds

A report had been circulated following DR's visit to review the SCR at Primary Youth Challenge.

8.5.9 Health and Safety: Youth Challenge – D Reynolds

A report had been circulated following DR's Health and Safety Review of the Youth Challenge, Primary and Secondary sites. DR noted that she shared the staff's frustrations regarding the management of Health and Safety with the

logistics and the shared use of the building and the absence of shared information.

DR informed Governors that she had contacted the Health and Safety Team and now was in possession of all the required historic information for both the Secondary and Primary sites. She would commence writing an action plan and also a Policy was required in order to be compliant.

8.5.10 Staffing at the Forwards Centre: - V Rudge

A report had been circulated following VR's staffing review at the Forwards Centre. There were no causes for concern to report, the visit had been very positive with all necessary referrals to Occupational Health having been completed as required and records of all training documented.

9. CURRENT FINANCIAL POSITION

Governors had received a copy of the financial monitoring reports 2017/18 The report gave information in relation to Youth Challenge (YC) (Primary provision) and The Forwards Centre as at the end of April 2018.

In the absence of Mr Smith, RL noted that the report and highlighted the projected financial position for both academies and an explanation of the significant variances. RL referred Governors to the conclusion detail noting that THE Forwards Centre was expected to produce a surplus of £51,000 and that whilst there was a projected total deficit of £92,000 for YCP, there were no major concerns as this was in line with what was expected.

Governors were requested to submit any questions regarding the financial matters of the Academy to DS following this meeting as appropriate.

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

10. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) The Forwards Centre
- ii) Primary Youth Challenge

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

The Forwards Centre

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 - Total Pupil numbers
- Safeguarding
- Live list
- Health and Safety
- Pupil Outcomes
 - Academic
 - Attendance
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel
- Curriculum
- Centre Improvement focus over the coming term
- Looked After Children
- Children Missing Education
- Report on Impact on Performance Management

Governors were guided through the report with questions invited as appropriate.

Aspects of the report were highlighted and further information given as follows:

Capacity and Pupil Movement

CF referred to the number of pupils in Key stage 1 noting that the nature of the pupils was changing as many of the younger pupils had specific learning needs. Therefore there was a plan in place to reduce the key stage 1 class size to 6 pupils. It was felt that the quality of work would be better with less pupils. The alternative option was to increase to 9 but an additional adult would then be required.

Governors reviewed the details presented within the report, there were no questions raised at this time. CF noted that if any Governor wished to raise any questions at a later date they were very welcome to do so.

Governors thanked CF for his comprehensive report.

Primary Youth Challenge

LB presented her termly report to the LGB providing Governors with an in depth report and information in the following areas:

- Capacity and Pupil Movement
 - Spring term 2018 Termly intake - Total pupil numbers
 - Summer term – May 2018 (Live list)
- Pupil Destinations (January – April 2018)
- Safeguarding
 - Primary Safeguarding List
- Health and Safety
 - Live List
 - Evacuation/Invacuation drills (Spring term 2017)
- Pupil Outcomes
 - Academic – March 2018 data
 - Attendance – Raw data January – March 2018
 - Whole cohort ECM Improvement January 2018 – March 2018 (8 Pupils)
- Pupil Behaviour
 - Children’s Individual Targets (22 Children)
 - Behaviour RAG Data – end of Spring 2018
 - Whole school use of Behaviour systems – outside the classroom/sanction system
 - Exclusion data January – April 2018 (22 pupils)
- SIP Reports
- Governor Links/Visits
- Personnel Issues
- Curriculum
- Stakeholder satisfaction data
- Parent questionnaire analysis January 2018 – March 2018 (7 pupils)
- Pupil Survey Analysis January 2018 – April 2018
 - Schools Data January – March 2018
- Looked After Children
- Children Missing Education
- Report on Impact on Performance Management

Aspects of the report were highlighted with questions invited as Governors were guided through the details presented.

Personnel/Staffing

LB referred to a new appointment that had been made to the position of Primary Teacher. It was noted that they were very experienced and some very positive lessons had been observed to date.

The 'Mentors' were now being utilised more effectively and a positive impact could be seen within Teaching and Learning.

Work Experience

Governors were informed that there had been a wealth of students 'coming and going' undertaking work experience.

LB referred to one Year 11 student in particular who had undertaken their work experience very successfully for three afternoons per week. At a recent Trust Meeting, it had been agreed that with effect from 18 June 2018 that they be recruited for three weeks on a trial basis. If they proved successful during this time, the offer of an 18 month Apprenticeship Course was to be considered with qualifications being sought via a training provider in Horwich.

Governors discussed this as a great opportunity for the student in question. RL and LB noted that if the student proved themselves it could potentially transform their life and was also very rewarding for the Academy.

Governors thanked LB for her very comprehensive report.

10.1 School Self-Evaluation (SEF) update

A copy of the SEF for both PYC and The Forwards Centre had been circulated with the agenda papers for Governors review and information.

Governors reviewed the circulated reports. KA noted that the documents presented were very thorough and informative.

CF noted that the SEF had been updated and was now much improved following PH's visit to each setting. This report continued to be a working document, particularly in preparation for a potential Visit from Ofsted inspectors.

Both Academy leads confirmed that they each held an evidence file to support the detail recorded within the SEF

Agreed: That the progress made on School Self-Evaluation for both settings be noted.

10.2 School Improvement Professional (SIP) Spring Term 2018 Academy Visits

Primary Youth Challenge

A copy of the report following the SIP visit held on 18 January 2018 had been circulated with the agenda papers for Governors review and information.

Governors had reviewed the report provided. LB noted that the report was very positive, the visits were undertaken regularly and were very supportive.

RL referred to a discussion held at a recent Trust meeting where it had been noted that the SEF reports were required to reflect clear judgements and that these ought to be recorded in all reports for consistency.

Governors were informed that arrangements had been made for the SIP to undertake a visit on 4 July 2018 with a focus on Teaching and Learning with paired observations also being undertaken. The SEF would be updated following this visit to highlight the impact made following the most recent recruitment of the additional Primary Teacher.

RL referred to the SEF reports for both academies having been 'frozen' to accommodate the 'testing phase' by external bodies. Feed-back from this assessment period would be presented to Governors in the autumn term 2018.

Forwards Centre

A copy of the SIP report following the spring term visit on 21 March 2018 by Mr N Pounds had been circulated to all Governors for their review and information.

CF reported that Mr Pounds had undertaken a joint moderation meeting. It was noted that the assessment process was very strong but Mr Pounds had been very helpful and supportive providing some very good suggestions.

10.3 Summer Term SIP Visit

RL reported that all reports in respect of the summer term SIP visits would be presented at the autumn term 2018 meeting.

Agreed: That Governor's receive and note the information provided.

10.4 Termly Report on Children Looked After

The Academy Leads for both Primary Youth Challenge and The Forward Centre confirmed that they had reported on the school's provision for Children Looked After as part of their circulated reports

Agreed: That the Academy Leads for both settings termly report on the school's provision for Children Looked After be received.

10.5 Termly Report on Attendance including Children Missing Education and those children on part-time Timetables

The Academy Leads had reported on pupil's attendance as part of their circulated reports. It was reported that there had been no cases of children missing education since the last Local Governing Board meeting.

Further to the circulated report, the Clerk informed Governors that as well as reporting on Children Missing Education, schools had a statutory duty to inform the local authority of any part-time education arrangements of pupils.

Governors should have sufficient information about children and young people who are not accessing school in the usual way, so that governors can challenge the amount of provision being made and evaluate its effectiveness. With this in mind, both Academy Lead's confirmed that there were currently no part time arrangements in place for pupils at either setting. It was also confirmed that should any pupils be missing from education, all necessary details would be reported as required.

Agreed: That the Academy Lead's report on 'Children Missing Education' and 'Part-Time Timetabled Pupils for both settings be received and noted.

10.6 Report on Pupil Premium Grant (PPG) for 2017/18 and 2018/19 Allocation

CF reported that the PPG report for the Forwards Centre for 2018/19 was currently on the academies website and would be updated with the outcomes from this year at the end of the summer term. The intended spend for 2018/19 was also published on the website

Agreed: That the Head Teacher's termly report on the Pupil Premium be received.

Action: CF to update the PPG report as required and publish on the website.

Agreed: That the academy leads reports for both the Forwards Centre and Primary Youth Challenge be received with thanks.

11. POLICY APPROVAL

PH referred to the Policy Schedule that had recently been compiled and previously circulated with the agenda papers together with the following Policies for approval for both academy settings as appropriate:

- Attendance – (FC/YC)
- Accessibility (FC/PYC)
- Invacuation/Evacuation – (FC/PYC)
- First Aid Policy - FC/PYC
- Health and Safety – FC only (PYC currently being completed)

RL reported that following meetings with DS and other Local Governing Boards it had been discussed that not all policies were required to be approved by the LGB. It was felt that the link Governors could review and approve all non-statutory policies as opposed to the full LGB. A spreadsheet was to be compiled by DS indicate the statutory policies and also to include a revision date for the approval of all policies at Link Governor, LGB or Trust level as appropriate.

RL confirmed that since the agenda had been circulated it had been realised that the First Aid Policy for both settings had been approved at Trust level.

Governors reviewed each of the policies as listed above. The following matters were raised:

Attendance Policy

Governors reviewed and approved the policies relating to both settings.

Accessibility Policy – Forward Centre

Governors discussed the content of the policy relating to the FC. CF expressed concerns regarding the statutory items and felt that an external body with expertise in this area ought to be employed to undertake an audit of this area. It was suggested that D Reynolds, having expertise in 'moving and handling' as part of her role in her own school setting, may be able to further review this policy making the necessary recommendations to ensure compliance. This was agreed.

Governors reviewed and approved the Accessibility Policy in respect of the PYC Academy.

Evacuation/Invacuation Policies

Governors reviewed and approved the policies for both settings. Both academy leads noted that the procedure had been more effective since the policy had been put in place.

Health and Safety Policy

CF noted that compiling the Health and Safety Policy for the FC had been a very useful exercise and was happy that the content best met the needs of the Academy. Governors reviewed and approved the Policy.

LB noted that the Policy for the YCP setting was currently in the process of being completed and would therefore be presented in the autumn term

Agreed:

- i) That all non-statutory Policies be reviewed and approved by the Academy Lead and link Governor for their specific area of responsibility.
- ii) That all Policies as listed above be approved with the exception of:
 - Accessibility Policy in respect of the Forwards Centre - approval to be deferred to the autumn term LGB meeting.
 - Health and Safety Policy in respect of PYC approval to be deferred to the autumn term, 2018 meeting

Action: DR to further review the Accessibility Policy in respect of the FC in time for approval at the autumn term LGB meeting

12. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk reported on the General Data Protection Regulation (GDPR) which would apply to all organisations that processed personal data, including schools and academies, from 25 May 2018. It was noted that this would replace the Data Protection Act.

The Clerk advised that trustees and local governors should have an awareness of the changes and ensure that their academies were compliant with the new regulation as the trust board were ultimately responsible for this. Whilst the general concept and principles of the Data Protection Act remained the same, there were new obligations for organisations including stricter sanctions and further rights for individuals.

Under the new regulations, the definition of personal data would include identification numbers online identifiers and/or location data as well as factors relating to the physical, psychological, genetic, mental, economic, cultural or social identity of a natural person. Data such as IP (internet protocol) address or roll number would also amount to personal data.

Sensitive personal data would be replaced by special categories of personal data and explicit consent will usually be required when processing data within the various special categories.

As data controllers, the trust board would be responsible and accountable for compliance with the GDPR principles and must be able to demonstrate this. Trust Boards can ensure this compliance by:

- Increased Staff Awareness of GDPR
- Appointment of a Data Protection Officer (DPO)
- Reviewing Policies and Procedures, including data protection policy, privacy notices and subject access requests.

The Clerk reported that the Local Authority had provided support in respect of training for Business Managers / Finance Directors and Principals from a specialist company called 'Act Now'. Resource materials including model information management policy for non-maintained schools and privacy notice templates had been made available via the schools extranet system.

It was further noted that following feedback from schools in respect of an SLA around the DPO role, the Local Authority were currently in discussions with schools about a proposed joint service offer from the Internal Audit and Risk Management teams at Bolton Council and Manchester City Council. Details of this proposal were being communicated to schools via consultation groups and further details had been published on the Extranet. Expressions of interest were to be submitted to Judith Smith, LA Principal Auditor.

RL confirmed that David Smith had been appointed by The Trust to undertake the responsibility of DPO across the Trust. Training had already been undertaken by the administrative staff members and would be 'rolled out' to all other staff in the very near future. RL confirmed that a plan was in place to ensure compliance.

DR referred to the 'priority tasks' such as privacy notices. RL felt that DS would have all priority matters in hand but would check this detail with him.

RL thanked DR for sharing her knowledge and expertise in this area.

Action: RL to further discuss the 'priority tasks' with DS to ensure GDPR compliance.

Agreed: To note the content of the report and the Board's duty in respect of the General Data Protection Regulations

13. GOVERNOR SKILLS AUDIT – UPDATE

RL referred to the newly appointed Governors across all LGB's and reported that DS planned to re-circulate the skills audit questionnaire to all Governors across each LGB within the next two weeks.

Action:

- i) DS to recirculate the skills audit to all Governors following the recruitment of new Governors.
- ii) Clerk – agenda item autumn term 2018.

14. EVACUATION/INVACUATION PROCEDURES – SPRING TERM 2018

CF confirmed that evacuation/Invacuation procedures were undertaken at the FC during the spring term 2018.

LB noted that details in respect of the evacuation/Invacuation procedures carried out on behalf of the PYC were in her academy leads report that had been circulated with the agenda papers.

Agreed: That the report in respect of the spring term evacuation/invacuation procedures be received with thanks and that the summer term report be presented at the autumn term 2018 meeting.

15. SCHOOL WEBSITE COMPLIANCE

The Clerk had previously advised that academy and multi academy trust boards must publish specific information on their websites to comply with requirements contained in both the academies financial handbook and the trust's own articles of association.

As part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date.

At the last meeting LW had agreed undertake a further review to ensure compliance with a report back at this meeting.

In the absence of LW, CF reported that DS and LW had met to undertake a further review of the website. A thorough review had been undertaken and the feed-back received had been very positive. There had been some missing items including the Accessibility Policy and Governors attendance details but DS had these matters in hand to upload at the earliest opportunity.

Governors thanked LW for her support in this matter and commended DS for the work undertaken in managing the five websites.

The Clerk noted that regular termly checks ought to be undertaken to ensure continued compliance. This was agreed.

Action:

- i) DS to ensure that the accessibility Policies and Governor attendance to meetings was uploaded at the earliest convenience.
- ii) Website compliance update – Agenda Item for the autumn term 2018.

16. CLERKING AND SUPPORT SURVEY 2018

The Clerk reported that as part of the Governance Services Team's commitment to service delivery, all Chairs of Governors and Head Teachers of schools and academies that buy into the Governor Clerking and Support Service were invited to take part in the 2018 biennial clerking and support service delivery survey.

The survey aimed to seek the views of customers to ensure that the service provided was consistent with the service level agreement and the expectations of governing and trust boards. It was intended that the data collected would be used to ensure continued improvement of the service governing and trust boards receive.

Questions on areas such as the accuracy of advice and information given by the service, the team's focus on customer care and support and the quality of documentation including minutes, agendas and reports, are included within the survey.

An email link would be sent to all Chairs and Heads throughout the summer term to access the survey online and feedback would be provided to all schools once the information has been collated and analysed.

It was noted that as there was currently no permanent Chair in Place that CF, LB and RL would complete the survey

Agreed:

- i) That the board note the report.
- ii) That the CF, LB and RL respond to the survey on behalf of the Board.

17. GOVERNANCE GATEWAY BOARD AGREEMENT

The Clerk referred to the copy of the information and agreement that had been circulated with the agenda papers. It was noted that the agreement was required to be signed by all Governors to confirm their understanding and agree to the safe and secure use of the Governance Gateway system. A further copy was tabled for Governors to sign and return before the end of the meeting.

All Governors present at the meeting duly signed the acceptance form as required. It was noted that any absent Governors would be requested to complete and sign the acceptance form at the autumn term meeting.

Action: Governors not present at this meeting to sign and return the agreement to the Clerk in the autumn term.

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk proposed the following meeting dates. It was noted that these dates had been agreed with PH and RL and set in line with Trust meetings and other reporting purposes.

RL noted that a request from LW had been made to change the starting times of future meetings to better suit her availability.

Governors discussed this matter with all Governors present preferring the start time to remain at 4.00pm.

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

Autumn Term: Wednesday 17 October 2018 at 4.00pm at the Forwards Centre

Spring Term: Wednesday 13 February 2019 at 4.00pm at Smithills Youth Challenge

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

19. **CONSENT TO ABSENCE**

Governors discussed if to consent to the absence of all absentees. It was noted that Donna Jordan had not attended for some time and there had been no communication received regarding this meeting.

RL suggested that she contact Donna to establish her intentions for future meetings. This was agreed.

Agreed: Governors consented to the absence of all absentees **with the exception of Donna Jordan.**

Action: RL to contact Donna Jordan to establish her intentions for attending future meetings.

20. **ANY OTHER URGENT BUSINESS**

There were no items of 'any other business' reported.

21. **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 5.45pm

Governors thanked KA for standing in as Chair for this meeting.

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

Date: _____