

**BOLTON IMPACT TRUST**

**MEETING OF THE LOCAL GOVERNING BOARD (SECONDARY)  
(LEVER PARK AND SECONDARY YOUTH CHALLENGE)**

**HELD ON TUESDAY 22 MAY 2018 AT 4.00PM AT YOUTH CHALLENGE (SMITHILLS SITE)**

**Present:** Heather Carr (HC), Andy Feeley (AF), Mark Hilton (MH), Tanya Johnson (TJ), Rebecca Leonard (RL), Phil Ogden (PO), Andrea O’Callaghan (AOC), Rodger Petch (RP) and Matthew Taylor (M, T)

**In Attendance:** Richard King (RK), Proposed Co-opted Local Governor, David Smith (DS), Finance Director, Paul Hodgkinson (PH), Executive Principal and Carole Brooks (Clerk to the Local Governing Board)

**HEATHER CARR IN THE CHAIR**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all present. In particular Mr Phil Ogden, newly appointed Staff Governor and Mr Richard King, proposed Co-opted Governor.

Apologies for absence had been received from Simon Cannon. It was noted that Mark Hilton and Paul Hodgkinson were planning to attend but had advised that they would be late.

**2. DECLARATION OF INTEREST**

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

**3. MEMBERSHIP/GOVERNANCE ISSUES**

**3.1 Co-opted Governor Vacancy**

The Chair reported that a vacancy had remained for three Co-opted Governors and that Mr Richard King had been proposed to take up one of these position with the Board’s approval.

Governors discussed this matter and unanimously approved of the appointment of Mr King as a Co-opted Governor.

The Clerk presented Mr King with a welcome to Governance pack containing a welcome letter and a number of forms for his completion. It was noted that some of the forms were to be returned to her and some to David Smith at the earliest opportunity. It was also noted that the welcome letter included 'set up' instructions to access the Bolton Governance Gateway for which he was required to undertake in order to access the agenda and supporting papers for the next meeting.

The Clerk referred to the two remaining vacancies and asked if these were required to be filled at this time.

Governors discussed if there was a need to seek further Governors to fill the remaining two vacancies. It was noted that at the last meeting PH had reported that he felt the Board was currently very strong with no gaps in skills at this moment in time and had proposed that the Board did not actively seek to recruit any further Governors at this time and wait until there was a requirement. This was agreed.

**Agreed:**

- i) That Richard King be appointed as a co-opted Governor to serve a four year term of office.
- ii) Not to actively seek any further co-opted Governors (up to a maximum of 8) until it was deemed a requirement.

3.2 Review of Link Governor Roles and responsibilities

The Chair referred to a discussion at the last Chairs Briefing where the importance of Governors performance and impact on the Governing Board had been highlighted.

Governors were asked if they were all happy and confident in their link roles noting if there were any problems or concerns to raise them with the Chair and PH to enable the matters to be addressed effectively and ensure effective governance was maintained.

The Clerk noted that the newly appointed Governors would need to be assigned to a specific area and suggested that discussion for this item be put on hold and returned to once PH arrived at the meeting. This was agreed.

Following the arrival of PH to the meeting. PH reported that following a review of the link Governor roles at the Medical LGB it had been decided to create a new link

Governor role to monitor Soft Outcomes for Children including Attendance, Engagement and Personal Success targets (PST's).

Governors discussed this requirements and felt it a welcome addition. PH therefore suggested, with the Boards approval, that one of the new Governors take up this responsibility. This was agreed.

PH also proposed that the Secondary LGB link Governors also follow the same protocol as for the other LGB's and undertake their individual link responsibility across both sites.

It was therefore suggested and

**Agreed:** that the following Governors take up responsibility for:

- Behaviour - Siobhan Gulshan
- Health and Safety across both sites – Phil Ogden
- Outcomes and Performance – Vulnerable Groups (COG and Gloves) – Simon Cannon
- Soft Outcomes (newly created position) – Richard King

PH proposed that he meet with Richard King (RK), newly appointed Governor to further discuss the requirements of the role.

**Action:**

- i) PH make the necessary arrangements to meet with RK to further discuss the requirements of the role.
- ii) PH to circulate an updated list of each link Governors roles and responsibilities at the earliest opportunity following this meeting.

### 3.3 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.

All Governors with the exception of those not present completed and returned the form

**Action:** Governors not present at this meeting to complete the Declaration form at the next meeting and return it to the Clerk.

#### **4. 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 6 February 2018 for their review and approval.

The following amendments were noted:

- Page 10, item 6.4.2 - amendment required to the spelling of the word PIXL.
- Page 13, item 7 the financial figure should read £426K

#### **Matters Arising**

##### **Item 4.4, bespoke training**

DS reported that bespoke training in respect of Health and Safety was to be arranged for the late summer /early autumn term 2018. It was noted that this been put on hold until confirmation of the recently appointed Governors had been made. It was felt that each LGB were now almost at capacity and once the Health and Safety link Governor role had been confirmed for both sites, this could be arranged and he would forward an invite for all Governors to sign up to their attendance.

**Action:** DS to circulate a date and related details of the bespoke Health and Safety training to all Governors at the earliest opportunity.

##### **Item 4.5 Governor Skills Audit**

DS asked that all Governors who had not completed and returned the skills audit do so at the earliest opportunity to enable the analysis to be completed effectively. It was noted that the audit would be circulated to any newly appointed Governors for their completion and return to DS.

#### **Action:**

- i) DS to circulate the skills audit questionnaire to all newly appointed Governors

- ii) All Governors to complete and return the skills audit to DS at the earliest opportunity.

#### Item 6.4, Pupil Voice Review

AF reported that he had not yet completed this review but would ensure that this was undertaken at the earliest opportunity, with a report back at the next meeting.

**Action:** AF to undertake a ‘pupil voice’ review and report back at the autumn term 2018 meeting.

#### Item 11, Policy Approval – Safeguarding and Child Protection Policy

The Chair asked if the Safeguarding and Child Protection Policy had been approved at Trust level as it wasn’t on the agenda for this meeting.

RL confirmed that the Policy had been reviewed and recently approved at Trust Level, by the Risk and Audit Committee.

**Agreed:** That the minutes of the meeting held on 6 February 2018 be received and approved as a correct record subject to the following amendments being made:

- Page 10, item 6.4.2 spelling amendment required to the word PIXL.
- Page 13, item 7 the financial figure should read £426K

### **5. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of ‘any other business’ reported.

### **6. NOMINATED GOVERNOR REPORTS**

#### 6.1 Chairs Briefing

The Chair reported that she had attended the summer term Chairs’ Briefing held on Monday 14 May 2018.

The Chair had compiled a report relating to the items discussed as circulated to all Governors via the Gateway, prior to the meeting for their review and

information. It was noted that the majority of items discussed were on the agenda for this meeting.

- 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 & Structures

PH arrived at the meeting

Governors were directed back to item 3.2 following the arrival of PH as previously agreed, to enable effective discussion and agreements to be made in respect of the Link Governor Roles and responsibilities.

#### 6.2 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.

The Clerk suggested that any newly appointed Governors access the new Governor Induction course.

RL, Link Governor for training noted that she had not been made aware of any training accessed by Governors since the last meeting.

Governors were requested to forward details of any courses attended to enable effective maintenance of the Boards training records.

The Clerk noted that all LA courses accessed that were available in the Governor Services training programme offered would also be logged on the Gateway following Governors attendance for each Governors personal records.

RL reported that she and Matthew Taylor as Academy Leads had attended Safer Recruitment training.

AOC and AF confirmed that they had also undertake the refresher training for Safer Recruitment.

Mark Hilton Arrived at the meeting.

### 6.3 Nominated Link Governor Reports

The Clerk referred to the protocol for the timely submission of Link Governor Report's, as a number of these had been forwarded to the Clerk after the original agenda had been circulated.

Governors discussed this matter and

**Agreed:** to forward all visit reports to the Academy Leads by an agreed due date to be determined for each termly meeting.

**Action:** Academy Leads to advise all link Governors of the agreed due date for receiving submission of their visit reports to be circulated with the agenda papers via the Gateway.

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

#### 6.3.1 Health and Safety Compliance at Youth Challenge - D Reynolds

RL reported that this report had been compiled by Mrs Reynolds, Link Governor on the Primary LGB following her recent visit to YC. It was noted that the report covered the same areas for both LGB's.

RL proposed that now PO had now been appointed as the Link Governor for the Secondary LGB that they undertake a joint visit to Youth Challenge in the future as similar questions would likely be raised. This was agreed.

The Chair referred the Health and Safety Policy and asked if this was a 'Trust wide' Policy or if it was the responsibility of each LGB to review and approve.

RL explained that it was a 'Trust Wide' Policy. It was noted that there was currently no local procedure due to the shared use and nature of the building. A meeting was to be arranged as soon as possible with the other users of the building to review this matter; the date would be shared with the link Governors of both LGB's to invite them to attend.

**Agreed:** That Phil Ogden and Mrs D Reynolds (Primary LGB) Undertake joint inspections of Youth Challenge in future.

**Action:** RL to make the necessary meeting arrangements to discuss a local procedure with other users of the building and invite PO and Mrs Reynolds (Primary Health and Safety link Governor) to attend.

#### 6.3.2 Single Central Record (SCR) Primary/Secondary Academy

RL reported that the circulated report in respect of the review of the Single Central Record for Youth Challenge had been undertaken by Mrs Reynolds from the Primary Academy and therefore the circulated report contained the information required by both LGB's.

MT informed Governors that the SCR for Lever Park was to be reviewed at the start of the next term with a report to Governors circulated once completed.

#### 6.3.3 Safeguarding LP - T Johnson

A report in respect of Safeguarding at Lever Park School (LP) had been circulated with the agenda papers.

TJ reported that she had undertaken a very positive safeguarding visit to both LP and YC. It was felt that having Governor Week with a specific meeting date had been very useful for her planning purposes.

TJ reported that the implementation of C-Poms at LP was now very well embedded and had stream lined reporting and information management.

TJ commended the staff within both settings for their diligence and efficiency in recording and reporting all safeguarding concerns.

It was also noted that it would be useful for all Governors and visitors to be provided with a lanyard to wear during their visit to the academy. It was noted that this was critical for Ofsted purposes.

**Action:** PH/RL to ensure that lanyards had been ordered by the administrative team.

#### 6.3.4 Safeguarding YC - T Johnson



The report following TJ's safeguarding visit at Youth Challenge (YC) had been circulated with the agenda papers for Governors review and information

TJ noted that this visit had also been very positive, Governors were guided through the details provided within her report.

RL noted that a positive safeguarding learning walk had taken place, with spot checks being undertaken and safeguarding questions asked to a wide range of staff members, to ensure that compliance and best practice was maintained at all times. These spot checks would continue on a half termly basis with an agreed theme.

TJ and RL referred to the training hub noting that this was proving very successful for all attendees in sharing best practice across the Trust.

RL confirmed that the Safeguarding Policy had been shared with all staff at a recent briefing and signed acceptance and understanding of the policy and procedures had been completed and returned by all staff.

TJ confirmed that exceptional best practice had been demonstrated across both settings.

#### 6.3.5 Curriculum - YC - S Cannon

A report compiled by SC following his visit to YC in respect of Curriculum, 'Gloves' and the core purpose of the provision had been received by all Governors.

In the absence of SC, RL explained that as a new Governor this visit had initially been focussed on gaining familiarity of the provision and YC setting.

RL reported that the visit had been very positive noting that SC had made a very effective contribution providing a number of welcome suggestions as to how to further improve the setting, all of which were to be considered. It was felt that with the suggestions and challenge provided that SC was a great addition to the team.

#### 6.3.6 Teaching and Learning - YC – A Feeley

A report following AF's visit to YC had been circulated to Governors. AF discussed the content of the report providing challenge and support in order to 'get to the heart of' any teaching and learning issues.

AF noted that a wealth of data had been provided and a number of recommendations had been made, including how data could be presented more

effectively to provide an accurate picture highlighting any trends and also to help leaders identify any key areas for improvement in order to show the progress and successes made more effectively.

RL noted that arrangements would be made for RL and PH to further discuss the recommendations made and make the necessary change.

### 6.3.7 Teaching and Learning - LP – A Feeley

Further to his circulated report, AF referred to the calm atmosphere at LP noting that the discipline of the challenging pupils was to be commended. HC concurred with the comments made.

It was noted that a review of the behaviour policy had also been undertaken with a scripted response being given for any potential issues.

PH noted that the pupils were to be commended as were the staff for their excellent management of them.

AF reported that a tighter focus was required regarding the systems in place for areas of enhancements and strength. PH noted that arrangements were in place for PH and MT to further discuss this matter.

AF referred to pupil progress and suggested that a review of the number of support staff may be required to enable pupils to further develop and make progress.

PH referred to a number of pupils that may have 'missed out' on the 'key skills' due to their personal back grounds. It was noted that Personal success targets (PST's) were individual and the progress made was not always academic. Some pupils were required to 're-engage with society' and their progress in this area was equally important and required to be captured in the same way any academic progress.

Governors were referred to a wall display in the room currently being used for this meeting at YC that gave examples of individual pupils PST's. RL noted that these were all monitored effectively.

### 6.3.8 Academy Finance – M Hilton

Governors had received the report following MH's link Governor visit in respect of Finance and Capacity.

Mr Hilton reported that capacity remained an issue and was under on-going review. A number of suggestions had been made as per the circulated report including the compilation of a RAG rating report to assess the current position and actions required for the Trust to reach the required potential and sustained improvement.

PH noted that capacity for sustained improvement had been raised as an issue at another LGB meeting. It been suggested that this be included as a key priority on the SEF for each academy. PH noted that this was currently being considered.

MH referred Governors to his report for information in respect of Finance matters.

**Action:** PH, RL, MT and MH to meet to further discuss capacity issues and consider including capacity for sustained improvement as a key priority in the SEF's across each Academy as appropriate.

The Chair and PH thanked all Governors for their commitment to attending Governor Week and for submitting their reports.

PH noted that Governors presence around each setting was also beneficial for the pupils helping them get used to unfamiliar faces.

RL commended the process noting that she had seen a marked improvement in pupil's behaviour when visitors are in the building.

PH commended the members of the LGB noting that they had been very supportive and challenging in their link roles providing a clear evidence base in the provision of their reports.

At this point in the meeting MT referred to future link Governor visits and asked if there could be an 'agreed theme' prior to the visits taking place so that Governors can really focus on a particular area and thus challenge staff even more.

PH noted that the agreed theme could be set by the Academy Leads as appropriate.

AOC noted that the autumn term would set its own theme as there would be outcomes from the summer term to be analysed and discussed.

SG apologised for not having completed her Link Governor visit to date. It was noted that arrangements to meet with Behaviour Leads for both YC and LP would be made and a report presented to Governors in the autumn term.

RL informed Governors that if any Governor could not undertake their visit during 'Governor Week' that alternative arrangements could be made to suit the availability of all parties.

**Action:** PH to circulate the revised Governor Schedule for the 2018/19 academic year to all Governors.

#### 6.4 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 and costings would be provided in due course.

The Chair asked Governors to let her know if they were interested in attending.

### 7. 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) (Secondary provision) and Lever Park as at the end of April 2018. Mr Smith noted that the report highlighted the projected financial position for the YC Academy and Lever Park School and an explanation of the significant variances.

DS noted that approval of the Academy spending plan was undertaken at Trust level and was to be approved by the Finance and Premises Committee in June. It was noted that the academy financial year ran from September to August not from April to March as was the case for most LA Schools.

Governors were informed that finance continued to be a challenge across the whole Trust but confirmed that the Trust were currently in a balanced position. There had been some budgetary issues regarding funding and classification of pupils at Lever Park Academy but that work with the Chair of the Trusts Risk and Audit Committee was currently being undertaken to resolve the issues.

PH confirmed that discussions with the LA, the Regional Schools Commissioner (RSC) and the Education Funding Agency (EFA) had been undertaken previously to address the issues, to no avail, but that this matter was still a major priority and would continue to be pursued with the support of the Trustees.

Governors were assured that discussions were on-going, the Chair of the Risk and Audit Committee in his role as a Trustee would further present the issues and proposals made to the LA and relevant bodies. It was hoped that they would accept the proposals.

MT confirmed that the Academy was not receiving enough funding to cover the amount of pupils attending. It was noted that the staff team were desperately wanting to support the pupils but were left frustrated, fearing that the provision could become diluted with less staff available to meet pupils needs.

PH noted that Governors would be informed as soon as any further information was available.

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

## **8. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS**

A copy of the Academy Leads report for:

- i) Lever Park
- ii) Secondary Youth Challenge

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

### **Lever Park Report**

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

- Pupil Numbers
- Current Numbers (May 2018)
- Safeguarding
  - Safeguarding
- Health and Safety including
  - Evacuation/Invacuation drills
- Personal Success Targets (PST's) and Progress
  - Whole school summary (PST Headlines)
  - Individual pupil summary versus PST'S including behaviour and attendance)
- Pupil Profile/Outcomes – December 2017

- Looked After Children
- Behaviour Analysis
- Attendance Analysis
  - Whole school
  - Power group
  - EAL Pupils
- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Outcomes from external examinations

Aspects of the report were highlighted with questions invited from Governors as appropriate.

### Capacity

Further to the report MT noted that Lever Park was currently 7 pupils over capacity.

A Governor asked how this impacted on staffing.

PH noted that this did impact negatively on staff but was not just about staffing, the school was very inclusive. The matter led back to the previous discussion regarding the need for more funding and the fact that the school were not receiving enough funding for the number pupils attending. The school did not want to turn pupils away that clearly needed their support.

### Safeguarding

C-Poms was proving to be a very effective system for recording and reporting all incidents, with all information now being stored in one place. It was noted that the number of incidents had increased as per the detail recorded on the circulated report but that was because all incidents regardless of the 'level' were now recorded. It was confirmed that the records were well maintained and accurate.

A Governor asked if the levels of the incidents recorded could be separated on future reports. It was agreed that they could.

**Action:** MT to separate the incidents into 'levels' for future reports.

### Personal Success Targets (PST's)

A Governor asked MT if the PST's were in line with where he wanted them to be

MT confirmed that they were and felt re-assured that the system in place was working well. It was noted that the targets were constantly changing due to the individual needs of the pupils. It was also noted that a benchmarking exercise could be undertaken against the raw data to highlight any improvements for areas such as exclusions.

A Governor referred to attendance targets. MT confirmed that there was 90% attendance at Lever Park last week which was very pleasing.

PH referred to the PST's report presented in respect of English and asked MT to re-check the figures presented as it was felt that these did not equate to 100% and may not be correct.

MT agreed to review and re-circulate the report as appropriate.

**Action:** MT to review the PST's report in respect of English and re-circulate to all Governors at the earliest opportunity.

The Chair thanked MT for his informative report.

### **Secondary Youth Challenge**

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

- Pupil Numbers ( Jan 18 – April 18)
- Pupil Movement - Spring Term
  - Pathway Breakdown
- Safeguarding
- Children Missing Education
- Health and Safety including Evacuation/Invacuation report
- Personal Success Targets (PST's) and progress
  - Whole school summary (PST Headlines)
  - Individual Pupil Summary PST'S
- Looked After Children Spring 2018
- Academic Progress Maths and English Grouping Break downs
- Behaviour Analysis
  - Exclusion Data Spring Term 2018
  - Attendance Analysis
- Quality of Teaching
- Pupil Destinations
- Personnel Issues

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

### Pupil Numbers

RL reported that pupil numbers were increasing but that the pressure was currently easing with the year 11 students leaving.

### Personal Success Targets (PST's)

RL noted that the figures were lower at Youth Challenge than at Lever Park due to the constant movement and fluctuation of pupils coming and going. No pupil exceeded their behaviour targets, there were no figures to present as they moved on to their next target. It was therefore difficult to measure improvement due to the constant movement in and out of the provision.

### Attendance

RL informed Governors that YC had recently employed an additional teacher to work alongside PO to support the increasing number of pupils that were disengaged. PO also worked very closely with a number of pupils to encourage their attendance.

A Governor referred to International New Arrivals (INA's) and asked if the provision supported any INA's.

RL explained that a number of INA's had attended during the summer term together with a number of children Missing Education. The school worked closely with Steve Berryman, LA Early Interventions Manager to monitor this area, reporting any instances and concerns.

PH confirmed that there had been a number of instances with one specific family but assured Governors that this matter was being monitored very closely.

### Pupil Destinations

A Governor asked what careers education was provided to the pupils and how they were prepared for post 16 and planned for their future destinations.

RL confirmed that the year 11 pupils had been working closely with the school Connexions Advisor, alongside two Learning Mentors and other outside agencies to best prepare them for post 16. As per the report, activities had included: 1:1 interviews with



Connexions, work experience opportunities, attending college careers/open days, opening of bank accounts and other training provider visits.

A Governor referred to careers advice and suggested the following careers education organisations that may be useful for the Academy Leads to pursue:

- Gatsby Education
- Start Education
- The Careers Enterprise Network

**Action:** RK to forward the necessary links to access the careers educational specialists as recommended.

### 8.1 School Self-Evaluation (SEF) update

A copy of the SEF for both YC and LP had been circulated with the agenda papers for Governors review and information.

PH reported that an analysis of the SEF for Lever Park had recently been undertaken and was currently in the process of being re-written in order for it to link into the AP handbook. A meeting for PH and MT to review this had been arranged for the Friday morning of the half term break.

The Chair referred to the judgements made by the School Improvement Professional (SIP) noting that all Governors were required to be clear what the judgements were for both settings, particularly in the event of a potential Ofsted inspection.

PH discussed the potential Ofsted inspection arrangements, noting that he felt this was imminent. With this in mind, arrangements had been made for well-respected external assessor, Sonia Oyan to visit Lever Park on 25 June 2018 and Youth Challenge on 3 July 2018 to undertake a review and provide an external appraisal of both provisions in order to provide challenge and an evidence base and also confirm the judgements made. It was noted that the LA had agreed to pay for this service.

RL suggested that Governors attend the visit undertaken by Sonia, external assessor on 25 June and 3 July to gain experience of what was required, if they were available.

PH noted that he felt both settings were well prepared and held a strong evidence base including the reports submitted from all link Governors visits, highlighting any required actions and suggestions.

PH informed Governors that arrangements were also being made to hold a staff/Governor conference in July 2018 with two interactive sessions to be included in order to prepare staff and Governors for the next Ofsted inspection.

Governors noted that this would be a useful opportunity to be part of as it was important that they were prepared and aware of the script required.

PH noted that he felt a meeting with PH, HC, RL and MT was required at the earliest opportunity to discuss a development plan around Governance to ensure that Governance is effective. This was agreed.

AF referred to a potential Ofsted visit and the rolling note of the SIP visit reports that had been circulated.

It was felt that whilst there was a wealth of information provided and a detailed analysis given, these were far too long. It was therefore suggested that a summary report be compiled to give a much simplified message of the position of the individual setting and would be more effective in these circumstances.

The Chair noted that the judgements made and recorded within the Academy Leads reports ought to match those made by the SIP.

PH agreed with the suggestions made noting that the SIP summaries would need to be completed prior to Sonia's visit to both settings later this term. It was also noted that the judgements ought to be reviewed to ensure there were no conflicts, as she would also be testing these.

AOC suggested presenting the headlines of the SIP in a summary report using bullet points and/or a power point presentation to give a clear and concise message.

**Action:**

- i) PH and MT to review the SEF and re-circulate it to all Governors once complete.
- ii) PH to make the necessary arrangements to circulate an invite to all Governors to attend the external assessors visit arranged for 25 June and 3 July 2018.
- iii) PH to make the necessary arrangements to meet with HC, RL and MT to discuss a suitable action plan around Governance to ensure it was effective.
- iv) PH to ensure that a summary of the SIP reports is completed prior to the assessor visiting both academies
- v) AOC and AF to meet with PH and RL to consolidate all items and create a summary of the SIP report for each setting.

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

8.2 Termly Report on Children Looked After

The Academy Leads for both Youth Challenge and Lever Park confirmed that they had reported on the school's provision for Children Looked After as part of their circulated reports and that the necessary support strategies were in place for these Children.

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

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

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

The Clerk referred to the report that had been circulated with the agenda papers regarding pupils on a part-time register.

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 the Academy Leads both reported that there were currently no part time arrangements in place for pupils at the school.

RL confirmed that any concerns in these area were always reported to the LA and that the Academy worked very closely with Steve Berryman's team for early intervention.

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

### 8.4 Report on Pupil Premium Grant for 2017/18 and 2018/19 Allocation

The Academy Leads reported on the Pupil Premium funding received for 2017/18 and its use to overcome barriers to learning. A report had also provided on the 2018/19 allocation.

DS confirmed that the following PPG reports were on the website for:

- 2015/16 actual spend and evaluation of spend
- 2016/17 intended spend and evaluation of spend
- 2017/18 intended spend was on the website but had not yet been evaluated until year end on 31 August 2018
- 2018/19 intended spend was yet to be determined and would be published on the site once confirmed.

AF Suggested that the Academy appoint a PPG champion as this seemed an area of weakness across the Academy.

PH agreed that support for this area was required and suggested that external support may be beneficial.

Governors discussed this matter noting the need for the reports to show comparisons for pupils eligible for PPG v non PPG pupils and also taking into account national figures.

AOC confirmed that a track of the spending in this area was required.

RL noted that the PPG funding likely equated to the salaries of the staff supporting in addition to the transport provision and driver and other enrichment activities.

**Action:** Academy leads to include comparative PPG detail and impact in their future termly report.

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

#### 8.5 Evacuation/Invacuation Reports

The Academy Leads confirmed that details regarding Evacuation/Invacuation procedures for the current term had been highlighted within their individual circulated reports.

**Agreed:** That the Academy Leads termly report on evacuation/Invacuation procedures be received

**Agreed:** That the academy leads reports for both Lever Park and Secondary Youth Challenge be received with thanks.

### 9. SCHOOL IMPROVEMENT PROFESSIONAL (SIP) ACADEMY VISITS

#### 9.1 Lever Park

A copy of the report following the SIP visit held on 19 March 2018 had been circulated with the agenda papers for Governors review and information.

#### 9.2 Youth Challenge

A copy of the SIP reports following the summer term visit on 28 February 2018 had been circulated to all Governors for their review and information.

The Chair noted that the length of the rolling note of the SIP visits for both settings had been discussed at a previous item. It was noted that this was not a criticism as the rolling notes did provide a very detailed account. However, it had been felt that a shorter summary could be more effective, in particular for Ofsted purposes, in order

to ensure that vital information stood out and was not lost in the wealth of detail provided in the rolling notes.

**Agreed:**

- i) That Governor's receive and note the information provided within the SIP reports.
- ii) That a shorter summary of each SIP report be compiled ahead of the external assessors visit planned for 25 June and 3 July 2018.

**Action:** PH, AF and AOC to further review the SIP reports and consolidate the information to present a concise summary report for both LP and YC academies.

## **10. POLICY APPROVAL**

The Chair referred to the following Policies that had been circulated to Governors for their review and approval for both academy settings as appropriate:

- Attendance – both settings
- Accessibility – YC only
- Invacuation/Evacuation – both settings
- School Closure and Evacuation – LP only
- Absconding Policy – LP only

It was noted that the Safeguarding and Child Protection Policy referred back to this meeting had been removed as this was a Trust wide policy and therefore not required to be approved at Local Board level.

Governors discussed and approved each policy.

The Chair referred to a number of amendments that were required as follows;

- Attendance Policy for Lever Park - The font and front cover was required to be amended to be in the same format as that for YC.
- Invacuation/Evacuation Policy for YC – font to be amended to be uniform with the other policies
- Absconding Policy needs to include Lever Park on the front cover

DS noted that these amendments would be made prior to publication on the website.

RL noted that an absconding policy had not been circulated for YC as it was not a statutory Policy. If Governors wanted to see this it could be circulated if required.

AF referred to the guidance downloaded from 'the key' and asked what the protocol was for policy approval by the LGB. It was understood that only the statutory policies were required to be approved by the LGB.

Governors discussed this matter and suggested that Link Governors scrutinise and approve any non-statutory policies within their specific link area. This would also provide an additional layer of challenge and effective monitoring.

PH concurred with the suggestions made. It was also noted that timely review periods ought to be diarised in to ensure all policies were up to date and fit for purpose. PH confirmed that he would include an extra column on the review schedule to include a review date

**Action:** PH to amend the Policy review schedule to include a column for a Policy review date and details of the Link Governor to undertake the review.

**Agreed:** That the Policies as listed above for both academy settings be approved.

## **11. 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 DS and MH had been tasked with undertaking a review to ensure compliance with a report back at this meeting.

MH reported that a review had been undertaken resulting in some actions being required to be addressed before full compliance could be confirmed. He planned to further review this on 11 June 2018 with report back at the next meeting.

**Action:** MH to further review the academies website and report back on its compliance at the autumn term 2018 meeting.

## **12. 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.

### **Agreed:**

- i) That the board note the report
- ii) That the Chair and PH respond to the survey on behalf of the Board.

## **13. 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 a 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.

DS reported that the Trust had appointed himself to the position of DPO.

A Governor asked of this was permissible given that DS was the Financial Director.

DS confirmed that this matter had been confirmed, a level of seniority was required and it was permissible.

A further discussion was held with the Chair noting that the matter of Schools being required to appoint a suitable DPO was raised at the recent Chairs briefing.

The Chair asked if a DPO was required at LGB level as well as at Trust level. DS noted that he had been appointed at Trust level and would represent all LGB's reporting to the Risk and Audit Committee as required.

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

#### **14. NOMINATIONS FOR CHAIR AND VICE-CHAIR OF GOVERNORS**



The Clerk reported that the Governing Board's agreed procedures for nominating to the position of Chair and Vice-Chair require that the name(s) of any governor(s) wishing to be considered for election be included on the agenda for the autumn term meeting. If one or more names appear on the agenda, no other nominations could be taken at the meeting. Only if no names were listed on the agenda could Governors then be nominated/put themselves forward at the meeting.

Governors discussed this matter. HC and MH confirmed that they were happy to continue unless anyone else expressed an interest.

It was noted that a pro-forma had been distributed with the agenda for use by any eligible Governor (this excludes any governor who works at the school) to put their name forward and return the pro-forma to the Clerk to the Governors in advance of the agenda being issued for the meeting.

#### **15. GOVERNANCE GATEWAY BOARD AGREEMENT**

The Clerk had circulated a copy of the Agreement that was required to be signed by all Governors not present at the last meeting.

**Action:** Governors to complete the form as required and return it to the Clerk.

#### **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 in line with other reporting purposes.

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

Autumn Term: Thursday 18 October 2018 at 4.00pm at Lever Park

Spring Term: Thursday 14 February 2019 at 4.00pm at Smithills Youth Challenge

Summer Term: Thursday 6 June 2019 at 4.00pm at Lever Park

**RP submitted his apologies for the autumn term 2018 meeting**

**17. CONSENT TO ABSENCE**

**Agreed:** Governors consented to the absence of Simon Cannon.

**18. ANY OTHER URGENT BUSINESS**

There were no items of 'any other business' reported

**19. 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

Meeting closed at 6.10pm

Signed as a correct record:

\_\_\_\_\_  
(Chair of Local Governing Board

Date:

\_\_\_\_\_