

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD (MEDICAL)
(YOUNG MUMS UNIT & PARK SCHOOL)**

MONDAY 14 NOVEMBER 2016 AT 4.00 PM AT THE FORWARDS CENTRE

Present: Alison Woosey, Hazel Banks, Chris Edgar, Sally Heppenstall, Dee Luczka, Collette Unsworth

In Attendance: Paul Hodgkinson (Executive Principal), Christine Birchby (Vice-Principal), David Smith (Finance Director), Annette Harris (Clerk to the Local Governing Board)

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the first meeting of the Local Governor Board (Medical) and introductions were made. Mr Hodgkinson explained that he would be attending initial meetings of each Local Governing Board as an observer/adviser together with Mrs Birchby, Vice-Principal and Mr Smith, Finance Director. In the future, if their presence was not required, they would then only attend as and when necessary. Similarly with items on agendas for the local governing boards, it would evolve and items currently included on the agenda may not necessarily continue in the future; a review would be undertaken when all meetings of local governing boards had been completed.

Apologies for absence had been received from Lauren Beanland and Gill Bentham.

2. APPOINTMENT OF CHAIR

Governors were asked to agree the procedure for the election of the Chair and Vice-Chair of the Local Governing Board i.e. written self-nominations in advance of the meeting or nominations sought at the meeting with a proposer and seconder. Governors were also asked to appoint a Chair to serve to the autumn term 2017.

Governors felt that because of the absence of two members of the Local Governing Board, it would be appropriate to defer the appointment of a Chair and Vice-Chair to the next meeting. Following further discussion it was:

Agreed:

- i) that written self-nominations in advance of the meeting be requested for all nominations for Chair and Vice-Chair;
- ii) that nominations be requested from all governors prior to the next meeting (spring term) for the appointment of a Chair and Vice-Chair of the Local Governing Board (Medical) to serve to the autumn term 2017;
- iii) that Sally Heppenstall be appointed Chair of Local Governing Board (Medical) for this meeting.

SALLY HEPPENSTALL IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

Appointment arrangements for Vice-Chair had been included in the discussions for the appointment of Chair (Item 2).

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 members of the Local Governing Board (Medical) and the Executive Principal were asked to complete the pro-forma and return this to David Smith to be retained at the Youth Challenge Centre (Head Office of the Bolton Impact Trust).

4.2 Declarations of Interest

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

5. MEMBERSHIP / GOVERNANCE ISSUES

Governors noted the proposed governance model document as circulated with the agenda which included a breakdown of each Trustee/Governor together with their previous involvement with the establishments of the Trust and their experience and skills. Also circulated was a copy of the local governing board's terms of reference and the Code of Governance.

Mr Hodgkinson directed governors to the document detailing governor roles and the key performance indicators. He asked if governors could indicate any preferences for areas of responsibility to which they could be linked with academy leads and undertake monitoring responsibilities on a termly basis. Following discussion on this issue it was:

Agreed:

- i) that the following governor roles be linked with key performance indicators and academy leads be approved:
- | | |
|----------------------------------|-------------------|
| • Finance | To be advised |
| • Capacity and Pupil Movement | To be advised |
| • Safeguarding | Chris Edgar |
| • Health and Safety | To be advised |
| • Ofsted Categories and SEF | Sally Hepponstall |
| • Pupil Outcomes | Dee Luczka |
| • Pupil Behaviour and Attendance | Chris Edgar |
| • Quality of Teaching | To be advised |
| • Pupil Destinations | Collette Unsworth |
| • Academy Staffing | Collette Unsworth |
| • Curriculum | Dee Luczka |
- ii) that the above areas be reviewed again in the spring term to involve absent/new governors;
- iii) that the terms of reference for the local governing board (medical) be approved;
- iv) that the Code of Governance be approved and a signed acceptance form returned to David Smith;
- v) that all governors complete the Safeguarding Self-Declaration form and return this to David Smith to be stored under confidential cover at the Youth Challenge Centre (Head Office of the Bolton Impact Trust);
- vi) that, following a request from a governor, documents to be included with the agenda to be numbered accordingly.

Action: Clerk (next LGB Medical Agenda); Governors

6. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors received a copy of the minutes of the first meeting of the Local Governing Board held on 12 October 2016. Following consideration of the minutes as presented it was:

Agreed: to approve and sign as a correct record the minutes of the last meeting of the Local Governing Board held on 12 October 2016.

There were no matters arising from the minutes.

7. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business reported.

8. NOMINATED GOVERNOR REPORTS

8.1 Chairs' Briefing

The Clerk reported on the termly Chairs' Briefing sessions held at the Bolton Science & Technology Centre where topical issues and items for each particular term were brought to the attention of Chairs in order to effectively lead their governing boards. The last Chairs' Briefing had been held on Monday 26 September 2016 and the following issues had been highlighted:

- Autumn term meeting updates
- Feedback from the Governor Support and Clerking Survey
- National Database of Governors and Trustees
- Communication – Governance Surgeries and Twitter
- New Governor Pack and Governor Induction
- Strategic Planning 2016/17
- Succession Planning

8.2 Primary Partnership Report

The Clerk reported on the termly primary partnership meetings held at the Bolton Science & Technology Centre where officers from the Local Authority provided information for governors. The last Primary Partnership meeting had been held on Monday 10 October 2016, where information on the following issues had been provided:

- Children Looked After - An update on the new Policy provided by Bob Horrocks (Corporate Parenting Officer and Virtual Schools Manager)
- Safeguarding – Recent changes to safeguarding guidance and model e-safety policies provided by Jacqui Parkinson (Safeguarding in Education Officer).

8.3 Bolton Governor Conference: The Changing Landscape – Getting It Right for Our Children

The Clerk reported that the Governor Services Team had held their annual Governor Conference on Saturday 5 November 2016 from 8.30am until 2pm at the Last Drop Hotel with the theme of *'The Changing Landscape – Getting It Right for Our Children'*.

Emma Knights, Chief Executive Officer of the National Governors' Association had delivered the key note speech and a suite of workshops had been held based around the conference theme.

8.4 Link Governor Report on Training

The Clerk reported that the 2016/17 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, including sessions particular to academies and taking into account national initiatives and changes in legislation. A governor asked whether it would be appropriate to undertake a skills audit to ascertain the collective skills of governors and also any gaps in skills for which training could be identified.

Mr Smith stated that he would liaise with the Training Officer within the Governor Services Team and gather information on the training service level agreement, bringing details of this to the next meeting.

Action: David Smith

9. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

9.1 Park School Teaching Service

Hazel Banks, Head of Park School Teaching Service gave a brief introduction of the context of the academy for governors' information.

She explained that Park School provided education for children aged 5 to 16 who were unable to access school due to health needs. This was undertaken as a pastoral enriched based curriculum with no barriers to learning to allow pupils to develop academically and also socially and emotionally in order to prepare them for future life stages.

Mrs Banks reported that at present there were 45 students on roll with a further 9 on review. She explained that there had been 60 students at one point but at this number it was a challenge to maintain the curriculum provision either within the student's home or as class based support. Mr Hodgkinson stated that when numbers on roll reached that capacity, strategic decisions would then need to be made in relation to provision and funding and whether the service would actually be viable at that stage. A governor asked whether any historical data was available in order to indicate a pattern and Mrs Banks stated that referrals changed over time; there had been a significant increase in cases of mental health referrals which covered a whole spectrum of issues and a number of cases where the service did not adequately meet students' complex needs but were at least providing some form of support given the lack of other more suitable options.

9.2 Young Mums Academy

Alison Woosey, Head of Young Mums Academy, stated that the Unit cared for young mums at either Key Stages 3 or 4, based at Harvey Children's Centre. The funded capacity of the unit was for 5 students with a nursery on-site; there were currently 4 students at YMA with another student from Park School who was studying Child Development GCSE; a further student was also being supported in a mainstream setting.

The purpose of the unit was to prioritise education for those students in a supportive environment and the staff providing this education included:

Head of Unit and English lead
Deputy and lead in science
Staff lead on maths, child development & ICT
Learning mentor
Administration Officer

The unit provided a syllabus of five core GCSEs; English Language, English Literature, Maths, Science and Child Development and would also support students in other chosen subjects.

Mrs Woosey reported on the strengths of the unit:

- Outstanding judgement by Ofsted in 2015
- Excellent outcomes and progress made by students who attend the academy
- Excellent links with external agencies and schools
- Bespoke individual timetables for students
- Safeguarding and risk assessments
- Excellent attendance and behaviour

Mrs Woosey also reported on the challenges faced by the academy:

- New GCSE syllabus and grading structure
- Progress data measures
- Development of Learning Mentor and extension of outreach provision
- Close liaison with Head of Park School to provide a bridge between establishments
- Evolving provision of the academy

Mrs Woosey reported on an issue currently being considered with the Children's Centre Manager regarding the safeguarding arrangements for the students of the Young Mums Academy in relation to members of the public entering the centre. Mr Hodgkinson stated that safeguarding arrangements for all students at the Young Mums Academy were secure, however this was being monitored pending a report being finalised on the future of all Children's Centres within Bolton when the suitability and viability of the centre as the base for the academy would then be considered.

A governor asked whether an emergency evacuation procedure had been undertaken at the centre/academy and Mrs Woosey confirmed that this had been successfully undertaken. Governors asked if details of future evacuations could be included within reports from academy leads.

Mr Hodgkinson gave details of a meeting he had attended recently with Secondary Head Teachers of schools within Bolton where he had reported that the provision within the Bolton Impact Trust was almost at capacity, bearing in mind that there were still over five half terms remaining in the current school year.

He explained that there was continual increase in children requiring the level of provision provided by the different establishments within the Bolton Impact Trust and there would come a point when discussions would need to be held with the Local Authority regarding the future capacity of this provision together with the funding arrangements.

Mr Hodgkinson stated that a discussion had been held regarding the future provision of the Young Mums Academy and the flexibility of how this could evolve into a personal learning centre, which would be a consideration for this particular local governing board in the future. A governor stated that flexibility would be the key to ensuring the secured continuity of the provision provided by the academy. Mrs Woosey gave details of proposals for the future provision of a nursery within the academy in order to meet the needs of the students and also provide a business opportunity and income generation for the future.

Mr Hodgkinson concluded the discussion and consideration of the academy lead reports by highlighting the challenges with provision and funding, which would be a consideration for the local governing boards for the foreseeable future.

9.3 Review and approval of the Academy Self-Evaluation and Improvement Plan

Agreed: that this be deferred to the spring term meeting of the local governing board.

Action: Clerk (LGB agenda)

9.4 Visit by School Improvement Professional (SIP)

Governors received and noted the provisional rolling note of discussions of the Bolton Impact Trust for the 2016/17 school year, produced by Ms Hillary D'Arcy, School Improvement Professional. It was noted that Mrs Birchby would be liaising with the SIP in order to devise a note of visit and appropriate reporting procedure for each of the five academies within the trust. **Governors noted the importance in the contact and advice provided by the SIP but also asked whether there would be consistency in the monitoring of the work undertaken by each establishment across the trust.** Mrs Birchby stated that the intention was for consistency with varying thresholds, linked to the Ofsted criteria.

9.5 Termly report on Children Looked After

It was reported that there was one child looked after across both establishments, Park School and Young Mums Academy and the necessary support strategies were in place for this child, including a personal education plan.

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

9.6 Termly Report on Children Missing Education

It was reported that there had been no cases of children missing education in either of the establishments.

Agreed: that the report on 'Children Missing Education' be received and noted.

9.7 Current Financial Position

Governors received a copy of the Bolton Impact Trust – Final Out Turn Report and governors were directed to the report by Mr David Smith, Finance Director. He explained that the budget position for the trust had been provided at the introductory meeting and the report circulated highlighted the financial position for the trust for the first set of accounts for the period 31 April to 31 August 2016. He highlighted the table at Item 3.1 within the report which gave a final outturn position of a surplus of income exceeding the expenditure by £52,000.

Mr Smith then directed governors to the financial outturn position for individual academies, as detailed in Item 4.1 of the report. He explained that the Local Authority would fund 183 places across the trust funded at £19,000 per place but not broken down individually for each establishment. Mr Smith would be asking the authority to work with the Trust to change the funding agreement in order to provide detailed information so that each academy could have a specific and itemised funding breakdown.

Governors were informed that whilst individual academies may have a deficit budget, the whole Trust budget needed to be managed as a surplus. Mr Smith explained that there would be a projected deficit budget for the new financial year, however, a savings programme was being devised in order to reduce overall costs for the Trust.

A governor asked for the actual deficit figure and whether any academy within the trust was “propping up” another. Mr Smith stated that it was the responsibility of the Trust’s Finance and Resources Committee to review all funding arrangements for the academies. He also explained that he had met with the Executive Principal and Academy Leads and approved a proposal to recruit to current vacant posts with permanent positions unless there was the expectation that those posts were no longer required.

Governors thanked Mr Smith for the financial report as presented.

9.8 Policy Ratification

Mr Hodgkinson reported on the policies which had been circulated to governors for ratification. He explained that there had been many policies drawn up to cover all issues for all the academies within the trust, some generic and some specific and asked governors for their opinion on the most appropriate way forward in which to present and approve such policies.

Mr Smith highlighted the requirement for all policies to be published on the trust’s website and stated that the ideal method of policy approval was to have a rolling programme of scrutiny and review over a period of time.

Governors suggested that there be a bank of generic policies for the trust based on the ethos and vision agreed, with individual specific procedures in place for each academy, taking into account the individual needs and requirements of those academies.

Following extensive discussion on this issue and the appropriate way forward, it was:

Agreed: that the Executive Principal to meet with Academy Leads to set the format for policy and procedure set up for the Trust and individual academies, details of which would be presented to the Trust Committees for approval and shared with individual local governing boards thereafter.

Action: Executive Principal, Academy Leads, Clerk (Committee and Trust agenda)

10. APPRAISAL PROCEDURES

10.1 Appraisal Procedures for Young Mums Academy and Park School

The Vice-Principal gave details of a report presented to the Trust's Standards Committee giving details of the appraisal procedures for the academies within the trust. Governors discussed the most appropriate method of reporting on this issue and it was agreed that the strategic decision of appraisal procedures for the academies within the trust lay with the Standards Committee, however, this information should then be shared with each local governing boards for the academies within their remit.

10.2 Appraisal Procedures for the Executive Principal

It was noted that the reporting process on the appraisal procedure for the Executive Principal lay with the Trustees rather than the local governing boards.

11. NATIONAL DATABASE OF GOVERNORS/TRUSTEES

The Clerk advised that further to the report submitted with the agenda papers, from 1 September 2016 academy and multi-academy trusts (MATs) must provide information about their governance membership on a Government web based system called 'Edubase'. It was proposed that this would enable the Department for Education to quickly and accurately identify individuals who held a role in governance and also assist in identifying individuals that govern more than one context.

The Academies Financial Handbook had been amended to require academy trusts to provide information about their members and trustees as well as, in the case of MATs, those sitting on any local governing bodies that may be in place.

Generally, academy trusts were required under their funding agreements to provide to the Secretary of State information that was requested about the academy trust or the academy, to which the Secretary of State regarded as necessary to fulfil his/her role and responsibilities.

The Clerk advised that general data such as names, terms of office etc. would be collected on the Edubase system and would be made publicly available on the website; however, personal data on individuals such as dates of birth would not be published on the website. The governance data that was not publically available would be encrypted within the system and access would be restricted to a small number of users who needed it to fulfil their official responsibilities.

The email address of the chair of the board would be made available to regional schools commissioner offices on request whenever they needed direct contact with the chair.

Trusts will have secure access to the Edubase system and therefore entry of the data needed to be conducted by a dedicated member of staff.

Agreed:

- i) that governors note the statutory requirement.
- ii) that the Finance Director be delegated authority to ensure that the governance information be uploaded onto the 'Edubase' website at the earliest opportunity.

Action: Mr Smith

12. SCHOOL TEACHERS PAY AND CONDITIONS 2016

The Clerk reported that the School Teachers Pay and Conditions document had recently been updated by the Department for Education, and, in negotiation with local trades unions, Bolton Council had incorporated the changes within the agreed Model Pay Policy and related staffing policies for use by Bolton schools (and Academies if required)

The headline changes to the Pay Policy were;

- A 1% increase to all spinal column points and additional allowances e.g. TLR, SEN payments
- Removal of the T6A spinal column point, which was introduced last year in response to the Department for Education 'differential' pay award.

In addition to the above changes, there had also been a number of amendments throughout the policy to reflect indexing and numbering updates within the STPCD 2016, as well as updated hyperlinks to relevant linked documents and policies.

The model Appraisal, Performance Management Policy and model Managing Teachers' Capability Policy had also been updated to ensure that they reflected the most up to date documents and model policies.

Agreed: that the governors note the amendments to the model revised Pay, Appraisal and Performance Management and Managing Teachers' Capability Policies and that approval of those policies, together with the 1% increase to all spinal column points and additional allowances, be referred to the Trust Board for approval.

13. GOVERNOR SERVICES COMMUNICATION

13.1 Governor Services Twitter Account

The Clerk reported that from September 2016 the Governor Services team had introduced a new form of electronic communication via a Twitter social media account.

It was proposed that news; both national and local, information on events and general governance updates would be made available via Twitter. If governors and trustees chose to use this this micro blogging service they would be able to access relevant real time information.

There would be a live twitter feed displayed on the home-page of the Governor Exchange website and users of Twitter could search for the Governor Services Twitter handle at @boltongovserv.

13.2 Governance Surgeries

As part of the development of services for governance in Bolton, the Clerk reported that the Governor Services Team had identified an additional means of support in order to advise and support governors, trustees and school leaders. The aim was to introduce a number of 'Governance Surgeries' drop in sessions available for individuals or groups of governors and trustees to attend in order to receive advice and guidance on either general issues or very specific issues pertaining to their own board or school.

Depending on the area of expertise requested, the service would allocate an appropriate Governor Services Team Lead or Manager for the session.

The surgeries would be held on the last Friday of every calendar month at Bolton Science and Technology College, Minerva Road, Farnworth, BL4 0HA, during term time and office hours, however, an out of hours session could be held by special arrangement. The service would be free of charge to those schools that purchased the Clerking and Support Service Level Agreement.

The Surgeries aimed to offer a further dimension for Governors Services to develop a support network for governors and trustees within the Bolton Family and general topics would inform other sessions run by the service, for example, Chairs Briefing, Primary Partnership, Cluster Groups or Governor training sessions. Confidentiality of discussion would be maintained as per usual practices.

14. SCHOOL TERM AND HOLIDAY DATES 2017/18

The Clerk advised that there had been changes to the standard Local Authority School Term and Holiday Pattern from the 2017/18 academic year. However, the Trust Board were at liberty to set their own pattern for the academy trust and this decision would be referred to them, the outcome of which would then be shared with the local governing boards.

Action: Trust Board

15. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

Agreed: that the next meetings of the Local Governing Board (Medical) be arranged as follows:

- Spring term 2017 - Monday 6 February 2017 at 4.00 pm
- Summer term 2017- Monday 8 May 2017 at 4.00 pm

Venue: Forwards Centre, Roscow Fold

16. CONSENT TO ABSENCE

Agreed: to consent to the absence of Lauren Beanland and Gill Bentham from this meeting.

17. ANY OTHER URGENT BUSINESS

There were no items of any other business reported.

18. 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 17.45.

SUMMATIVE ACTIONS:

Minute No.	Responsible	Action
2	DS	Circulate written self-nomination forms for the election of Chair of the LGB (Medical) to all governors
4.1	LB, GB	Complete Register of Business Interest Forms
5(iv)	LB, GB	Complete Code of Governance acceptance form
5(v)	LB, GB	Complete Safeguarding Self-declaration form
8.4	DS	Training SLA to be confirmed
9.8	PH, Academy Leads	Format for approval of policy and procedure
11	DS	Governor information to be uploaded onto Edubase
12	Trust Board	Approval of recommendation from LGB for School Teachers' Pay and Conditions 2016
14	Trust Board	Approval of School Term and Holiday Dates

ITEMS FOR NEXT AGENDA:

Termly meeting to be held Monday 6 February 2017 at 4.00 pm

Finalisation of Link Governor roles

Numbered items for accompanying documents with LGB agenda

Review of Academy Self-Evaluation and School Improvement Plan

Format for approval of Academy policy and procedures

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

Date: _____