

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD (MEDICAL ACADEMY)
THE PERSONAL LEARNING CENTRE (PLC) & PARK SCHOOL**

**WEDNESDAY 18 OCTOBER 2017 AT 4.00 PM AT THE FORWARDS CENTRE/ROSCOW FOLD
SITE**

Present: Hazel Banks, Ian Doughty, Sally Heppenstall, Ed Swift, Dee Luczka, Chris Tye, Collette Unsworth and Alison Woosey.

In Attendance: Paul Hodgkinson, Executive Principal, David Smith, Finance Director and Carole Brooks (Clerk to the Local Governing Board)

Mr P HODGKINSON IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

PH welcomed all present, in particular Chris Tye, new Co-opted Governor. Introductions were made with each Governor giving a brief outline of their professional background.

PH noted that he felt that there was a varied skill set and wealth of experience amongst the current membership that would provide suitable welcomed challenge and supportive discussions.

AW noted that apologies had been received from Lauren Beanland. The Clerk reported that Alison Bottomley had contacted her to say that she intended to be present at the meeting but would be late. She had indicated that if she did not arrive that it was due to the unforeseen circumstances of a prior engagement and apologised in advance for her absence.

PH noted that DS intended to be present at the meeting but would be late arriving.

Agreed: That Chris Tye be appointed as Co-opted Governor to serve a four year membership.

Action: Clerk to forward a new Governor pack to Chris Tye.

2. APPOINTMENT OF CHAIR

The Clerk noted that the appointment of Chair had been deferred from the last meeting due to absent members. PH reported that whilst he was happy to stand in as Chair, clarification had been sought from Governance Services and it was advised that this was not appropriate for future meetings as it would not provide enough challenge and scrutiny. Governors were therefore requested to consider this role.

PH explained that the role involved overall leadership of the LGB, agenda/meeting planning in consultation with the Clerk and Academy Leads and also approval of minutes. The Chair would also be invited to attend termly briefings arranged by the Governance Services Team. PH indicated that whilst the role required commitment, it should not be too onerous.

Governors discussed the commitment required with some newly appointed Governors feeling that they required more experience and others unable to commit due to work/time constraints.

After much discussion Dee Luczka (DL) offered to serve as Chair with Governors approval.

Resolved: That Dee Luczka serve as Chair of the Medical LGB for a period of two years until the autumn term 2019 meeting.

DEE LUCZKA CONTINUED IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

Governors discussed the appointment of Vice Chair. Ian Doughty offered to serve as Vice Chair, with Governors approval.

Resolved: That Ian Doughty be appointed as Vice Chair of the Medical Local Governing Board to serve for a two year term of office, until the autumn term 2019 meeting.

DECLARATION OF INTEREST

4.1 Register of Business Interests

In accordance with statutory guidance, entries in the School's Register of Business Interests were to be reviewed annually. All Governors and the Head

Teacher were asked to complete the LA model pro-forma and return it to the Head Teacher for retention in school. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions;
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that governors were required to complete this information and that failure to do so may be in breach of the Governing Board Code of Conduct.

The Clerk noted that Alison Bottomley and Lauren Beanland, both absent from this meeting would need to complete the form and return to DS.

Action:

- i) Lauren Beanland and Alison Bottomley to complete the register of interest form and return to DS at the earliest opportunity
- ii) Clerk to send an email to remind Alison Bottomley and Lauren Beanland to remind them of the requirement to complete the necessary register of interest form and return the completed form to David Smith.

4.2 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

5. **SAFEGUARDING SELF-DECLARATION**

A decision had been taken by the Governing Board that all individuals would complete a self-declaration form to state that they had not received any criminal convictions or cautions within the previous 12 months, which had not already been reported to the Chair of the Board.

Agreed:

- i) That all governors complete the form and return this to be stored under confidential cover at the school.
- ii) That the following governors absent from today's meeting complete the form at the earliest opportunity and return this to school:

- Alison Bottomley and Lauren Beanland

Action: Clerk to send an email to remind Alison Bottomley and Lauren Beanland of the requirement to complete the necessary register of interest form and return it to David Smith.

6. CODE OF GOVERNANCE

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

The Clerk noted that it had been previously agreed to leave the document as 'Draft' for a year but confirmed that this had now passed and been further approved by the Trust and the 'Draft' watermark could be removed.

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

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

Action: The Clerk to remove the 'Draft' watermark from the Code of Governance.

7. GOVERNANCE

7.1 Review of the LGB's Terms of reference

A copy of the terms of reference had been circulated with the agenda papers for Governor review and information.

PH noted that the constitution of the LGB had recently been amended to show the number of Governors required within each category of Governor and also to show that there were two Academy Leads. The detail of which had been approved at the last Trust meeting.

It was noted that it had previously been agreed to leave all reports with the 'DRAFT' watermark on for a period of twelve months. This had now passed and could now be removed.

Agreed: That the LGB note the detail within the terms of reference.

Action: The Clerk to remove the 'DRAFT' watermark from the terms of reference document.

7.2 Review of the link Governor roles and responsibilities

Further to minute number 5.1 of the last meeting it had been noted that the following link Governor vacancies remained Finance, Capacity and Movement and Health and Safety.

PH noted that a review of all link Governor roles was required in light of the newly appointed Governors to ensure fair distribution of roles that linked into the skill set and expertise of each Governor.

A discussion was held and the following was agreed:

- SH - OFSTED category
- SH - Quality of Teaching
- DL - Pupil Outcomes
- DL - Curriculum
- CU - Pupil Destinations, Academy Staffing and Personnel issues
- ID - Behaviour and Attendance
- ES – Finance
- ES – Health and Safety
- CT - Capacity and Pupil Movement
- AB – Safeguarding

PH explained monitoring role of the link Governor and the need to visit each Academy on a termly basis submitting a report thereafter.

The Clerk requested that following each link Governor visit, all completed reports be forwarded to her (cc PH) electronically for circulation, with the papers for the next meeting.

Action:

- i) PH to update the current link Governor list as discussed, indicating each Governors individual link role and the Key Performance Indicator (KPI) evidence requirements together with a visit proforma to be completed following the visit and forward it to the Clerk for circulation to all Governors.

- ii) Clerk to forward the Link Governor list and proforma to all Governors

8. MEMBERSHIP

PH reported that Chris Tye had been appointed as Co-opted Governor as discussed earlier in the meeting and that following the resignation of Gill Bentham a further co-opted Governor vacancy now remained. It was noted that once this was filled there would be 5 serving co-opted Governors. The LGB were entitled to have up to eight Co-opted Governors if they so wished.

Governors discussed the skills required. It was felt that this discussion ought to be deferred until DS arrived where he may be able to highlight any specific gaps in the skills of the LGB following the analysis of the recent Skills audit. This was to be covered at item 15.

Action:

- i) That PH and the Academy Leads would continue to pursue a suitable candidate to propose to the LGB.
- ii) Clerk to forward a new Governor pack to Chris Tye

9. 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 15 June 2017.

Governors reviewed and approved the minutes. SH noted that she had sent her apologies for this meeting but that they may not have been conveyed to the Clerk for submission at the meeting.

ES asked if the minutes of the meeting could be circulated to the LGB members as soon as they had been approved by the Chair and PH/Head of Service to enable any actions to be addressed earlier, rather than waiting for them to be circulated with the papers for the next meeting. This was agreed.

Agreed: That the minutes of the meeting held on 15 June 2017 be received and approved as a correct record, subject to an amendment to the apologies given to say that SH had sent her apologies for the meeting.

Action: The Clerk to forward the minutes, once approved to all Governors following approval by the Chair and PH

DS arrived at the meeting.

Matters Arising from the Minutes

9.1 Training SLA, minute 6.1

Further to minute number 6.1 of the last meeting, PH had agreed to liaise with Mary Powell to discuss the training Service Level Agreement and confirm the outcome and future requirements for 2017/18 with Mr Ashworth, Governance Services Manager.

PH noted that this had been undertaken and that the Academy bought into the full training SLA.

9.2 Academy Website Compliance, minute number 6.2

Further to minute 6.2 of the last meeting, DS confirmed that the Academy website had been re-designed over the summer term and was fully compliant in all areas. It was noted that a number of Governors were still required to forward a suitable photograph and a pen portrait to hi for uploading to the site.

If any Governor would like him to take their photograph, this could be arranged at the end of the meeting.

Action: Governors to forward a suitable photograph/pen portrait to DS as a matter of urgency.

10. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of 'Any Other Business' reported at this point in the meeting.

11. NOMINATED GOVERNOR REPORTS

11.1 Chairs Briefing

In the absence of an elected Chair at the time of the briefing, the Clerk reported that she had attended the autumn term Chairs' Briefing meeting

held on Monday 25 September 2017 where the following issues had been highlighted:

- Autumn Term Meeting Updates as presented within the current agenda
- School Governance Constitution Guidance - 2017
The changes to the guidance related to Maintained schools and not Academy settings where Governing Boards were now being given the power to remove elected Parent/Staff Governors for specific reasons.
- Exclusion from maintained schools, academies and PRU Guidance - 2017
- Supporting Your Team - DfE Competency Framework for effective Governance

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

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 4 November 2017 from 8.30am until 2.30 pm at the Mercure Bolton Georgian House, Blackrod, with the theme of “Positive Futures for Children and Young People”

Due to demand on previous conference place, the conference would be held at this venue in order to accommodate a greater number of delegates.

Simon Ward, a Senior Educational Psychologist from The Wirral would provide the key note speech and a suite of workshops would be provided based around the conference theme.

The Clerk tabled an leaflet highlighting the programme of the day for Governors information and advised that Governors were able to book their place on the conference via the Governor Exchange website, subject to available funding.

Agreed: That DL and CT attend the conference.

Action: That CU make the necessary arrangements to book DL and CT onto the conference.

11.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was now available on the Governor Exchange. Two copies of the programme were tabled for Governors review, information and retention in school. It was

noted that a copy of this had also been emailed to all Governors with the agenda papers.

The Clerk reported that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

The Clerk advised the LGB that a link Governor representative ought to be appointed in order to attend the annual link Governor briefing and also to collate any training requirements.

Governors were encouraged to review the Governor Exchange site. It was noted that this was a useful resource relating to many aspects of school and Academy governance, where a wealth of information in addition to training courses could be found.

The Clerk recommended the national induction programme for all new Governors, the details of the course /booking arrangements were accessible within the booklet/Governor Exchange site.

The LGB would also receive a certificate detailing the names of those Governors that had attended any courses during the previous term.

DS noted that some courses were included within the service level agreement (SLA) and some came at an additional cost and whilst none would be refused it would be helpful if Governors would notify him of their intentions to give him an indication of the cost implications. This would also enable him to update the skills audit and keep a log of all training opportunities accessed.

The link would be circulated by the Clerk to all Governors

Governors discussed this matter and

Agreed: That Collette Unsworth be appointed as link Governor for training.

Action:

- i) The Clerk to circulate the Governor Exchange link to all Governors
- ii) Governors to access the Governor Exchange site and review the training guide.

11.4 Primary Partnership Governor's Report

In the absence of an appointed Primary Partnership Governor, the Clerk reported that the item in respect of the Primary Partnership Briefing had been omitted from the agenda as it was felt that this wasn't applicable to this LGB.

DL asked what had been discussed at the briefing.

The Clerk reported that the briefing had been held on Monday 9 October 2017 where the following matters had been highlighted:

- Primary Fair Access Protocols & Permanent Exclusion Provision
Presentation made by Jane Hampson
- Bolton's School Results Data
Presentations made by:
 - Sue Morse, Primary School Improvement Team
 - Anna White, Secondary School Improvement Team
- Changes to Physical Education Funding
Presentation made by Nick Pounds, LA School Improvement Professional

PH reported that the Medical Academy had not appointed a Primary Partnership Governor as the provision related more to secondary school pupils and was therefore not required on future agendas.

11.5 Nominated Link Governor Reports

The Clerk reported that there had been no link Governor reports submitted for this meeting. PH noted that now all link Governor roles had been assigned that monitoring visits could be arranged between now and the next meeting, with a report back from each Governor, at the spring term 2018 meeting.

PH reminded Governors that he would circulate the visit proforma/template together with the updated report highlighting all Governors link Governor/KPI roles and responsibilities to support their visits.

The Clerk requested that the completed visit proforma's/reports be forwarded to the Clerk electronically, copying PH into the email for her to circulate in time for the next meeting.

Action:

- i) Governors to make the necessary link Governor visit arrangements with the Academy Leads of each Academy in respect of their own KPI/Link Governor area of responsibility.

- ii) PH /Clerk to circulate the visit proforma/template and updated list highlighting all link Governor roles/areas of responsibility to all Governors.
- iii) Governors to forward all completed visit proforma's/reports to the Clerk following their link Governor visits.

12. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) The Personal Learning Centre/Young Mums Unit
- ii) Park School

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

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

The Personal Learning Centre/Young Mums Unit

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

- The Personal Learning Centre
- Capacity and Pupil Movement
- Safeguarding
- SEND
- Live list
- Health and Safety
- Pupil Outcomes
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel
- Curriculum
- Stakeholder Feed back

Governors were guided through the report with questions invited.

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

Capacity and Movement

AW reported further to the circulated report that there were now 10 pupils on roll at the PLC. It was explained that the PLC accepted boys as well as Young Mums and aimed to support pupils who may perform better in a smaller setting. It was noted that if it was felt that the PLC was not a suitable environment to best meet the needs of some pupils, they would be moved to Youth Challenge.

Safeguarding

AW reported that there were some safeguarding /child protection issues regarding some pupils attending the PLC. The PLC worked very closely with a number of outside agencies including the Exit Team for Secondary pupils. She had recently attended a meeting with the Exit Team and had found it useful and gained knowledge and a better understanding of their processes.

PH referred to the new EHCP applications that were currently in progress for individual pupils, noting that careful consideration had to be made to ensure that the PLC provided the appropriate provision. PH discussed the changes to the core function of provision from the YMU to the redesigned PLC as being a 'triage centre' to support pupils with a phobia of attending larger educational settings and as a result, now incorporated pupils requiring EHCP's.

PH noted that despite provision of the support required, the PLC ought not to lose sight of the fact that the centre remained a short term transition arrangement and was primarily a stepping stone to support pupils back into mainstream school.

AW referred to one child in Year 10 with a EHCP, noting that the LA sometimes request that the PLC hold onto such pupils for a longer period of time than had originally been intended, if it was felt that they were responding more effectively. The EHCP for that particular pupil was to be reviewed in two weeks' time; it was confirmed that all the required support was in place. Another EHCP application was currently in progress for a child in Year 7. It was hoped that together with this and the 1:1 support to be put in place, that their transition back to mainstream secondary school would be more suitable. It was noted that it may be that they return to Lever Park School.

DL asked about funded places. It was explained that the centre was funded for 5 places at £10,000 per place. It was noted that the daily rate for a school/LA short term placement was £66.

Action: PH to circulate details explaining the core purpose of the PLC to all Governors to provide an in depth view of the provision offered.

Pupil Outcomes

AW referred to the KPI data as highlighted within her report. It was noted that the results had been very encouraging with a 10% improvement on pupils achieving above expected [progress in English and 8% in Maths compared to the Spring term 2017.

AW referred Governors to the section in respect of Key stage 4 attainment data noting that there was 50% improvement in pupils achieving above expected progress in English and 75% above in Maths compared to last year's results. It was also noted that this was reflective on both teacher and pupil efforts. Governors were informed that one pupil didn't sit the Maths or English exam in the summer and as a result had impacted on the overall figures.

Pupil Behaviour

Further to the circulated report, AW reported that a new behaviour tracking system was being used and pupils were rewarded for good behaviour.

Quality of Teaching

AW noted that regular observations were undertaken of all teachers and 100% of lessons had been judged as 'good' or 'better' and that each Academy lead complete lesson observations for each other. It was noted that Sally Heppenstall as link Governor for this area could also become involved in this as part of her monitoring role.

Personnel Issues

AW referred to the newly appointed Outreach worker noting how relentless she had been in encouraging pupils to attend school and also conducting home visits. She had had a considerable impact on attendance to date.

AW noted that the new Learning Mentor was attending the Level 1 Counselling Course , as were many other staff within the Trust.

Curriculum Provision

AW reported that a number of enrichment subjects had been added to the curriculum offer as an alternative provision to the existing academic provision to best meet the needs of all students. Details were listed within the circulated report.

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

Park School Teaching Service

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

- Capacity and Pupil Movement
 - September 2016 – July 2017 Termly intake/Total pupil numbers
- Safeguarding
- SEND
- Looked After Children
- Children Missing Education
- Health and Safety including First Aid training and Evacuation/Invacuation drills
- Pupil Outcomes
 - Academic
 - Attendance
- Quality of Teaching
 - Exam Results 2017
- Pupil Destinations
- Personnel Issues
- Training
- Curriculum
- Stakeholder satisfaction data

Governors were guided through the report with additional information and discussion being made in respect of the following areas; questions were also invited.

Capacity and Movement

HB reported that the current number of pupils on roll was 45 with 5 pupils attending the hospital. There were now currently 10 appeals in progress and if approved would take the centre well over current capacity of 50 places. Governors were informed that the centre would continue to try to meet the needs of all pupils but may have to

build in additional staff and upskill some staff in order to meet their needs more effectively. It was felt that if this was required, the centre was well prepared.

PH noted that the agreed capacity across all four academies was 187 and if the proposal of around 250 pupils was met the trust would be over capacity by around 70/80 pupils.

A Governor asked how many panel meetings there had been. PH explained that they were once per month for referrals for CAMHS and the Park School Teaching Service. HB referred to 'crisis situations' noting that other agencies and using help lines were being pursued as another point of contact as opposed to the Park School being the first contact, as was the current situation.

HB referred to a pilot project called 'Brain in Hand'. It was noted that this project ran in conjunction with CAMHS. It was explained that an APP was available for the young people to download to their mobile phones to use as a standard problem solving tool and coping mechanism. It was hoped that this would be effective and make the young people less reliant on Park School in the first instance.

SEND

HB noted that many pupils required EHCP's if they were to access 'post 16' and therefore a lot of time and resources were required having financial implications.

Attendance

HB reported that due to the nature of the setting and illnesses of a number of pupils, attendance was always low. The numbers of un-authorised absence had decreased since the introduction of the attendance plan and additional encouragement given to pupils to attend the centre.

Quality of Teaching

HB noted that she had been pleased with the 2017 results as per the data provided within her report. One boy had not attended one exam and therefore had a negative impact on the overall data.

Pupil Destinations

Further to the report DL asked if details could be provided to Governors to inform them if pupils had been successful in post 16 destinations. DL suggested that HB contact Andrew, a colleague from the LA Connexions team who would be able to

assist with this information for both Academies. It was felt that this information would be useful to Governors. It was noted that participation data for age 17, 18 and 19 was also published on the DfE website.

PH noted that the Connexions team currently worked very closely with CU, Link Governor for this area. The Academy held a service level agreement with connexions and would see if this was included. It was noted that this would be a good exercise to undertake across the whole Trust and would liaise with the Chairs of each LGB to further discuss and arrange suitable training if required.

Curriculum Provision

HB noted that RE had been replaced with Life Skills. Many students had 'dropped out' of RE and it was felt that Life Skills would be more suitable and meet their needs more effectively. This included support with the completion of application forms and applications for employment and also a cultural passport giving opportunities that they may never otherwise experience such as Pumpkin carving for Halloween.

Stakeholder Satisfaction

HB referred to the detail provided within her report and noted that all comments received had been very positive in respect of the nurturing and pastoral support provided for their children. HB noted that when the exercise was repeated in the future she would re-word some of the questions and link them more directly to Teaching and Learning.

Action:

- i) CU/PH to clarify the SLA provision with Connexions in respect of information provision for post 16 pupil destinations.
- ii) PH to liaise with the Chairs of each LGB in respect of the information provision for post 16 pupil destinations for future meetings and arrange suitable training if required.

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

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

PH reported that the School Improvement/Development Plan was currently 'frozen' for both academies. Tony Purcell, School Improvement Professional (SIP) was currently covering the absence of Hilary D'Arcy, the usual SIP and had recently met the staff team. It was noted that arrangements had also been made for him to meet with the Academy Leads to discuss the SDP's and the required priorities for each Academy.

PH confirmed that details in respect of the academies self-evaluation would be circulated for the spring term 2018 meeting.

Action: PH to circulate the SEF for both Academies in time for the spring term 2018 meeting.

Agreed: That the progress on the SEF/SDP for both Academies be noted.

12.2 Termly Evacuation/Invacuation Procedure

Park School

HB reported that an evacuation had been held on 10 July 2017 with the building evacuated and all accounted for in 1 minute 42 seconds. An Invacuation drill had also taken place in 43 seconds.

An autumn term evacuation/invacuation drill would be carried out later this term with a report back to Governors at the spring term 2018 meeting.

Personal Learning Centre (PLC)/Young Mums Unit (YMU)

Evacuation:

AW reported that the last emergency evacuation drill had been held on 26 April 2017. The building had been successfully evacuated and all personnel accounted for in 4 minutes 15 seconds.

A further evacuation/Invacuation drill had been planned before the end of the autumn term 1. The details of which would be confirmed to Governors at the spring term 2018 meeting.

Agreed: That a report in respect of the autumn term 2017 evacuation/invacuation drills for both centres be received at the Spring Term 2018 LGB meeting.

12.3 Visit by School Improvement Professional (SIP)

12.3.1 Young Mums Unit and PLC

A copy of the report following the SIP visit held in July 2017 had been circulated with the agenda papers for Governors review and information.

12.3.2 Park School

A copy of the SIP report following the summer term visit on 27 June 2017 had been circulated with the agenda papers for Governors review and information.

Agreed: That the SIP reports for both settings be received and noted.

12.4 Termly report on Children Looked After

Park School

Further to the report it was confirmed that there was one child looked after in roll at Park School. All meetings had been attended and an application for a EHCP had also been made.

PLC

AW confirmed that there were no Children Looked After on roll at the PLC.

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

12.5 Termly Report on Attendance and Children Missing Education

Park School Teaching Service

The attendance report for Park School had been provided as part of the Academy Leads circulated report.

It was noted that there were no children missing from education

The Personal Learning Centre (PLC) /Young Mums Unit

The attendance report for the PLC/YMU had been provided as part of the Academy Leads circulated report.

AW confirmed that that there were no children missing from education.

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

12.6 Pupil Premium Report (PPG) 2016/17 allocation

The Personal Learning Centre

AW reported that the PPG received for 2016/17 was £1703.73 and that the funding had been used for transporting some of the more vulnerable pupils into school. This had significantly improved their attendance. The pupils had also benefitted from two theatre trips, giving some pupils the opportunity and experience of attending a theatre for the very first time.

Park School

HB reported that details in respect of the use and impact of the 2016/17 allocation of PPG had been provided as part of her circulated report. It was noted that the funding had mainly been used to provide additional interventions to support pupils needs including employing an attendance and safeguarding officer to monitor pupils attendance and ensure the safeguarding of all pupils.

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

13. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated with the agenda papers for Governors review and information. DS noted that the purpose of the report was to provide Governors with details of the indicative financial outturn position for the 2016/17 academic/financial year and the budget position for 2017/18.

The report outlined the following:

- Anticipated financial outturn for the trust

- An analysis of the position of each individual Academy
- A report highlighting the approved budget from September 2017 to August 2018

DS referred Governors to page 2, table 1 – Anticipated financial outturn 2016/17. Governors were informed that there was a projected financial deficit of £444,000. It was noted that this had been the subject of many conversations with the LA who were the predominant funder for the Trust.

DS noted that whilst the some of the academies within the Trust were in a negative situation, others were not and therefore each academy would support each other financially until the situation was resolved.

DS referred Governors to page 3, table 2, highlighting the projected financial position for each individual academy as of period 8 within the 2016/17 academic year. It was noted that:

- The Young Mum's Unit (YMU) had a projected deficit of £134,000
- Park School had a projected deficit of £2,000

DS referred to the re-designation of the Young Mums Unit to become the Personal Learning Centre and the increase in pupil numbers as a result. It was felt that in the next financial year the Academy would be in a much better financial position.

DS referred Governors to the three year plan on page 5 of his report. It was noted that if savings that had been identified in the financial strategy continued to be made, the Trust should return into a surplus position by 2019/20.

Governors were guided through the approved budget for 2017/18 at annexe A. Governors were reminded that the academies financial year ran from September to august not April to March as was the case for other school settings.

Governors discussed the national funding formula, SEN funding and place funding. It was confirmed that the Trust received £10,000 for each funded place but did not receive additional SEN funding.

Governors were assured that the Trust was expected to return to a surplus position by 2019/20 and that this would be quantified once further funding information became available.

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

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

14. POLICY APPROVAL/RATIFICATION

PH referred to the Policy Schedule that had recently been compiled. It was confirmed that a review of all Trust wide and local policies was currently being undertaken. Any policies requiring review and approval at LGB level would be presented to Governors as appropriate.

The Clerk noted the recent update to the Teachers Pay and Conditions Document resulting in updates to the Model Pay Policy, details of which had been emailed to PH and also published on the Schools Extranet site. The Clerk noted need to approve this together with the associated Managing Capability, Appraisal and Performance Management policies.

PH confirmed that arrangements had been made for him to meet with Mary Powell on Thursday 19 October 2017, to further discuss this matter, and if necessary would seek approval of what was required at the next Trust meeting. The Clerk noted that the briefing note tabled/emailed to PH had indicated that any deviation from the recommended pay increase ought to be submitted to HR before 3 November 2017 and as the next Trust meeting was already planned for after that date, it may require an extra-ordinary Trust meeting to be convened to further discuss this matter ahead of that date.

Action: PH to further discuss the recent update to the School Teachers Pay and conditions and the revised Model Pay Policy with Mary Powell and propose that the necessary approvals be made at the next Trust meeting or before/as appropriate in respect of the Model Pay Policy and associated policies as above.

15. GOVERNOR SKILLS AUDIT

A copy of the analysis of results of the Governor skills audit had been circulated with the agenda papers for Governors information. It was noted that the purpose of the report was to provide Local Governing Boards with the results of a data collection exercise in relation to governor skills and the recommend an appropriate training response.

DS noted that he had received responses from a number of Governors across all academies, but not all Governors and had collated the results received into a report for each individual LGB.

The report outlined:

- the information received from Governors who had completed the audit
- An analysis of the information, highlighting areas where Governors may wish to strengthen their Governor Knowledge
- Training opportunities available to Governors

DS tabled a revised colour coded and anonymised analysis report, giving an average score for the areas listed under the following key areas required for effective Governance:

- Essential requirements for all Governors
- Understanding of/Experience of Governance
- Vision and Strategic Planning
- Holding the Head to account
- Financial Oversight
- Knowing your school and Community

It was noted that:

- Scores of 4-5 were colour coded in green and deemed as acceptable
- Scores of 3-4 were colour coded in amber – training needing some attention in this area
- Scores below 3 were colour coded in red – highlighting concerns and suggesting that there were specific training needs in this area

Governors were informed that not all Governors were required to have skills in every area and that it was more than acceptable to have a cross section of skills and abilities. It was felt that the 'ambers' were reflective of previous experience and proposed that Governors adopt a self-selection approach to training that best met their needs or requirements

It was recommended that Governors note the information received and agree an appropriate Governor training programme by booking onto the relevant courses via the Governor Exchange site or by contacting Marie Foley, Governor training officer for any further information on course provision.

It was noted that this audit report was a working document and that it would be updated as new Governors were appointed and skills achieved from any training completed.

DS referred to Buildings/Premises and Facilities Management training. It was noted that this was a weakness across all Academies within BIT and that the circulated programme did not cover this. However, a bespoke package could be arranged via Governor Services for training to be presented to each LGB as they were unique in their own right. This was agreed.

PH referred back to item 8, Membership and the discussion held in respect of the skills to be considered when appointing to the current vacancy of Co-opted Governor and asked if the audit had highlighted any specific requirement.

DS confirmed that as he had not received a completed audit from all Governors on the Medical Academy, including the newly appointed Governor and once all details had been inputted the outcome could be vastly different than it was at present. It was suggested that the exercise be repeated and the outcome of any gaps in skills would hopefully be highlighted.

Action:

- i) Skills audit update to be and agenda item for the Spring term 2018 meeting.
- ii) DS to re- circulate the skills audit questionnaire to all Governors (including the newly appointed Governors) for completion and return to DS at the earliest opportunity.
- iii) That all Governors review the skills audit analysis report to determine the relevant training courses to upskill/ their needs.
- iv) That all governors review the Governance Training Guide and book on the courses required.
- v) That Governors inform DS following their completion of a course to enable a log to be kept, the skills audit to be updated and a report to be made at future meetings
- vi) That DS make the necessary arrangements with Governor Services bespoke training in respect of Buildings and Facilities Management to be presented to each LGB.

16. GOVERNANCE SERVICES UPDATE

A briefing note had been circulated in respect of the Governance Services autumn term 2017 updates for Governors. The report included the following key items:

16.1 Governance Gateway

The Clerk reported that the Governance Services Team had invested in the development of a new online service, linked to the Governor Exchange, that allowed Governing Boards and Trust Boards in the Bolton Family to operate paper free meetings.

It was explained that the Bolton Governance gateway provided a secure and modern way for Governors and Trustees to access their meeting documentation on line using an internet enabled device such as a lap to-p, tablet or mobile phone.

The service would be wholly administered through the Clerking and Support traded service and would be at no additional cost to our current SLA customers.

Further information and discussion on how this could work for BIT can be found by contacting the Governance Services Department or by emailing: governance.services@bolton.gov.uk

The Clerk noted that PH had recently met with Mr Ashworth, Governance Services Manager whom had given a brief demonstration of the 'Gateway'. PH noted that he had been very impressed by it and would like to recommend it for use across the whole Trust.

PH referred to the Primary LGB noting that they had decided to remain with the current methods but that it was the LGB choice to consider what best met their needs.

The Clerk assured Governors that the Gateway was totally secure with all documents being uploaded in PDF format. Governors would require an electronic device to view the reports but if not all Governors had an electronic device it was suggested that the school displays the meeting documents on a white board or similar. PH noted that there was a white board facility available.

Governors discussed the information presented and

Agreed: To commence operating paper free meetings, accessing all documents via the Gateway with effect from the Spring Term 2018 meeting.

16.2 Governance Surgeries

As part of the development of services for governance in Bolton, the Clerk reported that the Governor Services Team has 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 purchase 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.

16.3 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 choose 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.

17. EXCLUSION FROM MAINTIANED SCHOOLS ACADEMIES AND PRU'S

Governors were informed that the legislation governing the exclusion process remained unchanged following consultation. The statutory guidance however had been updated in a very few areas, in particular, in order to provide greater confidence to head teachers on their use of the exclusion process and to provide greater clarity to independent review panels and governing boards when considering the decision to exclude.

Agreed: Head teachers and principals to note the revised guidance and to have regard to this when considering fixed-term and permanent exclusions of pupils or students

Action: To note that further guidance around the exclusion process could be obtained via the Local Authority Behaviour Support Team.

18. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk reported that meeting dates for the 2017/18 academic year had been circulated to all Governors but it had been reported that some Governors were not available on Mondays and therefore a review of the meeting dates for the remainder of the academic year was required.

Agreed: That the meeting dates for the remainder of the 2017/18 academic year be as follows:

Spring Term: Thursday 15 February 2018 at 4pm

Summer Term: Thursday 10 May 2018 at 4pm

Both meetings would be held at the Forwards Centre, Roscow Fold site.

19. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Lauren Beanland and Alison Bottomley.

20. ANY OTHER URGENT BUSINESS

The following item of 'Any Other Business' was reported by PH.

PLC Academy - Proposal To Reduce Pupil Attendance Days/Operating Hours

PH reported that in order to keep in line with other academies across the Trust, the PLC required an earlier finish time of 1.00pm on one afternoon per week, preferred day to be Tuesday, to facilitate training for staff. Governors' views and approval was requested, prior to any consultation being commenced with Parents.

Governors discussed this matter, asking if there was any correlation to attendance, any specific days that were currently poorly attended by the students and if so it may be a consideration to use that afternoon as the earlier finishing day.

PH noted that there was nothing specific but that on a Tuesday the Pupils started earlier in the morning and therefore would only lose two hours in total if they finished at 1.00pm. It was further noted that the PLC employed a number of part time staff and many of them worked on a Tuesday and would therefore be available to attend training.

A further discussion was held. Governors felt that in order to keep in line with other academies it was

Agreed: That consultation with parents commence, as appropriate, for the PLC to close to pupils at 1.00pm on Tuesdays.

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 6.00pm.

DS reminded Governors that he was now available to take their photographs and note details for their pen portraits as appropriate.

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

Date: _____