

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD - MEDICAL ACADEMY
(THE PERSONAL LEARNING CENTRE (PLC) & PARK SCHOOL)
HELD ON TUESDAY 16 OCTOBER 2018 AT 4.00 PM
AT THE PERSONAL LEARNING CENTRE (PLC)**

Present: Hazel Banks (Academy Lead - Park School), Alison Bottomley, Ian Doughty, Amanda Greenwood, Dee Luczka, Chris Tye, Collette Unsworth and Alison Woosey (Academy Lead - PLC)

In Attendance: Paul Hodgkinson, Executive Principal, David Smith, Finance Director, Jemma Stamford, School Business Manager for the Trust, Karen Ingham, (proposed Co-opted Governor) and Carole Brooks (Clerk to the Local Governing Board)

Mrs D LUCZKA IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present, in particular Mrs Karen Ingham from Cloughside College in Bury, who was interested in joining the Local Governing Board (LGB) as a Co-opted Governor, and introductions were made.

Apologies for absence had been received from ED Swift and Ruth Crier. There had been no communication from Lauren Beanland, it was hoped she may still attend.

2. DECLARATION OF INTEREST

2.1 Register of Business Interests

In accordance with the academies financial handbook entries in the Academy Trust's Register of Business Interests were to be reviewed annually. All Trust Members, Local Governors and the Principal were asked to complete the LA model pro-forma and return it to the Head Teacher for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions;

- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust/Local Governing Body Code of Conduct.

All Governors present duly completed and returned the required form.

Action: Mrs Unsworth to contact the following Governors absent from the meeting to request that they complete and return the relevant form to her at the earliest opportunity.

- **Mr E Swift, Mrs R Crier and Mrs Lauren Beanland**

2.2 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

3. 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.

All Governors present duly completed and returned the required self-declaration.

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

Action: Mrs Unsworth to contact the following Governors absent from the meeting to request that they complete and return the relevant form to her at the earliest opportunity.

- **Mr E Swift, Mrs R Crier and Mrs Lauren Beanland**

4. LOCAL GOVERNING BOARD CODE OF GOVERNANCE

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

It was noted that the Governor Services Team would issue the Code of Governance and an Acceptance Form to all new Governors as part of the welcome to governance pack. The 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.

5. MEMBERSHIP ISSUES

Governors had received a copy of the current membership. The Chair noted that there were currently two vacancies for Co-opted Governors one of which Mrs Karen Ingham was to be considered.

The Chair asked if there was a need to seek another Governor at this time as it had been discussed at a previous meeting that the LGB were able to carry a vacancy if they felt they had sufficient skill in place with the Governors currently in post.

The Chair asked Mr Smith if there were any gaps in skills, following his analysis of the recent skills audit.

Mr Smith proposed that a further skills audit be undertaken for further discussion at the Spring term 2019 meeting as there had been a number of Governors appointed since the last audit was undertaken and this would identify any skills required.

Mr Hodgkinson informed Governors that he had recently met with the Regional School Commissioner and had discussed effective membership. It was felt that this LGB currently held a wide range of skills and the Board were not 'education heavy'.

Mr Hodgkinson referred to Mrs Beanland's absence to both the last meeting and this meeting, noting that if she did not attend later in this meeting that he would have a chat with her to establish her intentions for attending future meetings. If she was experiencing difficulties and felt she could not continue, then a Staff Governor election would be held if required following receipt of her resignation, as appropriate.

Governors discussed this matter and

Agreed:

- i) That Karen Ingham be appointed as a local Governor on the Medical LGB to serve a four year term of office.
- ii) That Mr Hodgkinson contact Mrs Beanland to impress the importance of attendance to meetings and establish her intentions for attendance to future meetings. Following confirmation, if required, to undertake a Staff Governor election at the earliest opportunity thereafter.

6. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) meeting held on 10 May 2018 for their review and approval.

Governors discussed the following matters arising that were not included on the current agenda:

6.1 Governor Membership, Minute number 3.1

Mr Hodgkinson confirmed that Mrs Heppenstall had since resigned, she was currently on maternity leave but may be interested in returning to the LGB in the future if a vacancy was available.

The Chair noted that a meeting was still required to be arranged for her to meet with Mr Hodgkinson and both Academy Leads to review and discuss Link Governor roles and responsibilities.

Action: Dee Luczka to make the necessary arrangements to meet with Paul Hodgkinson, Alison Woosey and Hazel Banks to review and discuss all Link Governor roles and responsibilities.

6.2 OFSTED Preparation, Minute number 4 (from previous minute number 11)

Mr Hodgkinson reported that OFSTED preparations were progressing well. It was noted that the training that had been planned had been postponed but was to be re-arranged for the end of November 2018. Governors would receive and invite in the near future.

Action: Mr Hodgkinson to circulate the revised date for Governor training in respect of Ofsted preparations at the earliest opportunity.

6.3 Capacity and funding Issues, minute number 9.1

Mr Hodgkinson informed Governors that capacity and funding remained an on-going issue. It was noted that this was not affecting outcomes or any aspects of safeguarding; it was confirmed that the PLC was underfunded and that he was doing all he could to highlight the issues with the LA. A meeting with the LA had been planned for 17 October 2018 and Governors would be kept informed of any progress made.

The Chair requested that Mr Hodgkinson advise members of the Board if he required any support from them regarding this matter.

Action: Mr Hodgkinson to discuss funding and capacity issues, in particular the PLC with the LA at the meeting planned for 17 October 2018 and report back any progress to the LGB at the next meeting in the Spring Term 2019.

Agreed: That the minutes of the meeting held on 10 May 2018 be received and approved as a correct record subject to an amendment being made at item 6.2 (iii) in respect of accessing new Governor training as follows:

- the initial **AW** be amended to **AG**.

7. NOTIFICATION OF ANY OTHER BUSINESS

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

8. GOVERNANCE

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

Governors had reviewed the details presented and confirmed that these continue for the 2018/19 academic year with no amendments being required.

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

9. NOMINATED GOVERNOR REPORTS

9.1 Chairs' Briefing

The Chair reported that she had attended the autumn term Chairs' Briefing meeting held on 1st October 2018. The Clerk noted that the following issues had been highlighted:

- Autumn Term Meeting Updates
- ESFA Understanding Your Data; Guide for Governing and Trust Boards
- Academies Financial Handbook Update
- Data Protection Toolkit for Schools
- Understanding and Dealing with Issues Relating to Parental Responsibility
- Governor Conference 2018

The Chair referred to the ESFA understanding your data document that had been provided as a guide for Governing and Trust Boards, noting the proforma's and templates that were included as a supportive tool for Governors use throughout their monitoring process.

It was suggested that a meeting be arranged for the Mr Hodgkinson, the Chair, Hazel Banks and Alison Woosey, as academy leads, to further discuss the information regarding ESFA, to review data management processes and assess the potential risks for example if staff were absent, how this would impact on pupil outcomes etc.

The Chair noted that the reports completed by all link Governors following their monitoring visits to each academy were a valuable source of evidence for Ofsted purposes and thanked Governors for their continued support in this area.

The Chair informed Governors that the information pack provided at the briefing was available for all Governors to review if required.

Action: The Chair to arrange a meeting for Mr Hodgkinson, The Chair, Hazel Banks and Alison Woosey to further discuss ESFA document, data management and any potential risks and report back to the LGB at the next meeting, as required.

9.2 Bolton Governor Conference

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

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

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

Mrs Luczka expressed an interest in attending and asked if any other Governors were interested.

Governors discussed this matter and questioned if the planned agenda was relevant for Alternative Provisions (AP). It was felt that the focus was mainly around mainstream settings except for the PSHE workshop.

Mr Hodgkinson asked the Clerk if a focus on AP settings could be considered for future Governance conferences, where he would be happy to be involved and network with other colleagues that could also be involved in presenting at the event.

The Clerk agreed to share the comments raised with Mr Ashworth, Governance Services Manager and Mrs Harris, Governor Development Officer asking them to contact Mr Hodgkinson to further discuss the opportunity of AP involvement for future conferences.

Action:

- i) Governors interested in attending to advise Mr Smith or Mrs Unsworth to make the necessary booking arrangements.
- ii) The Clerk to discuss AP's as a topic for consideration at future Governance conferences, with Annette Harris and John Ashworth and ask them to contact Mr Hodgkinson to further discuss this matter.

9.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2018/19 Governance Training Programme was now available on the Governor Exchange. Two copies of the programme were also tabled for Governors review and information. It was noted that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

The Clerk referred to the 'New Governor Induction Course', recommending that any Governor that had not completed this, in particular the newly appointed Governors, to book on at the earliest opportunity. It was noted that this was a very beneficial course to attend.

Mrs Unsworth, Link Governor asked Governors to advise her of any training undertaken to enable her to maintain accurate training records and liaise with Mr Smith in terms of updating the skills audit.

Action: Governors to make the necessary arrangements to book on to the 'New Governor Induction Course', at the earliest opportunity and advise Mrs Unsworth and/or Mr Smith once completed.

9.4 Nominated Governor Reports

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

- Curriculum and Outcomes – D Luczka
- Live Data, School SEF and SIP – C Tye
- Discussion with SENCO in respect on progress monitoring – Ruth Crier
- PLC set up and Safeguarding Policy – Amanda Greenwood
- Provision – YMU and PLC new accommodation
- Ofsted /Good practice and PLC new accommodation - Ian Doughty

Governors were guided through each report with the following additional information being provided:

Curriculum and Outcomes

Mrs Luczka reported that she had recently been subjected to an Ofsted inspection in her own work place setting and had asked a number of similar questions to Hazel Banks as the Academy Lead for Park School.

Mr Hodgkinson informed Governors that currently, the main focus for Ofsted inspectors in AP settings was 'Teaching and Learning'. It was felt that the SEF's in place for both academies linked in well with the strategies in place for positive outcomes and provided very clear lines of enquiry.

Mrs Ingham noted that she had recently experienced an OFSTED inspection, confirming that Curriculum had been the main area of focus for the inspectors in her work place setting.

Live data, SEF and SIP

Mr Tye referred Governors to the key points highlighted within his report noting that he had fed back the questions that had been raised at the last meeting in respect of soft data. Mr Tye noted that the academy lead required clarification of his role as link Governor in respect of Capacity and Movement, as it was felt that as a SENCO, this was not his area of expertise.

Mr Tye commended Mrs Banks on the amount of information that was shared and of the amount of non-academic data that was collected in respect of each student.

Progress Monitoring

In the absence of Mrs Crier, Mr Hodgkinson reported that Mrs Crier had undertaken an excellent role in monitoring the soft outcomes and had shared some best practices from CAMHS.

At this point in the meeting, for the benefit of the newly appointed Governors, Mr Hodgkinson explained the focus and responsibilities that were involved in meeting with the academy leads and undertaking Governor monitoring.

Mrs Banks referred to attendance noting that this was not just about ensuring pupils attendance was monitored and maintained it was about tracking engagement and encouraging independence in lessons.

Governors discussed pupils learning if they were in hospital. Mrs Banks confirmed that the pupils were given work to complete if they were able to dependant on the reason for hospitalisation. The relevant personnel would track and record the pupils' successes to ensure that accurate records were maintained.

Visit to PLC and review of the Safeguarding Policy

Mrs Greenwood noted that there was nothing further to report than had been noted within her circulated report. It was confirmed that there were no safeguarding concerns.

A Governor referred to a recent Ofsted inspection at their school noting that the inspector had asked about risk assessments for pupils going on school trips.

Mrs Banks confirmed that this was in place and that she kept records of all risk assessments undertaken.

PLC Visit

Mrs Bottomley reported that her visit to the new accommodation for the PLC had been very positive. The staff team were to be commended for the support that was provided to the young Mum's in addition to education.

Governors were referred to the key points and next steps as detailed on the report, that were to be followed up for the next visit.

At this point in the meeting, Mrs Bottomley referred to the time constraints that she was currently experiencing and difficulties in the commitment required to fulfil her monitoring role effectively in the capacity of Health.

The Chair suggested that this role could be shared with another link Governor to lessen the areas of responsibility in these circumstances.

Governors discussed this matter suggesting that the Board seek another Co-opted Governor with a health background, if possible. This was agreed.

Agreed: That a Co-opted Governor with a health background be pursued at the earliest opportunity for consideration by the LGB.

Ofsted experiences and visit to PLC new accommodation

Mr Doughty reported that he had met Mrs Woosey, Academy Lead for the PLC and had a tour of the new accommodation. He had shared his recent Ofsted experience and focussed the visit around monitoring progress, book scrutiny and the Marking Policy.

The key points to be taken forward included:

- Ensuring that targets were in place in pupils' books
- User friendly level descriptors to be included in each pupils' book
- To ensure that pupils respond to the feed-back provided by their teachers in their books

Mrs Woosey confirmed that this detail had now been included in all pupils' books.

Mrs Ingham referred to feed-back for students noting that whilst it was important to provide written feed-back to the students it was equally as important and invaluable to provide oral feed-back.

Mrs Banks referred to the recent visit from the external Adviser noting that it had been suggested that a review of the Marking Policy be undertaken to bring it more in line with the procedures currently in place and the centre and working practices and procedures had moved on tremendously since the policy was put in place.

Mr Hodgkinson and the Chair thanked Governors for their invaluable reports time and commitment to their monitoring roles.

10. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

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

Park School Teaching Service

HB presented her termly report to the LGB. The circulated report gave an in-depth report of the following areas and questions were invited:

- Pupil Premium Spending
- Capacity and Pupil Movement
- Safeguarding
- SEND
- Looked After Children
- Health and Safety
- Pupil Outcomes
- Pupil Attendance
- Quality of Teaching
- Training
- Personnel
- Curriculum
- Stakeholder Satisfaction/Feed back

Mrs Banks highlighted aspects of the report, with a focus on Pupil Outcomes for Summer 2018.

Governors were informed that the results had been extremely positive and had been better than expected.

Mathematics

An analysis had been undertaken in Maths and it had highlighted that the results achieved on the calculator paper had not been as positive as the non-calculator paper and therefore more calculators had been distributed for pupils use in other subject areas such as cooking and in English as a study to ascertain if additional practice using calculators in other areas as well as Maths, would impact on future results.

English

Mrs Banks informed governors that a number of pupils had achieved better results with the English Literature paper than with the English Language paper. This had mainly been the pupils with autistic traits.

Mr Hodgkinson commended the work undertaken by the team at Park School. He referred to the outcomes of one particular student noting that he had shared these with their previous main stream Deputy Head Teacher whom had been shocked with but very pleased with their outcomes. This was testament to the hard work of the student and the staff team supporting them.

Mr Hodgkinson noted that whilst there was always room to improve, he was very happy with the service provision.

The Chair thanked Mrs Banks, on behalf of the LGB 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.

The Personal Learning Centre

Mrs Woosey presented her termly report to the LGB giving an in-depth report of the following areas with questions being invited:

- Pupil Premium Grant Allocation
- Capacity and Movement 2017/18
- Safeguarding
- SEND
- Looked after Children
- Children Missing Education
- Health and Safety
- Pupil Outcomes – Phase 1 and Phase 2
- Evacuation/Invacuation Report – Summer term and autumn term 2018

- School Development Plan
- Self-Evaluation Report
- SIP Note of visit 4.10.18

Mrs Woosey highlighted aspects of her report including:

- The move to the new premises – all staff and pupils had transitioned well.
- The introduction of tracking the phase 1 and 2 measures and the impact to be seen
- The shift in the approach to the curriculum offer

Pupil Outcomes

Governors were informed that whilst there was still work to be undertaken, the results had improved compared to last year.

The Centre had introduced engagement with outreach teams and pupil engagement in lessons had improved with the wealth of phase 1 work currently being undertaken.

The Chair referred to a very useful tool called 'Rarpa' that was used to report and record personal achievements. It was felt that this may be useful to consider in the reporting of the 'softer outcomes'. The Chair noted that her SEN unit currently used 'Rarpa' and had found it very effective.

Attendance

Attendance information had been provided within the report. It was noted that this data was difficult to benchmark and to provide comparisons to as the PLC was a very unique setting.

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

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

Governors had received copies of the SEF and SDP for both the PLC and Park School.

Mrs Banks referred to Link Governor monitoring visits being very beneficial and noting that their comments were taken on board and form part of the SEF as Governors contribution to the content included within the document.

Governors were informed that the SEF was a working document but that it could be circulated to Governors termly to ensure they were fully conversant with the progress being made.

Mr Hodgkinson agreed that this was a good idea, noting that whilst both Academy Leads and their individual teams of staff were very aware of their own settings and were providing an excellent service, there was always room to improve and Governors comments and input were a very valued contribution to the effectiveness of the academy.

Governors were informed that the SEF's for both settings were to be 'frozen' to enable him to undertake an analysis and feed back to the Academy Leads as appropriate thereafter.

Action:

- i) PH to undertake an analysis of the SEF's for both settings.
- ii) Academy Leads to circulate the SEF for their individual settings to Governors on a termly basis.

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

10.2 Evacuation/Invacuation Procedure

10.2.1 Personal Learning Centre (PLC)

Mrs Woosey had reported on the summer and autumn 2018 terms Evacuation and invacuation procedures as part of her circulated report. The detail confirmed the following:

Evacuation

- Summer Term: Held on 14 May 2018 in 3 Minutes
- Autumn Term: Held on 4 October 2018 in 2 Minutes 45 seconds.

Invacuation

- Summer Term: Held on 16 April 2018 in 3 Minutes
- Autumn Term: Held on 5 September 2018 in 2 Minutes

Agreed: That a report in respect of the summer and autumn terms 2018 Evacuation/Invacuation drills be received with thanks.

10.2.2 Park School

Mrs Banks had reported on the summer term 2018 Evacuation and invacuation procedures as part of her circulated report. The detail confirmed the following:

Evacuation

- Summer Term: Held on 25 May 2018 in 58 Seconds
- Autumn Term: To be completed at the earliest opportunity before the end of term, with a report back to governors at the Spring Term 2019 LGB meeting.

Invacuation

- Summer Term: Held on 25 May 2018 in 31 Seconds
- Autumn Term: To be completed at the earliest opportunity before the end of term, with a report back to Governors at the Spring Term 2019 meeting.

Agreed:

- i) That a report in respect of the summer 2018 Evacuation/Invacuation drills be received with thanks.
- ii) That a report in respect of the autumn term 2018 drills be received at the spring term 2019 LGB meeting.

Action: Autumn Term Evacuation/Invacuation drills to be completed at the earliest opportunity before the end of this term, with a report back to the LGB in the Spring Term 2019.

10.3 Visit by School Improvement Professional (SIP)

There had been no School Improvement visit reports to be shared with Governors for either the PLC or Park School at this time.

10.5 Termly report on Children Looked After

Park School

Mrs Banks had reported that there was one 'Looked after Child' on roll at Park School as part of her circulated report. It was noted that the necessary support strategies, PEP meetings and all related administration had been completed and submitted as required.

PLC

Mrs Woosey confirmed that there were three 'Looked After Children' on roll within the PLC during 2017/18 and that all PEP meetings and related administration had been completed and submitted as required to accompany those meetings.

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

10.6 Termly Report on Attendance and Children Missing Education

Attendance

The Academy Leads for both Park School Teaching Service and the PLC confirmed that information relating to pupil attendance as part of their circulated reports.

Pupils Missing Education

Park School:

Mrs Banks confirmed that there were no children missing education as detailed within the Academy Leads circulated report.

PLC

Mrs Woosey confirmed, as detailed in her circulated report that one student was referred to the PLC having been missing in education but confirmed that currently, there were no pupils missing education.

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

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

Reports in relation to the Pupil Premium funding received for 2017/18 and its use to overcome barriers and the intended use for the 2018/19 allocation had been provided by both Academy Leads as part of their circulated reports.

Mr Smith noted that there had been a slight increase in the amount received for this year compared to last year. Further details could be found within his Finance report to be discussed at the next item in the meeting.

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

11. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated with the agenda papers for Governors review and information. Mr Smith noted that the purpose of the report was to provide Governors of the Medical LGB with financial information in relation to the Park School Teaching Service and also the PLC as at the end of September 2018.

The report outlined the financial outturn position and the financial position for the 2018/19 academic/financial year for each of the two academies, including an explanation of the significant variances.

Mr Smith noted that the finances for each academy was discussed at Trust level. It was noted that the discussions had been very challenging resulting in savings being required across the Trust as was reflected in the budget allocated to each Academy.

Governors were informed that there had been some variances in the outturn position relating to surpluses and deficits across different academies but that ultimately the figures all balanced out. However, it was felt that the funding was required to be

allocated more appropriately going forward to meet the needs of each academy more effectively.

Mr Smith guided Governors through the report highlighting the projected financial position for 2018/19 for each individual Academy (provided in table format) as at the end of September 2018.

Table 1 – Park School

Governors were informed that the figures detailed were based on the academic year not standard financial year and that Trust were projecting a surplus of £246K.

Table 2 – PLC

Governors were informed that the figures detailed were again based on the academic year not standard financial year and that Trust were projecting a deficit of £59K.

It was noted that additional savings had been made around transport costs. Some pupils were now travelling to the centre independently, some were still using the transport provided.

A Governor asked if the change to transport arrangements had affected attendance.

Governors were assured that the changes had not affected attendance data, if anything it had been better resulting in pupils becoming more responsible and independent.

Mr Smith noted that the Trust had asked him to highlight the Central Service charges costs of £99K for Park school and £54K for the PLC. It was noted that these figures included the Salaries of the Executive Principal, the Finance Director and the School Business Manager along with other expenses such as Service Level Agreements.

A Governor asked for clarification of the surplus figures.

Mr Smith explained that the surplus money was used to off-set the deficit budgets in other Academies in the Trust such as Lever Park.

Governors were informed that across the trust last year there was £34K income on a turnover of 6.6million and therefore discussions with the LA were required to secure appropriate additional funding.

Mr Hodgkinson referred to the £59K deficit for the PLC noting that the 'Place funding' received just was not sufficient to effectively manage the number of pupils. It was

emphasised that this was not down to mis-management, the Academy Lead managed a very tight budget and the provision was run very effectively. It was reflective of misplacement of 'Place funding' formula.

The Chair referred to the cost of the Learning Mentor salaries being less than had been anticipated noting that the academy was carrying a vacancy and asked if the Academy were planning on recruiting to this vacancy.

Mrs Woosey confirmed that the Academy could manage with the staffing structure in place at this time and that there were no immediate plans to fill the vacancy.

A Governor asked how the charges were set for the PLC at £66 per day for last year. It was felt that this charge was very reasonable.

Mr Smith explained that it was a 'blanket charge' for all PRU's as agreed with the main Commissioner, but that the Trust were looking at alternative ways around this.

Mr Hodgkinson noted that he was to attend a meeting with the LA on 17 October 2018 to discuss finance arrangements and would also include a review of the pricing strategies and affordability.

The Chair thanked Mr Smith and his team for a very clear, concise and comprehensive report.

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

12. ACADEMIES FINANCIAL HANDBOOK

The Academies Financial Handbook had been updated with effect from September 2018. The Handbook described the financial responsibilities of academy trusts which reflected their status as companies limited by guarantee, exempt charities and public bodies. It balanced the need for effective financial governance with the freedoms that were necessary for trusts to conduct their day to day business.

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

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

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

Mr Smith Reported that the updates as detailed on the circulated report had been reviewed and approved at 'Trust' level.

Agreed: That Governors note the report.

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

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

Mr Smith confirmed that the Trust had recently reviewed and approved the Data Protection Policy and confirmed that this was GDPR compliant.

GDPR training had also been undertaken by all staff.

A Governor asked if the Trust had signed up to the SLA that the LA were offering in respect of a Data Protection officer (DPO).

Mr Smith explained that the Trust did not feel it was necessary to buy into this SLA and that the risks involved could be managed in-house.

Mr Hodgkinson noted that all policies had recently been reviewed and approved over the past year and proposed that a review of GDPR compliance be built in to be updated as part of the review programme as applicable. This was agreed.

14. APRAISAL PROCEDURES

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

Following completion of the performance management process the Academy Leads were to discuss their recommendations with Mr Hodgkinson for submission to the relevant Trust Committee for their approval.

Mr Hodgkinson reported that Mr Tony Purcell and Mrs Luczka were to meet with the Academy leads on 6 November 2018 to review the appraisal targets for 2017/18. The recommendations made would be submitted to the relevant Trust Committee for approval.

15. WEBSITE COMPLIANCE

Mr Hodgkinson reported that the Academies websites were now easier to navigate and a lot of progress had been made towards compliance.

The Clerk suggested that termly reviews be undertaken to ensure continued compliance.

Mr Hodgkinson noted that a composite list, used mainly by secondary provisions had been shared by the education Adviser, but it was felt that following review, this was not applicable for Alternative Provision (AP) settings and proposed that the Academy and Link Governor continue to use the checklist provided by the LA Governance Services Team.

Mrs Ingham suggested that a review of other AP websites be made to share best practice, gain ideas and compare the content included.

Action: Mrs Greenwood to undertake termly reviews of the website for the Medical Academy prior to each termly LGB meeting, with a report back to Governors at each meeting thereafter.

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

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

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

Spring Term: Tuesday 12 February 2019 at 4pm at the Roscow Fold Site.

Summer Term: Tuesday 4 June 2019 at 4pm at the PLC (David Lloyds Site)

17. CONSENT TO ABSENCE

Agreed:

- i) That Governors consent to the absence of Mr E Swift and Mrs R Crier but **NOT** to the absence of Mrs L Beanland.
- ii) That a Staff Governor election be held if required, following the outcome of Mr Hodgkinson's discussion with Mrs Beanland in respect of her attendance and future Membership intentions.

Action:

- i) Mr Hodgkinson to contact Mrs Beanland and establish her intentions for her continued membership.
- ii) Mr Hodgkinson to make the necessary arrangements for a Staff Governor election if required, following the outcome of his discussion with Mrs Beanland.

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 and the Academy Leads for their attendance and continued commitment.

The Chair also asked for Governors thanks to be conveyed to each of the Academies staff teams for all their hard work and dedication.

The meeting closed at 5.45pm.

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

Date: _____