

**BOLTON IMPACT TRUST**

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

**MONDAY 6 FEBRUARY 2017 AT 4.00 PM AT THE FORWARDS CENTRE**

**Present:** Hazel Banks, Lauren Beanland, Gill Bentham, Alison Bottomley, Dee Luczka, Collette Unsworth and Alison Woosey,

**In Attendance:** Christine Birchby (Vice-Principal) and Carole Brooks (Clerk to the Local Governing Board)

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Mrs Birchby welcomed all present. Apologies for absence were received from Chris Edgar, Sally Heppenstall, Paul Hodgkinson (Executive Principal) and David Smith (Finance Director).

**2. APPOINTMENT OF CHAIR**

The Clerk noted that the appointment of Chair had been deferred from the last meeting due to absent members. It had also been agreed that written self-nominations for the post of Chair be submitted to the Clerk in advance of this meeting. It was noted that no nominations had been received. Governors were therefore asked to consider this role.

Governors discussed this matter and it was felt that the role of Chair was a big commitment to encounter and due to work load and time constraints of the members present, there were no willing members. The Clerk noted that there were two Governors absent who may be willing despite not having received a self-nomination from them.

Mrs Birchby offered to Chair the meeting on this occasion but felt that it was not appropriate for this to be on a regular basis and suggested that the appointment of Chair be deferred to the next meeting.

The Clerk noted that if no appointment could be made for Chair and Vice Chair at the next meeting, the matter would then have to be referred back to the Trust.

**Agreed:**

- i) That the appointment of Chair of Local Governing Board (Medical) be deferred to the next meeting.
- ii) That Mrs Birchby Chair the meeting on this occasion.

**Action:** The Clerk to re-circulate the self-nomination form for completion and submission to the Clerk prior to the next meeting.

**MRS BIRCHBY IN THE CHAIR**

**3. APPOINTMENT OF VICE- CHAIR**

The Clerk reported that no nominations had been received for the position of Vice Chair of the LGB (Medical). Governors were asked to consider this role.

Governors discussed this matter and the responses were the same as had been for the appointment of Chair of the Local Governing Board (LGB). It was also felt that appointment to this role would be better made after the Chair had been appointed.

**Agreed:** That the appointment of Vice Chair of Local Governing Board (Medical) be deferred to the next meeting in the summer term.

**Action:** The Clerk to re-circulate the self-nomination form for completion and submission to the Clerk prior to the next meeting.

**4. DECLARATION OF INTEREST**

4.1 Declarations of Interest

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

4.2 Register of Business Interests

The Clerk reported that any Governors not present at the last meeting were required to complete the attached Register of Business Interests and return to David Smith at the earliest opportunity. In the absence of Mr Smith, Mrs Birchby requested that these forms be completed and returned to her before the end of

this meeting and that she would forward them to Mr Smith at the earliest opportunity.

Lauren Beanland, Gill Bentham and Alison Bottomley completed the required forms and returned them to Mrs Birchby, as discussed.

## **5. MEMBERSHIP / GOVERNANCE ISSUES**

The Clerk noted that two vacancies remained for Parent Governors and that a Parent Governor election was therefore required.

**Action:** Mrs Birchby to make the necessary arrangements to hold a Parent Governor election before the summer term meeting.

### **5.1 Roles of Local Governors with Key Performance Indicators (KPI's) and Academy Leads**

Further to the minutes of the last meeting a number of Governor roles with KPI's and Academy Leads were agreed. It was also agreed that further review of this be undertaken to include any newly appointed Governors and any absent Governors.

The Clerk referred to the minutes of the last meeting to highlight the vacancies and asked Governors to 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 matter it was

#### **Agreed:**

- i) That the following Governor roles linked with KPI's and Academy Leads be approved:
  - Quality of Teaching - Gill Bentham
  - Pupil Destination - Dee Luczka (instead of Collette Unsworth as had previously been agreed)
- ii) That as there were two absent Governors and also two vacancies, the following Governor roles be further discussed and appointed at the summer term meeting:
  - Finance
  - Capacity and Pupil Movement
  - Health and Safety.

## 5.2 Safeguarding Declaration

The Clerk reported that those Governors not present at the last meeting were required to complete and sign the Safeguarding Declaration and return to Mr David Smith. Mrs Birchby requested that this form be returned to her in the absence of Mr Smith and that she would forward them to Mr Smith.

Lauren Beanland, Gill Bentham and Alison Bottomley completed and signed the safeguarding Declaration and duly returned them to Mrs Birchby, as discussed.

**Action:** Mrs Birchby to forward all completed Safeguarding forms to Mr Smith to be stored under confidential cover at the Youth Challenge Centre (Head Office of the Bolton Impact Trust).

## 6. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) held on 14 November 2016. Following consideration of the minutes it was:

**Agreed:** to approve and sign as a correct record the minutes of the last Local Governing Board meeting held on 14 November 2016.

### 6.1 MATTERS ARISING

#### 6.1.1 National Database of Governors and Trustees

Further to minute 13, the Clerk asked whether the school had complied with the requirements for boards to provide information about their governance membership on the Edubase website.

In the absence of Mr Smith, Mrs Unsworth confirmed that the necessary information had been uploaded to Edubase and that Mr Smith had the responsibility to ensure that this was updated periodically.

## 7. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business reported.

## **8. NOMINATED GOVERNOR REPORTS**

8.1 In the absence of a Chair of the Medical LGB, the Clerk reported that the Chairs briefing had been held on Monday 30 January 2017 where the following matters had been highlighted:

- Spring Term Meeting Updates
- Statutory Information on Schools Websites
- Pay Review and Performance Procedures
- Strategic Planning 2016/17

### **8.2 Primary Partnership Governor's Report**

The Clerk reported that the Primary Partnership meeting was to be held later today, on Monday 6 February 2017, where the following matters were to be highlighted:

- Health & Safety: Responsibilities and Monitoring for governors - Frank Warren, LA Health & Safety Team
- Communicating with Stakeholders - Carol McDermott, Governor Trainer, NLG

Mrs Birchby noted that the Medical LGB did not currently have a Primary Partnership Link Governor. It was felt that this matter was not really relevant to the Medical LGB and was more appropriate for the Primary LGB.

The Clerk noted that this item would also be on the Primary LGB agenda for the spring term.

### **8.3 Link Governors Report on Training / Recent Training undertaken**

The Clerk noted that further to agreement at the autumn term link governor briefing, the Governor Services Team would now provide a certificate for the full board detailing the LA training attended throughout the previous this term. This was the preferred option as opposed to individual certificates and enabled the school to retain a composite record of training attended for school and inspection purposes.

The Clerk tabled two copies of the Governor Services training booklet for information. It was noted that Governors could also access the Governor Exchange site to gain information on available training and other matters relating to the Clerking and support Service.

The Clerk asked what SLA training package had been agreed as this had been an item of discussion at the last meeting. Mrs Birchby was unsure and agreed to make further enquiries with Mr Smith.

Governors requested that the Governor Exchange link be forwarded to all members to enable easier access to the site.

**Action:**

- i) Clerk to forward the link for the Governor Exchange Site to all members
- ii) Mrs Birchby to clarify the level of the training SLA with Mr Smith and report back at the next meeting.

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

### Park School Teaching Service

A report from Hazel Banks, Head of Park School Teaching Service had been circulated with the agenda papers for this meeting for Governors review and information.

The report highlighted information for the following key items:

- Capacity and Pupil Movement
- Safeguarding
- Health and Safety
- Pupil Outcomes
- Pupil Behaviour
- Pupil Attendance
- Quality of Teaching
- Pupil Destinations
- Personnel issues
- Training/CPD
- Curriculum
- Stakeholder comments/satisfaction

Further to the report provided Mrs Banks referred to the section in respect of Pupil Outcomes and noted that the shaded areas reflected the areas of focus and the actions required. It was also noted that the Key performance indicators (KPI's) were analysed and the actions highlighted to enable all members to focus on the specific area required.

A Governor asked if there were still 58 pupils in the unit. Mrs Banks confirmed that some had moved on and that since Christmas 2016 there were 50 pupils on roll.

A Governor referred to Pupil destinations for the 2016 leavers noting that the information reflected that there was one NEET pupil, in hospital. It was felt that this detail should reflect that they were not currently available to the job market due to hospitalisation, as this was deemed a valid reason.

### Young Mums Academy

A report from Alison Woosey, Head of Young Mums Academy had been circulated with the agenda papers for Governors review and information. The report included details in the following areas:

- Capacity and Pupil Movement
- Safeguarding
- Health and Safety
- Pupil Outcomes
- Key Performance Indication notes
- Pupil Behaviour
- Pupil Attendance
- Quality of Teaching
- Pupil Destinations
- Personnel issues
- Curriculum
- Stakeholder Satisfaction/Comments

Governors complimented and thanked the Academy leads for their informative reports.

### 9.1 Review and approval of the Academy Self-Evaluation and Improvement Plan

#### Young Mums Academy

A copy of the Self Evaluation and Development Plan 2016/17 had been circulated with the agenda papers for Governors review and information.

### Park School Teaching Service

A copy of the Self Evaluation (SEF) and Development Plan (SDP) 2016/17 had been circulated with the agenda papers for Governors review and information.

Mrs Banks referred Governors to the yellow highlighted areas on page 4 and 6 of the SEF noting that there was currently no evidence to support those areas and that the details recorded were based on anticipation. It was hoped that the required supporting evidence would be available by September 2017.

Mrs Birchby suggested that as these documents for both settings were very detailed, that for future meetings that all documents be reviewed in advance and any questions be prepared for submission at the meeting.

Mrs Birchby invited Governors to visit both settings at their convenience; it was realised that due to work commitments that capacity may be difficult. It was also suggested that on occasions it could be arranged for Mrs Banks to meet Local Governors at their own place of work if that was easier to share information as required.

Governors discussed this matter asking if prior appointments would be necessary in order to visit the units as oppose to just 'dropping in'. Mrs Banks explained that it was preferred that Governors make prior arrangements to enable the academy leads to prepare the young people in advance.

Mrs Birchby referred to the SEF and informed Governors that it was hoped that the required evidence would soon be sought noting that all areas cross referenced and were in line with the Ofsted framework. It was noted that this was a working document that was updated on a regular basis, in line with pupil movements and KPI's which were collected three times per year.

A Governor expressed concerns in respect of the Safeguarding Officer being employed from a supply agency. It was explained that whilst it was realised that this was not ideal, there was currently a freeze on recruitment and that they were currently employed on a long term basis. It was also explained that the employee had a wealth of expertise and experience in this field as Safeguarding Lead at their previous High School and met all the Academies requirements.

Governors were assured that Mrs Banks was the overall lead in this area with the day to day administrative support being undertaken by the supply worker.



Mrs Bentham referred to CPOMS asking if this had been introduced as yet as her school setting used CPOMS very successfully. Mrs Banks explained that this was something that Mr Hodgkinson was currently in the process of looking at for use across the Academy Trust.

Mrs Birchby asked if Mrs Bentham had any idea on the cost of CPOMS. It was felt that it depended on the number of supporting packages that were used. However, felt that it was worth requesting a demonstration, Mrs Bentham noted that her school would welcome the opportunity to demonstrate their systems if required.

**Agreed:** that the progress on the SEF and SDP for both Academies be received and noted.

## 9.2 Visit by School Improvement Professional (SIP)

Further to the minutes of the last meeting, the clerk noted that Mrs Birchby was to liaise with the SIP in order to devise a note of visit and appropriate reporting procedure for each of the five academies within the trust.

Mrs Birchby informed Governors that the Academies new SIP was Mrs Hilary D’Arcy and that she had undertaken a number of meetings with her in order to create a suitable format of reporting with the appropriate headings. An example of the report was presented to Governors.

Governors were informed that it was intended to include a measure of personal success targets in addition to academic targets across each centre to show the progress and attainment of those pupils that were academically challenged but could achieve on a different level. It was noted that as all pupils were different the trust were currently working on how these could be measured across the Trust.

It was noted that this report was still in the process of being completed and that it had not been fully populated yet. This required further review in order to meet the needs of each academy. It was noted that Mr Allan Slater, a previous Deputy Head Teacher was supporting with the data alongside Mrs Birchby, Mrs D’Arcy and Mr Hodgkinson.

Governors were informed that the next KPI collection was 24 April 2017.

**Action:** Clerk – SIP report update on summer term agenda.

### 9.3 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. The Child was vulnerable and responded better to a small setting.

A Governor asked if there was a demand for places across these settings. Mrs Banks confirmed that there were currently spare places and therefore this was not currently an issue.

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

### 9.4 Termly Report on Children Missing Education

It was reported that there had been no cases of children missing education in either the Young Mums or the Park School Academy settings.

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

### 9.5 Current Financial Position (Confidential item)

The Local Governing Board having designated the details of discussion of this matter as Confidential under the Academies Articles of Association, this information is excluded from these minutes.

### 9.6 Policy Ratification

Further to the minutes of the last meeting where it was agreed that the Executive Principal would 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.

The Academy Leads reported that this matter was still on hold until they had received direction from the Trust. It was noted that meetings in this respect were to be arranged in the near future. It was therefore requested that this item be deferred to the summer term meeting.

**Action:** Clerk – agenda item for the summer term meeting.

## 10. APPRAISAL PROCEDURES

### 10.1 Appraisal Procedures for Young Mums Academy and Park School

Further to the minutes of the last meeting it was agreed that the strategic decision of appraisal procedures for the academies within the trust lay with the Standards Committee and that this information should then be shared with each local governing boards for the academies within their remit.

Mrs Birchby informed Governors that the appraisal process had taken place across both centres and referred to the report compiled. It was also noted that a wealth of development and training had taken place.

**Action:** The Clerk to circulate this report by email to all LGB Members for their information.

## 11. TERMLY EVACUATION/INVACUATION PROCEDURE

### Young Mums Academy

It was confirmed that Fire evacuation had taken place successfully on 6 October 2016 and that a successful invacuation had also been undertaken on 27 January 2017. It was noted that a number of pupils had been absent and therefore this would be undertaken again later this term to ensure that all pupils had experienced the practice.

### Park School

Mrs Banks had reported that a Fire evacuation/Invacuation drill had been undertaken successfully on 3 November 2016 (autumn term 2016).

It was noted that a spring term 2017 drill had not yet been held but would be before the end of term.

**Action:** Academy Leads for both centres to ensure that termly fire evacuation and invacuation drills are undertaken with a report back at the following meeting.

## **12. SCHOOL WEBSITE COMPLIANCE**

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

The Governor Services Team were aware that there are still a number of academies that were missing vital pieces of information from their websites. The Clerk noted that as part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date, and if not, this would be a judgement for the inspection.

To assist Governors in ensuring that their website was up to date, the Governor Services Team had compiled a checklist based on the guidance issued from the Department for Education, a copy of which was included with today's agenda. The checklist highlighted both the recommended and statutory information to be published. Academies are reminded to check their own articles of association as this may differ from the checklist.

### **Agreed:**

- i) That the Board note the need to ensure that their website complied with statutory requirement in terms of publishing specific information
- ii) That Mr Smith/Mrs Birchby would check to ensure that the school website was compliant and report this back to the next Board meeting.

## **13. ONLINE MEETING MANAGEMENT**

The Clerk reported that in a bid to ensure accessible services and to meet customer demand, the Governor Services Team had invested in a new online service, linked to the Governor Exchange that allowed governing and trust boards in the Bolton family to operate paper free meetings.

The Bolton Governance Gateway provided a secure and current way for governors and trustees to access their meeting documentation online using an internet enabled device such as a laptop, tablet or mobile phone.

The Clerk highlighted that invitations to meetings and updates were also supported through the system as well as access to other relevant shared documentation such as delegation structures, terms of reference and calendars.

The new service, which would be wholly administered and maintained through the Clerking and Support traded service, would be at no additional cost to current SLA customers and would require a commitment from the Board to relinquish paper-based systems.

The Clerk reported that pilots were taking place at present with a selection of governing boards and that briefings to showcase the new service would be provided in the latter part of the spring term. It is intended that these briefings would look at how the system operated and how schools could utilise current hardware without an additional cost to the budget.

Those boards wishing to find out more information could do so by contacting Judith Pollard, Senior Governance Support Officer via the details on the flyer which was distributed with today's agenda.

**Agreed:**

- i) That the Governing Board note the report.
- ii) That Mrs Birchby attend the upcoming briefings about the new service.

**14. GOVERNOR SKILLS AUDIT**

A Copy of the National Governors Association Governor Skills Audit proforma had been circulated with the agenda papers for Governors review and completion.

Mrs Birchby asked that all Governors to complete this audit and return it to David Smith by 17 February 2017. It was noted that the results of this audit would determine any skills gaps to enable Governors to access relevant training.

**Action:** Governors to return the completed skills audit to David Smith by 17 February 2017

**15. SCHOOL TERM AND HOLIDAY DATES 2017/18**

At the last meeting, the Clerk had 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.

Mrs Birchby informed Governors that it had been agreed that the Academy would adopt the BLA model, for Bolton Secondary Schools.

**Agreed:** That LGB members note that the Academy would follow the Bolton Secondary schools holiday pattern, as agreed at Trust level.

**16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS**

The Clerk requested that the date of the next meeting be reviewed as she had a clash of meetings on the 8 May 2016.

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

- Summer term 2017 - Tuesday 16 May 2017 at 4.00 pm

Venue: Forwards Centre, Roscow Fold

**17. CONSENT TO ABSENCE**

**Agreed:** That Governors consent to the absence of Chris Edgar and Sally Heppenstall from this meeting.

**18. ANY OTHER URGENT BUSINESS**

There were no items of any other business reported

**19. CONFIDENTIALITY**

**Agreed:** That in accordance with the Academy's Memorandum and Articles of Association, the following matter be designated as confidential, thereby excluding the information from that which is to be made available to any interested persons:-

- the matter covered in Minute Number 9.5 above.

Mrs Birchby thanked governors for their attendance and closed the meeting at 5.28pm

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

Date: \_\_\_\_\_