

BOLTON IMPACT TRUST

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

**HELD ON THURSDAY 15 FEBRUARY 2018 AT 4.00PM
AT THE FORWARDS CENTRE/ROSCOW FOLD SITE**

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

In Attendance: Ruth Cryer, (proposed Co-opted) Governor, Amanda Greenwood (proposed Co-opted Governor), Paul Hodgkinson, Executive Principal, David Smith, Finance Director, John Ashworth, Governance Services Manager (for Gateway item only) and Carole Brooks, Clerk to the Local Governing Board.

Before the meeting commenced the Clerk asked if Ian Doughty, Vice Chair of the LGB would Chair the meeting this evening in the absence of Dee Luczka. It was noted that Dee was planning to attend the meeting, had been unavoidably detained. This was agreed.

IAN DOUGHTY IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present, in particular Ruth Cryer and Amanda Greenwood as prospective Co-opted Governors and introductions were made.

The Clerk informed Governors that Mr J Ashworth, who had been invited to present to Governors on the Governance Gateway, had also been unavoidably detained and it was likely that he would arrive towards the end of the meeting when the Gateway presentation would be made.

An apology for absence had been received from Sally Heppenstall. Mrs Bottomley had not yet arrived, it was hoped that she would still attend.

2. Governance Gateway Demonstration

As previously reported, Mr Ashworth, Governance Services Manager, would be attending towards the end of the meeting to present a demonstration to Governors on the Bolton Governance Gateway.

At this point in the meeting, the Clerk tabled a Gateway Agreement/User Acceptance form requesting that Governors read, sign and return the completed form to the Clerk before the end of the meeting. It was noted that Governors had previously agreed to carry out paper free meetings and that this would commence at the autumn term 2018 meeting.

It was also noted that Governors would already have received a link requesting them to log into the Gateway and create a password to enable them to access the documents on the Gateway. However, as some time had passed since the link was sent, if passwords had been forgotten, they could be reset following the guidance provided on line.

PH informed Governors that arrangements had also been made for Mr Ashworth to attend a Trust meeting on 27 February 2018 to deliver a similar presentation.

Agreed:

- i) That the Medical LGB commence use of the Bolton Governance Gateway to access their meeting documentation from the summer term meeting 2018.
- ii) That all Governors read, sign and return the agreement/user acceptance form to the Clerk before the end of the meeting.

3. DECLARATION OF INTEREST

3.1 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

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

DS noted that the only outstanding forms were from Lauren Beanland and Alison Bottomley as they had been absent at the last meeting.

Lauren Beanland duly completed the form as required and passed it to DS for retention on his file.

Action: That Alison Bottomley complete and return the Register of Business interest forms and return to DS at the earliest opportunity.

4. MEMBERSHIP/GOVERNANCE ISSUES

4.1 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.

Lauren Beanland duly completed the required form and passed it to DS as requested.

Action: DS to ensure that the necessary detail is completed and received from Alison Bottomley.

4.2 Co-opted Governor vacancies

The Clerk reported that four Co-opted Governor vacancies remained. Members were asked to consider the appointment of Ruth Cryer and Amanda Greenwood.

Governors discussed the proposals made and agreed to both appointments.

The Clerk informed the newly appointed Governors that she would send them a welcome to Governance letter and information pack at the earliest opportunity following this meeting. Within the pack there would be a number of forms to complete and return; some to the Clerk and some to DS as indicated in the pack.

DS requested that Governors also include their date of birth and postcode on the form to be returned to him in order for him to update the Government Edubase site.

DS also requested that all newly appointed Governors stay behind at the end of the meeting to have their photograph taken for the Academy Website. It was noted that a pen portrait of themselves would also be required to support their photograph.

Agreed: That Ruth Cryer and Amanda Greenwood be appointed as a Co-opted Governors to serve a four year term of office.

Action:

- i) The Clerk to update the data base and forward a new welcome to Governance pack to Ruth Cryer and Amanda Greenwood.
- ii) Ruth Cryer and Amanda Greenwood to complete, sign and return all necessary forms contained within the new Governor packs to DS and the Clerk as required.

5. 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 18 October 2017 for their review and approval.

Governors reviewed and approved the minutes as a correct record subject to an amendment to the wording in respect of capacity and Movement detailed on page 14 and 15.

Matters Arising

Governors confirmed that there were no matters arising from the minutes that were not covered within the current agenda.

Agreed: That the minutes of the meeting held on 18 October 2017 be received and approved as a correct record subject to the following amendments:

Page 14 (last paragraph) to read:

- There were now currently 10 '**referrals**' (as opposed to 'appeals')

Page 15 (third paragraph) to read:

- A Governor asked how many Panel meetings there had been. PH explained that they were once per month for referrals '**from**' CAMHS '**for**' The Park School Teaching Service.

6. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of 'Any Other Business' reported.

7. NOMINATED GOVERNOR REPORTS

7.1 Chairs Briefing

In the absence of the Chair the Clerk reported that she had attended the spring term Chairs' Briefing meeting held on Monday 29 January 2018 where the following issues had been highlighted:

- Spring Term Meeting Updates
- Governance Services Team update
- Conference Feedback
- Governance Housekeeping: Effectiveness; Efficiency; Impact
- Competency Framework for Governance: Accountability

7.2 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was available on the Governor Exchange. Copies of the programme had also been tabled at the last meeting.

Collette Unsworth, Link Governor for training noted that the only training she had attended had been the Governance Conference in November 2017. It was noted that Dee Luczka, Chris Tye had also attended this event.

DS requested that Governors review the courses available on the exchange noting that if Governors wished to undertake any of the courses, to liaise with him in the first instance to ensure suitability in respect of the skills required for the LGB and also affordability.

The Clerk referred to the 'New Governor Induction' course noting that this was a very beneficial course for any newly appointed Governors to attend. DS agreed and requested that all newly appointed Governors make the necessary booking arrangements to attend this training.

PH noted that a skills audit had recently been undertaken to highlight any gaps in skills across the LGB. It was noted that most areas were covered but that training in respect of procurement, finance and the business side of the Alternative Provision (AP) was required and therefore a group session would be arranged in the near future.

PH also noted that Governors attending the recent Secondary LGB meeting had been informed that a seminar for all three LGB's was to be arranged to take place during the summer term with a focus on Ofsted processes and preparation. Governors were required to fulfil and carry out their monitoring roles effectively in order and have a positive impact on Governance. Therefore, Governors across the three LGB's would be invited to attend the seminar where there were to be interactive sessions to support them in their role and also enable a greater understanding of the expectations of potential Ofsted inspectors. Details of the date and time for the seminar would follow in due course.

PH referred to the funding formula for AP's and the need for the service to self-evaluate. It was noted that there was currently no available guidance in

order to self-evaluate but that strategies had been put in place to rectify this to enable self-evaluation and ensure that the whole provision across each setting were 'Ofsted ready'. This matter was to be further discussed later in the meeting.

Action:

- i) All newly appointed Governors to make the necessary arrangements to access the induction Course for New Governors at the earliest opportunity.
- ii) All Governors to review the Governor Exchange site to familiarise themselves with the training opportunities and resources available.

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

The Clerk reported that the Governor Services Team had held 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"

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

CT reported that he had attended the Conference together with Dee Luczka and had also attended a number of workshops. CT noted that he had found the Conference very informative and worthwhile..

CT referred to the links and suggestions made at the Conference regarding AP's noting that he felt confident that the suggestions made were already in place for both the PLC and Park School.

PH referred to the 'Contextual Reminder' report that had been circulated to Governors on a previous occasion, noting that it may be useful to re-circulate this document, particularly for the benefit of the newly appointed Governors as a reminder of the service provision offered.

Action: PH to make the necessary arrangements via the Clerk to re-circulate the 'Contextual Reminder' to all Governors.

7.4 Nominated Link Governor Reports

The following link Governor reports had been circulated with the agenda papers:

- Chris Tye - visit to The PLC on 10 November 2017
- Chris Tye - visit to Park School on 22 November 2017

CT noted that both meetings had been very positive. The meetings had raised a number of questions and concerns requiring clarification including:

Suitability of Accommodation

CT noted that at the meeting Alison Woosey, Academy Lead for the PLC had mentioned an instance that had arisen where an issue was being discussed and had been overheard by someone else due to the inadequate layout of the current accommodation. CT asked PH if there were any ways to stop this happening in the future.

PH noted that he was aware of these issues and the space limitations for undertaking sensitive discussions and was very mindful of these situations due to the vulnerability of the pupils attending that particular setting. Governors were assured that this would change in the near future as arrangements were currently being made for the PLC to move to new accommodation on the 'David Lloyd' site in Bolton by Easter 2018. This accommodation would meet the needs of the pupils attending the PLC more effectively.

After Year 11

CT asked if there was any provision for after year 11 and if there were any plans to offer a bespoke provision for year 12. PH explained that some of the year 11 pupils were not ready for year 12/6th form education as they still required support from the Alternative Provision. Governors were informed that that discussion in this matter had been held and consideration was currently being given to growth over the next 12-18 months in this area, in order to offer a year 12 provision.

Capacity and Movement

CT referred to 'Early Intervention' being key to supporting capacity and movement and asked what early intervention was in place to tackle issues in students as young as 5,6 or seven years of age.

PH explained that this matter was being addressed and had been raised with Secondary Head Teachers. He was currently trying to engage with Primary Head Teachers to further discuss and emphasise the need to recognise the requirement for early interventions (EHCP's) to be put in place before the pupils reached secondary school age. It was noted that the EHCP process took around two years to complete and if not addressed soon enough, by the time pupils reach Year 7, they would inevitably need to attend the AP setting.

PH informed Governors that arrangements were in place for him to meet with the Inclusion Trust, mid-March 2018 where he would be lobbying the need for Early Interventions and the need for funding to support this as the current funding mechanism was not adequate.

PH thanked CT for raising this issue and noted that the Trust were working on these matters and were currently in the process of engaging with the relevant bodies and external agencies as required in order to build a legitimate

alternative and establish a suitable mechanism in order to intervene as early as possible.

Non Academic Progress

CT asked PH how non-academic progress was recognised and recorded for evidence for Ofsted purposes. PH assured Governors that good progress whether academic or non-academic was 'picked up' and could be evidenced by recording case studies and personal success targets (PST's). It was noted that evidence files were being compiled for the benefit of the provision and also for Ofsted purposes.

Alison Bottomley arrived at the meeting.

A Governor referred to pupils returning to mainstream settings and asked what screening or assessment was provided to the receiving school. PH explained the process undertaken. It was also noted that it varied from pupil to pupil as to how they could be re-integrated and if they were ready. The strategies that worked whilst pupils were at the PRU may not work for them in a mainstream setting. AW concurred with this comment noting that small steps were always taken to enable a smooth and successful transition. PH agreed noting that some pupils find the PRU setting more suited to their needs and thrive but find it tough within a mainstream setting.

CT thanked PH for his responses. PH and Governors thanked CT for the time undertaken during his visits to each setting.

8. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated electronically to Governors for their review and information. DS noted that the purpose of the report was to update the LGB with the financial information in relation to Park School and the Personal Learning Centre (PLC) as at the end of December 2017.

DS informed Governors that the report commenced with a financial overview of the entire Trust and the subsequent actions for the PLC and for Park school with an explanation of the significant variances for each setting.

Governors were informed that throughout the report a minus figure indicated income and therefore was good whereas a positive figure indicated expenditure and therefore

Governors were guided through the report that gave information under the following headings:

- Approved Academy budget 2017/18 – The board had set a budget to achieve a surplus of £145,000. A breakdown of all income and expenditure for each academy was highlighted within the table provided within the report.
- Three Year Plan for the Trust from 2017/18 to 2019/20 – showing the opening reserves, income, expenditure, in year position and closing reserves.
- Projected financial position for 2017/18

- Significant variances for both settings
- Conclusions
- Recommendations

DS informed Governors that the projected generated income for Park School was £217,572 and the PLC was projected to be in deficit of £77,000. This equated to carry over of £140,000 across the two settings.

A Governor asked for clarification regarding 'Place Funding'. DS explained what 'Place Funding' was noting that there had been 50 commissioned places at Park School and only 5 at The PLC resulting in £140,000 loss. It was noted that whilst the PLC was in a deficit position this was not down to mis-management of finance or funding arrangements it was down to the number of places. PH agreed and explained to Governors how place funding was calculated noting that the service was significantly underfunded for the demand of the provision.

PH commended all staff on the standard of care and provision offered under considerably difficult financial pressures.

A Governor asked if the provision ever refused students as a result of capacity issues. PH explained that the service was very inclusive and that they tried to accommodate all students and help them as they were very vulnerable children. A Governor commented that the whole provision was a victim of its own success.

PH noted that there was a conflict between the 'educational model' and the 'business model', as educationally some pupils would be better staying longer with the PRU but financially it was not always viable. However, it was noted that each provision across the Trust would keep the students as long as they could in order to best meet their needs and only re-integrate into mainstream if it was appropriate for them and in their best interests.

DS informed Governors that the financial responsibilities of each Academy lay at Trust Level not at LGB level and the details provided in the report were for information only. It was hoped that members of the LGB felt there was an adequate budget provided to each Academy in order for them to provide an effective service. DS noted that he was happy to further discuss if there were any comments concerns.

Governors thanked DS for his thorough and informative report.

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

9. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) Park School
- ii) The Personal Learning Centre (PLC)

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

- Capacity and Pupil Movement
- 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
 - Autumn 2017
 - Analysis and Action
- Pupil Destinations
- Personnel Issues
- Appraisal Procedures
- Training
- Curriculum
- Stakeholder satisfaction data

HB referred to page 3 of the report and the section entitled 'Quality of Teaching' noting that she had presented this section in a new format providing more detail with an analysis and focus intention and actions section. It was hoped that this was helpful for Governors to see the requirements and expectations set in this area. HB referred to page 4 noting the CPD that had been put in place. She was to attend a course entitled 'spoon feed no more' in order to build more resilience into the children and help them become more independent.

Governors commented that they liked the format and had found the detail provided very useful.

A Governor asked about the Autism award signage that was displayed in the Academy. HB explained that the award signage was to highlight that access to the provision was autism friendly. It was noted that there were details on the website to explain what the process was should and parents/carers or pupils with autism need to attend the setting and also to anticipate the specific questions that someone on the autistic spectrum may need to ask.

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 Issues
- Curriculum
- Stakeholder Feed back

AW commented positively on the new approach presented for 'Quality of Teaching' in HB's report for Park School noting that she would consider introducing this format to her Academy Lead report for future meetings.

A Governor asked if both Academies always followed the same format of reporting. AW/HB stated that they did follow the same basic format but that there was flexibility within the headings to include more detail pertinent to each setting.

DS noted that as the Trust was still fairly new and strong links between each of the Academies across the Trust were still being formed with best practices being shared as appropriate. DS referred to the School Improvement reports (SIP reports) noting that these were in the same format for each setting across the Trust.

9.1 Review and approval of the Academies Self-Evaluation (SEF)/ Strategic Development Plan

Governors were informed that the SEF/SDP for both settings was still work in progress and these were available for Governors review if required.

9.2 Visit by School Improvement Professional (SIP)

A copy of the SIP reports for both academes had been circulated with the agenda papers for Governors review and information. PH noted that this was a rolling note that was added to each visit. It was further noted that arrangements had been made for the SIP to undertake another visit next term with a focus for Park School being 'test judgement' and the focus for the PLC was to be tested on self-evaluation and review processes for self-evaluation.

Agreed: That Governors note the information received.

9.3 Termly report on Children Looked After

Both Academy Leads confirmed that information in respect of Children looked after had been presented within their Academy Lead reports.

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

9.4 Termly Report on Attendance and Children Missing Education

Both Academy Leads confirmed that information in respect of Attendance and Children missing education had been presented within their Academy Lead reports.

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

9.5 Academies Performance Information

Both Academy Leads confirmed that the performance information for both Academies had been detailed within their circulated reports.

10. POLICY REVIEW/APPROVAL

A copy of the Policy ratification schedule had been circulated with the agenda papers for Governors information together with the following policies for each academy for Governors review and approval.

- Teaching and Learning
- Curriculum
- Marking and Feedback
- Behaviour
- Safeguarding and Child Protection (Park School only)

AW referred Safeguarding and Child Protection Policy for The PLC noting that the model policy was currently being updated at Trust Level and would become a 'Trust Wide' Policy. Therefore this had not been updated for the PLC for Governors approval at this time. HB noted that she had updated the policy for Park School in the interim period and once the Trust had completed their review would also adopt the revised Trust Wide Policy.

Agreed: That all policies as listed above be approved for each Academy.

Action: Academy Lead's to remove the 'DRAFT' water mark from each of the approved policies.

11. **OFSTED PREPARATION**

PH Informed Governors that the following documents had been compiled in preparation for the next Ofsted inspection as follows:

- Alternative Provision (AP) Hand book
This had been compiled by Miss Leonard and Mr Hodgkinson, in conjunction with both Academy Leads.
- Ofsted Checklist – For Governors to use as part of their monitoring role, kept on the shared drive.
- RAG Rating Summary sheet

PH reported the AP handbook had been compiled from a number of comments taken from a number of Alternative Provisions and their key areas. A RAG model had also been created for each area in order for each academy to benchmark themselves and self-evaluate using each statement provided within the handbook.

Governors were informed that there was a handbook for each setting. An example was presented to Governors in respect of the PLC, showing the RAG ratings that had been applied. PH explained the ratings applied for 'Amber' and 'Red' were a priority and therefore required rapid improvement. This rating was synchronised with the academy SEF and confirmed that anything rated as a 'red' would be addressed immediately. It was noted that this provided an evidence based self-evaluation and was regularly updated as areas are addressed and actions completed. PH confirmed that by the end of the summer term a significant change should be seen as matters were addressed and actions completed.

PH referred to Governor week planned for 30 April 2018 and requested that Link Governors attend and ensure that they challenge their Academy leads as appropriate in order to fulfil their Governance roles effectively.

Governors were informed that as and when Ofsted did visit the academy they would be presented with the checklist and RAG rating reports together with all supporting evidence. PH noted that he felt that this process would work well and be an effective self-evaluation tool.

Dee Luczka arrived at the meeting.

12. **APPRAISAL PROCEDURES**

12.5.1 Impact of appraisal Procedures on School Improvement

The Academy Lead for each setting confirmed that they had reported on the operation and effectiveness of the school's appraisal procedures in the 2016/17 academic year as part of their circulated report.

Agreed: That the Academy Leads report on school's appraisal procedures for the 2016/17 academic year be received.

12.5.2 Appraisal Procedures linked to the terms of reference

PH confirmed that the appraisal procedures for the Academy Leads were linked to the terms of reference and that both Academy Leads appraisals had been undertaken at Trust level. All appraisal targets and pay decisions had been presented to the Pay Committee and approved at Trust level on 13 December 2017.

PH referred to a new pay and performance management process that was to be introduced for non-teaching staff and managers. This would also involve career stage expectations particularly for Learning Mentors. Further details in this matter would be given at the next meeting or as available.

13. EVACUATION/INVACUATION PROCEDURE

13.1 Spring Term 2018

Governors were assured that a successful evacuation/Invacuation drill would be carried out before the end of the Spring term 2018, with a report back to Governors at the Summer Term 2018 meeting

13.2 Autumn term 2017

The evacuation/Invacuation procedure for the Autumn term 2017 for both settings had been included within each individual Academy lead's circulated reports.

14. 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.

As part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date.

The Governance Services Team had previously provided a checklist based on the guidance issued from the Department for Education which had recently been updated and the Clerk highlighted the additions to the checklist. A copy of the updated checklist was tabled for Governors information.

Governors were informed that a copy of the checklist was also available on the Bolton Governor Exchange.

The checklist highlighted both the recommended and statutory information to be published and Academies are reminded to check their own articles of association as this may differ from the checklist.

The Clerk noted that the Primary and Secondary LGB's had appointed a link Governor to monitor this area and ensure compliance. Amanda Greenwood offered to take up this role on behalf of the Medical LGB. This was agreed with thanks.

DS reminded the newly appointed Governors that he required them to stay behind after the meeting to have their photograph taken and that he would also require a 'pen portrait' of themselves for publishing on the academy website. DS noted that those Governors were also required to provide their dates of Birth and postcodes for uploading to the Governments Edubase site.

Agreed:

- i) That the Board note the need to ensure that their websites complied with statutory requirement in terms of publishing specific information.
- ii) That Amanda Greenwood be appointed as link Governor responsible for monitoring and ensuring compliance of the Medical Academy's website

15. SCHOOL TERM AND HOLIDAY DATES FOR 2018/19

DS referred to the academies term and holiday dates for 2018/19. It was noted that these had been approved at Trust level and had been published on the academies/Trust website.

Agreed: That Governors note the term and holiday dates for 2018/19

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

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

Summer Term: Thursday 10 May 2018 at 4pm at the Roscow Fold Site

Governors were reminded that Governor Week had been arranged for W/C 30 April 2018

Action: Governors to make the necessary arrangements to meet with the Academy Leads at a mutually convenient time during W/C 30 April 2018

17. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Sally Heppenstall

18. ANY OTHER URGENT BUSINESS

18.1 Link Governor Roles

PH referred to previous meeting discussions in respect of Link Governor monitoring roles and reported that it was thought that all areas were now covered but that some areas of responsibility were very large and complex areas. It was therefore suggested that if any Governors would like to share responsibilities and ease the pressure to liaise with Hazel Banks or Alison Woosey as Academy Leads., where this could be accommodated

Governors discussed this matter and agreed that:

- Amanda Greenwood be responsible for the Academy website and also share Safeguarding responsibilities with Alison Woosey
- Ruth Cryer to be responsible for Behaviour/ Pupil Outcomes focussing on non-academic progress/ Pupil progress (with Dee Luczka)

Alison Bottomley informed Governors that regrettably she did not feel able to commit to her link Governor role as fully as she would like to at this time due to both personal and work constraints. She was conscious that she had missed a number of meetings and understood if Governors felt they wanted to replace her. AB noted that she was still happy to continue to attend and contribute to each LGB meeting but would prefer not to have any other link Governor responsibilities.

PH noted that he understood AB's situation and noted her concerns assuring her that he was happy for her not to have a link Governor role and valued her contribution during each LGB meeting.

Governors discussed this matter and agree that A's contribution to meetings was valued and that she relinquish any link Governor responsibilities. It was noted that this could be reviewed on a termly basis or as required.

Agreed: That AB would continue to attend LGB meetings but without any additional responsibilities, subject to a termly review.

Action: PH to further review and update the Governor link roles and responsibilities and arrange for the Clerk to circulate to all Governors for their information.

Mr Ashworth arrived at the meeting apologising for his late arrival.

19. GOVERNANCE GATEWAY PRESENTATION

Mr Ashworth presented Governors a brief demonstration of the Bolton Governance Gateway explaining:

- The rationale and the benefits of accessing meeting documentation via the Gateway to enable paper free meetings via an internet enabled device such as a smart phone, tablet or laptop.
- The Governance Gateway was an interactive tool to enable online meeting management
- How the system was operated/ set up process
- The meeting library page and structure of the model
- How to download documents to save on the desk top to enable highlighting and annotation of documents during meetings.
- Training section incorporating the facility to build a learning log for each Governor/LGB providing a catalogue of resources and related information.

Mr Ashworth noted that all documents were to be uploaded to the Gateway in PDF format and that it would be useful and very helpful if schools/Academies could forward any documents to the Clerk for uploading to the Gateway in this format where possible.

Governors discussed the need for personal electronic devices. It was noted that in event that personal devices were not accessible, the meeting could be projected on to a smart board if available, but that Governors would require their own device should they wish to highlight or annotate any of the documents.

Governors thanked Mr Ashworth for his comprehensive presentation.

Mr Ashworth left the meeting

20. 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 5.50pm

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

Date: _____