

**BOLTON IMPACT TRUST**

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

**THURSDAY 15 JUNE 2017 AT 4.00 PM AT THE FORWARDS CENTRE/ROSCOW FOLD SITE**

**Present:** Hazel Banks, Ian Doughty, Ed Swift, Collette Unsworth and Alison Woosey.

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

**MR P HODGKINSON IN THE CHAIR**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Mr Hodgkinson welcomed all present and introductions were made to Mr Ed Swift, newly appointed Parent Governor. Governors gave a brief overview of their background, role and responsibilities.

Mr Hodgkinson also gave Mr Swift a brief overview of the Trust and the role and responsibility of the Local Governing Board (LGB) as part of the wider Trust Board. It was noted that Mr Hodgkinson would make himself available should Mr Swift wish to receive a more in depth explanation of the Trust Board.

Apologies for absence had been received from Gill Bentham, Lauren Beanland and Alison Bottomley. It was noted that there had been no communication from Dee Luczka or Sally Heppenstall.

Mr Hodgkinson noted that he intended to communicate with all Local Governing Board members expressing the importance of a full commitment to the LGB and the importance of attending meetings. It was also noted that whilst he understood that many members had huge work commitments the Local Governing board membership required a full commitment where possible to effectively serve and support the LGB and the wider Trust.

**Action:** Mr Hodgkinson to liaise with all Governors of the Medical LGB to impress the importance of commitment and attendance to future meetings.

## **2. APPOINTMENT OF CHAIR**

The Clerk noted that the appointment of Chair had been deferred from the last meeting due to absent members. It was noted that since then a further self-nomination form had been circulated but no nominations had been received. Governors were therefore asked to further consider this role.

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

Mr Hodgkinson noted that this had been a similar issue for the Primary LGB. It was therefore proposed that that as there were currently a number of vacancies on the LGB, that the appointment of Chair be deferred to the autumn term when it was hoped that following a recruitment drive, a full membership would be in place.

Mr Hodgkinson noted that he planned to approach a number of people to determine their interest in serving on the LGB as Local Governors and it may be that they would be willing to stand as Chair.

Governors were asked if they were happy for Mr Hodgkinson to stand as Chair for this meeting and until a suitable replacement could be found, hopefully from the autumn term.

### **Agreed:**

- i) That Mr Hodgkinson serve as Chair of the Medical LGB until a suitable replacement be found from the autumn term 2017 meeting for a period of two years.
- ii) That the appointment of Chair of the Local Governing Board (Medical) to serve a two year term of office be deferred to the autumn term 2017 meeting.

### **MR HODGKINSON CONTINUED 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) following the re-circulation of the self-nomination form.

Mr Hodgkinson proposed that this position also be deferred to the autumn term following recruitment to the current vacancies for Local Governors. It was hoped that one of the newly appointed Governors would be willing to serve as Vice Chair of the Local Governing Board.

**Agreed:** That the appointment of Vice Chair of Local Governing Board (Medical) to serve for a two year term of office be deferred to the autumn term 2017 meeting.

#### **4. DECLARATION OF INTEREST**

##### **4.1 Declarations of Interest**

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

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

The Clerk noted that there had been two vacancies for Parent Governors. Mrs Banks had undertaken Parent Governor election but had unfortunately there had been no interest. Mrs Banks had therefore liaised with the Clerk and had been advised that if there were no willing parents from within the academy that they could approach any parent from the local community. This had since been carried out and Mrs Banks had circulated the details of two prospective Governors:

- Mr E Swift and Mr Ian Doughty

Governors discussed this matter and agreed that they both be appointed as Parent Governors.

The Clerk also noted that a vacancy for a Local Governor had arisen following the resignation of Mrs C Edgar.

Mr Hodgkinson reported that it was possible that another local Governor vacancy may arise as Mrs Bentham was finding it increasingly difficult to attend due to work commitments. He would confirm the matter with Mrs Bentham and commence a recruitment drive to fill the vacancies as appropriate thereafter.

Mr Hodgkinson referred to the skill set of the LGB. It was felt that the LGB already had a wide range of skills including finance and education but that any skills in Business or more importantly Health, with this being a medical provision would be an asset.

**Agreed:** That Mr E swift and Mr I Doughty be appointed as Parent Governors to serve for a four year term of office.

**Action:**

- i) Mr Hodgkinson to contact Mrs Bentham to determine her future intentions in respect of her role as local Governor.
- ii) Mr Hodgkinson to approach suitable local community members to fill the current vacancies for Local Governors and also discuss the possibility of them being Chair/ Vice Chair of the LGB for a period of two years from the autumn term 2017.

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.

Mr Hodgkinson noted that currently there were vacancies for:

- Finance
- Capacity and Pupil Movement
- Health and Safety

Governors had been requested 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.

Mr Hodgkinson referred to the recent and potential resignations and proposed that this item be deferred for further review in the autumn term when it was hoped that a full complement of Governors would be in place. This would enable a more effective allocation of roles.

**Action:** Clerk to place roles of Local Governors with KPI indicators and Academy Leads on the autumn term 2017 meeting agenda.

**Agreed:** That a review of the Governor roles linked with KPI's and Academy Leads be deferred to the autumn term 2017 meeting.

## 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 6 February 2017.

### 6.1 Training SLA

Further to minute number 8.3 PH reported that arrangements had been made for him to meet with Mary Powell to discuss the training SLA. Following this he would confirm the outcome and future requirements for 2017/18 with Mr Ashworth, Governor Services Manager.

**Action:** PH to update Governors following further discussion in respect of the training SLA requirements.

### 6.2 Academy Website

DS reported that this had been further reviewed and updated since the last meeting. An audit would be undertaken to ensure that it was fully compliant. It was noted that there was a wealth of information on the site.

**Action:** Following the planned audit of the website, DS to update Governors with regard to compliance at the autumn term 2017 meeting.

### 6.3 Policy Approval/Ratification

Further to the minutes of the last meeting the clerk noted that it had been agreed that Mrs Birchby, Executive Vice Principal at that time, would seek clarification and guidance on process following confirmation from the Trust Board however, Mrs Birchby had since retired.

PH reported that it had been discussed at other LGB meetings that a full Policy review would be undertaken over the summer with the view to their approval being requested in the autumn term. It was noted that some policies were Trust wide Policies that were required to be approved at Trust level and some were individual to each LGB. It was also noted that a Teaching and Learning Policy was to be created in time for the new academic year.

### 6.4 National database of Governors and Trustees - Edubase Site

Further to item 6.1.1 DS confirmed that this site had been further reviewed and updated since the last meeting and would continue to be updated on a regular basis, as required.

**Agreed:** That the LGB approve and sign as a correct record the minutes of the last Local Governing Board meeting held on 6 February 2017.

## **7. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business reported.

## **8. NOMINATED GOVERNOR REPORTS**

### **8.1 Chairs Briefing**

PH reported that this briefing had not been attended due to the fact that a Chair had not been appointed.

The Clerk reported that the Chairs' Briefing had been held on 15<sup>th</sup> May 2017 and that the following matters had been highlighted:

- Education Improvement presentation
- Summer term meeting updates
- Governance Services: Service Level Agreement
- DfE Competency Framework
- Business Continuity Planning

### **8.2 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/Academy to retain a composite record of training attended for school and inspection purposes. The Clerk had discussed this matter with Mrs Stoddard, Clerk of the Trust Board and it was felt that the original certificate would be best presented at Trust Board meetings. A copy of the certificate detailing all training attended over the previous term was presented to PH as an example and for LGB information.

The Clerk reported that the 2017/18 Governor Training Programme would be available on the Governor Exchange before the end of the current term and that governors would be informed via email when it was available. A briefing session for link governors would be held on 7th September 2017.

It was noted that there was 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 the newly appointed Governors in particular to the Governor Exchange site noting that there was a wealth of information in respect of school/Academy Governance on site along with details of courses that may be beneficial to them as new governors.

It was noted that the training SLA arrangements would need to be confirmed as discussed earlier in the meeting before booking on to any courses due to the potential costings that they may incur. Any training ought to be confirmed with DS before booking.

### 8.3 Nominated Link Governor Reports

A report from Dee Luczka had been circulated with the agenda papers following her first visit to establish a relationship with the Academy Leads and undertake a review of the available provision for Governors review and information.

In DL's absence Mrs Banks referred to the detail recorded in the report in respect of those pupils on dual roll rather than those purely on roll at Park School and also the suggestion of building stronger links with Geraldine Whitehead, the new 11-19 lead. It was explained that those pupils on dual roll with a mainstream school had links with the triage school, post 16 and Park School to ensure that no pupils 'slip the net'.

DS asked if this process was followed for the Young Mums unit. AW noted that HB had tried to link up with a number of Governors to undertake a similar visit/review but that no one had been available to attend to date due to other work commitments and time constraints.

PH referred back to a previous discussion around commitment to Governance and emphasised that whilst it was understood that Governors had work commitments and time constraints that passive Governance was not acceptable nor effective support for the LGB, active Governance was imperative for effective challenge and ultimate success.

PH re-iterated that he and DS would liaise with Local Governors to emphasise this concern. If it was felt that Governors were struggling to commit their time that was understandable but they were also required to be honest in order for alternative arrangements to be made to appoint a Governor that had the time and could be more effective in holding the academy Leads to account. External challenge and validation was key to the continued success of the each LGB and ultimately the Trust.

PH referred to the commitment received from the Secondary LGB commending their dedication and recent challenge from the link Governors in respect of both Safeguarding and Health and Safety visits. Governance was also robust at Trust level and therefore it was important to encourage the same influence and energy at LGB

level for all Academies. PH stated that he was confident that this would be achieved it was just taking longer to embed than it had for the Secondary LGB.

Ian Doughty arrived at the meeting.

#### 8.4 Bolton Governor Conference

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

Governors were to receive presentations from a keynote speaker and in addition there had been/would be interactive workshops on a number of current topics.

Further information would be provided in due course.

### 9. UPDATE ON THE FUTURE OF THE YOUNG MUMS ACADEMY

PH explained to Governors that the Medical provision consisted of two academies:

- Park School Teaching Service who support pupils with illness and mental health issues
- Young Mums Unit (YMU) who support pupils of school age who are pregnant

Both were successful provisions, with the YMU having been judged as an outstanding provision in the past.

Governors were informed that the need for pupils attending the YMU was currently decreasing due to the teenage pregnancy strategy in Bolton and that due to the decrease in attendance and because of the legacy that the provision held, it had been decided that rather than close the young mums provision down, it ought to be re-branded as a Personal Learning Centre enabling vulnerable pupils to attend and be supported back into mainstream education in addition to continuing to support any young mums.

A Governor asked what kind of pupils would the new centre support. PH explained that they would support pupils with varying needs including those who had behavioural problems, a phobia of attending school or currently didn't attend at all. It would have a different focus than previously but pregnant pupils would still be welcomed and well supported.



AW tabled a report highlighting details of the 'offer of provision' that the new Bolton Impact Trust Personal learning Centre would provide and the pupil characteristics that it would support.

The new Centre was planned to 'go live' under the new name with effect from 19 June 2017.

At this point in the meeting following the arrival of Mr Doughty, newly appointed Parent Governor, PH briefly explained the background of the LGB and its responsibilities, introducing each Academy Lead.

PH noted that he would make himself available if either Mr Doughty or Mr Swift wished to go through any details regarding the background to the Academy, the terms of reference of the LGB or to clarify any queries or concerns they may have as new Governors. Both Governors were thanked for agreeing to come on board.

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

### **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 were guided through the report where the following aspects were highlighted:

### **Pupil Outcomes**

AW referred to the positive KPI success criteria in English and Maths, it was hoped that the results would reflect the excellent progress made. Their assessments had been based on baseline entry of their ability using key stage 2, year 6 results as a comparator.

### Pupil Behaviour - Exclusions

There had been no exclusions this term. PH commended the staff and pupils in this matter noting that it was an amazing message of the conduct displayed across the setting given and the management of the challenging behaviour that is presented.

### Pupil Destinations

All students that leave the provision continue to be tracked to ensure none are missing from education. It was noted that of the 5 students that had left, 4 had continued in full time education at institutions including Bolton College, Myerscough College, Haydock College as this was now closest to their home address and Rathbones Mechanics. One pupil had been delayed due to her having a baby in July but Governors were assured that she would have a placement by September 2017.

### Curriculum

Governors were informed that exams began on 12 May 2017, revision sessions and 1:1 boosters had been put in place to further support the pupils. Three out of five girls had attended additional sessions over the Easter holidays. AW referred to mastery sessions that had been put in place to further support individual students targets. It was noted that expertise from an ex primary school teacher had been utilised to deliver these sessions and capture what was required to encourage, support and boost pupils levels.

Questions were invited of the report but none were presented.

### **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
- SEND

- Children Looked After
- Children Missing in Education
- Health and Safety
- Pupil Outcomes
- Pupil Welfare
- Pupil Attendance
- Quality of Teaching
- Pupil Destinations
- Personnel issues
- Training/CPD
- Curriculum
- Stakeholder comments/satisfaction

Governors were guided through the report with aspects being highlighted as follows:

#### Capacity and Pupil Movement

Governors were informed that there was an increasing trend in respect of pupils with or in need of Education Health Care Plans (EHCP's) within this provision. It was explained that a child with a EHCP was eligible for special educational Needs (SEN) support. This was to be monitored as the provision was not a 'special school'.

#### Healthy and Safety

Extensive fire training had been undertaken. The LA Health and Safety team had visited the provision to provide reassurance and advice in respect of invacuation/evacuation procedures due to the nature of the pupils in the building. This had proved to be invaluable support and advice.

#### Pupil Outcomes

HB explained that the detail highlighted in her report had been presented in groups following an action from the last meeting.

A Governor asked for clarification of non-academic progress as referred to within the data provided. HB explained that this could cover a variety of things including social skills or eye contact, noting that these matters could be a massive step to make for some pupils. A Governor asked how this was measured. HB explained that an assessment system called 'Box All' was used. It was a tool to support 'non academia' and could be carried out on line where staff collect data and assess where the focus is

required. It was a preferred tool that 'ECM' it was felt that it was more measurable and less subjective offering suggested targets for any areas of weakness.

### Attendance

HB informed Governors that the attendance figure for Park School was not high with 78% for boys and 75% for girls. PH responded by stating that he felt the figures were phenomenal given the nature of the pupils.

HB explained that if pupils could not attend due to illness but were well enough to work an educational model/virtual classroom could be sent home for the pupils to work on at home. It was noted that this could not be counted towards attendance but at least additional learning was being undertaken. There was a good quality of provision, with good behaviour and attendance highlighting effective triangulation. Even if pupils could not make academic progress, they could make non-academic progress.

PH referred to the need for strong governance and strong support from the School Improvement Professional providing rigorous challenge to both academies in order to validate and evidence the details presented. It was important for Governors to challenge the Academy leads and not just accept the details presented. A line of accountability was imperative in maintaining the level and quality of provision. PH noted that he was confident that both provisions could stand up to the challenge required.

### Stakeholder satisfaction

A Governor asked if the parents of some of the pupils attending had individual 'needs'. HB explained that many have poor mental health and some of the pupils act as their carer's. There were also some very supportive parents.

PH noted that many of the pupils attending the provision are from vulnerable families but that the quality of provision and support provided and was very high and the children felt in a safe and stable environment.

Questions of the report were invited but none were raised.

## 10.1 Termly Evacuation/Invacuation Procedures (both provisions)

### Park School

HB confirmed that an evacuation and invacuation drill had been undertaken successfully in the current term as per her circulated report.

#### Young Mums Unit

AW reported that an invacuation/evacuation had been practiced successfully in the Current term as per her circulated report.

**Agreed:** That the reports in respect of invacuation/evacuation procedures for both provisions be received.

### 10.2 Visit by School Improvement Professional (SIP)

PH reported that arrangements had been made for the SIP to visit both provisions within the next two weeks. A report would therefore be provided at the autumn term 2017 meeting.

**Action:** Clerk – agenda item for the autumn term 2017 meeting.

### 10.3 Termly report on Children Looked After

#### Park School

HB reported that there was currently one looked After Child attending the provision, all the required strategies and support were being provided.

#### Young Mums Unit

AW reported that there was currently one looked After Child attending the provision. There were no concerns and all the required strategies and support were being provided.

**Agreed:** that the termly report on the provision for the children Looked After across both provisions be received and noted.

### 10.4 Termly Report on Attendance and Children Missing Education

#### Attendance

Details had been previously discussed and highlighted within the circulated reports for both provisions.

### 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 attendance and 'Children Missing Education' be received and noted.

## **11. CURRENT FINANCIAL POSITION**

### 11.1 Financial Update

Mr Smith, Finance Director had circulated his Finance report to all Governors prior to the meeting. The report outlined the financial position in relation to Park School (HHTS) and the Young Mums Unit at the end of the seventh period of the academies financial, year. DS noted for the benefit of the newly appointed Governors, that the academy financial year ran from September to August and not from April to March as in other school settings.

Governors were informed that the Trust Board had set the initial budget for the Trust for the 2016/17 financial year and that the circulated report set out the projected financial position based upon the transactions incurred from September 2016 to March 2017.

The report gave information in respect of both provisions under the following headings:

- Projected financial position
- Projected financial out-turn position 2016/17
- Conclusions
- Recommendations

DS referred to page 3 of the report where it highlighted the financial position for both provisions including the new provision of the newly branded Personal learning Centre (YMU). Governors were guided through the details provided noting a projected deficit of £117,000 for Young Mums and £9,000 for Park School. The deficit for YMU had risen due to transport costs to bring pupils into the academy.

DS explained that it was hoped that by diversifying the nature of pupils attending the newly branded Personal Learning Centre that figures would improve. The Trust Board had met and agreed to re-designate the YMU as the Personal Learning Centre

enabling the centre to take additional pupils without incurring additional costs, this ensuring long term financial stability.

DS reported that for Park School the deficit had reduced from £31,000 to £9,000 due to changes in the charging strategy as indicated in the circulated report.

### Outcome

DS referred to his report noting that across both academies the projected deficit totalled £126,000. This was being addressed by:

- The revised charging strategy as outlined in the report
- Removing the transport costs - YMU
- Converting the YMU into a Personal learning Centre and increasing pupil capacity without incurring any additional cost.

Governors were informed that whilst the Trust Board had overall control of the financial arrangements for each academy, the LGB were at liberty to challenge any aspect of the reports provided to provide further clarification if required.

**Agreed:** That Governors note the financial information received.

### 11.2 Policy Ratification

This matter had been discussed earlier under matters arising at item 6.3.

## **12. GOVERNOR SKILLS AUDIT**

A Copy of the National Governors Association Governor Skills Audit proforma had previously been circulated to Governors for their review and completion.

At the last meeting Governors were requested to complete the 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.

DS reported that he had not had many returns to date and would therefore re-circulate the audit for Governors completion, to be returned to him at the earliest opportunity. Following receipt of all audits an analysis would be undertaken and a report provided at the next meeting

**Action:** Governors to complete and return the skills audit to David Smith at the earliest opportunity to enable DS to evaluate the details and provide a report for the autumn term meeting.

### **13. 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.

PH informed Governors that it had been agreed that the Academy would adopt the model for Bolton Secondary Schools a copy of the dates had been circulated for information.

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

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

The Clerk had proposed meeting dates for the 2017/18 academic year as per the agenda.

PH reported that further discussion in respect of future meeting dates for all LGB's was required to be held with the other members of the management team to ensure that the dates were aligned with Trust meetings, the Standards Committee, data and SIP reporting etc. It was expected that the dates would be around the time of the proposed dates made by the Clerk, and that confirmation would be circulated to all Governors at the earliest opportunity.

Governors discussed availability and expressed that Mondays be avoided. This was noted by PH.

**Agreed:** that dates of the meetings of the Local Governing Board (Medical) for the 2017/18 academic year be circulated at the earliest opportunity, once confirmed.



## 17. CONSENT TO ABSENCE

Governors discussed if it was appropriate to consent to the absence of those that had not sent apologies. PH noted that he would contact all Governors to emphasise the importance of attending and submitting apologies.

**Agreed:** That the LGB consent to the absence of all absentees on this occasion.

**Action:** PH to liaise with all Governors to stress the importance of commitment and attendance to meetings and submitting an apology to the Clerk/Chair if attendance was not possible.

## 18. ANY OTHER URGENT BUSINESS

### 18.1 Newly appointed Governors

HB thanked the newly appointed Governors for agreeing to be part of the LGB. It was noted that their commitments and expertise would be an asset to the LGB.

PH reminded both newly appointed Parent Governors that he was happy to meet with them at a mutually convenient time in order to provide a more in depth contextual picture of both provisions within the Academy and review the terms of reference if required.

**Action:** Clerk to forward the email addresses for Ian Doughty and Ed Swift to PH for his records and forward a welcome to Governance pack to both Governors.

## 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.

Meeting Closed at 5.30pm

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

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