

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD - MEDICAL ACADEMY
(THE PERSONAL LEARNING CENTRE (PLC) & PARK SCHOOL)
HELD ON TUESDAY 12 FEBRUARY 2019 AT 4.00 PM
AT THE FORWARD CENTRE (Roscow Fold Site)**

Present: Hazel Banks (HB) (Academy Lead - Park School), Ruth Crier (RC), Nicola Elias (NE), Amanda Greenwood (AG), Karen Ingham (KI), Dee Luczka (DL), Chris Tye(CT) and Collette Unsworth(CU).

In Attendance: Paul Hodgkinson, Executive Principal, David Smith, Finance Director, Jemma Stamford, School Business Manager for the Trust, Josephine Gregory (JG), Deputy Academy Lead (PLC) 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, Nicola Elias as the newly appointed Staff Governor, and introductions were made.

Apologies for absence had been received from Ian Doughty, Alison Bottomley and Alison Woosey. It was noted that Josephine Gregory, Deputy Academy Lead, PLC was attending the meeting in the absence of Alison Woosey.

1.1 Governor Membership/attendance to meetings

RC reported that there had been some changes in her working arrangements and was now working for the Assessment Team. The changes required her to be 'on call' on some occasions which may prevent her from attending all LGB meetings. It was felt that she wanted to raise this matter to gain the views of the LGB regarding her continued membership.

RC noted that she would still be able to undertake monitoring visits but may be required to submit her apologies to some LGB meetings on some occasions.

PH thanked RC for bringing this to the notice of the LGB but felt that her contribution in respect of her knowledge and expertise shared during monitoring visits that she

undertook was so valuable that he didn't feel that missing some meetings would cause too much of a problem.

Governors discussed this matter and agreed with the comments PH made. RC thanked Governors for their understanding.

2. DECLARATION OF INTEREST

2.1 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

2.2 Register of Business Interests

The Chair requested any Governors that were **not** present at the last meeting to complete and return their Register of Business Interest Forms to David Smith or Gemma Stamford before the end of this meeting.

Mr E Swift and Mrs R Crier duly completed and returned the required forms.

The Clerk noted that as per the minutes of the last meeting, the only other outstanding forms to be returned were from Lauren Beanland whom had since resigned from the LGB.

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.

The following Governors not present at the last meeting duly completed and returned the required self-declaration.

Mr E Swift and Mrs R Crier duly completed and returned the required forms.

The Clerk noted that as per the minutes of the last meeting, the only other outstanding form to be returned was from Lauren Beanland whom had since resigned from the LGB.

4. DECLARATION OF ELIGIBILITY AND PRIVACY CONSENT FORM

The Clerk tabled a Declaration of Eligibility/Privacy Consent form to each Governor for their completion and return before the end of this meeting.

The Clerk referred to the briefing note circulated with the agenda papers reporting that the Governance Services had published a Privacy Notice which provided privacy information for people accessing Governance Services. The notice described how Governance Services collected, uses and shared personal information about governors, trustees and leaders in relation to governance services and the types of personal information needed to process.

It was noted that the information held by the service varied dependent on the services used and related to matters of school or academy governance only, for example, providing clerking and training services, booking on training and development sessions and applying to become a school governor.

It was advised that all governors, trustees and school leaders read the notice, together with any other privacy information which may be provided on specific occasions when collecting or processing personal information, so that all parties are aware of how and why the service uses such information.

The Governance Services Team requested all service users to complete the revised eligibility and privacy consent form which would:

- Ensure all service users have been made aware of the privacy notice and agree to the processing of their information
- Include the necessary eligibility criteria to hold office as a governor or trustee, including pre-appointment procedures for DBS and Section 128 Checks.
- Assist with ensuring all information held by Governance Services is correct and up to date.

It was noted that the following Governors absent from this meeting would also be required to complete the form and return it to the Clerk:

Alison Bottomley, Alison Woosey and Ian Doughty.

Agreed: That all local governors complete the eligibility and privacy consent form and return these to the clerk at the meeting.

5. MEMBERSHIP ISSUES

5.1 Current Vacancies

Governors had received a copy of the current membership of the LGB. The Clerk noted that there were currently vacancies for two Co-opted Governors should the Board wish to consider if there was a need to recruit suitable candidates.

The Clerk referred to the skills audit previously undertaken and asked if the outcome of this had informed any gaps in skills.

At this point in the meeting Mr Smith tabled a copy of the skills audit questionnaire asking that all Governors re-complete and return this before the end of the meeting.

Mr Smith noted that once the skills audit had been completed an evaluation would be undertaken to inform if there were any gaps in skills across the Board.

PH noted that the LGB was very well attended with a wide range of skills offered and did not feel that there was any urgency to recruit to these vacancies at this time.

Agreed: That the LGB wait until the outcome of the skills audit is shared before considering recruiting to the current vacancies.

Action: Governors to complete the skills audit questionnaire and return to Mr Smith before the end of this meeting.

5.2 Approval of The Revised Terms of Reference 2018/19

The Clerk referred to the terms of Reference circulated noting that PH had recently revised and personalised them to each LGB following the amalgamation of the Primary and Secondary Youth Challenge/Lever Park Behaviour LGB's.

The Clerk noted that these changes were required to be approved by the Trust at the next meeting.

Agreed: That the LGB approve the amendments made to the terms of reference for the Medical LGB 2019 as discussed, subject to ratification being made by the Trust Board at the next meeting.

6. MINUTES/MATTERS ARISING OF THE LAST MEETING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) meeting held on 16 October 2018 for their review and approval.

Matters Arising

6.1 Link Governor Roles and Responsibilities, Minute number 6.1

DL confirmed that she had met with PH and both academy Leads to discuss all link Governor roles and responsibilities.

6.2 Capacity and Funding Issues, Minute number 6.3

Further to the minutes, and the meeting held with the LA, PH noted that this matter was on-going and was to be considered for a further future report.

6.3 Chairs Briefing/ESFA Document, Minute number 9.1

DL confirmed that she had met with PH and both Academy Leads to discuss the ESFA Document. PH confirmed that the Trusts risk register was capturing all aspects and risks related to this document.

6.4 Governor Conference themes, Minute number 9.2

DL confirmed that the Clerk had discussed the matters raised regarding Alternative Provisions being one of the topics/themes covered at future conferences. DL had also mentioned this to Governor Services and had been assured that the Team were considering this when planning their Conference in November 2019. It was likely that Mr Ashworth, Manager Governance Services would be in touch with PH to arrange a meeting to further discuss.

6.5 New Governor Induction Training, Minute number 9.3

DL asked that all new Governors ensure that they book on to this training.

Action: Nicola Elias to make the necessary arrangements to book onto the next available Course and advise Mrs Unsworth once completed.

6.6 Analysis of the Academies SEF, Minute number 10.1

PH confirmed that he had undertaken an analysis of the SEF's for both Academies. These had since been circulated to Governors for their information. PH noted that he felt that the SEFD's were very strong and the content had recently been validated by Ofsted inspectors.

6.7 Governor attendance, Minute number 17

PH confirmed that he had spoken to Lauren Beanland regarding her future intentions as a Governor and she had since decided to resign. Nicola Elias had recently been appointed as her successor as staff Governor.

7. **NOTIFICATION OF ANY OTHER BUSINESS**

The following item of 'any other business' was reported:

- Ofsted Inspection

8. **NOMINATED GOVERNOR REPORTS**

8.1 Chairs' Briefing

The Chair reported that she had attended the spring term Chairs' Briefing held on Monday 28 January 2019 where the following issues had been highlighted:

- Spring term updates
- Section 128 Checks
- Governance Services Privacy Notice
- Elected Governor Guidance
- School Complaints Procedure
- Training and Development

DL noted that the briefing was very informative and provided an opportunity to network with other Chairs. DL referred to the Complaints Policy noting that not all information presented was relevant for Academies but that it was good to be kept up to date with the changes that were taking place.

PH referred to the nature of the Alternative Provision (AP) and the type of complaints each setting may receive. It was noted that the provision had many parents that had been ex-students whom were subjected to their own challenges and behaviour issues and therefore complaints were slightly different in Alternative Provision settings. It

was felt that the provision managed all 'complaints' at a low level effectively and were rarely escalated.

8.2 Link Governors Report on Training / Recent Training undertaken

The Clerk reminded Governors that the 2018/19 Governance Training Programme was available on the Governor Exchange, noting 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 Link Governor requested that Governors advise her of any courses attended and completed.

DL noted all Governors had attended the in-house training at Lever Park and that this ought to be included on the training record.

DL had also attended the Chairs Briefing.

DS referred to the need for all Governors to access 'Prevent' Training. It was noted that this should have been completed by all Governors, as indicated by Ofsted Inspectors at their recent visit.

DL noted that the outcome of the skills audit would inform any areas requiring further training

DS stated that Financial oversight and links to local business were areas that were currently showing up as having a lower level of expertise but that a full evaluation would be done once all questionnaires had been returned.

Action:

- i) DS to circulate the online link for governors to access and complete the required Prevent Training course.
- ii) Governors to forward their certificate to Mrs Unsworth following completion of the Prevent Training Course.

8.3 Nominated Governor Reports

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

8.3.1 C Tye – Park School

CT reported that this visit had been very positive. He had offered some key points and recommendations such as the use of SIMS and tracking. Mark Hilton a Governor on the secondary LBG had been suggested as a means of support in this area.

HB reported that the system currently in place was quite labour intensive and the provision was looking to streamline in order to reduce the level of administration required but following review it was confirmed that this would not be cost effective given the small number of pupils to be inputted into SIMS. It was therefore felt that the systems in place were adequate and met the needs of the provision without added cost.

HB noted that it was good to know that the systems used were meeting the needs of the service.

CT informed Governors that the focus of his next visit would be around the SIP's visit.

8.3.2 C Tye – PLC

CT reported that this visit had also been very positive. A tracking system was now in place to manage mental health issues as well as academic performance.

RC noted that she had raised the issue regarding a need for a softer approach and tracking of anxiety issues.

PH referred to the discussion with Ofsted inspectors regarding phase 1 being around resilience and mental health outcomes and phase 2 being focussed on academic outcomes. It was noted that Ofsted inspectors had been very understanding of the links between the two phases and the support that was provided. It was noted that they had been impressed with the systems in place and the importance of capturing the phase 1 outcomes.

Mrs Ingham arrived at the meeting apologising for her late arrival.

PH continued to discuss an example of a child that had stated that attendance to the provision was crucial for their well-being and could not manage without it. This highlighted the importance of the Phase 1 outcomes/softer skills approach.

PH confirmed that Ofsted Inspectors fully understood that progress was not just about academia and Phase 2 outcomes and how important it was to tailor the curriculum to meet the need of the pupils attending with a focus on both phase 1 and 2 outcomes equally.

8.3.3 E Swift – PPG at Park School

Mr Swift reported that his visit to Park school had been very positive and had been more of an information gaining exercise for him as opposed to a monitoring exercise of the provision.

8.3.4 Dee Luczka – Park School Presentation of Quality Mark /Nurture Award

DL reported that she had thoroughly enjoyed her visit to Park School and her time spent with the students. Representatives from Nurture UK were also visiting at the same time to present the school with the Nurture Award. They were very impressed with the setting and were also very complimentary of the provision offered.

The focus of the visit was around how we listened to the students and from the discussions held both the current students and ex-students still felt very well supported.

DL referred to her attendance to the Christmas Fair noting that she had been impressed with the number of ex-students attending.

HB explained that this event was an effective way for the pupils to experience work experience and dealing with the public as they did not have the same work experience opportunities as pupils attending main stream schools.

DL thanked the team for their time and noting that this had been a very positive visit with no recommendations for areas requiring improvement.

8.3.5 Ruth Crier – Park School Curriculum/SMSC

RC confirmed that it was good to see that many of the strategies and changes in respect of pupil well-being had been implemented into the timetable. RC had met with the Learning Mentor who had shown her some of the work undertaken by the young people whom were less engaged in lessons.

RC noted that she had also reviewed the recording methods that were used to track attendance, engagement and independence.

PH referred to the constant reference to well-being in the subject of Art which would not be recognised in mainstream settings.

RC noted that she had not recommended any areas requiring further development other than to continue with the good work that was currently being done.

PH commended the support and expertise provided by RC noting that one of the comments made by RC regarding 'well-being had been a positive addition' had been used within the SEF.

DL and PH thanked Governors for their time and support and for providing the comprehensive reports.

9. CURRENT FINANCIAL POSITION (Confidential)

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.

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

10. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) Park School
 - ii) The Personal Learning Centre
- had been circulated with the agenda papers for Governors review and information.

The Academy leads presented 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:

- Capacity and Pupil Movement
- Safeguarding
- SEND
- PPG Funding/Allocation
- Looked After Children
- Health and Safety
- Pupil Outcomes
- Pupil Attendance
- Quality of Teaching
- Personnel Issues
- Curriculum
- Stakeholder Satisfaction/Feed back

Mrs Banks invited questions and also highlighted the following aspects of the report

Capacity and Movement Outcomes/Key Performance Indicators

Mrs Banks highlighted the percentages of pupils making expected progress in the following areas:

- Phase 1 - 95%
- Phase 2 (Academic) - 75%
- Engagement - 88%
- Independence – 805
- Attendance - 77%

HB noted that attendance reporting continued to be challenging as pupils did not attend on a full-time basis. It was noted that progress had still been made despite the attendance recorded on SIMs at only 34%.

Governors were informed that First Aid incidents were very apparent in this setting due to pupils self-harming. There were also a significant number of Child Action meetings due to the nature of the setting.

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 (PLC)

Mrs Gregory presented the termly report to the LGB on behalf of Mrs Woosey. The information provided gave an in-depth report of the following areas:

- Pupil Premium Grant Allocation
- Capacity and Pupil Movement
- Safeguarding
- SEND
- Health and Safety
- Pupil Outcomes
- KPI Group Data – Autumn 2017 and 2018
- Data for new Groups introduced in Autumn 2018
- Commentary
- Personnel Issues
- Staff Training

- Teaching and Learning
- Stakeholder Satisfaction

DL referred to the data provided within the report noting that she thought this provided a very clear and concise reflection with clear lines of evidence to show the progress that was being made.

PH referred to the question of 'what success looks like in Alternative Provisions'. It was noted that Ofsted Inspectors had recently undertaken an inspection of the PLC and been very pleased with both the Phase 1 and Phase 2 Outcomes. They had understood that with the nature of the setting, academic progress was not always possible, but that progress could still be made at Phase 1 level. It was also recognised that data did not always capture a true picture of progress.

Governors were informed that the curriculum design in place was good but a lot of the work that was done was 'hidden' and the staff could not do anymore that they are already doing to support the students in their care. This was also reflective in the case studies that were completed.

DL commended the PLC setting and the staff team referring to a colleague having recently viewed the provision and noted how impressed they had been with the provision offered.

JG referred to positive comments made by Ofsted Inspectors in respect of the challenges that the team provided for the students that were feeling very low and the systems in place for capturing the progress made.

PH emphasised that each pupil came with their own challenges and for some pupils' success was not about achieving well academically it was about achieving a quality of life skill.

A Governor asked what strategies had been put in place to achieve a 6% increase in pupils' attendance since the Autumn term.

JG explained that staff had transported pupils into the unit to ensure that they attended.

PH commended the work undertaken by both Academy leads and their staff teams.

The Chair thanked Josephine Gregory for presenting the report on behalf of Mrs Woosey and asked that thanks be conveyed to Mrs Woosey for her thorough and

comprehensive report and 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 previously received copies of the SEF and SDP for both the PLC and Park School.

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

10.2 Visit by School Improvement Professional (SIP)

The Chair asked if there had been any visits to the Academy since the last meeting.

The Academy Leads confirmed that the School Improvement Professional had undertaken a visit since the last meeting and that they would circulate the outcome reports to Governors for their review and information.

Action: HB and AW to circulate the outcome reports following the most recent Link professionals visit to each Academy.

10.3 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 were in place for this child.

PLC

Mrs Gregory confirmed that there were three 'Looked After Children' on roll within the PLC and that the necessary support strategies were in place for each child.

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

10.4 Termly Report on Attendance and Children Missing Education

Attendance

The Chair confirmed that Governors had received information in respect of attendance within each of the Academy Leads circulated reports.

Children Missing Education

The Chair confirmed that Governors had received information in respect of Children Missing Education within each of the Academy Leads circulated reports.

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

10.5 Pupil Premium Report (PPG) 2018/19 allocation

The Chair confirmed that reports in relation to the Pupil Premium funding received for the 2018/19 had been provided by both Academy Leads as part of their circulated reports.

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

10.6 Performance Information Report

The Chair confirmed that Performance information had been provided by both Academy Leads as part of their circulated reports. There was no further information to be reported.

Agreed: That the information in respect of performance be received.

11. **POLICY REVIEWS/APPROVALS**

Governors had received the following Policies for their review and approval:

- Safeguarding Policy – Park School
- Safeguarding Policy – PLC
- Health and Safety Policy – Park School
- Health and Safety Policy – PLC

DS reported that the only changes to the safeguarding Policy had been that any reference to 2015 be amended to 2018 as recommended by Ofsted Inspectors.

A Governor asked if the content of the policy reflected the recent updates to the Keeping Children Safe in Education document – 2018.

DS confirmed that the policy was confident that all the necessary changes had been applied and that the policy had been reviewed across the Trust.

Agreed: That Governors approve the updates to the policies as listed above.

12. SKILLS AUDIT

Mr Smith referred to the skills audit questionnaire circulated earlier in the meeting and hoped that all Governors would have completed in order to return it to him before they left the meeting. Governors were informed that an analysis would be undertaken, and the outcome would be circulated to all Governors later this week.

Action:

- i) Governors to complete the skills audit questionnaire and return it to DS at the end of this meeting.
- ii) DS to undertake an analysis of the completed skill audit questionnaires and circulate the outcome to all Governors later this week.

13. APPRAISAL PROCEDURES

The Clerk referred to the autumn term 2018 meeting at which Governors had been informed 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.

It was noted that it had been discussed that the Academy Leads were to discuss their recommendations with Mr Hodgkinson for submission to the relevant Trust Committee for their approval.

At the Autumn term meeting, Mr Hodgkinson had 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.

PH confirmed that the necessary appraisal procedures had been completed and approved at Trust level.

PH noted that he would circulate a full report to the DL as Chair and asked Governors if they were happy to delegate responsibility to DL to raise any questions if required thereafter. This was agreed.

14. EVACUATION/INVACUATION PROCEDURE

14.1 Park School – Autumn term report

HB reported that an evacuation drill had been carried out on 20 September 2018 in 57 seconds. An Invacuation drill had been carried out on 20 September 2018 in 27 Seconds as detailed within her circulated report.

14.2 Personal Learning Centre – Autumn Term Report

The Chair confirmed that AW had reported in her circulated report that the PLC had undertaken an evacuation drill on 4 October 2018 in 2 minutes 45 seconds.

A spring term 2019 invacuation drill had been held on 31 January 2019 in 56 seconds

Action:

- i) HB to make the necessary arrangements to hold a Spring Term Evacuation/Invacuation drill before the end of this term, with a report back to the LGB the Summer Term 2019 meeting.
- ii) AW to make the necessary arrangements to hold a spring term evacuation drill before the end of the current term with a report back to Governors at the summer term 2019 meeting.

Agreed: That the evacuation/Invacuation Report for both settings during the Autumn term 2018 be received.

15. WEBSITE COMPLIANCE

AG confirmed that she had undertaken a review of the academies website and would forward her report to DS for his review and information and action as required.

DS noted that at the recent Ofsted inspection, the inspectors had been very keen to review the website and had some requested minor changes including wording on the PPG report and dates on policies to be completed before a specified time on that day.

DS confirmed that their recommendations were carried out and could confirm that the website in respect of the PLC was fully compliant.

DS noted that he planned to undertake a further review of the area for Park School to ensure that this was also compliant

Action:

- i) AG to forward her report to DS for his review, information and action as required.
- ii) AG to continue to undertake termly reviews of the website for the Medical Academy prior to each termly LGB meeting, to ensure continues compliance, with a report back to Governors at each meeting thereafter.

16. SECTION 128 CHECK FOR MAINTAINED GOVERNORS

The Clerk referred to the briefing note that had been circulated with the agenda papers and reported that in September 2018 a further revision was made to Keeping Children Safe in Education guidance which gave an additional recommendation for maintained school to undertake a section 128 check for their governors. It was noted that Academies, Free schools and independent schools were already required to undertake this check as detailed in the Academies Financial Handbook.

Governors were informed that a section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.

The requirement for all maintained governors, academy members, trustees and local governors to undertake an enhanced DBS check on appointment continues. Those that have any unsupervised contact with children, must, in addition, have a barred list check.

The Clerk advised that a Section 128 check may be undertaken by a specified user at the school logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services' web page.

It was noted that all DBS and section 128 checks should be recorded in the school's single central record.

The Clerk asked that the section 128 check was currently being undertaken by the Academy. DS and JS confirmed that section 128 checks were carried out across the Trust.

Agreed: That a section 128 check continue to be undertaken for all existing and new Local Governors on appointment and that these be recorded in the Academies single central record.

17. SCHOOL COMPLAINTS PROCEDURE

The Clerk referred to the briefing note that had been circulated with the agenda papers noting that this was not really aimed at Academy settings but had been included for information

It was reported that the Department for Education (DfE) had issued further departmental guidance to assist maintained governing boards in understanding their obligations and duties in respect of complaints made against their schools. The non-statutory guidance titled '*Best Practice Guidance for School Complaints Procedures 2019*' was for maintained schools only. Further information and a link to the Departmental guidance can be gained directly from the DfE or via the 'Updates, News and Resources' section on the Governor Exchange website.

The Department had also published a non-statutory model policy, in addition to the serial complaints policy. The Governance Services Team are therefore not proposing to reissue a Local Authority model policy.

When governing boards were reviewing their policy, it was recommended that they ensure it includes:

- A clear structured process with guidance on how to appeal each stage
- Clear timescales throughout the process
- Guidance on how the complaint will be investigated and by whom
- Guidance on specific complaints about the Head Teacher, Chair of Governors or the Governing Board.
- How to manage unreasonable and persistent complaints

The Clerk reported that the Governance Services Team would be taking the model policies to the next meeting of the Bolton Primary Head Teacher Policy, Planning and Resources Group in the spring term. The group would be reviewing both the DfE model and previous LA model procedures and provide further recommendations for governing boards to consider.

Action: That the LGB continue using their current Policy and await further guidance from Bolton Primary Head Teacher Policy, Planning and Resources Group.

18. ELECTED GOVERNOR GUIDELINES

The Clerk referred to the briefing note that had been circulated with the agenda papers for Governors review and information.

It was reported that the Local Authority was the appropriate authority for maintained community, community special and voluntary controlled schools and as such must make all necessary arrangements for the election process for parent and staff governors.

Maintained voluntary aided schools, academies and free schools are free to determine their own procedures; however, many choose to follow and adapt the local authority model.

Parent and staff governors were represented on governing boards by a process of election.

The guidelines allow schools to better inform all prospective governors about the role of a governor and the commitment required especially in terms of attendance and training. The guidance provides for information on the eligibility criteria for both staff and parent governors, terms of office and nomination and election procedures. Model letters and ballot forms are also included to provide further assistance to schools and ensure processes are managed effectively.

The guidelines have been updated to provide current guidance related to:

- The definition of 'parental responsibility' in line with DfE guidance
- Minor amendments regarding necessary pre-appointment procedures.

Agreed: That the Local Governing Board note and approve the revised Elected Governor Guidelines for use by the school for all future parent and staff governor elections.

19. SCHOOL TERM AND HOLIDAY DATES 2019/20

Governors were informed that the Trust had approved the school term and holiday dates for 2019/20. It was noted that the dates had been agreed in line with the discussions held with other Secondary Head Teachers.

DS noted that the dates had been published on the website and could be accessed under the 'about us' tab.

Agreed: That Governors review the website and note the dates published.

20. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

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

Summer Term: Tuesday 4 June 2019 at 4pm at The Forwards Centre

21. CONSENT TO ABSENCE

Agreed: That Governors consent to the absence of Alison Bottomley, Ian Doughty and Alison Woosey.

22. ANY OTHER URGENT BUSINESS

22.1 OFSTED Inspection (confidential)

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.

23. CONFIDENTIALITY

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

- the discussions held in respect of minute number 9 and the matters discussed and recorded at minute number 22 above.

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:
