

BOLTON IMPACT TRUST

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

**HELD ON THURSDAY 10 MAY 2018 AT 4.00PM
AT THE FORWARDS CENTRE/ROSCOW FOLD SITE**

Present: Hazel Banks (HB), Ruth Cryer (RC), Ian Doughty (ID), Amanda Greenwood (AG), Ed Swift (ES), Dee Luczka (DL), Chris Tye (CT), Collette Unsworth (CU) and Alison Woosey (AW).

In Attendance: Paul Hodgkinson (PH), Executive Principal, David Smith (DS) and Carole Brooks, Clerk to the Local Governing Board.

DEE LUCZKA IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present.

An apology for absence had been received from Alison Bottomley. It was reported that Alison Woosey and Sally Heppenstall were planning to attend but may arrive late. There had been no communication received by the Clerk or any Governors currently present from Lauren Beanland as to her intentions of attending, it was hoped she may still attend.

2. DECLARATION OF INTEREST

2.1 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

3. MEMBERSHIP/GOVERNANCE ISSUES

3.1 Membership List

A membership list had been attached for information. The Clerk noted the two vacancies for Co-opted Governors. It was noted that these were vacant at the last meeting and that Mr Hodgkinson had indicated that there was no current urgency to fill the vacancies due to the broad skill base in the current membership.

Governors discussed the recent skills audit that had been undertaken. It was noted that the audit had been completed before a number of new Governors had been appointed and therefore felt it may be an idea to re-run this to re-confirm any gaps in skills.

DS agreed that this could be undertaken if it was felt necessary.

Mr Hodgkinson concurred the above detail but noted concerns that there had been attendance issues from some Governors for their link Governor role and also attendance to LGB meetings. Whilst it was understood that their absences had been for a number of reasons including work and personal pressures it was emphasised that commitment to the Governance role was paramount.

PH stated that all Governors had been assigned a link responsibility linked to Ofsted categories and it was important that these roles were carried out in order to provide the required challenge and meet Ofsted expectations.

PH informed Governors that with this in mind he felt it necessary to meet with the absentees to determine their commitment to the role and if necessary re-assign their link responsibilities to other Governors to ensure they were fully met.

PH suggested that he also meet with the Chair, HB and AW as Academy Leads to determine link Governor visit attendance and further discuss this concern.

The Chair noted that if the academy was inspected by Ofsted, Governors were required to have strength and knowledge of the setting and their specific link area to be able to respond and articulate effectively.

Action:

- i) PH to meet with all absent Governors to determine their commitment to their role and impress the importance of their attendance to meetings and visits to their specific link area.
- ii) PH, DL HB and AW to meet to further discuss the Link Governor monitoring roles.

3.2 Bolton Governance Gateway Acceptance Form

The Clerk requested that any Governor that had not signed the acceptance form to do so and ensure that this is returned to her before the end of the meeting. Copies of the form were made available as required.

DS duly completed the required form

Action: Sally Heppenstall to complete the acceptance form and return to the Clerk at the earliest opportunity. (Clerk to bring a copy of the form to next meeting if not received beforehand).

3.3 Declaration of Eligibility Form

The Clerk tabled a copy of the revised Declaration of Eligibility form to all Governors for their completion and return to the Clerk before the end of the meeting. It was noted that this form had recently been adapted specifically for Academies.

Action: Clerk to bring copies of the form to the next meeting for any absent Governors to complete.

4. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the Spring term Local Governing Board (LGB) meeting held on 15 February 2018 for their review and approval.

Governors reviewed and approved the minutes as a correct record.

DI (Chair) thanked Ian Doughty for Chairing the meeting, noting that her late arrival had been for unforeseen circumstances relating to work.

Alison Woosey arrived at the meeting.

Matters Arising

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

Comments were made in relation to the following items:

Governor Training, minute number 7.2

The Chair asked the newly appointed Governors if they had attended induction training. AG and RC had both looked at the Governor Exchange site but had been unable to access training details and had therefore not booked on to date.

Action:

- i) RC and AG to make the necessary arrangements to book on to the new Governor induction training.
- ii) DS to contact Marie Foley, Governor training Officer to advise her of the booking issues.

BIT Academy Conference

PH reported that the Trust were arranging a LGB Conference for the late summer term for all staff and Governors, in order to prepare for a forth coming Ofsted Inspection. The date was to be confirmed and invites would be circulated in due course.

Ofsted Preparation, Minute number 11

PH referred to the minutes of the last meeting and confirmed that all Alternative Provision (AP) handbooks had now been 'RAG'd' and synchronised with the School Development Plan (SDP) and Self Evaluation (SEF). PH informed Governors that further development and evidence testing would commence in the very near future.

Governors were informed that an external School Improvement professional was to visit Park School on 14 June 2018 and the PLC on 15 June 2018 to test the judgements made, provide further challenge, enhance and build additional evidence base. Reports from these visits would be available at the end of the summer term and would be included in the SEF for presentation to Governors and the LA as appropriate.

PH congratulated both academies for the work that was undertaken noting that whilst both settings offered a strong judgement it was felt that additional testing was required in order to enhance the evidence base.

PH thanked Governors for their challenge and support both at meetings and during their monitoring visits. It was noted that the strength of governance was very important in particular for Ofsted purposes and any potential inspection. PH stated that he felt that the Medical Academy held this strength.

HB stated that Governor visits to the Academy were welcome and that it was nice to know that all Governors present were committed to their role and had visited the settings to gain a better understanding of the provision offered.

PH noted that he was very proud of the Medical Academy. It was noted that there had been a wealth of change over recent months including the site relocation of the PLC and the usual high standards had been maintained throughout as could be seen from the Academy Leads reports circulated with the agenda papers.

The Chair and all Governors congratulated the Academy Leads and their teams on their hard work and commitment to the pupils in their individual settings and to the success of the Trust.

Agreed: That the minutes of the meeting held on 15 February 2018 be received and approved as a correct record.

5. NOTIFICATION OF ANY OTHER BUSINESS

The following item of 'Any Other Business' was reported and agreed that this be discussed at this point:

- Timings of 2018/19 meetings in relation to Governor week

HB asked that the date for the next Governor week be arranged at a more appropriate time, in line with the proposed LGB meeting dates to enable timely and more effective reporting back to the LGB thereafter.

PH suggested that he meets with HB at the earliest opportunity to review the accountability schedule and the dates arranged for Governor week to be in line with the dates for the 2018/19 LGB meetings.

Action: PH and HB to further discuss the accountability schedule and agree a more suitable date for Governor week for the summer term and future terms in line with the dates of the next LGB meetings for the 2018/19 academic year.

6. NOMINATED GOVERNOR REPORTS

6.1 Chairs Briefing

The Clerk reported that the summer term Chairs briefing had been arranged for Monday 14 May 2018 at 1.30pm and 6pm. The Chair noted that she intended to attend and would make the necessary arrangements to book on.

A report from this would be presented at the autumn term meeting.

Action: Chair to book on to the Briefing and prepare a report to be circulated with the papers via the Gateway for the autumn term meeting.

6.2 Link Governors Report on Training / Recent Training undertaken

Mrs Unsworth, training link Governor reported that there had been no training courses attended since the last meeting.

The newly appointed Governors were reminded of the importance of their attendance on the new Governor induction course.

DS confirmed that he would contact Marie Foley to advise her of the difficulties that the new Governors had experienced in accessing booking arrangements.

BIT Summer Conference

PH reminded Governors that a conference was to be arranged for later in the summer term. It was noted that this was to be an interactive session for all Governors and staff and it was hoped that the event would help prepare Governors and staff for potential Ofsted inspections and enable clarity on how to measure success. Date and venue to be confirmed as soon as possible.

Action:

- i) PH to advise Governors of the date and venue for the conference at the earliest opportunity.

- ii) DS to contact Marie Foley re access issues in respect of booking on the new induction training course.
- iii) AW and RC to book on to the New Governor Induction Course at the earliest opportunity.

6.3 Bolton Governor Conference:

The Clerk reported that the Governor Services Team was to hold their annual Governor Conference on Saturday 3 November 2018 at the Mercure Bolton Georgian House, Blackrod. The theme was to be Curriculum, Enrichment and Diversity.

All Governors were welcome to attend. It was noted that attendance came at a cost and therefore was dependant on the academies budget as to how many Governors could be permitted to attend.

Further details regarding booking arrangements would be available in due course.

6.4 Nominated Link Governor Reports

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

6.4.1 Chris Tye - visit to the Personal Learning Centre (PLC) on 6 February 2018

CT referred to his visit to the PLC commending the staff on a nice new facility. It was noted that there were capacity issues and asked how this could be made sustainable for AW to manage the number of difficult students having a wide range of undiagnosed issues.

HB noted that there were lots of overlaps and similarities in relation to pupil's diagnosis.

A Governor asked if all SEN students were supported by an EHCP. HB confirmed that most of them were.

PH referred back to capacity issues in the PLC noting that the academy were only funded for 5 places but there were 22 students in place. It was also noted that whilst lack of funding was an on-going issue, the academy felt the need to support the students and endeavour to best meet their needs with the Resources available.

Governors were informed that the 'whole Trust' was possibly at capacity, but that strategies including additional funding were required to be built in to make the necessary improvements to enable the provision to best meet the needs of all students.

HB noted that if the pupils didn't meet the required criteria for the PLC they were transferred across to Youth Challenge.

Governors were assured that the Trust were doing all they could to ensure that the safeguarding needs of all students were not diluted. There were some gaps in Leadership in this area and this would be addressed at the meetings that had been arranged for next week on 15/16 May 2018.

PH also noted that meetings with the LA Finance Manager and the Chair of Trustees had also been arranged for later today to further discuss funding and capacity issues.

DL referred to then pupils supported by EHCP's and asked if there were specific outcomes for each individual student and if they were making progress

PH confirmed that they were making progress. They were well managed with the strategies that had been put in place to best support their needs.

HB noted that if the provision were unable to meet a specific students needs effectively support would be brought in from outside agencies and specialist ASD provision where appropriate. If the outcomes were successful, the students would be transferred back to their mainstream school setting.

PH informed Governors that educational success was linked to business failings due to the costs incurred and lack of funding required to effectively support the students back to mainstream.

A Governor referred to Ofsted Inspectors noting the need for Governors to be able to effectively articulate the issues that the Academy faced in respect of lack of funding and the dedication and commitment to ensure effective outcomes for pupils.

PH noted that currently standards were maintained but expressed concerns for its sustainability. It was noted that a unity of voice was required and suggested that he and the Chair (DL) make arrangements to speak to Dr Tony Birch, Assistant Director of Education and the RSC – Regional schools Commissioner to further discuss all issues including funding and the various outcomes.

Governors further discussed this matter at length. DS suggested contacting the ESFA (Educational School Funding Agency) to further challenge these issues and seek further support as appropriate. It was noted that the Academy were not in control of the funding received and could not set their own budget but were committed to provide an effective service to effectively met the needs of the students referred to the individual setting. The funding received for this year had been less than the number of pupils it was required to support. It was noted that the issue had been previously raised.

Governors further discussed funding issues noting that the only alternative was not to accept any addition pupils despite the academies want and dedication to support them all.

PH confirmed that all matters would be raised again at the meetings arranged with the LA in the near future with a report back to Governors as appropriate.

6.4.2 Chris Tye – SEN visit on 18 April 2018

CT reported that he had been very impressed with this area of the Academy. CT referred to 'soft progress' noting that he didn't feel any more could be done than was already being done in this area. Staff were to be congratulated.

6.4.3 Amanda Greenwood – Governor visit on 21 March 2018

AG reported that there had been a number of issues reported including how data was held and the procedures in place. It was felt that some procedures in place were labour intensive, but that the information was there.

AG clarified that HB was the Safeguarding Lead with supported by another member of staff.

AG referred to the requirements for all Governors to have a DBS. DS confirmed that this matter was 'in hand' and the details requested from all Governors to complete the required forms.

6.4.4 Ruth Cryer - Staff team visit on 2 March 2018

RC reported that she had visited the Academy attended the staff meeting and met the staff team discussing the measuring of progress and achievements. RC noted that she had also organised a 'drop in' for any member of staff that wished to further discuss and gain support or help in developing a plan. This had been very well received and all staff had attended.

PH thanked RC for organising this it had proved to be a very useful exercise.

6.4.5 Ed Swift - Finance Visit on 24 January 2018

ES reported that he had met with DS to discuss the Academies finances and felt that a further visit in the near future was required in light of the earlier discussion in respect of capacity and funding issues.

It was also noted that a visit in respect of HJ4rath and Safety would be undertaken and reported upon at the autumn term meeting.

HB thanked Governors for their commitment and undertaking their link Governor visit to both settings of the Medical Academy. Their challenge and support was much appreciated.

7. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated 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 April 2018.

The report outlined the projected financial position for the Park School Teaching Service and the PLC with an explanation of the significant variances.

DS guided Governors through the report provided referring to the additional cost incurred for taxi's for Park School. It was noted that an increased number of taxi's costing around £40 per day had been provided to ensure the students attended. One driver had been employed for 2017/18 academic year but it was felt that an additional Driver was now required in order to meet this need.

DS referred to the new site for the PLC adjacent to David Lloyds Gym in Bolton. It was noted that the provision was much improved from the previous site and was now fully furnished. It was noted that some furniture had been provided from SERCO, free of charge, but that there had been some additional 'one off' set up costs. It was hoped that benefits could be seen from the additional pupils attending.

Governors were informed that the academy only received base funding for 5 students which was not appropriate given the number of students attending but that discussions with the LA were on-going and it was hoped that additional funding could be provided.

A Governor asked if the academy was ever in a situation where the full allocation of funding was not used and there was a surplus would it had have to repay it back to the LA or could it carry forward to the next financial year.

DS explained that at this moment in time there was no surplus budget to carry forward as the Academy was currently running at a deficit of around £430k. However, in the event that there was a surplus resulting in 5% of the annual turnover (equating to £300,000 or beyond) this could be re-invested into next year's accounts and utilised to buy enhancements for the Academy. It was also noted that the current deficit would be carried over.

Governors thanked DS for his informative report.

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

8. GENERAL DATA PROTECTION REFGULATIONS (GDPR)

A briefing note in respect of the new general Data Protection Regulations (GDPR) had been circulated with the agenda papers for Governors information.

Further to the details provided DS explained that the security of data and personal information was required to be 'tightened up' in line with the updated regulations. GDPR had been discussed at a recent risk and Audit Committee and that the committee were currently in the process of compiling a privacy notice for all staff and pupils. It was noted that training would also be provided for all staff to ensure that they were aware of the required protocols.

Governors were informed that the new regulations come into place on 25 May 2018 and that schools and Academies were required to have and action plan in place by this date.

DS confirmed that a Data Protection Officer (DPO) was required to ensure full compliance and that he had been appointed to undertake this responsibility.

Governors discussed this matter at length noting the need for schools to ensure that school contacts, email addresses, phones and all school devices were kept separate from all personal contacts and devices and also that all Policies were GDPR compliant.

DS confirmed that a GDPR action plan was in place and that review of all policies had been undertaken and they were all GDPR compliant.

Ian Doughty left the meeting at this point.

Agreed: That Governors note the details provided.

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:

HB presented her report in respect of Park School. The following key items were included:

Park School

- Capacity and Pupil Movement
- Safeguarding
- SEND
- Looked After Children
- Children Missing Education
- Disadvantaged Children's Grant
- Health and Safety including First Aid training and Evacuation/Invacuation drills
- Pupil Outcomes
 - Personal success targets (PST's)/including report
 - Attendance
- Quality of Teaching
 - Spring 2018
- Pupil Destinations
- Personnel Issues
- Appraisal Procedures

- Training
- Curriculum
- Stakeholder satisfaction data

Pupil Outcomes/Personal Success targets (PST's)

HB referred to the section in her report in relation to PST's and Pupil Outcomes regarding academic v non-academic progress. Governors were also referred to the detail in the SIP report which she felt may not mean much to Governors in isolation noting that there was no outstanding progress recorded.

HB explained that this detail was shown in a different way showing the child's journey and the progress that they had made with the evidence being presented in the PST's. Governors were guided through the detail provided and also the additional PST's report circulated for item 9 in the agenda. HB explained that there were 6 PST's and if pupils were on track in all 6 areas it was classed as 100% progress. Additional support was put in place for any students causing concern and increased challenges set for any student making good progress to ensure that they all reach their full potential.

A discussion was held with further explanations being given to Governors in respect of the processes used for measuring progress, PST's and outcomes for the students in this setting.

HB asked Governors if they felt the reporting methods presented were clear enough to meet their monitoring and challenging needs and also if the reports reflected the outcomes and progress of the students effectively. HB noted that she felt that this reporting method gave Governors a good overview of the progress made.

Governors agreed that the reports provided gave a good overview.

A Governor referred to OFSTED and asked how much focus there was on Key stage 2 targets for Alternative Provisions (AP's) or was this reported separately.

HB explained that it was felt that Ofsted inspectors were now more aware of the Alternative Provision and had a better understanding of the context of each setting and the differences between Key stage 2 targets for both Mainstream and AP settings. It was noted that progress made was not always academic for pupils in AP settings, it could be more social or emotional. It was felt that inspectors now realised this and were more aware of the social inadequacies of some students and how they were academically challenged.

PH reported that the data set presented a clear picture for both Governors and potential Ofsted Inspectors understanding
The Personal Learning Centre (PLC)

AW presented her report that included the following key items:

- Capacity and Pupil Movement

- Safeguarding
- SEND
- Health and Safety
- Pupil Outcomes
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Curriculum
- Stakeholder Feed back

AW informed Governors that that the PLC was currently working with the School Improvement Professional (SIP) in respect of personal success targets and setting personal learning targets in a similar way to that of Park School.

PH reported on the importance of how data was presented. Governors were referred to the attendance detail highlighted in the circulated report going from 37% to 69%. Concerns were expressed that this detail needed to be presented to show progress and be celebrated.

The Clerk suggested that comparative data from previous years could be included as was the case for other mainstream school settings in order to highlight any improvement and progress made and also to include a narrative to explain the journey taken in order to achieve the progress made.

A Governor asked if there were any trends/paths that pupils had taken in returning to mainstream school as a success criteria.

AW explained that unfortunately as this was a new provision there was currently no historic data but that this was being collected as evidence for future reporting purposes. It was hoped that they could find a suitable method to quantify this detail.

PH noted that all pupils had individual needs it was important to record the individual journey taken, capturing all evidence to support the progress made whether it be academic or personal progress.

AW noted that it was important that this information was gathered and shared with the returning school to enable the school to continue to manage the pupil effectively meeting their needs as required and maintain a positive destination.

DL referred to pupil destinations and the need to retain information once the student attends 6th Form colleges and other further education establishments until the student reaches 19 years. CU noted that she had details up to December last year.

DL noted that there should have been a survey undertaken in January 2018 and suggested that CU contact Andrew Knott, PA at Connexions who was responsible for monitoring pupil destinations up to 19 years of age. It was thought that he should be able to offer CU support with this detail as these records were required to be kept.

CU noted that she currently works very closely with Andrew and would send him a list of names in order to update the academies records.

Action: CU to contact Andrew Knott, Connexions to request that he provide confirmation of ex-pupils destinations.

Year 11 Outreach Pupils

AW referred to a number of pupils being nervous of the next steps following year 11 noting that funding issues prevented the facility for a year 12 provision.

PH confirmed the need for a year 12 provision and reported that this matter was currently under discussion at Trust level.

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

Governors were informed that the SEF/SDP for both settings was still work in progress, they were both currently in the testing stages but were available for Governors review if required. It was noted that there had been a wealth of Governor Visits to each setting and therefore Governors could see the progress that was being made.

CT referred to 'capacity' in respect of sustained improvement and asked if this detail had been highlighted within the SEF/SDP. It was noted that it would be useful to include despite the financial challenges to show that it was being considered.

PH explained that this was not currently on the SEF, thanked CT for his suggestions and agreed to consider it at the Academies Ofsted management team meeting planned for 11 May 2018.

Action: PH to discuss including capacity/funding issues within the Academies SEF at the Management meeting planned for 11 May 2018 with a report back to the LGB as appropriate.

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. The Clerk noted that this was a rolling note that was added to each visit.

Agreed: That Governors note the information received for both academies.

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.

The Clerk noted that a report in respect of attendance, relating in particular to pupils whom are on a part-time timetable had been included within the agenda circulation. It was noted that the LA were required to obtain information from all schools, regardless of their governance, up to date and accurate data of all children on an agreed part-time timetable.

Governors were informed that all school's had a statutory duty to inform the local authority of any part-time education arrangements of pupils. Governors should have sufficient information about children and young people who are not accessing school in the usual way, so that they can challenge the amount of provision being made and evaluate its effectiveness.

Agreed:

- i) That the Academy Leads reports on Attendance, 'Children Missing Education' and 'Part-Time Timetabled Pupils be received.
- ii) That Governors receive and note the details presented on the briefing note that had been circulated with the agenda papers.

9.5 Termly Report on Disadvantaged Children's Grant (Pupil Premium) 2017/18 and the 2018/19 allocation

The Academy Leads for both settings confirmed that details relating to the use of Pupil Premium funding for 2017/18 and the intended use for the 2018/19 allocation had been highlighted within their circulated reports.

Agreed: That the report in respect of PPG be received and noted.

9.6 Flexible Working Request (Park School)

HB reported that she had received a flexible working request for a member of staff to reduce their working hours to 0.6FTE effective from 1 September 2018.

Governors were informed that whilst this was not ideal, the request had been accepted. It was noted that they were a very valued member of staff and the academy did not want to lose their expertise.

DS referred to a number of agency staff that were currently in post across the Trust. It was felt that a review of this was required with a view to them becoming 'Trust employees'. Discussions in this regard were required to be undertaken with each academy lead including budget availability and factoring in any additional costings that this may incur.

Governors further discussed this matter and

Agreed: The flexible working request wef 1 September 2018, on the understanding that this would not be detrimental to the service provision.

10. POLICY REVIEW/APPROVAL

The following Policies had been reviewed subject to approval by the LGB for both park School and the personal Learning Centre (PLC):

- 10.1 Attendance
- 10.2 Accessibility
- 10.3 Invacuation/Evacuation
- 10.4 First Aid
- 10.5 Health and Safety

A Governor referred to the Accessibility Policy and asked if the Policies for each setting included examination arrangements. PH confirmed that there was a separate Trust wide Policy for Examinations but felt that some cross referencing with the LGB policies would be beneficial. This amendment was agreed by all Governor

Agreed:

- i) That all policies as listed above be approved for each Academy.
- ii) That the Academy Leads for both settings amend their Accessibility Policy to reflect a cross reference in respect of examinations to the Trust wide Examination Policy.

11. EVACUATION/INVACUATION PROCEDURE

11.1 Spring Term 2018

At the last meeting 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. Both academy Lead confirmed that this had been completed.

It was noted that these procedures were always reported retrospectively

11.2 Summer term 2018

The evacuation/Invacuation procedure for the Summer term 2018 for both settings would be presented at the autumn term meeting.

12. SCHOOL WEBSITE COMPLIANCE

Further to the minutes of the last meeting AG reported that she had undertaken a review of the Medical Academies website using the website checklist provided at the last meeting noting that a number of items that were missing

DS concurred with this report noting that some area that the checklist related to were not applicable to Alternative Provisions. DS referred to Governors attendance to meetings noting that this detail was still required at LGB level for publishing on the website. It was confirmed that this detail was in place at Trust level.

AG commented that she had found the site very difficult to navigate, probably due to there being 5 academies.

The Clerk noted that it was important that Governors and members of the public could access details easily, particularly for Ofsted purposes and website accessibility and compliance was a current focus.

Governors discussed the need to publish 'the offer' on the website for each setting and also in the SEND policies.

PH commented that he felt a website specialist ought to undertake a review of this and make the necessary changes to ensure it was easier to navigate. This was agreed. Governors thanked AG for her review of the website.

Agreed: That the website be monitored on a termly basis with a report back to the LGB as appropriate at each meeting.

Action:

- i) PH to make the necessary arrangements for a website specialist to review the academy website and make the necessary changes to make it more 'user friendly'.

- ii) DS and AG to arrange a meeting to further review the website to ensure compliance with a report back to the LGB in the autumn term.

PH apologised for having to leave the meeting at this point due to him being required to attend another previously arranged meeting.

15. CLERKING AND SUPPORT SURVEY

The Clerk reported that as part of the Governance Services Team's commitment to service delivery, all Chairs of Governors and Head Teachers of schools and academies that buy into the Governor Clerking and Support Service were invited to take part in the 2018 biennial clerking and support service delivery survey.

The survey aimed to seek the views of customers to ensure that the service provided was consistent with the service level agreement and the expectations of governing and trust boards. It was intended that the data collected would be used to ensure continued improvement of the service governing and trust boards receive.

Questions on areas such as the accuracy of advice and information given by the service, the team's focus on customer care and support and the quality of documentation including minutes, agendas and reports, are included within the survey.

An email link would be sent to all Chairs and Heads throughout the summer term to access the survey online and feedback would be provided to all schools once the information has been collated and analysed.

Agreed:

- i) That the board note the report.
- ii) That DL as Chair and PH as Executive principal respond to the survey on behalf of the Board.

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

Governors discussed the proposed dates noting that holding meetings on Wednesdays as had been highlighted on the circulated agenda could prove problematic due to the availability and work commitments of a number of Governors.

The Clerk agreed to further discuss this matter with PH and would confirm if the day could be changed around with another LGB.

HB noted that she could also discuss this with PH at a meeting they had planned for later this week.

Since the meeting PH had informed the Clerk that a review of the meetings across all LGB's had been undertaken for the 2018/19 academic year, taking into account availability and effective reporting. It was confirmed that the Medical Academy LGB meetings for the 2018/19 academic year would be held on Tuesday's.

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

Autumn Term: Tuesday 16 October 2018 at 4.00pm

(David Lloyd's Site)

Spring Term: Tuesday 12 February 2019 at 4.00pm

(Roscow Fold Site)

Summer Term: Tuesday 4 June 2019 at 4.00pm **(Roscow Fold Site)**

17. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Alison Bottomley, Lauren Beanland and Sally Heppenstall.

Action: PH to meet with all absentees to discuss commitment and attendance issues.

18. ANY OTHER URGENT BUSINESS

The Clerk noted that the only item of 'any other business' reported relating to Governor Week was discussed earlier in the meeting at item 5.

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 also thanked the Academy Leads and their staff teams for their hard work, commitment and dedication to their roles.

Meeting closed at 5.55pm

Signed as a correct record:

(Chair of Local Governing Board)

Date:
