

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD – MEDICAL ACADEMY
HELD AT THE FORWARDS CENTRE (Roscow Fold Site)
ON TUESDAY 4 JUNE 2019 AT 4.00PM**

Present: Mrs H Banks (HB), Mr I Doughty (ID), Mrs N Elias (NE), Mrs Dee Luczka (DL),
Ms C Unsworth (CU) and Mrs A Woosey (AW)

In Attendance: David Smith (DS), Finance Director, Paul Hodgkinson, Executive Principal,
Kiran Peart, AMT, observing 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.

Apologies for absence had been received from Ruth Crier and Ed Swift and Amanda Greenwood. There had been no communication from Alison Bottomley or Chris Tye, it was hoped they 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 Co-opted Governor 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, requesting that the Board consider if there was a need to recruit suitable candidates.

The Chair noted that at the previous meeting it had been discussed that as there were a wide range of skills in the existing membership, that they would carry the vacancies.

The Clerk confirmed that this was acceptable as the terms of reference stipulated 'up to' eight Governors.

Skills Audit

DS referred to the Governor skills audit noting that whilst this item was listed for discussion later in the agenda, felt that it was pertinent to discuss it at this point with the Chairs approval. This was agreed.

DS therefore tabled a copy of the outcome of the last skills audit guiding Governors through each area to determine and highlight if there were any gaps in skills. It was noted that all areas held experience, but some had more than others.

At this point in the meeting Ian Doughty reported that due to work commitments he was finding it difficult to commit to his role as a Governor as fully as he would like to and was looking to step down from his role as a Parent Governor. ID apologised for any inconvenience this may cause noting that he would be willing to continue until a suitable replacement could be found, if required.

PH stated that he could fully understand the work commitments and time constraints relating to ID's role and agreed to accept his resignation with immediate effect. PH noted that ID had been a great asset to the LGB and would be missed.

DL thanked ID on behalf of the LGB for his support and contribution to Governance and to the development of the Medical LGB. This had been much appreciated.

PH tabled a copy of the proposed membership for each LGB from September 2019. It was noted that following the re-organisation of the LGB's there had been some changes to membership but that the Medical LGB had remained unchanged apart from the inclusion of a member of the Academy Management Team to be present at each termly meeting in an observing capacity.

PH informed Governors that he felt that Governance and the membership of the Medical LGB was currently very strong and that other than recruiting to ID's position, there was no urgency to recruit to the existing co-opted Governor vacancies.

HB stated that she felt that a further review of the skills across the LGB was required to ensure that all areas were covered. It was noted that ID's mainstream/pastoral background had been invaluable and proposed that similar skills were sought to replace him.

PH referred to the new Ofsted Framework effective from September 2019 noting that he felt that any further Governor recruitment should be made in line with this.

A governor suggested that an external person with a 'non-education-based' background be considered.

The Clerk advised that ID was a Parent Governor and therefore a Parent Governor election would be required in line with the new elected Governor guideline accessible from the Governor exchange site.

DL suggested that further discussion regarding recruitment be made at the management meeting planned for Friday. It was also suggested that a Governor external to education who could focus on Post 16 could be considered.

PH noted that focus and a review of the expertise required was to be made. PH felt the current membership was 'education heavy' and to have links with local business to further strengthen the LGB would be an advantage. It was agreed that further discussion at the management meeting be made and that PH would liaise with DL thereafter.

Link Governor roles

Governors discussed the assignment of link Governor roles and responsibilities and agreed that a review be undertaken in the autumn term with any changes or new appointments being made as required.

Agreed: That the membership remain the same at the present time and further discussion regarding the two co-opted vacancies be made at the management meeting later this week, with a report back to DL thereafter and to the LGB in the autumn term 2019.

Action: That PH make the necessary arrangements to hold a Parent Governor election, in line with the new elected Governor guidelines accessible from the Governor exchange site.

3.2 LGB Terms of Reference

The Clerk referred to the terms of Reference circulated to all Governors. PH noted that these had recently been revised and personalised to each LGB following the amalgamation of the Primary and Secondary Youth Challenge/Lever Park Behaviour LGB's. These had also been approved by the Trust Board.

The Clerk noted that the current terms of reference did not stipulate the process for receiving nominations for the roles of Chair and Vice Chair of the LGB. This could be 'self-nominated', 'proposed' or accepted at the Autumn term meeting. Governors were therefore requested to consider and agree a suitable process.

Governors discussed this matter and

Agreed:

- i) to receive nominations for Chair and Vice Chair of the LGB at the Autumn term meeting every two years.
- ii) That Local Governors receive, note and approve the updates to the Terms of Reference for the Medical LGB.

Action: PH to further amend the terms of reference in line with the above agreement and re-circulate these to all Governors for the autumn term 2019 meeting.

4. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received the minutes of the Spring Term 2019 Local Governing Board (LGB) meeting held on 12 February 2019 for their review and approval.

Matters Arising

4.1 Declaration of Eligibility and Privacy consent Form, minute number 4

The Clerk confirmed that all Governors had completed the required form with the exception of Alison Bottomley. It was hoped that this could be completed and returned to the Clerk at the earliest opportunity. This would be followed up at the autumn term meeting, if not.

Action: AB to complete and return the Declaration form to the Clerk.

4.2 New Governor Training, minute number 6.5

Nicola Elias confirmed that she had completed the new Governor Induction Course and had found it very useful.

4.3 Prevent Training, minute number 8.2

DL confirmed that she had received the link for Governors to access 'Prevent' training that DS had circulated for all governors to complete. CU noted that she had not received any confirmation from many Governors to confirm that they had completed this.

Action: Governors to forward their certificates to CU following completion of 'prevent' training.

4.4 Outcomes - Link Professional Report, minute number 10.2

Further to the minutes PH apologised for not forwarding the outcomes report but had circulated the Ofsted report instead. Governors had agreed that this was more than sufficient.

Agreed: That the minutes of the meeting held on 12 February 2019 be approved as a correct record.

5. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of 'any other business' reported at this point in the meeting.

6. NOMINATED GOVERNOR REPORTS

6.1 Chairs' Briefing

The Chair had been unable to attend the Chairs Briefing on Monday 13 May 2019. The Clerk therefore reported that she had attended the briefing, where the following matters had been highlighted:

- Summer term meeting updates
- School Complaints Procedure
- Scheme for Financing Schools
- Published Governance Information
- Committee Structures
- Impact of Governance

The Clerk referred to the discussion around the impact of Governance suggesting that the LGB record the impact that they felt they had had on the matters discussed at each LGB meeting. This detail could then be collated into an annual impact statement for publication on the academy's website at the end of the summer term.

Governors agreed that this was good practice and would provide another source of evidence to support the strength of Governance and challenge made at meetings.

Various recording methods were discussed, it was suggested that an additional section be included on the Governors visit report template for the link Governor to record the impact and follow up required. This would also reflect challenge and act as an audit trail.

PH commended the practice and referred to the Governor pack that had been collated for Ofsted purposes noting that this could be included and would provide an evidence base of Strong Governance.

Governors agreed noting that it was important to celebrate all successes.

Action: DL and PH to further discuss the process of recording impact and amend the visit template if/as required.

6.2 Link Governors Report on Training / Recent Training undertaken

6.2.1 Governor Training Programme 2019/20

The Clerk reported that the 2019/20 Governance Training Programme would be available on the Governor Exchange before the end of the current term and that governors would be informed via email, usually by a Governor E-brief when it was available.

Action: Governors to advise CU following the completion of any Governance related training

6.2.2 Link Governor Briefing Session

The Clerk reported the next Link Governor Briefing session was to be held at BSTC on Tuesday 17th September 2019 at 6.00 pm.

Agreed: CU to note the details provided and attend the Briefing.

6.3 Nominated Governor Reports

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

Transition for 2019/20 – C Tye

In the absence of CT, Alison Woosey guided Governors through the circulated report complete by CT following his visit to the PLC.

The key points of focus were:

- The Curriculum offer and how the provision could improve this by providing a wider range of subjects.
- To make the curriculum more personalised.

PH commended the staff at the PLC noting that they were very experienced in building skills to improve pupil's resilience, attendance and engagement. Also, in supporting mental health issues and social skills. PH noted that following the Ofsted feed-back the need for a piece of work with a focus around knowledge building and the curriculum was to be undertaken across each academy. Therefore, arrangements had been made for him to meet with all four academy leads on 14 June 2019 to further discuss this area.

Health and Safety Visit follow up – Ed Swift

In the absence of Mr Swift, HB guided Governors through the details of the circulated report. HB confirmed that this had been a follow up visit to check that all matters highlighted in the Autumn term 2018 had been addressed following the Health and Safety Audit. It was also confirmed that the Health and Safety Policy had also been approved.

Attendance and Behaviour at Park School, Roscow Fold Site – Ian Doughty

ID reported that he had undertaken a monitoring visit to Park School in respect of Behaviour and attendance. Governors were informed that there had been a lot of work undertaken around tracking and how the impact of the interventions put in place were evidenced.

Following discussions, it had been recommended that case studies with data be produced to show the impact on individual students following implementation of the intervention.

A Governor asked who the lead was for mental health at Park School.

HB confirmed that whilst she was the over-arching lead, all staff were trained to the same level due to the nature of the setting.

A Governor asked if similar tracking systems were in place for the PLC.

AW confirmed that attendance and behaviour was tracked, and that quantifiable data was included in the case studies of individual pupils.

The Governor expressed concerns as to the amount of work involved and asked how the provisions would manage and if this was sustainable particularly if pupil numbers increased.

AW confirmed that she felt that this could still be achieved with additional staff support.

ID referred to the bespoke spreadsheet that had been created in school noting that he felt a much easier process could be put in place that was less time consuming. ID suggested that help could be sought from the LA ICT department in line with the Academy's Service Level Agreement. It was thought that a LA representative could come out to school and produce the report for each provision.

HB noted this suggestion but explained that due to the nature of the setting and pupils not attending on a full-time basis, as was the case for PLC, attendance had to be tracked manually. It was noted that three days was classed as fulltime for some students and therefore felt that this would not be suitable for this setting.

PH recognised how labour intensive this process was for Park School and that there must be some expertise that could be called upon to improve reporting processes in this area, particularly if pupil numbers increased.

ID noted that he had a contact name of someone that may be able to help in this area.

DL suggested liaising with the LA Sims expert to see if they could offer any suggestions.

Action:

- i) ID to forward the details of the proposed contact to PH and for PH to invite them in to the next AMT meeting.
- ii) PH to liaise with the LA Sims expert to establish if any support could be provided to Park School to implement a more effective reporting system.

Teaching and Learning and Assessment – Karen Ingham

In the absence of Karen Ingham, HB guided Governors through the visit report that had been completed in respect of Teaching and Learning and Assessment.

HB confirmed that KI had not found anything to recommend as an improvement for Teaching and Learning. Reference was made to the 'Steps' system used in mainstream school, noting that she felt this needed more time to fully embed along with attendance, engagement and independence.

PH referred to the recent Ofsted report highlighting the need to further develop tracking systems, however, felt slightly confused as to this comment as it had not been referred to in any of the other reports. PH noted that he had asked the inspector for clarification but had been told it was not related to the way in which data had been presented.

PH noted that the report provided by KI and other professionals was correct but that there was no synergy with Ofsted. It was thought that the report had been completed prior to the Ofsted visit.

Governors discussed the possibility of further dialogue with Ofsted inspectors around this query in order to gain clarification. PH noted that this would be considered as he felt it needed to be addressed in order to ensure they could move forward.

E5 Hospital Visit - Ruth Crier

Further to the circulated report, HB informed Governors that RC had visited E5 Ward up at the hospital and had spoken with the teacher about the curriculum provision. It was noted that this provision had changed significantly over the years and was now much improved. HB informed Governors that there were many CAMHS patients on the ward whose confidence had grown and that they all had an element of choice. This had been a very positive visit.

DL thanked Governors for undertaking their monitoring visits. All reports had been very positive and supportive reflecting the good work undertaken and had provided an element of challenge.

6. 4 Bolton Governor Conference

The Clerk reported that the Governance Services Team were to hold their annual Governor Conference on Saturday 2 November 2019 at the Bolton Mercure Georgian House, Blackrod. Further information would be provided in due course.

DL asked that Governors note the date of the conference and to forward expressions of interest in attending to enable bookings to be made once available.

The Clerk noted that further information would be provided in due course but that there was little time from the next meeting until the date of the conference and therefore advised Governors to watch out for the E-Briefs that were to be circulated with further information and booking arrangements.

Governors were informed that it was hoped to include a section on Alternative Provisions (AP settings) and that PH would be presenting on behalf of the Trust.

Action: Governors to note the date and watch out for any further details and booking arrangements being circulated.

7. FINANCIAL REPORT

Governors had received the finance report prepared by Mr Smith for their review and information. The report provided the 2017/18 outturn position and the anticipated financial position for 2018/19 for Park School and the Personal Learning Centre (PLC).

The report also included two tables providing a summary of the financial position of Park school and PLC as at January 2019.

Park School

DS reported that a surplus of £148k had been projected and whilst this was good it was actually £99k less than they had expected. This was due to the funding formula and the reduction in the amount of funding received because pupils were not in the classroom for more than 25 hours. Governors were informed that the Trust had been in dispute with the LA regarding this for some time now.

DS noted that the application of the revised funding methodology had significantly impacted on Park School's income with a projection that the academy would receive around £127k less than in the previous year.

Governors were also informed that the impact had been offset through savings in expenditure of £49k mostly in relation to reduced transport costs of £38K against the previous year.

Personal Learning Centre (PLC)

Further to the circulated report DS reported that a deficit of £183K was projected for the PLC. Around £88k of that was down to place funding that was not to be received.

Dynamic Purchasing Process

DS informed Governors that in March/April 2019 the LA had opened a commissioning process for the provision of AP education effective from September 2019. Bolton Impact Trust had submitted its bids and feels that it is in a strong position to be successful. This had been strengthened with the very successful Ofsted inspection results and would hopefully enable the Trust to mitigate the challenging financial position faced in the current year.

A Governor referred to place funding and asked of the LA were maintaining the same level of places.

PH explained that a meeting with the LA had been arranged for Friday morning later this week to further discuss this matter.

Governors were informed that the Academy was committed to 187 places the next year, but if need be, consideration could be given to reducing this number from Bolton LA for future years and offer the provision to other LA's whom were willing to pay more per place in order for BIT to be sustainable and for the future of the Trust.

A discussion was held regarding the current funding arrangements in relation to the number of places.

DL noted that the LGB were required to consider the impact that this matter was having on the two provisions.

Kiron Peart apologised and left the meeting at this point.

DS and PH both confirmed that the Trustees had been very supportive in this matter and it was hoped that there would be a more positive outcome after the meeting with the LA later this week.

DL and Governors thanked DS for his very thorough report.

Agreed: That the information provided within the finance report be noted and received with thanks.

8. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report prepared by Hazel Banks for Park School and Alison Woosey for the PLC had been circulated to Governors for their review and information:

Park School

HB presented her termly report to the LGB providing an in-depth report of the following areas:

- Capacity and Pupil Movement and outcomes
 - Termly intake – Total Pupil Numbers
- Safeguarding
- SEND
- PPG Funding/allocation
- Looked After Children
- Children Missing in education
- Health and Safety

- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Curriculum
- Stakeholder satisfaction

HB highlighted aspects of the report as follows, and Governors questions were invited:

Capacity and Pupil Movement

HB noted that the total number of pupils educated for the autumn term 2018 should read (+228 hospital), not 117. As of 16 May 2019, Park school had 66 pupils on roll plus 5.

Personnel Update

The changes were as follows:

- Two Learning Mentors were to leave at the end of the Summer term
- One Teacher to commence maternity leave in November 2019
- One Teacher was to leave at Christmas 2019

HB noted that 3 of the above staff were male members of staff and therefore significantly reducing the number of male role models in place unless there were any successful male applicants.

It was further noted that the recruitment process had not yet commenced but it was hoped that suitable expertise could be found initially through supply until a more permanent arrangement could be made.

A Governor asked why they were leaving.

HB explained that:

One mentor was leaving to do teacher training

One teacher was retiring

One mentor was commencing a teaching post

Post 16

HB referred to the need for post 16 provision informing Governors that there were three pupils whose parents had a strong case for them to repeat Year 11.

Personal Learning Centre (PLC)

AW presented her termly report to the LGB providing an in-depth report of the following areas:

- Pupil Premium projected spending 2018/19
- Capacity and Pupil Movement
 - Termly intake – Total Pupil Numbers
- Safeguarding
- SEND
- Health and Safety
- Pupil Outcomes
 - Academic
 - Attendance
- Pupil Behaviour
- Pupil Exclusions
- Quality of Teaching
- Personnel Issues
- Staff Training
- Teaching and Learning
- Curriculum
- Stakeholder Satisfaction

AW highlighted aspects of the report as follows, and Governors questions were invited:

Pupil Outcomes

Governors were referred to the KPI Data dashboard, Spring 2019 as circulated with the agenda papers. It was noted that the data was improving for both Maths and English and also Attendance. The new measures in place were proving effective and working well.

Personnel

The PLC were currently holding a vacancy for a teacher. It was noted that further discussions with PH and DS would be made with consideration being given to savings and efficiencies prior to the recruitment process being commenced.

PH explained the background to the PLC noting this provision used to be the Young Mums Unit and commended the work involved to maintain the standard as was evident from the Ofsted report. AW and her team had undertaken a brilliant job providing the support required on a very stretched budget. It was noted that there had been some significant achievements made and the quality of provision offered was of a very high standard. It was noted that some pupils had commenced on a part time basis but were now full time.

Staff celebration event

PH informed Governors that a staff celebration event was to be arranged for later in July 2019 to celebrate the outcomes of all five Ofsted judgements across the Trust and to promote the provision. PH noted that it was also an opportunity to gain National profile but noted that the Trust could not sustain any further financial reductions.

HB commended the staff team noting that they all worked above and beyond their remit including transporting pupils to and from the setting to ensure that they are in school.

DL suggested that BIT consider organising a bespoke conference to promote their excellent provision.

8.1 Self-Evaluation (SEF) and School Improvement/Development Plan (SDP) Update

Governors had previously received copies of the SEF and SDP for their information. PH noted that the SEF/SDP for the 2019/20 academic year were currently in progress for all settings and would be circulated once complete and in time for the autumn term meetings.

Ofsted Report

Governors were assured that the recent Ofsted report had been publicised on the school website.

Agreed: That the progress on the SEF/SDP for both settings be noted and the updated reports for 2019/20 be received in the Autumn term.

8.2 Visit by School Improvement Professional (SIP)

Governors were informed that arrangements had been made for the external link professional to undertake a visit on 14 June 2019. The outcome report from this visit would be circulated for the autumn term meeting.

8.3 Looked After Children

It was reported that there were no 'Looked after Children' on roll at Park School. However, there was one privately fostered child. There were two children 'Looked After' on roll at the PLC as highlighted within the circulated report. It was noted that the necessary support strategies, PEP meetings and all related administration had been completed as appropriate.

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

8.4 Termly Report on Attendance and Children Missing Education

Reports in respect of attendance and Children Missing Education had been provided within the Academy Leads circulated reports. It was confirmed that there were no Children missing in education for either Park school or the PLC.

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

8.5 Pupil Premium Report (PPG) 2018/19 allocation

Reports in relation to the Pupil Premium funding received for the 2018/19 and the allocation for 2019/20 had been provided as part of the Academy Leads circulated reports.

It was also confirmed that these reports were also publicised on the Academy Website.

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

8.6 Invacuation/Evacuation Procedure

PLC

AW confirmed that an invacuation drill had been held but that the officer undertaking the Health and Safety Audit had confirmed that this was not necessary to be completed on a termly basis. However, due to the movement of pupils in and out, she would continue to undertake this on a termly basis together with the evacuation drill.

A full 'lock down was required to be undertaken with a report back to Governors at the next meeting thereafter.

Park School

HB confirmed that an evacuation and Invacuation drill had been completed on 3 April 2019. The timings of which were detailed within her circulated report.

Agreed: That the report in respect of the Invacuation/Evacuation procedures for both settings be received.

Agreed: that the termly report from both Academy Lead be received with thanks.

The Chair /Governors thanked Mrs Banks and Mrs Woosey, on behalf of the LGB for their comprehensive reports and asked that thanks also be conveyed to their teams for their hard work, dedication and commitment in the work they undertake.

9. POLICY REVIEWS/APPROVALS

There were no other Policies to be reviewed and approved by the LGB at this time other than the Admissions Policy which was a separate item later on the agenda.

10. GOVERNOR SKILLS AUDIT

The Chair and DS confirmed that there were no further details to be discussed in respect of the Governor Skills Audit than had been discussed and recorded under item 3.1 earlier in the meeting. Governors agreed.

11. PUBLISHED GOVERNANCE INFORMATION

The Clerk reported that all maintained school governing boards had a legal duty to provide governance information on a national database called GIAS service Information About Schools) which was previously 'Edubase'.

Governing Boards also had to ensure that up to date information related to governance structures, names, terms of office, positions held, and business interests were available on their own websites as a statutory requirement.

General data such as names, terms of office and positions held are collected on the GIAS service and made publicly available, however, personal data on individuals would not be published on the website. Data that was not publicly available would be encrypted within the system and access would be restricted to a small number of users in the DfE. The email address of the Chair of the Board would be made available to regional school's commissioner offices on request where they need direct contact with the Chair.

Governors were referred to the report included with the agenda on the necessity to correctly record the appoint or election process with Ex-officio appointments not requiring a term of office end date. The Chair of the Board should also be clearly identified and would appear at the top of the governance information page.

Academy Websites

Academy websites must include the structure and remit of the members, board of trustees, its committee and local governing boards, and the full names of the Chair of each. (where applicable). The website must also include the details of individual Members, Trustees and Local Governors that have served at any point over the past 12 months.

Trusts have discretion over publishing on their websites, information relating to material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

A full checklist on statutory information and policies that should be made available publicly on academy websites can be gained from your Clerk to the Board on request.

DS noted that he would ensure that a review of the GIAS website would be undertaken at the earliest opportunity to ensure that the Academy were up to date and compliant.

Agreed:

- i) That the Board note the report and their statutory responsibility to ensure governance information is published on the academy website and the GIAS Service.
- ii) That responsibility be delegated to David Smith, to update the GIAS Service using the schools secure login and ensure that the school website is up to date with the relevant details.

12. WEBSITE COMPLIANCE

Amanda Greenwood had completed a review of the academy website and had previously shared the outcome with DS. DS confirmed that Ofsted inspectors had also recently reviewed the website and had not highlighted any concerns. It was therefore felt to be fully compliant.

Agreed: That AG continue to undertake termly checks of the website to ensure that compliance was maintained and provide a report back to the LGB at the next meeting thereafter.

13. ADMISSIONS POLICY 2020/21

Governors had received copies of the Admissions policy 2020/21 for both Park School and the PLC for their review and approval.

DL queried if the policy should be amended to reflect the pupil numbers allocation to base funding.

PH noted that this matter had also been raised at the Forwards Centre LGB meeting. It was confirmed that future policies would require to include this detail dependant on the outcome of future discussions with the LA.

Agreed: That Governors approve the Admissions Policies 2020/21 for both settings and that further review/ amendment to include pupil numbers would be made in the future if/as required.

14. ELECTION OF CHAIR AND VICE CHAIR

Governors had received a nomination form for the election of the Chair and Vice Chair at the Autumn Term 2019 meeting.

The Clerk reported that earlier in the meeting the LGB had agreed procedures for nominating to the position of Chair and Vice-Chair. Nominations would be invited at the Autumn term meeting, every two years. Governors could be nominated/put themselves forward at the meeting. If more than one Governor was proposed a ballot would be undertaken at that time.

Agreed: That nominations for the appointment of Chair and Vice Chair of the LGB be invited at the Autumn Term meetings, every two years.

15. GOVERNANCE SERVICES UPDATE

15.1 Leading Governance Development Programme

The Clerk reported as an accredited provider, the Bolton Governance Services Team would once again be delivering the NGA Leading Governance Development for Chairs Programme in the 2019/20 academic year funded by the DfE. Further details of the programme for new or aspiring Chairs and Vice Chairs had been provided on the accompanying summary report and expressions of interest could be registered via an email to marie.foley@bolton.gov.uk before 31st July 2019.

15.2 Governance Health Checks

Further to the existing training and development opportunities and external review of governance programme, the Governance Services Team had developed a suite of lighter touch audit tools to provide a 'Health-Check' or assessment on governance skills, experience and practices. The tools are aimed at assisting governing boards in their own development and provide a guided assessment conducted by a Governance Professional by way of a written report for the board to action as part of their own self-evaluation and quality assurance processes. Details of Health-Checks that are currently available for purchase on a commissioned basis had been included in the accompanying summary report.

15.3 External Review of Governance

An external review of governance reviewed how well a governing or trust board was operating within its strategic core functions. An external reviewer would work with the chair, head teacher/principal and a selection of governors or trustees to improve the performance of the board. This support and development was seen as good practice to engage external validation on a regular basis to ensure improvement and stability. The review would help the board identify strengths and weaknesses together with priorities for improvement and development and provide support on what steps to take.

Further details had been provided on the accompanying report and could also be gained by contacting the Governance Development Officer at annette.harris@bolton.gov.uk

15.4 Bolton Governance Gateway

The Bolton Governance Gateway continued to provide a secure and modern way for governors and trustees to access their meeting documentation online using an internet enabled device such as a laptop, tablet or mobile phone. Invitations to meetings and updates were also supported through the system as well as access to other relevant documentation such as delegation structures, terms of reference and training materials.

The service, which was administered and maintained through the Clerking and Support traded service, was at no additional cost to current SLA customers.

Governors confirmed that they had conducted their meeting via the Gateway for some time now and had found this very effective.

16. ANY OTHER BUSINESS

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

17. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk reported that following discussion with PH and RL the following dates for the 2019/20 meetings were being proposed for Governors approval. It was noted that all meetings would be held at the Roscow Fold Site.

Agreed: That the meeting dates for the remainder of the 2019/20 academic year be as follows:

Autumn Term: Tuesday 8 October 2019 at 4.00pm

Spring Term: Tuesday 4 February 2020 at 4.00pm

Summer Term: Tuesday 9 June 2020 at 4.00pm

18. CONSENT TO ABSENCE

Agreed: That Governors consent to the absence of all absentees.

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.

The Chair thanked Governors for their attendance and continued commitment.

The Chair also asked for Governors thanks to be conveyed to the staff team for all their hard work and dedication.

The meeting closed at 6.00pm

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

Date: _____