

**LOCAL GOVERNING BOARD OF THE FORWARDS CENTRE AND YOUTH CHALLENGE
PRIMARY**

MEETING HELD AT THE ROSCOW FOLD CENTRE 16TH NOVEMBER 2016 AT 4.00 PM

Present: Mr C Fielding, Ms L Buchanan, Ms R Leonard, Mrs S Curley, Ms L Williams,
Ms G Morris, Ms M Slamin.

In attendance: Mr P Hodgkinson, Executive Head Teacher, Mrs C Birchby, Vice Executive
Principal, Mr D Smith, Finance Director and Clerk to the Board, Mrs JE Pollard.

Mr Hodgkinson in the Chair

It was confirmed that the meeting was quorate and introductions were made around the table. The establishment of Local Boards within the structure had been examined, so far, recruitment to positions had been good. There had been a lot of interest at Local Board level until six resignations had been received prior to meetings commencing, the resignations had all been from LA staff.

It had been difficult to recruit to the parent vacancies due to the short stay nature of the school and possibly parents negative experiences of education. Governors were asked to consider nominating potential local governors and if there were no nominations for the elected parent vacancies we may consider appointing parents to the vacancies.

1. WELCOME AND APOLOGY FOR ABSENCE

An apology for absence had been received from Mrs Jordan.

2. APPOINTMENT OF CHAIR

2.1 Procedure for the Election of Chair

The options for the process by which the Chair of the Local Governing Board was elected were discussed.

Resolved: To elect the Chair of the Local Governing Board by self nomination in writing in advance of the meeting.

2.2 Appointment of Chair

A nomination was received for Mrs Curley to Chair the meeting on this occasion only.

Resolved: That Mrs Curley be appointed as Chair of the Local Governing Board for this meeting only.

Action: To invite nominations for LGB Chair for submission before the next meeting and to include election of Chair as an agenda item for the next Local Board meeting.

Mrs Curley took the Chair

Mr Smith arrived at this point.

3. APPOINTMENT OF VICE-CHAIR

To defer the decision on the procedure for election and the election of Vice Chair until the next meeting.

Action: To include the process for election of LGB Vice Chair and the election of Vice Chair as agenda items for the next Local Board meeting.

The Local Board terms of Reference had been displayed on the white board and the quorum for LGB meetings was discussed. The quorum for maintained school Governing Boards was fifty percent of those in office, the quorum usually accepted for academy LGB was three or if greater one third rounded up to the nearest whole number of those in office.

Agreed: To refer a recommendation to the Trust for a change in LGB quorum to three or one third.

4. DECLARATION OF INTERESTS

4.1 Register of Business Interests

In accordance with the academies financial handbook entries in the Academy Trust's Register of Business Interests were to be reviewed annually. All Trust Members, Local Governors and the Principal were asked to complete the LA model pro-forma and return it to the Head Teacher for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions;
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust/Local Governing Body code of conduct.

4.2 Declaration of Pecuniary or Conflict of Interests

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

5. **MEMBERSHIP AND GOVERNANCE ISSUES**

5.1 Constitution of the Local Governing Board

Documents for each school containing KPI's, indicators, evidence, academy link and governor link had been distributed with the agenda. The Trust had assigned an academy lead team member to the areas of responsibility where the LGB would be involved. The following links were agreed:

Safeguarding	-	Gemma Morris
Health and Safety	-	Gemma Morris
Ofsted Categories	-	Sarah Curley/Lynn Williams
Pupil Outcomes	-	Sarah Curley/Lynn Williams
Pupil Behaviour	-	Maggie Slamin
Pupil Attendance	-	Maggie Slamin
Quality of Teaching	-	Sarah Curley/Lynn Williams

Agreed: To appoint LGB links as listed for both schools.

5.2 Local Governing Board Terms of Reference

The terms of reference had been distributed. As previously agreed the proposed change to quorum for a LGB meeting would be put to the Trust.

Agreed: To include the amended LGB Terms of Reference as an agenda items for the next Local Board meeting.

5.3 Code of Governance

Copies of the Code of Governance and the Code of Governance Acceptance form to be signed by Local Governors had been distributed with the agenda.

Agreed: To approve the Code of Governance for adoption.

Governors signed and handed in the acceptance forms to be retained centrally.

5.4 DBS/Annual Safeguarding Declaration Form

A copy of the DBS/Annual Safeguarding Declaration form had been included with the agenda. It was proposed 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. It was confirmed the Single Central Record was maintained on an academy by academy basis.

Agreed:

- i) That all governors complete the form and return this to be stored under confidential cover at the school.
- ii) That the following governors absent from today's meeting complete the form at the earliest opportunity and return this to school:

Mrs Jordan.

6. MINUTES AND MATTERS ARISING

Governors discussed meeting minutes and how the EFA had focussed on these as evidence of challenge and support by Governors and Trust members.

Agreed: To approve as a correct record the minutes of the last meeting of the Local Governing Board held on 12th October 2016.

7. NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'

No items of 'Any Other Business' were notified at this stage.

8. NOMINATED GOVERNOR ROLES

8.1 Chairs' Briefing

The Chair, only elected for this meeting, had not attended the Chairs' Briefing held on Monday 26 September 2016. The Clerk therefore reported that the following matters had been highlighted:

- Autumn term meeting updates
- Feedback from the Governor Support and Clerking Survey
- National Database of Governors and Trustees
- Communication – Governance Surgeries and Twitter
- New Governor Pack and Governor Induction
- Strategic Planning 2016/17
- Succession Planning

8.2 Primary Partnership Report

The nominated Partnership Governor, Ms Leonard, had been unable to attend the Partnership Meeting held on Monday 10 October 2016. The Clerk therefore reported that the following matters had been highlighted:

- Children Looked After - An update on the new Policy provided by *Bob Horrocks, Corporate Parenting Officer and Virtual Schools Manager*)
- Safeguarding – Recent changes to safeguarding guidance and model e-safety policies provided by *Jacqui Parkinson, Safeguarding in Education Officer*.

8.3 Bolton Governor Conference: The Changing Landscape – Getting It Right for Our Children

The Clerk reported that the Governor Services Team had held their annual Governor Conference on Saturday 5 November 2016 from 8.30am until 2pm at the Last Drop Hotel with the theme of '*The Changing Landscape – Getting It Right for Our Children*'.

Due to demand on previous conference place, the conference was held at the Last Drop Hotel, in order to accommodate a greater number of delegates.

Emma Knights, Chief Executive Officer of the National Governors' Association would provide the key note speech and a suite of workshops would be provided based around the conference theme.

8.4 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2016/17 Governance Training Programme was now available on the Governor Exchange. It was noted 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.

A skills audit of local governors was to be undertaken.

Action: Mr Smith to action the skills audit.

9. ACADEMY LEAD REPORT

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.

10. APPRAISAL PROCEDURES

Mrs Birchby had reported to the Standards Committee on Teaching and Learning across the whole Trust. The terms of reference for the Pay and Appraisal Committee of the Trust were to receive reports. The Local Board would receive an overview of objectives and an anonymised report.

Action: To include an agenda item for the next meeting related to Pay and Appraisal linked to terms of reference and the Pay Policy.

10.2 Head Teacher's Appraisal Review

It was reported that the Head Teacher Appraisal review would be deferred until March 2017.

11. **NATIONAL DATABASE OF GOVERNORS/TRUSTEES** (enclosed)

The Clerk advised that further to the report submitted with the agenda papers, from 1 September 2016 academy and multi-academy trusts (MATs) must provide information about their governance membership on a Government web based system called 'Edubase'. It was proposed that this would enable the Department for Education to quickly and accurately identify individuals who held a role in governance and also assist in identifying individuals that governor more than one context.

The Academies Financial Handbook had been amended to require academy trusts to provide information about their members and trustees as well as, in the case of MATs, those sitting on any local governing bodies that may be in place.

Generally, academy trusts were required under their funding agreements to provide to the Secretary of State information that was requested about the academy trust or the academy, to which the Secretary of State regards as necessary to fulfil his/her role and responsibilities.

The Clerk advised that general data such as names, terms of office etc. would be collected on the Edubase system and would be made publicly available on the website; however, personal data on individuals such as dates of birth would not be published on the website. The governance data that was not publically available would be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities.

The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair.

Trusts will have secure access to the Edubase system and therefore entry of the data needs to be conducted by a dedicated member of staff.

Agreed:

- i) That trustees/local governors note the statutory requirement.
- ii) That the Principal be delegated authority to ensure that the governance information be uploaded onto the 'Edubase' website at the earliest opportunity.

12. SCHOOL TEACHERS PAY AND CONDITIONS 2016

The Clerk reported that the School Teachers Pay and Conditions document had recently been updated by the Department for Education, and, in negotiation with local trades unions, Bolton Council had incorporated the changes within the agreed Model Pay Policy and related staffing policies for use by Bolton schools.

The headline changes to the Pay Policy were;

- A 1% increase to all spinal column points and additional allowances e.g. TLR, SEN payments
- Removal of the T6A spinal column point, which was introduced last year in response to the Department for Education 'differential' pay award.

In addition to the above changes, there have also been a number of amendments throughout the policy to reflect indexing and numbering updates within the STPCD 2016, as well as updated hyperlinks to relevant linked documents and policies.

The model Appraisal, Performance Management Policy and model Managing Teachers' Capability Policy have also been updated to ensure that they reflect the most up to date documents and model policies.

Agreed:

- i) That the Board approve the amendments to the model revised Pay, Appraisal and Performance Management and Managing Teachers' Capability Policies in principle, however, this was a decision of the Trust.
- ii) That the Board recommend to the Trust approval for the 1% increase to all spinal column points and additional allowances

13. GOVERNOR SERVICES COMMUNICATION

13.1 Governor Services Twitter Account

The Clerk reported that from September 2016 the Governor Services team had introduced a new form of electronic communication via a Twitter social media account.

It was proposed that news; both national and local, information on events and general governance updates would be made available via Twitter. If governors and trustees choose to use this this micro blogging service they would be able to access relevant real time information.

There would be a live twitter feed displayed on the home-page of the Governor Exchange website and users of Twitter could search for the Governor Services Twitter handle at @boltongovserv.

13.2 Governance Surgeries

As part of the development of services for governance in Bolton, the Clerk reported that the Governor Services Team has identified an additional means of support in order to advise and support governors, trustees and school leaders. The aim was to introduce a number of 'Governance Surgeries' drop in sessions, available for individuals or groups of governors and trustees to attend in order to receive advice and guidance on either general issues or very specific issues pertaining to their own board or school.

Depending on the area of expertise requested, the service would allocate an appropriate Governor Services Team Lead or Manager for the session.

The surgeries would be held on the last Friday of every calendar month at Bolton Science and Technology College, Minerva Road, Farnworth, BL4 0HA, during term time and office hours, however, an out of hours session could be held by special arrangement. The service would be free of charge to those schools that purchase the Clerking and Support Service Level Agreement.

The Surgeries aimed to offer a further dimension for Governors Services to develop a support network for governors and trustees within the Bolton Family and general topics would inform other sessions run by the service, for example, Chairs Briefing, Primary Partnership, Cluster Groups or Governor training sessions. Confidentiality of discussion would be maintained as per usual practices.

14. SCHOOL TERM AND HOLIDAY DATES 2017/18

The Clerk advised that there had been changes to the standard Local Authority School Term and Holiday Pattern from the 2017/ academic year.

It was confirmed that the Trust would adopt the BLAH model.

Action: To include school term and holiday dates as an agenda item for the next meeting.

15. DATES OF NEXT MEETINGS

15.1 Local Governing Board Meeting

Agreed: That the Governing Board meetings for the remainder of the academic year 2016/17 be held as follows:

Spring Term: Thursday 9th February 2017 at 4.00 pm
Summer Term: Thursday 11th May 2017 at 4.00 pm

Both meetings were to be held at Smithills Youth Challenge site.

16. **CONSENT TO ABSENCE**

Agreed: To consent to the absence from this meeting of Mrs Jordan

17. **ANY OTHER BUSINESS**

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

18. **CONFIDENTIALITY**

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

The matters covered in Minute Number 9 above.

The meeting closed at 6.00 pm

Signed as a correct record: _____
(Chairman/Vice-Chairman of Governors)

Date: _____