

BOLTON IMPACT TRUST

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

HELD ON THURSDAY 12 OCTOBER 2017 AT 4.00PM AT SMITHILLS YOUTH CHALLENGE SITE

Present: Katie Anderson, Joanne Blackburn, Louise Buchanan, Sarah Curley, Chris Fielding.

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

SARAH CURLEY IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present. Apologies for absence had been received from Donna Jordan and Lynn Williams.

2. APPOINTMENT OF CHAIR

Further to the minutes of the last meeting it had been minuted that in the absence of any willing members, Sarah Curley would Chair the LGB until the autumn term 2017 meeting at which time this would be reviewed. SC noted that as a Head Teacher of Leverhulme Primary School, she did not feel it appropriate to continue as Chair due to any potential conflicts of interest that may arise and would prefer for another willing member to take up this role.

PH noted that as there were a number of outstanding vacancies it may be best for the appointment of both Chair and Vice Chair to be deferred to the Spring term 2018 meeting when it was hoped that a full complement of Governors would be on board, and hopefully one willing member offering to take up the role.

The Clerk noted that in the terms of reference the Chair and Vice Chair of the LGB would serve for a period of two years.

PH noted that whilst he was happy to Chair this meeting, advice from Governance services had been that it would not be appropriate due to his position within the Academy.

SC agreed to continue as Chair for this meeting only. This was agreed.

Agreed: That the appointment of Chair be deferred to the Spring Term 2018 meeting.

SARAH CURLEY CONTINUED IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

It had been proposed and agreed at the previous item that the appointment of Vice Chair be deferred to the Spring Term 2018 meeting when it was hoped that the current vacancies would have been filled and a full complement of Governors on Board, from which a Vice Chair could be appointed.

Agreed: That the appointment of Vice Chair be deferred to the Spring Term 2018 meeting.

4. DECLARATION OF INTEREST

4.1 Register of Business Interests

In accordance with statutory guidance, entries in the School's Register of Business Interests were to be reviewed annually. All Governors and the Head Teacher were asked to complete the LA model pro-forma and return it to the Head Teacher for retention in school. 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 governors were required to complete this information and that failure to do so may be in breach of the Governing Board Code of Conduct.

Action: DS to ensure that the necessary detail is completed and received from the following Governors absent from today's meeting:

- Lynn Williams and Donna Jordan

4.2 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

5. 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.

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:
 - Lynn Williams and Donna Jordan

6. CODE OF GOVERNANCE

The Clerk had provided a copy of the Academies Code of Governance for Governors review and information. It was confirmed that there had been no updates to the detail and therefore was for information purposes only and to act as a reminder to Governors.

PH noted that it had been previously agreed to leave the document as 'Draft' for a year but confirmed that this had now been approved by the Trust and as such the 'Draft' watermark could be removed.

It was noted that the Governor Services Team would issue the Code of Governance and an Acceptance Form to new governors as part of the welcome to governance pack.

Agreed: That Governors receive and note the detail within the Code of Governance which had been circulated with the agenda.

Action: The Clerk to remove the 'Draft' watermark from the code of Governance.

7. MEMBERSHIP

7.1 Governor vacancies

The Clerk informed the LGB that following recent resignations, and the transfer of both staff Governors, Maggie Slammin and Gemma Morris to work within the Secondary provision, the following vacancies remained:

- One Parent Governor
- Two staff Governors
- One Co-opted Governor

PH noted that to date he had not been successful in pursuing a co-opted Governor; many potential candidates were already at capacity within their own work role and would find it difficult to fully commit to the requirements of the role. PH confirmed that he would continue to seek a suitable candidate to propose to the LGB.

The Clerk suggested approaching SGOSS (School Governance One Stop Shop) if there had been difficulties in seeking anyone suitable/available to commit fully to the role. PH noted that he had explored this area previously but could try again.

PH noted that it was hoped a successful appointment could be made ahead of the next meeting in order for them to be considered for the position of Chair of the Primary LGB.

The Clerk requested that arrangements be made for both a Parent Governor and staff Governor election be undertaken at the earliest opportunity in order for them to be in place as soon as possible and by the Spring term 2018 meeting. Once elected, the contact details to be forwarded to the Clerk to enable her to update the database and send them a welcome to Governance pack out.

Action:

- i) PH to make the necessary arrangements to seek a suitable candidate to propose to the LGB for their consideration to appoint as a Co-opted Governor.
- ii) PH to make the necessary arrangements to hold a Parent Governor Election as a matter of urgency, and inform the Clerk of the new Governor appointed.
- iii) PH to make the necessary arrangements to hold a staff Governor election as a matter of urgency, and inform the Clerk of the new Governor appointed.

8. GOVERNANCE

8.1 Review of the LGB's Terms of reference

A copy of the terms of reference had been circulated with the agenda papers for Governor review and information.

PH noted that the constitution of the LGB had recently been amended to show the numbers of each category of Governor and to show that there were two academy leads. The detail of which had been approved at the last Trust meeting.

It was noted that the 'DRAFT' watermark could now be removed.

Action: The Clerk to remove the 'DRAFT' watermark from the document

8.2 Review of the link Governor roles and responsibilities

The Clerk noted further to the minutes of the last meeting, and following recent staff Governors changes to their working location that a number of link Governor vacancies remained.

PH noted that he held a list of all required positions and vacancies and asked that any appointments be deferred to the Spring Term meeting as it didn't seem fair to allocate any additional responsibility to the existing members.

Agreed: That a review of the link Governor roles and responsibilities be made at the Spring Term 2018 meeting.

Action: Clerk - Agenda item for the Spring Term 2018 meeting

9. **MINUTES OF THE LAST MEETING AND MATTERS ARISING**

Governors had received a copy of the minutes of the last Local Governing Board (LGB) meeting held on 11 May 2017.

Governors reviewed and approved the minutes.

Agreed: That the minutes of the meeting held on 11 May 2017 be received and approved as a correct record.

Matters Arising from the Minutes

9.1 Academy Website, minute number 6.2

Further to minute number 6.2 of the last meeting, LW had requested that the deadline for website compliance was 29 September 2017. Following which she would undertake a further review and report back as appropriate at this meeting. However LW was not present at this meeting in order to make her report.

The Clerk noted that PH had also agreed to complete a 'snag list' for the outstanding items required to be addressed for the website and DS/PH would then ensure that the website was fully compliant by 29 September 2017. This had been completed.

Governor Photographs/Pen Portraits

DS confirmed that the new website had been completed in the summer. The Primary and Secondary settings still required to be separated on the website but confirmed that he felt that the website was otherwise fully compliant.

DS noted that he was still waiting for a number of Governor photographs/pen portraits to be uploaded to the website. It was further noted that Governors had agreed to forward these to DS at the earliest opportunity following the last meeting..

DS agreed to take a photographs of any members present at the end of this meeting and take details of any supporting information to be included.

Action:

- i) SC to contact LW to confirm that the Academy website had been further reviewed and that it was fully compliant, with a report back to the LGB at the spring term 2018 meeting.
- ii) That the following Governors provide DS with a pen portrait and suitable photograph for the Academy website at the earliest opportunity:
 - Donna Jordan, Katie Anderson, Joanne Blackburn and Sarah Curley

9.2 C-POMS, minute number 6.3

Further to minute number 6.3, Rebecca Leonard (RL) had agreed to make the necessary arrangements to further investigate the implementation of CPOMS for the Primary Academy.

PH confirmed that the Academy now had this in place and that it was working very effectively. CF noted that he had met with the Safeguarding Lead at Lever Park to review and match their procedures.

9.3 Future School Improvement Professional (SIP) arrangements, minute 6.4

Further to minute number 6.4, the Chair noted that PH and DS had agreed to further review and investigate suitable arrangements for SIP reporting provision and ensure that best value for money was maintained.

PH confirmed that it had now been agreed that the LA would provide this service provision for all LGB's. PH referred to the concerns expressed by the Academy Lead for the Forward Centre in respect of the critical content detailed within the first SIP report received following the visit undertaken by Mr N Pounds. It was noted that the Trust Standards Committee had also discussed this matter and expressed concerns regarding the critical nature of the content reported. However, after the second visit, it was now felt that the SIP had a better understanding of the nature of the setting as subsequent reports had been completed closer to reality.

PH confirmed that Mr Nick Pounds would continue as the LA SIP representative for the Primary LGB and advised that Mrs Hilary D'Arcy was the SIP representative for the Secondary provision.

9.4 Safeguarding Policy (updated), minute number 6.7

Further to minute number 6.7, the Chair noted that RL had agreed to update the Safeguarding Policy and forward to all Governors for their information and approval at this meeting.

PH confirmed that this had been updated but since then, the policy had recently been further updated by the LA and only very recently uploaded to the Extranet for schools to review.

PH confirmed that a review of the newly revised policy would be undertaken and brought to the Spring Term 2018 LGB meeting for Governors approval.

SC expressed concerns of the timings of the meetings and the need to ensure that the policies in place had been reviewed in time to be approved. SC suggested that future autumn term meetings be after half term to take account of these updates as many LA Policies were only released for schools to review in October.

The Clerk asked if this policy was to be approved by the Trust or by each of the LGB's.

PH stated that he thought this was a Trust wide Policy. It was noted that there were around 55 Trust wide policies and 10 LGB Policies. A Policy review schedule had been compiled to ensure that all Policies were reviewed and approved appropriately by the Trust. Other local policies that were more relevant to each individual setting would be approved by each LGB as required.

Governors discussed the current Safeguarding Policy in place noting that this had been approved by The Trust so at least the LGB were covered until the Academy Leads had reviewed the updated version and it had been approved by the Trust.

Action: PH/Academy Lead's to review the updated Safeguarding Policy for approval at Trust level, with a report back to the LGB as appropriate.

9.5 Business Continuity Plan, minute number 8.1

Further to the last meeting it had been agreed that RL/DS would undertake an investigation to determine whether it was the responsibility of the Trust or individual LGB to compile a suitable Business Continuity Plan. DS confirmed that the Business Continuity Plan had been approved at Trust level.

9.6 Health and Safety Report, minute number 8.4.1

Further to minute number 8.4.1 in respect of seeking a defibrillator to be kept on site, DS reported that due to the cost he was seeking other ways including the use of external funding. This matter would continue to be pursued.

Action: DS to continue to pursue affordable means of obtaining a Defibrillator.

Further to minute number 9 of the last meeting, in respect of the Health and Safety report for the Forwards Centre, CF and LB confirmed that HEP B injections were still only being offered as required, following specific incidents.

Governors discussed if it was better to offer the Hep B injection to all staff, across the Board, in advance of an incident occurring given the nature of each setting; it was realised that these came at a cost. DS noted that the cost was not a problem in relation to staff safety.

Governors were informed that DS was to attend an Academy Management team meeting on Friday 13 October 2017 and would raise the matter with them and seek their views.

Governors felt that an expression ought to be put to staff, noting that due to the nature of each setting the injection was advisable, but that it was not compulsory to receive the injection and that each member of staff's decision would be respected. DS noted that if approved, the arrangements for administering the injection would be made through Public Health.

JB noted that she felt under the circumstances prevention was better than cure and that it was wise to have the injection in advance of any incident. PH noted that there was currently a focus on the health and wellbeing of all staff and agreed that it was a good idea to pre-empt the situation and offer the Hep B injection too staff in advance.

9.7 Parent Questionnaires, minute number 9.8.1

Further to minute number 9.8.1. SC noted that JB had agreed to undertake an analysis of the responses received together with support from CF and LB from the recent circulation of parent questionnaires.

CF reported that an analysis had not been undertaken due to the low response received. It was noted that it was intended to undertake this process again and hoped for a better response. CF further noted that once this had been completed he would contact JB to assist with the collation and responses made to parents. LB noted that it may be more effective if JB, Parent Governor liaised with Parents in respect of the responses received to enable a more open and transparent answer from Parents.

LB/CF confirmed that a report in respect of the outcome would be made at the Spring Term 2018 meeting.

DS noted that it would be useful to have a Parent view on the website. JB agreed to assist DS in this area.

Action:

- i) CF/LB to undertake a repeat process of circulating questionnaires to parents/carers
- ii) JB to assist with the collation of the responses and contact any families in relation to their responses.
- iii) DS to liaise with JB to include a 'Parents View' of the provision on the Academies website following discussion with JB.

9.8 Protocol/Offer, minute 9.8

Further to minute 9.8 of the last meeting, PH reported that he had met with the Academy Leads to discuss the protocol/offer for the Primary LGB and that a review of the 'offer' across the whole Trust was being undertaken.

Governors were informed that a review of the 'core purpose' of the Primary Youth Challenge was also required to determine what was required to enable success. PH had met with staff and shared provision maps and the Pathway offer asking them what they felt was required in order to 'make a difference' as the link between school and social exclusion.

PH referred to a report that had highlighted the need for alternative provisions to firmly establish what success looked like in real terms. Therefore work was currently being undertaken to establish:

- the core function
- the offer
- the strategies required to enable success

SC Referred to link Governor roles, linking into KPI's and the need for clarity of 'the offer' as soon as possible, to enable Governors to undertake their monitoring role effectively, to cross reference and offer suitable challenge as a 'critical friend' and provide reports to the LGB. This could not be undertaken without knowing or being clear what the 'offer' was.

A Governor discussed the 'purpose' of the Primary Provision noting that it wasn't just about academic success it was also about providing stability in a nurturing environment and instilling a sense of belonging and confidence in the children to ensure that they felt secure. In many cases pupils felt very isolated and alone and it

was about putting the strategies and support in place to make what seemed to be ‘a black and white child, more colourful’.

Action: PH to circulate copies of the Pathway Offer and Provision Maps to all Governors at the earliest opportunity and confirm what the ‘offer’ was to enable more effective Governor monitoring.

10. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of ‘Any Other Business’ reported.

11. NOMINATED GOVERNOR REPORTS

11.1 Chairs Briefing

In the absence of an elected Chair at the time of the briefing, the Clerk reported that she had attended the autumn term Chairs’ Briefing meeting held on Monday 25 September 2017 where the following issues had been highlighted:

- Autumn Term Meeting Updates as presented within the current agenda
- School Governance Constitution Guidance - 2017
The changes related to maintained schools and not Academy settings where Governing Boards were being given the power to remove elected Parent/Staff Governors
- Exclusion from maintained schools, academies and PRU Guidance - 2017
- Supporting Your Team - DfE Competency Framework for effective Governance

11.2 Bolton Governor Conference: Positive Futures for Children and Young People

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

Due to demand on previous conference place, the conference would be held at this venue in order to accommodate a greater number of delegates.

Simon Ward, a Senior Educational Psychologist from The Wirral would provide the key note speech and a suite of workshops would be provided based around the conference theme.

The Clerk advised that Governors were able to book their place on the conference via the Governor Exchange website.

KA expressed an interest in attending and agreed to make the necessary arrangements to book on.

Action:KA to book onto the conference at the earliest opportunity.

11.3 Primary Partnership Governor's Report

The Clerk noted that this item had been inadvertently missed off the agenda. KA, the nominated Partnership Governor had been unable to attend the Partnership Meeting held on Monday 9 October 2017. The Clerk therefore reported that the following matters had been highlighted:

- Primary Fair Access Protocols & Permanent Exclusion Provision
Presentation made by Jane Hampson
- Bolton's School Results Data
Presentations made by:
 - Sue Morse, Primary School Improvement Team
 - Anna White, Secondary School Improvement Team
- Changes to Physical Education Funding
Presentation made by Nick Pounds, LA School Improvement Professional

11.4 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was now available on the Governor Exchange. Two copies of the programme were tabled for Governors review, information and retention in school. It was noted that a copy of this had also been emailed to all Governors with the agenda papers.

The Clerk reported 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.

RL, Link Governor was not present at the meeting to report on any training undertaken by members of the Governing Board.

KA asked if this training programme linked into the recent skills audit that had been undertaken. DS explained that the training opportunities available in the programme linked closely to the outcome of the skills audit.

Governors were encouraged to access any courses that were relevant to them in order to increase the skills of the Board. This matter was an item for further discussion later in the meeting.

11.5 Nominated Link Governor Reports

SC confirmed that there were no Governor reports to present at this time. SC referred back to previous discussions in the meeting that related to Governor Visits and the need to establish a 'core purpose' and 'the offer' of provision to enable the link Governors to undertake their monitoring role more effectively.

It was noted that arrangements were required to be made for the following link Governors to visit their link area of the provision in the near future and that reports would therefore be provided at the Spring term 2018 meeting:

- SC and LW to review pupil outcomes and Teaching and Learning (meeting already arranged with CF for 16 October 2017)
- KA To make arrangements to review the SEN provision

It was noted that Gemma Morris had been assigned to Health and Safety before her transfer to the Secondary setting and therefore a replacement link Governor for this very important area, would be required.

Further to the minutes of the last meeting, the Clerk noted that it had been reported that other key monitoring areas including Sickness Monitoring, Attendance and the Grievance Procedure would benefit from an appointed link Governor.

PH noted that this matter would have to be deferred to the Spring Term 2018 meeting when it was hoped that there would be a full complement of Governors on board.

12. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) The Forwards Centre
- ii) Primary Youth Challenge

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:

Forwards Centre

CF presented his termly report to the LGB. The circulated report gave an in depth report of the following areas:

- Capacity and Pupil Movement
 - Termly intake - Total Pupil numbers
- Safeguarding
- Live list
- Health and Safety
- Pupil Outcomes
 - Academic
 - Attendance
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel
- Curriculum
- Stakeholder Feed back
- Looked After Children
- Children Missing Education
- Report on Impact on Performance Management

Governors were guided through the report with questions invited.

Aspects of the report were highlighted and further information given as follows:

Safeguarding

SC referred to the detail provided in respect of the DfE 'Deep Dive' exercise and asked CF what this involved. CF explained that he had taken part in a DfE exercise in respect of the 'Prevent Strategy'. He had attended a focus group where discussions were undertaken how the Prevent Strategy was relevant to alternative provisions. CF explained that the discussion was very varied with members from a wide range of alternative provision settings took part each with a different view and experience to

share of their own provision. It was noted that the demographics of some areas made their communities feel very displaced.

CF noted that the information shared had been very useful in raising awareness of how issues that related to radicalisation related to the pupils attending the BIT Primary settings.

Pupil Outcomes

SC referred to the information provided in respect of pupil outcomes. It was felt useful to include the detail explaining that 'it was not possible to accurately compare the progress of pupils in this school setting with pupils in other schools nationally'. It was felt that this was a good way to show that this type of setting was unique.

Stakeholder Feedback

CF explained that every two weeks staff members held a parent/carers group giving parents/carers the opportunity to come together to share their own specific situations/issues. It was a very supportive group intended to help parents/carers feel less isolated and gave them an opportunity to share their 'stories'/situations. There had been some very positive comments made from some attendees giving overwhelming praise to the group and the support that was offered.

A Governor referred to a statement made earlier in respect of children being 'Black and white pupils who become colourful' when they feel safe, secure and included in certain settings. It was noted that this statement also related to parents and carers who could often feel very isolated. CF agreed noting that it was felt that genuine support was given from all parties in this forum.

Performance Management

CF confirmed that the process of performance management of all staff including support staff had been completed. It was noted that the impact of performance management had been strong over the past academic year and had been linked into the centre priorities which translated into improved teaching, learning and strong academic progress as the year developed.

Governors thanked CF for his extensive and very informative report.

Youth Challenge Report

LB presented her termly report to the LGB giving an in depth report of the following areas:

- Capacity and Pupil Movement
 - Summer term 2017 Termly intake - Total pupil numbers
- Pupil Destinations
- Safeguarding
 - Primary Safeguarding List
- Health and Safety including First Aid training and Evacuation/Invacuation drills
- Pupil Outcomes
 - Academic
 - Attendance
 - Whole cohort ECM Improvement Sept 2016/17 (28 Pupils)
- Pupil Behaviour
 - Behaviour RAG Data
 - strategy use 2016/17
 - exclusion data 2016/17 (8 pupils)
- Quality of Teaching
- SIP Reports
- Personnel Issues
- Curriculum
- Stakeholder satisfaction data
- Parent questionnaire analysis April 2017 – July 2017 (10 pupils)
- Pupil Survey Analysis April 2017 – July 2017
 - Schools Data April 2016 – July 2017
- Looked After Children
- Children Missing Education
- Report on Impact on Performance Management

Governors were guided through the report with additional information and discussion being made in respect of the following areas; questions were also invited:

Capacity and Movement

PH asked LB if the 'carousel' of varying pupil numbers was difficult to manage or if a more static approach was preferred.

LB explained that she was not always able to take pupils as immediately as was required due to the processing of the relevant paperwork and current process that

was to be adhered to. Sometimes pupils stayed a lot longer than was expected resulting in a shortage of places.

PH noted that he was to attend a meeting with the LA in respect of the SLA provision for the whole of the BIT and the pupils entry/exit arrangements was an item of discussion on their agenda as this seemed a Trust wide issue.

CF discussed the current arrangements noting that ideally, he would like to see a child placed at the PRU for 2 terms and if longer was deemed to be required that they be referred back to a panel for an extension to be requested. This way the LA may realise the extent of their needs.

Governors discussed capacity and pupil movement at length noting the issues that were presented under the current entry/exit arrangements. LB referred to pupils that were diagnosed with SEN following their review. It was noted that due to paperwork delays and the current processes in place, these pupils ended up staying with the Primary Youth Challenge and subsequently moving on to the Forwards Centre, when they clearly ought to be attending a special school; this ultimately affected the 'live list' as highlighted within her report.

SC explained to Governors that the process for a child receiving 'a statement' for SEN' took around 20 weeks; evidence to support the application of a statement had to be collated during the 2 terms prior to that. It was noted that during this time the pupils still require additional support.

SC concluded that discussion by suggesting that this be an item for wider discussion and maybe best directed to a working party. PH suggested that he arrange a meeting with the Chair/representative of each of the LGB's to further discuss following his Capacity/movement meeting with the LA on Monday 16 October 2017. This was agreed.

Action: PH to convene a meeting with the Chairs/representative of each LGB (after his meeting on 16.10.17 with the LA) to further discuss the issue of capacity and movement with a report back to the LGB at the spring Tem 2018 meeting.

Performance Management

It was confirmed that the performance management process had been undertaken for all teaching staff and primary leads, in line with statutory time scales.

12.1 Review and Approval of the Academies Self-Evaluation (SEF) and Improvement/Development Plan (SDP)

The Chair confirmed that the progress of the SEF/SDP for both the Primary Youth Challenge and the Forwards Centre was detailed within each of the Academy Leads Reports.

Agreed: That the progress on the Primary Youth Challenge SEF and The Forwards Centre be received and noted.

12.2 Termly Evacuation/Invacuation Procedure

The termly evacuation/Invacuation procedure for the summer term 2017 for both settings had been included within each individual Academy lead's circulated reports

Governors were assured that a successful evacuation/Invacuation drill would be carried out during the Autumn term 2017, with a report back to Governors at the Spring Term 2018 meeting.

12.3 Visit by School Improvement Professional (SIP)

12.3.1 Forwards Centre

A copy of the report following the SIP visit held on 15 June 2017 had been circulated with the agenda papers for Governors review and information.

SC commented that she liked the style of the report noting the recommendations and improvements to be made. CF agreed that he was happy with the style and detail of the report provided.

12.3.2 Youth Challenge

A copy of the SIP reports following the summer term visit on 14 June 2017 and more recently on 22 September 2017 had been circulated to all Governors.

LB commented that she also liked the style of the report and was happy with the details and content recorded.

12.4 Termly report on Children Looked After

Forwards Centre

CF confirmed that a report in respect of the six 'children looked after' during the summer 2017 term had been given as part of his circulated reported. It was confirmed that each child were appropriately monitored using PEP and statutory meetings.

CF reported that there were now currently three children looked after on roll and that the necessary support packages were in place with the relevant feedback being given at the academies weekly pastoral meeting.

Primary Youth Challenge

LB confirmed that there were no 'children looked after' on roll at the Forwards Centre, but if any were accepted in the future, the necessary protocols and practices would be adhered to.

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

12.5 Termly Report on Attendance and Children Missing Education

Details in respect of attendance had been given as part of each Academy Leads report.

It was reported that there had been no cases of children missing education in either the Forwards Centre or the Primary Youth Challenge Academy.

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

12.6 Pupil Premium Report 2016/17 and the Allocation for 2017/18

Forwards Centre

A copy of the PPG report had been circulated for Governors review and information.

12.7 Sports Grant 2016/17 and allocation for 2017/18

Forward Centre

A copy of the Sports Grant report had been circulated for Governors review and information. It was noted that the funding had recently increased by almost double in this area.

13. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated with the agenda papers for Governors review and information. DS noted that the purpose of the report was to give Governors details of the indicative financial outturn position for the 2016/17 academic/financial year and the budget position for 2017/18.

The report outlined the following:

- Anticipated financial outturn for the trust
- An analysis of the position of each individual Academy
- A report highlighting the approved budget from September 2017 to August 2018

DS referred Governors to page 2, table 1 – Anticipated financial outturn 2016/17. Governors were informed that there was a financial deficit of £444,000. It was noted that this had been the subject of many conversations with the LA who were the predominant funder for the Trust.

DS noted that whilst the some of the academies within the Trust were in a negative situation, others were not and therefore each academy would support each other financially until the situation was resolved.

DS referred Governors to page 3, table 2, highlighting the projected financial position for each individual academy as of period 8 within the 2016/17 academic year. It was noted that:

- Youth Challenge were £148,000 in deficit
- Forwards Centre were £50,000 in deficit

DS referred to the Forwards Centre noting that the LA had 'block booked' 57 pupils places for the full year regardless of the actual numbers and therefore additional income was to be received. It was therefore felt that next year the financial situation would be better for Youth Challenge and it was hoped that a surplus would be seen within the Forwards Centre. This in turn would be used to support other areas of the Trust as required.

A Governor referred to the Young Mums Unit noting the £134,000 deficit figure.

DS explained that numbers had decreased over the last few years which was obviously better for the pupils, but that this had had a negative impact on budget received for that centre.

Governors were informed that the Young Mums Unit had recently been redesigned and renamed as the 'Personal Learning Centre' (PLC), still supporting young mums and also supporting pupils with behaviour issues whom perform better in smaller settings. Governors were informed that there were only 4/5 students in the Young Mums unit last year and now, due to the re-designation, there are 12.

A Governor asked if the 12 places were funded places?

DS explained that currently the PLC only received funding for 5 places totalling £50k plus top up funding of £12.500, dependant on the number of pupils. Obviously the number of places had now increased so this would be a question for the LA at the Capacity and Movement meeting planned for Monday 16 October 2017.

A Governor asked if the Trust could go out of borough to fill places as a means of additional income. DS explained that it was a possibility but that this was not the preferred option at this stage. It was explained that the LA currently predominantly funded the Academy and the provision was wholly intended for families in the Bolton area. It was felt that at this moment in time, the Trust had a good relationship with Bolton LA and didn't want to antagonise them by going out of borough and run the risk of having to refuse places to members of the Bolton family as a result. The key role of BIT Academy was to serve the pupils, families and schools within Bolton.

DS confirmed that the Trust and Educational funding agency were fully aware of the financial situation and accepted and recognised the necessity to work with the LA to resolve the matters of concern. There was no pressure being put on the Academy from any party to resolve the matter any quicker than had been laid out in the reports presented.

A Governor expressed concerns that the PLC academy were being expected to fund places for 12 pupils but only being in receipt of funding for 5 places. DS confirmed that this was currently the case but that any surplus made from the Forward Centre or other setting would be used to support the PLC.

DS referred Governors to the three year plan on page 5 of the report highlighting the opening reserves, income and expenditure for the next three years from 2016/17 to 2019/2020. It was noted that if the savings identified are approved then the Trust would return into a surplus position by 2019/20. However, it was expected that the Trust would return into a surplus position earlier than 2019/20 and would be quantified as soon as further funding information was available and confirmed.

Governors thanked DS for his thorough and detailed report of the Academies financial position.

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

14. POLICY APPROVAL/RATIFICATION

PH referred to the Policy Schedule that had recently been compiled. It was noted that this had been discussed earlier and confirmed that a review of all Trust wide and local policies was currently being undertaken. Any policies requiring review and approval at LGB level would be presented to Governors as appropriate.

The Clerk noted the recent update to the Teachers Pay and Conditions Document resulting in updates to the Model Pay Policy, details of which had been emailed to PH and also published on the Schools Extranet site. The Clerk noted need to approve this together with the associated Managing Capability, Appraisal and Performance Management policies.

PH noted that he would contact Mary Powell to further discuss this matter and if necessary seek approval of what was required at the next Trust meeting. The Clerk noted that the briefing note tabled/emailed to PH had indicated that any deviation from the recommended pay increase ought to be submitted to HR before 3 November 2017 and as the next Trust meeting was already planned for after that date, it may require an extra-ordinary Trust meeting to be convened to further discuss this matter ahead of that date.

Action: PH to further discuss the recent update to the School Teachers Pay and conditions and the revised Model Pay Policy with Mary Powell and propose that the necessary approvals be made at the next Trust meeting or before/as appropriate in respect of the Model Pay Policy and associated policies as above.

15. GOVERNOR SKILLS AUDIT

A copy of the results of the Governor skills audit had been circulated with the agenda papers for Governors information. It was noted that the purpose of the report was to provide Local Governing Boards with the results of a data collection exercise in relation to governor skills and the recommend an appropriate training response.

DS noted that he had received responses from 15 Governors across all academies in total and had collated the results received into a report for each individual LGB.

The report outlined:

- the information received from Governors who had completed the audit
- An analysis of the information, highlighting areas where Governors may wish to strengthen their Governor Knowledge
- Training opportunities available to Governors

DS tabled a revised colour coded and anonymised analysis report. It was explained that the report gave details of the average scores for the areas listed under the following key areas that are required for effective Governance:

- Essential requirements for all Governors
- Understanding of/Experience of Governance
- Vision and Strategic Planning
- Holding the Head to account
- Financial Oversight
- Knowing your school and Community

It was noted that:

- Scores of 4-5 were colour coded in green and deemed as acceptable
- Scores of 3-4 were colour coded in amber – training needing some attention in this area
- Scores below 3 were colour coded in red – highlighting concerns and suggesting that there were specific training needs in this area

Governors were informed that not all Governors were required to have skills in every area and that it was more than acceptable to have a cross section of skills and abilities. It was felt that the 'ambers' were reflective of previous experience and proposed that Governors adopt a self-selection approach to training that best met their needs or requirements

It was recommended that Governors note the information received and agree an appropriate Governor training programme by booking onto the relevant courses via the Governor Exchange site or by contacting Marie Foley, Governor training officer for any further information on course provision.

It was noted that this was a working document and that it would be updated as new Governors were appointed and skills achieved from any training completed.

DS referred to Buildings/Premises and Facilities Management training. It was noted that this was a weakness across all Academies and that the circulated programme did not cover this. DS therefore suggested that a bespoke package be arranged for training to be presented to all LGB's individually as they were unique in their own right. This was agreed.

Action:

- i) That all Governors review the skills audit analysis report to determine the relevant training courses to upskill/ their needs.
- ii) That all governors review the Governance Training Guide and book on the courses required.
- iii) That Governors inform DS/Rebecca Leonard (as training Link Governor) following their completion of a course to enable a log to be kept, the skills audit to be updated and a report to be made at future meetings
- iv) That DS make the necessary arrangements for bespoke training in respect of Buildings and Facilities Management for each LGB to undertake.

16. GOVERNANCE SERVICES UPDATE

A briefing note had been circulated in respect of the Governance Services autumn term 2017 updates for Governors. The report included the following key items:

16.1 Governance Gateway

The Clerk reported that the Governance Services Team had invested in the development of a new online service, linked to the Governor Exchange site that allowed Governing Boards and Trust Boards in the Bolton family to operate paper free meetings.

The Bolton Governance Gateway provides a secure and modern way for Governors and Trustees to access their meeting documentation on line using an internet enabled device such as a lap to-p, tablet or mobile phone.

The service would be wholly administered through the Clerking and Support traded service and would be at no additional cost to our current SLA customers.

Further information and discussion on how this could work for BIT can be found by contacting the Governance Services Department or by emailing: governance.services@bolton.gov.uk

PH reported that he had recently met with Mr Ashworth, Governance Services Manager whom had given a brief demonstration of the 'Gateway'. PH noted that he had been very impressed by it and would like to recommend it for use across the whole Trust.

The Clerk assured Governors that the Gateway was totally secure with all documents being uploaded in PDF format. Governors would require an electronic device to view the reports but if not all Governors had a electronic device suggested that the school display the meeting documents on a white board.

Governors discussed the benefits of accessing documentation via the Gateway. Whilst all Governors agreed that operating paperless meetings was 'the way forward' it was felt that due to the number of reports that are shared having two academies in the Primary provision that they preferred to remain with the current system to enable them to make notes on their paper copies.

Agreed: That the Primary LGB remain using the current method of agenda circulation and access to meeting information via email, but would give consideration to using the 'Gateway' in the future.

16.2 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.

16.3 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 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.

17. EXCLUSION FROM MAINTIANED SCHOOLS ACADEMIES AND PRU'S

Governors were informed that the legislation governing the exclusion process remained unchanged following consultation. The statutory guidance however had been updated in a very few areas, in particular, in order to provide greater confidence to head teachers on their use of exclusion and to provide greater clarity to independent review panels and governing boards when considering the decision to exclude.

Agreed: Head teachers and principals to note the revised guidance and to have regard to this when considering fixed-term and permanent exclusions of pupils or students

Action: To note that further guidance around the exclusion process could be obtained via the Local Authority Behaviour Support Team.

18. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

Agreed: That the meeting dates for the remainder of the 2017/18 academic year be as follows:

Spring Term: Thursday 1 February 2018 at 4pm at Youth Challenge, (Smithills Site)

Summer Term: Thursday 24 May 2018 at 4pm at Youth Challenge
(Smithills Site)

19. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Donna Jordan and Lynn Williams

20. ANY OTHER URGENT BUSINESS

There were no items of 'Any Other Business' to report.

21. 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 closed the meeting at 6.00pm

Signed as a correct record:

(Chair of Local Governing Board)

Date:
