

BOLTON IMPACT TRUST

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

THURSDAY 9 FEBRUARY 2017 AT 4.00 PM AT YOUTH CHALLENGE

Present: Katie Anderson, Joanne Blackburn, Louise Buchanan, Janet Burgoyne, Sarah Curley, Chris Fielding, Donna Jordan, Gemma Morris, Maggie Slamin and Lynn Williams.

In Attendance: Rebecca Leonard (Academy Lead Secondary), Christine Birchby (Vice Principal) and Carole Brooks (Clerk to the Local Governing Board)

1. WELCOME AND APOLOGIES FOR ABSENCE

In the absence of a Chair of the Local Governing Board, the Clerk opened the meeting and welcomed all present. Apologies for absence had been received from Mr David Smith, Finance Director and Mr Paul Hodgkinson, Executive Principal. It was noted that Janet Burgoyne may arrive slightly late.

2. APPOINTMENT OF CHAIR

The Clerk reported that no nominations had been received following circulation of the nomination form. Governors were asked to further consider this role.

Governors were reluctant to put themselves forward due to time constraints and the increased workload that this would involve.

Rebecca Leonard offered to stand as Chair but this was not considered best practice as she was Academy Lead for the Secondary Local Governing Board (LGB) and attended this meeting in an observing capacity only.

Sarah Curley explained that she was willing to undertake this role on a temporary basis, until a permanent Chair could be appointed. It was noted that she had also chaired the previous meeting.

The Clerk advised Governors that the term of office for both Chair and Vice Chair of the LGB was two years. Sarah Curley offered to stand in as Chair for this meeting initially or until the end of this academic year until a firm arrangement could be agreed. Governors were requested to further consider this role.

Maggie Slamin expressed an interest in the role of either Chair or Vice Chair but felt that further clarification on the role and the related responsibilities was required before she could commit; she was happy to shadow Sarah Curley as appropriate. Sarah Curley gave a brief explanation of the role and its related responsibilities.

Governors asked for clarification as to who was eligible to stand as Chair/Vice Chair as there were a number co-opted members, including staff and members from other school settings. The Clerk agreed to seek further clarification but felt sure that any co-opted members were eligible to stand as Chair with the exception of anyone who was employed by the Trust, i.e. staff members.

Agreed: That Sarah Curley be appointed Chair of Local Governing Board (Primary) until the end of the academic year 2018, at which time this matter would be reviewed unless another eligible Governor came forward at the next meeting.

Action: The Clerk to confirm the eligibility of the role of Chair – agenda item for next meeting.

SARAH CURLEY IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

Governors were asked to appoint a Vice Chair of the LGB (Primary). Governors discussed this matter and felt that once the appointment of Chair had been finalised the appointment of Vice Chair could then be made.

Agreed: That the appointment of Vice Chair of the Primary LGB be made at the summer term meeting.

4. DECLARATION OF INTEREST

4.1 Register of Business Interests

Any Governors not present at the last meeting were requested to complete the attached Register of Business Interests and return to David Smith before the end

of this meeting, to be stored at the Youth Challenge Centre. In the absence of Mr Smith, Mrs Birchby offered to collect the necessary forms.

Those Governors duly completed the Register of Business Interest form.

Action: Mrs Birchby to forward all completed forms received, to David Smith, Finance Director, to be stored at the Youth Challenge Centre.

4.2 Declarations of Interest

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

Mrs Burgoyne arrived at the meeting.

5. MEMBERSHIP / GOVERNANCE ISSUES

The Chair referred Governors to the updated terms of reference that had been circulated with the agenda papers.

The following point had been removed from the Strategic Leadership section of the LGB's terms of reference, as had been discussed:

- *Ensure that safeguarding processes are effective across the Academy*

Governors wanted confirmation that this had been included on the terms of reference set out at Trust level. In the absence of Mr Hodgkinson, Mrs Birchby noted this query and offered to seek confirmation with a report back at the next meeting.

Governors further reviewed the updated terms of reference referring to the Personnel section. It was noted that 'Performance Management' had been duplicated and also referred to the EP (Executive Principal) as oppose the Vice Principal (VP) on both entries where it should read as follows:

- With the VP, carry out the Academy Lead's Performance Management.

Action:

- i) Mrs Birchby to liaise with Mr Hodgkinson in respect of Safeguarding processes to ensure that this detail was now included within the Trusts terms of reference.
- ii) The Clerk to update the LGB terms of reference to remove the duplicated point in respect of Performance Management of the Academy Lead's And that it be the VP not the EP.

5.1 Safeguarding Declaration

The Clerk requested that those Governors not present at the last meeting complete and sign the enclosed Safeguarding Declaration and return to Mrs Birchby before the end of this meeting, in the absence of Mr David Smith.

Governors completed the required forms and forwarded to Mrs Birchby.

Action: That Mrs Birchby forward the completed Safeguarding Self-Declaration forms to David Smith to be stored under confidential cover at the Youth Challenge Centre (Head Office of the Bolton Impact Trust)

6. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) held on 16 November 2016.

Governors reviewed the minutes and discussed the actions and matters arising that were not included within the agenda for this meeting as follows:

6.1 Membership and Governance Issues

Further to minute number 5.1 SC referred to the list of Governors linked to specific roles and suggested that other Governors not listed may wish to 'shadow' to gain experience.

6.2 Skills Audit

Further to minute number 8.4, it was felt that in the absence of Mr Smith that this item be deferred to the next meeting.

Action: Clerk – Agenda item for summer term meeting including circulation of NGA Skills Audit questionnaire to all Governors.

6.3 Academy Lead Report

Further to the detail recorded in the minutes in respect of not having an Early Years Provision 'as yet'. Mr Fielding (CF) was asked to confirm if this was still the case. CF confirmed that the Primary Academy still did not have an Early Years Provision.

6.4 The Academy's Offer/Protocols

This matter was an item on the agenda at 9.7 and was to be a standing item on all future agendas.

6.5 School Improvement Professional

Mrs Birchby confirmed that Mr Nick Pounds was the Academies SIP and that the Local Authority (LA) paid for his services.

6.6 National Database of Governors and Trustees

Further to minute 11, the Clerk asked whether the school had complied with the requirements for boards to provide information about their governance membership on the Edubase website.

In the absence of Mr Smith, Mrs Birchby was asked to confirm if this had been undertaken and if not to ensure that this would be completed as a priority, with a report back at the next Board meeting. Mrs Birchby confirmed that this was currently in the process of being completed. It was noted that Mr Smith, Finance Director had the responsibility to ensure that this was updated periodically.

Action: That Mrs Birchby liaise with Mr Smith to ensure that governance membership information had been fully uploaded to the Edubase site, with a report back to Governors to confirm its completion.

Agreed: To approve and sign as a correct record the minutes of the last meeting of the Local Governing Board held on 16 November 2016.

7. NOTIFICATION OF ANY OTHER BUSINESS

The following item of Any Other Business was reported:

- Working Groups

8. NOMINATED GOVERNOR REPORTS

8.1 Chairs Briefing

The Clerk reported that the Spring term Chairs' Briefing meeting had been held on Monday 30 January 2017. In the absence of a Chair of the LGB at that time, the Clerk reported that the following matters had been highlighted:

- Spring Term Meeting Updates
- Statutory Information on Schools Websites
- Pay Review and Performance Procedures
- Strategic Planning 2016/1

8.2 Primary Partnership Governor's Report

The Clerk asked if the LGB had appointed a Partnership Governor to attend the termly briefings. It was confirmed that this position was currently vacant and Governors were asked to consider this position. The Clerk briefly explained the role and its related responsibilities.

Katie Anderson (KA) volunteered to undertake this role and report back to Governors, as appropriate, following the next meeting.

The Clerk reported that the last Primary Partnership meeting had been held on Monday 6 February 2017, where the following matters had been highlighted:

- Health & Safety: Responsibilities and Monitoring for governors - Frank Warren, LA Health & Safety Team
- Communicating with Stakeholders - Carol McDermott, Governor Trainer, NLG

Agreed: That Katie Anderson be the Primary Partnership Governor representative.

Action: The Clerk to forward details of the date and time of the next Partnership briefing to Katie Anderson.

8.3 Link Governors Report on Training / Recent Training undertaken

The Clerk noted that further to agreement at the autumn term link governor briefing, the Governor Services Team would now provide a certificate for the full board detailing the LA training attended throughout the previous this term. This was the preferred option as opposed to individual certificates and

enabled the school to retain a composite record of training attended for school and inspection purposes.

The Clerk asked if the Academy currently had a Link Governor for training. It was confirmed that this position was currently vacant. Rebecca Leonard (RL) offered to take up this responsibility if it was deemed appropriate in her capacity as observer for this meeting.

The Clerk noted that she would prefer to check this matter with the Governor Services Manager, as whilst RL was Academy Lead for Secondary Academy and worked closely with the Primary Academy Leads, she attended LGB meetings of the Primary Academy in an observing capacity and was unsure if this would be deemed appropriate.

The Clerk informed Governors that information and details of all Courses and available training was available via the Governor Exchange site and also in the training booklet provided at the meeting. It was noted that the Governor Exchange site provided a wealth of information for Governors and recommended that this be accessed regularly.

Governors were requested to review the training available and to contact RL to arrange their requests. RL noted that she would co-ordinate with Mr Smith to arrange booking arrangements.

Agreed: That RL be appointed as the Link Governor for training following clarification and confirmation being sought by the Clerk.

Action:

- i) The Clerk to clarify if RL is eligible to be the link Governor for training.
- ii) The Clerk to forward the link to access the Governor Exchange website to all Governors.

9. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

9.1 Forwards Centre

A copy of the Academy Leads report for the Forwards Centre had been circulated with the agenda papers for Governors review and information. CF presented his report where the following key areas had been highlighted:

- Capacity and Pupil Movement
 - Termly intake - Total pupil numbers
- Pupil Destinations

- Safeguarding
- Health and Safety
- Pupil Outcomes
- Academic
- Attendance
- Pupil Behaviour
- Quality of Teaching
- Personnel
- Looked After Children
- Children Missing Education
- Impact on Performance Management

Further to the details provided questions were invited and additional information was provided as follows:

Capacity and Pupil Movement/Pupil Numbers

A Governor referred to the issue of capacity if pupil numbers reached the maximum at 45 and asked what would happen in this situation. Mr Fielding noted that alternative provision would have to be provided in these circumstances.

Pupil Destinations

It was important to ensure that the correct provision was accessed and that the Academy worked very closely with the LA and other agencies such as Educational Psychology in ensuring these matters are addressed effectively.

Miss Jordan apologised for having to leave the meeting at this point due to a prior arranged appointment.

Health and Safety

CF reported that the Academy bought into the LA Corporate Property Services (CPS) service level agreement (SLA) to ensure that all elements of Health and Safety were reviewed and that all statutory matters were checked and effectively addressed as appropriate. Termly meetings with a representative of the service provision were held with a report compiled.

Governors asked whether the Health and Safety report should be forwarded to members of the LGB or if it should be presented to at Trust level. It was felt that this matter required further clarification.

SC confirmed that Gemma Morris (GM) was the Link Governor for Health and Safety and suggested that she liaise with the academy leads to present a Health and Safety report at each meeting and also provide information following the termly meetings with CPS.

Lynn Williams (LW) noted the importance of ensuring that the building was compliant. CF confirmed that it was as nothing had been highlighted at the last meeting.

The Clerk referred to a school setting where regular Health and Safety walks were undertaken by a member of staff and the link Governor in order to compile and present a report of their findings at the following LGB meeting.

Governors discussed the need for clear lines of responsibility and the need for all safety checks and policies to be in place across both the Forwards Centre site and also the Youth Challenge site. CF noted that the Roscow Fold site bought into the corporate property SLA in order to ensure that all legionella checks were undertaken and recorded as required. CF confirmed that he was currently in the process of completing a Health and Safety Policy.

Invacuation Procedures

CF reported that he was currently in the process of compiling an appropriate Invacuation policy. It was noted that both evacuation and invacuation procedures would be undertaken on a termly basis and that a report from the spring term would be given at the next meeting.

Pupil Outcomes

Further to the depth of information presented within the report, Governors were informed that following discussions with the LA SIP, it had been confirmed that the assessment procedures and strategies in place were sound and robust. It was noted that the children in the Forwards Centre had significant barriers to learning and whilst they had not met the National expectations they had made progress within their own individual circumstances. It was difficult to quality assure and compare against national standards in these circumstances and that all pupils were attaining lower than their chronological age.

CF referred to inconsistencies and evidence provision. Governors were informed that a draft report had been compiled by the SIP following his recent moderation visit. Book scrutinies had been undertaken and an evidence sheet compiled. It was noted that the moderation visit had been a very robust and rigorous process with a number

of very good suggestions and recommendations made. Governors were assured that these recommendations were currently being addressed and actioned.

Action: CF to further report on the actions undertaken following the moderation visit at the next meeting in the summer term.

Pupil Premium Grant (PPG)

Governors discussed PPG funding and if PPG is received to support all pupils attending the Forwards Centre. CF explained that PPG is received based on pupil numbers for the previous year and that the necessary interventions were put in place to support all pupils with barriers to their learning. Details of how the funding was spent, was also required to be published on the Academy website.

Attendance

Currently attendance figures stood at 93.6%. It was noted that this figure was required to be refined. It was also noted that a number of sessions are lost due to the nature of the children including attendance at CAMs and other appointments required to support their individual needs. It was hoped that attendance figures could be provided in the future taking these sessions into account to give a more accurate attendance figure.

Behaviour

Further to the report provided, CF commended the staff at the Forwards Centre for their effective management of the extreme behaviour presented within the Academy. Behaviour provision maps were in place and tracked for each pupil in an effort to remove any behavioural barriers. There were many incentives provided to encourage good behaviour. A record of all incentives and interventions was required to be kept in order to evidence the impact. It was noted that as pupils moved on it was important to be able to provide evidence in order to protect the next setting.

CF also reported that a copy of the final SIP report would be forwarded to all Governors as soon as it was available.

The Chair thanked CF for his very thorough and detailed report.

Agreed: that the Primary Academy Lead's report be received by the LGB, with thanks.

The Chair requested that Mrs Buchanan (LB) present her report on behalf of the Primary Youth Challenge Academy.

Primary Youth Challenge - Academy Lead's Report

LB presented her termly report to the LGB giving an in depth report of all areas. It was noted that this report had not been circulated with the agenda papers but had been submitted to the Trust. This would be emailed to all Governors at the earliest opportunity following the meeting. The report included detail in the following areas:

- Capacity and Pupil Movement
 - Termly intake (autumn 16) Total pupil numbers
- Pupil Destinations
- Safeguarding
- Health and Safety
- Pupil Outcomes
- Academic
- Attendance
- Whole cohort ECM Improvement
- Pupil Behaviour/strategy usage
- Quality of Teaching
- Personnel Issues
- Curriculum
- Stakeholder satisfaction
- Parental Questionnaire September – December 2016
- Pupil survey analysis
- School Evaluation analysis
- Staff Questionnaire
- 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:

Pupil Destinations

Governors discussed the LA Panel protocol expressing that they felt that the current methods were not necessarily meeting the needs of the pupils or the school. It was felt that this was an on-going issue across the service as a whole and that further

discussion in respect of the offer and placement process was required. A fair and equitable process was required.

Action: Sarah Curley to further discuss the offer and protocols for placement with Dr T Birch and report back as appropriate.

Pupil Outcomes

Governors were informed that a rigorous review of the service had been undertaken as would be indicated within the SIP report. There had been a focus on KPI Data (Key Performance Indicator) and academic but it was felt that other areas were also required to be taken into account. It had been good to have the scrutiny and the need to improve in certain areas highlighted.

ECM Improvement

A questionnaire had been undertaken to give focus to mentors to target the required support. It was felt to have been a good method of pupil assessment.

Behaviour

Behaviour targets had been set and the evidence reporting was good. Assessment handovers were undertaken on a daily basis to review progress and inform the appropriate future pathway. Governors were informed that sanctions were in place and if they were not working effectively the information and supporting evidence as logged in order to review new and future practices for them.

Quality of Teaching

This was to be a focus for this term

Safeguarding

Further to the report LB noted that there were two pupils on the Child protection register. Governors were assured that regular contact with Jacquie Parkinson, LA Safeguarding Lead and also the Multi Agency referral panel regarding any concerns.

SC referred to 'Operation Encompass' and asked if the Academy had signed up to this service. It was explained that the Safeguarding Board contacted schools in order to give them prior warning and make them aware if there had been any safeguarding issues or issues of domestic violence in the home of any individual pupils. CF

confirmed that the Forwards Centre had signed up to this service but was unsure if the other areas within the Trust were.

Mrs Birchby referred to CPOMS as a recommended method of recording and monitoring any safeguarding issues. It was noted that CPOMS had been discussed at an Academy meeting held earlier this week; she was happy to investigate this and source any information with a report back to Governors if required.

Action: Mrs Birchby to further investigate CPOMS on behalf of the Trust and report back at the next meeting.

Stakeholder Satisfaction

LB reported that surveys and questionnaires had recently been undertaken in order to gain knowledge of the satisfaction of all stakeholders. 98% parents had been satisfied. It was noted that some younger pupils had expressed that they felt unsafe due to the challenging behaviour presented by some of the older pupils. Governors were informed that the Youth Challenge site was split between Primary and Secondary and that some secondary pupils had tried to gain access to the Primary setting. Risk assessments had been undertaken and staff escort pupils around as and when required. The evaluation undertaken in school had been 100% positive of those that had returned the questionnaire; there had not been a 100% return.

SC thanked Louise Buchanan for her very informative and thorough report.

Agreed: That the Academy Lead report for the Primary Youth Challenge Academy be received with thanks

9.1 Review and approval of the Academy Self-Evaluation and Improvement Plan

Forwards Centre

A copy of the SEF and Strategic Development Plan 2016/17 for the Forwards Centre had been circulated with the agenda papers for Governors review and information.

Primary Youth Challenge

A copy of the Strategic Development Plan 2016/17 for Primary Youth Challenge had been circulated with the agenda papers. Governors were informed that historically the Primary SEF had always formed part of the Secondary SEF for Youth Challenge. Therefore there was currently no individual SEF for the Primary

section. This was currently work in progress, it was felt that a separate SEF was now required. However, if the setting was inspected by Ofsted the Current Primary SEF could be found as an appendix to the secondary SEF.

It was noted that if any liaison between the two academy settings was required, the Chair of the Secondary Academy for Youth Challenge was Heather Carr.

Agreed:

- i) That Governors receive and approve the following:
 - SEF/SDP 2016 - Forwards Centre
 - SDP 2016/17 - Primary Youth Challenge
- ii) That a report on the progress of compiling an individual SEF 2016/17 for Primary Youth Challenge be reported at the summer term 2017 meeting

Action: Clerk to put further reporting required in respect of the Primary SEF on the agenda for the summer term meeting.

9.2 Visit by School Improvement Professional (SIP)

Details had been discussed in respect of the visit from the Academy SIP as part of both Academy Leads reports. It was noted that the visits undertaken by Mr Nick Pounds had been a very purposeful and robust moderation process with rigorous procedures undertaken throughout both the Forwards Centre and Primary Youth Challenge. The SIP report in respect of Youth Challenge had been circulated electronically to all Governors. It was hoped that the report for the Forwards Centre would be completed for circulation prior to the summer term LGB meeting.

9.3 Termly report on Children Looked After

It was reported that there were seven looked after children within the Forwards Centre and that the necessary support strategies were in place for these children.

There were currently no Looked After Children within Primary Youth Challenge.

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

9.4 Termly Report on Attendance and Children Missing Education

9.4.1 Primary Youth Challenge

It was reported that there had been no cases of children missing education in the Primary element of Youth Challenge.

9.4.2 Forwards Centre

It was reported that there had been one child missing from education within the autumn term and that the LA had been notified. Since then the Centre had been made aware that he had been located with evidence to show that he was attending a school in Ghana. The family had decided that this arrangement was better suited to his behavioural needs.

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

9.5 Current Financial Position

A copy of the financial monitoring report for Bolton Impact Trust 2016/17 had been circulated with the agenda papers in order to update the members of the Primary LGB with current financial information in relation to the Forwards Centre and Primary element of Youth Challenge. In the absence of Mr Smith, Finance Director, Mrs Birchby guided Governors through the report, It was noted that the projected deficit for Primary Youth Challenge stood at £142,00 and for the forwards centre £103,000. It was also noted that the projected deficit for the Trust as a whole stood at £475,000.

The report gave details of:

- The projected financial position by the end of this financial year 2016/17
- Central team Costs and Charges
- Analysis of Central Team Costs
- Proposals for addressing the projected financial deficit
- Conclusions
- Recommendations

Governors were requested to review the contents of the report and comment on the proposals set out to address the deficit budget.

Mrs Birchby referred to proposal 4.4 of the report indicating that whilst there was obvious concerns in the current financial position, Governors were to be assured that the Trust were currently in on-going communication with the LA and that further information would be provided to LGB at the earliest opportunity once the proposals had become clearer.

Governors discussed this matter at length expressing great concerns as to what could be done to address the issues highlighted within the report.

A Governor asked at what point would the Academy reach 'crisis point'. RL assured Governors that from discussions held with Mr Smith and other LA senior representatives that this should not happen. There was a contingency in place, but it was hoped that this would not need to be used and that a review of savings and efficiencies would have to be undertaken from September 2017.

Governors further discussed this matter and the ways to make efficiencies. A Governor asked if the Academy was in receipt of funding from the DfE and High Needs funding. It was confirmed that they were in receipt of £10,000 from the DfE in addition to a 'top up' from the LA. It was felt that further clarification on this was required as the LA had based the value of the funding for this year on pupil numbers for last year and the service were supporting an increased number of pupils this year.

Mrs Birchby reported that the DfE were aware of the current financial situation and members of the Trust had met with the Regional Commissioner. There were aware that the financial position was not sustainable but this had not yet reached crisis point.

Mrs Birchby assured Governors that Mr Hodgkinson was attending weekly meetings with the LA , they needed to be sure that all income was being spent appropriately and that the necessary savings and efficiencies were being made. It was hoped that there would be a clearer picture and that further clarification could be given at the next LGB meeting in the summer term.

Governors discussed the current budget situation and requested that a report highlighting the current budget be presented at the next meeting

Agreed: That Governors note the financial report.

Action: Mr Smith to circulate a copy of the most current budget situation for Governors review, information and further discussion at the summer term meeting.

9.6 Protocol/Offer

Further to the last meeting it was suggested that this be an item on the agenda for further discussion. The Chair suggested that Louise Buchanan and Chris

Fielding, as Academy Leads meet with Paul Hodgkinson to obtain further clarification on the protocol and the offer with a report back to the LGB at the summer term meeting. This was agreed.

Action: The Academy Leads to arrange a meeting with Paul Hodgkinson to obtain further clarification on the protocols and exactly what the 'offer' entailed.

Sarah Curley apologised for having to leave the meeting at this point and asked Lynn Williams to continue in the Chair.

LYNN WILLIAMS IN THE CHAIR

9.7 Policy Ratification

Further to the minutes of the last meeting it was agreed that the Executive Principal would meet with Academy Leads to set the format for the policy and procedure set up for the Trust and individual academies, details of which would be presented to the Trust Committees for approval and shared with individual local governing boards thereafter.

LW noted that there were a number of policies that had been circulated with the agenda papers requiring approval as follows:

- Health and Safety Agreement
- Teaching and Learning policy – Youth Challenge
- Curriculum Policy – Forwards Centre
- Safeguarding and Child Protection Policy.

It was noted that the Behaviour Policy that had been circulated with the agenda papers was intended for the Secondary element of Youth Challenge and therefore was to be disregarded for purposes of this meeting.

Governors had reviewed each policy and discussed a number of minor amendments to be made including:

- No reading Targets included in the YC Teaching and Learning Policy
- SMSC Section to be included in the Forward Centre Curriculum Policy, linking into the pastoral side

Governors referred to the Safeguarding and Child Protection Policy. It was noted that this was a 'Trust wide' Policy with individual sections for each Academy

including details of the Safeguarding Officer for each setting. This would require further amendment and ratification at the next meeting

Following discussion it was:

Agreed:

- i) That the LGB ratify the following policies:
 - Health and Safety Agreement
 - Teaching and Learning policy – Youth Challenge
 - Curriculum Policy – Forwards Centre
- ii) That the Safeguarding and Child protection Policy be further amended by the Trust to include individual LGB elements for ratification at the summer term meeting.

Action: Mrs Birchby to ensure that the Trust amend the Safeguarding and Child protection Policy to include specific areas pertinent to each Academy.

10. APPRAISAL PROCEDURES

10.1 Appraisal Procedures for the Forwards Centre and Primary Youth Challenge

Further to the minutes of the last meeting it was agreed that reports in respect of appraisal procedures appraisal reports for the Forwards Centres and Youth Challenge be presented at this meeting by the academy leads. Details were highlighted within each Academy Leads report.

Mrs Birchby informed Governors that the appraisal process had taken place across both centres and tabled a copy of the report compiled following the process. It was noted that some members of staff were identified as requiring support; book scrutinies had been undertaken highlighting some areas requiring improvement. The key areas of focus across the trust were to improve Teaching and Learning.

A Governor asked if all teachers were specialist trained due to the behaviour issues presented by some pupils. It was confirmed that some teachers had a specialism but not all. There was no specific qualification required for behaviour teaching, some teachers had been recruited from main stream

settings and some from special school settings. It was confirmed that all teachers had achieved the required qualified Teacher status.

10.2 Appraisal procedures linked to the terms of reference/Pay Policy

Mrs Birchby reported that the Academy followed Bolton LA model Pay Policy. All pay recommendations made by the Academy leads would be presented to the Resources Committee, who planned to meet in March 2017.

A Governor queried:

- who ratified the pay decisions made and if there would be minutes of the meetings held, as evidence for Governors
- Were any pay increase recommendations repelled?

Mrs Birchby confirmed that no recommendations were repelled. Those members of staff on support were not eligible for an increment at this time anyway. The Chair of the Trustees ratified the pay proposals but there had not been any minutes made available to date. Governors felt that there should be minutes made available.

11. TERMLY EVACUATION/INVACUATION PROCEDURE

The termly evacuation/Invacuation procedure for the Autumn term 2016 for both settings had been included within each individual Academy lead's circulated reports.

Governors were advised that a report from the Spring Term 2017 evacuation/Invacuation Procedure would be given at the summer term meeting. It was noted that the Invacuation procedures for both settings required further clarification before a drill could be carried out later this term.

12. SCHOOL WEBSITE COMPLIANCE

The Clerk advised that academy and multi academy trust boards must publish specific information on their websites to comply with requirements contained in both the academies financial handbook and the trust's own articles of association.

The Governor Services Team were aware that there are still a number of academies that were missing vital pieces of information from their websites. The Clerk noted that as part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date, and if not, this would be a judgement for the inspection.

To assist governors in ensuring that their website was up to date, the Governor Services Team had compiled a checklist based on the guidance issued from the Department for Education, a copy of which was included with today's agenda. The checklist highlighted both the recommended and statutory information to be published. Academies are reminded to check their own articles of association as this may differ from the checklist.

RL noted that there were some areas on the website that required further completion such as Policies.

LW noted that it was imperative that the Academy was compliant and that she would be happy to undertake a review to ensure that the site met the necessary legal requirements and requested that all necessary items be uploaded by 25 April 2017 in order for her to review and report back in time for the summer term LGB meeting.

Agreed:

- i) That the Board note the need to ensure that their website complied with statutory requirement in terms of publishing specific information
- ii) That Lynn Williams would check to ensure that the school website was compliant with a report back to the next LGB meeting.

13. ONLINE MEETING MANAGEMENT

The Clerk reported that in a bid to ensure accessible services and to meet customer demand, the Governor Services Team had invested in a new online service, linked to the Governor Exchange that allowed governing and trust boards in the Bolton family to operate paper free meetings.

The Bolton Governance Gateway provided a secure and current way for governors and trustees to access their meeting documentation online using an internet enabled device such as a laptop, tablet or mobile phone.

The Clerk highlighted that invitations to meetings and updates were also supported through the system as well as access to other relevant shared documentation such as delegation structures, terms of reference and calendars.

The new service, which would be wholly administered and maintained through the Clerking and Support traded service, would be at no additional cost to current SLA customers and would require a commitment from the Board to relinquish paper-based systems.

The Clerk reported that pilots were taking place at present with a selection of Governing boards and that briefings to showcase the new service would be provided in the latter part of the spring term. It is intended that these briefings would look at how the system operated and how schools could utilise current hardware without an additional cost to the budget.

Those boards wishing to find out more information could do so by contacting Judith Pollard, Senior Governance Support Officer via the details on the flyer which was distributed with today's agenda.

Mrs Birchby offered to attend any briefings that may be arranged by Governor Services as she had agreed to attend for other Academies within the Trust.

Agreed:

- i) That the Governing Board note the report.
- ii) That Mrs Birchby attend the upcoming briefings about the new service.

14. GOVERNOR SKILLS AUDIT

This matter had been raised under matters arising where it had been agreed that in the absence of Mr Smith, that the item be deferred to the summer term meeting.

Action: Clerk - Agenda item for the summer term meeting.

15. SCHOOL TERM AND HOLIDAY DATES 2017/18

At the last meeting, the Clerk had advised that there had been changes to the standard Local Authority School Term and Holiday Pattern from the 2017/18 academic year. However, the Trust Board were at liberty to set their own pattern for the academy trust and this decision would be referred to them, the outcome of which would then be shared with the local governing boards.

Mrs Birchby reported that it had been agreed that each academy would follow the BLA (Bolton Learning Alliance) model as agreed by other local secondary schools, a copy of which would be circulated to all Governors if required and uploaded on the website.

LW and the Clerk noted that whilst the academy could follow the BLA basic holiday pattern, each academy were required to agree set days in respect of inset/ training

days and also occasional holidays. In a school setting these could vary from school to school and were to be set at the discretion of each school subject to Governing Board approval.

The Clerk noted that Governor Services used to manage this area and circulate a proforma to all schools to indicate their preferences of inset/Occasional days as there were a specific number to allocate,. It was noted that these varied on an annual basis. However, this area had since been taken over by the LA Policy and Performance Team and that any queries or concerns should be directed to Mr Andy Bent.

Mrs Birchby noted the information provided and agreed to contact Mr Bent and further discuss this matter with Mr Hodgkinson. The matter would therefore be required to be further discussed at each academy LGB meeting in the summer term.

Action: Clerk – Agenda item re approval of Inset/occasional Days 2017/18 on each LGB agenda for the summer term 2017

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk requested that the date of the next meeting be reviewed as she had a clash of meeting on the 8 May 2016.

Agreed: that the next meetings of the Local Governing Board (Medical) be arranged as follows:

- Summer term 2017 - Thursday 11 May 2017 at 4.00 pm

Venue: Youth Challenge – Smithills Site

17. CONSENT TO ABSENCE

Agreed: That there were no LGB members absent from the meeting.

18. ANY OTHER URGENT BUSINESS

18.1 Working Groups/Sub-Committees of the LGB

Governors discussed the need for a small working group to discuss the protocols, the core purpose and ambition of the primary provision. It was felt

that the group ought to comprise of Louise Buchanan and Chris Fielding as the Academy Leads, Christine Birchby and Rebecca Leonard.

It was felt that a further meeting of the working group be arranged with Sarah Curley and Lynn Williams in April 2017 time or at least two weeks prior to the next meeting in the summer term to collate the information discussed with a report back to the LGB thereafter.

It was also suggested that a finance sub-committee be formed and that further clarification was required as to who held the Trust to account to ensure due diligence. It was felt that an unofficial meeting was required in order to give the LGB a line of accountability.

Rebecca Leonard noted that in the Secondary setting Governors completed local Governor visit reports, on a model template for each individual area of their responsibility and submitted it for circulation with the agenda papers. This had worked well for the last meeting.

Governors were asked to consider the need to appoint a Link Governor for Finance, especially under the current circumstances.

Governors discussed the need for a complete list of all link Governors and their associated link responsibilities. This would enable any vacancies to be filled at the next meeting and ensure effective monitoring.

Action:

- i) That a meeting of the working group as indicated above be arranged at the earliest opportunity in order to discuss the protocol, core purpose and ambition of the Primary Provision.
- ii) That a meeting of the above working group along with Sarah Curley and Lynn Williams be arranged for April 2017 or at least two weeks prior to the next LGB meeting in order to collate and further discuss the outcomes of the working group and further discuss.
- iii) Rebecca Leonard to circulate a complete list of all Primary Link Governors and their associated link responsibilities to all Local Governors.

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 closed the meeting at 6.45pm

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

Date: _____

DRAFT