

BOLTON IMPACT TRUST

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

**HELD ON THURSDAY 1 FEBRUARY 2018 AT 4.00PM
AT SMITHILLS YOUTH CHALLENGE SITE**

Present: Katie Anderson (KA), Louise Buchanan (LB), Sarah Curley (SC), Chris Fielding (CF), Damien Mills (DM), Charlene Parkinson (CP), Victoria Rudge (VR) and Lynn Williams (LW).

In Attendance: David Smith (DS), Finance Director, Deborah Reynolds (DR) proposed Co-opted Governor and Carole Brooks (Clerk to the Local Governing Board)

SARAH CURLEY IN THE CHAIR

SC informed Governors that in the absence of an officially appointed Chair, she had chaired a number of meetings previously and was happy to continue to chair this meeting until item 2 (appointment of Chair) or for the remainder of this meeting, in the event that a Chair was not appointed.

SC noted that this would be her last meeting of the Primary LGB as she had recently tendered her resignation due to time constraints and other work related pressures and therefore an elected Chair would be required for future meetings.

Governors thanked SC for her commitment and valued contribution to the LGB. It was noted that her input had impacted on the Board very positively.

Governance Gateway Demonstration

Before the meeting commenced SC informed Governors that Mr John Ashworth, Manager, Bolton Governance Services would be attending the meeting in order to make a presentation to Governors on the Governance Gateway. It was noted that Mr Ashworth had indicated that he may not make the start of the meeting due to a previous meeting, being held on the other side of town and had therefore requested that he be slotted in to present to Governors, where appropriate, following his arrival. This was agreed.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present, in particular the newly appointed Governors Charlene Parkinson, Parent Governor and Damien Mills and Victoria Rudge as staff Governors and introductions were made.

Apologies for absence had been received from Mrs Blackburn, Mrs Jordan and Mr Hodgkinson.

SC noted that Lynn Williams and Katie Anderson were intending to be present but would be arriving slightly late due to a previous meeting.

2. APPOINTMENT OF CHAIR

SC reported further to the minutes of the last meeting where it had been noted that as there were a number of outstanding vacancies on the Local Governing Board (LGB) it may be best for the appointment of both Chair and Vice Chair to be deferred to this 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 usually serve for a period of two years. However, for continuity and also to remain in line with the other LGB's it was suggested that the appointments of Chair and Vice Chair serve until the autumn term meeting in 2020. Both appointments would therefore serve for an additional term but it would avoid having to undertake the process again this autumn term. This was agreed.

SC asked Governors to consider both roles, noting that the positions were only available to co-opted and parent Governors.

Governors noted that as DJ was absent from this meeting and LW and KA had not yet arrived it may be best to re-visit these items following their arrival. This was agreed.

Following the arrival of LW and KA Governors further discussed the positions of Chair and Vice Chair of the LGB with no willing members expressing an interest in taking up either of the positions.

CF referred to the recent resignation of SC as Co-opted Governor and the existing Co-opted vacancies that remained on the LGB, noting that Mr Hodgkinson, absent from this meeting, may have some suggestions/proposals.

SC noted that it was hoped that these vacancies would be filled in the near future and following those appointments there may be a willing eligible Governor to take up the positions of Chair and Vice Chair of the LGB. It was therefore suggested that this matter be deferred to the summer term. This was agreed.

Agreed: That the appointment of Chair of the Primary LGB be deferred until the summer term 2018.

Action: Clerk – agenda item summer term meeting

SARAH CURLEY CONTINUED IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

Further to the discussion at the previous item it was agreed that the appointment of Vice Chair be deferred to the next meeting in the summer term 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 of the Primary LGB be deferred until the summer term meeting 2018.

Action: Clerk – Agenda item summer term meeting

4. DECLARATION OF INTEREST

4.1 Declarations of direct/indirect Pecuniary Interest

No declarations of pecuniary interest or conflict of interest were made

4.2 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 all governors were required to complete this information and that failure to do so may be in breach of the Governing Board Code of Conduct. It was noted that Lynn Williams and Donna Jordan had been absent at the last meeting and therefore needed to complete and return to DS, unless already done so. Copies of the form for completion had been circulated with the agenda papers.

The Clerk also noted that the newly appointed Governors were required to complete the same form that had also been included within their welcome to Governance packs.

DS requested that Governors include their date of Birth and postcode on the form in order for him to update the Governments Edubase site. DS also requested that all newly appointed Governors stay behind at the end of the meeting to have their photograph taken for the Academy website. It was noted that a pen portrait of themselves would also be required to support their photograph.

Action: That DJ, LW and the newly appointed Governors complete and return the Register of Business interest forms and return to DS at the earliest opportunity.

5. MEMBERSHIP/GOVERNANCE ISSUES

5.1 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.

The Clerk noted that Lynn Williams and Donna Jordan had been absent at the last meeting and therefore needed to complete and return to DS, unless already done so.

The Clerk also noted that the newly appointed Governors were also required to complete the same form. This had been included within their welcome to Governance packs.

Action: DS to ensure that the necessary detail is completed and received from Lynn Williams and Donna Jordan and the newly appointed Governors.

5.2 Co-opted Governor vacancy

The Clerk reported that a number of Co-opted Governor vacancies remained. Members were asked to consider the appointment of Mrs Deborah Reynolds as a Co-opted Governor. CF gave a brief overview of Mrs Reynolds employment history, skills and expertise particularly in the areas of Health and Safety and Finance. CF noted that he felt Mrs Reynolds would be an asset to the LGB and proposed that she be appointed as a Co-opted Governor.

SC noted that Mrs Reynolds was planning to attend the meeting later and therefor consideration to her appointment was requested prior to her arrival.

Governors discussed the proposal made and

Agreed: That Mrs Reynolds be appointed as a Co-opted Governor to serve a four year term of office.

Action: The Clerk to update the data base and forward a new welcome to Governance pack to Mrs Reynolds

KA, LW and DR arrived at the meeting.

At this point in the meeting SC referred back to items 2 and 3 (appointment of Chair and Vice Chair) as had been agreed to enable LW and KA to consider these roles. The outcome of which was recorded at the relevant item.

Governors also welcomed Mrs Reynolds to the meeting and introductions were made. SC congratulated Mrs Reynolds (DR) on her successful appointment as Co-opted Governor.

5.3 Review of Link Governor roles and responsibilities/KPI Links

Further to the minutes of the last meeting and a number of recent resignations it was noted that a number of link Governor roles remained.

The Clerk noted that Rebecca Leonard, Secondary Youth Challenge Academy Lead had originally been appointed as the link Governor for training but that it was more practical to have a member of this Board in this position as RL was no longer planning to attend the meetings of the Primary LGB.

Following discussion the following Link Governor appointments were agreed:

- Finance - Mrs D Reynolds
- Health and Safety - Mrs D Reynolds
- Sickness Monitoring - Victoria Rudge
- Attendance - Damien Mills
- Parent Link - Charlene Parkinson and Joanne Blackburn
- Training - Victoria Rudge

In the absence of Mr Hodgkinson, Governors discussed the need for an updated list to be circulated and a further review of the KPI Links to ensure all areas were covered.

Action: Mr Hodgkinson to provide an updated list to the Clerk for circulation and discussion at the next meeting.

Mr Ashworth, Manager Governor Services arrived at the meeting to present to Governors on the Bolton Governance Gateway.

Bolton Governance Gateway

Mr Ashworth gave Governors a brief demonstration of the Bolton Governance Gateway explaining:

- The rationale and the benefits of accessing meeting documentation via the Gateway to enable paper free meetings.
- How the system was operated/ set up process
- The library page and structure of the model
- How to download documents to save on the desk top to enable highlighting and annotation of documents during meetings.

Mr Ashworth noted that all documents were uploaded in PDF format and that it was useful if schools would forward any documents to the Clerk for uploading to the Gateway in this format where possible.

Governors discussed the need for personal electronic devices. It was noted that the meeting could be projected on to a smart Board if available but that Governors would require their own device should they wish to annotate the documents.

DS noted that the Trust did not currently have any electronic devices for Governors to use but that it may be a consideration for the future. A discussion at Trust level was therefore required.

CF noted that the school would print off a paper copy of the agenda pack for those Governors that didn't have access to the internet to view the documentation on the 'Gateway' ahead of the meeting.

Governors thanked Mr Ashworth for his comprehensive presentation.

Mr Ashworth left the meeting.

Governors further discussed the benefits of operating paper free meetings and agreed to commence this method of accessing documents from the next meeting. The Clerk noted that Governors would already have received a link requesting them to log in and create a password to enable them to access the documents on the Gateway. However, as some time had passed since the link was sent, if passwords had been forgotten, they could be reset following the guidance provided on line.

Agreed: That the Primary LGB commence use of the Bolton Governance Gateway to access their meeting documentation from the summer term meeting 2018.

6. 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 12 October 2017 for their review and approval.

Governors reviewed and approved the minutes as a correct record.

Matters Arising

6.1 Academy Website, minute number 6.2

Further to minute number 6.2 of the last meeting, LW referred to the completed checklist as circulated with the agenda papers and reported that currently the academy was non-compliant. Whilst there were a number of items on the checklist that were not relevant to Pupil Referral Unit (PRU) settings there were a number of items on the list that LW felt were missing or it may just be that they were not easily visible to LW.

LW therefore suggested that she meet with DS and the academy leads to gain clarity of the required appropriate detail for each setting in respect of both the funding and statutory requirements. A review of the layout of the website and the need to have visible links to make the website more 'user friendly' would also be undertaken.

A Governor referred to Pupil Premium Grant funding and Sports Grant funding noting that in a school setting related reports were required on the school websites. It was realised that this may not be applicable to both settings and therefore may be more practical to include a report with a reference link within the Academy Leads report.

Action:

- i) LW to meet with DS to further review the Academy website to ensure compliance
- ii) LW to circulate an updated checklist to Governors ahead of the next meeting

6.2 Capacity and Movement

Further to the minutes of the last meeting it had been agreed that PH would update Governors following his meeting with the Chairs/representatives of each LGB after a meeting with the LA that had been planned for 16.10.17.

In the absence of PH, DS reported that pupil capacity was a challenge to both academies.

The Forwards Centre was at capacity with 45 pupils and the Primary Youth Challenge currently had 23 pupils on roll out of a capacity of 24.

CF and LB both noted that there was an increasing pressure to admit more pupils but Health and safety had to be considered. Further details in respect of capacity issues was referred to within their academy Leads reports

6.3 Protocol/Offer, minute number 9.8

Further to minute number 9.8 of the last meeting, it had been recorded that that a review of the 'offer' across the whole Trust was being undertaken and that PH would meet with the Academy Lead's to discuss the protocol/offer for the Primary.

In the absence of PH, SC referred to the 'Core Function' and the report attached at item 6b that had been circulated with the agenda papers in respect of the Primary Youth Challenge.

CF noted that the report relating to the Forwards Centre was not yet available as this had to be shared with Panel Heads. It was also felt that it needed to be circulated to all Head Teachers across the LA to ensure that all were aware of the service provision, protocol and core offer, as it had been indicated that some were not.

DS confirmed that these details for both academies would be uploaded to the website once complete and confirmed.

LW noted that the reports should include 'aspirations' as opposed to 'actuals'. This advice was taken on board and gratefully received.

Health and Safety, minute number 9.6

Hep B Injections

Further to the minutes of the last meeting, CF referred to the Hep B injection and confirmed that there was no intention to administer this to all staff across the Board but confirmed that this would be arranged for those individuals that requested it.

Defibrillator

Further to the minutes, DS confirmed that he would continue to pursue the affordable means of obtaining a defibrillator.

6.4 Parent Questionnaires, minute number 9.7

The Clerk reported that it had been noted in the minutes of the last meeting that CF would undertake this process again and hoped for a better response from parents and that once this had been completed he would contact JB to assist with the collation and responses made to parents. It had been suggested 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.

DS suggested that in the absence of JB he make the necessary arrangements to meet with JB and CP, newly appointed Parent/Link Governor to further discuss parent view with a report back to Governors in the summer term. This was agreed.

Action: DS to meet with JB and CP to discuss Parent view with a report back to Governors at the summer term 2018 meeting.

6.5 Model Pay Policy Approval, minute number 14

Further to the minutes of the last meeting DS confirmed that approval of the model Pay Policy was undertaken at Trust level. It was confirmed that the Pay Committee had met, reviewed and approved the required policies.

6.6 Governor Skills Audit

DS noted that a copy of the Governor skills audit would be circulated to all newly appointed Governors and the outcome would be included in the analysis monitoring report compiled by DS. An update report would then be provided to Governors in the summer term.

Action: Clerk – item for the Summer term agenda.

6.7 Buildings and Facilities Management - bespoke training

SC referred to the requirement of bespoke training in respect of Buildings and facilities management that had been discussed at the last meeting. DS confirmed that a bespoke training session would be made for Mrs Reynolds, newly appointed Health and Safety Link Governor and other link Governors to be invited to attend as appropriate. It was not felt that all members of the LGB were required to attend.

Action: DS to make the necessary arrangements for bespoke training in respect of Buildings and Facilities Management to take place, inviting Mrs Reynolds and other Governors as appropriate.

Agreed: That the minutes of the meeting held on 12 October 2017 be received and approved as a correct record.

7. NOTIFICATION OF ANY OTHER BUSINESS

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

8. NOMINATED GOVERNOR REPORTS

8.1 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 29 January 2018 where the following issues had been highlighted:

- Spring Term Meeting Updates
- Governance Services Team update – retirement of a member of the team
- Conference Feedback
- Governance Housekeeping: Effectiveness; Efficiency; Impact
- Competency Framework for Governance: Accountability

8.2 Primary Partnership Governor's Report

The Clerk reported that the Primary Partnership briefing had been arranged for Monday 12 February 2018. KA confirmed that she would be attending and provide a report back to Governors at the next meeting.

8.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was available on the Governor Exchange. Copies of the programme had also been tabled at the last meeting.

A copy of the certificate detailing the training attended during the last term had also been emailed to all Governors with the agenda papers. A colour copy was tabled for safekeeping on the Governor file in school.

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. In particular the new Governors induction programme; this was a very useful course for the newly appointed Governors to attend if possible.

The Clerk noted that Rebecca Leonard, Academy Lead for Secondary YC had previously stood as the link Governor for Primary YC and had advised her that as far as she was aware no training had been attended during the autumn term.

The Clerk confirmed that Victoria Rudge was the newly appointed, Link Governor and would be required to attend the annual link Governor briefing's usually held at the start of each autumn term. The Clerk noted that

if Governors attended any training it would be useful for them to inform VR to enable her to maintain Governor records of all training attended with a termly report back to Governors as appropriate. This was also a useful record to keep for Ofsted purposes.

A Governor asked DS for the protocol in respect of accessing courses. DS explained that all training came at a cost and Governors were requested to contact DS prior to booking on any course. Training was encouraged in order to upskill and would be authorised as required to meet the needs and enhance the skills of the LGB.

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

The Clerk reported that the Governor Services Team had held 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”

KA had attended and a copy of her report had been circulated with the agenda papers for Governors review and information. KA noted that she had found the conference very interesting and motivational.

Governors reviewed the circulated report and discussed a number of points and questions that had been highlighted on the circulated report including if the Trust offered support in schools for those pupils that were identified as ‘at risk’ of being excluded or needing to attend the PRU for behaviour issues or making negative behaviour choices. It was realised that support may be sought from the Behaviour support service and that this came at a cost to the school but suggested that the BIT could also ‘broker’ members of staff out to provide a supportive service to schools in an effort to prevent or reduce the need for pupils attendance at the PRU. This could then impact positively on capacity issues and also provide an additional income stream for the Trust.

DS noted that this was something that had been discussed at Trust level. It was confirmed that there was more than sufficient expertise within each academies staff teams. LW noted that if approved this ought to be included in the ‘core offer’. Governors agreed that there was a market in this area for generating income and would be worth pursuing.

8.5 Nominated Link Governor Reports

The following link Governor reports had been circulated with the agenda papers for Governors review and information:

- **Teaching and Learning review of quality of provision:**
Sarah Curley and Lynn Williams visits held on 16 October 2017, 27 November 2017 and 23 January 2018.

KA thanked SC and LW for their time and provision of three very comprehensive and informative reports noting that the reports had raised some insightful comments throughout.

DS echoed the comments made on behalf of PH and the remaining members of the LGB. The reports had helped steer the academies forward.

- **Parent Links**
Joanne Blackburn - visit held on 28 November 2017
- **SEN/Safeguarding**
Katie Anderson – visit held on 8 December 2017 and 25 January 2018

Governors thanked all link Governors for their informative reports. It was requested that the individual Academy names be indicated on future visit reports for easier identification of the academy concerned. This was agreed.

9. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated electronically to Governors for their review and information. DS noted that the purpose of the report was to update the LGB with the financial information in relation to Youth Challenge Primary (YCP) and the Forwards Centre (FC) as at the end of December 2017. DS noted that the report provided information in respect of the financial position for YC and the FC and an explanation of the significant variances.

Governors were guided through the report that gave information under the following headings:

- Approved budget 2017/18 - £145,000 showing a breakdown of all income and expenditure for each academy
- Three Year Plan for the Trust from 2017/18 to 2019/20 – showing the opening reserves, income, expenditure, in year position and closing reserves.
- Projected financial position for 2017/18
- Significant variances for both settings
- Conclusions
- Recommendations

Youth Challenge Primary

DS referred to the significant variances noting that there had been some miscommunication between the Trust and the LA regarding top up funding for 12 FTE places in the YCP setting regardless of actual pupil numbers. It had since been clarified and confirmed that the Trust would only receive funding for the actual pupils educated and not for unfilled places; therefore presenting some financial challenges. Governors discussed this matter and noted that now this was clear the trust could plan accordingly. DS noted the deficit budget of £72,133 and assured Governors that it was expected that over time this would be clawed back and the matter resolved.

The Forwards Centre

DS reported that the Forwards Centre was projected to generate a surplus in the year of £91,212

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

10. 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:

The Forwards Centre

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

- Academy Finance Report
- 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 as appropriate.

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

Safeguarding

CF referred to MAPA Training (Management of Actual Potential Aggression) noting that all staff had undertaken this training and had replaced the Team Teach approach.

Pupil Outcomes

SC referred to the detailed data provision detailed within the report and asked for an explanation of the percentages highlighted between the actual and the cumulative columns highlighted within the data report. CF explained that most pupils are working at a lower level, some were on track in some subjects areas but not across the board. A Governor asked if those pupils that had 'exceeded' would transfer to mainstream school. CF confirmed that in most cases they would not as the provision may not be suitable and that a more specialised provision was better suited to their needs.

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:

- Aims
- Academy Finance
- Capacity and Pupil Movement
 - Autumn term 2017 Termly intake - Total pupil numbers
 - Spring term – February 2018 (Live list)
- Pupil Destinations (September – December 2017)
- Safeguarding
 - Primary Safeguarding List
- Health and Safety
 - Live List
 - Evacuation/Invacuation drills (Autumn term 2017)
- Pupil Outcomes
 - Academic – December 2017 data
 - Attendance – Raw data September 2017 – December 2017
 - Whole cohort ECM Improvement Sept 2016 – July 2017 (28 Pupils)
- Pupil Behaviour
 - Children’s Individual Targets (17 Children)
 - Behaviour RAG Data – end of Summer 2017
 - Whole school use of Behaviour systems – outside the classroom
 - Exclusion data September 2017 – December 2017 (18 pupils)
- SIP Reports
- Governor Links/Visits
- Personnel Issues
- Curriculum
- Stakeholder satisfaction data
- Parent questionnaire analysis September 2017 – December 2017 (7 pupils)
- Pupil Survey Analysis September 2017 – December 2017
 - Schools Data September 2017 – December 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:

First Aid

Further to the detail recorded within the Academy Leads Report. It was noted that Victoria Rudge, (nee Monks) was trained First Aider. A Governor asked if there was only one member of staff trained in First Aid. LB confirmed that there had only been

one minor incident to date but that the academy were looking to train an additional member of staff.

Recruitment

The recruitment process had commenced to seek a suitable teacher to replace an existing teacher whom had recently secured an outreach teaching position. It was hoped that a successful appointment would be made to commence at the start of the summer term 2018.

Attendance

Governors commented on the comparison data provision within the report noting that this was very useful information.

Behaviour/ Positive Handling strategies

LB informed Governors that the Academy had introduced the use of MAPA as an alternative strategy to 'Team Teach' for positive handling of pupils when required. It was noted that Lever Park Academy employed a qualified member of staff that was qualified to deliver MAPA (Management of Actual Potential Aggression) training. Governors discussed the strategies used and asked if this training was flexible and of it could be outsourced as a service to schools, at a cost and therefore providing an income generation for the Academy/Trust.

LB stated that she thought that it could be used flexibly, in alternative settings in conjunction with 'Team Teach' strategies.

Governor Visits

LB reported that the Governor visits held to date had been very useful and challenging. The actions from the visits were detailed within the report.

Hub Termly Meetings

Further to the information detailed within LB's report a Governor asked if there was a schedule giving details of the dates of the next meetings.

Action: LB to circulate the Hubs Termly Meeting schedule to all Governors.

Governors thanked LB for her extensive and informative report.

10.1 Visit by School Improvement Professional (SIP)

Forwards Centre

A copy of the report following the SIP visit held on 11 January 2018 had been circulated with the agenda papers for Governors review and information.

Youth Challenge

LB informed Governors that Mr Nick Pounds had undertaken a SIP Visit but that she was waiting for the report to be sent to her. This would be circulated ahead of the summer term meeting.

10.2 Termly report on Children Looked After

Primary Youth Challenge

LB confirmed that there were no 'Children Looked After' in the Primary Youth Challenge Academy but that the necessary procedures and protocols would be followed should a child be admitted.

The Forward Centre

CF reported that during the autumn term 2017 there had been three children looked after on roll at the Forward Centre. Further details had been included within his circulated report.

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

10.3 Termly Report on Attendance and Children Missing Education

Both Academy Leads confirmed that there were no children missing from education in either setting. Attendance details for both academies had been included within the circulated reports.

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

10.4 Performance Information

Governors were informed that that Pupil Performance information for both the Forwards Centre and Youth Challenge Primary had been detailed within each academy Leads circulated report.

10.5. Appraisal procedures

10.5.1 Impact of appraisal Procedures

The Academy Lead for each setting had reported on the operation and effectiveness of the school's appraisal procedures in the 2016/17 academic year as part of their circulated report.

Agreed: That the Academy Leads report on school's appraisal procedures for the 2016/17 academic year be received.

10.5.2 Appraisal Procedures linked to the terms of reference

It was confirmed that the appraisal procedures were linked to the terms of reference and that both Academy Leads appraisals were undertaken at Trust level. All appraisal targets and pay decisions had been presented to the Pay Committee and approved at Trust level on 13 December 2017.

11. Policy Ratification

A copy of the Policy ratification schedule had been circulated with the agenda papers for Governors information.

The following Policies for both academy settings had been updated and been circulated with the agenda papers for Governors review and approval:

- Teaching and Learning
 - Curriculum
- LB noted that since the agenda had been circulated it had been realised that the old Youth Challenge policy had been forwarded in error. The correct copy was therefore made available for Governors review and approval
- Marking and Feedback
 - Behaviour and Rewards Policy (PYC)/ Behaviour and Discipline Policy (FC)

SC noted that the key principles were very clear within the policies and suggested that the same were used in the 'core offer'.

SC referred to the Youth Challenge Curriculum Teaching and Learning policy and suggested that the detail had been presented as one policy, but to keep them as two separate policies – a Teaching and Learning policy and a Curriculum policy (as the website compliance is linked to Curriculum not teaching and learning).

Governors referred to the Forwards Centre policy and questioned the title of the Behaviour and Discipline Policy and discussed the possibility of changing the name of the policy to something more positive. CF agreed to give this matter some thought.

LB/CF both noted that the Safeguarding Policy had also been included on the circulated schedule but that this required further update. CF requested that Governors review and approval of this Policy be deferred to the summer term. This was agreed.

Agreed:

- i) That the policies as listed above for both academies be approved.
- ii) That review and approval of the Safeguarding Policy for both Academies be deferred to the summer term meeting.

12. OFSTED PREPARATION

In the absence of Mr Hodgkinson, LB explained that the following documents had been compiled in preparation for the next Ofsted inspection as follows:

- Alternative Provision (AP) Hand book
Compiled by Miss Leonard and Mr Hodgkinson, in conjunction with both Academy Leads.
- Ofsted Checklist – For Governors to use as part of their monitoring role, kept on the shared drive.
- RAG Rating Summary sheet

LB and CF both noted that it was important to set targets that were time bound with deadlines to ensure that the matters to be addressed were completed efficiently.

DS informed Governors that the Trust intended to have a ‘mock’ Ofsted inspection during the summer term in order to ensure that they were fully ‘Ofsted ready’ for when the official inspectors undertook their next visit.

A Governor referred to the Single Central Record (SCR) asking if this was required to be reviewed and monitored at Trust level or LGB level. It was felt that this came under safeguarding and would be good practice to be reviewed at LGB level as part of the pre-inspection.

Mrs Reynolds noted that she had experience of SCR monitoring at her school and would be happy to undertake a review of it and report back at the next meeting.

Action: Mrs Reynolds to undertake a review of the SCR for both academies at the earliest opportunity and report back to the LGB at the summer term 2018 meeting.

13. EVACUATION/INVACUATION PROCEDURE

13.1 Spring Term 2018

Governors were assured that a successful evacuation/invacuation drill would be carried out before the end of the Spring term 2018, with a report back to Governors at the Summer Term 2018 meeting.

13.2 Autumn term 2017

The evacuation/invacuation procedure for the Autumn term 2017 for both settings had been included within each individual Academy lead's circulated reports.

14. 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.

As part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date.

The Governance Services Team had previously provided a checklist based on the guidance issued from the Department for Education which had recently been updated and the Clerk highlighted the additions to the checklist.

Governors were informed that a copy of the checklist was available on the Bolton Governor Exchange.

The checklist highlighted both the recommended and statutory information to be published and Academies are reminded to check their own articles of association as this may differ from the checklist.

LW confirmed that she had completed the updated checklist when undertaking the review prior to this meeting as discussed at item 6.1.

Agreed:

- i) That the Board note the need to ensure that their websites complied with statutory requirement in terms of publishing specific information.
- ii) That Mrs Lynn Williams would meet with Mr David Smith and undertake a further review of the academies website to ensure compliance with a report this back to the LGB at the next meeting.

15. SCHOOL TERM AND HOLIDAY DATES FOR 2018/19

DS tabled a copy of the academies term and holiday dates for 2018/19 for Governors information. It was noted that these had been approved at Trust level.

LW referred to the inset days. DS confirmed that four 'three hour' twilight sessions had been arranged .

Agreed: That Governors note the term and holiday dates for 2018/19

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

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

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

17. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Mrs J Blackburn and Mrs D Jordan.

18. ANY OTHER URGENT BUSINESS

Governance Gateway Agreement

The Clerk noted further to the presentation and the LGB agreement to access their future meetings via the Bolton Governance Gateway, Governors were required to read and sign a 'Gateway user agreement'. This would be circulated ahead of the next meeting for Governors review and signed 'hard copies' of the agreement collected at the meeting.

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 6.15pm

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

Date: _____