

BOLTON IMPACT TRUST

**MEETING OF THE LOCAL GOVERNING BOARD – FORWARD CENTRE ACADEMY
HELD ON MONDAY 3 JUNE 2019 AT 4.00 PM
AT THE SMITHILLS YOUTH CHALLENGE SITE**

Present: Joanne Blackburn (JB), Chris Fielding, Academy Lead (CF), Damien Mills (DM), Deborah Reynolds (DR) and Lynn Williams (LW).

In Attendance: Paul Hodgkinson (PH), Executive Principal), David Smith (DS), Finance Director, Suja Varghese, Deputy Head Teacher/SENCO, (Observing) and Carole Brooks (Clerk to the Local Governing Board)

Before the meeting commenced it was agreed that Lynn Williams would chair the meeting on this occasion and in the absence of a permanent Chair.

LYNN WILLIAMS IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

CF welcomed all present, thanking them for their attendance. Apologies for absence had been received from Charlene Parkinson.

Prior to the commencement of the meeting, CF referred to the restructure of the LGB's confirming that there were now four LGB's within the Trust. These were:

- Lever Park Academy
- The Medical Academy, serving Park School and the Personal Learning Centre (PLC),
- Youth Challenge Academy including Youth Challenge Primary (YCP) and Secondary (YCS) (recently amalgamated).
These Academies/ LGB's had recently amalgamated.
- The Forwards Centre Academy having separated from Primary Youth Challenge (PYC).

PH noted that following the restructure of the LGB's a review of the membership had also been required to be undertaken. A copy of the proposed membership of each LGB was tabled for Governors information. It was noted that it had previously been difficult to recruit Governors to the Primary setting but following an external recruitment drive, was pleased to report that there were four interested parties. The prospective new Local Governors had experience in community bid work, secondary SENCO and

Business. They would be proposed to the Trust at the summer term meeting later this term and if approved, would be appointed to the Forwards Centre LGB to commence in September 2019.

PH assured Governors that he felt that the proposed governors would be an asset to the LGB sharing their knowledge, skills and experience to further support and strengthen the expertise already in place.

CF noted that the Primary Academy had never had a permanent Chair, due to an issue with conflict of interest from the available Governors. It was hoped following the appointment of the new Governors that a Chair could be appointed at the Autumn term meeting.

Action: PH to forward the names and contact details of the newly appointed Governors to the Clerk at the earliest opportunity following Trust approval to enable the database to be updated and new Governor packs to be sent out.

2. APPOINTMENT OF CHAIR

The Clerk reported that no nominations for Chair of the LGB had been received for inclusion on the agenda.

PH confirmed that as discussed at the previous item, appointment to Chair would be undertaken at the autumn term 2019 LGB meeting held.

The Clerk referred to the terms of reference noting that the term of Office for Chair and Vice Chair was two years, however, the details presented did not stipulate the procedure for receiving nominations for Chair and Vice Chair.

Governors discussed this matter and

Agreed: That nominations for both Chair and Vice Chair of the LGB be invited at the Autumn term meeting 2019, and every two years thereafter commencing in Autumn 2019.

Action:

- i) Clerk: Autumn term 2019 agenda item.
- ii) PH to make the necessary arrangements to amend the terms of reference to reflect that nominations for the positions of Char and Vice Chair of the LGB be

invited at the Autumn term meetings every two years and forward an updated copy to the Clerk for circulation at the next meeting.

3. APPOINTMENT OF VICE CHAIR

The Chair noted that as discussed and agreed under the previous item, the same procedure for the appointment of Chair would be undertaken for the appointment of Vice Chair, at the Autumn term meeting 2019.

Action: Clerk Autumn term 2019 agenda item

4. DECLARATION OF INTEREST

4.1 Register of Business Interests

The Clerk/Chair requested any Governors that still had not completed their Register of Business Interest Forms to do so and return them to David Smith before the end of this meeting.

It was thought that this was D Reynolds and D Mills as they had not been present at the last meeting.

The said Governors duly completed and returned the required form to Mr Smith.

4.2 Declarations of direct/indirect Pecuniary Interest

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

5. MEMBERSHIP ISSUES

5.1 Review and confirmation of the current Membership

Governors had received a copy of the current membership of the LGB. The Clerk noted that there were currently vacancies for five Governors. However, it was hoped that approval would be sought for the four proposed Co-opted Governors, leaving one remaining vacancy.

The Clerk noted that the terms of reference stipulated ‘**up to** eight Co-opted Governors’ and therefore were eligible to carry a vacancy if they felt the numbers and skill set of the Governors in place was sufficient. Governors views were requested.

Governors referred to the proposed membership report tabled earlier in the meeting. It was felt that there would be a wide range of skills and that the LGB could carry one vacancy if it was felt that there were sufficient skills in place.

At this point in the meeting, CF referred to CP, Parent Governor, noting that she had sent her apologies for this meeting but that her son had now left the Forwards Centre and wondered if she would want to continue. CF suggested that he contact her to ascertain her future intentions. The Clerk noted that despite CP's son having left, CP was eligible continue until the end of her term of office on 21 November 2021 if she so desired.

Governors discussed this matter and it was agreed that CF further discuss this matter with CP and report back to the Board at the next meeting.

CF referred to the need for a review of the nominated Link Governor roles and responsibilities following the appointment of the new Governors. In view of the new Ofsted framework, effective from September 2019, it was felt that it may be more beneficial to carry the vacancy until the Autumn term meeting, further discuss the nominated roles and responsibilities to enable an informed decision if a further Governor was required at that time.

A discussion was held and Governors

Agreed: to refer further discussion regarding membership and assign link Governor roles and responsibilities at the autumn term 2019 meeting.

5.2 Declaration of Eligibility and Privacy Consent Form

The Clerk reported that the Governance Services had published a Privacy Notice which provided privacy information for people accessing Governance Services. The notice described how Governance Services collected, uses and shared personal information about governors, trustees and leaders in relation to governance services and the types of personal information needed to process.

It was noted that the information held by the service varied dependent on the services used and related to matters of school or academy governance only, for example, providing clerking and training services, booking on training and development sessions and applying to become a school governor.

It was advised that all governors, trustees and school leaders read the notice, together with any other privacy information which may be provided on specific occasions when collecting or processing personal information, so that all parties are aware of how and why the service uses such information.

The Governance Services Team requested all service users to complete the revised eligibility and privacy consent form which would:

- Ensure all service users have been made aware of the privacy notice and agree to the processing of their information
- Include the necessary eligibility criteria to hold office as a governor or trustee, including pre-appointment procedures for DBS and Section 128 Checks.
- Assist with ensuring all information held by Governance Services is correct and up to date.

All Governors present duly completed the required form.

Agreed: That all local governors complete the Declaration of Eligibility and Privacy Consent form and return this to the clerk at the meeting.

Action: Ms Charlene Parkinson to complete the required form and return it to the Clerk at the earliest opportunity.

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 17 October 2018 for their review and approval. It was noted that the Spring term 2019 meeting had been postponed.

A Governor asked why the spring term meeting had been postponed.

CF explained that there had been many apologies and therefore the meeting would have been inquorate. It had been intended to re-arrange but this was also around the same time as the Ofsted inspection and it was ultimately decided to cancel it altogether. The decision had been made by PH and CF collectively.

MATTERS ARISING

Governors discussed the following matters arising that were not included on the current agenda:

6.1 Minute number 1, Attendance

CF noted that he had contacted Donna Jordan to ascertain her intentions in respect of future membership and she had made the decision to resign.

6.2 Minute number 2, Appointment of Chair

Further to the minutes, PH confirmed that since the autumn term meeting, there had been a restructure of the Academies format and the membership of the LGB's to be effective from September. Mrs Carr had agreed to Chair the LGB of the Lever Park Academy. PH Noted that it had also been discussed earlier in this meeting, to wait until the new Governor appointments had been confirmed with the Trust later this term, when it was hoped that one of them may consider this role.

6.3 Minute number 8.2, Review of the Single Central Record (SCR)

The Chair noted that this audit had been deferred from the Autumn term.

CF confirmed that an audit of the SCR had now been undertaken and that the Academy was compliant. A link Governor Visit report from DR had been included in the agenda circulation.

6.4 Minute number 10.2, Link Governor roles and responsibilities

As discussed earlier in the meeting, this was to be further reviewed in September 2019.

6.5 Minute number 11.2, Governor Conference

The Clerk noted that she had referred the comments made by Governors regarding the inclusion of a presentation from Staff/ representatives of Bolton Impact Trust Alternative Provision (AP) to Mr J Ashworth, Manager, Governance Services. PH confirmed that he had since liaised with with Mr Ashworth and that arrangements to include AP settings within the next conference in November 2019 were being considered.

6.6 Minute number 11.4, Primary Partnership Governor

The Clerk noted that following the resignation of Mrs Anderson, there was still a vacancy for a Primary Partnership Governor to attend the termly briefings and provide a report back to the LGB thereafter.

CF noted that this would be assigned to a suitable Governor in September 2019 along with the other link Governor roles.

6.7 Minute number 12.3, School Improvement Professional (SIP) Visit

CF confirmed that Mr Pounds, current SIP was no longer available to carry out this role for the Forwards Centre (FC). A visit would be arranged as soon as the LA had allocated a replacement.

PH noted that he would raise this matter with Dr T Birch at a separate meeting he had planned for Friday 7 June. CF noted that the FC bought a bespoke Service level Agreement which was per academic year and had been guaranteed a replacement.

Action: PH to ask Dr Tony Birch to confirm who and when the replacement SIP would be allocated to the Forwards Centre.

6.8 Minute number13, Transport Issue

The Chair asked if there was any further progress with regard to the transport issues discussed at the last meeting.

DS reported that there had been a difference of opinion as to who should incur the transport costs, the school or the LA. Governors were informed that as these costs could not be charged retrospectively, the LA had agreed to cover this for one year, but only for Youth Challenge Primary. It was noted that the Trust would not fund transport costs for the Forwards Centre.

6.9 Minute number 16, Skills Audit

DS informed Governors that the skills audit was to be deferred to the autumn term when the new Governor appointments had been confirmed.

6.10 Governance Gateway Access

The Clerk confirmed that she had included Jemma Stamford on the Gateway as requested.

DS noted that Jemma had since resigned and therefore would no longer need access.

Action: Clerk to remove Jemma Stamford's details from the Gateway.

Agreed: That the minutes of the meeting held on 17 October 2018 be approved by the LGB

7. NOTIFICATION OF ANY OTHER BUSINESS

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

8. GOVERNANCE

8.1 Approval of The Revised Terms of Reference 2019

The Clerk referred to the terms of reference circulated to all Governors. It was noted that these had recently been revised and personalised to each LGB following the restructuring of the Academies/LGB's. PH noted that these had also been approved by the Trust Board.

PH confirmed that there had not been any significant changes made other than the title following the 'split away' from Primary Youth Challenge. It was noted that the Trust had also approved that a member of the Academy Leadership Team would attend each meeting, in an observing capacity.

The Clerk reminded PH that he was now required to further amend the terms of reference to reflect that nominations for Chair and Vice Chair of the LGB would be invited at the Autumn term meetings. This was agreed.

Agreed: That the updated terms of reference be approved subject to further amendments being made by PH as discussed above.

8.2 Review of Link Governor Roles and Responsibilities

The Chair confirmed that as previously discussed and agreed a review of the nominated link governor roles and responsibilities was to be deferred to the Autumn term meeting 2019.

9. NOMINATED GOVERNOR REPORTS

9.1 Chairs' Briefing

The Clerk referred to the Spring Term 2019 Briefing noting that the following issues had been highlighted:

- Spring term updates
- Section 128 Checks
- Governance Services Privacy Notice

- Elected Governor Guidance
- School Complaints Procedure
- Training and Development

The Clerk also reported that reported that in the absence of a permanent Chair, she had attended the Summer term Chairs' Briefing held on Monday 13 May 2019 where the following matters had been highlighted:

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

9.2 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the academy did not currently have a link Governor responsible for training and had not been made aware of any training accessed since the last meeting.

Governors discussed the nature and responsibilities attached to the role. Mr Mills expressed an interest and willingness to take up this role. Governors considered this matter and agreed that Mr Damien Mills should be appointed.

The Clerk explained the requirements of the role and requested that Mr Mills keep abreast of the training available, encourage Governors to access training pertinent to their link role and provide a termly report to the LGB of all training attended.

Governors were requested to advise Mr Mills of any training accessed.

Agreed: That Mr Mills be appointed as the link Governor responsible for training.

Action: Governors to advise Mr Damien Mills of any related courses and training completed.

9.2.1 Governor Training Programme 2019/20

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

9.2.2 Link Governor Briefing Session

The Clerk reported the next Link Governor Briefing session was to be held at BSTC on Tuesday 17th September 2019 at 6.00 pm. Mr Mills noted that date and hoped to attend.

9.3 Nominated Governor Reports

The following Link Governors had submitted their reports following their visit to their nominated link area of responsibility:

Single Central Record – D Reynolds

Further to the tabled report DR confirmed that she had undertaken an audit of the SCR and had written the report as a critical friend. It was confirmed that the SCR was 'spot on' and there were no major concerns to report. DR reported that a member of staff had raised an issue with her in respect of the HR provider to the FC Academy.

PH explained that the Academy had decided to take up HR provision from an independent provider but that this had not proved satisfactory so were now buying HR Service provision from 'One Education' based in Manchester. It was noted that they had been very supportive and had mitigated any concerns.

DR and CF noted that it was nice that the staff felt that they could share this with DR but that a further discussion was required regarding the individuals concerns, to ascertain if the matter raised was the responsibility of the LA or the new HR provider.

The Chair asked DR if she felt satisfied that the concern raised was being addressed effectively. DR confirmed that she was.

Behaviour and Attendance – Damien Mills

Further to the tabled report, DM explained the purpose of his visit. It was noted that he also had discussed with staff the way in which the provision administered SATs tests.

A Governor asked CF if he had completed the required Head Teacher forms.

CF Confirmed that he had.

The Chair asked if anyone else had been invited in to scrutinise the procedures undertaken in respect of the tests other than a Governor.

CF confirmed that no other external validation had been invited.

The Chair noted that it was felt to be good practice to have external validation in these situations to minimise any risks but that what had been undertaken was in accordance with what was required.

DM noted that this had been a positive visit. He had referred to some points and made recommendations for the academy's consideration. He would make arrangements to re-visit the setting in order to monitor the issues raised.

Staff Deployment - Lynn Williams

LW guided governors through her report noting that the focus of the visit and discussions held had been around staff deployment as per the conversation points detailed within the circulated report.

Governors were thanked for their time and dedication in undertaking the link Governor visits, writing up their reports and providing such invaluable support.

10. ACADEMY LEAD REPORT TO LOCAL GOVERNORS

A copy of the report prepared by Mr Fielding, Academy Lead had been circulated to Governors for their review and information:

CF presented his termly report to the LGB. This provided in-depth information in the following areas:

- Capacity and Pupil Movement
 - Termly intake – Total Pupil Numbers
- Safeguarding
- Bullying/Racism
- Health and Safety
- Pupil Outcomes
 - Academic
 - Attendance
- Pupil Behaviour
- Quality of Teaching
- Pupil Destinations
- Personnel
- Curriculum
- Centre Improvement focus over the coming term
- Looked After Children
- Children Missing in Education (CME)
- Report on the Impact of Performance Management

Mr Fielding highlighted aspects of the report as follows and Governors questions were invited:

Safeguarding

There were no concerns to raise, all matters had been managed effectively. CF referred to the live list within his report noting that most pupils attending had 'Early Help forms' in place with the exception of the children looked after and the children under Child Protection orders.

A Governor asked who the lead professional was in this area.

CF confirmed that this was Suja Varghese, Deputy Head of the Forwards Centre. There was also external agency support and a number of members of staff trained s lead professional's in this area.

Bullying

CF informed Governors that the Forwards Centre was a very calm environment and that issues of bullying were very rare. It was noted that in the main any issues that did occur, were on the transport to/from the Centre as opposed to on site. Governors were assured that any issues or concerns were discussed at weekly pastoral meetings.

Academic Outcomes

All pupils were tracked against specific, individual and emotional targets which aimed to remove barriers to them being successful. It was noted that the recent Ofsted inspectors had not looked at Data but felt that this was robust. Moderations had also been undertaken and staff had visited other schools to moderate.

Behaviour and Exclusions

There had been no exclusions this term. The pupils were aware of the very strong boundaries in place.

Further to the report CF noted that the centre was currently in the process of refining their social and emotional key principal document into an assessment tool to enable staff to be more specific and diagnostic when planning for the needs of individual pupils.

Raw Data

PH noted that this was pupil specific and that discussions continued with the LA to discuss the number of days available for part time places available. Concerns were expressed that the analysis that had been put forward to the LA was not being considered effectively. The FC was a very specific provision with a specific curriculum offer. Further discussions with the LA were to be undertaken as this was a very challenging time. Governors would be updated as appropriate.

DR apologised for having to leave the meeting at this point.

Recruitment

CF reported that there was currently one vacancy for a Learning Mentor currently being filled by a member of agency staff. It was hoped that this could be made a permanent arrangement in the near future.

A Governor referred to agency fees and the need to be mindful of being charged if the FC were to employ them directly. CF noted that this would not occur as the FC had actually recommended them to the agency.

CF requested Governor support and involvement with the recruitment and interview process. It was noted that communication regarding this would be circulated as and when required. This was agreed.

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

Governors had previously received copies of the SEF and SDP for their information. PH noted that any further updates to the SEF and SDP in line with the new Ofsted Framework effective from September 2019, would be circulated to all Governors once completed.

Agreed: That the progress on the SEF/SDP for the Forward Centre be noted.

10.2 Visit by School Improvement Professional (SIP)

Governors had previously received the report following the Autumn term visit by the school improvement professional on 18 September 2018 for their review and information. It was noted that this had been included within the Agenda circulation for the Spring term meeting that had been postponed.

There had not been a visit during the Spring Term as previously discussed. The provision was awaiting confirmation of their new SIP and once this had been confirmed, a meeting would be arranged.

10.3 Evacuation/Invacuation Report – Autumn Term 2018

CF confirmed that an evacuation drill had been held during the autumn 2018 term on 20 September 2018 and an Invacuation drill had been held on 21 September 2018. It was noted that this had been challenging due to the number of visitors in the building on that day, some of whom were undertaking counselling sessions with individual students. A judgement call was required to be made if to disturb the counselling session or not, the impact of the consequences had to be considered. However, it was noted that if this was a real-life incident then they would definitely be required to Invacuate.

The Chair referred to the provision being required to carry out a full lock down drill and explained the difference between this and an Invacuation drill.

Evacuation/Invacuation Report – Spring Term 2019

CF confirmed that an evacuation drill had been undertaken during the Spring term on 13 March 2019 and an Invacuation drill had been undertaken on 3 April 2019.

There had been no major issues, but some concerns had highlighted that the use of ‘walkie talkies’ would make the procedure more effective.

CF confirmed that the Summer Term Evacuation/Invacuation Report would be presented to Governors in the autumn term.

Agreed: That the evacuation/Invacuation for the autumn term 2018 and the spring term 2019 term be received and the summer term report be presented at the next meeting.

10.4 Termly report on Children Looked After

CF reported that there was 4 ‘Looked after Child’ on roll at the Forwards Centre as highlighted within his circulated report. It was noted that the necessary support strategies, PEP meetings and all related administration had been completed and submitted as required.

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

10.5 Termly Report on Attendance and Children Missing Education

Attendance

CF confirmed that attendance had been the best it had been during the Spring 2019 term. This had been as a result of the individual strategies in place for each child and staff going out to collect pupils from their individual homes. It was noted that families were well supported by the Forwards Centre in encouraging good attendance.

Children Missing Education

CF confirmed that there were no children missing in education.

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

10.6 Pupil Premium Report (PPG) 2018/19 allocation

CF reported that the FORWARDS Centre had received around £48 k PPG funding for the 2018/19 academic year. The Centre worked to an action plan in place using the funding to provide additional pastoral staff, a cultural offer and uniforms to pupils as and when required.

A Governor noted that the PPG funding was required to be used to remove barriers to learning and expressed concerns that questions may be asked as to the use of PPG funding for the provision of pupil's uniforms not being deemed as reducing barriers to learning.

CF explained that some pupils that join the Forwards Centre may not have the appropriate uniform and by providing this for them created a sense of belonging for the pupil reducing any un-necessary anxieties.

The Governor in question could relate to this explanation and suggested that a narrative be included alongside this section of expenditure on the report published on the school website to back up allocating PPG funding in this area.

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

Action: CF to include a supporting narrative to explain the reason for PPG being spent on pupils' uniforms.

Agreed: that the termly report from the Academy Lead be received

The Chair and Governors thanked Mr Fielding for his comprehensive report and asked that thanks be conveyed to his team for their hard work, dedication and commitment in the work they undertake.

11. FINANCIAL UPDATE

Governors had received a financial report for 2018/19. DS guided governors through the details presented. It was noted that the purpose of the report was to update the LGB with financial information in relation to the Forwards Centre as at the end of April 2019.

The report outlined the 2017/18 outturn position and the anticipated financial position for 2018/19 including an explanation of the significant variances and included information under the following headings;

- Introduction
- Projected Financial position 2018/19 (Table 1)
- Conclusions
- Recommendations

DS referred to the move to the new 'Dynamic Purchasing System' noting that the Trust had recently submitted a bid and was awaiting the outcome. It had been thought that this would be on 12 June 2019 but felt that this date may not be met now as the Trust had been invited to a meeting with the LA on 11 June 2019 to discuss the FC budget.

A Governor asked if other academies were required to be supported financially and if so, how this would impact the sustainability of the FC.

DS explained that there were some significant deficits and surpluses and that this was managed at Trust level making savings and efficiencies where required.

PH noted that there had been some staff reductions made at Lever Park but that the finance report for the Forwards Centre was presenting no imminent risks. PH further noted that financial arrangements continued to be an on-going discussion with the LA.

CF noted that the Forwards Centre was a 'Bolton Provision' and was currently tied to 187 places for 2019/20. It was noted that consideration was being given to the Trust reducing this number of Bolton places in 2020/21 and offer out of borough in order to generate more income.

Governors were assured that there were no immediate financial concerns for the Forwards Centre and that the trust would look at the loss-making provisions in the first instance.

Agreed: That Governors note the details presented within the financial report.

The Chair and Governors thanked DS for his in depth and informative report.

12. POLICY REVIEWS/APPROVALS

Governors had previously received the following Policies for their review and approval within the circulation for the Spring Term Meeting that had been postponed:

12.1 Accessibility Policy

Governors confirmed that they had reviewed the Accessibility Policy.

Agreed: That Governors approve the Accessibility Policy

12.2 Safeguarding and Child Protection Policy

A Governor referred to the recent updates to the Keeping Safe in Education 2019 document and asked for confirmation that this policy was in line with these updates. CF confirmed that it was.

Agreed: That Governors approve the Safeguarding Policy.

12.3 Curriculum Policy

A Governor referred to the policy stating that the Forwards Centre did not teach Foundation subjects and asked if it was acceptable to state this.

CF confirmed that as an alternative provision they were.

Agreed: That the Curriculum Policy be approved

12.4 Discipline and Behaviour Policy

Governors confirmed that they had reviewed the Discipline and Behaviour Policy and

Agreed: That the Discipline and Behaviour Policy be approved by the LGB.

12.5 Marking and Feedback Policy

Governors confirmed that they had reviewed the Marking and Feed-back Policy and

Agreed: That the Marking and Feedback Policy be approved by the LGB.

12.6 Teaching and Learning Policy

Governors confirmed that they had reviewed the Teaching and Learning Policy and

Agreed: That the Teaching and Learning Policy be approved by the LGB

13. PUBLISHED GOVERNANCE INFORMATION

The Clerk referred to the briefing note that had been circulated with the agenda papers reporting that all maintained school governing boards had a legal duty to provide governance information on a national database called GIAS service (Get Information About Schools) which was previously 'Edubase'.

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

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

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

Academy Websites

Academy websites must include the structure and remit of the members, board of trustees, its committee and local governing boards, and the full names of the Chair of each. (where applicable). The website must also include the details of individual

Members, Trustees and Local Governors that have served at any point over the past 12 months.

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

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

Agreed:

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

14. ELECTED GOVERNOR GUIDELINES

The Clerk referred to the briefing note that had been circulated to all Governors and reported that the Local Authority was the appropriate authority for maintained community, community special and voluntary controlled schools and as such must make all necessary arrangements for the election process for parent and staff governors.

Maintained voluntary aided schools, academies and free schools are free to determine their own procedures; however, many choose to follow and adapt the local authority model.

Parent and staff governors were represented on governing boards by a process of election.

The guidelines allow schools to better inform all prospective governors about the role of a governor and the commitment required especially in terms of attendance and training. The guidance provides for information on the eligibility criteria for both staff and parent governors, terms of office and nomination and election procedures. Model letters and ballot forms are also included to provide further assistance to schools and ensure processes are managed effectively.

The guidelines have been updated to provide current guidance related to:

- The definition of 'parental responsibility' in line with DfE guidance
- Minor amendments regarding necessary pre-appointment procedures.

Agreed: That the Local Governing Board note and approve the revised Elected Governor Guidelines for use by the school for all future parent and staff governor elections.

15. WEBSITE COMPLIANCE

Mrs Williams (LW) had undertaken a review of the school website completing the Academy Checklist. It was noted that there were some areas that required updating including:

- The review date on the Curriculum Policy
- PPG Statement and the exact figure received for both PPG and sports Premium Funding.
- Named SENCO
- Governor Page – some photos/memberships were now out of date

LW would make arrangements to share the check list with DS highlighting the areas of concern, at the earliest opportunity.

Governors discussed the value of a termly check of the website to ensure continued compliance and a report back to the LGB at each meeting thereafter.

Action:

- i) LW to share the outcome of the summer term website review with DS and DS to address any highlighted concerns ahead of the next review.
- ii) LW to continue to undertake termly reviews of the Forwards Centre website prior to each termly LGB meeting, with a report back to Governors at each meeting thereafter.

16. SECTION 128 CHECK FOR MAINTAINED GOVERNORS

The Clerk reported that in September 2018 a further revision was made to Keeping Children Safe in Education guidance which gave an additional recommendation for maintained school to undertake a section 128 check for their governors. Academies, Free schools and independent schools are already required to undertake this check as detailed in the Academies Financial Handbook.

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.

The requirement for all maintained governors, academy members, trustees and local governors to undertake an enhanced DBS check on appointment continues. Those that have any unsupervised contact with children, must, in addition, have a barred list check.

The Clerk advised that a Section 128 check may be undertaken by a specified user at the school logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services' web page.

It was noted that all DBS and section 128 checks should be recorded in the school's single central record.

DS confirmed that the Academy currently undertook section 128 checks and would continue to do so.

Agreed: That a section 128 check be undertaken for all existing and new Local Governors on appointment and that these be recorded in the school's single central record.

17. ADMISSIONS POLICY

A copy of the Forwards Centre Admissions Policy 2019/20 had been circulated for Governors review and approval. CF noted that this had been compiled in line with the current 'Bolton' LA process.

A Governor questioned if the policy gave enough scope not to be tied to the LA.

CF confirmed that he felt it did for 2019/20 but not if the numbers of places were to reduce in the future as was currently being considered by the FC and Trust Board. It was felt that further discussions regarding the 2020/21 policy were required to be undertaken in the autumn term 2019 and following the outcome of the Dynamic Purchasing Bid.

CF explained that currently the FC had to hold 40 places for Bolton LA even if there were a lesser number of pupils admitted.

Governors discussed this matter at length and agreed that further discussions were required for 2020/21 and that the FC should wait to see the outcome of the Dynamic Purchasing Bid.

CF requested a further review of the policy as it was felt that it should be more robust.

Agreed: That approval of the Admissions Policy for 2019/20 be deferred to Autumn term 2019 meeting.

Action: Clerk – Agenda Item for the Autumn term 2019 meeting.

18. GOVERNANCE SERVICES UPDATE

18.1 Leading Governance Development Programme

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

18.2 Governance Health Checks

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

18.3 External Review of Governance

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

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

18.4 Bolton Governance Gateway

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

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

further information or for an informal demonstration at your board meeting about how the Governance Gateway can work for your board could be arranged via the Clerk to Governors.

19. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk reported that following discussion with PH and CF the following dates for the 2019/20 meetings were being proposed for Governors approval. It was noted that all meetings would continue to be held at The Forwards Centre.

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

Autumn Term: Thursday 17 October 2019 at 4.00pm

Spring Term: Monday 10 February 2020 at 4.00pm

Summer Term: Monday 8 June 2020 at 4.00pm

20. CONSENT TO ABSENCE

Agreed: That Governors consent to the absence of Charlene Parkinson

Action: CF to contact Ms Parkinson, Parent Governor to ascertain her future intentions because her son no longer attended the FC.

21. ANY OTHER URGENT BUSINESS

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

22. CONFIDENTIALITY

Agreed: that none of the matters minuted at this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association.

PH reminded Governors of the need to exercise confidentiality around some of the discussions held around finance and funding.

The Chair thanked Governors for their attendance and continued commitment.

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

The meeting closed at 5.55pm

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

Date: _____