

BOLTON IMPACT TRUST

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

HELD ON WEDNESDAY 7 JUNE 2017 AT 4.00PM AT SMITHILLS YOUTH CHALLENGE SITE

Present: Joanne Blackburn, Louise Buchanan, Sarah Curley, Chris Fielding, Gemma Morris, Maggie Slamin and Lynn Williams.

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

SARAH CURLEY IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all present. Apologies for absence had been received from Katie Anderson. PH reported that Mrs Birchby, Vice Principal would not be present at this or future meetings. She had planned to retire at the end of the summer term but had retired at the last half term, earlier than planned due to ill health.

There had been no apologies submitted from Donna Jordan, It was thought she may have been delayed and it was hoped that she would still attend.

2. APPOINTMENT OF CHAIR

Further to the minutes of the last meeting it had been minuted that Sarah Curley be appointed Chair of Local Governing Board (Primary) until the end of the academic year 2018 unless another eligible Governor came forward at this meeting.

SC noted that she had stood in as Chair for the last two meetings and confirmed that she was happy to serve until the autumn 2017 meeting but could not commit until 2018. It was hoped that another eligible Governor would self-nominate and take up this position for the remaining term of office.

Governors discussed this matter but there were no self-nominees at this time.

PH reported that there were other vacancies on the LGB, one for a Parent Governor due to the resignation of Mrs Burgoyne and also a Local Governor vacancy. PH informed Governors that he had someone in mind for this position who may also be take up the role of Chair subject to LGB approval at the next meeting.

The Clerk noted that a Parent Governor election would need to be held at the earliest opportunity. It was agreed that this would be arranged.

Agreed: That Sarah Curley continue as Chair until the Autumn term 2017 Meeting.

Action:

- i) PH to approach a suitable candidate to fill the vacancy of Local Governor and potential Chair.
- ii) RL to arrange a Parent Governor election at the earliest opportunity and inform the Clerk of the outcome in order to update the membership and forward a welcome to Governance pack to them.

Sarah Curley continued in the Chair

3. APPOINTMENT OF VICE- CHAIR

Governors were asked to appoint a Vice Chair of the LGB (Primary). Governors discussed this matter but there were no self-nominees. It was proposed that this matter be deferred to the Autumn term along with that of the Chair and that an appointment be made once the appointment of Chair had been confirmed.

Agreed: That the appointment of Vice Chair of the Primary LGB (to serve until the autumn term 2018 meeting) be deferred to the autumn 2017 meeting.

4. DECLARATION OF INTEREST

4.1 Declarations of Interest

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

5. MEMBERSHIP / GOVERNANCE ISSUES

5.1 Governor vacancies

It was noted matter had been discussed at the previous item. The Clerk informed the LGB that further to circulation of the agenda that she had received an emailed resignation from Mrs Burgoyne, Parent Governor and therefore the following vacancies remained:

- One Local Governor
- One Parent Governor

Action:

- i) PH to make the necessary arrangements to appoint a Local Governor.
- ii) RL to make the necessary arrangements to hold a Parent Governor Election and inform the Clerk of the new Governor appointed.

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 9 February 2017.

Governors reviewed and approved the minutes.

Agreed: That the minutes of the meeting held on 9 February 2017 be received and approved subject to the following amendment to the agreement at item 2, appointment of Chair to read:

- **Sarah Curley to be appointed as Chair of the Primary LGB to serve until the Autumn term 2017 meeting.**

Matters Arising

Governors discussed the actions and matters arising from the minutes of the 9 February 2017 that were not included within the agenda for this meeting. It was noted that some actions had been assigned to Mrs Birchby and that due to her early retirement it was necessary to ensure that these had been followed up and therefore were further reviewed to ensure that they had been addressed. Governors were

therefore guided through the minutes in order to review all actions and the following responses:

6.1 Edubase Site

DS confirmed that the Edubase site was fully up to date and compliant. It was noted that this had been a challenge due to the detail required to be recorded for each individual Academy within the Trust.

6.2 Academy Website

A report compiled by Mrs Williams had been circulated with the agenda papers for Governors information. It was noted that at the time of completion the academy were no compliant, this had been work in progress, much had been done since and it was felt that a new deadline for completion be made to ensure full compliance.

DS reported that a lot of work had been done and that the Academy were more compliant than they had been. It had been a challenge differentiating the lines of responsibility between the five individual academies and also the website of the Trust.

It was noted that there was no specific guidance for alternative provisions and that a lot of the guidance provided was not relevant to the PRU setting.

SC emphasised the need to ensure all relevant details were on the website including curriculum detail. It was noted that much of this information was included within the academies policies and therefore the required detail could be taken from those.

DS confirmed that this was work in progress and that more and more was being populated as time went on including Provision mapping, Pupil Premium details and also staffing details for the Academy Leads.

PH suggested that a 'snag list' be compiled to assist what was required and ensure that the necessary compliance deadline was met.

PH also reported that he was to meet with the Academy Leads on 16 June to discuss matters around the 'Offer' and the need to continue to support and meet the needs of the pupils effectively. PH referred to a very effective template that was in now use at lever Park, this would be discussed with them and shared with LGB at the earliest opportunity.

SC referred to the need for more effective SEN reporting. It was realised that Katie Anderson, SENCO was not in attendance at this meeting but it was felt that she would

be a suitable Governor to take responsibility in this area and provide reports to the LGB in this area along with Safeguarding.

SC referred to photos of the academy setting/pupils on the website. RL noted that many pupils were not in favour of having their photo taken. LW noted that it was imperative to be selective when choosing photos for the website in order to create the right impression for any 'on lookers'. Governors discussed this matter and agreed that the right image was required in order to represent the effective 'offer' that was made to the pupils.

SC noted that Governor 'pen portraits' giving a brief introduction of themselves were required to be sent to DS as soon as possible in order for them to be uploaded alongside their photographs. DS noted that there were still some photos outstanding and requested that Governors forward a suitable picture to him at the earliest opportunity to be uploaded onto the website.

LW requested that the deadline for website compliance be 29 September 2017. At this point she would further review and report back as appropriate at the next meeting.

Agreed: That the deadline for website compliance be 29 September 2017.

Action:

- i) Governors to forward their pen portrait and photograph to DS at the earliest opportunity for inclusion on the academy website.
- ii) PH to complete a 'snag list' for the outstanding items required to be addressed for the website.
- iii) DS/PH to ensure that the website is fully compliant by 29 September 2017.
- iv) Katie Anderson, as SENCO to provide reports in respect of SEN/Safeguarding as part of her Link Governor role.

6.3 C-POMS

Further to minute number 9, Mrs Birchby had been tasked to further investigate the implementation of C-POMS. In her absence, PH reported that the purchase of CPOMS across the whole Trust had been considered, in house training had been undertaken and it was hoped that it would be fully implemented across the Trust by September 2017. Governors commented how useful this tool was in their settings.

Action: RL to make the necessary arrangements and further investigate the implementation of CPOMS for the Primary Academy.

6.4 School Improvement Professional (SIP)

SC referred to the minutes where it had been recorded that Mr Pounds was the Academies SIP and that the LA paid for his services. A discussion was held in respect of the costs for LA SIP service provision which was £2,600 per academy including two visits per year in comparison to provision by other providers. It was felt that a review of the best value for money was required, especially if the cost for the SIP service level agreement (SLA) was applied to each individual unit provision/academy. LW noted that the LA SIP service had now become a non-delegated service and that schools had to budget for this. SC tabled an example of the SIP SLA that had been shared at the most recent Chairs Briefing.

Action: PH and DS to further review and investigate this area and ensure that best value for money was maintained.

6.5 Health and Safety Report

Further to minute number 9.1 Governors discussed that Health and Safety of the Primary Academies was the responsibility of the LGB as opposed to the Trust. PH noted that all LA Corporate Property Health and Safety reports were required to be presented to the LGB.

It was noted that the link Governor responsible for this area was Gemma Morris and that PH would ensure that all relevant reports that were compiled for the trustees were forwarded to her for further reporting and monitoring at LGB level.

6.6 Pupil Premium Grant Funding (PPG)

Further to the minute number 9.1, it was reported that there had been some confusion in respect of who was eligible for PPG and what information could be published on the academy website. It was noted that the Forward Centre was eligible for PPG but that the Primary Youth Challenge Academy was not and therefore no requirement for a report being placed on the academy website. DS explained that PPG was received for secondary Youth Challenge but that Primary PPG remained with the child's school.

CF referred to Looked After Children funding noting that currently the academies did not receive any funding from the LA representing the child. Governors felt that this funding should be passed to the provision caring for the child and if this was not being

received the matter ought to be addressed to determine who was benefitting from the funding. It was felt that it may be the first school in which the child had originally been placed and if they had then been transferred to the pupil referral Unit (PRU) they should pass the funding on.

DS reported that a statement in respect of PPG spending was on the website to reflect the funding spent, the interventions used and impact made.

6.7 Safeguarding Policy

Further to minute 9.7, RL reported that this was a model Policy was for all academies and had recently shared with the Secondary LGB. A number of typing and amendments to the format had been discussed. These would be made and once completed would be re-circulated to all Governors for their approval.

Action: RL to update the Safeguarding Policy and forward to all Governors for their information and approval at the next meeting.

6.8 Appraisal Procedures linked to the terms of Reference/Pay Policy

Further to minute number 10.2, PH confirmed that the Trust held a Pay and Appraisal Committee and that any pay recommendations would be discussed at that level in November 2017. DS noted that all pay matters were made at Trust level. SC referred to pay appeals and asked who staff would appeal to if it was required. PH reviewed the terms of reference for the Pay and Appraisal Committee and read out the relevant sections. SC also reviewed the terms of reference for this and also the LGB terms of reference. It was confirmed that the LGB were responsible for managing any appeals.

A discussion was held and it was agreed that further clarification was required but that the detail in respect of pay awards relating to the KPI's ought to be removed from the Pay and Appraisal Committees terms of reference.

Action: PH to clarify responsibility in this area and update the terms of reference to remove the point relating to KPI's.

7. NOTIFICATION OF ANY OTHER BUSINESS

The following item of Any Other Business was reported:

- Governor Conference

The Clerk proposed that this item be to be discussed at item 8 under nominated Governor Repots. This was agreed.

8. NOMINATED GOVERNOR REPORTS

8.1 Chairs Briefing

The Chair reported that she had attended the spring term Chairs' Briefing held on 15th May 2017 where the following matters had been highlighted:

- Education Improvement presentation
- Summer term meeting updates
- Governance Services: Service Level Agreement

PH reported that he had received details of the Governor Services SLA provision for review and action. SC explained that the new SLA offered a new banding system and choice of clerking arrangements including the services of minute clerk at a lower cost or an advisory and support service from more experienced clerks as currently provided, whom would also take the minutes at the meeting.

PH reported that he had arranged to meet with Mary Powell to further discuss the requirement for the future and asked Governors if they were happy to delegate the decision to PH and Mary Powell who would in turn inform Mr Ashworth, Governor Services Manager accordingly. This was agreed.

- DfE Competency Framework
- Clerks Competency Framework
- Business Continuity Planning

The Clerk tabled a briefing note in respect of Business Continuity Planning. It was noted that this had been compiled from a recent training session held by Judith Smith, LA Auditor. SC read out the details of the report. The Clerk asked PH if this area was managed at Trust level or LGB level as there would be individual specifics to each LGB.

Agreed: That RL and DS would review this report and further discuss at the next meeting

Action: Clerk to forward the report to all Governors for their review and information.

8.2 Primary Partnership Governor's Report

The Clerk reported that the Primary Partnership Forum had been held on 5 June 2017.

Katie Anderson, the nominated Partnership Governor, who was not present at today's LGB meeting had attended the Primary Partnership meeting where the following matters had been highlighted:

- Arts in School: Local Cultural Education Partnership
Gillian Smith, Bolton Cultural Education Partnership – Development Group Co-ordinator
- Start Well Service for Early Years
Jan Robinson, Strategic Lead for Early Years

The Clerk tabled a report compiled by KA following the briefing. A copy of the report had also been emailed to all Governors.

8.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governor Training Programme would be available on the Governor Exchange before the end of the current term. A briefing session for link governors would be held on 7th September 2017. It was noted that RL was the link Governor for training.

It was noted that there was 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.

8.4 Nominated Link Governor Reports

8.4.1 Health and Safety Report

Reports compiled by Gemma Morris in respect of Health and Safety across the Primary Youth Challenge and the Forwards Centre sites had been circulated with the agenda papers for Governors review and information.

SC thanked GM for her very informative reports and asked if anyone had any questions or comments relating to either setting.

Primary Youth Challenge

A Governor asked if the Academy held any Defibrillators on site.

RL confirmed that there was one on site, it was thought that this had been secured through the 'Red Cross' but that members of staff had not received any training in order to use it.

Governors discussed that no training was required in order to have a defibrillator on their premises it was there for Emergency Services to use if they were in the area and required access. It was also noted that these machines could be operated very easily as instructions were given at the time of use.

DS noted that had recently been made enquiries with contacts at Bolton Wanderers Football Club as to the cost to purchase three defibrillators resulting in £800 each plus any associated training costs and had therefore

since been considering suitable sponsorship opportunities. DS commented that he had been un-aware that the Academy had a defibrillator and therefore would only require two now.

Governors further discussed this matter noting that these items were usually free to community buildings that were willing to house them. SC noted that she had one in her school and would make enquiries as to where it was supplied from.

Action: SC to make enquiries as to the supplier of her schools defibrillator and advise DS at the earliest opportunity.

Forwards Centre Report

GM noted that since the reports had been circulated GM had made a second visit/walk around the Forwards Centre. PH noted that this had been very useful and informative.

RL noted that it had since been ascertained that as the Academy was a tenant of the building that the area of Health and Safety and the lines of responsibility were a very complex matter and required some clarification. RL felt that the Academies were required to undertake their own risk assessments and Health and Safety assessments and procedures in order to feel comfortable that all was covered and managed effectively and were compliant.

PH referred to a recent visit with Mr Feeley, Head Teacher at 'the Orchards Federation' who had suggested and recommended a Health and Safety Monitoring system call the 'Every System'. It was felt that whilst this may be challenging, it may be worth considering.

RL noted that there was a Site Manager in place who managed the whole site including Smithills School. This was a very complex area and required careful consideration to ensure matters were managed correctly and the responsibilities were appropriately placed.

SC and all Governors thanked GM for her very thorough and informative reports.

8.4.2 Meeting with the Academy Leads

A report compiled by Lynn Williams and Sarah Curley's meeting with the Academy Leads from both the Primary Youth Challenge and Forwards Centre sites had been circulated with the agenda papers for Governors review and information.

SC noted that the focus for the autumn term would be 'The Quality of Teaching and Learning'. A meeting would be arranged for them to visit both settings ahead of the next LGB meeting. A report would be compiled and circulated to the Local Governing Board in advance of the next meeting.

8.5 Bolton Governor Conference

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 4 November 2017 from 9am until 2pm at the Bolton Mercure Georgian House, Blackrod, with the theme Positive Futures for Children and Young People.

Governors were to receive presentations from a keynote speaker and in addition there had been/would be interactive workshops on a number of current topics.

The Clerk noted that further information would be provided in due course but if any Governor wished to attend they would need to gain approval from the school/Academy before making their booking due to the costs incurred as some schools may wish to limit the number of attendees.

9. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

A copy of the Academy Leads report for both

- i) Youth Challenge
- ii) Forwards Centre

had been circulated with the agenda papers for Governors review and information. Academy leads were requested to present their reports to the Local Governing Board as follows:

Youth Challenge – Academy Leads Report

LB presented her termly report to the LGB giving an in depth report of all areas as follows:

- 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:

Questions were also invited.

Safeguarding

Further to the report LB referred to the detail recorded in respect of two pupils having been referred to the Chanel program. Governors commented on how useful this program was particularly in light of recent terrorist incidents in Manchester and London. LB noted that the pupils all had very clear views and beliefs in these matters and that they needed to be understood.

Health and Safety

LB referred to all staff being trained in 'MAPA' - the Management of Actual or Potential Aggression. Updates had been given on 24 and 31 March 2017. CF noted that due to the success of this experienced at Youth Challenge, he would look to implementing this at the Forwards Centre in the near future. LB stated that it was not as prescriptive as 'Team Teach' and that there were different levels.

SC referred to the detail recorded in respect of the recent staff referrals made to DS to authorise Hepatitis B Injections and asked if this was to be undertaken across the Board. It was explained that this had been undertaken across the Primary academy. CF noted that the need for this was an occupational hazard following incidents/potential incidents that had/may occur. It was noted that these incidents were not always intentional but were a hazard or the nature of the pupils.

RL asked if all staff should benefit from this injection at a cost to the academy as some staff had taken it upon themselves to arrange it and had paid for their own. Some staff had already had the injection in previous work situations but may require a booster.

Action: PH to make further enquiries into the need for HEP B injections across the board and who was responsible for the cost.

Pupil Outcomes

LB reported that it was important to ensure that realistic targets were set and that suitable challenges were put in place for each child. LB referred to the report showing the percentages of pupils at expected/above expected ARE.

SC noted that it was important to remember that the academic ability of some of the pupils in the academy were well below average and that this was required to be realised within the details recorded. Even if the child was below expected they may still have made progress and therefore if details were included in respect of their baseline progress against their targets could be seen.

Action: LB to include baseline detail in future reports to show the individual pupils progress.

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

Forwards Centre - Academy Lead's Report

CF presented his termly report to the LGB giving an in depth report of all areas as follows:

- Capacity and Pupil Movement
 - Termly intake - 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
- Curriculum
- Looked After Children
- Children Missing Education

- Report on Impact on Performance Management

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

Capacity and Pupil Movement

CF reported that pupil capacity was still at 45, he had recently met with the LA representatives to further discuss this issue as there were still eight children on the waiting list. There were a number of pupils that were waiting to leave the Forwards Centre but the LA were having difficulty placing the pupils in appropriate settings. An appeal had been made to the Forwards Centre to move six year 6 pupils to Lever Park but this was proving a challenge and the Year 11 pupils were also still on site at Lever Park. It was felt that this would be resisted due to the disruption it would cause. A Parent Governor commended the work undertaken by the staff at Lever Park in very challenging circumstances.

Safeguarding

Further to the details recorded in CF's report a Governor referred to the Child Action pupils and asked if the live list detailed of the 45 pupils currently in the centre required managing under the safeguarding heading or if they were SEN pupils or both. CF confirmed that they were not all SEN pupils. A Governor suggested that a breakdown to aggregate the differential between Safeguarding and SEN pupils be made for future reporting purposes. This was agreed.

Action: CF to provide a breakdown in the numbers of Child Action pupils to differentiate SEN pupils and Safeguarding for future reporting.

Pupil Outcomes

Further to the detailed circulated report, Governors were informed that all pupils in the centre presented challenge and it was hard to determine academic age related expectation. Work was undertaken to improve the rigour behind termly assessments for each pupil to determine the required support in order to raise their achievements and was tracked accordingly. It was noted that in most cases progress in writing was above reading and maths, but this was not the case in this setting as many pupils did not express an interest in this. Therefore an area of focus, with a lot of moderation to be undertaken.

Attendance

Further to the report CF reported that significant improvements had been made with attendance, with the current figure showing 95.16% with no groups below 95%. It was noted that for reporting purposes the data had been disaggregated and that any pupils with CAMHS appointments had been removed as this would have a negative impact on attendance.

Pupil Behaviour

CF reported that he had recently met with Jacqui Parkinson, LA Safeguarding Lead to discuss procedure in respect of pupil behaviour and relating risk assessments and help formulate a graduated response to individual pupil's behaviour, with appropriate management to best meet the needs of each individual child. It was noted that any forms of bullying were managed appropriately and effectively.

Quality of Teaching

CF reported referred to the circulated report provided by Lynn Williams and Sarah Curley following their recent visit to the centre. It was noted that this had been very useful in addition to the guidance received from Mr Nick Pounds, LA School Improvement Professional. CF further noted that he had met with two teachers to 'draw in' independent learning.

Governors were informed that the School Development Plan would be amended to reflect the required focusses in addition to the need to share best practices with Ladywood Special School.

PH noted that he felt circular teaching was becoming more effective.

Performance Management

Further to the report CF informed Governors that the performance management of all Teaching staff was now complete and that all support staff would be completed before the end of this term.

Agreed: That the Academy Leads report for the Forwards Centre be received with thanks.

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

Youth Challenge

A copy of the SEF report, deferred from the last meeting had been circulated with the agenda papers for Governors review and information.

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

Forward Centre

The SEF for the Forwards Centre had been circulated for the last meeting. There were no further updates at this time.

SC clarified to Governors that the SDP was updated termly and details should be provided to Governors at each termly meeting. The SEF would be shared as and when it was updated.

9.2 Visit by School Improvement Professional (SIP)

PH reported that the SIP was due to attend both Academies on 14 and 15 June 2017. A report would be provided at the next meeting.

Action: Clerk - agenda item for the autumn term 2017

9.3 Termly report on Children Looked After

A more detailed report in respect of children looked after had been made within both academy leads circulated reports. Governors were informed that there had been one Child Looked After within the Primary Youth Challenge Academy but they were no longer attending. There were currently eight Looked After Children attending the Forwards Centre.

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 no children missing from education at the Forwards Centre

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

9.5 Update on current consultation with Primary Youth Challenge

PH reported that the financial forecast for Primary Youth Challenge Academy was poor, currently losing £153,000. Meetings had been undertaken on 4 April 2017 with Finance to discuss ways of recovering the loss that was currently being made. Discussions with the unions had also been undertaken to inform them of the current situation and it had been determined that if there was no change the provision would have to be closed and staff re-deployed as appropriate.

Since then, meetings had been held with the LA, LB - Academy Lead and her team of staff to alert them to the deficit situation. PH also referred to the challenge of meeting the needs of the pupils concerned and also referred to the 8 pupils on the waiting list.

A Governor suggested increasing the pupil capacity to increase funding capacity and also to review transport costs as this amounted to £40,000 of the £113,000 deficit.

PH noted that the centre could remain open if they could break even. He had met with JH and also TB to express his concerns. They had taken the matter on board and agreed to further discuss the matter with JD. It was hoped that a positive outcome from this would be received in the very near future. PH noted that he would alert the JCC Board and Primary Academy team members on Tuesday 13 June 2017.

Governors discussed this matter with sensitivity emphasising that the demand for both provisions was too significant to take one away.

SC reported that once the response had been received the matter would require further careful review.

PH reported that the end of the informal consultation process was 16 June 2017, it was hoped that a report would have been received back from JD by the middle on week commencing 12 June 2017.

Governors further discussed the funding issues and the potential of increasing pupil capacity. It was noted that the Academy currently received £80,000 from the LA for eight places and £10,000 per place. It was hoped that the LA would agree to increase capacity to 12 places to improve the income stream. It was also noted that if this was approved care would need to be taken to ensure quality of provision was maintained.

SC referred to the criteria of the 'Offer' provided by the Academy needing to be very clear. SC also noted that the intensive involvement with Ladywood School was an asset in respect of providing behaviour strategies but that if all behaviour strategies had been exhausted, alternative provision was required.

PH stated that the LA had always been very supportive and it was hoped that the response would be positive.

A Governor asked if Governance for the Primary Academies would be affected if the YC Academy did close. PH confirmed that Governance would be affected in these circumstances but that it was hoped it would not come to that but would be addressed effectively if required.

Action:

- i) PH to report back to staff, Louise Buchanan, Academy Lead, Union Representatives, Mrs Curley, Mrs Williams, members of the LGB and the Clerk once a report/details had been received from the LA.
- ii) Clerk to circulate the report to LGB if/as required.

9.6 Current Financial Position

A copy of the financial report for the YC Primary and Forward Centre had been circulated with the agenda for Governors review and information. DS noted that the report gave Governors an update of the current financial situation at the end of the seventh period of the current financial year.

Governors had already been made aware of the projected financial deficit of £153,000 for YC Primary under the previous item. There was also a projected deficit of £54,000 for the Forwards Centre, totalling £207,000 across the two

academies. DS reported that revised charging strategies had been put in place to address the projected in year deficit based on pupil funding levels in 2015/16 and it was projected that this would bring the Trust back in to a balanced position for the 2017/18 financial year.

Agreed: That Governors receive and note the information presented within the circulated financial report.

9.7 Policy Ratification

The following policies had been circulated for Governors review and approval:

9.7.1 Safeguarding and Child Protection Policy

The Clerk noted that this policy had been circulated for the previous meeting and approval deferred to this meeting. RL reported that this was a model policy to be used across the Board. The Policy had recently been presented at the Secondary LGB meeting, this had been approved subject to number of formatting amendments as discussed.

Agreed: That Governor's approve the Safeguarding Policy, subject to RL making the required formatting amendments.

Action: RL to circulate the updated policy to all Governors across all academies once completed.

9.7.2 Disciplinary and Behaviour Policy – Forwards Centre

Governors had received a copy of the Discipline and Behaviour Policy in respect of the Forwards Centre for their review and approval.

SC noted referred to the appendices noting that she felt that the individual Provision maps ought to be included. This was agreed.

Agreed: That Governors approve the Discipline and Behaviour policy subject to the provision maps being included.

9.7.3 Health and Safety Policy – Forwards Centre

Governors had received a copy of the Health and Safety Policy in respect of the Forwards Centre for their review and approval.

SC referred to the section in respect of contractors and the need to check the required procurement systems.

CF confirmed that all contractors were provided by the LA corporate Property Services (CPS). SC suggested that a check be undertaken to ensure that all Contractors were aware of the requirements and that statements had been provided.

Governors referred to the role of the Health and Safety link Governor, Gemma Morris and discussed the need for this area to be monitored as part of her link Governor monitoring role. It was suggested that a list of Health and Safety requirements be compiled and that this be presented for future meetings to ensure compliance.

Agreed: That the Governors approve the Health and Safety Policy (Forwards Centre) subject to the amendments being made to include CPS on the back page – Contractors in school.

Action:

- i) CF to amend the Policy to reflect CPS involvement.
- ii) GM to compile and incorporate a Health and Safety ‘tick list’ as part of her Governor monitoring - for future reporting purposes.

9.7.4 Curriculum Policy – Youth Challenge

A copy of the Curriculum Policy in respect of Primary Youth Challenge had been circulated for Governors review and approval.

Agreed: That Governor’s approve the Curriculum Policy for Primary Youth Challenge.

9.8 Protocol/Offer

At the last meeting the Chair had 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 this summer term meeting.

SC asked what the dead line date was for submitting ‘the offer’ for all academies.

PH confirmed that he was to meet with the Academy Leads on Tuesday to further discuss. A new personal success targets system had recently 'gone live' at Lever Park and was working well, this had been shared with Dr Birch and Sue Cornwell who had been very impressed. It was hoped that it would be live across each Academy within Bolton Impact Trust for September 2017 and would be shared with the LGB at the next meeting.

9.8.1 Report/outcomes from Working Groups

SC reported that SC and LW had recently reviewed the Quality of Provision across both academies as per their circulated report. It was proposed and agreed that the following Governors undertake a review of the review of the following areas ahead of the autumn term meeting:

- Katie Anderson - review the area of SEN
- Gemma Morris - Health and Safety and Safeguarding
- Lynn Williams - Academy Website for the Primary Provision

SC noted that other areas across both academies required further review such as:

- Sickness
- Attendance
- Grievance Procedures

Governors discussed these areas and felt that any further delegation of link Governor responsibilities would be better deferred and addressed in the autumn term 2017 once a full complement of Governors were in place. This was agreed.

SC referred to Parent Questionnaires and asked if Ms Blackburn, Parent Governor would analyse this area in liaison with CF and LB and report back at the next meeting. This was agreed.

Action: That the following Governors undertake a review of their link area of responsibility and report back at the autumn term 2017 meeting:

- Katie Anderson - review the area of SEN
- Gemma Morris - Health and Safety and Safeguarding
- Lynn Williams - Academy Website for the Primary Provision
- Joanne Blackburn – analysis of parental questionnaires in liaison with CF and LB

PH confirmed that there were a number of outstanding Link Governor vacancies that were required to be filled. It was hoped that once a full complement of Governors were on board that this could be completed.

10. 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 assured that a successful evacuation/Invacuation had been carried out during the Spring Term 2017 and that summer term drill would be undertaken before the end of the current term with a report back to Governors in the autumn term 2017.

11. GOVERNOR SKILLS AUDIT

DS reported that he thought that he had previously circulated a skills audit questionnaire to all members of the Primary Governing. However, this had not be the case and therefore he would circulated it at the earliest opportunity after this meeting.

Governors were requested to complete the skills audit as honestly as possible ensuring that the questions were fully understood and answered correctly to enable a detailed analysis to be undertaken and a report back at the autumn term meeting.

Action: DS to circulate a copy of the Governor skills audit to all members of the Primary LGB for their completion and return to DS by the end of term, July 2017.

12. SCHOOL TERM AND HOLIDAY DATES 2017/18

A copy of the school term and holiday dates 2017/18 had been circulated for Governors information. PH confirmed that all dates were on the website.

Agreed: That the school term and Holiday dates 2017/18 be approved

At this point in the meeting a Governor referred to the need for an offer of some form of provision for pupils during the summer holidays to maintain continuity. Governors

also discussed the need for the Academies to maintain contact with families over this period and make any necessary welfare calls.

PH agreed that there was a need to maintain continuity for pupils within the Primary Academy and provide some form of provision. This was an area of that required further review. It was noted that at Lever Park a summer scheme was to be provided for the Current Year 6 moving to Year 7.

DS informed Governors that a bid was to be written for the provision of mentor support, other funding streams would also be considered as it was important to maintain familiarity with the pupils.

13. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk had proposed the following meeting dates as per the agenda for the 2017/18 academic year. It was noted that at the two other LGB meetings Mr Hodgkinson had requested that this be deferred for further discussion to enable dates to be agreed in line with the Trust and data presentation etc. It was hoped that they would be kept as close to the proposed dates as was possible.

Action:

- i) PH and RL to further discuss meeting dates for the 2017/18 academic year in line with the Trust, Data presentation and the Clerks availability.
- ii) Clerk to circulate meeting dates for 2017/18/venue for the meetings of the Primary LGB to all Governors by the Clerk, at the earliest opportunity, once agreed with PH and RL.

14. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Katie Anderson.

It was noted that Mrs Jordan, had not attended the meeting and apologies had not been received.

Action: The Clerk to contact Mrs Jordan by email to establish a reason for her absence at this meeting.

15. **ANY OTHER URGENT BUSINESS**

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

16. **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 6.10pm

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

Date: _____