

**BOLTON IMPACT TRUST**

**MEETING OF THE LOCAL GOVERNING BOARD (SECONDARY)  
YOUTH CHALLENGE AND LEVER PARK**

**TUESDAY 15 NOVEMBER 2016 AT 4.00 PM AT LEVER PARK SCHOOL**

**Present:** Rebecca Leonard (RL) - Academy Lead Youth Challenge, Julie Starkey (JS) – Academy Lead Lever Park, Tanya Johnson (TJ), Andrea O’Callaghan (AOC), Mark Hilton (MH), Heather Carr (HC), Rodger Petch (RP), and Siobhan Gulshan (SG)

**In Attendance:** Paul Hodgkinson (PH) -Executive Principal, Christine Birchby (CB) -Vice-Principal, David Smith (DS) -Finance Director, Danielle France (DF) – Interim DHT Lever Park and Emma Stoddard (ES) -Clerk to the Local Governing Board

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the first meeting of the Local Governing Board and introductions were made. PH explained that he would be attending initial meetings of the Local Governing Board as an observer/adviser together with CB, Vice-Principal and DS, Finance Director. In the future if their presence was not required, they would then only attend as and when necessary. Similarly with items on agendas for the local governing boards; it would evolve and items currently included on the agenda may not necessarily continue in the future, a review would be undertaken when all meetings of local governing boards had been completed.

PH reported that he felt this Local Governing Board (LGB) had a strong skills set and governors would need to fulfil many roles. There would also be difficult discussions to be had and decisions to be made.

Apologies for absence had been received from Melanie Booth.

**2. APPOINTMENT OF CHAIR**

Governors were asked to agree the procedure for the election of the Chair and Vice-Chair of the Local Governing Board i.e. written self-nominations in advance of the meeting or nominations sought at the meeting with a proposer and seconder. Governors were also asked to appoint a Chair to serve to the autumn term 2017.

Governors felt that it would be appropriate to defer the appointment of a Chair and Vice-Chair to the next meeting to provide time for governors to consider the positions. Following further discussion it was:

**Agreed:**

- i) that written self-nominations in advance of the meeting be requested for all nominations for Chair and Vice-Chair;
- ii) that nominations be requested from all governors prior to the next meeting (spring term) for the appointment of a Chair and Vice-Chair of the Local Governing Board (Secondary)
- iii) that Heather Carr be appointed Chair of Local Governing Board (Secondary) for this meeting.

**HEATHER CARR IN THE CHAIR**

**3. APPOINTMENT OF VICE- CHAIR**

Appointment arrangements for Vice-Chair had been included in the discussions for the appointment of Chair (Item 2).

**4. DECLARATION OF INTEREST**

4.1 Register of Business Interests

In accordance with the academies financial handbook entries in the Academy Trust's Register of Business Interests were to be reviewed annually. All members of the Local Governing Board and the Executive Principal were asked to complete the pro-forma and return this to David Smith to be retained at the Youth Challenge Centre (Head Office of the Bolton Impact Trust).

4.2 Declarations of Interest

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

**5. MEMBERSHIP / GOVERNANCE ISSUES**

Governors noted the proposed governance model document as circulated with the agenda which included a breakdown of each governor together with their previous involvement with the establishments of the Trust and their experience and skills. PH

thanked RP for putting himself forward to be Parent Governor and explained that historically these positions were very hard to fill, mainly due to the short stay provision.

Also circulated was a copy of the Local Governing Board's Terms of Reference and the Code of Governance. PH reported that the Education Funding Agency (EFA) had commented positively about the terms of reference in that they provided a useful checklist for effective governance. It was noted that the Academy Lead reports were also closely linked to the terms of reference.

PH directed governors to the document detailing governor roles and the key performance indicators. He asked if governors could indicate any preferences for areas of responsibility to which they could be linked with academy leads and undertake monitoring responsibilities on a termly basis. A model template would be provided for governors' to complete.

Following discussion on this issue it was:

**Agreed:**

i) that the following governor roles be linked with key performance indicators and academy leads be approved:

- |                                  |                    |
|----------------------------------|--------------------|
| • Finance                        | Mark Hilton        |
| • Capacity and Pupil Movement    | Rodger Petch       |
| • Safeguarding                   | Tanja Johnson      |
| • Health and Safety              | Melanie Booth      |
| • Ofsted Categories and SEF      | Rachel Quesnel     |
| • Pupil Outcomes                 | Andrea O'Callaghan |
| • Pupil Behaviour and Attendance | Siobhan Gulshan    |
| • Quality of Teaching            | Andrea O'Callaghan |
| • Pupil Destinations             | Andrea O'Callaghan |
| • Academy Staffing               | Tanja Johnson      |
| • Curriculum                     | Heather Carr       |

ii) that the Terms of Reference for the Local Governing Board (Secondary) be approved;

iii) that the Code of Governance be approved and a signed acceptance form returned to David Smith;

- iv) that any governors who had not completed a DBS do so at their earliest convenience
- v) that all governors complete the Safeguarding Self-Declaration form and return this to David Smith to be stored under confidential cover at the Youth Challenge Centre (Head Office of the Bolton Impact Trust);

**Action:** Governors

## **6. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

Governors received a copy of the minutes of the first meeting of the Local Governing Board held on 12 October 2016. Following consideration of the minutes as presented it was:

**Agreed:** to approve and sign as a correct record the minutes of the last meeting of the Local Governing Board held on 12 October 2016.

There were no matters arising from the minutes.

## **7. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business reported.

## **8. NOMINATED GOVERNOR REPORTS**

### **8.1 Chairs' Briefing**

The Clerk reported that as part of the Governor Services SLA, the Chair would be invited to attend the termly Chairs' Briefing sessions. These were held at the Bolton Science & Technology Centre where topical issues and items for each particular term were brought to the attention of Chairs in order to effectively lead their governing boards.

In response to questions the Clerk advised that if a governor indicated their intention to stand as Chair of the LGB she could add them to the distribution list to receive an invite for the spring term Chairs' Briefing session.

### **8.2 Bolton Governor Conference: The Changing Landscape – Getting It Right for Our Children**

The Clerk reported that the Governor Services Team had held their annual Governor Conference on Saturday 5 November 2016 from 8.30am until 2pm at the Last Drop Hotel with the theme of *'The Changing Landscape – Getting It Right for Our Children'*.

It was noted that Mary Powell, Chair of Bolton Impact Trust, had delivered a presentation to over 100 governors at the conference. The Clerk advised that Local Governors would be invited to future conferences.

### 8.3 Link Governor Report on Training

The Clerk reported that the 2016/17 Governance Training Programme was now available on the Governor Exchange and hard copies of the programme were circulated.

DS suggested that it would be appropriate to undertake a skills audit to ascertain the collective skills of governors and also any gaps in skills for which training could be identified.

JS reported that she had a Skills Audit template that she would email to DS.

**Action:** Julie Starkey (email template)

## 9. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

### 9.1 Lever Park

#### 9.1.1 Brief Contextual Summary

Julie Starkey, Academy Lead at Lever Park, gave a brief introduction of the context of the Academy for governors' information. PH provided an update regarding the background of Lever Park joining the Trust, the journey of improvement and the current situation. Governors were informed that the school was entering into an informal stage of restructure.

#### 9.1.2 Termly Report on CLA

The Academy Lead reported on the provision for Children Looked After, in particular that there were three Children Looked After on roll at the Academy and that the necessary support strategies were in place for these children including Personal Education Plans.

### 9.1.3 Attendance and CME

The Academy was currently full at 69 pupils. JS reported that the attendance data analysis would be available for the next meeting. Attendance for the first half of the autumn term was 74.44%; key areas of significant persistent non-attendance had been identified in KS4 with the highest attendance typically occurring in Year 8.

One pupil was in the process via an annual review then Out of Borough panel for moving to a more appropriate provision.

There had been one successful reintegration into mainstream.

### 9.1.4 Review and approval of the Academy Self-Evaluation and Improvement Plan

Governors had received the following documents:

- Lever Park School Strategic Plan Sept 2016
- Lever Park School Self-Evaluation and Improvement Document Nov 2016 (SEID)
- Lever Park Development Plan Summary Nov 2016

A governor referred to the Strategic Plan and asked how achievable this was and if the plan was on track. JS explained that some areas were behind and it was suggested that a mid-year review be conducted and reasonable timescales be added to the plan. In response to questions JS reported that 'improving parental engagement' was embedded across the plan.

PH suggested that, to allow sufficient time to digest and discuss the information, the Strategic Plan and SEID be discussed in more detail at the next meeting.

**Agreed:** That the Strategic Plan and SEID be deferred to the spring term meeting of the Local Governing Board.

**Action:** Clerk (LGB agenda)

### 9.1.5 Emergency Evacuation / Invacuation

An emergency evacuation had taken place on 8 September 2016 and Fire Evacuation procedures had been updated and communicated to staff.

Questions were welcomed. A governor asked how teachers were encouraged to teach in such challenging circumstances. JS reported that teachers often felt the work to be very rewarding and stated that she felt there had been a shift in understanding and staff also now had more knowledge of behaviours as a result of increased training. The Trust was also committed to developing Quality First Teaching.

## 9.2 Youth Challenge

### 9.2.1 Brief Contextual Summary

Rebecca Leonard, Academy Lead at Youth Challenge, gave a brief introduction of the context of the academy for governors' information. The Academy catered for Key Stage 3 and 4 pupils who had been permanently excluded or were at risk of permanent exclusion. Pupils were now housed on one site and this often presented problems. There was a reduced curriculum focused on Numeracy and Literacy but there were plans to deliver Science to older students to prepare them for college.

### 9.2.2 Capacity and Pupil Movement

The provision was full at 80 places but 2 permanently excluded pupils had been admitted this week so the Academy was currently over capacity. RL explained that this was the biggest issue for the Academy and required careful monitoring and management. In response to questions PH reported that he was meeting with John Daly, LA Director of People on 29 November 2016 to discuss this matter further and find a solution. RL explained that Youth Challenge was designed to be a carousel school with the aim of reintegrating pupils back into mainstream school or specialised provision, however moving students out was a difficult and slow process due to lack of special provision. Placements continued to be in demand and there was also an increased number of SEN students which provided additional pressures as Youth Challenge was not set up to provide Special School provision so staff had to constantly adapt.

PH explained that the Local Authority currently provided 100% of the funding and had exclusivity of the services provided by Youth Challenge. In response to questions RL explained that the only other option for pupils excluded from mainstream school would be to place them in Alternative Provision (AP) however this was a concern as AP was usually not quality assured, not OFSTED registered and provided safeguarding concerns with children often being 'housed' as opposed to being educated. A Trustee added that AP was

often very expensive and wouldn't think this would be a first choice option for the LA.

### 9.2.3 Termly Report on CLA

The Academy Lead reported on the provision for Children Looked After, in particular that there were seven Children Looked After on roll at the Academy and that the necessary support strategies were in place for these children including Personal Education Plans.

### 9.2.4 Attendance and CME

RL reported that pupil attendance was closely monitored by the Behaviour and Attendance Manager. Although attendance was always an issue with low numbers impacting significantly on figures, the attendance of all groups had improved from their mainstream setting.

### 9.2.5 Pupil Progress

RL reported that progress measures had changed for 2016/17 and the Trust had invested in developing a new progress monitoring system that linked closely into the curriculum and qualifications being delivered. This had been discussed in detail with the School Improvement Partner and Chair of Trustees. PH reported that Andrea O'Callaghan would be involved in this process in her capacity as Pupil Outcomes Link Governor.

### 9.2.6 Emergency Evacuation / Invacuation

An emergency evacuation had taken place on 6 October 2016 in 2 minutes 7 seconds. An invacuation had taken place in 1 minute 52 seconds.

### 9.2.7 Review and approval of the Academy Self-Evaluation and Improvement Plan

**Agreed:** That this be deferred to the spring term meeting

**Action:** Clerk (LGB agenda)

J Starkey and R Leonard were thanked for their reports. RL reported that she would email her presentation slides to governors.



### 9.3 Visit by School Improvement Professional (SIP)

Governors received and noted the provisional rolling note of discussions of the Bolton Impact Trust for the 2016/17 school year, produced by Ms Hillary D'Arcy, School Improvement Professional.

### 9.4 Current Financial Position

Governors were directed to the Bolton Impact Trust – Final Outturn Report from 1 April 2016 to 31 August 2016. DS explained that the budget position for the Trust had been provided at the introductory meeting and the report circulated highlighted the financial position for the Trust for the first set of accounts for the period 31 April to 31 August 2016. DS highlighted the table at Item 3.1 within the report which gave a final outturn position of a surplus of income exceeding the expenditure by £52,000 and an overview of the significant variance was provided.

DS then directed governors to the financial outturn position for individual academies, as detailed in Item 4.1 of the report. There was an internal charge to the academies to fund the Central Team and an overview of what this covered was provided. Governors were informed that whilst individual academies may have a deficit budget, the whole Trust budget needed to be managed as a surplus. DS explained that there would be a projected deficit budget for the new financial year; however, a savings programme was being devised in order to reduce overall costs for the Trust.

A governor asked if an Academy received additional funding if more pupils were admitted. Mr Smith explained that a top-up amount of £8,000 was received per additional pupil however the Academy would lose £8,000 per pupil if pupils left. PH stated that he would be discussing whether a charge should be levied for 80 places whether these were full or not at his meeting with the LA on 29 November 2016. RL reported that Youth Challenge was still required to provide staffing for 80 places even if the Academy was not full.

PH reported that the Chair of Trustees had requested that a pricing structure be provided for any additional work that the academies provided i.e. summer programmes / Outreach. No additional charge was currently made as these programmes helped to support the pupils but it was felt that this could not continue. DS added that he would also be applying for external funding to support this additional provision.

A governor asked if the Trust had a working relationship with Bolton Behaviour Support Service. PH explained that the work of Behaviour Support ended as soon as the pupil arrived and until that point they had not been provided with any

information. Governors agreed that there needed to be a strategic focus on forging a relationship with Behaviour Support to ascertain who the challenging pupils were and be able to work with them sooner. PH added that the Trust would also need to work closely with the LA SEN team as there were an increasing number of SEN pupils taking up places.

Governors were directed to the Pension Fund Actual Variation report. A governor asked if the pension deficit had been inherited and therefore should be their responsibility. DS explained that the deficit was very high due to valuations on 31 August and this would apply to all academies. DS added that although the pension deficit was a risk for the Trust, all staff pensions were protected by the DfE. DS reported that the Greater Manchester Pension Fund had not yet informed academies of the employer pension rates for 2017/18 so these may increase.

Governors thanked Mr Smith for the financial report as presented.

#### 9.5 Policy Ratification

Mr Hodgkinson reported on the policies which had been circulated to governors for ratification. He explained that there had been many policies drawn up to cover all issues for all the academies within the trust, some generic and some specific. PH suggested that there be a bank of generic policies for the Trust based on the ethos and vision agreed with individual specific procedures in place for each academy taking into account the individual needs and requirements of those academies.

It was noted that the policies would not be required to be ratified until this process had been finalised. It was noted that the Keeping Children Safe in Education Policy required updating.

**Agreed:** That the Executive Principal to meet with Academy Leads to set the format for policy and procedure set up for the Trust and individual academies, details of which would be presented to the Trust Committees for approval and shared with individual local governing boards thereafter.

**Action:** Executive Principal, Academy Leads, Clerk (Committee and Trust agenda)

### 10. APPRAISAL PROCEDURES

#### 10.1 Appraisal Procedures for Youth Challenge and Lever Park

The Vice-Principal gave details of a report presented to the Trust's Standards Committee giving details of the appraisal procedures for the academies within the Trust. It was reported that Performance Management of teachers had taken place across the Trust and the Academy Lead Performance Management commenced the previous day.

PH reported that governors on the Medical LGB had discussed the most appropriate method of reporting on appraisal procedures and it had been suggested that the strategic decision of appraisal procedures for the academies within the Trust lay with the Standards Committee; however, this information should then be shared with each local governing boards for the academies within their remit. A governor stated that LGBs should review their own appraisal procedures for ratification by the Trust. Governors discussed this and agreed that this would be a sensible approach and suggested that the appraisal reports for Youth Challenge and Lever Park be presented at the next meeting.

**Agreed:** i) That LGBs review their own Academy appraisal procedures for ratification by the Trust  
ii) That appraisal reports for Youth Challenge and Lever Park be presented at the Spring term LGB meeting  
iii) That Appraisal Procedures be a standard autumn term agenda item for future meetings

**Action:** Academy Leads (present report), Clerk (next agenda)

#### 10.2 Appraisal Procedures for the Executive Principal

It was noted that the reporting process on the appraisal procedure for the Executive Principal lay with the Trustees rather than the Local Governing Boards.

### 11. NATIONAL DATABASE OF GOVERNORS/TRUSTEES

The Clerk had submitted a report with the agenda papers, from 1 September 2016 academy and multi-academy trusts (MATs) must provide information about their governance membership on a Government web based system called 'Edubase'. It was proposed that this would enable the Department for Education to quickly and accurately identify individuals who held a role in governance and also assist in identifying individuals that governor more than one context.

The Academies Financial Handbook had been amended to require academy trusts to provide information about their members and trustees as well as, in the case of MATs, those sitting on any local governing bodies that may be in place.

Generally, academy trusts were required under their funding agreements to provide to the Secretary of State information that was requested about the academy trust or the academy, to which the Secretary of State regards as necessary to fulfil his/her role and responsibilities.

The Clerk advised that general data such as names, terms of office etc. would be collected on the Edubase system and would be made publicly available on the website; however, personal data on individuals such as dates of birth would not be published on the website. The governance data that was not publically available would be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair.

Trusts will have secure access to the Edubase system and therefore entry of the data needs to be conducted by a dedicated member of staff. DS reported that he would contact all governors to obtain the contact details needed to update Edubase.

**Agreed:**

- i) that governors note the statutory requirement.
- ii) that the Finance Director be delegated authority to ensure that the governance information be uploaded onto the 'Edubase' website at the earliest opportunity.

**12. SCHOOL TEACHERS PAY AND CONDITIONS 2016**

The Clerk reported that the School Teachers Pay and Conditions document had recently been updated by the Department for Education, and, in negotiation with local trades unions, Bolton Council had incorporated the changes within the agreed Model Pay Policy and related staffing policies for use by Bolton schools. The headline changes to the Pay Policy were;

- A 1% increase to all spinal column points and additional allowances e.g. TLR, SEN payments
- Removal of the T6A spinal column point, which was introduced last year in response to the Department for Education 'differential' pay award.

CB reported that the Trust's Pay Policy was based on the LA model policy including the 1% increase and would be presented at the Trust meeting for approval.

**Agreed:** That governors note the amendments to the model revised Pay, Appraisal and Performance Management and Managing Teachers' Capability Policies and that approval of those policies, together with the 1% increase to all spinal column points and additional allowances, be referred to the Trust Board for approval.

### **13. GOVERNOR SERVICES COMMUNICATION**

#### **13.1 Governor Services Twitter Account**

The Clerk reported that from September 2016 the Governor Services team had introduced a new form of electronic communication via a Twitter social media account.

There would be a live twitter feed displayed on the home-page of the Governor Exchange website and users of Twitter could search for the Governor Services Twitter handle at @boltongovserv.

#### **13.2 Governance Surgeries**

As part of the development of services for governance in Bolton, the Clerk reported that the Governor Services Team has identified an additional means of support in order to advise and support governors, trustees and school leaders. The aim was to introduce a number of 'Governance Surgeries' drop in sessions, available for individuals or groups of governors and trustees to attend in order to receive advice and guidance on either general issues or very specific issues pertaining to their own board or school.

The surgeries would be held on the last Friday of every calendar month at Bolton Science and Technology College, Minerva Road, Farnworth, BL4 0HA, during term time and office hours, however, an out of hours session could be held by special arrangement. The service would be free of charge to those schools that purchase the Clerking and Support Service Level Agreement.

### **14. SCHOOL TERM AND HOLIDAY DATES 2017/18**

The Clerk advised that there had been changes to the standard Local Authority School Term and Holiday Pattern from the 2017/18 academic year. PH reported that he

would be proposing to the Trust at their meeting on 12 December that the LA model be adopted. Dates would be cascaded to the LGBs in the Spring term.

**Action:** Trust Board  
Clerk (next LGB agenda)

**15. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS**

**Agreed:** That the next meetings of the Local Governing Board (Secondary) be arranged as follows:

- Spring term 2017 - Tuesday 7 February 2017 at 4.00 pm  
Venue: Youth Challenge
- Summer term 2017- Tuesday 9 May 2017 at 4.00 pm  
Venue: Lever Park

PH requested that governors contact Academy Leads regarding the KPI links in the meantime.

**16. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence of Melanie Booth and Rachel Quesnel from this meeting.

**17. ANY OTHER URGENT BUSINESS**

There were no items of any other business reported.

Staff members (apart from the Executive Principal and Academy Leads) left the meeting.

**18. CONFIDENTIAL STAFFING ITEM**

The Governing Board having designated the details of discussion of this matter as Confidential under the Academies Articles of Association this information is excluded from these minutes.

## **19. CONFIDENTIALITY**

**Agreed:** That the following matters discussed at this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association:

- Minute Number 18

The Chair thanked governors for their attendance and closed the meeting at 18.35.

### **SUMMATIVE ACTIONS:**

<b>Minute No.</b>	<b>Responsible</b>	<b>Action</b>
2	Clerk	Circulate written self-nomination forms for the election of Chair of the LGB (Secondary) to all governors
4.1	LGB	Complete Register of Business Interest Forms
5	LGB	Complete Code of Governance acceptance form
5	LGB	Complete Safeguarding Self-declaration form
8.3	JS	Email template to DS
9	RL	Email presentation slides to governors
9.5	PH, Academy Leads	Format for approval of policy and procedure
11	DS	Governor information to be uploaded onto Edubase
12	Trust Board	Approval of recommendation from LGB for School Teachers' Pay and Conditions 2016
14	Trust Board	Approval of School Term and Holiday Dates

### **ITEMS FOR NEXT AGENDA:**

Election of Chair and Vice-Chair

Review of Academy Self-Evaluation and School Improvement Plan

Format for approval of Academy policy and procedures

Appraisal Reports

School Term and Holiday Dates 2017/18 – report back to LGB

Signed as a correct record:

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(Chair of Local Governing Board)

Date:

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