

**BOLTON IMPACT TRUST**

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

**HELD ON TUESDAY 31 OCTOBER 2017 AT 4.00PM AT YOUTH CHALLENGE (SMITHILLS SITE)**

**Present:** Heather Carr, Andy Feeley, Siobhan Gulshan, Tanya Johnson, Rebecca Leonard, Andrea O'Callaghan and Matthew Taylor

**In Attendance:** David Smith, Finance Director, Paul Hodgkinson, Executive Principal and Carole Brooks (Clerk to the Local Governing Board)

**HEATHER CARR IN THE CHAIR**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all present. Apologies for absence had been received from Melanie Booth, Mark Hilton and Rodger Petch.

**2. DECLARATION OF INTEREST**

**2.1 Register of Business Interests**

In accordance with statutory guidance, entries in the School's Register of Business Interests were to be reviewed annually. All Governors and the Head Teacher were asked to complete the LA model pro-forma and return it to David Smith for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions;
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that governors were required to complete this information and that failure to do so may be in breach of the Governing Board Code of Conduct.

**Action:** DS to ensure that the necessary detail is completed on the model proforma and received from the following Governors absent from today's meeting:

- Melanie Booth, Mark Hilton and Rodger Petch

## 2.2 Declarations of direct/indirect Pecuniary Interest

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

## 3. SAFEGUARDING SELF-DECLARATION

A decision had been taken by the Governing Board that all individuals would complete a self-declaration form to state that they had not received any criminal convictions or cautions within the previous 12 months, which had not already been reported to the Chair of the Board.

**Agreed:** That all governors complete the declaration form and return this to DS to be stored under confidential cover at the school

**Action:** DS to ensure that the completed Self Declaration forms are received from the following Governors absent from today's meeting:

- Melanie Booth, Mark Hilton and Rodger Petch.

## 4. CODE OF GOVERNANCE

The Clerk had provided a copy of the Academies Code of Governance for Governors review and information. It was confirmed that there had been no updates to the detail and therefore was for information purposes only and to act as a reminder to Governors.

PH noted that it had been previously agreed to leave the document as 'Draft' for a year but confirmed that this had now passed and been approved by the Trust for the 'Draft' watermark to be removed.

It was noted that the Governor Services Team would always issue the Code of Governance and an Acceptance Form for signing, to new governors as part of the welcome to governance pack.

**Agreed:** That Governors receive and note the detail within the Code of Governance which had been circulated with the agenda.

**Action:** The Clerk to remove the 'Draft' watermark from the code of Governance.

## 5. GOVERNANCE

### 5.1 Review of the LGB's Terms of reference

A copy of the terms of reference had been circulated with the agenda papers for Governor review and information.

PH noted that the constitution of the LGB had recently been amended to show the numbers of each category of Governor and to show that there were two academy leads. The detail of which had been approved at the last Trust meeting.

It was noted that the 'DRAFT' watermark could now be removed off this document as for the previous item.

HC referred to the first two bullet points noted within the Personnel section of the terms of reference as follows:

- Work with the EP when appointing an Academy Lead
- With the EP, carry out the Academy Leads Performance management

HC noted that at a previous Chairs Briefing it had been mentioned that all Head Teacher and Deputy Head Teacher appointments should be ratified by the Governing Board but couldn't recollect this being undertaken at LGB level following the appointment of Matthew Taylor, Academy Lead for Lever Park.

The Clerk noted that in a school setting it was a requirement of the Governing Board to ratify Head and Deputy appointments but in the case of an Academy, this may be a requirement at Trust level as opposed to LGB level.

HC therefore asked if the points above were correct and were current practice. It was felt that clarification was required.

Governors discussed this matter and most felt that the appointment ought to be ratified at Trust level. PH agreed to clarify this and the matter of Performance Reviews with Mary Powell at the meeting later this week and advise HC accordingly. This was agreed.

**Action:**

- i) PH to seek clarification from Mary Powell in respect of the LGB's responsibility for ratifying Academy Lead appointments and advise HC at the earliest opportunity thereafter.
- ii) PH to seek clarification in respect of the LGB's responsibility in respect of the Performance management process for the Academy Leads and advise HC at the earliest opportunity thereafter.
- iii) The Clerk to remove the 'DRAFT' watermark from the Terms of Reference document.

***Since the meeting, PH had met with Mary Powell and confirmed with the Clerk that the LGB and trustees terms of reference be amended to include that the LGB would support the EP and Trustees in the appointment of all Academy Lead's as per the appendix to the minutes.***

5.2 Review of the link Governor roles and responsibilities

PH referred to the list of link Governor roles and responsibilities as had been discussed agreed at a previous meeting. It was noted that only one vacancy remained:

- Curriculum link Governor.

PH reported that a vacancy for one co-opted Governor currently remained and suggested that once this vacancy had been filled, that they could take up the Curriculum link Governor role. Governors agreed.

The Clerk asked if PH could circulate the list of all link Governors and their respective roles and responsibilities to all Governors to ensure that they were all aware of their own area of responsibility.

**Agreed:** That the above Governors be appointed as link Governor roles and responsibilities as listed above.

**Action:** PH to circulate the list of all link Governor roles and responsibilities relating to both Academies.

## 6. MEMBERSHIP

### 6.1 Review of membership

The Clerk reported that there remained a vacancy for co-opted Governor following the resignation of Mrs Quesnel. It was noted that the LGB would then have five co-opted members but could appoint up to eight co-opted Governors, if they so wished, as per the terms of reference.

PH confirmed that PH, RL and MT were actively seeking a suitable candidate to propose to the LGB/Trust. PH noted that he had reviewed the skills audit recently undertaken and felt that the LGB had a wealth of knowledge and experience in education and finance and felt that someone with a business, Local community or health background would be more appropriate. This was agreed.

**Action:** PH, RL and MT to pursue suitable candidates for the LGB to consider for the vacancy of co-opted Governor, subject to ratification by the Trust.

## 7. 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 9 May 2017 for their review and approval.

### Matters Arising

#### 7.1 Policies, minute number 3.5

PH reported that a policy schedule had now been compiled detailing when each policy was due to be reviewed and approved and whether they were required to be reviewed and approved at LGB or Trust level.

RL confirmed that there were a number of Local policies to be reviewed and that once the Academy Leads had undertaken their review, to ensure consistency across the Board, they would be brought to the relevant LGB meeting in the Spring/Summer 2018 term for Governors review and approval.

**Action:** RL to email the Policy Schedule to all Governors for their review and information.

## 7.2 Governor Visit reports, minute number 5.3

HC referred to the section in the minutes in respect of having a suitable contingency plan in place in the event of long term sickness absence of the Site Manager to ensure all matters were addressed as required and that all was compliant.

DS reported that an additional responsibility had been attached to the role of a member of staff from Lever Park, with an honoraria payment being made in recognition of the additional duties. MT had agreed to trial this arrangement and therefore was being undertaken as a temporary solution, with no end date. MT noted that the arrangement was currently working effectively and confirmed that the member of staff in question was able to undertake both roles on a longer term basis, with a degree of flexibility.

PH referred to the 'Every Check' System. It was noted that following the discussion at the last meeting, he had met with AF and discussed the benefits of implementing the system across the Board. This had been reviewed at implemented at Lever Park School but was not currently complete at the Roscow Fold Site or the Youth Challenge (Smithills site).

PH referred to the complications at the Smithills Youth Challenge site due to the multiple occupancy of the building and the fact that the BIT were not the lead occupants. Discussions were currently in progress with the LA with meetings having been requested to further discuss the matter.

DS noted that the Youth Challenge Smithills site was a 'corporate building' and whilst it belonged to the LA, was not classed as a 'school site'. Therefore, all discussions involved had to go via corporate Property Services. It was also noted that the LA were facing financial challenges and therefore would likely have an impact on any staffing or other linked decisions that had to be made.

A Governor asked if the Academy had the staffing capacity, would the LA allow them to manage this role in-house. RL stated that in house management could lead to a number of responsibility and accountability issues in the event that something went wrong and therefore would not recommend.

RL discussed the current arrangement of Mr Appleton, currently employed as the Site Manager for Smithills School, separate to the Youth Challenge site. It was noted that whilst he was employed by Smithills school he helped out with this building when he could.

Governors discussed this matter at length; it was felt that there needed to be some definition and confirmation that all necessary Health and Safety requirements were being met.

Governors suggested the possibility of having a Site Manager in post with responsibilities across both Youth Challenge and Lever Park sites and/or to have an 'on call' Site Manager for additional support.

PH noted that discussions would continue with the LA but this was something to be considered for the future. Governors would be updated as appropriate.

**Action:** That PH/RL continue to pursue clarification of the Site Management arrangement issue and update Governors as appropriate.

**Agreed:** That the minutes of the meeting held on 9 May 2017 be received and approved as a correct record.

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

PH reported the following items of 'Any Other Business':

- Context reminder for all Governors - reports for each Academy
- Provision Maps For Each Academy

## **11. NOMINATED GOVERNOR REPORTS**

### **10.1 Chairs Briefing**

The Clerk reported on the autumn term Chairs' Briefing meeting held on Monday 25 September 2017 where the following issues had been highlighted:

- Autumn Term Meeting Updates as presented within the current agenda
- School Governance Constitution Guidance - 2017  
The changes related to maintained schools and not Academy settings where Governing Boards were being given the power to remove elected Parent/Staff Governors
- Exclusion from maintained schools, academies and PRU Guidance - 2017
- Supporting Your Team - DfE Competency Framework for effective Governance

## 10.2 Bolton Governor Conference: Positive Futures for Children and Young People

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 4 November 2017 from 8.30am until 2.30 pm at the Mercure Bolton Georgian House, Blackrod, with the theme of “Positive Futures for Children and Young People”

Due to demand on previous conference place, the conference would be held at this venue in order to accommodate a greater number of delegates.

Simon Ward, a Senior Educational Psychologist from The Wirral would provide the key note speech and a suite of workshops would be provided based around the conference theme.

The Clerk noted that as the conference was this coming Saturday it was important for any interested Governors to arrange their booking as a matter of urgency.

**Agreed:** That Heather Carr make the necessary arrangements to book on to the Conference.

## 10.3 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was now available on the Governor Exchange. Two copies of the programme were tabled for Governors review, information and retention in school. It was noted that a copy of this had also been emailed to all Governors with the agenda papers.

The Clerk reported that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

DS noted that an analysis of the Governor skills audit had been undertaken to determine any gaps in skills and was an item for further discussion later in the meeting. Governors were encouraged to access any courses that were relevant to them in order to increase the skills of the Board.

DS asked that Governors notify DS and RL of the courses booked on/completed in order to keep the training log and skills audit up to date.



RL noted that she had not attended the link Governor briefing but would access the Governor Exchange to gain knowledge of the course availability and booking arrangements.

Governors discussed the fact that they were not receiving email alerts for training or other events provided by Governance Services. The Clerk explained that the data base was in the process of being updated to include all LGB members and once all members and their contact email addresses had been inputted, this should trigger future alerts and emails.

#### 10.4 Nominated Link Governor Reports

TJ had undertaken two link Governor Visits in respect of Safeguarding Policies and procedures for both Academies. The completed reports had been circulated ahead of the meeting and were also tabled.

Governors referred to the reports and discussed the effective use of the CPOMS system.

RL noted that the CPOMS system had been successful at Lever Park for some time and that it had just been implemented at the Youth Challenge site. It was felt that there was a much improved level of reporting and accountability now. Many other local schools had also implemented CPOMS and therefore was particularly useful for any information required in the event of any pupil transfers.

PH commended and thanked TJ on the excellent quality and standard of the reports made following her visit.

RL concurred the comments made by PH noting that the Link Governor visits and subsequent reports were of great support to both Academy Leads and also acted as a prompt to ensure that all matters were compliant and up to date. PH noted that he had requested that any actions undertaken be marked with a date of completion.

TJ noted that she would undertake her visit in respect of staffing during this next half term.

RL noted that arrangements were in place for her to meet with AOC in her role as link Governor. A report would follow for the spring term.

PH reported that the Link Governor visits were invaluable and suggested that the LGB arrange to have a 'Governor week' once per term specifically dedicated to Link Governor Visits. This would ensure focus and give more structure to the requirement.

Governors discussed this matter and agreed that this was a good idea suggesting that arrangements be made for early in the spring 2018 term and also after Easter 2018. A Governor asked if one could be arranged for during the remainder of the 2017 autumn term.

PH noted that he would circulate suitable dates to Governors that would fall in line with the SIP reports and KPI data.

The Clerk asked that the dates for the Governor week be planned in line with the LGB meetings to enable Link Governors to complete their visits and subsequent reports in time for the following meeting. This was taken on board.

**Action:** PH to consider and circulate suitable dates for the arrangement of 'Governor week' to all Governors.

## **11. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS**

A copy of the Academy Leads report for:

- i) Secondary Youth Challenge
- ii) Lever Park

had been circulated with the agenda papers for Governors review and information.

### **Secondary Youth Challenge**

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

- Capacity and Pupil Movement
  - Termly intake - Total Pupil numbers
- Safeguarding
- Children Missing Education
- LAC Pupils Overview
- Health and Safety
- Pupil Outcomes 2016/17 (Year 11 leavers data)
- Pupil Behaviour
- Attendance
- Quality of Teaching
- Curriculum
- Stakeholder Feed back

- Pupil Premium Grant and spending initiatives 2016/17 and 2017/18
- Report on Impact on Performance Management

Governors were guided through the report with questions invited.

AOC referred to item 7 of the report in respect of pupil progress of the non-leavers and asked what was meant by 'Gloves students'.

RL explained that an alternative provision to Secondary Youth Challenge (YC) had been set up to better support students that were finding it difficult to manage at YC. This arrangement had originally been at Highfield in Farnworth in Bolton, but was now based at 'Amir Khan's Gym also in Bolton; 'Gloves' was the name of his Gym.

The 'Gloves' provision was led by a strong team of staff who were able to support the students, providing alternative measures to meet their specific needs more effectively.

RL noted that the provision was full to capacity at the moment and space was an issue as there were more students whom could benefit from this arrangement.

Governors discussed the current behaviour of pupils compared to behaviours presented in 2010 when the PRU were judged as 'outstanding'. A Governor asked if it was that their behaviour had got worse or if it was our expectations that had risen. RL explained that she felt it was a combination of the two and that the younger pupils were presenting more complex issues. PH noted that in 2010 the pupils were still very challenging but that the Government changed the emphasis for the PRU settings. It was noted that YC continued to support all pupils and that 'Gloves' was an extra means of support provided.

Governors discussed the progress and data as per the report and why no pupils had achieved a grade 4. PH referred to the provision and changes in pupils needs and also referred to a document entitled 'Making a Difference'. This document discussed details about alternative provisions and questioned 'what success looked like' in these settings. PH also referred to pupils targets and the compilation of the 'Alternative provision Handbook'. It was noted that this book had a common theme and language base with a checklist included with Personal Success Targets (PST's) and 'ipsative assessment' measures to be used in order to self-evaluate, as it was impossible to judge against mainstream settings.

AOC referred to a previous SIP report noting her concerns that it had been measured against mainstream expectations. PH noted that this matter had been noted, raised and subsequently addressed.

PH confirmed that the SIP for the Secondary provision and also the Medical provision had since been changed to Tony Purcell. It was thought that he had a good understanding of the provisions and the expectations required. PH also noted that the 'Alternative Provision Hand Book' was to be shared with staff next week and that the 'ipsative measures' included would be a far better self-assessment method.

PH referred to Ofsted reporting and noted that the Academies were required to have confidence in saying that students had made progress from baseline and that the gaps had closed. It was necessary to celebrate achieving pupils individual personal success targets whether they were academic or social.

PH noted that students were expected to move at a pace and that every effort was made to support them and make them as 'rounded' as possible with PST's for each child. Standards had risen due to the changes in the curriculum and that this was a challenge to many students, they were more vulnerable and needed more encouragement to study.

RL confirmed that standards in teaching and learning had been raised across the academy and that a blend of the two, supporting the pupils with their own PST's would continue in order to meet the 'offer' of alternative provision.

Governors referred back to the disappointing results for Youth Challenge in English. RL noted that there were no specific teaching issues, the pupils struggled historically with literacy and it was necessary to find the most appropriate curriculum to best meet their needs. RL agreed that the exam results had been disappointing, two students were expected to achieve a level 4 but had not. One had not been far off, the paper had been remarked, but the result had remained the same. The other pupil had just not been in the right frame of mind on the day, his focus had just been elsewhere at that time. RL noted that many students were not able to commit to and complete a sustained piece of writing and this was a major barrier to their learning.

A Governor suggested the use of PIXEL high impact training to support resilience. RL stated that she was aware of this training noting that it may be useful as it was a challenge to keep some students engaged for long periods of time.

Governors further discussed the results in literacy and one Governor asked if there was any best practice or teaching collaboration that could be made with Lever Park.

MT noted that the Teacher in question at Lever Park was very good but was going on maternity leave soon but he would liaise with her in order to share best practice. RL noted that strategies had been put in place to support this area.

PH noted that the Bolton PRU were judged by Ofsted as 'outstanding' in 2010, and although a challenge, it was hoped that they could achieve this judgement the next time the provision was inspected.

Governors thanks RL for her very comprehensive and informative report.

### **Lever Park Report**

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

- Capacity and Pupil Movement
- Safeguarding
  - Primary Safeguarding List
- Health and Safety including First Aid training and Evacuation/Invacuation drills
- Personal Success Targets (PST's) and Progress
  - Whole school summary (PST Headlines)
  - Individual pupil summary versus PST'S including behaviour and attendance)
- Pupil Behaviour Analysis
  - Exclusion figures
- Attendance Analysis
- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Looked After Children PST report
- Outcomes from external examinations
- September 2017: The first three weeks
- SIP Report

Questions were invited as appropriate.

PH informed Governors that since the appointment of MT as Academy Lead Lever Park during the last academic year standards at Lever Park had improved dramatically. The issue that had been reported within the SIP report had now been addressed and resolved with the member of staff in question having now left.

HC referred to item 13, outcomes from external examinations 2017 and asked how the figures compared to the previous year. PH had not got the previous data to hand and it was agreed that he would email the comparison data to HC at the earliest opportunity.

RL noted that she could do the same to all Governors for YC.

MT noted that the grading system had now changed and the barre had been raised. This had impacted on the schools results. RL concurred that this was the case for Primary settings also.

**Action:** PH and RL to circulate previous years comparative examination data to all Governors for Lever Park and Youth Challenge.

### Attendance

PH reported that attendance at Lever Park had improved dramatically with the introduction of the new attendance procedure and also the Personal Success Targets (PST's). MT added that rewards were given to students for good attendance and this was having a positive impact.

SG, staff Governor reported that there was more ownership on the form tutors since the re-format of the school and the changes to procedures for attendance. The pupils were responding well knowing their tutors were monitoring their attendance.

PH informed Governors that Melissa Sharp, Attendance Officer had visited other schools to share best practice with them.

MT referred to item 14 of his report where details had been highlighted as to the matters that had been addressed and the procedures that had been tightened up within the first three weeks into the autumn term. It was noted that there was much more to do but that the first steps were now embedded.

MT referred to the Behaviour Policy noting that side rooms were now used to support pupils that were presenting unacceptable behaviour and that walks/talks with pupils and staff were being undertaken in an effort to de-escalate any potential issues.

MT noted that a bespoke curriculum was required for some pupils as not all pupils were able to manage five periods per day. A flexible approach was required of the Learning Mentors and teachers to direct their day as appropriate to best meet the needs of the students in order to prevent a potential 'break down'.

Governors were informed that lesson observations had been made of all staff and that he had been pleasantly surprised at the standard offered and the bespoke support offered to specific pupils. The staff Appraisal process had been completed together with the PST tracking.

PH commended MT on the amount of work that had been completed in the short time since he had been appointed and the way the Academy had moved forward. MT noted that improvements had been made in the first few weeks of the autumn term, there was still a lot to do but was pleased with the outcomes so far.

SG noted that she had heard staff say that following the appointment of MT and the changes to procedures and the format of the school that the energy and atmosphere in school was more positive now. It was felt that a positive start to the new academic year had been made and that it had brought the staff team 'together'.

MT thanked SG for her comments.

PH and all Governors thanked MT for his report.

**Agreed:** That the academy leads reports for both Lever Park and Secondary Youth Challenge be received with thanks

#### 11.1 Review and Approval of the Academies Self-Evaluation (SEF) and Improvement/Development Plan (SDP)

PH confirmed that the SEF/SDP for both academies would be 'frozen' as of this Friday 3 November 2017 for a short period to enable PH to 'capture the moment' review and analyse the current situation and determine any actions required.

**Agreed:** That the progress on the Secondary Youth Challenge SEF and Lever Park be noted.

#### 11.2 Termly Evacuation/Invacuation Procedure

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

A report for the drills undertaken during the autumn 2017 term would be presented at the spring term 2018 meeting.

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

##### 11.3.1 Lever Park

A copy of the report following the SIP visit held in June 2017 had been circulated with the agenda papers for Governors review and information

### 11.3.2 Youth Challenge

A copy of the SIP reports following the summer term visit in June 2017 had been circulated to all Governors.

PH reminded Governors that the SIP for both Academies was now Tony Purcell and that he would be arranging to meet with him in the near future.

### 11.4 Termly report on Children Looked After

The Chair confirmed that a report in respect of the children Looked After had been presented as part of each Academy Leads circulated report.

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

### 11.5 Termly Report on Attendance and Children Missing Education

The Chair confirmed that details in respect of attendance had been given as part of each Academy Leads report.

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

### 11.6 Pupil Premium Report 2016/17 and the Allocation for 2017/18

#### Youth Challenge

Reports in respect of the 2016/17 initiatives and the 2017/18 allocation of PPG had been circulated for Governors information.

## 12. CURRENT FINANCIAL POSITION

A copy of the financial report for the LGB had been circulated with the agenda papers for Governors review and information. DS noted that the report had been considered by the Trustees in September 2017.

The purpose of the report was to give Governors details of the indicative financial outturn position for the 2016/17 academic/financial year and the budget position for 2017/18.



The report outlined the following:

- Anticipated financial outturn for the trust
- An analysis of the position of each individual Academy
- A report highlighting the approved budget from September 2017 to August 2018

DS referred Governors to page 2, table 1 – Anticipated financial outturn 2016/17. Governors were informed that there was a financial deficit of £444,000. It was noted that this had been the subject of many conversations with the LA who were the predominant funder for the Trust.

DS noted that whilst some of the academies within the Trust were in a negative situation, others were not and therefore each academy would support each other financially until the situation was resolved.

DS referred Governors to page 3, table 2, highlighting the projected financial position for each individual academy as of period 8 within the 2016/17 academic year as follows:

- Youth Challenge (Secondary) -£244,000
- Lever Park - £354,000

Governors also discussed the LA funding review of all special schools that was to be undertaken. There had been two LA meetings to date, it was hoped that special schools would see an increase in funding allocation but nothing confirmed at this stage in respect of the implementation date. It was thought that it could be April 2018.

DS informed Governors that there were also some increases to pupil numbers at Lever Park from 69 to 74 bringing additional income into the budget.

Governors discussed the national funding formula, SEN funding and place funding. It was confirmed that the Trust received £10,000 for each funded place.

Governors also discussed the two bands for funding £10,000 and £40,000 and if pupils were a 1.8 as oppose to 2 they missed out. A restructure of the formula was required. DS asked if there had been any progress made with the SEN team in respect of categorisation. MT explained that it was difficult as the pupils behaviours were so up and down. He had been required to select which pupils on the best case scenario and was due to present his report to the SEN Team.

DS noted that caution with spending was required but that each academy would support each other as required. It was not expected that the deficit would increase but that £10,000 per month was required to be repaid to the LA on a monthly basis.

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

### **13. POLICY APPROVAL/RATIFICATION**

PH referred to the Policy Schedule that had recently been compiled. It was noted that this had been discussed earlier and confirmed that a review of all Trust wide and local policies was currently being undertaken. Any policies requiring review and approval at LGB level would be presented to Governors as appropriate.

RL noted that the policy schedule would be circulated to all Governors and any policies to be reviewed and approved at LGB level would be brought to the spring /summer term 2018 meeting.

The Clerk noted the recent update to the Teachers Pay and Conditions Document resulting in updates to the Model Pay Policy, details of which had been emailed to PH and also published on the Schools Extranet site. The Clerk noted need to approve this together with the associated Managing Capability, Appraisal and Performance Management policies.

The Clerk further noted that at the Medical LGB meeting, PH had said that he would contact Mary Powell, Chair of Trustees to further discuss this matter and if necessary seek approval of what was required at the next Trust meeting.

The Clerk noted that the briefing note emailed to PH had indicated that any deviation from the recommended pay increase ought to be submitted to HR before 3 November 2017 and as the next Trust meeting was already planned for after that date, it may require an extra-ordinary Trust meeting to be convened to further discuss this matter ahead of that date.

PH noted that he was to meet with Mary Powell later this week and would raise the issue with her, seek her advice and guidance and an extra ordinary Trust meeting would be arranged if required.

**Agreed:** That the LGB adopt the revised model Pay Policy and associated policies as listed above subject to approval being confirmed at Trust level and reported back to the Clerk for inclusion in the minutes.

**Action:** PH to further discuss the recent update to the School Teachers Pay and conditions and the revised Model Pay Policy with Mary Powell and propose that the necessary approvals be made at the next Trust meeting or before/as appropriate in respect of the Model Pay Policy and associated policies as above.

***Since the meeting PH had met with Mary Powell and later confirmed with the Clerk that the Trust were happy to adopt the updated LA model Pay Policy and Associated policies.***

#### **14. GOVERNOR SKILLS AUDIT**

A copy of the results of the Governor skills audit had been circulated with the agenda papers for Governors information. It was noted that the purpose of the report was to provide Local Governing Boards with the results of a data collection exercise in relation to governor skills and to recommend an appropriate training response.

DS noted that he had received responses from most of the Governors across all academies and had collated the results received into a report for each individual LGB.

The report outlined:

- the information received from Governors who had completed the audit
- An analysis of the information, highlighting areas where Governors may wish to strengthen their Governor Knowledge
- Training opportunities available to Governors

DS tabled a revised colour coded and anonymised analysis report. It was explained that the report gave details of the average scores for the areas listed under the following key areas that are required for effective Governance:

- Essential requirements for all Governors
- Understanding of/Experience of Governance
- Vision and Strategic Planning
- Holding the Head to account
- Financial Oversight
- Knowing your school and Community

It was noted that:

- Scores of 4-5 were colour coded in green and deemed as acceptable

- Scores of 3-4 were colour coded in amber – training needing some attention in this area
- Scores below 3 were colour coded in red – highlighting concerns and suggesting that there were specific training needs in this area

Governors were informed that not all Governors were required to have skills in every area and that it was more than acceptable to have a cross section of skills and abilities. It was felt that the 'ambers' were reflective of previous experience and proposed that Governors adopt a self-selection approach to training that best met their needs or requirements

It was recommended that Governors note the information received and agree an appropriate Governor training programme by booking onto the relevant courses via the Governor Exchange site or by contacting Marie Foley, Governor training officer for any further information on course provision.

It was noted that this was a working document and that it would be updated as new Governors were appointed and skills achieved from any training completed.

DS referred to the low scores, noting that these mainly related to experience. It was felt that with increased time serving on the LGB, experience would be gained and therefore wasn't overly concerned.

DS noted that the main gap across all Academies was that of Health and Safety and whilst there was no specific training course in this area offered within the current training programme offered by Governance Services, it had been agreed with Governance Services that a bespoke package could be put together specifically tailored to meet the needs of each Academy within the Trust.

PH offered to undertake an analysis of the Secondary LGB and determine where the gaps in skills were and also to help inform Governors of the skills required when considering the appointment of the new Co-opted Governor. A report to Governors would be made at the next meeting.

**Action:**

- i) That all Governors review the skills audit analysis report to determine the relevant training courses to upskill/ their needs.
- ii) That all governors review the Governance Training Guide and book on the courses required.

- iii) That Governors inform DS/Rebecca Leonard (as training Link Governor) following their completion of a course to enable a log to be kept, the skills audit to be updated and a report to be made at future meeting.
- iv) PH to undertake an analysis of the Secondary LGB to determine any specific gaps in skills – also to inform, the skills required in respect of the appointment of the co-opted Governor.
- v) DS to make the necessary arrangements for a bespoke Health and Safety Course to be provided to all LGB's across the Trust.

## 15. **EXCLUSION FROM MAINTAINED SCHOOLS, ACADEMIES AND PRU'S**

Governors were informed that the legislation governing the exclusion process remained unchanged following consultation. The statutory guidance however had been updated in a very few areas, in particular, in order to provide greater confidence to head teachers on their use of exclusion and to provide greater clarity to independent review panels and governing boards when considering the decision to exclude.

**Agreed:** Head teachers and principals to note the revised guidance and to have regard to this when considering fixed-term and permanent exclusions of pupils or students

**Action:** To note that further guidance around the exclusion process could be obtained via the Local Authority Behaviour Support Team.

## 16. **GOVERNANCE SERVICES UPDATE**

A briefing note had been circulated in respect of the Governance Services autumn term 2017 updates for Governors. The report included the following key items:

### 16.1 **Governance Gateway**

The Clerk reported that the Governance Services Team had invested in the development of a new online service, linked to the Governor Exchange site that allowed Governing Boards and Trust Boards in the Bolton family to operate paper free meetings.

The Bolton Governance Gateway provides a secure and modern way for Governors and Trustees to access their meeting documentation on line using an internet enabled device such as a lap top, tablet or mobile phone.

The service would be wholly administered through the Clerking and Support traded service and would be at no additional cost to our current SLA customers.

Further information and discussion on how this could work for BIT can be found by contacting the Governance Services Department or by emailing: [governance.services@bolton.gov.uk](mailto:governance.services@bolton.gov.uk)

PH reported that he had recently met with Mr Ashworth, Governance Services Manager whom had given a brief demonstration of the 'Gateway'. PH noted that he had been very impressed by it and would like to recommend it for use across the whole Trust.

The Clerk assured Governors that the Gateway was totally secure with all documents being uploaded in PDF format. Governors would require an electronic device to view the reports but if not all Governors had an electronic device suggested that the school display the meeting documents on a white board.

Governors discussed the benefits of accessing documentation via the Gateway. Governors agreed that operating paperless meetings was 'the way forward' although it was recognised that the current system enabled them to make notes on their paper copies.

**Agreed:** That the Secondary LGB commence use of the Bolton Governance 'Gateway' for future meetings.

**Action:**

- i) The Clerk to set up the Gateway for use from the Spring Term 2018 meeting.
- ii) PH to liaise with Mary Powell in respect of the Trust decision for all LGB's to access meetings via the 'Gateway'.

***Since the meeting PH contacted the clerk to confirmed that he had liaised with Mary Powell who had confirmed that each LGB would access their meetings via this method from the Spring Term 2018. PH confirmed that a paper copy would be provided by the school should any member require a paper copy, with prior notification.***

## 16.2 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.

Depending on the area of expertise requested, the service would allocate an appropriate Governor Services Team Lead or Manager for the session.

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.

The Surgeries aimed to offer a further dimension for Governors Services to develop a support network for governors and trustees within the Bolton Family and general topics would inform other sessions run by the service, for example, Chairs Briefing, Primary Partnership, Cluster Groups or Governor training sessions. Confidentiality of discussion would be maintained as per usual practices.

### 16.3 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.

It was proposed that news; both national and local, information on events and general governance updates would be made available via Twitter. If governors and trustees choose to use this micro blogging service they would be able to access relevant real time information.

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.

## 17. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

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

**Spring Term:** Tuesday 6 February 2018 at 4pm at Youth Challenge, (Smithills Site)

**Summer Term:** Tuesday 22 May 2018 at 4pm at Youth Challenge  
(Smithills Site)

**19. CONSENT TO ABSENCE**

**Agreed:** Governors consented to the absence of Melanie Booth, Mark Hilton and Rodger Petch.

**20. ANY OTHER URGENT BUSINESS**

20.1 Context Reminder for each Academy

PH tabled a report for both Lever Park and Youth Challenge to all Governors for their review and information. The reports provided Governors with details of the context of each academy providing information under the following headings:

- Academy name and address
- Name of the academy Lead
- The staff profile
- Number of pupils
- Admission criteria
- Main presenting behaviours
- Typical length of stay
- Curriculum overview
- Main strengths
- Main areas of development
- Current SEF judgement

20.2 Provision offer

PH tabled two reports detailing the 'Offer of provision' made by Youth Challenge and Lever Park.

Youth Challenge

The report gave details of:

- The area of need:
  - All students, some students, exceptional cases
  - Length of stay (traded places)
  - Cognition and Learning



- Area of need
- Motional, Behavioural and Social

Lever Park

A report in respect of the offer of provision by area need and wave of support was tabled for Lever Park. The report gave details of the areas of need for all pupils (where appropriate), some pupils and a few pupils in each of the following areas:

- Cognition and Learning
- Communication and Interaction
- Emotional, Behavioural and Social
- Sensory and Physical

Governors were asked to review the reports and familiarise themselves with the detail.

**21. 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 17.45pm

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

Date: \_\_\_\_\_