

BOLTON IMPACT TRUST

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

**HELD ON THURSDAY 18 OCTOBER 2018 AT 4.00 PM
AT LEVER PARK SCHOOL**

Present: Heather Carr (HC), Simon Cannon (SC), Siobhan Gulshan (SG), Mark Hilton (MH), Richard King (RK), Rebecca Leonard (RL) - YC Academy Lead, Phil Ogden (PO), Andrea O'Callaghan (AOC) and Matthew Taylor (MT) – LP Academy Lead

In Attendance: David Smith (DS), Finance Director, Paul Hodgkinson (PH), Executive Principal, Jemma Stamford (JS), Trust Business Manager 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 Rodger Petch, Tanya Johnson and Andy Feeley

2. APPOINTMENT OF CHAIR

The Clerk noted that the following nomination had been received for:

- Heather Carr to continue as Chair of the Secondary Local Governing Board(LGB)

Resolved: That Heather Carr be appointed as Chair of the Secondary LGB to serve for 2 years until the Autumn term meeting 2020

3. APPOINTMENT OF VICE CHAIR

The Clerk noted that the following nomination had been received for:

- Mark Hilton to continue as Vice Chair of the Secondary Local Governing Board.

Resolved: That Mark Hilton be appointed as Vice Chair of the Secondary LGB to serve for 2 years until the Autumn term meeting 2020

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 Trust Members, Local Governors and the Academy Leads were asked to complete the LA model pro-forma and return it to the Finance Director 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 trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust/Local Governing Body Code of Conduct.

Action: DS to ensure that the following local Governors absent from this meeting complete and return the necessary form to David Smith

- **Mrs T Johnson, Mr A Feeley and Mr R Petch**

4.2 Declarations of direct/indirect Pecuniary Interest

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

5. 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:

- i) That all governors complete the form and return this to be stored under confidential cover at the school.
- ii) That the following governors absent from today's meeting complete the form at the earliest opportunity and return this to David Smith at the school Youth Challenge:
 - **Mr A Feeley, Mrs T Johnson and Mr R Petch**

6. LOCAL GOVERNING BOARD 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.

It was noted that the Governor Services Team would issue the Code of Governance and an Acceptance Form to all new governors as part of the welcome to governance pack. The form was required to be signed and returned to David Smith at the Academy.

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

7. MEMBERSHIP ISSUES

Governors had received a copy of the current membership. The Clerk noted that there were currently 2 vacancies for Co-opted Governors.

HC noted that at a previous meeting it had been agreed that these positions were not required to be recruited to at that time as there was a broad and balanced skill set. HC asked if Governors still felt the same or if a recruitment exercise was now required.

MH suggested that a review of the skills audit be undertaken to determine if there were any gaps.

PH noted that he had recently received some correspondence from a parent whose daughter currently attends Youth Challenge expressing an interest in joining the LGB. Governors were requested to consider this matter following the review of the skills audit.

Governors discussed this matter and requested that PH ask the lady interested in joining the LGB to provide a brief 'pen picture' of themselves to be circulated to Governors for their consideration at the Spring Term 2019 meeting.

Action: PH to ask the interested party to provide a brief background of themselves to be circulated for Governors consideration at the spring term 2019 meeting.

8. 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 22 May 2018 for their review and approval.

A Governor referred to the discussion in respect of Ofsted training and the wording used in the minutes 'the script required' as detailed on the fourth paragraph down on page 18 requesting that this be changed to 'of what was required'. This was agreed.

PH noted that he was keen to arrange a revised date in respect of Governor training to ensure Governors were 'Ofsted ready' for the end of November 2018.

Action: PH to circulate a date to all Governors inviting them to attend Ofsted training.

Matters Arising

Health and Safety Governor training, Minute number 4.4

DS confirmed that this matter would be discussed under item 15, Skills Audit.

Agreed: That the minutes of the meeting held on 22 May 2018 be received and approved as a correct record subject to the following amendment being made to the fourth paragraph on page 18 so as to read:

- Governors noted that this would be a useful opportunity to be part of as it was important that they were prepared and aware of **'what was required'**.

9. NOTIFICATION OF ANY OTHER BUSINESS

The following items of 'any other business' were reported.

- Governance Gateway access for Business Manager of the Trust, Jemma Stamford

- A Letter received in respect of a Looked After Child

10. GOVERNANCE

10.1 Review of the LGB terms of Reference 2018/19

Governors had received a copy of the terms of reference for 2018/19. It was noted that these had remained unchanged from last year.

Agreed: That the LGB note the detail within the terms of reference and approve that they serve for the 2018/19 academic year

11. NOMINATED GOVERNOR REPORTS

11.1 Chairs' Briefing

The Chair reported that she had attended the autumn term Chairs' Briefing meeting held on 1st October 2018. A copy of her report had been included within the agenda circulation detailing the following issues that had been highlighted including:

- Autumn Term Meeting Updates
- ESFA (Education Skills Funding Agency) Understanding Your Data; Guide for Governing and Trust Boards
- Academies Financial Handbook Update
- Data Protection Toolkit for Schools
- Understanding and Dealing with Issues Relating to Parental Responsibility
- Governor Conference 2018

HC noted that the briefing had a secondary focus which was relevant for the Secondary element of the Trust.

HC referred to the ESFA document noting that there were some very useful templates shared within this document for Governors use in managing exceptions and 'blips' as part of their monitoring process. It was noted that this was a very useful tool to use in order to formalise the process. It was further noted that it was felt that Governors already undertook this in the completion of their visit proformas but that it may be useful to review the information available.

Action: Governors to review the ESFA documentation available.

11.2 Bolton Governor Conference

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 3rd November 2018 at the Mercure Bolton Georgian House, Blackrod, with the theme of “Curriculum for Life – Broad, Balanced, Rich and Diverse”

The “Real David Cameron” would deliver the key note speech and a suite workshops would be provided based around the conference theme.

The Clerk tabled a leaflet detailing the agenda for the briefing and advised that Governors were able to book their place on the conference via the Governor Exchange website. The cost was detailed on the reverse of the leaflet.

PH informed Governors that this matter had been raised at the Medical LGB meeting held earlier this week. Governors had discussed that they felt that the Conference was not really aimed at alternative provisions (AP’s). PH noted that he had also reported that if the theme was relevant, he would be happy to be involved in presenting at future Conferences and put the Governor Services Team in touch with relevant networking colleagues to gain further information and presentation material.

The Clerk reported that she had fed back the comments raised at the Medical LGB meeting to Mr Ashworth and Mrs Harris, Governor Services noting they had agreed to consider this for future Conferences and would contact Mr Hodgkinson to further discuss.

DS noted that if any Governors felt that they wanted to attend to advise DS, who would make the necessary booking arrangements.

11.3 Link Governors Report on Training / Recent Training undertaken

The Clerk tabled a certificate detailing the training achievements of members of the LGB for the Spring Term 2018.

The Clerk reported that the link Governor briefing had been held on 19 September 2018 where details regarding the new 2018/19 Governance Training Programme was discussed. It was noted that this was now available on the Governor Exchange site and 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.

RL, Link Governor, reported that she had been unaware of the briefing on 19 September 2018. The Clerk noted that the details were on the Governor Exchange

and had been notified on the Governor E-Brief that had been circulated via email to all Governors.

RL asked that all Governors advise her and also DS of any training attended in order for her to maintain her records and for DS to update the skills audit reports.

The Clerk referred to the 'New Governor Induction' training, encouraging any newly appointed Governors that had not already accessed this training to review the new Programme and make the necessary booking arrangements for the available dates, as this was a very useful and informative course to attend.

Action: Governors to access relevant training, in liaison with DS, to best meet the needs of the LGB.

11.4 Nominated Governor Reports

Governors had received the following outcome reports from Governors following their visit to their link area of responsibility. Link Governors discussed their individual reports with additional information and comments being provided.

- **Review of staffing at Lever Park – Tanya Johnson**

In the absence of TJ, HC referred to the high number of staff absence at Lever Park and asked MT if there were any issues or problems that he could share with the LGB

MT reported that the absences were all very genuine absences, eight of which were long term absences. Work was being undertaken in conjunction with the LA Schools HR Adviser to improve this, managing the issues through the correct policies and processes in order to have a more stable staffing profile.

MT noted that the school continued to offer a good quality service using internal cover and had managing well this year under challenging circumstances. Staff were redeployed from other Academies in the Trust as opposed to using supply staff.

Staffing at Youth Challenge

In the absence of TJ, RL reported the following updates to staffing for Governors information

- the YC Secondary Academy had recruited an Assistant Head from Thornleigh Salesian college whom had settled well. They had helped expand the Leadership Capacity.
- The Maths Teacher vacancy had now been filled.

- Internal recruitment for a designated Safeguarding Lead had been completed; this had been good for morale.
- The Senior Learning Mentor had recently resigned and 2 of the existing Learning Mentors had been upgraded to 'Higher Level Learning Mentors' with a Lead Learning Mentor appointed to manage 'Gloves' and the COGG Provision.
- Absences included 1 x Long term absence
- One Learning Mentor had given two weeks' notice due to them returning to University resulting in one vacant post.

- **Behaviour Vision, strategies and rewards at lever Park – Siobhan Gulshan**

Further to the circulated report HC highlighted the concerns within the report regarding staffing levels in the event that other staff were required to be used for necessary interventions noting that it may leave the 'BIT' area vulnerable. It was realised that these members of staff were required to carry out the interventions but felt that the 'BIT' area was still required to operate efficiently and effectively on less staff.

PH noted the concerns raised and agreed that a fourth member of the 'BIT team' would be an advantage. This recommendation had been made to MT who had agreed to review and consider the matter.

It was realised that employing additional staff **this** would have financial implications.

MT confirmed that he had been made aware of the concerns. It was noted that when all staff were in place there were no issues but agreed that if staff were required to be re-deployed there were challenges to be met. Governors were assured that these were currently managed as effectively as possible but confirmed that he would review and further consider the concerns raised.

- **Behaviour vision, strategies and rewards at Youth Challenge – Siobhan Gulshan**

HC referred to monitoring pupils' behaviour and the action detailed at the end of report 'to develop the relationship between teachers and parents' and asked about timescales for putting this into place.

RL explained that the behaviour monitoring system used had been further developed and updated to include all contact details. This would be physically shared with staff and after the October half term break it would 'go live'.

Governors were also informed that home visits had been undertaken to gather as much information as possible about the pupils and their families as was required for this purpose and the details had all been inputted on to the

new system. This would be monitored closely, and it was hoped that the impact would be seen in the near future.

PH noted that he had undertaken a learning walk and had fed-back to Senior Leaders that he felt that parents were not engaged enough. Recommendations had been made to:

- encourage parental engagement and parental responsibility
- improve their understanding of the behaviours presented by their children
- invite Parents into school at 9am the following day to the incident occurring, to alert and engage them and also to provide strategies for them to manage their children more effectively in these circumstances.

RL noted there had been an increase in parental meetings at Youth Challenge to encourage more parental involvement and responsibility.

A Governor suggested a text message alert to parents to notify them of any issues.

DS noted that good comments were also shared with parents to encourage good behaviour to be maintained.

RL noted that a massive piece of work had been undertaken to encourage Parental engagement including the invite to attend a course entitled 'Who's in Charge Now'. It was noted that staff had also benefitted from this training.

A Governor referred to the 'soft outcomes' as an important link with parental links. It was noted that with some pupils it was their parents that were the key inhibitors to their children's learning and therefore required encouraging to become more engaged.

- **Curriculum Provision at Youth Challenge – Simon Cannon**

Further to the report outlining information following his second visit to YC, SC explained the links with his own personal working background in that he worked very closely with young offenders.

SC noted that he felt that 'parenting was key' and that this ought to be included in the daily curriculum plans and provisions at YC.

PH referred to the comments made in the report about functional skills in subjects such as Maths and English and suggested that courses with qualifications in these areas be offered to parents during the evenings/holiday periods. It was felt that this may be a way of re-engaging a positive attitude to

enable parents to have more control of their children and have the ability to support them by gaining a better understanding of the work that they were undertaking.

Governors were informed that the parents that had already attended the 'who's in Charge Now' training course had found it very beneficial. This had been very successful and well received. Their children's behaviour, attendance and outcomes had improved.

SC noted that the next steps were to look at holding group sessions and share resources from his area work and expertise in respect of the enrichment side of the curriculum. It was noted that this overlapped and linked into the 'soft outcomes'. It was proposed to undertake a joint visit with Richard King next term.

- **Single Central Record at Youth Challenge – D Reynolds (PYC Governor)**

HC noted that this had been circulated for information following Mrs Reynolds visit to the Primary YC setting.

RL noted that Mrs Gill Barnes, LA Academy HR Advisor had recently undertaken a review of the SCR for YC and confirmed that she was happy with the content.

- **Soft Outcomes for Pupils at both Lever Park and Youth Challenge – Richard King**

PH thanked Mr King for submission of this report commenting on the high quality and the content and recommendations detailed. PH referred to the key points and recommendations made noting that further discussions were required with the Academy Leads in these areas.

HC agreed noting that there had been many recommendations made to be taken forward to further enhance the trust.

- **Capacity – Learning Walk at Lever Park – Mark Hilton**

Further to the circulated report MH noted that he had undertaken a very positive learning walk. There were some site issues which also involved some cost implications.

DS noted that a representative from the ESFA had visited Lever Park in September 2018 to undertake a survey. A number of concerns had been highlighted and the outcome report following this visit would be made available in 4-6 weeks.

Governors were informed that the same visit would be undertaken at YC as part of the 'rolling programme'. It was hoped that this could be used as evidence for the future CIF bid (Condition Improvement Fund) as the money required to meet all needs was quite a sizeable amount.

- **Review of 2018 Outcomes at Lever Park and Youth Challenge – A O'Callaghan and Andy Feeley**

AOC informed Governors that the visit had been very useful with Outcomes and target setting being the main focus including the setting of accurate base line data.

AOC guided Governors through the content of her report noting the line of questioning made to the Academy leads in both settings including an example question in respect of:

Youth Challenge

How do you demonstrate progress when some of the students have massive gaps in their knowledge and how is this tracked?

It was noted that some models used capture of data and KS2 examination/ tests results in order to establish any gaps in knowledge and put the necessary supportive strategies in place.

RL noted that a lot of work had been done on this already in respect of new pupils by revisiting the baseline during their first half term and setting targets through teacher assessments. These were reviewed and amended regularly to ensure that the pupils were being challenged appropriately.

MH Thanked all Governors for the high standard of reporting following their monitoring visits.

MH referred to the tick boxes on the proforma noting that he had met with the Academy Leads and had summarised the visits undertaken since February 2017 and felt that more involvement with staff and pupils ought to form part of the monitoring visit in order to 'tick all the boxes' required to fulfil the needs of the report.

RL and MT noted that they welcomed Governor involvement and that they were welcome to visit their individual settings at any time.

Youth Challenge External Visit Report

A copy of the report following Tony Purcell, Academy School Improvement Professional and Sonja Oyen, External Link Professionals joint 'mocksted' visit to Youth Challenge on 7 July 2018 was tabled for Governors information.

PH noted that the report had been very honest and positive highlighting the areas for further development. These details were now included within the SEF/SDP.

Governors were informed that the Link Professionals had agreed with the SEF judgement grades and had also provided supporting commentary as detailed on the report.

PH referred to previous Ofsted visits being undertaken by mainstream inspectors and therefore details had been set out to show what success looks like and the process undertaken in an Alternative Provision. It was noted that he felt that AP and SAMH settings ought to be inspected by inspectors that had experience and understanding of AP and SAMH Provisions.

PH noted that the SIP visit had been very challenging but very worthwhile. There had been no great surprises or major concerns highlighted. It was felt that the Academy offered value for money with very good outcomes.

Lever Park

MT agreed to circulate a copy of the External visit report by Tony Purcell and Sonja Oyens in respect of the Lever Park Academy to all Governors at the earliest opportunity after this meeting, for their information.

Action: MT to circulate the outcome report following the recent SIP visit at the earliest opportunity following this meeting.

12. ACADEMY LEADS REPORT TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) Lever Park
- ii) Secondary Youth Challenge (SYC)

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

The Academy leads were requested to present their reports to the Local Governing Board as follows:

Lever Park

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

- Pupil Numbers (Easter to Summer 2018)

- Current Numbers – July 2018
- Safeguarding
- Bullying and Racism
- Health and Safety
- Personal success Targets (PSTS) and progress
 - Whole School Summary (PST headlines) Year 7-10
 - Attendance and behaviour scores for summer term only
- Looked After Children
- Pupil Behaviour analysis
- Attendance analysis
- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Curriculum
- Centre Celebrations
- Lever Park Academic Outcomes

Aspects of the report were highlighted as follows with questions invited:

Safeguarding

Further to the safeguarding overviews as detailed within the circulated report, MT referred to the benefits that had been seen since the introduction of C-Poms in January 2018. It was noted that this was now embedded and working very efficiently.

PH commended the work of the staff team in the effective management of a significant number of pupils in these circumstances.

Personal Success Targets (PST's)

MT reported that PST data was now embedded at lever Park and continued to grow in strength. The policy was well embedded across the Trust (and also externally) with effective reporting procedures in place. Governors were informed that a rewards system was in place on a Friday and the pupils all looked forward to this.

Whole School Attendance

Further to the attendance data highlighted within the report, MT emphasised that whole school attendance was key and that the target for this year was 90% or above.

Behaviour analysis/Exclusions

Further to the circulated report MT noted that over all the number of exclusions had decreased and that exclusions were only carried out in extreme circumstances and if it would be beneficial to the pupil in question. It was felt that in most circumstances excluding students had a negative impact on them individually.

Quality of Teaching

A number of observations had been undertaken over the previous term with 8 out of 10 teachers being very strong in all areas with two needing support in order to improve in certain areas.

Outcomes Data

A copy of the outcomes data had been circulated for Governors review and information. MT referred to the headline data noting that he had been very pleased with the outcomes and progress that the pupils had made as celebrated within the report.

MT commended the pupils for their hard work and also the staff team for their dedication and hard work.

Governors also commended that pupils and the staff team for their hard work noting that the pupils now had the opportunity to succeed in the future with the qualifications gained.

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

Youth Challenge Secondary

RL presented her termly report to the LGB giving an in-depth report of the following areas:

- Pupil Capacity and Pupil Movement 2017/18
- Safeguarding
- Children Missing Education
- Looked After Children
- Health and Safety
- Evacuation/Invacuation report
- Pupil Outcomes for 2017/18 – (see separate report)

- Pupil PROGRESS – non- leavers summer 2018
- Pupil Behaviour
 - Children’s individual behaviour targets
 - Exclusion Data
- Pupil Attendance overview 2017/18
- Personal Success Targets (PSTS) for Attendance Year 7-11 for 2017/18
- Quality of Teaching
- Personnel Issues
- Stakeholder Questionnaires – summer 2018
- Pupil Premium Grant 2017/18
- Pupil premium Grant 2018/19
- Youth Challenge 2017/18 Year 11 Leavers Outcomes

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

Capacity/Pupil Numbers

RL referred to the large number of pupils joining YC in comparison to the lesser number that had left. It was noted that those that had left experienced a smooth transition back to mainstream school when they were ready to return. It was also noted that unless managed effectively it was likely that they would return to YC in the near future.

Governors discussed the level of behaviour and disrespect displayed by some pupils both in and out of school. This was becoming increasingly challenging and it was felt that adequate sanctions were not in place at home, in some cases there were no boundaries at all. It was noted that parental communication could also be improved in the majority of cases.

A Governor referred back to training available for parents, entitled, ‘Who’s in Charge’, as being a very beneficial course to highlight boundaries.

Safeguarding

Further to the circulated report, RL noted that an increased number of safeguarding related meetings had been needed which had created a massive pressure on the staff member responsible for this area, in addition to the home visits that had also been undertaken. A review of time management was required as a priority and there was a need to be more creative in this matter in order to gain the best outcomes in such challenging circumstances.

Fixed term exclusions

There had been an increase in fixed term exclusions. HC referred to C-Poms and the reports that had been made available in respect of two brothers who had been permanently excluded. During the meeting, it was highlighted that although incidents had been recorded for both brothers as linked incidents they did not appear on both individual reports and asked that this be addressed in the future.

Year 11 Outcomes

RL referred to the circulated report containing the overviews of the year 11 outcomes noting that arrangements had been made for her to meet with Tony Purcell, SIP after the half term break to further develop this report to include more data.

Stakeholder Questionnaires

Governors had reviewed the details presented within the circulated report and asked if RL could include the numbers of respondents on future reports. This was agreed.

Action: RL to include the number of respondents on future reports.

The Chair thanked RL for her thorough and comprehensive report. Governors asked that thanks be conveyed to all staff within her team for their hard work, commitment and dedication to their roles.

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

Lever Park SEF

Governors had received a copy of the SEF for Lever Park Academy 2018/19.

MH requested that data be included to back up the narrative.

PH noted that MT and PH had previously discussed how much data was required to be included and felt that a balance was required. A Governor suggested that detail be included as to where the data could be found, keeping the reports clear and concise and not over complicate the reports.

PH noted that the SEF and SDP for both academies had been 'frozen' for his review over the half term break. The comments and proposals made would be considered.

Youth Challenge SEF

HC noted the following to be included in the SEF:

- MAPPA training
- 2017/18 data on page 13 to be included in addition to 16/17 from the Academy Leads reports

HC asked for clarification on the number of Governors that were required to be safeguarding trained.

It was confirmed that four of the Governors had undertaken safeguarding training via their own organisations and it was felt that that was appropriate.

PH agreed that four trained Governors was sufficient.

PH referred to the data relating to the 'soft outcomes' and asked that all Governors familiarise themselves with the data presented.

Governors were informed that the SEF was a working document; this was constantly being updated and would be circulated to all Governors following any significant changes.

PH referred to the potential Ofsted inspection noting that following the inspection by Sonja Oyen, external SIP, consideration was being given to joining the SEF's of both Primary and Secondary Youth challenge together.

Governors were informed that it had also been suggested to join the two LGB's together, but it was felt that this was not something to be undertaken at this time.

Action: RL/MT to circulate the updated SEF's to all Governors on a termly basis.

School Development Plans

Governors were informed that the details in respect of the SDP had been included within the SEF for both Academies.

PH reported that the SEF and SDP required to be synchronised but that both documents were available to be circulated if required by Governors.

Governors discussed the need for two separate SEF/SDP documents and the benefits of all information being contained in one report provided that the report contained a logical narrative of evaluation, the actions required and the success criteria.

PH commented that having one report was a better idea and would be easier to read. HC agreed that one report would be more effective for challenging and monitoring purposes.

PH noted that the SEF was a working document and felt that it was more important and beneficial to note the key actions and areas of further development.

RL suggested that the amalgamation of both SDP and SEF be trialled with one section to see how it worked.

AOC agreed that a trial be undertaken, noting that by streamlining the work involved in any area could only bring about more effective time management.

Agreed: That the progress on the SEF for both Academies be noted.

12.2 Summer/Autumn Term 2018 Evacuation/Invacuation Drills

Lever Park

MT noted that all details in respect of the summer term 2018 evacuation and invacuation drills had been detailed within his circulated report.

Governors queried the date and time of the invacuation procedure and suggested that the next invacuation drill be undertaken at a different time of day and separately to the evacuation.

MT reported that the autumn term 2018 invacuation/Evacuation drills had not yet been carried out but confirmed that they would be undertaken before the end of the current term

Agreed: That future invacuation and evacuation drills be undertaken separately.

Action: Autumn Term 2018 invacuation/evacuation drills to be reported on at the spring term 2019 meeting.

Secondary Youth Challenge

RL reported that the autumn term invacuation drill had not yet been carried out but confirmed that this would be undertaken before the end of the current term with a report back to Governors at the spring term meeting.

Action: RL to make the necessary arrangements to hold an autumn term invacuation drill before the end of the current term with a report back to Governors at the spring term 2019 meeting.

12.3 Visit by School Improvement Professional (SIP)

Lever Park

A copy of the SIP report following the autumn term visit of the external adviser, Mr Tony Purcell on 2 October 2018 had been circulated with the agenda papers.

MT noted that the SIP had undertaken three lesson observations in order to validate MT's view on the lesson observations that he had undertaken. This had been completed with the outcome reports being very similar and the comments made comparable.

Governors were informed that two teachers required support in a different form, this had been put in place and would be monitored with observations of good practice being made. Both teachers would be re-observed after the half term break. It was noted that one teacher had already shown a marked improvement and the other teacher had also made significant improvements and it was felt that maybe they had just had an 'off day'.

MT informed Governors that arrangements had been made for Mr Purcell to undertake a further observation and provide a follow up report.

Youth Challenge

RL confirmed that Mr Purcell had visited the YC Academy but that the report following his visit had not yet been received.

This would be circulated in time for the next meeting in the Spring Term 2019.

Action: RL to forward the Autumn term 2018 SIP report, once received, to the Clerk for inclusion in the agenda circulation for the spring Term 2019 meeting.

Agreed:

- i) That the SIP report for Lever Park be received and noted.
- ii) That the SIP report for YC be received at the spring Term 2019 meeting

12.4 Termly report on Children Looked After

Lever Park

Governors were informed that there were 8 Children Looked After on roll at Lever Park and that the necessary strategies were in place to best support these children.

Secondary Youth Challenge

Governors were informed that there were 11 Children Looked After on roll at Secondary Youth Challenge and that the necessary strategies were in place to best support these children.

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

12.5 Termly Report on Attendance and Children Missing Education

Lever Park

MT confirmed that he had reported on attendance and children missing education as part of his circulated report.

Secondary Youth Challenge

RL confirmed that she had reported on attendance as part of [here](#) circulated report.

Further to her circulated report, RL confirmed that there had been 4 cases of pupils missing education. It was noted that the necessary protocol and reporting arrangements had been followed.

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

12.6 Pupil Premium Report (PPG) 2017/18 and 2018/19 allocation

Lever Park

The Academy Leads confirmed that all necessary information relating to the use of PPG funding and its impact in respect of the 2017/18 academic year together with the 2018/19 allocation had been published on the school website for Governors review and information.

The Clerk noted that this detail should also form part of their circulated reports to Governors to enable any questions to be asked or challenge to be made by Governors.

Action: Academy Leads to include a PPG report as part of their future Academy Lead reports to Governors.

Agreed: That Governors would review the reports in respect of the PPG funding for both academies on the website and forward any questions or concerns to each Academy Lead as appropriate.

13. 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 purpose of the report was to provide Governors of the Secondary LGB with information in relation to the secondary element of Youth Challenge and Lever Park as at the end of September 2018.

The report outlined the financial out turn position and the anticipated financial position for the 2018/19 academic/financial year for each of the two academies including an explanation of the significant variances.

DS guided Governors through the report highlighting information that had been provided as follows:

- Projected Financial position 2018/19
- Financial position for YC Secondary 2018/19 (table 1)

The table presented outlined a summary of the financial position for the YC secondary provision as at the end of September 2018 including the outturn position for 2017/18 as a surplus of £356k, the annual budget and proportionate budget for the period, the actual expenditure incurred, remaining budget and projected position for the whole year at a surplus of £351k.

It was noted that the budgeted surplus for the year for Youth Challenge Secondary totalled £342k and there were no significant variances to report at this stage.

- Table 2 – Projected financial position for Lever Park 2018/19

This table presented outlined a summary of the financial position for the Lever Park provision as at the end of September 2018 including the outturn position for 2017/18 at a deficit of £498k and a projected deficit of £404k for the 2018/19 financial year.

DS discussed the significant variances as detailed within the circulated report.

Governors reviewed the details presented and asked if there was a recovery plan for the deficit situation.

DS explained that the budget had been amended to reflect the recovery plan. The significant deficit in relation to Lever Park had been off-set by other academies within the Trust.

Governors were assured that conversations continued with the LA regarding Lever Park's financial position and the need to remove the surplus/deficit situations.

DS noted that Trustees had requested that Governors were informed of the charges for last year for Central services from £145K for YC and £141k for Lever Park. These were for the Executive Principal, Finance Director, Business Manager, SLA's and other costs including the Counsellor, external audit fees and ICT arrangements

A number of questions were raised as follows:

Why has the cost increased from last year to this year?

DS explained that a review of the baseline had been undertaken and how funding had been allocated to ensure it was divided out accurately.

A Governor noted an error on the remaining budget for YC noting that the annual budget figures less the actual spend should equal the remaining balance.

DS noted the error stating that he would review the detail presented and amend as required.

A Governor referred to the reduction in budget allocation for transport costs noting that this had been cut by half for both provisions. It was suggested that if attendance was an issue that this reduction may impact negatively.

PH noted the concerns raised but confirmed that it was felt that pupil attendance would not be affected noting that it had had the reverse affect at the PLC and attendance had improved as some pupils were feeling more independent.

Governors were informed that with Governors approval, it was intended for Jemma Stamford, Business Manager for the Trust to attend future LGB meetings to present the financial report to Governors.

The Chair thanked DS and his team for a very detailed and comprehensive report.

Agreed:

- i) That Jemma Stamford, Business Manager for the Trust, attend future LGB meetings and present the Financial report to Governors.
- ii) That Governor's receive and note the information presented within the circulated financial report.

14. ACADEMIES FINANCIAL HANDBOOK

The Academies Financial Handbook had been updated with effect from September 2018. The Handbook described the financial responsibilities of academy trusts which reflected their status as companies limited by guarantee, exempt charities and public bodies. It balanced the need for effective financial governance with the freedoms that were necessary for trusts to conduct their day to day business.

The handbook was relevant for academy trustees, members, local governors of multi-academy trusts (MATs), accounting officers, chief financial officers, clerks to the board and auditors. The main changes had been reported to board members via a summary which accompanied the agenda papers.

The main changes as highlighted on the circulated briefing note were detailed as follows:

- Highlighting directions that the Secretary of State may make in relation to members, trustees and other individuals.
- Referring to the Charity Commission's role in addressing non-compliance.
- Greater emphasis on trustees applying high standards of governance, the role of the chair, working with ESFA, and updated references to church academies.
- Updating the description of the role of members to align with the Governance Handbook.
- Removing the term 'ex-officio' to avoid suggesting an academy trust's senior executive leader would automatically act as a trustee.
- Explaining reporting requirements if the board meets less than six times a year.
- Confirming that trusts must apply robust cash management.
- Setting clearer requirements for budgeting.
- Recommending the national deals for schools.
- Strengthening expectations about the process for setting executive pay and highlighting gender pay gap reporting.
- Clarifying the section on the risk protection arrangement.
- Emphasising the proper handling of whistle-blowers.
- Confirming reporting requirements in relation to internal scrutiny.
- Explaining new requirements for related party transactions and arrangements with dioceses. The DfE are also moving to the conventional term 'related' parties.
- Focussing on the importance of acting on audit advice.
- Highlighting how ESFA may take action where trusts do not comply with requirements for submitting financial information.
- Annex C now identifies some 'musts' that are particularly relevant to boards.

DS confirmed that the Financial handbook was updated annually and contained the rules that the Trust were bound to follow. DS was confirmed that the updates had been reviewed and approved at Trust Level.

Agreed: That Governors note the report.

15. POLICY REVIEW/UPDATE AND APPROVALS (TO ENSURE GDPR COMPLIANCE)

The Clerk noted that as discussed at the summer term meeting, the Board were required to confirm that all policies were GDPR compliant in particular the Data Protection Policy, Privacy Notices and subject access requests, as agreed at the summer term meeting.

DS reported that the Data Protection Policy had been reviewed at Trust Level. All other policies would be reviewed and updated with regard to GDPR compliance as part of the policy review process.

15.1 Health and Safety Policy

A copy of the Health and Safety policy for Youth challenge had been circulated for Governors review and approval.

RL referred to item 3.4 suggesting that the wording '**verbal abuse**' be removed due to the nature of the setting. This was agreed.

RL informed Governors that she had met with Mrs Deb Reynolds, Local Governor of the Primary Youth Challenge Academy to discuss the policy content. It was noted that Mrs Reynolds was very experienced in Health and Safety matters and had been a great support.

A Governor asked if individuals names ought to appear in the Policy and if these should be replaced by Job roles to avoid having to update the policy should any current personnel leave.

Governors discussed this matter and it was met with mixed reaction. RL therefore proposed that she ask the advice of Sharon Drew, LA Health and Safety Officer and amend as required.

Agreed: That Governors approve the Health and Safety Policy subject the RL making the amendments as discussed above.

Action: RL to liaise with Sharon Drew in respect of including specific names within the Policy and amend the Policy as appropriate before arranging upload to the website.

16. Skills Audit

DS tabled a copy of the skills audit for Governors information. DS guided Governors through the detail presented.

DS reported that there were a wide range of skills in place with no significant concerns other than Premises and Facilities Management which was linked to Health and Safety.

However, a training opportunity was to be arranged for specific Governors including link Governors and Health and Safety representatives, Academy Leads and Trustees to attend a 1.5 hours session. It was noted that not all Governors were required to attend but they could if they wished.

PH agreed that whilst there was a wealth of skills in place on the secondary LGB there was no business or community representation. PH referred to the two co-opted vacancies and asked Governors to consider if they wanted to pursue suitable candidates for the Board to consider.

A Governor referred to the approach from an interested parent that had been made as discussed earlier in the meeting.

PH noted that he would circulate their details for Governors consideration if they felt that they wanted to actively seek new Governors at this time.

Governors further discussed this matter and agreed to review the details of the parent. However, as there were a wide range of skills already in place it was not felt necessary to actively seek new Governors at this time.

Action: PH to circulate the details of the interested party to members of the LGB for their consideration, with a report back at the next meeting.

Agreed: That whilst the LGB were not actively seeking new Governors at this time they would review the details circulated by PH in respect of the parent that had expressed an interest.

17. TERMLY WEBSITE COMPLIANCE UPDATE

Mark Hilton reported that he had undertaken a termly review of the website and provided a report highlighting the areas of concern for RL and PH to address. It was noted that the website was not yet fully compliant.

PH and RL had arranged to meet following the half term break to address the concerns.

MH noted that he would undertake a further review ahead of the spring term meeting.

Action:

- i) RL and PH to meet to address the concerns highlighted in the report by MH in respect of website compliance.
- ii) MH to undertake a further termly review of the website with a report back to Governors at the spring term 2019 meeting.

18. APRAISAL PROCEDURES

The Clerk noted that the Board were required to receive an anonymised written report from the Academy Leads on the impact of appraisal procedures and School Improvement in the school year 2017/18 and their recommendations.

RL reported that once the performance management cycle had been completed any recommendations from RL or MT would be presented to the Pay and Appraisal Committee for their approval.

19. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk reported that meeting dates for the 2018/19 academic year had been circulated to all Governors as below:

Agreed: That the meeting dates for the remainder of the 2018/19 academic year be as follows:

Spring Term: Thursday 14 February 2019 at 4.00pm to be held at Youth Challenge (Smithills Site)

Summer Term: Thursday 6 June 2019 at 4.00pm at Lever Park

20. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of all absentees.

21. ANY OTHER URGENT BUSINESS

The following items of 'Any Other Business' were reported:

21.1 Looked After Child (Confidential Item)

The Local 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.

21.2 Governance Gateway Access

DS referred to an earlier discussion regarding Jemma Stamford attending future LGB meetings in order to present the Finance Report.

Governors were asked to approve that she be granted access to the Governance Gateway in order to access all circulated papers. It was noted that Governor approval was required as she was not an appointed Governor.

Governors discussed this matter and

Agreed: That Jemma Stamford be granted access to the Governance Gateway.

The Clerk explained the Governance Gateway registration process to Jemma noting that she would also be required to sign the Gateway acceptance agreement that explained the required protocol.

Action: The Clerk to include Jemma Stamford on the Governance Gateway for the Secondary LGB.

22. CONFIDENTIALITY

Agreed: That in accordance with the Academy's Memorandum and Articles of Association, the following matter(s) be designated as confidential, thereby excluding the information from that which is to be made available to any interested persons: -

- the matter covered in Minute Number 21.1 above.

The Chair thanked Governors for their attendance and closed the meeting at 6.40pm.

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

Date: _____