

BOLTON IMPACT TRUST

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

TUESDAY 7 FEBRUARY 2017 AT 4.00 PM AT YOUTH CHALLENGE (SMITHILLS SITE)

Present: Melanie Booth, Heather Carr, Andy Feeley, Siobhan Gulshan, Mark Hilton, Tanya Johnson, Rebecca Leonard and Rodger Petch

In Attendance: Paul Hodgkinson (Executive Principal), Christine Birchby (Vice Principal), Danielle France (Interim Deputy Head Teacher, Lever Park - Observer) and Carole Brooks (Clerk to the Local Governing Board)

CAROLE BROOKS IN THE CHAIR (until item 2)

1. WELCOME AND APOLOGIES FOR ABSENCE

The Clerk welcomed all present and introductions were made. Apologies for absence had been received from Andrea O'Callaghan, Rachel Quesnel and David Smith.

2. APPOINTMENT OF CHAIR

A self-nomination in writing had been received from Heather Carr, details of which had been circulated with the agenda papers.

The Clerk noted that it had been agreed that the appointment of Chair and Vice Chair would usually be for period of two years, as indicated on the nomination form. The election process for both roles was usually undertaken at the autumn term meeting but that it had been suggested that for this year's appointment, both appointments would serve initially until the autumn term meeting 2018 and every two years thereafter.

Governors thanked Heather for her commitment.

Agreed: That Heather Carr be appointed Chair of Local Governing Board (Secondary) to serve until the autumn term meeting 2018.

HEATHER CARR IN THE CHAIR

3. APPOINTMENT OF VICE- CHAIR

The Clerk reported that no nominations had been received. Governors were asked to consider this role.

Mark Hilton advised Governors that he would be willing to undertake this role, with their agreement.

Governors thanked Mark for his commitment.

The Clerk noted that the term of office would be until Autumn 2018 as had been discussed and agreed for the Chair

Agreed: That Mark Hilton be appointed as Vice Chair of Local Governing Board (Secondary) to serve until the autumn term meeting 2018.

Danielle France arrived at the meeting.

4. DECLARATION OF INTEREST

4.1 Declarations of Interest

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

4.2 Register of Business Interests

The Clerk reported that any Governors not present at the last meeting were requested to complete the attached Register of Business Interests and return to David Smith before the end of this meeting. Mrs Birchby offered to collect forms in the absence of Mr Smith.

Action: Governors to complete the Register if Business Interest form and return to Mrs Birchby/David Smith to be stored at the Youth Challenge Centre

5. MEMBERSHIP / GOVERNANCE ISSUES

5.1 Safeguarding Declaration

The Clerk reported that those Governors not present at the last meeting were requested to complete and sign the Safeguarding Declaration and return to Mr David Smith. Mrs Birchby offered to collect forms in the absence of Mr Smith.

Action: That all governors complete the Safeguarding Self-Declaration form and return this to Mrs Birchby/David Smith to be stored under confidential cover at the Youth Challenge Centre (Head Office of the Bolton Impact Trust)

6. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors had received a copy of the minutes of the last Local Governing Board (LGB) held on 15 November 2016.

6.1 Agenda Setting/ items to be included, Minute number 1

Miss Carr asked if agreements had been reached as to the items required on the agendas for future LGB meetings. PH confirmed that he and David Smith had been in liaison with representatives from the LA Governor Services Team and were happy with the agenda items to be included. It was felt necessary to ensure that there was no duplication of items that would be placed on the agenda for the Trust meetings. Currently all Local Governing Boards (LGB) were following the same format.

6.2 Capacity and Movement, minute number 9.2.2

Further to the minutes Miss Carr asked if a meeting had been held with John Daly, LA Director of People as planned on 29 November 2016 to discuss capacity issues. PH confirmed that this meeting had taken place and that this would be further discussed later in the meeting, as part of his report to the LGB.

6.3 National Database of Governors and Trustees

Further to minute 11, the Clerk asked whether the school had complied with the requirements for boards to provide information about their governance membership on the Edubase website.

PH confirmed that the necessary information had been uploaded to Edubase and that Mr David Smith had the responsibility to ensure that this was updated periodically.

Agreed: to approve and sign as a correct record the minutes of the last meeting of the Local Governing Board held on 15 November 2016.

7. NOTIFICATION OF ANY OTHER BUSINESS

The following item of Any Other Business was reported:

- Referral to Lever Park
PH requested that this be discussed at the end of the meeting and that all staff governors of Lever Park Academy leave the meeting at that point.

8. NOMINATED GOVERNOR REPORTS

8.1 Chairs Briefing

The Clerk reported that the Spring term Chairs' Briefing meeting was held on Monday 30 January 2017 where the following issues had been highlighted:

- Spring Term Meeting Updates
- Statutory Information on Schools Websites
- Pay Review and Performance Procedures
- Strategic Planning 2016/17

The Chair, who wasn't in post at that time of the briefing, asked if she would be made aware of the next briefing in the summer term. The Clerk explained that information of all briefings was usually posted on the Governor Exchange site and that reminder emails would also be sent giving information on all termly briefings and events.

8.3 Link Governors Report on Training / Recent Training undertaken

The Clerk noted that further to agreement at the autumn term link governor briefing, the Governor Services Team would now provide a certificate for the full board detailing the LA training attended throughout the previous term. This was the preferred option as opposed to individual certificates and enabled the school to retain a composite record of training attended for school and inspection purposes.

The Clerk asked if the Academy currently had a link Governor for training and also if the Trust bought into the Governor Services training SLA. It was confirmed that the Academy/Trust had bought into the LA Governor Training SLA.

RL noted that she had previously taken on the role of training link Governor prior to academisation but was unsure if this would be able to be continued under the new academy arrangements.

The Clerk explained the requirements of the role, attending termly briefings and reporting back to LGB on any relevant training opportunities and training that may have been undertaken by members.

PH suggested that the appointment of Link Governor be deferred to the next meeting.

Agreed: That the appointment of Link Governor for training be deferred to the next meeting.

8.4 Governor Visit Reports

The following Governor visit reports had been circulated by email to all members for their review and information:

- Siobhan Gulshan, 8 December 2016 – Review of Behaviour Vision, Strategies and Rewards at Lever Park Academy
- Siobhan Gulshan, 20 December 2016 – Review of Behaviour Vision, Strategies and Rewards at Lever Park Academy -
- Tanya Johnson, 31.1.17 – Review of Safeguarding Policy and Processes at Youth Challenge Academy
- Tanya Johnson, 31.1.17 – Review of Staffing within Youth Challenge
- Tanya Johnson, 1.2.17 – Review of staffing – Lever Park Academy
- Tanya Johnson, 1.2.17 – Review of Safeguarding Policy and Processes at Youth Challenge Academy
- Andrea O’Callaghan, 19.12.16 – Assessment and methods of recording and reporting progress.
- Mark Hilton, 13.12.16 – Introductory meeting around the Governance of Academy Finance.
- Heather Carr, 16.12.16 – Visit to Youth Challenge to discuss curriculum for Youth Challenge and Lever Park

PH thanked Governors for their visits to the Academies and for their reports. It was noted that the visits had been very challenging but meaningful. The discussions held and the questions raised had highlighted the need for staff and academy leads to re-evaluate their individual areas.

The Chair referred to the report from Siobhan Gulshan (SG) on Lever Park having noted that there were some inconsistencies in behaviour management across the academy. SG confirmed that there were some inconsistencies and that this was now to be a focus. PH noted that the pupils at Lever Park presented a totally different set

of behaviours and that he and Danielle France, Interim DHT Lever Park had undertaken a piece of work to revise the reporting systems including physical restraint, positive and non-positive handling, behaviour responsibility and reporting and also analysing the impact.

The Chair commended Tanya Johnson (TJ) for the clarity of information given in the title which indicated the area of respect of the specific visits that she had undertaken and asked that all Governors use this method as well. TJ noted that during her Safeguarding meeting, she had been made aware that the Safeguarding Policy had not been ratified by Governors. It was requested that this be an item on the agenda for the next meeting.

PH referred the development of all Policies noting that this was a massive job and was currently in negotiations as to the process of approval/ratification responsibilities of the LGB and the Trust Board. It was felt that the Trust would be required to ratify all 'Trust wide' policies and the LGB of each Academy would ratify those that were more specific to them. Governors requested a complete list of all policies. PH agreed that this could be forwarded.

PH referred to local link Governors roles and responsibilities and noted that two vacancies currently remained for the monitoring of :

- Health and Safety
- Ofsted Categories

Governors discussed the requirement of these roles and

Agreed: That the local link Governors be appointed as follows:

- Health and Safety – Siobhan Gulshan and Melanie Booth
- Ofsted Categories – Andrea O’Callaghan
- Pupil Behaviour and Attendance – Siobhan Gulshan and Melanie Booth

Action:

- i) PH to update the Roles and responsibilities report and forward a complete list of Local Link Governor roles and areas of responsibility to all LGB Secondary members.
- ii) Clerk – to place ratification of Safeguarding Policy as an agenda item for the summer term meeting.
- iii) PH to circulate the register of Policies to all LGB members

9. **ACADEMY LEAD REPORTS TO LOCAL GOVERNORS**

9.1 Lever Park

A report from Mr Hodgkinson (PH), Executive Principal of Lever Park had been circulated with the agenda papers for Governors review and information. The report included information in the following key areas:

- Capacity and Pupil movement/Pupil numbers
- Safeguarding
- Children Looked After
- Health and Safety
- Evacuation/Invacuation procedures
- Pupil Outcomes: Maths and English 2016
- Maths and English - Analysis and actions
- Attendance – Analysis and Actions
- Pupil Behaviour
- Exclusions/ Analysis and Actions
- Quality of Teaching Commentary
- Personnel/Staffing Matters
- Proposed Staffing Structure and time line for restructure
- Children Missing Education
- Impact of Performance Management

Governors were guided through the circulated report with questions invited.

PH informed Governors that there had been concerns at Lever Park in respect of the Leadership Team. Informal support and strategies had been put in place leading to formal discussions. PH noted that he had further supported the Academy since 5 December 2016 as there had been a significant regression in the standard of behaviour and relationship culture presented by a number of students. Strategies had therefore been put in place to improve this culture.

Governors were informed that a tighter structure was now in place and with the implementation of a Behaviour Policy vast improvements could be seen. The pupils were much calmer and better behaved. PH noted that after half term a review of the Teaching and Learning Standards and pedagogy would be undertaken.

Governors were informed of the issues that were causing pupils to present behaviour issues in class. It was noted that one of the main issues was that pupils were regularly 'leaking' out of class. All pupils had been interviewed by PH and this has determined

that most of the pupils were not engaged in class because they were not enjoying the lesson and felt that they were not being challenged appropriately. This matter had to be addressed and managed. It was noted that after the half term break work would be undertaken to re-establish Teaching and Learning expectations, Behaviour for Learning and Engagement. It was emphasised that there had been a lot of regression and that the main area of focus would be Teaching and Learning and its outcomes. It was hoped that behaviour would then be further improved.

Further to the circulated report PH informed Governors that they were looking to develop a Learning and Development Centre. The Academy had some very dynamic Leaders and were looking to offer some TLR positions but was unsure if this would be sustainable.

PH expressed his concerns to Governors that due to the support required for Lever Park following the departure of the Academy Lead, he was not in the rest of the Trust as much as he would like to be. A balance between the two was required to be found but that due to leadership capacity this was proving very difficult. Concerns were expressed that both sides could ultimately become diluted. The current situation and way of working could not be sustained and other strategies were required to be considered for the future success across both sites. It was felt that the Leadership of Lever Park required further review.

TJ asked if PH could suggest an alternative strategy. PH stated that he would inform the Trustees that the current arrangements across both sites were not sustainable and that a new solution for the leadership of Lever Park or the Trust would have to be found as he could not sustain both, there was just too much involved. TJ asked if the issue was about funding or more about obtaining the correct leader for Lever Park. PH noted that funding was an issue but that other special schools struggle to recruit leaders. PH commended the staff team but felt that the School had needed a leader that was confident, experienced with enough resilience to sustain effective Leadership of the school.

A Governor suggested that staff upskill themselves by undertaking Leadership training programmes.

PH explained that it had been agreed that St James CE Teaching School would sponsor the Learning and Development Centre providing £10,000 support funding and if TLR posts were put in place they would have responsibilities linked to the School Development Plan with SLE's attached to them for training, CPD and support. It was felt that a wider discussion in this area was required.

A discussion was held about how to address this issue. AF advised that when looking at the quality of teaching and recruiting to TLR posts that it was important to ensure that the staff in question had the ability to deliver effectively. It was better to concentrate on outstanding teacher recruitment as oppose to that of an outstanding Head Teacher. It was felt that if the Teaching and Learning was effective, the behaviour issues would reduce. A suggestion of networking, training and peer observation across the Trust was also made.

PH reported that all members of staff were stretched to capacity across the whole Trust. This had been identified by Mrs Hilary D'Arcy, the School Improvement Professional who was required to feed back her comments to the Trustees that Lever Park were desperate for additional support. It was noted that Mrs D'Arcy had only recently taken up this role but was providing the required amount of challenge and identifying issues to be addressed. It was also noted that she was also stretched to capacity with a limited amount of time to spend. This issue had been raised resulting in the LA procuring the Trust more of her time.

Governors were informed that whilst it was realised that the Trust was currently in financial deficit, standards had to be raised in the best interests of the pupils. PH concurred with previous comments made that if Teaching and Learning improved, behaviour would follow.

Mr Petch (RP) asked what challenging issues were presented by some of the pupils at Lever Park, were they all SEN Pupils. PH confirmed that all children were SEN some with social, emotional and also mental health issues. Some were very emotionally challenged with major social care issues in their care homes. Some had attainment disorders. EHP's were in place but not all met the needs of the pupils and as such required reviewing. It was noted that if these pupils were supported by 'magnetic' and relevant' teaching they engaged and enjoyed their lessons. It was further noted that in some cases, this was their only safe and structured environment.

PH noted that he wanted to make the LGB aware of the challenges he was facing and ask them to consider ways to best support Lever Park Academy and also the rest of the Trust.

Governors were advised that the Trust, as a whole, had 'great potential' but only with a sustainable improvement opportunity in place. However, the current situation and work life balance was not sustainable. Meetings with senior leaders were taking place out of working hours as there simply was no time to undertake these discussions during the working day due to capacity and pressure of work.

The Chair noted that the welfare of PH and all staff was important and that the Governing Board had a duty of care to ensure an adequate work life balance was achieved and sustained. The Chair offered support on behalf of the LGB as was required in order to ease the situation.

PH informed Governors that he had recently met with the Chief Commissioner, who was keen for the service to grow but noted that there was currently no capacity. The Deficit issue meant that there were restraints on recruitment. The Trust were also in weekly discussion with the DfE.

Miss Leonard (RL) noted that there were contextual differences between Youth Challenge and Lever Park that impacted on Standards. Capacity issues including home and School Issues and that the pupils in many cases required 'building back up'. Youth Challenge offered good sustainable Teaching and Learning but the pupils required routine.

Governors were informed of the tremendous transport costs incurred by Youth Challenge. It was noted that last year transport costs were in the region of £75,000 at the expense of the service with no additional support from the LA. It was explained that the Youth Challenge unit collected pupils from distances across the borough not just locally. This had a massive impact on the budget but was an unavoidable expense due the requirement to ensure that the pupils attended.

Governors discussed transport costs with the feeling that Youth Challenge should not have to cover all costs particularly if the 'pick ups' were out of the catchment area.

Mr Hilton (MH) referred back to the additional TLR posts that were to be put in place and asked if these were to be permanent posts. It was confirmed that the Trust had only approved these positions until July 2018.

Staffing Restructure

Governors were referred to the circulated report where a copy of the proposed staffing structure at Lever Park had been included. TJ reported that informal consultation had begun and that meetings with staff had been undertaken. It was confirmed that there would not be any redundancies and that a number of key posts were required. The Assistant Head Teacher post had been put back into the structure and all staff were happy with the outcome. PH noted that recruitment to the post would commence later this month with a commencement date of 1 March 2017.

The Chair requested that as Governors were not meeting until the summer term meeting in May 2017 that PH keep all Governors informed by email as to the

progression of Lever Park and the concerns that had be raised. It was felt that this was a critical situation and information sharing was important in order for the LGB to support adequately.

PH informed Governors that discussions were also in progress with a 'bid writer' in an effort to generate additional funding. Mr Smith, Finance Director, was currently in the process of negotiating to see if they could be seconded to Bolton Impact Trust. It was realised that there were financial constraints and that a salary would be required but this may be out-weighed by the funding stream that could be brought in as a result. More information on this would be shared with Governors as appropriate.

9.2 Youth Challenge - Academy Lead Report

Governors were guided through the report that had been circulated with the agenda papers. The report included information on the following areas:

- Capacity and Pupil Movement
- Student Numbers including SEN status breakdown
- Safeguarding/Training
- LAC Overview
- Health and Safety
- Evacuation/Invacuation Procedures
- Pupil Outcomes - Autumn term 2016/17 – Analysis and Actions
- Pupil Progress - Autumn term 2016/17 – Analysis and Actions
- Behaviour
- Pupil Attendance
- Attendance Data
 - Whole School Attendance – overall (excluding Distance)
- Overview
- Pupil Destinations
- Personnel issues
- Managing Sickness Absence
- Curriculum/Pathways
- Stakeholder satisfaction/Parental Analysis

The Chair commended RL on the format of the report, particularly the sections containing analysis and action. It was noted that this allowed easy identification as to what was to be addressed and enable this to be monitored.

9.3 Review and approval of the Academy Self-Evaluation and Improvement Plan

Lever Park

A copy of the SEF for Lever Park had been circulated with the agenda papers for Governors review and information. It was noted that the School Development Plan was currently in progress and would therefore be provided at the next meeting

Agreed: That Governors receive and approve the SEF and note that the School Development Plan 2016/17 would be provided at the summer term meeting.

9.3 Review of Youth Challenge Academy Strategic Development Plan

A Copy of Youth Challenge whole school Strategic Development Plan 2016/17 had been circulated with the agenda papers for Governors review and information. It was noted that support had been given from Mrs Birchby and Mr Hodgkinson in compiling the report.

RL discussed the priorities as highlighted within the report noting the focus on behaviour to ensure progress for the Academy is in line and that Teaching and Learning is moderated with mainstream partners. Governors were reminded of the capacity issues within the Academy.

PH referred to the wealth of data highlighted and the references to the Ofsted framework. RL referred to ECM noting that senior members were reviewing how this should be managed and Key performance Indicators (KPI's) that were reviewed regularly. It was noted that ways of evidencing social progress as oppose to academic progress were required to be sought as not all pupils were academic but progressed in other ways. This was currently difficult to measure.

Governors were referred to the need to focus on evidence in respect of 'classroom readiness' for certain pupils. It was noted that pupils required relevant pathways to ensure that they were ready to access the classroom. It was noted that this was something that was probably already being undertaken but a sound evidence base was required to be maintained in order for this to be measured appropriately.

RL informed Governors of the 'Highfield Group' where a number of pupils attended a centre in Farnworth for four mornings per week supported by two mentors to develop their social and emotional skills. Personal targets were set for them to work to in order for them to return and engage within the Youth Challenge classroom. RL confirmed that there was a very robust behaviour and Rewards procedure in place.

Agreed: That the Strategic Development Plan 2016 for Youth Challenge be received.

9.4 Visit by School Improvement Professional (SIP)

RL reported that she had met with Mrs D'Arcy, the new School Improvement Professional (SIP). It was felt that overall the judgement was 'good'. It was noted that a file was required to be collated to provide evidence to support the SEF. On-going discussions were currently being held with the SIP in respect of Teaching and Learning and any outcomes.

A draft copy of the SIP report was circulated to all Governors. It was noted that this was not yet fully populated and currently a working document. The completed report would be circulated as soon as it was available.

9.5 Termly report on Children Looked After

It was reported that there were 7 Children looked after across Youth Challenge and 6 within Lever Park. The necessary support strategies were in place for these Children. Further information in respect of the Looked after Children were highlighted within the academy Leads reports as circulated with the agenda papers.

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

9.6 Termly Report on Attendance and Children Missing Education

It was reported that there had been no cases of children missing education in either of the establishments. This matter was closely monitored.

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

9.7 Current Financial Position (confidential)

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.

9.8 Policy Ratification

Further to the minutes of the last meeting where it was agreed that the Executive Principal would meet with Academy Leads to set the format for policy and procedure

set up for the Trust and individual academies, details of which would be presented to the Trust Committees for approval and shared with individual local governing boards thereafter.

PH reported that it had been agreed that Trust wide Policies would be ratified by the Trust and Academy specific Policies would be ratified by the individual LGB of that setting.

The Chair referred to a number of Policies circulated with the agenda papers that required Governors approval. It was also requested that all policies follow the same format of detail with a front cover sheet. This was agreed.

Following discussion it was

Agreed: That the following Policies be approved and follow the same format as per Youth Challenge with a front cover sheet:

- Discipline and Behaviour – Lever Park
- Behaviour and Rewards – Youth Challenge
- Curriculum – Youth Challenge
- Invacuation Policy – Youth Challenge

At this point in the meeting RL referred to a number of other policies requiring Governors approval, but that this would have to be undertaken at the next meeting. It was felt that there would be too many policies to circulate with the agenda papers and proposed that she circulate them all by email to all members for their review and approval ahead of the summer term meeting. Any comments or questions could be directed back to her as appropriate. This was agreed.

PH noted that a number of draft Trust polices were currently on the BIT website due to be ratified at their next meeting on 10 March 2017.

Action: RL to circulate all policies requiring LGB approval to all members ahead of the summer term meeting for their review with the request that any comments or questions be directed back to RL before confirming approval at the meeting.

10. APPRAISAL PROCEDURES

10.1 Appraisal Procedures for Youth Challenge and Lever Park School

Further to the minutes of the last meeting it was agreed that reports in respect of appraisal procedures for Youth Challenge and Lever Park be presented at this meeting by the academy leads. Mrs Birchby referred to the Quality of Teaching report circulated by email. Copies were also tabled at the meeting.

The report confirmed that the performance management process had been completed in all academies. It was noted that Lever Park had not had targets set as part of previous reviews but that this had now been done. Book scrutinies had also been undertaken with the areas of focus identified.

Mrs Birchby informed Governors that the SIP would be monitoring Teaching and Learning as a main focus, undertaking lesson observations initially in Lever Park and then Youth Challenge.

TJ referred to the performance management process in both Lever Park and Youth Challenge and suggested that some targets set for 2016/17 may require reviewing to ensure that they were relevant. Mrs Birchby confirmed that this would be undertaken after the half term break. TJ noted that this ought to be done as a sense of urgency in order to be in line with the next round of performance management. If it wasn't staff could not be expected to reach their targets in a shorter time frame.

AF suggested the use of an Improvement Matrix to log teacher's progress. It was noted that this could prove to be a very useful tool.

Details of the numbers of teachers achieving grades 1 – 4 had been highlighted within the report circulated, grade 1 being the highest and 4 the lowest.

Mrs Birchby noted that the quality of Teaching and Learning had improved across the whole Trust and although they were requiring Improvement in some areas they were a very willing team.

11. TERMLY EVACUATION/INVACUATION PROCEDURE

PH reported that details of Invacuation and evacuation procedures was highlighted within the academy leads circulated reports.

Lever Park:

Autumn Term: 3 November 2016

It was noted that a report in respect of the spring term evacuation/Invacuation would be given at the next meeting.

Youth Challenge:

Autumn Term: 6 October 2016 – Evacuation/Invacuation Drill

Spring Term: 23 January 2017 - Evacuation

It was noted that an invacuation drill would be carried out for Youth Challenge after the half term break with a report back to Governors at the next meeting.

Agreed: That Governors receive the report on invacuation /Evacuation procedures be received for both academies for the autumn term 2016

Action:

- i) That a spring term evacuation/Invacuation drill be undertaken for Lever Park with a report back to Governors at the next meeting.
- ii) That a spring Term Invacuation drill be undertaken for Youth Challenge with a report back to Governors at the next meeting.

12. SCHOOL WEBSITE COMPLIANCE

The Clerk advised that academy and multi academy trust boards must publish specific information on their websites to comply with requirements contained in both the academies financial handbook and the trust's own articles of association.

The Governor Services Team were aware that there are still a number of academies that were missing vital pieces of information from their websites. The Clerk noted that as part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date, and if not, this would be a judgement for the inspection.

To assist governors in ensuring that their website was up to date, the Governor Services Team had compiled a checklist based on the guidance issued from the Department for Education, a copy of which was included with today's agenda. The checklist highlighted both the recommended and statutory information to be published. Academies were reminded to check their own articles of association as this may differ from the checklist.

PH advised that David Smith was in the process of building a new Trust wide website and that all academies would be included. Anyone accessing the current academy websites would be redirected to the new site.

Agreed:

- i) That the Board note the need to ensure that the BIT website complied with statutory requirement in terms of publishing specific information
- ii) That Mr David Smith would check to ensure that the BIT website was compliant and report this back to the next Board meeting.

13. ONLINE MEETING MANAGEMENT

The Clerk reported that in a bid to ensure accessible services and to meet customer demand, the Governor Services Team had invested in a new online service, linked to the Governor Exchange that allowed governing and trust boards in the Bolton family to operate paper free meetings.

The Bolton Governance Gateway provided a secure and current way for governors and trustees to access their meeting documentation online using an internet enabled device such as a laptop, tablet or mobile phone.

The Clerk highlighted that invitations to meetings and updates were also supported through the system as well as access to other relevant shared documentation such as delegation structures, terms of reference and calendars.

The new service, which would be wholly administered and maintained through the Clerking and Support traded service, would be at no additional cost to current SLA customers and would require a commitment from the Board to relinquish paper-based systems.

The Clerk reported that pilots were taking place at present with a selection of governing boards and that briefings to showcase the new service would be provided in the latter part of the spring term. It is intended that these briefings would look at how the system operated and how schools could utilise current hardware without an additional cost to the budget.

Those boards wishing to find out more information could do so by contacting Judith Pollard, Senior Governance Support Officer via the details on the flyer which was distributed with today's agenda.

Agreed:

- i) That the Governing Board note the report.
- ii) That Mr Mark Hilton attend the upcoming briefings about the new service.

14. GOVERNOR SKILLS AUDIT

In the absence of Mr Smith PH suggested that this item be deferred to the summer term meeting. This was agreed.

Action: Clerk – summer term agenda item.

15. SCHOOL TERM AND HOLIDAY DATES 2017/18

At the last meeting, the Clerk had advised that there had been changes to the standard Local Authority School Term and Holiday Pattern from the 2017/18 academic year. However, the Trust Board were at liberty to set their own pattern for the academy trust and this decision would be referred to them.

PH confirmed that the Academy would be following the BLAH model for in line with other local secondary schools.

16. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Clerk requested that the date of the next meeting be reviewed as she had a clash of meeting on the 8 May 2016.

Agreed: that the next meeting of the Local Governing Board (Secondary) be arranged as follows:

- Summer term 2017 - Tuesday 9 May 2017 at 4.00 pm

Venue: Lever Park

17. CONSENT TO ABSENCE

Agreed: to consent to the absence of Rachel Quesnel, David Smith and Andrea O'Callaghan from this meeting.

All Staff Governors left the meeting at this point.

18. ANY OTHER URGENT BUSINESS

The following item of any other business was reported:

18.1 Referral to Lever Park (Confidential)

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.

19. CONFIDENTIALITY

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

- the matters covered in Minute Number 9.7 and 18.1 above and the Head Teachers report for Lever Park (as circulated in the pack)

The Chair thanked governors for their attendance and closed the meeting at 6.15pm

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

Date: _____