

BOLTON IMPACT TRUST

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

HELD ON TUESDAY 6 FEBRUARY 2018 AT 4.00PM AT YOUTH CHALLENGE (SMITHILLS SITE)

Present: Melanie Williams, Heather Carr, Andy Feeley, Mark Hilton, Tanya Johnson, Rebecca Leonard, Andrea O’Callaghan, Rodger Petch and Matthew Taylor

In Attendance: Simon Cannon, Proposed Co-opted Governor, 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. In particular Simon Cannon, proposed Co-opted Governor and introductions were made.

Apologies for absence had been received from Siobhan Gulshan.

2. DECLARATION OF INTEREST

2.1 Declarations of direct/indirect Pecuniary Interest

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

2.2 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 the meeting last term:

- Melanie Booth, Mark Hilton and Rodger Petch

3. MEMBERSHIP/GOVERNANCE ISSUES

3.1 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.

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

- Melanie Booth, Mark Hilton and Rodger Petch

3.2 Appointment of Co-opted Governor

Governors had considered and approved the appointment of Simon Cannon as Co-opted Governor.

The Clerk noted that Simon would be required to complete the Register of Business Interests form and Safeguarding declaration form. These would form part of the welcome pack to be sent to him following this meeting.

PH noted that the constitution stated that the Board could appoint up to eight Co-opted Governors and felt that currently there was adequate serving expertise and that it was not necessary to actively pursue any additional members at this time. PH further noted that the facility was there, should this be required in the future. This was agreed.

The Chair noted an error on the start date for Andy Feeley, it was felt that this should be around the time of the spring term meeting in 2017. The Clerk noted the error and agreed to rectify this.

Agreed:

- i) That Simon Cannon be appointed as a co-opted Governor to serve a four year term of office.
- ii) Not to actively seek any further co-opted Governors (up to a maximum of 8) until it was deemed a requirement.

Action:

- i) Clerk to forward a new welcome to Governance letter and information pack to Simon Cannon.
- ii) Clerk to establish AF's date of commencement from previous minutes and amend the data base as appropriate.

3.3 Review of Link Governor roles and responsibilities

HC reported that further to the minutes of the last meeting and the circulated list, the only remaining link Governor vacancy was that of Curriculum.

Governors suggested that this could possibly be assigned to Simon Cannon (SC) newly appointed Co-opted Governor.

PH suggested that he meet with SC to further discuss and explain the responsibilities involved.

It was also noted that the area of 'Capacity' was too large for one person to manage effectively. Following discussion, it was suggested and agreed that MH also undertake this role alongside RP for added strength.

RL commented that MW and SG had previously been assigned as link Governors for both Behaviour and Health and Safety for both settings which were two very big areas to cover and suggested that they review one area each but across the two sites.

Further discussion took place with PH suggesting that he also meet with RL and MT to review the list and circulate it to all Governors later this week.

Action:

- i) PH to meet with SC to further discuss the requirements of the role of Link Governor.
- ii) PH to meet with RL and MT to review and update the link Governor list and circulate it to Governors by the end of this week.

4. 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 31 October 2017 for their review and approval.

Matter Arising

4.1 Health and Safety/Site Manager Issue, Minute Number 7.2

Further to the minutes of the last meeting, RL reminded Governors that the Site Management role of Mr Appleton was predominantly at Smithills School and whilst he helped out where he could at Youth Challenge (YC), there was still insufficient cover at YC.

RL noted that at the last meeting it had been suggested that the Site Manager at Lever Park undertake a dual role carrying out similar duties at Youth Challenge. Following discussion with the Site Manager at Lever Park it was realised that this was not a practical arrangement to pursue.

Governors were informed that a meeting had since been held with Mr Appleton to further discuss the issues presented and since then the situation at Youth Challenge had improved. It was therefore felt that this matter was not necessary to be further pursued.

4.2 Academy Leads Report, Minute number 11

The Chair referred to the action at the end of the Academy leads report for Lever Park on page 14 of the minutes asking if RL/MT had circulated the previous year's comparative examination data for both sites. RL noted that

this hadn't been circulated but confirmed that the outcome report had been published on the website for both Academies.

Action: RL to circulate the outcome report to all Governors.

4.3 Self-Evaluation (SEF)/School Development Plan (SDP), minute number 11.1

The Chair asked for an update in respect of the academies SEF noting that it had been reported at the last meeting, that these had been frozen.

PH explained that this area was closely linked to item 9 of today's agenda in respect of Ofsted preparation.

4.4 Bespoke Training Course, minute number 14

DS referred to Health and Safety training, noting that now most of the Governor vacancies had been filled across all LGB's he would make the necessary arrangements for a bespoke training session across the three LGB's.

Action: DS to make the necessary arrangements to hold a bespoke training Session in respect of Health and Safety at the earliest opportunity.

4.5 Governor Skills Audit, minute number 14

PH referred to the outcome of the skills audit noting that Finance was the main focus area. PH informed Governors that he had discussed this matter with Mary Powell and that he planned to run a series of interactive seminars over the summer term to ensure that the Board were 'Ofsted Ready'. Further details in this would be explained at item 9 of this agenda.

4.6 Governance Gateway, minute number 16.1

The Clerk referred to the minutes of the last meeting where it had been noted that PH would confirm with Mary Powell, the Trusts intention for all LGB's using the Bolton Governance Gateway to access their meeting documentation, as there had been some uncertainties between LGB's and it was felt that a uniform approach be made.

The Clerk noted that she had set up the Gateway for commencement from the Spring term meeting as had been agreed and the log on link had been

circulated to all Governors to access and create a personal password in order to access the site.

Since then PH had requested that circulation of papers for this meeting be by email as for previous meetings and suggested that accessing documentation via the Gateway commence from the summer term when it had been confirmed that all LGB's were on Board.

DS noted that Mr Ashworth, Governor Services Manager had delivered a presentation to demonstrate the benefits of using the Gateway at the meeting of the Primary LGB last week and planned to attend the Medical LGB at their next meeting; unfortunately he was unavailable to attend the Secondary LGB meeting.

The Clerk asked for confirmation that the LGB were happy to commence using the Gateway with effect from the summer term. It was noted that if approval was received, Governors would be required to read and sign a user agreement.

Governors discussed this matter and agreed to commence from the summer term.

The Clerk therefore tabled the user agreement/acceptance form for their review and signature.

Governors were requested to return the signed acceptance forms to her before the end of the meeting.

Agreed: That the secondary LGB commence use of the Governance Gateway from the summer term 2018.

Action: Governors to read and sign the Gateway agreement

Agreed: That the minutes of the meeting held on 31 October 2017, be received and approved as a correct record.

5. NOTIFICATION OF ANY OTHER BUSINESS

The following item was reported by Matthew Taylor, Academy Lead at Lever Park

- Loss of a member of staff at Lever Park

MT reported the recent sad loss of Garry Maguire, a very well respected and valued member of staff. The staff and pupils at the school had all been very upset by this sad news. It was noted that Garry would be a huge loss to the school.

MT noted that he was in close contact with the family supporting them as appropriate, in particular Garry's daughter who attended Park School.

MT stated that he was unaware of the funeral arrangements at this time and hoped that it would be either in the half term break or on a Friday as it was expected that a number of staff members and pupils would want to attend to pay their respects.

A Governor suggested that on the day of the funeral it may be a nice gesture for the cortege to pass by the front of the school as had been the case in another school. MT noted this and agreed to suggest this to the family.

MT noted that as he was in touch with the family he would keep Governors informed of the arrangements as appropriate.

Governors expressed their condolences to the family.

6. NOMINATED GOVERNOR REPORTS

6.1 Chairs Briefing

The Chair reported that she had attended the spring term Chairs' Briefing meeting held on Monday 29 January 2018 where the following issues had been highlighted:

- Spring Term Meeting Updates
- Governance Services Team update
- Conference Feedback
- Governance Housekeeping: Effectiveness; Efficiency; Impact
- Competency Framework for Governance: Accountability

A report compiled by the Chair following her attendance to the Briefing had been circulated to all Governors prior to the meeting for their review and information.

6.2 Link Governors Report on Training / Recent Training undertaken

The Clerk reported that the 2017/18 Governance Training Programme was available on the Governor Exchange.

The Clerk reminded Governors 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.

The Clerk noted that the new Governor induction Course was a particularly useful course for any new Governors to attend. DS asked that Simon Cannon, newly appointed Governor make the necessary arrangements to book on to this course.

The Chair noted that at the Chairs Briefing it had been noted that a Safer Recruitment refresher course was being held in March 2018. TJ noted that she was presenting this course. The Chair suggested that any Governor due to renew ought to book on to this. A number of Governors confirmed that they had already booked on to this. RL and MT confirmed that they were both part way through the Safer Recruitment course.

RP confirmed that he had attended Gateway training held at a local primary school.

RL requested that Governors advise her of any training attended to enable her to keep a log noting that this would be particularly useful evidence for Ofsted purposes.

6.3 Bolton Governor Conference: Positive Futures for Children and Young People

The Clerk reported that the Governor Services Team had held 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”

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

HC, Chair of the LGB had attended the Conference and prepared a report as circulated with the agenda.

6.4 Nominated Link Governor Reports

The Chair referred to Governor week that had been held during the autumn term and asked if this had proved successful.

RL noted that it had been a huge success but that it had been difficult to co-ordinate over one week due to time constraints and suggested that this be

extended to a two week period. It was also felt that a learning walk would be useful to undertake next time to enable Governors to see the whole service provision.

Governors discussed the Governor visits noting that it had provided a focus for the link Governor whilst holding the Academy leads to account.

PH noted that he liked the intensity and preferred that this be contained to one week.

Governors discussed this matter and agreed that time constraints were the major issue as some link Governors had more than one area of responsibility and were therefore not able to monitor each area every term.

PH explained that a full inspection did not have to be undertaken every term and suggested that visits have a specific focus. Governors were informed that the next Governor week had been planned for w/c 30 April 2018.

The Chair referred to submission of the link governor reports and asked that all reports completed following all visits ought to be forwarded to Paul and the Clerk for inclusion in the next agenda circulation.

AF referred to 'Pupil Voice' noting that this area linked closely into pupils learning and was an area to be reviewed and was particularly useful for Ofsted purposes. RL noted that this was a good idea as some of their pupils struggled to be socially and articulate effectively with adults.

Action: AF to undertake a 'Pupil Voice' review and report back at the next meeting.

6.4.1 Capacity

A report following RP's link Governor visit held on 24 January 2018 in respect of 'Capacity' at both Lever Park and Youth Challenge had been circulated with the agenda papers for governors review and information.

The report detailed the focus of the visit, the monitoring activities, the summary of the visit and the key points to take forward had been circulated with the agenda papers for governor's review and information.

RP noted that he recognised that permanent exclusion was a huge issue and expressed concerns as to how mainstream schools manage this. It was felt that there were discussions to be held with the LA as to the process mainstream schools should follow prior to the pupils being transferred to the pupil referral Unit (PRU).

PH noted that the Secondary YC Academy had four pathways for pupils:

- Spring Board
- Build
- Foundation
- Focus

The descriptor of each could be found within the academy leads report. It was noted that there was a huge capacity issue both on site and nationally at the Foundation stage and that the service were unable to meet the capacity needs.

PH reported that discussions had been held at Trust level in respect of the need to have a change in Culture. There was a need for YC to offer a service in the Community and build an alternative process to avoid permanent exclusions happening and also in order to combat on-going capacity issues.

PH noted that discussions in respect of the Trust being able to offer interventions at an early stage in the form of outreach provision as a legitimate service which would complement the work of the Behaviour Support Service had also been held. It was further noted that early intervention could prevent the need for pupils attending the PRU and also generate additional income.

A Governor expressed concerns that if less pupils attended the PRU that the service may go out of business. PH noted that whilst he understood what they meant, the service would be transferred into the relevant school as a means of support to the pupil and the school, generating an income stream.

A Governor referred to 'traded places' and asked for clarification. RL explained what 'traded places' were and noted that this process helped prevent the need for permanent exclusions.

6.4.2 The Quality of Learning in Youth Challenge

A report following AOC's link Governor visit in respect of The Quality of Learning at Youth Challenge on 29 January 2018 had been circulated with the agenda papers for governors review and information.

The report detailed the focus of the visit, the monitoring activities, the summary of the visit and the key points to take forward had been circulated with the agenda papers for governor's review and information.

A Governor referred to 'Pixel Membership' noting that the detail recorded in the report had been very inspirational.

Governors discussed the benefits of Pixel Edge and other Pixel Apps that were available. RL confirmed that this was worth exploring for use across the trust. A Governor suggested that a 'Pixel' representative be contacted to attend YC and/or Lever Park to further discuss the resources available that were available bespoke to context of the actual setting.

AOC offered to make a presentation to staff and Governors at the summer term training day. PH thanked AOC for this offer noting that this was a good idea.

Governors were informed that a similar visit to Lever Park would be undertaken in the near future with a report circulated for the next meeting in the summer term.

Action:

- i) RL and MT to further pursue Pixel membership and report back to Governors as appropriate.
- ii) AOC to make the necessary arrangements to undertake a link Governor visit to Lever Park at the earliest opportunity, with a report back to Governors for the summer term meeting.
- iii) AOC to make the necessary arrangements with PH and RL to present to staff and Governors at the summer term training day.

6.4.3 Finance Review

MH tabled his governor monitoring report following his visit to the Academy to review the area of Finance. MH guided governors through the report. It was noted that on the day of his visit an unplanned evacuation had also been held; it was noted that as an outsider looking in all pupils had displayed very good behaviour.

6.4.4 Review of Staffing

Lever Park Academy

TJ had undertaken a review of staffing at Lever Park Academy on 23 January 2018. The report detailed the focus, monitoring activities, summary and key points to take forward had been circulated with the agenda papers for Governors review and information.

Youth Challenge Academy

TJ had undertaken a review of staffing at Youth Challenge Academy on 24 January 2018. The report detailed the focus, monitoring activities, summary and key points to take forward had been circulated with the agenda papers for Governors review and information.

7. CURRENT FINANCIAL POSITION

Governors had received a copy of the financial monitoring reports 2017/18. The report gave information in relation to Youth Challenge (YC) (Secondary provision) and Lever Park as at December 2017 and highlighted the projected financial position for the YC Academy and Lever Park School and an explanation of the significant variances.

DS informed Governors that details about the Trusts Boards budget had been included on page 2, in order to set the context of the Trust as a whole. Governors were informed that the Trust had set a budget to achieve a surplus of £145,000 in the current year. A table had been included within the report highlighting details for each academy. DS tabled a revised copy of page 2, noting that it had been realised that figures relating to the Central Team had been omitted from the original circulation.

DS guided Governors through the report that gave information on:

- The academies three year plan from 2017/18 to 2019/20.
It was noted that the plan reflected that the Trust was anticipated to return to a surplus reserves by 2019/20.
- The projected financial position for both settings 2017/18
- The significant variances

A Governor referred to the projected position at table three on page 4 of the report and asked what was included in 'other employment costs'. DS confirmed that this included items such as staff training and recruitment costs.

Youth Challenge

DS noted further to the details provided within the report that the YC secondary projected surplus of £359,114 compared favourably with the original budget surplus of £288,000.

Lever Park

DS reported that it was anticipated to incur a deficit of £426 this being £91,000 greater than originally budgeted for. Staffing expenditure had been projected as £20,000 more than originally budgeted for as a result of increased agency costs to cover a maternity.

Discussions in respect of the reclassification of pupils had not yet been concluded and therefore additional funding, yet to be finalised had not been reflected in the projected figures.

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

8. ACADEMY LEAD REPORTS TO LOCAL GOVERNORS

A copy of the Academy Leads report for:

- i) Lever Park
- ii) Secondary Youth Challenge

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

Lever Park Report

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

- Pupil Numbers
- Current Numbers
- Safeguarding
 - Safeguarding overviews for Autumn term
- Health and Safety including
 - 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 Profile/Outcomes – December 2017
- Looked After Children
- Behaviour Analysis
- Attendance Analysis

- Quality of Teaching
- Pupil Destinations
- Personnel Issues
- Looked After Children PST report
- Outcomes from external examinations

Aspects of the report were highlighted with questions invited from Governors:

Safeguarding

MT referred to C-POMs as an excellent reporting programme. It was noted that the details recorded within the circulated report were not reflective of the actual data and that it was anticipated that this would be higher on future reports due to the accuracy of C-POMS.

Personal Success Targets (PST's)

Further to the details and data information provided within the circulated report, MT commended the PST system noting that this was now well embedded; the pupils had embraced it and formed part of daily life in school. All targets were accounted for with pupil reviews being undertaken bi-weekly. Data was tracked and used effectively to inform staff of the required interventions required to further support the pupils in question and gain a true and accurate picture.

RL noted that this was being introduced at YC and hoped to report in this way for future meetings.

AOC also commended the success of the PST system noting the rapid success and impact that had been made in from the initial discussions that had been held a year ago. It was a real testimony to the staff at Lever Park and in particular to Melissa Sharpe who manages this. Governors concurred with the comments made and expressed their thanks to Melissa and the staff team.

PH noted that Melissa was also in liaison with other schools who had expressed an interest in using the system in their own settings.

Behaviour

Further to the report MT noted that a very successful Behaviour focus group had been implemented where staff attended to discuss and make strategic planning decisions including the identification of potential, future alternatives to fixed term exclusions in order to improve and move behaviour forward.

Quality of Teaching

Further to the details provided within the report TJ asked if any learning Walks had taken place. MT confirmed that a number of observations had been held with book scrutinies and reviews scheduled.

A Governor referred to the need for consistency across all lessons in respect of Teaching and Learning and the need to capture typicality in 'drop in's' and planned observations. It was noted that AOC had shared some ideas with RL at her last link Governor visit to YC. These would also be shared with MT when the link governor monitoring visit at Lever Park was undertaken. This was noted as a good evidence base for Ofsted purposes. Additionally, lesson observations had been carried out the previous day together with the SIP to get his feedback.

Secondary Youth Challenge

RL presented her termly report to the LGB providing Governors with an in depth report and information in the following areas:

- Capacity and Pupil Movement
 - Pathway Breakdown
- Safeguarding
- Children Missing Education
- LAC Pupils Overview
- Health and Safety including Evacuation/Invacuation report
- Pupil progress – Autumn Term 2017
 - Maths and English Data/ actions
- Pupil Behaviour
- Pupil Attendance – Autumn Term 2017
 - Whole Group KPI Grouping Breakdowns
- Personal Success Targets for Attendance Autumn Half Term 2017
- Quality of Teaching
- Curriculum
- Stakeholder Satisfaction

Aspects of the report were highlighted with questions invited as Governors were guided through the details presented.

Capacity and Pupil Movement:

Pathway breakdown

Further to the details presented in the circulated report, PH noted that the breakdown provided would be shared with the LA in order to highlight the capacity issues and heighten awareness of the static population of YC. PH referred to the need to establish the 'core function' noting that it was supposed to be a short term 'carousel provision' but that currently this was not the case.

RL noted that capacity was a huge concern that dominated and impacted on every area. It was felt that a LA review on process was required due to the increase in pupils attending YC and the length of time that they were with the provision, as this impacted greatly on 'the offer', the curriculum provision and behaviours presented by the pupils.

Governors discussed this matter. It was felt that the LA had a lack of understanding of the nature of the provision and were required to improve their strategic thought. Governors discussed that YC was not a 'special school' with long term provision in place to meet the challenges of the present school population. PH noted that with this in mind, the provision still continued to do everything in their power to meet the needs of the pupils that attended.

PH referred back to previous discussion in respect of the Trust providing an outreach service providing support 'in schools'. The Chair agreed noting that the Trust were right in thinking strategically in the future offering a service to schools and being more involved in pre-crisis intervention.

PH noted that he had undertaken a wealth of research to develop a model/offer that met the needs of the individual child that was linked to the school and the Trust and create more partnership working and work would continue in this area.

MW apologised for having to leave the meeting at this point.

Pupil Progress:

English and Maths

RL referred to English noting that there were some concerns in this area. This was subject to further review by the SIP at his next visit along with a review of the academy data

RL confirmed that there were no concerns to report in Maths.

Attendance

RL confirmed that the whole school attendance as at the autumn term 2017 was 81%. Whilst this may not seem a high percentage, it was noted that the attendance percentages of some individual pupils had improved from their previous settings.

Ofsted

AOC referred to the provision being required to be 'Ofsted ready' noting that any bench marking undertaken ought to be referenced for Ofsted purposes.

PH noted that a bench marking exercise had been undertaken and that 70% was the bench mark from another outstanding provision. PH referred to the AP handbook that had been circulated with the agenda to be discussed at the next item.

Governors thanked RL and MT for their very comprehensive and informative reports.

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

9. OFSTED PREPARATION

The following documents had been circulated for Governors review and information:

- Alternative Provision (AP) Handbook
- Ofsted Checklist
- RAG rating summary

Governors were informed that PH and RL had undertaken a bench marking review of a number of similar provisions and produced the AP handbook. PH gave Governors an on screen presentation of the Personal Learning Centre which was a provision within the Medical Academy of the Trust highlighting how the handbook, Ofsted Checklist and RAG rating documents were to be used to bench mark themselves, highlight any required actions and ensure that the Trust were 'Ofsted ready'. It was noted that the same detail would be provided for each academy in order to have a clear view of what was required. The SEF comments were also synchronised with the SDP as a priority. PH noted that all academy leads had responded well to this approach.

Governors discussed the details presented and highly commended this approach, noting that this was a good guide to support the management of the inspection team.

PH confirmed that Mr Purcell, Academy SIP, planned to visit both academies after the half term break to review Teaching and Learning at Lever Park and Attendance at YC and would also assess if the provisions were 'Ofsted ready'.

A Governor referred to the evidence checklist and Governors roles and responsibilities asking if there was any further support required from Governors. PH noted that there was nothing specific required at this time but referred to the planned summer seminars that had been discussed earlier in the meeting noting that this would form part of those meetings and that any available Governors were welcome to attend.

10. SCHOOL IMPROVEMENT PROFESSIONAL (SIP) ACADEMY VISITS

10.1 Lever Park

A copy of the report following the SIP visit held on 16 November 2017 had been circulated with the agenda papers for Governors review and information.

10.2 Youth Challenge

A copy of the SIP reports following the summer term visit on 22 November 2017 had been circulated to all Governors for their review and information.

A Governor commented on the wealth of detail included in both of the reports noting that whilst this was useful for each provision, a summarised version for Governors monitoring would be more appropriate.

Governors discussed the support offered by the SIP. Both Academy Leads confirmed that they were happy with the support provided by Mr Purcell, it was felt that he understood the nature of both provisions.

Agreed: That Governor's receive and note the information provided.

11. POLICY APPROVAL

PH referred to the Policy Schedule that had recently been compiled and circulated with the agenda papers together with the following Policies for approval for both academy settings:

- Teaching and Learning
- Curriculum
- Marking and Feedback
- Behaviour

Governors had reviewed each policy, noting a number of minor typing errors. RL agreed to rectify these.

The Chair referred to the front pages of each policy noting that they were all of varying format and requested that there be some consistency and all reflect the same format. Governors agreed on the preferred format.

The Clerk referred to the Safeguarding and Child Protection Policy due to be reviewed as per the attached schedule. RL explained that this policy required further review and updates following recent changes and also in respect of the implementation of C-POM's and requested that approval of this be deferred. It was noted that this policy maybe referred to the Trust to be approved as opposed to the LGB. This was agreed.

Agreed:

- i) That the Policies as listed above for both academy settings be approved, subject to the typing errors and front sheets being amended.
- ii) That approval of the Safeguarding and Child Protection Policy be deferred to the summer term for either the LGB/Trust to approve as appropriate.

Action:

- i) DS to ensure that the front sheets on every policy published on the website reflect the same format.
- ii) Clerk to include Safeguarding/ Child Protection Policy for approval as an item on the summer term agenda

12. APPRAISAL PROCEDURES

12.1 Impact on appraisal procedures

The Academy Leads for both provisions had reported on the operation and effectiveness of the school's appraisal procedures in the 2016/17 academic year as part of their circulated reports. It was noted that all staff appraisals had been completed with the recommendations being approved by the Trusts Standards Committee at the meeting held on 12 December 2017.

PH noted that the PRU employed many members of support staff and felt that there was some work to be done by the LA to provide a suitable process. TJ confirmed that there were some good support staff performance management processes available.

Agreed: That the Academy Lead's reports on school's appraisal procedures for both provisions for the 2016/17 academic year, be received.

12.2 Appraisal Procedures linked to the terms of reference and the Pay Policy

PH confirmed that the appraisal process for both Academy Leads had been completed and approved by the Pay Committee in line with the set terms of reference.

13. 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.

As part of an Ofsted Inspection, the inspection team will look to ensure that the academy website was up to date.

The Governance Services Team had previously provided a checklist based on the guidance issued from the Department for Education which had recently been updated and the Clerk highlighted the additions to the checklist. Governors were informed that a copy of the checklist was also available on the Bolton Governor Exchange.

The checklist highlighted both the recommended and statutory information to be published and Academies are reminded to check their own articles of association as this may differ from the checklist.

David Smith confirmed that at Trust level the website was fully compliant but there was still some work to be done to ensure that compliance was met at LGB level. It was

noted that at the Primary LGB a Governor had been assigned to monitor this area in liaison with David Smith and give an independent view.

Governors discussed this matter and it was agreed that Mark Hilton assist David Smith in Monitoring this area.

Agreed:

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

14. SCHOOL TERM AND HOLIDAY DATES 2018/19

DS reported that the Trust had approved the school term and Holiday dates for 2018/19. A copy of these had been published on the academy website for Governors review and information.

Agreed: That Governors view the website to gain details of the holiday dates if required.

15. DATES OF NEXT LOCAL GOVERNING BOARD MEETINGS

The Chair asked if the dates for the autumn term 2018 had been set as it had previously been agreed that there would always be at least two meeting dates set to assist Governors planning. The Clerk explained that the dates for the following term were usually set at the previous summer term meeting.

PH suggested that he meet with the Clerk at the earliest convenience to discuss future meeting dates ensuring they were in line with the ability to provide data information to Governors.

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

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

Action: Clerk and PH to meet to further discuss meeting dates for the next academic year.

16. CONSENT TO ABSENCE

Agreed: Governors consented to the absence of Siobhan Gulshan.

17. ANY OTHER URGENT BUSINESS

The item of any other business submitted was discussed earlier in the meeting at item 5.

18. CONFIDENTIALITY

Agreed: that none of the matters discussed at this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association.

The Chair thanked Governors for their attendance and closed the meeting at 6.20pm

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

Date: _____