

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

**YOUTH CHALLENGE ACADEMY
(Primary and Secondary)**

MEETING HELD VIRTUALLY VIA ZOOM ON THURSDAY 11 JUNE AT 4.10 PM

Present: Ms C Ashworth (CA), Mrs L Buchanan (LB), Primary Academy Lead, Mr S Cannon (SC), Mr M Hilton (MH) (Chair), Mr N Hockenhull (NH), Secondary Academy Lead, Mr P Ogden (PO), Mrs A O'Callaghan (AOC), Revd. R Petch (RP), Mrs V Rudge (VR) and Miss A Sheppard (AS).

In attendance: Mr P Hodgkinson (PH), Executive Principal, Mr D Smith (DS), Finance Director, Mr M Moosa (MM) (trainee accountant) and Mrs C Brooks, Clerk, Governance Services.

Mr Hilton in the Chair

1. VIRTUAL MEETING PROTOCOL

The Chair welcomed Governors to the first virtual meeting of the Youth Challenge (YC) Local Governing Board (LGB). Particular welcome was given to Anthea Sheppard, newly appointed Co-opted Governor.

The Chair referred to the attached protocols to be adopted for this and future virtual meetings. In addition, Governors were asked to be mindful of confidentiality under the current virtual meeting arrangements. Governors were requested to mute their microphones and to raise their hand if wishing to speak.

Agreed: That Governors agree to adopt the protocols as circulated for both this and all future virtual Meetings.

2. APOLOGIES FOR ABSENCE

An apology for absence had been received from Daryl Laycock. The Clerk asked if there had been any communication from Joseph Gallagher as he was not present at the last meeting, neither had he submitted apologies for absence for this meeting.

LB explained that after the last meeting Rebecca Leonard, Vice Principal of the Trust had tried to contact Mr Laycock to ascertain his intentions but he had not responded so felt it to be assumed that he no longer wished to serve on the LGB.

The Clerk asked if Governors felt that Mr Gallagher should be removed from the membership due to his lack of response and attendance without apology. This was agreed.

Action: Clerk to update the membership.

3. MEMBERSHIP ISSUES

3.1 Meeting Chairing

The Clerk advised that in the current circumstances of the Corona Virus Pandemic it was felt to be best practice to have a contingency plan in place should the Chair and Vice Chair become unable to continue in their roles due to ill health.

Governors discussed this matter with Mrs O'Callaghan (AOC) offering to undertake this role if required.

Agreed: That AOC would stand in as Chair under the above circumstances should the need arise.

3.2 Notification of Vacancies

The Clerk reported that there currently remained a vacancy for one Parent Governor and also one Co-opted Governor due to the agreement made under item 2.

It was noted that due to the current Pandemic situation it was not expected that Schools or Academies would be able to undertake staff or Parent Governor elections effectively and therefore it was acceptable to leave the position vacant until the Autumn term if preferred.

Parent Governor vacancy

LB reported that an expression of interest had been made from 'a Parent' but that they were not a Parent of a child attending YC.

The Clerk noted that it was never easy to recruit Parent Governors of children attending and Alternative Provision (AP) setting and therefore if after undertaking an election they had been un-successful, it was permitted to appoint a Parent of a child who did not attend YC.

LB stated that she would contact the Parent in question to confirm their interest and make the necessary arrangements for their application as required.

The Clerk noted that the potential Governor would need to complete an application form and that the appointment would need to be approved by the LGB in these circumstances at the next meeting.

Co-opted Governor vacancy

PH reported that he had been made aware that a Senior Official from the DfE had expressed interest in Governance of Alternative Provision (AP). With Governors approval, he would make the necessary arrangements to contact them to further discuss their intentions. It was noted that there were other Co-opted Governor vacancies across the five LGB's and therefore it was necessary to ascertain where their interests lay before suggesting/assigning them to a specific Board.

Action:

- i) LB to make the necessary arrangements to contact the potential Parent Governor.
- ii) PH to contact the DfE Official as a potential Co-opted Governor and make the necessary arrangements as required thereafter.

4. DECLARATION OF PECUNIARY INTEREST

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

5. MINUTES AND URGENT MATTERS ARISING

Governors had received the minutes of the Spring term meeting for their review and approval.

The Chair referred Governors to the matters arising tracker that had been compiled and included at the foot of the minutes. It was noted that most of the matters recorded ought to have been completed. Following review, it was agreed that there were no urgent matter arising that were not included on the current agenda.

RP noted that he was not present at the last meeting and whilst his apologies had been recorded, he had not been removed from the list of attendees.

The Clerk apologised for this error noting that she would amend this detail at the earliest opportunity.

Agreed: To approve as a correct record the minutes of the last meeting of the Board held on 24 February 2020, subject to Revd. R Petch being removed from the list of attendees.

6. ACADEMY LEADS REPORTS

Governors had received the termly reports from the Academy Leads of both Primary and Secondary Youth Challenge.

Mr Hockenull, Academy Lead for Youth Challenge Secondary was invited to share his report.

Secondary Youth Challenge Secondary (YCS) – Academy Lead Report

NH guided Governors through the report which included information in the following areas:

6.1 Spring Term priorities and Key performance Indicator's (KPI's) (pre Covid closure)

Pupil Numbers/ Capacity

NH reported that there had been five pupil referrals during the Corona virus outbreak. Other AP's had struggled to take these pupils and therefore the LA had requested that they be admitted to

YCS. It was noted that the centre was now well above capacity with 106 pupils currently on file and 9 of these with EHCP's (Education Health Care Plans)

Spring term Priorities

NH referred Governors to the spring term priorities as detailed within his report including the intent, Impact and actions for the following:

- To embed a whole school 'Oracy' initiative into the phase one and phase two curriculum
- To implement a series of three pre public exams for Year 11 in Maths and English
- To develop the next stages for an effective secondary PRU curriculum

Spring Term Key Performance Indicators (KPI's)

Attendance

Further to the written report NH noted that attendance overall was positive at 75% which was a 14% positive swing for the same group of pupils in their mainstream settings.

Progress

Further to the information and data provided NH noted that the summative assessment data had not been collected due to the breakout of Covid19 but that formative assessments had been recorded as at spring half term.

NH referred to the benefits of using GL assessments in order to help baseline the students and inform areas requiring improvement.

6.2 Safeguarding pupils during Coronavirus lockdown

NH reported that pupil welfare was critical and remained an essential part of the provision in particular during this period. An 'eyes on' approach was undertaken at least once per week with staff undertaking home visits and social distancing with the pupils and making contact with the higher need's pupils on a daily basis. It was noted that some of these pupils had come into the Centre as a means of respite for them and for their families.

Governors were informed that there had been a number of referrals during the pandemic and under the current circumstances the staff had worked more closely with outside agencies that had been needed in the past.

6.3 Remote learning strategy and its impact

NH reported that around 60% of pupils had no access to ICT at home and therefore remote working had proved challenging. However, 15 laptops had been prepared to be circulated to some students for their support. Work packs had also been delivered to students, collected and marked

on a weekly basis. The same rigour had been in place as would have been in place if students had been on site. Parental involvement was encouraged where possible.

Governors were informed that welfare interventions had been put in place working with food banks to deliver food parcels to the students and families in need. There had been a significant number of referrals made (33 initially). Free school meals vouchers had also been distributed to all eligible families. It was noted that many parents had no access to email in order to send the vouchers to them electronically so in some cases these had been posted out. Work was being undertaken to help some families gain access to email.

6.4 Staffing during the Coronavirus lockdown

NH reported that staff had worked well trying to maintain all aspects of their roles and meeting the needs of the students as best they could during the lock down period. Further to the circulated report, Governors were informed that the following appointments had been made:

- | | |
|------------------------------------|-------------------|
| - Pastoral Lead | - Gemma Morris |
| - Safeguarding and Well Being Lead | - Collette Morris |
| - Enrichment Coordinator | - Nicola Jones |
| - Learning Mentor | - Holly Speakman |
| - Learning Mentor | - Jill Penfold |
| - Learning Mentor | - Kim Penfold |
| - Learning Mentor | - Rachel O'Neil |

MH thanked NH for his comprehensive report, commending him on the detail provided.

Questions were invited.

AOC referred to the use of GL assessments noting that the benefit of this system was that these could be completed 'on screen'. NH agreed noting that the system also provided a measure against other schools.

AOC asked if access could be gained to 'Pass' (Pupil attitudes to Self and School)

NH confirmed that access to 'Pass' could be gained and had also proved effective for some of the dyslexia screening.

PH commended the use of the GL assessment system.

Governors thanked NH for his informative report

Youth Challenge Primary Academy Leads Report

LB guided Governors through her Academy Leads report which provided information in the following areas:

6.1 Spring Term 2020 (pre Covid19 Lockdown) and KPI data

Further to the report LB noted that she had been very pleased with the results achieved. Staff were to be commended for their dedication in supporting the pupils.

The School Improvement Professional, Lis Fenwick had reviewed the data and relating documents and noted that she had been able to see the strength of the Curriculum offer. Governors were assured that this upward trend would continue.

LB referred to an error in the spring term Maths data. This had been recorded as 14% but should be 24%.

Attendance

LB confirmed that as per the report attendance data had improved.

Destination data

LB confirmed that destination data remained positive with 95% of pupils had returned to mainstream school. One pupil who had been excluded had moved to The Forwards Centre.

Oracy Pilot

The Oracy Pilot had been a main focus for YCP as detailed recorded within the circulated report. It was noted that at the last SIP visit, Lis Fenwick had observed that the Oracy 21 project was having a positive impact on learning.

6.2 Safeguarding

LB reported that safeguarding was a priority area for YCP and that there had been a wealth of documents and ever-changing guidance to be followed in relation to Covid19. It was noted that Rebecca Leonard, Vice Principal for the Trust had been very instrumental and supportive in keeping a chronology of the guidance as it was amended to ensure the Centre were 'on track'.

Governors were informed that socially distanced home visits had been held with all pupils on a regular basis. 'Eyes on' visits were undertaken, and any concerns followed up as required. Contact over the telephone had also been made with the pupils.

LB noted that VR had visited a pupil earlier today. Due to 'lock down' the pupil had not yet been on site, but VR had spent some valuable time chatting to the pupil and their family to build relationships and get to know them better.

6.3 Remote Learning

Further to the circulated report LB reported that around 71% of pupils had engaged with the work provided to them during this time. Some of the pupils had never been into the Centre yet but staff were still providing support to them via the Class Do-Jo. The reward system in place had also continued despite lockdown and pupils had been rewarded for good behaviour whilst at home. A Bronze award had been delivered earlier today to one pupil. Some pupils had needed more support whilst at home and during the lockdown situation than they would have had they been at school. LB stated that families were to be commended for managing their children under the current circumstances and having such a positive approach.

6.4 Staffing Matters

LB thanked all staff for their support and dedication during this period of uncertainty and for undertaking home visits to ensure that the high standard of pupil welfare and their education were maintained.

Governors were advised that with regard to staff well-being, a number of social events had been held virtually in order to maintain positive links.

Mid-year performance management had also been completed for all Primary staff.

Staff training

LB referred to the wealth of training that many of the staff had undertaken whilst at home as well as continuing to undertake their main roles and responsibilities. This had been a good opportunity for them to widen their knowledge and enhance their CPD.

Re-opening of YCP

Governors were informed that YCP re-opened on Wednesday 3 June 2020 with plans in place to open to a wider age range. This week it was intended to return to a more structured routine of core subjects as opposed to the softer approach undertaken last week. It was felt that the pupils were more responsive to routine and their usual lessons.

MH thanked LB for her very comprehensive report. Questions were invited but none were raised.

7. GOVERNOR VISIT REPORTS

Governors had received the following visit reports detailing information from their virtual visits:

7.1 Behaviour – Simon Cannon (SC)

Further to his report SC asked the following question:

As pupils had been away from the school for a number of weeks due to the pandemic, many will have lost stability and the ability to follow the rules, expectations and the necessary routines in place. How will the school manage pupils behaviour when returning to the need to adhere to certain rules and behaviours?

NH noted that he could relate to the question asked. However, for YC the centre had planned to have tutorial sessions where some of the issues raised could be discussed and addressed with quizzes undertaken to remind pupils of the schools' rules and expectations in particular around behaviour. These sessions had also been an opportunity to highlight the changes in working arrangements in light of the pandemic.

LB noted that she had spent a morning with the year 6 pupils who had returned discussing general school rules and had also included a discussion around Covid rules. The pupils had seemed to engage very well. However, this would be proven when all pupils return, and class sizes increase. LB assured Governors that staff would manage the best they could and would offer rewards and issue sanctions as required.

PH reported that at the last Academy Management Team (AMT) meeting with LB and Chris Fielding, Academy Lead at the Forwards Centre, it had been a common theme that when pupils returned to school that the 'softer' approach was not effective and not what the pupils wanted or needed. The pupils preferred more structure to their day and a window of tolerance as opposed to relaxing the rigour.

AOC noted that from a schools' point of view she felt that this period was a perfect opportunity to 'reset' the students, change routines and introduce them to new and improved ways of working. Having had more than six weeks off school many would have lost sight of the way they had worked previously.

7.2 Health and Safety – Phil Ogden

Further to his report, PO asked if staff and pupils would be required to have the new 'Track and Trace' App on their phones in order to capture any outbreaks and minimise the risk of transmission.

PH stated that he had circulated a bulletin to all Academy Leads received from Public Health Bolton offering clear guidance on Track and Trace but was to attend a further meeting with the LA tomorrow so would ask for further clarification on this matter and advice accordingly.

PO also raised concerns regarding the standard of cleaning in the YPC site.

PH confirmed that he had observed that the cleaning was not up to standard and had raised the matter with the Site Manager requesting that he arrange for the cleaner to address the issue. A question had been asked of Dr Helen Carter, Public Health regarding how long the virus would last on a surface. They had been advised that if an area was cleaned thoroughly, it should be safe to use. PH noted that once the cleaning had been undertaken at the YCP site, this would be checked and if it was still not up to the required standard alternative arrangements would be made.

7.3 Quality of Education – Carolyn Dewse

CD reported that during her visit she had been very impressed with what had been observed and what was in place. All questions had been answered during the Visit.

CD referred to the Year 11 leavers noting that she was pleased to see that all pupils had a destination of either a college place or Apprenticeship.

NH confirmed that all was 'on track' with the Year 11 pupils and all pupils had been interviewed and successfully gained a suitable destination for September 2020. It was to be noted that with the nature of some of the pupils concerned, it was the longevity that was the concern and how long they would remain.

AS confirmed that a significant amount of time had been spent contacting the students, parents and carers and some very positive feedback had been received. During the current period it had enabled a closer working relationship with families. AS expressed, concerns that some of the pupils may need additional support when they commence college.

SMSC – Victoria Rudge and Revd. Petch

RP reported that he had been very impressed with the way the pupils worked in school and how well they had adjusted to working at home.

VR commented that there had been a large platform used to showcase the amount of SMSC undertaken at YC including World War celebrations, VE Day and St George's Day. Work around the 'Covid Time Capsule' had also been undertaken looking at how we can improve and go forward more effectively into the future.

VR asked what would be implemented in the Curriculum when the school re-opened.

It was confirmed that whilst the area of SMSC was important, pupils wanted and needed the structured subjects of Maths and English.

VR referred to a new topic in relation to 'kindness' noting that she had held a good discussion with the pupils on Wednesday of this week and they had been very engaged and responsive.

Website Compliance

VR explained that she had planned to meet with DS just before 'lockdown' commenced to discuss the matters outstanding regarding the compliance of the YC website and still needed to liaise with him regarding this.

DS confirmed that a number of updates had been completed around Governor Membership and that the Policies were all up to date following the work undertaken by Rebecca Leonard.

VR commented that she thought the YCP website was quite stark and had a very corporate feel. VR asked if this could be improved in order for it to be easier to navigate and include more detail.

PH agreed that the site was very corporate and needed to be re-designed. PH commended the style of the website in place for Little Lever High School noting that this was interactive which would be good for BIT. The Head Teacher of Little Lever School had shared the name

of the web provider and PH confirmed that he would make the necessary arrangements to contact them to further discuss the changes that could be made to improve BIT websites.

Other Governors commended the website at Little Lever High School with VR noting that for the sites to be maintained effectively there needed to be a person responsible for uploading necessary documents and maintaining its compliance.

PH commended the work currently undertaken by DS but agreed with the point VR had made and would give this matter due consideration.

Action: PH and DS to make arrangements to meet with Head Teacher of Little Lever High School to further discuss the options available.

8. FINANCIAL MONITORING REPORT

Governors had received the financial monitoring report for the summer term 2020 for their review and information.

DS reported that the financial situation for Youth Challenge was 'broadly on track'.

Governors were referred to the variances detailed within the report. It was noted that there had been more traded places than anticipated. However, across the wider Trust, the other Academies were in a far more positive position than they had previously been and there were no major concerns to report.

DS invited questions of his report.

RP referred to a number of years ago Lever Park School had been in major deficit, was this still the case?

DS explained that across the Trust some of the academies made a surplus and some were in deficit. However, the deficit in place had reduced significantly with the savings and efficiencies that had been made. DS noted that the Trust had a balanced portfolio of provision and he felt that the financial arrangements were currently working well.

AOC reported that as one of the earlier members of the LGB would like to thank DS on behalf of the LGB for all the work undertaken in ensuring the financial position across the Trust was now in an improved position. There had been many difficult discussions held across the Trust and it was felt that with the hard work and dedication of the Finance Team the Academy had moved to a different level.

PH noted that there had been a period of around two years of major financial concerns but felt that the new Director, Bernie Brown understood the needs of the service. It was also noted that the Dynamic Purchasing (DPS) System had proved very effective and continued to work well. DS commended the support from the Academy Leads who had worked well with the Academy Management Team (AMT). Thanks, was also extended to the whole Leadership team for their support.

9. **BUILDINGS AND PREMISES**

9.1 Building Matters/Urgent Work

The Chair referred Governors to the section recorded within the Youth Challenge Secondary report for an update on buildings and premises.

10. **FEED BACK ON THE VIRTUAL MEETING**

Governors were asked for their feedback on the virtual meeting and if anything could be improved to enhance the experience.

Governors discussed this matter and agreed that the meeting had worked effectively but that it would be better to be able to see all Governors on screen at once.

It was felt that by using a fixed computer as opposed to a tablet or phone would alleviate this issue.

RP referred to terminology used during meetings noting that particularly for those Governors not in teaching practice it might help if a brief note was included within the documents to explain certain terms that were used, such as Oracy and Gatsby benchmarking that had been detailed within the academy leads reports.

MH noted that this matter would be taken on board for future meetings.

MH referred to the newly appointed Governors, Daryl and Anthea noting that a program was required to be put in place for their induction.

Action: MH to make the necessary arrangements for the induction program to take place for the newly appointed Governors.

11. **FOCUS FOR NEXT MEETING**

The Chair asked Governors if there was anything in particular that they would like to see on the agenda for the next meeting.

The following matters were proposed:

- Re-opening Update
- School Development Plan
- Outcomes and Performance
- Provision Turn around – five phase model.

MH referred to the outline plan/timetable detailing the matters to be covered each term

Action: MH to circulate the meeting timetable to all Governors outlining the matters to be discussed during each term.

12. SUPPORT FOR GOVERNANCE

The Clerk reported in recognition that schools and academies were not currently operating in the usual way due to the pandemic situation, the Service would continue to be available to provide support, advice and guidance virtually, by email and by telephone.

Clerks would be assisting boards on undertaking virtual meetings and meeting statutory duties with documentation shared securely via the Bolton Governance Gateway.

For information, the Service had put together guidance on virtual meetings which could be found on the Governance Services website. This guidance would be updated throughout the term in order to provide additional information to support boards with their meetings.

During social distancing, isolation and shielding, it was important to provide some normality in services and we would therefore offer a suite of virtual training and development for governors and trustees to access. This would replace planned face-to-face sessions for this term and further information about the sessions available had been issued via an additional e brief.

The NGA Learning Link, brokered through our Training and Development Service Level Agreement, remained available for access. Further information on e-learning can be found on our website.

13. DATES OF NEXT MEETINGS

13.1 Local Governing Board Meetings

Agreed: That the Local Governing Board meetings for the 2020/21 academic year be held as follows:

Autumn Term: Thursday 1 October 2020 at 4.00pm
Spring Term: Thursday 4 February 2021 at 4.00pm
Summer Term: Thursday 10 June 2021 at 4.00pm

14. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Daryl Laycock.

15. CONFIDENTIALITY

Agreed: That none of the matters reported in the minutes of this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association.

The meeting closed at 5.30pm

Signed as a correct record: _____
(Chairman/Vice-Chairman of Governors)

Date: _____

MATTERS ARISING/ACTIONS

Item 3 Membership

- LB to make the necessary arrangements to contact the potential Parent Governor.
- PH to contact the DfE Official as a potential Co-opted Governor and make the necessary arrangements as required thereafter.

Item 7 website

- PH and DS to make arrangements to meet with Head Teacher of Little Lever High School to further discuss the website options available.

Item 10 Feed back on Virtual meetings

- MH to make the necessary arrangements for the induction program to take place for the newly appointed Governors.

Item 11 next meeting focus points

- MH to circulate the meeting timetable to all Governors outlining the matters to be discussed during each term.