

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

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

**MEETING HELD AT YOUTH CHALLENGE ON THURSDAY 3 OCTOBER 2019 AT 4.00PM**

**Present:** Mrs L Buchanan, Primary Academy Lead, Ms R Leonard, Secondary Academy Lead, Mr S Cannon, Mrs C Dewse, Mr M Hilton, Mr P Ogden, Mr R Petch and Mrs V Rudge.

**In attendance:** Mr D Smith, Finance Director, Mr Paul Hodgkinson, Executive Principal, Mr M Musa (trainee accountant), Mr B Billington, Leadership Team and Mrs C Brooks, Clerk, Governance Services.

**Mrs C Brooks in the Chair (until Item 3)**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Clerk welcomed all present, in particular Carolyn Dewse, newly appointed Co-opted Governor, Mr Musa, trainee accountant and Mr Billington, member of the Senior Leadership Team. Introductions were made.

Mr Smith noted that in time, Mr Musa may present the finance report to Governors at a future meeting. Mr Hodgkinson noted that it was intended to invite a member of either the middle or senior Leadership Team to each of the Trusts LGB meetings in an observing capacity.

Apologies for absence had been received from Mrs O'Callaghan. There had been no communication from Mr Gallagher, newly appointed Co-opted Governor, it was hoped he may still attend.

It was noted that following some re-organisation of the Behaviour Local Governing Board (LGB) this LGB now represented Youth Challenge - Primary and Secondary settings. It was noted that Lever Park Academy originally part of the Behaviour LGB, now had its own separate LGB within the Trust.

**2. DECLARATION OF INTERESTS**

In accordance with the academy's financial handbook, entries in the Academy Trust's Register of Business Interests were to be reviewed annually. All Trust Members, Local Governors and the Principal were asked to complete the LA model pro-forma and return it to the Head Teacher for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions;

- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

The Clerk noted that trustees and local governors were required to complete this information and that failure to do so may be in breach of the Trust/Local Governing Body Code of Conduct.

All Governors completed and returned the required form to Mr Smith with the exception of those not present:

- Mrs A O'Callaghan and Mr J Gallagher.

## 2.2 Declaration of Pecuniary or Conflict of Interests

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

**Agreed:** That all governors complete the register of business Interests form and return it to Mr David Smith at the earliest opportunity.

## 3. APPOINTMENT OF CHAIR

The Clerk noted that no nominations in writing had been received. The Clerk invited nominations.

Governors considered this position and unanimously proposed Mr Hilton as Chair of the Youth Challenge LGB.

**Resolved:** That Mr M Hilton be appointed as Chair of the Governing Board to serve for two years until the autumn term meeting 2021.

**Mr M Hilton took the Chair**

## 4. APPOINTMENT OF VICE-CHAIR

The Clerk noted that no nominations in writing had been received. The Clerk invited nominations.

Mr Petch, Parent Governor confirmed that he was happy to stand as Vice Chair with Governors approval.

The Clerk noted that Mr Petch's term of office was due to expire in March 2020 but would be eligible to put himself forward again at the Parent Governor election that would be required to be undertaken. It was noted that if Revd. Petch was not successful, he would no longer be able to stand as Vice Chair.

Governors discussed this matter and agreed to appoint Mr Petch as Vice Chair for the present time and await the outcome of the Parent Governor election.

The Clerk advised the Academy Leads that a Parent Governor election would be required to be undertaken as soon as possible anyway as there was currently a Parent Governor vacancy on the Board. If both posts were not filled another election would be required in the early spring term 2020 for which Revd. Petch would be welcome to apply should he wish to continue. It was noted that if Revd. Petch was the only applicant at that point, he would be elected un-opposed.

**Resolved:** That Revd. Petch be appointed as Vice-Chair of the Governing Board to serve for two years until the autumn term meeting 2021, subject to his retention of one of the Parent Governor positions following the Parent Governor election in the Spring term 2020.

**Action:** Academy Leads to undertake a Parent Governor election at the earliest opportunity and to repeat this process in the early spring term 2020.

**Agreed:** That Revd. Petch re-apply to continue as Parent Governor in the election planned to be undertaken in the early Spring Term 2020.

## 5. **MEMBERSHIP ISSUES**

### 5.1 Review and Confirmation of Current Membership

A copy of the current membership had been circulated to all Local Governors. The Clerk reported that vacancies still remained as follows:

- 1 x Parent Governor, as discussed under the previous item
- 3 x Co-opted Governor vacancies.

It was noted that the terms of reference stated **up to** eight Co-opted Governors and therefore these vacancies were not required to be appointed to at this time if it was felt that there were sufficient skills across the current membership.

Mr Hodgkinson noted that a recent appointment had been made, for Mrs Kath Ashworth to join the LGB and therefore only two Co-opted Governor vacancies now remained. It was felt that these positions ought to remain vacant until after the Governor Skills Audit had been completed. It was noted that this was to be discussed later in the meeting. This was agreed.

The Clerk reported that the terms of office for the following Governors was due to expire at the end of the Spring term 2020.

- Mr M Hilton – Co-opted Local Governor – 31 March 2020
- Mrs A O’Callaghan – Co-opted Local Governor – 31 March 2020

It was noted that if both Co-opted Governors were happy to continue, they could be re-appointed subject to the approval of the LGB.

Mr Hilton confirmed that he was happy to continue.

Mr Hodgkinson reported that he thought that Mrs O'Callaghan was happy to continue but would confirm this with her tomorrow. The Clerk/Board was advised to assume that she would agree to continue unless he informed them of the contrary.

➤ **Revd. R Petch – Parent Governor - 31 March 2020**

A Parent Governor election would be required to be undertaken in the Spring term 2020 as discussed earlier for which Revd. Petch was invited to put himself forward again if desired.

**Agreed:**

- i) That Mr Hilton and Mrs O'Callaghan be re-appointed as Co-opted Governors to serve on the Youth Challenge LGB for a further four-year term of office.
- ii) That Revd. Petch put himself forward to continue to serve a Parent Governor in the Spring term 2020 Parent Governor election.
- iii) That the two Co-opted Governor vacancies remain for the present time.

**Action:**

- i) Mr Hodgkinson to contact Mrs O'Callaghan to confirm her continuing membership and advise the Clerk as required.
- ii) Mr Smith to forward the contact details of the newly appointed Co-opted Governor (Mrs K Ashworth) to the Clerk at the earliest opportunity to enable the membership database to be updated and a welcome letter/associated documents be forwarded to her.

**5.2 Declaration of Eligibility and Privacy consent Form**

The Clerk requested those Local Governors that had not completed the Declaration of Eligibility form, to do so and return it to the Clerk at the earliest opportunity.

Governors duly completed the relevant form.

**5.3 Safeguarding Self-Declaration**

A decision had been taken by the 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.

- Mrs A O'Callaghan, not present at the meeting - to complete

#### 5.4 Board Code of Conduct

The Clerk provided a copy of the updated Board Code of Conduct and an acceptance form to be signed by all Local Governors and returned to Mr Smith. Governors were requested to review and approve the details provided.

It was noted that the Clerk would issue the Code of Conduct and Acceptance Form to new governors as part of the welcome to governance pack.

- Mrs A O'Callaghan, Mrs K Ashworth and Mr J Gallagher - to complete

#### **Agreed:**

- i) That the following Local Governors absent from today's meeting complete and return the Register of Business Interest form, Code of Conduct acceptance and Safeguarding declaration at the earliest opportunity and return these to Mr Smith to be stored under confidential cover at the school:
  - Mrs A O'Callaghan, Mrs K Ashworth and Mr J Gallagher to complete
- ii) That Governors note and approve the amended Code of conduct.

## 6. MINUTES OF THE LAST MEETING

Governors had received the minutes of the last meeting held on 6 June 2019 for their review and approval. It was noted that these minutes represented the Behaviour LGB, which at that time included both YC Primary, YC Secondary and also Lever Park School which was now a separate Academy within the Trust with its own LGB.

### Matters Arising

#### 6.1 Governor Training, Minute number 9.2

Mr Ogden confirmed that he had made the necessary booking to undertake the new Governor Induction training in January 2020. It was noted that there had been no available spaces prior to then.

Governors were requested to advise Ms Leonard of any training accessed to enable her to maintain an accurate log.

6.2 Website Compliance, Minute 9.4.2

Mr Smith confirmed that the website was currently compliant and would continue to be an on-going exercise in conjunction with the link Governor to maintain compliance.

**Action:** Mr Smith and Mrs Rudge to continue to undertake termly checks of the Academy's website to ensure continued compliance.

6.3 Governor Visits, minute number 9.4

Mr Hodgkinson reported that the Governor visit proforma was in the process of being updated following assignation of all link Governor roles and responsibilities. This would be circulated once complete.

**Agreed:** To approve as a correct record the minutes of the last meeting of the Governing Board held on 6 June 2019

7. **NOTIFICATION OF ITEMS OF 'ANY OTHER BUSINESS'**

There were no items of 'Any Other Business' notified.

8. **GOVERNANCE**

8.1 Terms of Reference 2019/20

The Clerk had distributed the Terms of Reference relating to the YC LGB with the agenda.

The Clerk requested that a review of the content be made to ensure that these were effective for the 2019/20 academic year. The Clerk had suggested to Mr Hodgkinson that the following detail be included:

- Appointment process for Chair/Vice Chair – Nominations to be invited at the meeting.
- Membership - Two Academy Leads (one for Primary and one for Secondary)

Mr Hodgkinson confirmed that this detail had now been included together with the headings having been amended to reflect the new Ofsted Framework.

**Agreed:** That the Governing Board approve the terms of reference 2019/20 as set out in the appendix to these minutes, to serve until the autumn term meeting 2020.

8.2 Link Governor roles and responsibilities

Governors had received a copy of the proposed Link Governor roles and responsibilities.

Ms Leonard noted that individual Governors had been contacted regarding their preferences and most roles had now been assigned. Governors were guided through the report provided.

Governors were informed that there remained a vacancy to get involved with the monitoring of Finance and Resources. Mr Smith noted that whilst a link Governor with finance skills was required for the LGB, the responsibility of Finances and Resources was predominantly at Trust level. It was felt that the specific role and responsibilities within this link role be articulated clearly to any potential link Governor of this area to avoid any confusion.

Governors were guided through the responsibilities with appointments being made to some of the remaining vacancies.

The Clerk noted that a vacancy remained for a Primary Partnership Governor. It was explained that they would be required to attend one meeting per term, the next being on 14 October 2019 and provide a report back to the LGB at the next meeting thereafter. Governors were requested to consider this role.

Governors discussed this matter. It was suggested that the newly appointed Governor Mrs K Ashworth be requested to undertake this role. Ms Leonard agreed to contact Mrs Ashworth to further discuss.

Ms Leonard noted that she was currently holding the responsibility as link Governor for training but if any other Governor would like to take on this role, she was happy to relinquish.

**Agreed:**

- i) That Governors approve their link roles and responsibilities as discussed as per the appendix to these minutes.
- ii) Governors consider taking over the position of link Governor for training.

**Action:**

- i) Mr Hodgkinson to amend the Link Governor roles and responsibilities report in line with the discussion and agreements made and forward the updated report to the Clerk for uploading to the Governance Gateway within the 'useful documents' area.
- ii) Ms Leonard to contact Mrs Ashworth to request that she take up the role of Primary Partnership Link Governor with immediate effect and attend the meeting on 14 October 2019.

**9. NOMINATED GOVERNOR ROLES**

**9.1 Chairs' Briefing**



The Clerk reported that the Chairs' Briefing meeting was to be held on Monday 7th October 2019 where the following issues were to be highlighted:

- Autumn term updates –
  - Parent Representative Election (Education Scrutiny Committee)
  - Keeping Children Safe in Education Update
  - Academies Financial Handbook
  - Ofsted Framework for School Inspection
- Board Code of Conduct
- Greater Manchester Support for School Improvement Peer Review Feedback
- Governance Services Update

#### 9.2 Primary Partnership Report

The Clerk reported that the Primary Partnership meeting was to be held on 14<sup>th</sup> October 2019 at BSTC at 6.30pm.

Ms Leonard noted that she would contact Mrs Ashworth and discuss the role and hoped that she would be able to attend the meeting.

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

The Clerk reported that the 2019/20 Governance Training Programme was now available on the Governor Exchange. It was noted that a Link Governor briefing had been held on 17 September 2019 where it had been reported that there were a number of new training opportunities available in the programme to assist governors in their role, taking into account national initiatives and changes in legislation.

Ms Leonard, Link Governor reported that she had not been advised of any training undertaken by members of the Governing Board since the last meeting.

The Clerk recommended that any newly appointed Governors attend the National Induction training for New Governors.

Ms Leonard confirmed that arrangements would be made for Mrs Dewse, Mr Gallagher and Mrs Ashworth to book onto the relevant training.

Mr Ogden noted that he had tried to access this training following his appointment, but it had been oversubscribed. It was confirmed that he was booked to attend the January 2020 two-part sessions.

The Clerk noted that this training did become booked up very quickly and that additional sessions had been put on to try to accommodate more delegates. It was therefore recommended that Governors make the necessary arrangements to book on at the earliest opportunity following this meeting.

#### Skills Audit

Mr Smith tabled a copy of the skills audit for Governors completion. It was noted that some Governors may have already completed a similar document but that this had



recently been updated and it was felt that given the number of newly appointed Governors it would be beneficial for the audit to be repeated.

Governors were requested to complete and return the audit to Mr Smith prior to the end of this meeting. Mr Smith confirmed that an analysis would be undertaken, and a summary of the outcome would be reported back to Governors at the spring term 2020 meeting.

**Action:** Governors to complete the revised skills audit form and return the completed form to Mr Smith before the end of this meeting or by email as soon as possible thereafter.

#### 9.4 Bolton Governor Conference

The Clerk reported that the Governor Services Team were to hold their annual Governor Conference on Saturday 2<sup>nd</sup> November 2019 at the Mercure Bolton Georgian House, Blackrod, with the theme of “Opportunities for All”. It was noted that Mr Hodgkinson had been invited to present on ‘Alternative Provision – Keeping Children in Mainstream Education’.

The Clerk tabled a programme for the Conference and advised that Governors were able to book their place on the conference via the Governor Exchange website.

Mr Smith asked Governors to advise Ms Leonard if they wanted to attend to enable the necessary co-ordination and booking arrangements to be completed.

**Action:** Governors to consider the Governance Conference and to advise Ms Leonard/Mr Smith at the earliest opportunity, if they wished to attend.

#### 9.5 Nominated Link Governor Visits

Mr Hodgkinson reported that there were fewer visit reports to be circulated this term as all link Governors roles had only just been assigned and confirmed. It was noted that a number of Governors had undertaken visits to the academy but had not yet completed their reports. These would be circulated with the agenda papers for the Spring Term 2020 meeting.

Governors discussed the required process for submitting their visit reports.

Ms Leonard requested that Governors plan their visits and complete their reports so that they could be forwarded to her at least two weeks prior to the date of the next meeting.

Mr Hodgkinson confirmed that he was in the process of drafting a revised visit proforma to provide a better focus. This would include key lines of enquiry and next steps which would be required to be followed up at the next visit. It was suggested that the submission date/detail also be included so that all Governors were aware of the required process. This was agreed.

The Clerk suggested that Mr Hodgkinson forward the finalised template to her for inclusion on the Governance Gateway for all Governors to access.

Governors discussed and agreed that this be uploaded in 'Word' format as opposed to 'PDF' for all other documents, to enable Governors to complete and submit electronically. This was agreed.

Governors had received a report from Mr Cannon for their review and information. It was noted that Mr Cannon had attended a meeting with Ms Leonard to gain a better understanding of the requirements of his link Governor role.

Mr Hodgkinson referred to the importance and benefits that were gained from the monitoring visits. It was felt that more focus was to be placed on the visits as a means of strengthening and evidencing positive impact over time.

**Action:** Mr Hodgkinson to forward the updated visit proforma to the Clerk for inclusion within the useful document area of the Governance Gateway.

**Agreed:** That the proforma be uploaded in 'Word format' to enable Governors to complete in line.

## 10. ACADEMY LEADS REPORT TO GOVERNORS

### Youth Challenge Primary

Mrs Buchanan presented her termly report guiding Governors through the following key items:

- Capacity and Movement
- Pupil Destinations Summer 2019
- Safeguarding
- Health and Safety
  - Risk Assessments
  - First Aid Training
  - MAPPA Training
- Pupil Outcome Summer 2019 data
- Attendance
- Every Child Matters (ECM) Questionnaire
  - Improvements in pupils 3 targeted ECM areas
  - Pupil Behaviour/Individual behaviour target data
  - Whole school use of Behaviour systems
- Exclusion Data
- School Improvement Professional Summer 2019 Report
- Personnel Issues
- Curriculum
- Stakeholder Satisfaction

- Parent Questionnaire Analysis – Summer 2019
- Pupil Survey Analysis April – July 2019
- Schools Data
- Children Missing in Education

Mrs Buchanan noted the key highlights of her report as follows:

#### Pupil numbers

Governors were informed that the maximum number of pupils in Primary Youth Challenge should be 12. However, there was a significant amount of fluctuation in this and the LA were aware of the number of commissioned places.

At the start of the Autumn 2019 term there were 10.5 places and therefore almost at capacity. The LA had been asked if YCP could take some additional places after half term but unfortunately, they couldn't commit to commissioning the additional places at that time.

Mr Hodgkinson confirmed that further discussions were therefore required with the LA. Mr Hodgkinson confirmed that he was to attend a meeting with the LA on 9 October 2019 regarding their commissioning and exit strategy.

#### Pupil Destinations

Mrs Buchanan reported that this remained positive with 29 out of 33 pupils returning to their previous educational establishment.

A Governor asked if the staff at Primary YC followed pupils progress once they had returned to their previous setting.

Mrs Buchanan explained that where possible, they did maintain an interest. Mrs Rudge had visited one child whom had returned to their previous setting and had presented them with a certificate to commend the progress they had made.

#### Safeguarding

Governors were informed that the LA had updated the model policy following the 2019 updates to the Keeping Children Safe in Education document.

#### Health and Safety – risk assessments

Mrs Buchanan confirmed that around 97% of the cohort attending PYC were deemed as 'runners'. It was explained that this was in respect of pupils escaping from the classroom. However, she could confirm that there had been no instances of pupils leaving YC to date.

#### MAPA (Management of Actual or Potential Aggression) Training

All relevant staff were MAPA trained. This involved the use of de-escalation strategies as a means of restraint. A refresher course taking two full days had been arranged for February 2020.

A Governor asked if this method of restraint was the same as other high schools used.

Mrs Buchanan confirmed that many high schools used positive handling techniques. Ms Leonard noted that it wouldn't be feasible to have all staff trained in a secondary setting.

Governors discussed the provision of MAPA training. It was confirmed that MAPA was delivered at Lever Park Special School and in order for staff to pass/be certificated, they had to fulfil the whole of the allocated session.

A Governor asked if this was needed to ensure that the trainer remain certified and wondered from a finance perspective how much was necessary and what their business reason was.

Mr Billington noted that he had attended a two-day course for pivotal MAPA training but had understood that the refresher MAPA training only took one day.

**Action:** Mrs Buchanan to confirm the training dates and the length of time for each session.

#### Pupil Outcomes

Governors had reviewed the details presented and agreed that pupil outcomes had been very positive for 2018/19 academic year.

#### Staffing Matters

Governors were informed that there was currently a vacancy for a Teaching Assistant and that the recruitment process would commence in the very near future.

#### Pupil Behaviour

Mrs Buchanan reported that many of the pupils at PYC achieved their behaviour targets and those who haven't would be transferred to the Forward Centre. Complex case discussions were always held in these circumstances.

A Governor asked if all pupils had the same number of targets.

Mrs Buchanan confirmed that all pupils had three targets.

#### **Youth Challenge Secondary (YCS)**

Ms Leonard presented her termly report guiding Governors through the following key items:

- Capacity and Pupil Movement 2018/19
- Safeguarding
- Looked After Pupils
- Children Missing in Education
- Health and Safety
- Pupil Outcomes Summer 2019 data
- Attendance 2018/19 – Whole School including. YC, Gloves, Distance)
  - Previous School Comparative attendance data
- Pupil Behaviour/Exclusion data 2018/19\*

- Personal Success targets (PST's) for summer term 2019
- Every Child Matters (ECM) and Social Skills Analysis
- Year 11 Leavers outcomes
- Teaching and Learning
- Personnel Issues/Staffing
- Curriculum

The following areas were highlighted to Governors:

### Capacity

Governors were informed that during the 2018/19 academic year there had been 58 pupils admitted to YCS. The demand for places was currently very high; five weeks into the new academic year and the current pupil numbers stood at 86 with space being very limited. The LA were aware of the concerns raised. Ms Leonard noted that some capital investment for a key stage 3/mental health /day 6 provision was required.

Mr Hodgkinson noted that there were currently 54 year 11 pupils on roll at YCS and that the Trust were willing to work with the LA and agree a business model to avoid a financial deficit situation and have some additional LA investment.

Governors discussed that this matter seemed to be a national issue. Mr Hodgkinson noted that the Trust wanted to become more inclusive but did not want to dilute the offer or jeopardise the current quality of provision.

Governors discussed the financial contributions made from other schools and asked if they were required to pay.

Mr Hodgkinson explained that 50% of the places had been traded options but the setting just did not have the capacity whilst such a high number of permanent exclusions were being forwarded by the LA to attend YC. It was noted that schools were trying to retain pupils as long as they could, but some pupils had very challenging issues that were not manageable in a mainstream setting.

### Behaviour

Ms Leonard confirmed that behaviour issues impacted negatively on attendance. An alternative provision had been explored by the implementation of the 'Gloves' provision. This had been put in place in an effort to reduce the need for a fixed term exclusion. It had also been considered if YC could use Gloves to internally exclude but this had not been logistically possible to finalise due to staffing and capacity issues.

Mr Hodgkinson reported that there was a high demand for the 'Gloves' provision and felt that it could be further developed to meet the needs of a high number of pupils as a 'stand-alone' facility.

### Year 11 Outcome data

Ms Leonard referred to the data tables within her circulated report. It was noted that the following colour coded key related to:

- Red - not met the required target
- Green - had met the required target

Governors were informed that it was difficult to compare trends due to the nature of the YC setting but that an analysis of the outcomes had been undertaken and the area of improvement identified to inform teaching and learning delivery. It was noted that some pupils found difficulty in translating from a class situation to an exam situation so it was intended to undertake some 'mock' GCSE situations in order to better prepare the pupils and encourage them to remain in the exam for longer than the 40 minutes average time. Governors were assured that better preparation was a major focus and also a focus on life after school to improve pupils' social skills.

### Teaching and Learning

Further to the circulated report, Ms Leonard reported that teaching and learning was very strong with a major focus on curriculum and the way teaching and learning is quality assessed for the coming year. The key on the data provided was explained as:

- Green – Secure
- Blue – Advanced
- Orange – Areas for further development

#### 10.1 School Self-Evaluation and School Improvement/Development Plan Update

Ms Leonard confirmed that both the SEF and SDP were work in progress, being developed in line with the new Ofsted Framework. It was planned for these to be joint documents for both Primary and Secondary Youth Challenge and that they would be completed for presentation and Governors approval at the Spring Term meeting 2020.

#### **Agreed:**

- i) That the progress made on School Self-Evaluation and School Improvement/Development Plan be noted.
- ii) That the Local Governing Board defer approval of the School Self-Evaluation and School Improvement/Development Plan to the Spring Term LGB meeting 2020.

#### 10.2 Visit from the Education Improvement Link Professional (SIP)

##### Youth Challenge Primary (YCP)

Mrs Buchanan reported that due to the previous SIP leaving the service, a new school Improvement Professional, Elisabeth Fenwick had been appointed. Ms Fenwick had attended YCP on 25 September 2019 to familiarise herself with the staff and the work of the setting, enabling her to plan her areas of focus for her formal monitoring visit planned for 26 November 2019.



Youth Challenge Secondary (YCS)

Ms Leonard confirmed that the School Improvement professional (SIP) had visited SYC and arrangements had been made for their return later this term.

**Agreed:** That the information in respect of the Education Improvement Link Professional's visit be deferred to the Spring Term 2020 meeting.

10.3 Termly Report on Children Looked After

The Academy Leads reported on the Academy's provision for Children Looked After:

Youth Challenge Primary

Governors were informed that during the summer term 2019, there had been 3 Children Looked After on roll at YCP. Currently there was 1 looked after child on roll and that the necessary support strategies were in place for these Children including Personal Education Plans.

Youth Challenge Secondary

Governors were informed that there were 6 children looked after on roll at YCS and the necessary support strategies were in place for these children.

**Agreed:** That the Academy Leads termly reports on the school's provision for Children Looked After be received.

10.4 Termly Report on Attendance and Children Missing Education

YCP

Mrs Buchanan reported that there were no major concerns regarding attendance for YCP any unauthorised absences were in line with the school's figures.

It was also reported that there had been no cases of children missing education in YCP since the last Governing Board meeting.

YCS

Ms Leonard reported that attendance figures had dropped. It was difficult to analyse the data and any trends due to the nature of the setting.

There had been a change in the transport arrangements for pupils for two reasons:

- Financial Costs
- To encourage pupils' independence



It was noted that whilst this had impacted negatively on attendance data, a positive impact had been made in developing pupils independence.

Governors were informed that the unauthorised absence figures may look worse than they actually were. It was noted that some instances of unauthorised absence were due to the pupil refusing to attend YC and were not for any safeguarding issues.

Ms Leonard reported that there had been 3 cases of children missing in education (CME) since the last meeting. It was confirmed that two pupils had now returned, and the other pupil was safe and attending school. Ms Leonard reported an improvement in the monitoring of unauthorised absences. Systems put in place mean all unauthorised absences are continually followed up and due to this only 5 instances of unauthorised absence when contact could not be made with the parents had been recorded since Sept 2019. It was felt that a clearer and more improving picture would be seen at the next meeting.

**Agreed:** That the Academy Leads report on Attendance and 'Children Missing Education' be received.

#### 10.5 Pupil Premium Grant (PPG) for 2019/20

The PPG report for the YCP setting had been provided within the circulated report.

Ms Leonard reported that the report relating to the secondary provision had been inadvertently omitted from the main report and would be circulated after this meeting.

**Agreed:**

- i) That the Academy Leads termly report on Pupil Premium be received in respect of the Primary YC provision be received.
- ii) That the PPG report in respect of the Secondary provision be circulated to all Governors at the earliest opportunity after this meeting.

**Action:** Ms Leonard to circulate the 2019/20 PPG report in respect of YCS to all Governors at the earliest opportunity following this meeting.

#### 10.6 Invacuation/Evacuation - termly Report

Governors had received details of the summer term 2019 evacuation/Invacuation procedures as part of each Academy Leads individual report. It was confirmed that autumn term procedures would be undertaken with a report back to Governors in the spring term 2020.

**Agreed:**

- i) That the summer term 2019 evacuation and invacuation reports for both YCP and YCS settings be received.

- ii) That the autumn term 2019 invacuation/evacuation reports for both YCP and YCS settings be received at the spring term 2020 meeting.

**Agreed:** That the termly reports from both Academy Leads be accepted with thanks.

## 11. APPRAISAL PROCEDURES

### 11.1 Impact of school appraisal on school improvement in the 2018/19 academic year

Further to the details recorded within each of the Academy Lead's reports, Mr Hodgkinson informed Governors that approval of the recommendations following the completion of the staff appraisal process was made at Trust level. All recommendations would be presented to the Pay and Appraisal Committee on 14 November 2019 with a report back to the board at the spring term 2020 meeting.

**Agreed:**

- i) That the Academy Leads report on school's appraisal procedures for the 2018/19 academic year be received.
- ii) That a report following the Pay and Appraisal Committee's consideration and approval of the recommendations made by the Academy Leads be provided to Governors at the Spring Term 2020 meeting.

### 11.2 Academy Leads Appraisal Review

It was reported that the Academy Leads Appraisal Governors had met with each Academy Lead and School Improvement Partner to review the Academy Leads objectives for 2018/19 and to set new appraisal objectives for 2019/20.

The recommendations made would be presented for approval at the Pay and Appraisal Committee meeting planned for 14 November 2019 with a report back to the LGB thereafter.

Monitoring of the progress made on the 2019/20 objectives would be undertaken throughout the academic year.

**Agreed:** That an update on the Academy Leads Appraisal Review be given at the next LGB meeting.

## 12. FINANCE REPORT

Governors had received a financial report providing financial information in relation to the Youth Challenge Academy as at the end of the 2018/19 financial year and the 2019/20 budget allocation.

The report outlined the 2018/19 financial outturn position, including an explanation of significant variances and the agreed budget for the 2019/20 financial year.

Governors were informed that a surplus budget of around £70,000 was expected. There had been £74,000 less expenditure costs than had been anticipated, as had been explained within the variances highlighted on page 3 of the report including efficiency savings on transport costs and savings in premises costs due to a rate refund.

Mr Smith referred to the newly implemented dynamic purchasing system proving to be very successful to date.

Governors were informed that the Trust had considered the budget across the whole Trust last week and confirmed that they felt the finances were in a far healthier position going forward compared to this time last year.

Questions were invited.

A Governor asked if there were any areas of risk.

Mr Smith explained that there were always elements of risk especially when the service need was relied upon across the town.

Mr Hilton referred to the challenges faced across the Trust over the 2018/19 financial year and commended the work undergone by all concerned in making the necessary savings and efficiencies without compromising the quality of provision.

Mr Smith noted that whilst the trust was in a better position, the finances were still to be monitored very closely.

A Governor referred to the gender pay gap and asked if anything could be considered relating to this or if a review could be undertaken.

Mr Smith explained that the council went through a full pay and grading/equal pay review some years before Bolton Impact Trust was formed and didn't feel that this was required to be undertaken again. It was noted that every role was reviewed on an individual basis at that time to ensure all posts were pay appropriate.

**Agreed:** That the Finance report from Mr Smith be received with thanks.

### 13. **ACADEMIES FINANCIAL HANDBOOK – 2019 UPDATE**

Governors had received a briefing note highlighting the updates that had recently been made to the Academies financial handbook. Mr Smith guided Governors through the main changes as detailed within the report, in particular the need for robust Governance.

**Agreed:** That the updated to the academies Financial Handbook 2019 be received and approved.

#### **14. POLICY APPROVALS AND REVIEW OF PROCESSES**

Ms Leonard referred to the number of policies that were required to be reviewed and approved across the Academy. It was noted that some were joint policies, and some were Primary or Secondary setting specific such as the Curriculum Policy. It was noted that the non-statutory policies were not required to be approved by the LGB and therefore proposed that these be reviewed by the Academy Lead together with the Link Governors responsible for that specific area. Once reviewed the policies would be presented to the LGB for their approval.

Governors discussed the process and agreed that this was acceptable but would need a policy review schedule in order to know when each policy was required to be reviewed.

Ms Leonard confirmed that the statutory policies would require all Governors to undertake a joint review and subsequent approval.

**Agreed:** That review, and approval of non-statutory policies be delegated to the Academy Lead and link Governor for that area subject to a report back to the LGB for overall ratification.

**Action:** Ms Leonard to circulate the policy review schedule via the Governance Gateway

##### **14.1 Approval of the Youth Challenge Safeguarding and Child Protection Policy 2019/20**

Governors had received a copy of the Youth Challenge Safeguarding and Child protection Policy for 2019/20 to be used for both Primary and Secondary settings, for their review and approval.

Mrs Buchanan noted that there had be minimal changes made to the Policy but confirmed that this had been updated in line with the 2019 updates to the Keeping Children Safe in Education document.

The Clerk referred to the LA Model Policy recently circulated to schools via the school's Extranet site and asked if the YC Policy had taken into account the updates highlighted in the LA Model Policy.

**Action:** Mrs Buchanan to cross reference and compare the YC Policy with the LA Model to ensure they were in line, amending as required.

**Agreed:** That Local Governors approve the Safeguarding and Child Protection Policy 2019/20 subject to Mrs Buchanan undertaking a comparison with the latest LA Model and amending to be in line as required.

**15. WEBSITE COMPLIANCE UPDATE**

Mrs Rudge, Link Governor for ensuring continued compliance of the academy's website confirmed that on her last review the website was compliant. Mrs Rudge would undertake a further review ahead of the spring term 2020 meeting and provide an update report for Governors review and information.

**Agreed:** That Mrs Rudge continue to undertake a termly review of the Academy's website to ensure continued compliance and provide a report back to Governors at the next LGB meeting in the Spring term 2020.

**16. CONSULTATION ON ADMISSIONS POLICY FOR SEPTEMBER 2021**

Governors had received copies of the Admissions Policies for both YC Primary and Secondary settings for 2021/22 for their review and approval.

The LGB discussed the admissions policies for 2021/22. Mr Hodgkinson noted that the admissions policy and criteria for an alternative provision (AP) was completely different to that of mainstream settings and that the pupil referral unit/AP setting had never had a specific policy in the past.

Governors were informed that the need for an Admissions Policy was raised and recommended by the Ofsted inspector at the last inspection of the Personal Learning Centre.

The Policy for September 2020 and September 2021 had therefore been created and publicised on the academies website.

**Agreed:** That the admissions policy for 2020/21 and 2021/22 be approved.

**17. GOVERNANCE SERVICES UPDATE**

Governors had received a briefing note detailing the recent updates from the Governance Services Team. These included:

- The launch of the new Governance Services website: [www.governanceservices.org.uk](http://www.governanceservices.org.uk)  
This website had been improved and replaced the Governor Exchange.
- Feed-back from the Greater Manchester support for School Improvement peer review.  
It was noted that this had been a very positive experience for the Team to quality assure the work undertaken. Many Chairs of Governing Boards, CEO's and other Senior Leaders had been invited to take part for which the Governance Services Team had been grateful.
- Staffing changes within the Governance Services Team and a welcome to new colleagues.

**18. DATES OF NEXT LGB MEETINGS**

**Agreed:** That the Local Governing Board meetings for the remainder of the academic year 2019/20 be held as follows:

Spring Term: Thursday 6 February 2020 at 4.00pm  
Summer Term: Thursday 11 June 2020 at 4.00pm

All meetings to be held at Youth Challenge – Smithills site.

**19. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Mrs A O’Callaghan, Ms K Ashworth and Mr J Gallagher.

**20. ANY OTHER BUSINESS**

There were no items of ‘Any Other Business’ reported.

**21. CONFIDENTIALITY**

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

The meeting closed at 6.00pm

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

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