

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

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

**MEETING HELD AT YOUTH CHALLENGE ON MONDAY 24 FEBRUARY 2020 AT 4.00PM**

**Present:** Mrs L Buchanan, Primary Academy Lead, Mr S Cannon, Mr M Hilton (Chair), Mr N Hockenhull, Secondary Academy Lead, Mr P Ogden, Mrs A O'Callaghan, Revd. R Petch and Mrs V Rudge.

**In attendance:** Ms R Leonard, Vice Principal, Mr D Smith, Finance Director, Mr M Musa (trainee accountant) and Mrs C Brooks, Clerk, Governance Services.

**Mr Hilton in the Chair**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all present. Apologies for absence had been received from Revd. R Petch, Ms C Ashworth and Mr J Gallagher.

**2. DECLARATION OF INTERESTS**

**2.1 Declaration of Pecuniary or Conflict of Interests**

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

**2.2 Register of Business 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)

**Agreed:** That those governors still required to complete the register of business Interests form do so and return this to Mr David Smith at the earliest opportunity.

### 2.3 Safeguarding 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.

**Agreed:** That those governors still required to complete the Safeguarding Declaration form do so and return this to Mr David Smith at the earliest opportunity.

### 2.4 Declaration of Eligibility and Privacy consent Form

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

**Agreed:** That those governors still required to complete the self-declaration form do so and return this to the Clerk at the earliest opportunity.

### 2.5 Membership Issues

#### 2.5.1 Governor vacancies

The Clerk reported that the following vacancies still remained:

- 1 x Parent Governor, as discussed under the previous item
- 2 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.

Ms Leonard reported that there were a number of interested parties in becoming a Co-opted Governor and that a pen portrait would be presented to the Trust Board at the next meeting and following approval, these would then be circulated to all Governors for their review and further approval at the summer term meeting.

#### 2.5.2 Expiry of terms of office

##### Co-opted Governors

The Clerk reported that the terms of office for the following Co-opted Governors was due to expire at the end of the Spring term 2020. It had been confirmed that both Governors had agreed to continue for a further four years subject to the Boards approval. This was subsequently agreed.

- Mr M Hilton – Co-opted Local Governor – 31 March 2020

- Mrs A O'Callaghan – Co-opted Local Governor – 31 March 2020

Parent Governor

The Clerk reported that the term of office for Revd. R Petch, Parent Governor was due to expire on 31 March 2020 and that a Parent Governor election would be required to be undertaken at the earliest opportunity for which Revd. Petch was invited to put himself forward again if desired.

**Action:** Ms Leonard to liaise with Revd. Petch regarding the expiry of his term of office as a Parent Governor and advise that he was welcome to put himself forward again if desired.

The Clerk confirmed that Governors could consider transferring Revd Petch to become a Co-opted Governor, with his approval. In the event that he was not successful in the Parent Governor election or if there was interest from other Parents for this position, the LGB would then be able to retain his skills and experience.

**Agreed:**

- i) Ms Leonard to present the details of the proposed Co-opted Governors to the Trustees at the next Board meeting for their consideration and circulate a pen portrait to all LGB Governors thereafter subject to Trust Board approval.
- ii) That the proposed Co-opted Governors be invited to the next LGB meeting subject to approval being gained by Trustees at the next meeting of the Trust Board.
- ii) That a Parent Governor election be undertaken at the earliest opportunity.

**3. MINUTES OF THE LAST MEETING**

Governors had received the minutes of the last meeting held on 3 October 2019 for their review and approval.

Matters Arising

The Chair had compiled an actions list that had been colour coded in green to show reflect completed actions. The remaining items discussed that were not on the current agenda had since been completed.

Governors discussed the benefits of having an actions sheet and it was agreed that this be produced for future meetings and included as an appendix to the minutes of that meeting.

**Action:** Clerk – Actions list to be included at the end of all future minutes.

#### **4. 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 had previously confirmed that this detail had now been included together with the headings being 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.

#### **5. LINK GOVERNOR ROLES AND RESPONSIBILITIES**

Governors had received a copy of the proposed Link Governor roles and responsibilities. The Clerk asked if an appointment had been made for the link Governor for Training and also the Partnership Governor role.

RL reported that both of these roles had been discussed at other recent LGB meetings and it had been suggested that one Governor take up each of these responsibilities across all five LGB's. Consideration was being made as to who were the most suitable Governors for these roles and would be further discussed and approved at Trust level with a report back to Governors once confirmed.

The Chair referred to a previous discussion around the need for a link Governor with responsibility for monitoring financial matters at LGB level and if this was required or was a role that should be undertaken at Trust level.

DS explained the expectations and requirements of the role of the Link Governor for Finance and advised that this be appointed to with the necessary monitoring undertaken at LGB level.

The Chair proposed that Revd. Roger Petch (RP) be considered for this role and would make the necessary arrangements to further discuss this matter with RP subject to the approval of the LGB.

**Agreed:**

- i) That Revd. Petch be appointed to the role of Link Governor for Finance subject to the outcome of the discussion to be arranged between the Chair and Revd. Petch.

- ii) That Governors approve the link roles and responsibilities as circulated.

**Action:**

- i) MH to meet with RP to discuss his appointment as Link Governor for Finance.
- ii) RL to confirm the Governors appointed to the roles of Link Governor for training and the Partnership Governor following discussion at Trust level.
- iii) MH/RL to update the Governor roles and responsibilities report following confirmation of further appointments being made as discussed above.

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

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

**7. GOVERNING BOARD EFFICIENCY**

The Chair discussed the make-up of the Governing Board and that we were very blessed with such highly skilled members offering a broad range of experience. We should, however, be mindful therefore of maximising everyone's time during meetings and interactions. Governors were informed that a discussion had been held with RL and LB regarding the best possible use of time during meetings linked to Academy improvement to ensure that future meetings are as efficient as they possible can be. The following steps had therefore been taken:

- 1) Name plates for each Governor to assist newly appointed governors and reduce time spent on introductions
- 2) How Governors could engage with each Academy in order to gain a sense of how they are running without the need to be actively present on site.

MH tabled a Twitter feed snapshot showing picture illustrations of the activities undertaken by Youth Challenge Primary Academy during the Autumn term 2019. It was suggested that reports of this nature be circulated on a termly basis with future agenda papers to provide a brief update to Governors.

AOC commended this idea noting that she already followed YC on Twitter and felt that a good understanding of the activities undertaken could be gained from this. It was felt that this was a very positive means of communication.

LB noted that this was also circulated to parents to ensure that they were aware.

- 3) A meeting context/Governance Calendar was tabled to highlight the matters to be discussed at each termly meeting. This was intended as a strategic framework for the full academic year and included the statutory items for discussion, the core items, operational

items and procedural items specific to Youth Challenge. It was thought that this would help focus Governors mindset and provide a focus on the topic of discussion.

- 4) MH referred to the new format of the agenda that had been circulated for this meeting. It was noted that this had been grouped into sections and included timings to aid efficiency.

RL asked if the Academy Leads Reports could be brought nearer to the start of the agenda where appropriate to ensure that this is given the time it deserved and whilst Governors were all present as some Governors may have to leave early and their contribution/challenge lost.

- 5) To record the actions from the meeting as an appendix to the minutes creating greater efficiency for review at the next meeting.

Governors discussed the proposals made and

**Agreed:** That all proposals as detailed above be put in place for future meetings.

**Action:** Clerk to copy and paste the list of actions from the minutes and compile an action's report to be placed as an appendix.

## **8. SELF-EVALUATION (SEF) AND STRATEGIC DEVELOPMENT PLAN (SDP)**

RL reported that the first draft of the SDP had been circulated to all Governors noting that the relevant sections would be shared with individual Governors as part of their link Governor visits. Governors were informed that this was the first time that both YCP (Youth Challenge Primary) and YCS (Youth Challenge Secondary) had combined the content of their individual SDP's into one document as recommended by Ofsted inspectors.

RL noted that the SDP was in its infancy and was work in progress. This would be re-circulated to Governors following any other major updates as required. RL confirmed that following her appointment to the post of vice Principal of BIT (Bolton Impact Trust), Mr Nick Hockenhull had successfully secured the position of Academy Lead for Youth Challenge Secondary provision and therefore had also contributed to its content. Comments on the new format were invited.

Governors discussed and commended the new format noting that they felt it easier to read and that it provided improved coherence.

RL reported that she had circulated a summary of the SDP to provide a brief but concise overview and would also include any areas requiring further development. This would be circulated to Governors two weeks prior to Governor week to determine lines of enquiry for Governors to carry out as part of their visit.

RL noted that it was also intended to circulate the SEF to all Governors two weeks prior to Governor week in order to inform Governors of the necessary lines of enquiry to be made at their Link Governor visits.

LB noted that from an Academy Leads point of view it was much improved and easier to update specific sections as required.

AOC commended the new format and process to be put in place noting that it was important for Governors to see this as evidence of the details recorded within the SEF and would enable them to undertake effective evaluations of their individual link areas of responsibility

**Agreed:**

- i) That the progress made on School Self-Evaluation and School Improvement/Development Plan be noted.
- ii) That the Local Governing Board approve the School Self-Evaluation and School Improvement/Development Plan as submitted.

**Action:** Academy Leads to circulate the SEF/SDP to all Governors at least two weeks prior to each planned Governor week.

## **9. NOMINATED GOVERNOR ROLES**

### **9.1 Chairs' Briefing**

The Chair presented a slimmed-down version of the Spring Term Chairs' Briefing slides and notes held on Monday 27 January 2020 where the following issues had been highlighted:

- Update from the Assistant Director of peoples Services – Paul Rankin
- Spring term updates:
  - Outcome of election for Parent Governor Representatives on the Scrutiny Committee (Vicky Dean and Justine Bond)
  - Maintained committee terms of reference updates
  - Schools Financial Value Standard
  - Changes to Relationship and Sex Education requirements
  - Catholic Education Service HR Policies
- Governance Peer Support Discussion
- Governance Services Update

Mr Hilton tabled a copy of the slides presented at the briefing. Governors were guided through the document and a brief summary of the details covered was provided.

RL referred to the matter raised by Paul Rankin in respect of the need for additional space required to support the increasing number of permanent exclusions and the use of the 'Bright Meadows Centre' in the Brightmet area of Bolton. It was explained that the Trust did not submit a bid for this provision as at that time it was not felt to be practical for BIT to maintain an off-site provision. It was noted that there had been no concerns felt as BIT was still schools preferred provision and once at capacity Bright Meadows would be the next choice available.

DS referred to discussions held at Trust level in respect of the cost of the facility due to it being an all year-round arrangement. It was noted that BIT only required additional



capacity at specific times of the year. Governors were assured that whilst the provision may take some of the Trusts business, they did not feel this would have a negative impact.

RL noted that they did not want to dilute the current provision and current offer by taking on another Centre, particularly with this being off-site.

Governors discussed this matter at length and supported the decisions made by the Trust noting that these had been in the best interests of the pupils. It was also noted that if provision could be put in place for earlier intervention, additional capacity would not be required.

MH asked if the format of the Chairs report provided was acceptable and provided a clear overview of the matters discussed.

Governors agreed that it did.

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

The Clerk reported that the 2019/20 Governance Training Programme was available on the Governor Exchange recommending that any newly appointed Governors make the necessary arrangements to attend the National Induction training for New Governors.

RL noted that she had undertaken this role for some time but that as her role within the Trust had now changed, she was unable to continue as link Governor for training.

Governors were informed that as had been discussed earlier in respect of the Partnership Governor, it had been suggested that one Governor to be responsible for undertaking this role across all five LGB's and for them to maintain training records centrally and compile a termly report to be circulated to each LGB.

Governors discussed this proposal and agreed that it would be more effective.

DS referred to safeguarding training that had been discussed at a previous meeting. It was confirmed that arrangements with 'One Education' (the Trusts HR providers) would be made for a 90-minute session from 4pm until 5.30pm, with a date to be confirmed either just before or just after the Easter break.

It was noted that this training was available to all Governors but in particular, those with Safeguarding responsibilities.

### **Action:**

- i) RL to confirm the Governors appointed to the roles of Link Governor for training and the Partnership Governor across all five LGB's following discussion and approval of the arrangement at Trust level.
- ii) DS to make the necessary arrangements with 'One Education' for Safeguarding Training and advise Governors of the confirmed date.

## 9.3 Partnership Report



The Clerk reported that the Partnership meeting held on Monday 10 February 2020, where the following matters had been highlighted:

- Bolton Safeguarding Children Partnership – Shona Green
- Development of future partnership Forums – Marie Ahmad

The Clerk noted that it had been agreed at a previous meeting that Ms Ashworth would undertake this link role and as she was not present at this meeting, would therefore need to be informed of the revised proposals.

Ms Leonard noted that she would contact Ms Ashworth and discuss the proposals made.

**Agreed:** That one Partnership Governor be appointed to represent all five LGB's subject to Trusts approval.

**Action:** RL to discuss the arrangements regarding the appointment of Partnership Governor with Ms Ashworth and also at Trust level and provide an update report confirming the Governor appointed to this role at the next LGB Meeting.

#### 9.4 Nominated Link Governor Visits

A number of reports had been circulated for information

The Clerk confirmed that the proforma had been uploaded to the Governance Gateway in 'Word format' to enable Governors to complete online but felt that it would be beneficial for Governors to include the title of the provision attended for purposes of clarity.

RL noted that consideration was being given to amending the format of the template/visit form for completion to include areas of focus and to include a summary of the main points required.

AOC noted that the visit report linked to the SEF/SDP and suggested that this also be linked to the roles and responsibilities document that had been circulated previously. It was suggested that an additional column/s be added to the roles and responsibility document and a brief summary of the main points required included. AOC felt that this would make it easier at the end of the year to compile the annual impact statement.

Governors discussed this matter and

**Agreed:** that the name of the setting and additional column be made to the visit report and responsibilities report as discussed and be trialled for the summer term.

**Action:** Academy Leads to amend the roles and responsibilities report to include a summary of the main points required in line with the SEF/SDP.

RL referred to the benefit of Governor visits noting how valuable these were to the Academy Leads and their staff teams. It was noted that during the summer term the key lines of enquiry would be identified ahead of the next term/academic year.

LB commended the comments made by RL noting that it was nice to see student interaction with Governors during lessons. RL agreed and confirmed that Governors were welcome to visit at any time.

#### 9.5 Bolton Governor Conference

The Clerk reported that the Governor Services Team had held 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’ and that some very positive feed-back had been received from the presentation made and information shared.

### 10. **CURRENT FINANCIAL POSITION**

Governors had received a report detailing the current financial position of Youth Challenge Academy. It was noted that the information provided was based on the transactions that had occurred during the period 1 September 2019 to 31 January 2020.

DS referred to table one within the report noting that it had been projected that YC would make a surplus of £391,000 against a budgeted surplus of £386,000. The variances to support this were explained and had also been detailed on page three of the Financial report.

DS reported that the Trust as a whole was projecting to generate a surplus of £285,000 against a budgeted surplus of £259,000. It was noted that the commitment from the Trust to continue to repay the inherent deficit remained. The Education Skills Funding Agency (ESFA) continues to monitor the accounts closely but as the Trusts commitment to make regular and timely re-payments had been maintained, they had de-escalated BIT as a major financial concern. DS assured Governors that re-payments would continue at Trust level in order to reduce the deficit.

A Governor asked if there were any concerns regarding staffing levels.

RL confirmed that this matter had been discussed with Mr Hodgkinson and Mr Smith and that a structure was in place going forward to ensure adequate staffing levels were maintained.

It was noted that a review of the offer as a whole had been undertaken to ensure the best utilisation of the staff in place in order to best meet the needs of the pupils on roll. It was explained that there were currently 56 Year 11 students on roll but that after Easter 2020, they would be working to a reduced timetable. Whilst some members of staff were classed as supply, they were very experienced and well established within the provision and would be a consideration for permanent employment. However, to avoid additional/new staff being recruited to back fill Mr Hockenhull’s previous post it was planned to re-deploy existing staff internally as capacity increases due to the reduction in pupil numbers.

Mr Hockenhull agreed that he felt the plans in place would be effective.

MH noted that he felt that the provision/Trust as a whole were going in the right direction and the previous financial pressures were reducing.

DS confirmed that the last 2/3 years had been very challenging financially. However, the Dynamic Purchasing System (DPS) had proved very effective and that the competitive nature demonstrated that the fixed prices charged were at a reasonable rate within the current market. It was felt that the Trust had been fair in respect of the charges imposed and were working to a 5% surplus as a minimum. It was noted that BIT was not intending to be or become a business for profit making purposes. DS assured Governors that BIT was an organisation that would continue to provide a good standard of education for some of the most vulnerable children on Bolton.

**Agreed:** That the details within the financial report for Youth Challenge Academy be received and noted with thanks.

## 11. ACADEMY LEADS REPORT TO GOVERNORS

### Youth Challenge Primary

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

- Capacity and Movement
- Quality of Education
- Impact
- Behaviour and Attitudes
  - Attendance Data
  - Comparative attendance data
  - Behaviour Outcomes
  - Exclusion Data
- Personal Development
  - ECM Outcomes
  - Pupil Destinations
- Leadership and Management
  - SIP Reports
  - Personnel
  - Safeguarding
  - Health and Safety
  - MAPA Training
- Stakeholder Satisfaction

Aspects of the report were highlighted with additional information being provided in the following areas:

### Quality of Education

Mrs Buchanan referred to the current focus on Intent, Implementation and Impact (the three I's) to assure that the offer of provision was effective and continued to be positive. It was noted that all pupils were given learning targets, but it remained a challenge to measure impact due to the frequency of pupil mobility.

#### Areas for further development

Learning Mentors continued to be upskilled in the delivery of group teaching sessions planned by the teacher as this was having a significant impact.

#### Exclusions

Further to the circulated report, LB noted that there had been some pupil exclusions, the main ones being for physical violence to staff members.

#### Outward facing work

Further to the circulated report LB noted that many schools had been supported through the Academy's provision of outreach work and that positive outcomes had been seen. The sharing of best practice and strategies to improve behaviours would continue.

LB referred to a visit to another AP setting where many pupils were presenting some very unacceptable and challenging behaviour. Best practice had been shared and support had been provided to help strengthen their provision and staff team.

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

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

- Quality of Education: Intent, Implementation and Impact
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

It was noted that the report was in a different format than the previous report and was in line with the new Ofsted framework. Aspects of the report were highlighted to Governors:

RL referred to the focus on the 3 I's (Intent, Implementation and Impact) with particular reference being made to the 'Impact'. Governors were informed and assured that whilst the data at YCS as recorded, may appear low in some areas such as English the provision had a very well established and robust system in place linked to the quality of teaching. It was noted that each child was reviewed as an individual in all areas by members of the middle leadership team and any issues regarding progress would be determined and addressed if the progress that had been expected had not been achieved by that child.

NH confirmed that teaching was very focussed and that mock examinations were undertaken with further work being done on this level of intervention to improve pupil's confidence and engagement. It was noted that pupil progress meetings were constantly evolving.

RL referred to the 'dip' on the year 11 data noting that this was as a result of the mock examinations undertaken. Governors were informed that there were 56 year 11 pupils out of a total of 96 pupils on roll at YCS. Whilst the in-year progress for these pupils was not a cause for concern, when it came to an exam situation due to pupils individual issues, many pupils simply could not sustain the length of time required or manage the exam situation/conditions required. Strategies were therefore to be put in place to better support this issue and ensure that the pupils were better prepared. It was hoped that as a result, the gap between in-year progress and actual outcomes at examination level would close.

Governors were informed that mock examinations were undertaken in November 2019 and January 2020 with an analysis being completed of how long the students remained in the exam setting. Interventions would be put in place to assist in this area.

AOC noted that each child may have a different barrier to this matter and once this barrier had been diagnosed it would be easier to put the appropriate intervention in place.

RL noted that staff would ensure that all pupils had eaten and had a drink prior to commencing the exams. The dynamics of the room and pupil groups would be reviewed, and the environment changed to better suit the student's needs.

NH reported that whilst sustained attendance for the examination was a concern, 98% of pupils actually arrived to commence the exam. Subject leads had now been given the responsibility of talking to their year groups to explain what was expected of them during the exam and why it was important that they completed these. RL noted that she felt the students were starting to feel more confident now.

NH referred to a recent careers fair held in school and how successful this had been.

AOC referred to the work undertaken by the provision and in particular noting the positive outcomes from the opportunities provided such as the careers evening and the suggestion from 'Seddon's' for pupils to apply for apprenticeships with them was a strength and should be commended.

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

##### 11.1.1 Youth Challenge Primary (YCP)

Mrs Buchanan reported that Ms Fenwick, School Improvement Professional, had attended YCP on 26 November 2019. Governors had received the outcome report following this visit. The spring term visit had been planned for week commencing 2 March 2020.

##### 11.1.2 Youth Challenge Secondary (YCS)

Governors had received the outcome report following the School Improvement professional (SIP) visit to Youth Challenge secondary provision.

**Agreed:** That the information received in respect of the Education Improvement Link Professional's visits to both YCP and YCS be noted.

#### 11.2 Pupil Premium Report (PPG)

The Academy Leads for both settings confirmed that information in respect of Pupil Premium Grant funding had been discussed within their circulated reports. Details of the funding allocation and impact were also published on the Academy's website.

**Agreed:** That the Academy Leads termly report on Pupil Premium be received.

#### 11.3 Termly Report on Children Looked After

Governors had received a report on the Academy's provision for Children Looked After as part of their circulated reports.

##### 11.3.1 Youth Challenge Primary

During the Autumn term 2019 there were two looked after children on roll within the Primary provision. It was confirmed that the necessary support strategies were in place for these children.

##### 11.3.2 Youth Challenge Secondary

During the Autumn term 2019 there were three looked after children on roll within the Secondary provision. 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.

#### 11.4 Termly Report on Attendance and Children Missing Education

##### 11.4.1 Youth Challenge - Primary Provision

###### Attendance

LB reported that attendance data currently stood at 95.5% versus the swing data of 12.7%.

MH asked if pupils maintained their attendance data after they had returned to their mainstream setting.

VR explained that case studies had been undertaken and could confirm that in many cases pupils do retain their attendance data.

AOC referred to the EHCP Process noting that in many cases the EHCP process hasn't always been commenced prior to them commencing at YCP and therefore schools were required to realise their responsibility especially if the child was to be dual rolled.

###### Children Missing Education (CME)



It was confirmed that there were no children missing from education at YCP during the Autumn term 2019.

#### 11.4.2 Youth Challenge – Secondary Provision

##### Attendance

RL reported that attendance data currently stood at 76% which was the same as last year at this time. Unauthorised attendance was still high although had reduced in comparison to this time last year.

Governors were assured that steps were in place to ensure that contact was made and maintained with the child/ families concerned to ensure that any safeguarding concerns were addressed. Middle Leadership staff were now more involved with monitoring pupil's attendance.

##### Children Missing Education (CME)

It was confirmed that there were no children missing from education at YCS during the Autumn term 2019.

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

#### 11.5 Invacuation/Evacuation - termly Report

Governors had received details of the Autumn term 2019 evacuation/Invacuation procedures as part of each Academy Leads individual report.

**Agreed:** That the Autumn term 2019 evacuation and invacuation reports for both YCP and YCS settings be received, the spring term report would be provided at the next meeting.

Governors were asked if there were any further questions to be raised from the reports provided.

Governors discussed the format of both reports confirming that the details presented had answered all questions that they had not otherwise raised.

AOC suggested the inclusion of a brief summary at the end of the Academy Leads reports to highlight the positives, any negatives, any areas causing concern and both short term and long-term strategic gains. It was thought that this may be something to consider for future reports.

RL noted the suggestion made and commented that the only concerns currently were if the offer of provision, quality of education and interventions put in place to further support were enough to help the students be successful in their lives after Youth Challenge. The provision would strive to continue to best prepare all students for their future destinations.

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

## 12. SKILLS AUDIT

DS confirmed that he had received a number of responses back from Governors following the recent circulation of the skills audit, however, some were still outstanding.

Those Governors were requested to complete and return this to DS at the earliest opportunity to enable an analysis to be undertaken and a report provided back to Governors at the summer term meeting.

**Action:** Governors to complete and return the skill audit questionnaire to DS as required.

## 13. APPRAISAL PROCEDURES

### 13.1 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, DS informed Governors that approval of the recommendations following the completion of the staff appraisal process was made at Trust level. All recommendations had been presented to the Pay and Appraisal Committee and subsequently approved at the meeting held on 14 November 2019.

**Agreed:** That the Academy Leads report on school's appraisal procedures for the 2018/19 academic year be received.

### 13.2 Academy Leads Appraisal Review

DS reported that the 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 had been presented and approved at the Pay and Appraisal Committee meeting held on 14 November 2019.

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 received.

#### **14. WEBSITE COMPLIANCE**

Mrs Rudge had undertaken a review of the Academy's website. It was confirmed that there were no major concerns to be addressed and that the outcome report had been shared with DS to address any actions required.

A Governor suggested that an update to the home page be considered as they felt that this looked a little outdated.

Governors also discussed the need to include links to 'Twitter' for both the Primary and Secondary settings.

**Action:**

- i) VR and DS meet to discuss and address the actions required to be undertaken on the website.
- ii) Academy Leads to discuss the required update to the Home page and the items to be included on the website

**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 Summer term 2020.

#### **15. STAFFING UPDATE**

RL reported the recent changes to staffing arrangements at Youth Challenge as follows:

- Mr Nick Hockenhull recently appointed as Academy Lead.
- Mr B Billington recently appointed as Deputy Academy Lead.
- The teaching responsibility following the appointment of NH as Academy Lead was currently being backfilled by existing members of staff due to available capacity at this time of year. Considerations were being made for an improved arrangement going forward.
- Following the sad passing of June McDonagh Safeguarding Lead earlier this year a Learning Mentor had taken over the safeguarding responsibilities overseen by NH.

This will be further reviewed and taken into consideration when finalising the permanent structure for September 2020.

## **16. CHANGES TO RELATIONSHIP AND SEX EDUCATION (RSE) REQUIREMENTS**

The Clerk reported that the new Relationships Education, Relationships and Sex education (RSE) and Health Education would be mandatory from September 2020.

It was noted that Relationships Education would be compulsory in all primary schools in England and Relationships and Sex Education would be compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools.

It was noted that schools and academies must have regard to the guidance, and where they depart from those parts of the guidance which state that they should (or should not) do something they will need to have good reasons for doing so.

The Clerk advised that the statutory guidance was available via the DfE website along with helpful guides for schools and parents.

It was reported that local primary and secondary schools and academies had worked together in a number of cases to share their own experiences of working with their local communities and ensuring robust policy planning. Stakeholder working was also noted as a useful tool to ensure that the curriculum remained transparent, and any misunderstandings and myths explained.

For faith-based schools, the Governance Services Team recommended consulting with the appropriate religious authority as they may have further guidance and support available.

RL reported that she had taken up responsibility of all policies to ensure that a suitable review procedure was in place. It was confirmed that discussions would be held at Trust level as to the required approval process at LGB level. Therefore, the need for this Policy would be included in the discussions held and a report back to the LGB at the Summer term 2020 meeting.

### **Agreed:**

- i) That the Board delegate to Ms Leonard, the planning of the new curriculum and the sharing of clear information with stakeholders.
- ii) That the Board ensure that a robust Relationships Education, Relationships and Sex Education (RSE) and Health Education curriculum policy, where appropriate, was in place by 1 September 2020.

**Action:** Ms Leonard to discuss the need for a suitable RSE policy to be put in place at the next Trust meeting with a report back to the LGB at the summer term 2020 meeting.

## **17. SCHOOL TERM AND HOLIDAY DATES 2020/21**

DS confirmed that the school term and holiday term dates for 2020/21 had been approved at Trust level and published on the website.

**18. POLICY APPROVALS AND REVIEW OF PROCESSES**

RL confirmed that as previously discussed a review of the process for undertaking timely policy approvals was currently in progress and that an update would be provided to the LGB as to the revised process and any LGB responsibilities at the summer term 2020 meeting.

**Action:** RL to review the Policy approval process and report back at the summer term meeting.

**19. 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:

Summer Term: Thursday 11 June 2020 at 4.00pm

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

**20. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Cath Ashworth, Carolyn Dewse, Joe Gallagher and Roger Petch

**Action:** RL to discuss attendance to meetings with JG and ascertain his intentions for his continued membership.

**21. ANY OTHER BUSINESS**

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

**22. 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 5.40pm

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

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

## Matters Arising/Actions List from meeting held on 24 February 2020

Meeting Date	Action Number	Minute	Action	By Whom	By When	Update	Status
03/10/19	Aut19-5	5.4	Governors absent from the meeting (Mrs A O'Callaghan, Mrs K Ashworth and Mr J Gallagher) to complete the following 3 forms: <ul style="list-style-type: none"> <li>Register of Business Interests</li> <li>Board Code of Conduct</li> <li>Safeguarding Self-Declaration Form</li> </ul>	AOC KAS JGA	06/02/2020	Feb20: RL to check with CB	
03/10/19	Aut19-9	8.2	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.	RLE	06/02/2020	Feb20: RL to see if 1 person in trust can take this up	
24/02/20	Spr20-1	2.2	That those governors still required to complete the register of business Interests form do so and return this to Mr David Smith at the earliest opportunity	All relevant Governors	11/06/2020		
24/02/20	Spr20-2	2.3	That those governors still required to complete the Safeguarding Declaration form do so and return this to Mr David Smith at the earliest opportunity.	All relevant Governors	11/06/2020		
24/02/20	Spr20-3	2.4	That those governors still required to complete the self-declaration form do so and return this to the Clerk at the earliest opportunity.	All relevant Governors	11/06/2020		
24/02/20	Spr20-4	2.5.1	Ms Leonard to present the details of the proposed Co-opted Governors to the Trustees at the next Board meeting for their consideration and circulate a pen portrait to all LGB Governors thereafter subject to Trust Board approval.	RL	11/06/2020		
24/02/20	Spr20-5	2.5.2	Ms Leonard to liaise with Revd. Petch regarding the expiry of his term of office as a Parent Governor and advise that he was welcome to put himself forward again if desired.	RL	11/06/2020		
24/02/20	Spr20-6	2.5.2	The proposed Co-opted Governors be invited to the next LGB meeting subject to approval being gained by Trustees at the next meeting of the Trust Board.	Clerk	11/06/2020		
24/02/20	Spr20-7	2.5.2	Parent Governor election be undertaken at the earliest opportunity.	RL	11/06/2020		
24/02/20	Spr20-8	3	Clerk: Actions list to be included at the end of all future minutes.	Clerk	11/06/2020		
24/02/20	Spr20-9	5	MH to meet with RP to discuss his appointment as Link Governor for Finance.	MH	11/06/2020		
24/02/20	Spr20-10	5	RL to confirm the Governors appointed to the roles of Link Governor for training and the Partnership Governor following discussion at Trust level.	RL	11/06/2020		
24/02/20	Spr20-11	5	RL/MH to update the Link Governor roles and responsibilities report with any further Link Governor appointments made following the outcome of the agreed proposals.	RL	11/06/2020		
24/02/20	Spr20-12	8	Academy Leads to circulate the SEF/SDP to all Governors at least two weeks prior to each planned Governor week.	Academy Leads	11/06/2020		
24/02/20	Spr20-13	9.2	RL to confirm the Governors appointed to the roles of Link Governor for training and the Partnership Governor across all five LGB's following discussion and approval of the arrangement at Trust level.	RL	11/06/2020		
24/02/20	Spr20-14	9.2	DS to make the necessary arrangements with 'One Education' for Safeguarding Training and advise Governors of the confirmed date.	DS	11/06/2020		



Meeting Date	Action Number	Minute	Action	By Whom	By When	Update	Status
24/02/20	Spr20-15	9.3	RL to discuss the arrangements regarding the appointment of Partnership Governor with Ms Ashworth and also at Trust level and provide an update report confirming the Governor appointed to this role at the next LGB Meeting.	RL	11/06/2020		
24/02/20	Spr20-16	9.4	Governors to include the name of the setting visited (YCP or YCS) on future visit reports	All Govs	11/06/2020		
24/02/20	Spr20-17	9.4	Academy Leads to add an additional column to the roles and responsibilities report and to include a summary of the main points required linking into the SDF/SDP and be trialled for the summer 2020 term.	Academy Leads	11/06/2020	RL, NH and LB to meet in the Spring Term 2 to ensure this is in place for the development plan for 2020/21	
24/02/20	Spr20-18	12	Governors to complete and return the skill audit questionnaire to DS as required.	All Govs	11/06/2020		
24/02/20	Spr20-19	14	VR and DS meet to discuss and address the actions required to be undertaken on the website including Twitter access.	VR & DS	11/06/2020		
24/02/20	Spr20-20	14	Academy Leads to discuss the required update to the Home page and the items to be included on the website	Academy Leads	11/06/2020	Ongoing – see VR visit.	
24/02/20	Spr20-21	16	Ms Leonard to discuss the need for a suitable RSE policy to be put in place at the next Trust meeting with a report back to the LGB at the summer term 2020 meeting.	RL	11/06/2020		
24/02/20	Spr20-22	18	RL to review the policy approval process and LGB responsibility in this area and report back to the LGB in the summer term	RL	11/06/2020		
24/02/20	Spr20-23	20	RL to discuss attendance to meetings with JG and ascertain his intentions for his continued membership.	RL	11/06/2020		