

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

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

**VIRTUAL MEETING HELD VIA ZOOM  
THURSDAY 1 OCTOBER 2012 AT 4.00PM**

**Present:** Mrs L Buchanan (LB), Primary Academy Lead, Mr N Hockenhull (NH), Secondary Academy Lead, Mr S Cannon (SC), Mrs C Dewse (CD), Mr M Hilton (MH) Chair, Mrs V McBride (VM), Mr P Ogden (PO), Mrs A O'Callaghan (AOC), Mrs V Rudge (VR), Mrs A Sheppard (AS).

**In attendance:** Mr D Smith (DS), Finance Director, Mr Paul Hodgkinson (PH), Executive Principal, Miss R Leonard (RL), Vice Principal, Mr M Moosa (MM) (trainee accountant) and Mrs C Brooks, Clerk, Governance Services.

**Mr M Hilton in the Chair**

**Virtual Meeting Protocol**

**Governors were reminded of the virtual meeting protocol as had been agreed at a previous meeting.**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all present, in particular Mrs Victoria McBride and Mrs Anthea Sheppard as newly appointed Co-opted Local Governors.

Apologies for absence had been received from Mrs C Ashworth. There had been no communication from Mr Laycock, newly appointed Co-opted Governor, it was hoped he may still attend.

**2. DECLARATION OF INTERESTS**

**2.1 Forms for completion**

The Chair referred to the slight change in process for the annual completion and return of the following forms for this year:

- Register of Business Interest
- Declaration of Eligibility and Privacy Consent
- Safeguarding Declaration
- Code of Conduct Acceptance (no change to content)

### Register of Business Interests

In accordance with the academy's financial handbook, entries in the Academy Trust's Register of Business Interests (RBI) 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 Mr Smith for retention. It was noted that the entry included:

- relevant business and pecuniary interests
- details of any governance roles in other educational institutions.
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

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

Mr Smith explained that all Governors would receive a pack of the required forms including Declaration of Eligibility, Code of conduct acceptance, Register of Business Interest and Safeguarding Declaration where required for their completion and return to him either via email or post as was preferred.

**Agreed:** That all governors complete the Declaration of Eligibility, Register of Business Interests, Safeguarding Declaration and Code of Conduct Acceptance forms and return them to David Smith at the earliest opportunity.

**Action:** DS to forward a pack of the RBI, Code of Conduct and Safeguarding Declaration forms to all Governors for their completion and return at the earliest convenience.

### 2.2 Declaration of Pecuniary or Conflict of Interests

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

### 2.3 Membership Issues

#### Parent Governor Vacancy

NH confirmed that a Parent Governor election was currently in progress with a closing date of 5 October 2020. It was noted that two Parents (one Primary and one Secondary) had expressed an interest to date but that currently there was only one vacant position. It was felt that consideration ought to be made to retaining both applicants if possible, as having one parent representative on each Academy would be very beneficial.

PH explained that the Parent Governor membership could be increased subject to approval from the Trust. However, it was thought that Mr Laycock, Co-opted Governor may not wish to continue given that he had not attended any meetings since his appointment commenced and

had not replied to any communication sent from the Academy Leads. PH confirmed that he would try to make contact with DL and ascertain his intentions.

PH suggested that if DL decided to resign, Mr Petch, parent governor could be transferred into DL's position as Co-opted Governor leaving two vacancies for both Parent Governor applicants to be appointed.

Governors discussed this matter and agreed that this was the best way forward. It was confirmed that if Mr Laycock wished to continue as a Co-opted Governor and agreed to attend future meetings, a Parent Governor ballot would have to be undertaken and Mr Petch would remain in his current position, subject to the Trust approving an increase in membership.

**Agreed:**

- i) That Revd Rodger Petch transfer from Parent Governor to Co-opted Governor subject to the outcome of PH's discussion with DL as above.
- ii) That both Parent candidates be appointed subject to the outcome of PH's discussion with DL and/or the Trust as explained above.

**Action:** PH to contact DL and confirm the outcome with the Clerk in order for her to maintain accurate membership records on the Governor database.

*Since the meeting, RL confirmed that Mr Laycock would not be continuing as Co-opted Governor and therefore Revd. Petch was transferred to the position of Co-opted Governor with effect from 21 October 2020, leaving two vacant Parent Governor positions for the two candidates in question.*

**3. MINUTES OF THE LAST MEETING**

Governors had received the minutes of the last meeting held on 11 June 2020 for their review and approval.

Mrs Dewse noted that she was present at the meeting but had been missed off the list of attendees. The Clerk apologised for this omission and agreed to amend the detail.

Matters Arising

3.1 Website Compliance, Minute number 7

MH confirmed that the website continued to be an on-going exercise for Mr Smith in conjunction with the link Governor, Mrs Rudge, to ensure compliance was maintained.

**Action:** Mr Smith and Mrs Rudge to continue to undertake termly checks of the Academy's website to ensure continued compliance with a report back at each meeting.

3.2 Induction Folder, Minute number 10

MH confirmed that the induction folder was currently in progress and that this would be completed for provision to the newly appointed Governors in the very near future.

**Action:** MH to complete and distribute the induction folder to the newly appointed Governors as required.

3.3 Focus for next meeting, Minute number 11

MH proposed that under the current circumstances of the Covid pandemic that this item be deferred to the Spring Term meeting 2021.

**Action:** Clerk/Chair to place 'Focus for next Meetings as an item on the spring Term 2021 agenda.

**Agreed:** To approve as a correct record the minutes of the last meeting of the Governing Board held on 11 June 2020

4. **TERMS OF REFERENCE 2020/21**

PH confirmed that there had been no updates made to the terms of reference and that the detail remained the same as for the past academic year. It was noted that the Trust Board were currently reviewing the scheme of delegation and any changes made that linked into to the terms of reference would be reported to the LGB for their information.

**Agreed:** That the local Governing Board approve the terms of reference 2020/21 to continue to serve until the autumn term meeting 2021.

5. **LINK GOVERNOR ROLES AND RESPONSIBILITIES**

MH asked Governors to advise if any changes were required to the link Governor roles and responsibilities or if the LGB were happy for the current arrangements and responsibilities to remain in place.

Governors confirmed that they were all happy to continue and no changes were required.

MH requested that the newly appointed Governors review the link roles and their related responsibilities to ascertain where they felt their skills best fit and arrangements would then be made for them to 'buddy up' with the existing link Governor to gain an insight into what was required.

**Agreed:** That Governors the roles and responsibilities of the current Link Governors remain unchanged.

**Action:** All newly appointed governors to review the report detailing each link Governor role to ascertain where their skills best lay and make the necessary arrangements to 'shadow/buddy up' with the existing link Governor.

## 6. ANY OTHER BUSINESS

There were no items of 'Any other Business' notified at this stage in the meeting.

## 7. NOMINATED GOVERNOR ROLES

### 7.1 Chairs' Briefing

The Chair reported that he had attended the virtual live event of the autumn term Chairs' Briefing meeting held on Monday 28 September 2020, where the following key points had been highlighted:

- Virtual meetings to continue under the current circumstances of the Pandemic
- Virtual/Online training available
- The safety and well-being of staff, students and Governors
- Governance/Self-evaluation and the year ahead
- How to best monitor the schools' response to the circumstances of Covid19
- Remote education
- Lost learning
- Ofsted Monitoring Visits would continue
- Benchmarking  
Schools were required to provide a link from their own websites to the benchmarking site
- Annual Impact Statement  
MH noted that impact at each meeting would be an item for discussion on future agendas. Governors would be asked to confirm the impact made on the decisions made at the meeting and the points made would be recorded and collated over the year for the Chair to compile an annual statement.

The Clerk noted that other matters of discussion at the Chairs Briefing included:

- Autumn term updates:
  - Changes to the School Exclusion Process During the Pandemic
  - Keeping Children Safe in Education Update
  - Academies Financial Handbook
  - Financial Transparency in schools and academies
  - Ofsted Monitoring Visits
- Governance in the Years Ahead – 'Keeping our Board's vision at the core of our planning'

The Clerk noted that PH and DS had confirmed that the finance related updates would be shared at Trust level.

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

The Clerk reported that the 2020/21 Governance Training Programme was now available on the Governance Services website. It was noted that a Link Governor briefing had been held virtually on 14 September 2020 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.

RL confirmed that she had attended the virtual briefing as the Training link Co-ordinator for the Trust and that there were a wealth of courses available for Governors to access. It was therefore recommended that Governors access as many courses that they could to enhance their role, particularly whilst these were all being presented virtually and could be accessed at a convenient time to each individual. Once completed, Governors were asked to advise RL to enable her to maintain accurate Governor training records.

RL referred to the National Induction course for the new Governors noting that this was a very beneficial course to undertake. It was noted that RL would direct the new Governors to any other courses that she felt would be beneficial.

RL referred to Safeguarding and the recent updates to the Keeping Children Safe in Education (KCSiE) 2020 and the Model Safeguarding and Child Protection Policy. Governors were informed that once all the LGB meetings had taken place for this term she would forward part 1 of this document to all Governors requesting that they read the document and return a signed declaration to confirm that they had read and understood it. It was noted that a short quiz may also be undertaken to confirm Governors understanding.

RL noted that a review of the Governor skills audit would also be undertaken to inform any gaps in skills across the Trust with Governors being directed to access related courses.

Governors were also asked to advise RL of any external courses attended and to ask for any other link role related training that they felt would be beneficial to be arranged.

The Chair encouraged all Governors to access as much training as was possible, in particular whilst it was being offered virtually.

### **Action:**

- i) Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- ii) RL to forward part 1 of the KCSiE document for Governors review together with a declaration for Governors completion and return.
- iii) Governors to read Part 1 of the KCSiE document and return a signed copy of the declaration to confirm that they had read and understood it.

### 7.3 Partnership Briefing

The Clerk reported that the Partnership Briefing had been arranged for Monday 12 October 2020. This would be held virtually, and the Governor attending would be required to register their place for a link to be forwarded.

The Chair confirmed that he would make the necessary arrangements to attend the briefing and provide a report back to the next LGB meeting in the Spring term.

### 7.4 Bolton Governor Conference

The Clerk reported that unfortunately due to the current pandemic the Governance Services Team's annual Governor Conference 2020 had been cancelled; however, it was hoped that the popular event would resume as usual in 2021.

### 7.5 Nominated Link Governor Visits

The Chair thanked Governors for making the time to undertake a monitoring visit to their link area and for the provision of the detailed reports as circulated.

#### 7.5.1 Behaviour – S Cannon

SC reported that a very positive visit had been made with both Louise Buchanan and Mr Byron Billington. He had questioned them on a number of matters relating to student behaviour and the policy in place, in order to monitor this area effectively. SC confirmed that he had no issues to report, the meeting with both members of staff had been very positive and was pleased to see that regular contact had been maintained with the students during the recent 'lockdown' period. The discussion with Mr Billington had been more focussed on the policy and the amendments that had been made such as:

- Phone usage for both staff and students
- A climate for success

SC noted that the amendments to the policy were proving to be very effective and having a positive impact; Teachers were not having to constantly raise issue about phone usage as Students phones had to be handed in at the start of the day and were returned at the end.

#### 7.5.2 Vocational Curriculum – Anthea Sheppard

AS reported that she had met with Nick Hockenhull, Academy Lead for the Secondary Provision to discuss vocational curriculum, post 16 places and how to build on the opportunities that had been given during 2019/20. It was noted that these included:

- Hair and Beauty
- Additional units provided in respect of Construction.
- Sports Leadership
- GCSE options

- To develop the Food course offered, pending the alterations that were required to the Kitchen area.
- To develop land-based studies providing a different choice each half term and enabling the students to move around to gain a taster of each vocational area.

AS noted, that she had also met with Gemma Morris who had currently gained the position and title of Careers Lead, to discuss how careers could be built within the enrichment areas.

AS confirmed that the visit had been very positive and as a Connexions advisor, it was good to work alongside the team at YC and also Ian Colins in respect of the Year 12 transition.

PH referred to a meeting that had been arranged with Mrs V Ford, MP Regarding 6<sup>th</sup> Form provision within Alternative Provision (AP) settings. A report had been compiled by RL to highlight the benefits that this provision could have to some of the students attending a further year at YC. This had been very well received by the Minister Ford and they had suggested that funding be provided for BIT take part in a trial for the provision of AP 6<sup>th</sup> Form settings. RL was thanked for her work on the report provided.

AOC commented that she felt there was a gap in 6<sup>th</sup> form provision for those pupils who were literally 'not ready' to take the next step to independence as a traditional route. It was felt that this could also further support some of the more vulnerable pupils attending mainstream schools who would benefit from an additional year.

PH noted that a review of the referral pattern had been undertaken in light of those students who had joined the provision later on in the term, it was noted that the full phase 1 support and resilience building had not been fully completed for these students before they were required to leave due to the short time that they had been with the AP. Therefore, they were neither ready to be returned to mainstream or post 16.

PH informed Governors that BIT was very interested in taking part in the trial, but further information was required around funding arrangements prior to anything being confirmed.

Governors discussed this matter and agreed that it could be very beneficial.

### 7.5.3 Safeguarding – Mark Hilton

MH confirmed that a very positive visit had been undertaken with no issues to be reported regarding Safeguarding arrangements within YC. The building was Covid secure and all the required risk assessments were in place for the building and all individual staff members.

PH and MH thanked Governors for their valuable input and for the provision of such informative reports. The support given was very much valued.

LB noted that Phil Ogden had been into the building on numerous occasions to provide support and advice in Health and Safety matters. It was noted that his depth of knowledge and support was that of a critical friend to ensure that everything was in place and was very much appreciated.



PO noted that he could see very clearly the transition from before the Pandemic to the measures now in place as a result of the Pandemic such as how visitors to the site are controlled and the signage around the building.

PO suggested that the completion of a Covid check list for 'track and trace' purposes prior to visitors attending the building may be something to consider.

NH confirmed that visitors were kept to a minimum at this time. The sign in system was now 'hands free' and therefore tracking would be available via this method.

It was noted that the implementation of the QR code system was currently under debate, but nothing had been confirmed to date.

NH echoed the support provided by Governors noting that this was very much appreciated.

## **8. ACADEMY LEADS REPORT TO GOVERNORS**

### **Youth Challenge Primary**

Mrs Buchanan reported that for the Autumn term 2020 Local Governing Body meetings, the Academy Leads had all been asked to write their reports with slightly different contents and a different structure. The circulated report had therefore been adapted to reflect the changes in light of the current COVID-19 pandemic.

Governors were guided through the following key items:

- Summer Term 2020
- Preparing for September 2020
- Results and Destinations 2019/20
- Updates since we have re-opened fully in September 2020.
- Current pupil numbers
- Safeguarding

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

#### **Preparation for September 2020**

This had been very different from the preparations made in previous years due to the Current circumstances of the Covid 19 pandemic. There had been changes to the funding arrangements and mainstream schools had been requested to pay for any places required at Youth Challenge Primary setting (YCP). Originally schools were advised of the Charges by the Academy Leads/staff team at YCP, but this had proved to be a very difficult conversation and concerns were raised as to the potential breakdown in the relationships that had originally been built between the schools and YC. Since then, it had been agreed that the LA would be required to recover the cost from the school on behalf of YC.

### Risk Assessments

Risk assessments had been put in place and were updated as required to include staff visits to mainstream schools. It was noted that the mainstream schools concerned had all got excellent risk assessments and guidance in place which had been forwarded to YC to ensure all were kept safe.

Staff members were all happy to be back in the workplace as were the students who had made a good start to the new academic year.

### Curriculum Offer

Governors were assured that a full curriculum offer was in place and was working effectively. Students were feeling tired and hungry by 1.30pm and therefore additional snacks had been provided for them to boost their energy levels for the remainder of the day.

LB referred to the implementation of the 'Class Do-Jo' system noting that this had massively improved interaction with parents/carers. Work had been forwarded electronically for Students to access and parents were fully engaged and had responded well with many positive comments being received.

A Governor asked if there was a policy in place to cover online learning/home working and links to the 'Class Do-Jo' system in the event that the school was required to 'lock down' again.

LB explained that the 'Class Do-Jo' system had become a platform for sharing work for pupils to access and for other information to be shared by pupils/parents. Lots of work had been undertaken with Parents over the summer break and it was proving to be an excellent form of communication and engagement made with families. Any work missed by students would also be forwarded to them via this method.

Governors were assured that LB always screened items that are sent for uploading to 'Class Do-Jo' to ensure the content is appropriate.

### Destinations for 2019/20

Governors were informed that 92% of pupils had gained positive destinations and all had returned to mainstream school.

### Pupil Attendance

Attendance was challenging at this time in particular due to the Pandemic. The figure currently stood at 92.8%. It was difficult to maintain due to the requirement to close 'bubbles' should a Covid Positive case be confirmed.

### Health and Safety

Governors were assured that the setting was Covid secure and that the guidelines provided had been followed by the staff team. The pupils had co-operated very effectively and had taken on-board the processes put in place including adhering to the one-way system and regular hand sanitising to keep all users of the building safe.

LB noted that parents/carers had also co-operated very well and had engaged with the processes in place.

#### Policy Review process/Approvals

LB thanked RL for her support in the updating of many of the policies in place and determining which policies were required to be presented to the Trust for their approval and which were to be reviewed and approved at LGB level.

RL noted that a new process of reviewing and approving policies was to be proposed as follows:

It was suggested that review of the non-statutory policies be delegated to the Academy Lead and the Link Governor responsible for that particular area. They would then make any necessary amendments and recommend that the revised policy be approved at the next LGB meeting.

The Clerk advised that details of which policies had been reviewed (as part of the policy review cycle) and subsequent approval confirmed by the LGB be included within the minutes of each LGB meeting for audit trail purposes. This was agreed.

RL reported that all statutory policies would be presented to the Trust in the future. However, on this occasion the following policies were being presented to the LGB for their review and approval in light of the recent updates made:

- Behaviour Policy
- Safeguarding and Child Protection Policy

A Governor referred to the Policy relating to Covid 19 and asked what the tiers of support in place entailed.

LB explained that an addendum to the Safeguarding policy was currently being compiled and that this had been made clear within that policy with appropriate guidance to be followed in the event of:

- School being open to all - lessons would therefore continue as normal.
- individual pupils being absent due to the need to self-isolate.
- A positive Covid case being confirmed, and the 'bubble' required to close.
- A full lock down being put in place.

It was noted that the Policy was almost complete and would be circulated to all Governors for their review later this week.

**Agreed:** That Governors approve the updates made to the Behaviour Policy and the Safeguarding and Child Protection Policy

**Action:** LB to circulate the Covid Addendum to the Safeguarding Policy to all Governors at the earliest opportunity following its completion.

## Youth Challenge Secondary Report

Governors had received a copy of the Academy Leads report in respect of the Secondary provision of YC compiled by Mr Nick Hockenhill (NH). It was noted that this report was in the same format as the report presented by LB in respect of the Primary setting. NH presented his report guiding Governors through the following key items:

- Summer Term 2020
- Preparing for September 2020
- Results and Destinations 2019/20
- Updates since we have re-opened fully in September 2020.
- Current pupil numbers
- Safeguarding

Aspects of the report were highlighted as follows:

### Summer Term 2020

Following the national 'lockdown' the Pupils within Key stage 4 of the secondary provision were assessed and graded. Year 10 Pupils and the more vulnerable pupils were on-site leading up to the summer break. The centre closed for a two-week break and was then re-opened as a summer school for the remaining duration of the 7 week holiday period. Arrangements were made for some pupils to work on building sites to gain some work experience. It was noted that pupils were well engaged, and their behaviour was exemplary.

### Preparations for September 2020

Governors were informed that a Hair Salon had been created on site. A Hairdresser attended for 2.5 days per week enabling pupils to become involved. A number of female key stage 4 pupils had attended and had engaged well both in this area and other core subjects.

### Attendance

Attendance figures had been very positive at 90% at the start of the academic year, however this had currently reduced significantly to 78%. Pupils would continue to be encouraged to attend.

### Behaviour

NH referred to the 'Covid Gap' and the need to remind pupils of the new processes in place whilst considering the effects of their emotional well-being in relation to the period of 'Lock down' and their time away from routine.

A Governor referred to the persistent disruption that had been originally recorded as relating to 13 pupils now having reduced to 5 pupils. Was this the same cohort or had improvements been made?

NH confirmed that pupils' behaviour had improved and that it was felt that having a balance of both an academic curriculum and a vocational pathway together with the new processes and

reminders in place following the lock down period, progress was being made and the pupils were more engaged.

#### Data/results

NH referred to the data recorded within his circulated report noting that this detail had all been inputted into the SIMS system. The advice and guidance received from the SIMS advisor had been very positive and having access to quality data reflecting a narrative was very useful.

A Governor referred to pupil numbers being lower than in previous years and asked at what point would this impact on the centres finance arrangements for concerns to be raised.

NH explained that 1 x year 8 child was due to join YCS from another provision and that this detail would be further explained in the finance report to be provided later in the meeting.

PH referred to a number of discussions held with the ESFA, DfE and the LA in respect of the amount of money lost due to the national 'lockdown'. It was noted that schools were not making referrals to the same level as they would usually be required to do, and discussions had therefore been held as to how this loss could be mitigated.

**Agreed:** That the Academy Leads reports from both the Primary and Secondary settings be received with thanks.

### **9. GOVERNORS QUESTIONS FOR THE LEADERSHIP TEAM**

Governors had no further questions for the Leadership Team than had already been raised throughout the previous items.

### **10. FINANCE PRESENTATION**

Governors had received a financial presentation compiled by DS detailing the financial position of Youth Challenge Primary and Secondary settings.

DS shared an on-screen copy of the presentation noting that this report was in a slightly different format than on previous occasions. Governors were guided through each of the following sections:

- Anticipated Outturn 2019/20
- Variances between budget and outturn
- Budgeted surplus 2020/2021
- Pupil numbers September 2020 (including financial impact)
- Mitigation in place

DS reminded Governors that the financial year for Academies was from September to August.

#### Anticipated out-turn for 2019/20

The Trust had anticipated a surplus budget of £390,000, however the closing figure had been slightly more at £393,000, a very positive position to be in across the Trust. It was noted that there had been less expenditure used on employees but there had been additional supply costs. Less Pupil places had been commissioned by the LA, but this had been offset by an increase in traded places.

#### 2020/21 Budget (confidential section)

The Local Governing Board having designated the details of discussion of this matter as Confidential under the Academies Articles of Association, this information is excluded from these minutes.

#### **Agreed:**

- i) That the details of the 2020/21 budget report remain highly confidential.
  
- ii) That the details within the financial report be received with thanks.

### **11. POLICY APPROVALS AND REVIEW OF PROCESS**

RL referred to the number of policies that were required to be reviewed and approved across the Academy. Some at Trust level and some at LGB level. It was noted that as discussed earlier many of the non-statutory policies would be reviewed as part of the policy review cycle and amended by the Academy Lead in liaison with the Link Governor for that specific area. The policy would then be recommended for overall approval by the LGB at the next meeting.

**Agreed:** That the review and amendment of the Non-Statutory Policies be delegated to the Academy Lead in liaison with the link governor for that area, subject to final approval being recorded within the minutes of the next LGB meeting.

#### 11.1 Safeguarding and Child Protection (Model) Policy

RL noted that the model policy had been updated by the LA in line with the updates that had been made to the Keeping Children Safe in Education (KCSiE) Document 2020. This Policy had been circulated to schools for their review and to be personalised to their school. RL confirmed that this had now been completed for Governors' approval.

RL reminded Governors that once all LGB meetings had been completed for this term she would circulate Part 1 of the KCSiE Document 2020 to all Governors for their review together with a declaration form to sign and confirm their understanding.

**Agreed:** That the updates made to the Safeguarding and Child Protection Policy 2020 be approved.

**Action:** RL to circulate Part 1 of the KCSiE document 2020 to all Governors to read and return the signed declaration to confirm their understanding.

## 12. **GOVERNOR SKILLS AUDIT**

DS confirmed that he would re-circulate the Governor Skills Audit to all Governors for their completion. It was noted that there may be some areas to update for the existing Governors following any training accessed and that this would then provide a holistic view. Further discussion would be held at the next meeting in the Spring term 2021 and the analysis undertaken would inform any gaps in skills or training needs.

**Action:**

- i) DS to re-circulate the Governor Skills Audit to all Governors for their completion.
- ii) Governors to complete the Skills Audit and return to DS at the earliest opportunity.
- iii) DS to evaluate the results of the Skills Audit and provide a summary for the spring term 2021 meeting.

## 13. **GOVERNANCE SERVICES UPDATE**

Governors had received a briefing note detailing the recent updates and virtual events planned from by the Governance Services Team including:

- Clerking and Support – Continued virtual arrangements.
- Governor Training and Development - Virtual arrangements
- The appointment of a new team member

## 14. **DATES OF NEXT LGB MEETINGS**

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

Spring Term: Thursday 4 February 2021 at 4.00pm  
Summer Term: Thursday 10 June 2021 at 4.00pm

All meetings to continue to be held virtually unless otherwise informed.

## 15. **CONSENT TO ABSENCE**

**Agreed:**

- i) To consent to the absence from this meeting of Ms C Ashworth and Mr R Petch.
- ii) Not to consent to the absence of Mr D Laycock.

**Action:** PH to discuss attendance with Mr Laycock and ascertain his future intentions as a member of the LGB.

**16. ANY OTHER BUSINESS**

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

**17. CONFIDENTIALITY**

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

- the matter covered in respect of the budget 2020/21 as detailed within Minute Number 10 above.

The Chair thanked Governors for their contribution to the meeting and for their on-going commitment as Governors of the Youth Challenge LGB. It was recognised that Governors time was limited due to their own individual work commitments and the dedication shown was very much appreciated.

The meeting closed at 5.30pm

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

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



## **ACTIONS/MATTERS ARISING FROM THE MEETING HELD ON 1 OCTOBER 2020**

### **Item 2.1 Forms for Completion**

DS: to forward a pack of the RBI, Code of Conduct and Safeguarding Declaration forms to all Governors for their completion and return at the earliest convenience.

### **Item 2.3 – Membership Issues**

- PH: to contact Mr Laycock to ascertain his intentions and confirm the outcome with the Clerk
- Clerk: to update the database with the changes to the LGB membership as discussed.

### **Item 3 – Governor induction Packs**

MH to complete and distribute the induction folder to all newly appointed Governors.

### **Item 3.3: Minutes/ Spring Term 2021 agenda**

Clerk/Chair to place 'Focus for next Meetings as an item on the spring Term 2021 agenda.

### **Item 5 – Link Governor Roles**

All newly appointed governors to review the link Governor responsibility report to ascertain where their skills best lay and make the necessary arrangements to 'shadow/buddy up' with the existing link Governor.

### **Item 7.2 – Governor Training**

- Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- RL to forward part 1 of the KCSiE document for Governors review together with a declaration for Governors completion and return to confirm their understanding.

### **Item 8 – YCP Academy Lead report – Covid Addendum**

LB: to circulate the Covid Addendum to the Safeguarding Policy to all Governors at the earliest opportunity following its completion.

### **Item 12 – Governor Skills Audit**

- DS: to re-circulate the Governor Skills Audit to all Governors for their completion and return
- DS: to evaluate the results of the Skills Audit and provide a summary for the spring term 2021 meeting.