

LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST

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

**VIRTUAL MEETING HELD VIA ZOOM ON
THURSDAY 4 FEBRUARY 2021 AT 4.00PM**

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

In attendance: Paul Hodgkinson (PH) Executive Principal, David Smith (DS) Finance Director, Rebecca Leonard (RL), Executive Vice Principal, Mubeen Moosa, Trainee Accountant (observing), Victoria Gavin (VG) Business Development Manager and Carole Brooks, Clerk, Governance Services.

Mark Hilton in the Chair

Virtual Meeting Protocol

Governors were referred to the revised virtual meeting protocol for their review and approval.

Agreed: That Governors approve the revised protocol, noting the updated details.

1. WELCOME AND APOLOGIES FOR ABSENCE

MH welcomed all present in particular Samantha Kirby, newly appointed Parent Governor to her first LGB meeting. Apologies for absence had been received from Cath Ashworth and Paul Campbell. AOC noted that due to a prior appointment she would need to leave the meeting at 5pm. This was noted and agreed.

2. DECLARATION OF INTERESTS/MEMBERSHIP ISSUES

2.1 Declaration of Interest

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

2.2 Membership

Governors had received a copy of the current membership of the Local Governing Board (LGB). The Clerk confirmed that one Co-opted vacancy remained following the recent resignation of Simon Cannon. It was noted that this had been due to an increase in his work commitments.

PH confirmed that he would liaise with MH, NH and LB to ascertain the skills required in line with the Governor skills audit and make the necessary arrangements to recruit to this vacancy subject to the Trusts approval.

Action: PH, MH, NH and LB – To discuss the skills required and make the necessary arrangements regarding the Co-opted Local Governor appointment and inform the Clerk of the outcome at the earliest opportunity.

3. MINUTES/MATTERS ARISING OF THE LAST MEETING

Governors had received the minutes of the last meeting held virtually on 1 October 2020 for their review and approval. Governors reviewed the minutes for accuracy and confirmed their approval.

Matters Arising

MH guided Governors through each of the actions that were to be addressed following the last meeting.

It was confirmed that all actions had been completed with the exception of:

3.1 Governor induction Packs, Minute number 3

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

3.2 Link Governor Roles, Minute number 5

LB reported that the only remaining vacancy was for a link Governor for SEND. It was proposed that Samantha Kirby be appointed to this role.

Agreed: That Samantha Kirby be appointed as the link Governor with Responsibility for monitoring SEND across both the Primary and Secondary Youth Challenge (YC) provisions.

3.3 KCSiE, Minute number 7.2

RL confirmed that there were still some declaration forms outstanding from Governors and that an email reminder would be circulated as required for those Governors to sign and return the declaration to confirm that they had both read and understood Part 1 of the updated KCSiE document.

Action:

- i) RL to remind individual Governors of the need to return their declaration form to her as a matter of urgency.
- ii) RL to forward the necessary documents to all newly appointed Governors for their review and return of the required signed declaration.

3.4 YCP Academy Lead report – COVID-19 Addendum, Minute number 8

LB and Governors were unsure if this had been circulated or received.

LB noted that this was accessible on the academy website but for ease, would re-circulate this to all Governors for their review and information.

Action: LB to circulate the COVID-19 Addendum to the Safeguarding Policy to all Governors

Governors confirmed that there were no other matters arising that had not been included on the current agenda.

4. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS'

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

5. ACADEMY LEADS REPORTS

MH invited the Academy Lead's to present their termly reports.

Primary Youth Challenge

Governors had received the Academy Leads Report relating to Primary Youth Challenge prepared by LB. The key items included:

Summary/Introduction to the Autumn term 2020

- Quality of Education:
 - KPI Data analysis
- Behaviour and Attitudes
 - Exclusions
 - Attendance and engagement including the effects of COVID-19.
- Personal Development
- Leadership and Management
- Health and Safety
- Staffing

January 2021 updates

- Staffing
- Safeguarding
- Children Missing Education
- Policies
- Website update
- Training
- Evacuation/ Invacuation process

LB guided Governors through the key details of her report noting that the report was mainly based around the Autumn 2020 term and leading into the Spring term 2021 commencing in January 2021 to date with the main focus having been on Health and Safety and the well-being of all pupils and staff members.

Quality of Education

LB confirmed that the quality of education had been maintained as had been reflected in the data and the results detailed within her report. It was noted that this detail had also be verified

by the School Improvement Professional who had highly praised the Primary provision within the report provided following their recent visit.

Governors were assured that the remote offer continued and that the pupils were happy and engaging again. Staff were very supportive and in regular contact with pupils working remotely to ensure that the required levels of engagement were maintained.

Attendance

LB reported that 90% of the pupils had been required to isolate during the Autumn term 2020 some as many as four times. The attendance of those pupils physically attending the centre was to be commended at 97%.

Behaviour and Attitudes

LB reported that the pupils that had arrived at YC Primary at the start of the Autumn term were proving to be a challenging group. However, staff had worked with the pupils and their parents providing the necessary support and encouragement to maintain engagement. Regular lines of communication were in place to both parents and pupils including texts and Class Do-Jo's.

Governors were informed that all pupils had made progress with one pupil receiving a EHCP whilst at Youth Challenge and their place having been funded by the school. LB referred to another pupil with very complex needs currently at YCP noting that this setting was not appropriate for them. The staff were supporting them as best they could, but they were unable to be transferred to a more suitable setting to better meet their needs, due the LA's protocols and processes in place. It was noted that under the current arrangements the child would need to be permanently excluded before Special School provision would be considered.

RP referred to the LA issues regarding not being able to move the pupil to a more appropriate setting asking if this was finance related and if the family had any re-course in respect of the LA processes in place.

LB confirmed that finance formed part of the issue but that the family had been very supportive and understood the position that the Trust were in regarding this. Governors were to be assured that the staff were supporting the child and their family as best they could.

Pupil and Parental Surveys

LB confirmed that surveys had been undertaken and the responses had been very positive. All pupils and their parents/carers were extremely happy with the service provided by Youth Challenge Primary.

MH commended the provision on achieving such positive and powerful feedback. It was noted that to receive 100% positivity was testament to the commitment and dedication shown by LB and her staff team.

PH referred to the 'follow up' calls that he was currently undertaking on a weekly basis to the parents of both YCP and YCS settings being very well received. It was noted that he was very proud of the Youth Challenge Academy and commended the Academy Leads and their staff teams for all their hard work and commitment which contributed to its success.

Health and Safety

LB thanked PO for all his advice and support regarding all areas of Health and Safety. PO was to be commended for his advice and support that he gave, this was very much appreciated and also for reviewing all risk assessments in place to ensure that the provision was compliant in all areas, in particular those relating to COVID-19.

Staffing

LB reported that the following qualifications had been gained/were ongoing:

- J Latham – Specialist Leader in Education
- V Rudge – Had commenced the NPQML qualification.

LB commended the admin support that had been provided to support LB noting that this had been of significant benefit to her. Thanks was to be conveyed to the Trust for arranging this.

Staff Meeting – Victoria Rudge

VR reported that she had met with all staff members and asked them how they felt in respect of the arrangements and support that had been put in place relating to the Pandemic. VR confirmed that LB was to be commended for all the support she had provided to the staff team and for all the planning and preparation that had been put in to ensure the safe re-opening of the provision. Details of what had gone well and any improvements that could be made had been shared with all staff who had been very happy that they had been included in the process.

Governors were informed that overall staff overall were happy and content and felt that their well-being was important and had been well taken care of. LB was very approachable, and they felt comfortable in raising any issues or concerns should these arise.

VR noted that Friday's were a challenge when staff attended mainstream schools as they were unable to meet up with colleagues at lunch times to offload any stressful work-related issues relating to the visits in hand. It was noted that being able to share and offload was key to the well-being of staff in these circumstances, but it was realised that this was not possible at this time due to the Pandemic and the requirements of social distancing.

Governors thanked VR for her report.

January 2021 to date

LB reported that school re-opened for one day and then the Government announced a further 'lockdown' from 5 January 2021.

Governors were informed that 78% of pupils had remained on site with nine pupils attending on Wednesday's and Thursday's and one pupil attending for 1-1 support on a Tuesday. It was also noted that the staff in place were required to have weekly COVID-19 tests to ensure the safety of all concerned. There were five members of staff at YCP and staff members of the Secondary provision had supported any staff absences within the Primary provision as required.

Website Compliance

LB extended her thanks to VG for taking responsibility of maintaining the website. It was noted that the site was under re-construction and looked forward to its re-launch in the very near future.

The Clerk referred to the revised checklist that had been circulated to support the compliance checks in ensuring all statutory information had been publicised as required.

PH confirmed that once the site was complete a review would be undertaken using the checklist to ensure the site was fully compliant.

Questions of the report were invited but none were raised at this point.

Governors thanked LB for her report noting that the report had provided a very comprehensive overview of the YC Primary provision.

MH also thanked LB for her comprehensive report and invited NH to present his termly report as Academy Lead for the secondary provision.

Youth Challenge Secondary Provision

NH presented his report in respect of the Secondary provision which included information in respect of the following key items:

- Introduction summary
- Autumn Term 2020 Priorities
- Curriculum Priorities
- Teaching and Learning Priorities including Intent, Implementation and Impact
- Safeguarding - Autumn term 2020
- Children Missing Education (CME)
- Autumn Term 2020 Key Performance Indicators (KPI's)
- Attendance - Autumn term 2020
- Attendance from Previous school as a comparison
- Exclusions
- ECM and Social Skills
- Transition Funding

Further to the report NH noted that pupil numbers were currently lower, this was due to the Pandemic and also to the changes in the referral process set out by the LA.

Curriculum Provision

Governors were to be assured that despite the circumstances of the Pandemic YCS provision continued to further develop the offer and had introduced a number of new subjects. All B-Tech courses continued to be reviewed by 'Pearson's' and how these were delivered, managed and quality assured remained consistent.

NH referred to the introduction of Science from September 2020 however many of the Key stage 4 pupils had fallen behind as a result of the pandemic, but these had been identified and strategies had been put in place to provide additional support.

Governors were advised that a 'deep dive' had been undertaken in respect of Maths and English with the necessary adaptations being made to better meet the needs of the pupils.

Behaviour

The pandemic had impacted on the behaviour of many pupil's; however, this was being managed as required and all data being recorded on the SIMS system.

Racist/ Bullying incidents

NH reported that following the lockdown period in place last year there had been two racist/bullying incidents; the details recorded within the report were reflective of how the staff at YCS had reacted to this and managed these issues. It was to be noted that at the present time there were minimal issues.

KPI's/Data

NH reported that some pupils in key stage 4 pupils were behind in English, this had been as a result of the Pandemic and the fact that three of the Teachers had been absent with COVID-19. Governors were advised that academic predictions made by staff had been cautious.

Wider Curriculum Offer

NH reported that the procedure for collecting data had been adapted and would be reflected within the report to Governors in the summer term.

Policies

Governors were thanked for their input and support in reviewing the policies as required in particular the remote learning, SEND Policies. This had been very much appreciated.

MH thanked NH for presenting his comprehensive report and invited questions from Governors.

A Governor referred to the year 11 pupils having missed so much due to the pandemic and lack of motivation whilst working remotely asking if there were any opportunities being considered for these pupils to physically attend the provision to help support their transition into year 12.

NH confirmed that the current Year 11 pupils would be given this opportunity and would not be finishing early. Funding had been received last year to enable their transition to post 16. A member of staff in liaison with a colleague from Connexions were supporting pupils through this.

PH reported that he had arranged a meeting with both Academy Lead's to further discuss this matter, in line with DfE guidance. It was noted that all vulnerable pupils including the 'NEET' (Not in Education, Employment or Training) pupils would be considered with priority being given to those pupils who currently do not have a positive post 16 destination. Governors were to be assured that BIT would fully support these pupils.

Agreed: That Governors receive and note the contents of both Academy Lead's reports with thanks.

6. COVID RESPONSE

PH reported that whilst new guidance had been received on the arrangements to be put in place in response to the COVID-19 Pandemic, it had not been overly clear that the suggestions best met the needs of BIT Alternative Provision. Therefore, following communication with colleagues at the DfE and the ESFA (Education Skills Funding Agency) alternative arrangements were put in place. The Leadership Team had compiled a set of seven questions for the Staff team to ask of themselves and it was agreed that if staff could answer 'yes' to each question then the necessary requirements were being met effectively.

The questions were shared on screen for Governors review and information:

1. Is every child offered what is appropriate for them?
2. Are Parents and Carers in agreement with each decision?
3. Is every child safeguarded every day?
4. Is the Curriculum offered of a high quality?
5. Are we regularly reviewing our list of priorities?
6. Are staff contributing equally?
7. Is communication 'strong'?

PH referred to the circumstances of a 'lock down' situation informing Governors that in addition to the seven questions, a checklist proforma had also been created, (as displayed on screen) this included relevant lines of enquiry to be responded to as appropriate. PH confirmed that each provision across the Academy had engaged well with this arrangement.

PH reported that he communicated with Parents on a weekly basis each Thursday to gain their view on the offer of provision and arrangements in place for their child/children. This provided them with an opportunity to ask questions, make any comments or raise any concerns.

Governors were to be assured that Parents/Carers were always listened to and any suggestions of improvements made were taken on board and carefully considered. PH confirmed that to date, there had been a very pleasing response, with very honest and 'frank' discussions taking place. A number of the responses were read out to Governors.

PH noted that the main priority was to ensure that all students in all settings of the AP were safe, happy and engaged. If there were any doubts, steps would be put in place to investigate why and the necessary strategies applied to ensure that they were.

PH confirmed that whilst this process had not been quality assured 'per say', it was felt that it better met the needs of each individual child. It was noted that the DfE had supported its use.

RL concurred with the comments made regarding the guidance provided and the alternative processes in place. It was noted that from an academic perspective it was felt the revised process was more effective for each Academy within the Trust and enabled a review of each child's engagement and progress to be undertaken. From a safeguarding perspective, it enabled staff to ensure the well-being of the pupils in their care and also measure their engagement.

PH reported that he was very proud of the staff team for how well they had worked together, adapted and embraced the new ways of working and reacting to the challenges faced due to the circumstances of the Pandemic. They were to be commended for their on-going commitment and dedication.

PH reported that staff well-being was always very important, but even more so during the current circumstances. Governors were assured that regular communication continued with all staff members to keep in touch and monitor their well-being.

The following testing arrangements had also been put in place:

- Lateral flow test system set up at the start of the spring term.
- All staff at Lever Park School and Park School had been vaccinated against COVID-19.
- Trustees would continue to strive for staff within the other Academy's across the Trust to receive the vaccine at the earliest opportunity.

PH referred to the impact of the Pandemic resulting in a number of financial concerns across the Trust resulting in restructuring and consultation processes having to be put in place. It was noted that discussions were on-going regarding the receipt of funding based on previous years pupil numbers. Advice had been taken from the ESFA in this matter, but this differed significantly from the advice received from the LA. Arrangements had therefore been made for PH to meet with Bernie Brown, Director of Children's Services to further discuss this matter.

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

7. FINANCIAL REPORT

Governors had received the financial report prepared by David Smith. DS invited Mubeen Moosa (MM), Trainee Accountant to present the report (on screen) guiding Governors through the details presented.

MM informed Governors that the report was based upon transactions that have occurred in the period 1st September 2020 to 31st December 2020. Details had also been provided in relation to the projected spend for 2020/21.

MM referred to table one demonstrating that Youth Challenge is projected to incur a deficit of £70,000 compared to the budgeted surplus of £199,000; a variation of £269,000 from the budgeted surplus.

MM explained that this was due to the impact of the pandemic upon Youth Challenge. Closures of mainstream schools across the country had resulted in reduced pupil numbers at Youth Challenge dropping to an average of 16 part time Primary pupils compared to 22 in previous years and 58 Secondary pupils compared to 87 in January 2020. This had resulted in projected reduction of £436,000 in income from the local authority for the 2020/21 financial / academic year.

Governors were informed that the income reduction had been partially mitigated by an increase of 3 traded pupils within Youth Challenge Secondary generating £48,000 more traded income than originally budgeted.

Wider Trust Update

DS reported that across the wider Trust the reduced income was in excess of £1m with reductions expected to continue into the next academic year, 2021/22. Informal consultation processes had commenced in November 2020 with formal consultation commencing from today for one month until 1 March 2021 to make savings across the Trust.

Youth Challenge Primary

The savings made included:

A reduction of one Learning Mentor post following voluntary severance being accepted at the end of the autumn 2020 term.

Youth Challenge Secondary Provision

- There was a need to reduce one Vocational Manager post and the four Learning Mentor posts (two of which were currently vacant)

Consultation was therefore required from 1 February 2021 until 1 March 2021 in order to reduce the structure.

Governors were informed that if this were implemented a selection process would be required to identify those 'at risk'.

DS noted that colleagues had been challenged to make necessary savings and consider the position and staffing structure that was required to be in place for September 2021.

Governors confirmed that it was hoped that the situation would improve when all schools re-open.

PH assured Governors that Members of the Trust were in regular communication with the ESFA and the RSC (Regional Schools Commissioner) regarding the way funding for AP's was arranged. Lobbying both locally and nationally to the DfE would also continue. Discussions would also continue with the National Board that PH was a member of.

Governors discussed that whilst mainstream schools were closed due to the pandemic, referrals were not being made. It was noted that the current funding arrangements did not allow for circumstances surrounding a national pandemic.

DS referred to the ESFA's advice to move towards a more flexible workforce minimising the number of permanent members of staff and increasing as required through the use of agency staff.

PH reported that communication had been held with the ESFA regarding these circumstances. The advice provided was that it may be more beneficial to manage a smaller staff team, particularly in the current circumstances where pupil numbers were lower and then supplement the team with high quality agency staff as pupil numbers increased.

Governors were informed that consideration was being given to this suggestion. It was noted that whilst the Trust were required to be economical with the number of permanent staff on roll, it was important to ensure that the quality of provision was maintained. It was further noted that the agency used usually provided a high calibre of supply staff and many were familiar to the workings of the provisions in place across the Trust.

A Governor asked how much of the £436k reduction was COVID-19 related and how much was relating to the DP scheme (Dynamic Purchase Scheme)

MM/DS confirmed that all of the £436k was due to COVID-19 related issues.

DS confirmed that a wealth of networking was currently being undertaken and that the same issues were being faced across many AP's nationally. There was a need to protect the longer-term income and it was hoped that the Government would realise and make the necessary changes to the processes in place.

Agreed: That Governors receive and note the details presented by DS and MM with thanks.

8. **NOMINATED GOVERNOR ROLES**

8.1 Chairs' Briefing

MH reported that he had attended the spring term Chairs' Briefing held virtually on Monday 25 January 2021 at 6.00 pm where the following items had been highlighted:

- Governance Services Update
- Spring Term Meeting Updates:
 - Financial Management
 - Updated Requirements re: Publication of Statutory Information
 - The SEND Handbook
 - DfE Governance Handbook 2020
 - DfE Governance Role Descriptors
- Development - Governing Virtually During Lockdown

MH referred to the thanks that had been conveyed from Governance Services for the ongoing commitment shown from all Governors during the challenging circumstances faced.

8.2 Link Governors Report on Training / Recent Training undertaken

RL referred to the Governance Services Website for Governors to access information and book on a wide range of Governor training. It was recommended that Governors access as many courses that they could to enhance their Governance role, particularly whilst these were all being presented virtually due to the circumstances of the Pandemic and could therefore be accessed at a convenient time to suit each individual. Governors were asked to advise RL following completion of any Governance related training to enable her to update and maintain accurate Governor training records.

RL referred to the National Induction training for any newly appointed Governors and any Governor wanting refresher training, recommending that this be accessed.

RL reported that whilst there were a vast number of excellent courses made available by Governance Services, not all were as relevant to Alternative Provision (AP). Governors were therefore requested to consider any training needs to up-skill and enhance their Governance role. Any suggestions could be further discussed with PH or RL who would endeavour to source courses to best meet their needs.

The Clerk encouraged all Governors to access as much training as was possible, in particular whilst it was being offered virtually and at a time to best suit their availability.

RL referred to the updates to the Keeping Children Safe in Education (KCSIE) 2020 document and the Safeguarding proforma that had been circulated to all Governors following the last meeting. Governors were reminded to sign and return the declaration to confirm that they had both read and understood the recent updates to the KCSIE 2020 Document if not already done so.

Action:

- i) RL to re-circulate the link to the Governance Services website in order for Governors to gain access all training opportunities.

- ii) Newly appointed Governors to access the National Induction Training.
- iii) All Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- iv) Those Governors that had not already done so - to read Part 1 of the KCSiE document and return a signed copy of the declaration to RL to confirm that they had both read and understood it.

8.3 Partnership Meeting

The Clerk reported that the Partnership Meeting was to be held virtually on Monday 8 February 2021 at 6.30 pm. A Governor representative was encouraged to attend.

The Clerk noted that the following matters would be highlighted:

- Belonging in Bolton
A system response to Inclusion and Equity across Learning, Early Help, School Improvement and SEND
Presented by Bernie Brown, Director of Children's Services
- Early Help Services in Bolton
An overview of Early Help and the new arrangements: The Targeted Early Help Service and the Early Help Access Point
Presented by Nicola Murphy, Senior Head of Service - Strategic Lead, Targeted Early Help

RL noted that she had booked on to attend the Meeting on behalf of the Trust.

Action: RL to provide an update report to Governors at the summer term meeting.

8.4 Nominated Link Governor Visits

PH thanked Governors for making the time to take part in Governor week. The support and commitment shown from all Governors were very much appreciated.

Monitoring reports from a number of Governors that had been completed following their visit to their link area of responsibility had been circulated via the Governance Gateway for Governors review and information.

MH invited Governors to discuss their reports.

Business Development Manager -Victoria Gavin

VG reported that her current focus was to undertake a review of the professionalism of the branding of the Trust in areas such as:

- Letter Headings
- The Logos of each Academy
- Re-construction of the website and maintaining future compliance.
- Compilation of a promotional Brochure (similar to the format of a school prospectus)
- Improve Health and Safety

- Implementation of the 'Every System'
- The provision of support around site maintenance
- To undertake an initial review of each academy across the Trust and provide a baseline to work from in order to tighten up processes and procedures ensuring consistency across each Academy.

VG noted that she was happy to support in all areas in order for the Trust to achieve its overall vision. It was hoped that the brochure may help generate interest and increase income for the Trust.

PH commended VG on a very successful start to her new appointment.

Action: VG to circulate a copy of the logo's and the brochure to all governors once complete

Agreed:

- i) That the monitoring report from VG be received with thanks.
- ii) That the details recorded within the Governor Monitoring reports be considered in conjunction with the points to be recorded for the Impact statement later in the meeting.

9. POLICY APPROVALS

Governors had received the following policies for their review and approval:

- SEND Policy
- Relationships and Sex Education (RSE) Policy
- Remote Learning Policy

Questions and comments were invited from Governors, but none were raised.

MH thanked the Academy Lead's and those Governors who had assisted in updating the existing policies and for the compilation of the new ones for Local Governing Board approval.

Agreed: That Governors approve all Policies as detailed above.

10. GOVERNOR SKILLS AUDIT

MH thanked Governors for completing and returning the Governor Skills Audit. Governors were to be commended for the wide range of skills in place across the LGB.

MH referred to the Governor Induction pack that was currently in progress, it was noted that this would hopefully be completed in the very near future. It was noted that it was intended to have a 'buddy up' protocol as required for Governors to share their skills and expertise with those who

were newly appointed providing information and building confidence in those governors with less experience.

DS thanked MH for his very clear and concise report.

11. WEBSITE COMPLIANCE

The Clerk referred to the updates that had been made to the checklist relating to the Publication of Governor Information on the Website. It was noted that this checklist was to be used when monitoring compliance of the website and that all updated sections had been highlighted in red.

PH reported that as previously mentioned, the Academy website was currently under re-construction and once complete would arrange for a review of the site to be undertaken by Victoria Gavin, in liaison with PH and DS using the revised checklist.

VR, Link Governor with responsibility for monitoring compliance of the website noted that once complete she would also undertake a termly review in liaison with DS and VG using the revised checklist to ensure compliance.

Action:

- i) PH/VG/DS to review the website and ensure that all points raised were reviewed and corrected as required with a report back to Governors at the summer term meeting.
- ii) VR to undertake a termly review of the website.

12. OCCASIONAL HOLIDAYS AND IN-SERVICE TRAINING DAYS 2021/22

The Clerk referred to the report on the Gateway detailing the holiday arrangements in place for 2021/22. It was noted that there would be an additional bank holiday in 2022 to celebrate the Queens platinum jubilee on 3 June 2022 with the traditional late May bank holiday moved to 2 June 2022.

The additional bank holiday would occur during the usual summer half term, so should not affect the dates children would be in school. This may provide for an additional occasional day to allocate; further information on this was awaited by the Policy and Performance Team.

DS confirmed that the holiday pattern had been agreed by the Trust which was broadly in line with the LA Model.

Agreed: That Governors receive and note the dates provided.

13. IMPACT STATEMENT

PH noted that whilst impact could be seen from the discussions and agreements made in LGB meetings, it was felt that the majority of the impact made was during Governors monitoring visits to the Centre. The challenge and supportive meetings Governors held with members of staff was very much welcomed and appreciated.

Governors were commended for their support and commitment to Youth Challenge Academy, this was very much appreciated by PH and both Academy Leads and their staff teams
Following review of the visit reports submitted and consideration of the discussions held, and decisions made at this meeting it was:

Agreed: That through the on-going work of the local governors across this cycle of governance, impact could be seen from:

- Governors virtual attendance to Governor week and the challenge and support provided during the meetings with their staff link.
- The submission and sharing of individual Link Governor visit reports and being very reflective of the challenge and support in place.
- Governor involvement in the update and compilation of new policies and the LGB approval sought at this meeting.
- Governors challenge in respect of pupil and staff well-being particularly in the current circumstances of the Pandemic

14. DATE OF NEXT LGB MEETING

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

Summer Term: Thursday 10 June 2021 at 4.00pm

The Clerk noted that all meetings would continue to be held virtually due to the current circumstances unless otherwise informed.

15. FOCUS FOR THE SUMMER TERM MEETING

MH reported that it was felt that a focus for each meeting was important.

Governors discussed this matter and

Agreed: That the focus for the Summer Term 2021 meeting be on:

- Staff Well-Being including the provision of data.
- The return to school following the current 'lockdown'.
- Feed-back on the Curriculum Offer for both provisions.

PH referred to the re-launch of the 'well-being charter' from 'One Education', the Trusts HR provider noting that this was planned for June 2021 and therefore he would report back any updates regarding this at the next meeting.

At this point in the meeting MH referred to the monitoring of staff and pupil well-being taking place very effectively. It was noted that Governor well-being was also important and if any Governor felt they needed to discuss anything of this nature not to hesitate to contact him and he would endeavour to provide, or direct support as required.

16. CONSENT TO ABSENCE

Agreed: To consent to the absence from this meeting of Cath Ashworth and Paul Campbell.

17. ANY OTHER BUSINESS

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

18. CONFIDENTIALITY

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

PH asked that Governors exercise confidentiality in respect of any sensitive discussions held.

The Chair thanked the Academy Lead's and their staff teams for all their hard work and continued dedication, particularly in light of the challenging circumstances of the Pandemic.

MH thanked Governors for their contributions to the meeting and for their on-going support and commitment to Youth Challenge. 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 5.40pm

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

Date: _____

MATTERS ARISING/ACTIONS

Item 2.2 Membership – Governor Vacancy

- i) PH, MH, NH and LB – To discuss the skills required and make the necessary arrangements regarding the Co-opted Local Governor appointment
- ii) Clerk of the outcome at the earliest opportunity.

Item 3.3 KCSiE: Return of the Declaration form

- i) RL to remind individual Governors of the need to return their declaration form to her as a matter of urgency.
- ii) RL to forward the necessary KCSiE documents to all newly appointed Governors for their review and return of the required signed declaration.

Item 3.4 COVID Addendum, Minute number 8

LB to re-circulate the COVID-19 Addendum to the Safeguarding Policy to all Governors.

Item 8.2 Governor Training

- i) RL to re-circulate the link to the Governance Services website in order for Governors to gain access all training opportunities.
- ii) Newly appointed Governors to access the National Induction Training.
- iii) All Governors to make the necessary arrangements to access suitable courses to widen their knowledge and enhance their Governance role.
- iv) Those Governors that had not already done so - to read Part 1 of the KCSiE document and return a signed copy of the declaration to RL to confirm that they had both read and understood it.

Item 8.4: Business Development

- VG to circulate to copy of the revised logo's and the brochure to all governors once complete.

Item 10: Website Compliance

VR to undertake a review of the website using the revised checklist following the re-construction process.

Item 14 Focus for the next Meeting

MH/Clerk: Items of focus to be placed on next agenda as follows:

- Staff Well-Being including the provision of data.
- The return to school following the current 'lockdown'.
- Feed-back on the Curriculum Offer for both provisions.