

**LOCAL GOVERNING BOARD OF BOLTON IMPACT TRUST**

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

**VIRTUAL MEETING HELD VIA ZOOM ON  
THURSDAY 10 JUNE 2021 AT 4.00PM**

**Present:** Mrs L Buchanan (LB), Primary Academy Lead, Mr N Hockenhull (NH), Secondary Academy Lead, Mr M Hilton (MH) Chair, Mr P Campbell (PC), Mrs L Finney (LF), Mrs V McBride (VM), Mrs S Kirby (SK), Mrs A O'Callaghan (AOC), Mr R Petch (RP), Mrs V Rudge (VR) and Mrs A Sheppard (AS).

**In attendance:** Paul Hodgkinson (PH) Executive Principal, Rebecca Leonard (RL) Executive Vice Principal, David Smith (DS) Finance Director, Mubeen Moosa (MM) Trainee Accountant and Carole Brooks, Clerk, Governance Services.

**Mark Hilton in the Chair**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

MH welcomed all present, in particular Mr Paul Campbell to his first Local Governing Board meeting and to Mrs Linda Finney, prospective Governor.

Apologies for absence had been received from Mrs C Dewse and Mr P Ogden

**1.1 DECLARATION OF INTEREST**

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

**2. MEMBERSHIP ISSUES**

**2.1 Notification of Governor vacancy**

The Clerk reported that one vacancy remained for a Co-opted Local Governor, subject to the approval of the appointment of Lynda Finney.

MH requested Governor's approval for this appointment. This was unanimously agreed.

PH confirmed that the Trust were also happy to confirm this appointment.

**Agreed:** That Lynda Finney be appointed as a Co-opted Local Governor to serve a four-year term of office.

**Action:** Clerk to forward the necessary 'New Governor' documentation to Mrs Finney and enable access to the Governance Gateway.

### **3. MINUTES/MATTERS ARISING OF THE LAST MEETING**

Governors had received the minutes of the last meeting held virtually on 4 February 2021 for their review and approval. Governors were guided through the minutes for accuracy.

Mr Petch noted that he had been missed from the list of attendees confirming that he was present.

The Clerk apologised for this error noting that his attendance to that meeting had now been noted.

### **MATTERS ARISING**

Governors confirmed that all matters arising that were not included on the current agenda had been actioned.

#### **3.1 Safeguarding Declaration re KCSiE**

RL reported that a small number of self-declarations were still outstanding and that the return of these would be pursued. It was to be noted that the document would be being updated and once confirmed she would circulate the new version to all Governors in September 2021 along with the same declaration that was required to be completed and returned to confirm Governors understanding.

**Action:** RL to circulate the updated KCSiE Document along with the safeguarding declaration for Governor's completion and return.

### **4. NOTIFICATION OF 'ANY OTHER BUSINESS'**

- Governance Gateway Access (Clerk)

### **5. ACADEMY LEAD REPORTS**

Governors had received the Academy leads report on behalf of the Primary and Secondary provisions for their review and information.

#### **Un-announced LA Inspection**

NH informed Governors that Youth Challenge Primary (YCP) and Youth Challenge Secondary Provisions (YCS) had been subjected to an un-announced LA Inspection on 9 June 2021.

Governors were informed that during the morning, the team of inspectors including Ian Lane, SIP, colleagues from the LA Social Services Team and the LA Connexions team had spent a substantial amount of time touring around the provision meeting the staff and chatting to Pupils. During the afternoon they had requested to review a number of reports and documents.

NH referred to the visit, noting that the inspectors had met the pupils and chatted to them. It was also noted that the current Year 7 class were a cohort of pupils with a wide spectrum of additional needs and by visiting this area this had provided the Inspectors with a good insight

into the workings of the provision. It was noted that the staff and pupils were to be commended for how they reacted and responded to the matters raised by the Inspectors.

NH informed Governors that he felt that the visit had gone very well but was unsure if an outcome report would be provided.

LB concurred with the comments made by NH noting that a very in-depth review and questioning process had been undertaken of the Primary provision but that all seemed very positive.

RL noted that this inspection had been good for purposes of CPD, particularly for the new Leadership Team at YCS providing the staff to showcase what they do.

A Governor asked if the Inspectors had been pleasantly surprised with the high standard of provision in place within the Trust in comparison to other AP settings within the Authority.

NH confirmed that they had been very impressed with what they saw. It was noted that Youth Challenge welcomed all visitors and businesses into the provision to see what was available to the pupils in their care.

AOC noted that the visit will hopefully have provided the Inspectors with a more rounded view of the provision to help them make future decisions that would be of benefit to YC and the wider Trust.

RL noted that a significant number of officers within the LA have a lack of knowledge of the offer of provision across all provisions within BIT and was pleased that YC had been given the opportunity to showcase the valued work that they undertake to support the pupils in their care. It was expected that the inspectors would visit all provisions within the Trust over the coming days.

AS noted that she had met with Gemma and the SENCO at Bolton College, this had provided her with more knowledge of the provision and the needs of the young people providing better opportunities to support the students. Plans were in place for her to meet them again in the near future. It was hoped that they would be able to visit YC in September 2021 in order to commence the required support for the students that best meets their needs.

MH on behalf of the LGB congratulated Youth Challenge on the recent Inspection proposing that RL/PH formally request that the LA officials provide the Trust with written feedback from all areas visited within BIT as an evidence base for Ofsted purposes.

AOC noted that inspections are required to be against a specific set of criteria, so part of their Quality Assurance of AP's was required to be within the DPS framework.

DS concurred with the above comments noting that the DPS Framework is referenced in the documentation that had been received regarding the organisations that they commission from. They have a responsibility to ensure that any funding allocated is utilised wisely.

A Governor asked if the inspection was related to the political changes within the LA.

RL confirmed that there had been many changes within the Leadership of the LA and that this Inspection had been welcomed and enabled each academy to highlight the many challenges faced across the Trust and within each AP setting. It was hoped that the outcome would be beneficial.

## Secondary Youth Challenge

The following questions were raised in respect of the Academy Lead report for Youth Challenge Secondary provision:

A Governor referred to the 34 pupils in year 11 asking if there were any issues in managing such a large number of pupils and if there was any evidence of off-rolling?

NH explained that the pupils were split into smaller groups of 6-8. The provision map/offer was for smaller classes to avoid the need to off-roll. NH noted that when pupils are received from a Mainstream school, there are intentions and timeframes relating to their stay. The Academy had a good working relationship with all schools and understood the pressures they were Under. The provision would always do their best to support the pupils they receive and make the necessary arrangements if the provision was not appropriate. There was no evidence of 'off rolling'.

AOC referred to the significant increase in Year 7 pupils and the work undertaken to support the challenging Cohort asking what 'link up' there was between YCP and YCS regarding the curriculum in cases where the pupils are not secondary ready'.

NH explained that there would be around 11 Year 7 pupils and that a discussion had been held with LB and agreed that a tour of the YCS provision would be undertaken and a review of the available rooms. A visit to Lever Park nurture provision would also be undertaken to ascertain where the needs of the pupils would be best met. Governors were advised that this would almost be like a 'school within a school' arrangement.

NH noted that it was important to focus on the front-line learning needs. Years 7 and 8 would not normally mix and would follow the Primary Curriculum of English, Maths and related theme work including cooking, exercise and other healthy activities. Governors were advised that the medium to long term plan was to consider the nurture unit at Lever Park and also an SEN unit.

Governors discussed the impact of the pandemic and the likely hood of 2021/22 following a similar referral pattern as there had been throughout 2020 having an impact on YC and the profile of the setting.

NH reported that one Year 8 pupil currently attending YC had attended eight different provisions since year 1 but had made significant improvement since commencing at YC and were now attending Lever Park. It was to be noted that the vast majority of this year's Year 7 cohort of pupils at YC had not commenced the EHCP route.

NH commended the staff team for how well they related to the older pupils. However, it was noted that they had less experience with younger pupils presenting a need for CPD in this area. Staff were keen to undertake any necessary training or CPD and always kept in regular contact and working with the parents to best support them and the needs of their children.

RL informed Governors that the link between Primary YC and Secondary YC would continue to be maintained as a long-term plan. It was noted that when the eleven Year 7 pupils arrived at YC the Academy Leads worked very effectively in building an appropriate programme of study to best meet their needs. There would need to be some re-organising required to re-design the learning environment across YC and make best use of the available space. It was further noted

that despite trying the LA were unable to provide any additional space, but it was felt that potentially the unit would be more self-contained once the long-term plans were in place.

A Governor referred to the detail recorded within the Academy Leads Report linking into the School Development Plan and the comparisons that had been made with previous years. It was felt that this set the context and highlighted any trends.

A Governor referred to the information relating to EHCP's on page 3 of the report and asked if Primary/Secondary YC could do anything collectively to support this.

RL explained that in terms of commissioning this had been 'picked up'. It was noted that commissioning was important in order to develop a layer of information sharing.

AOC referred to the following contacts/areas of support that may be useful to pursue:

- Damien Mc Keon – LA SEN strategy Group lead.
- Chris Tye - LA SEND Hub  
Who could advise what the minimum expectations are for SENCo's and possibly provide contact details for all SENCO's

**Action:** NH to contact Chris Tye for further support and information regarding the area of SEN.

A Governor asked if the issue with Year 7 was Covid related.

NH confirmed that transition arrangements to Secondary School were usually planned a year in advance before the pupils were due to commence but that this had not taken place due to the circumstances of the pandemic and had impacted significantly, as had also been the case for many pupils across other year groups.

### Primary Youth Challenge

Governors had received the Academy Lead's Report prepared by LB in respect of the Youth Challenge Primary provision.

Questions of the report were invited.

RP asked about the criminal exploitation that had been referred to within the report.

LB noted that this was a very high-profile case regarding a ten-year-old boy carrying knives. LB assured Governors that the necessary procedures had been followed, a strategy meeting had been held and the matter was now within the hands of the LA Safeguarding team. YCP had never experienced anything like this before and therefore It was intended to share best practice with the Secondary provision.

LB referred to the Invacuation/Evacuation confirming that whilst the details had not been included in her report the procedures had been completed.

LB asked that as the same information was being reported for both provisions as the procedures were undertaken at the same time, if Governors were happy for this to be reported in one report or if it was preferred to remain in both.

Governors discussed this matter noting that the information was only required to be reported upon once and for her and NH to discuss between themselves which report it would be included in.

A Governor asked if the return to school survey had been completed as was usual practice.

LB confirmed that this had not been carried out due to the circumstances of the pandemic but would be done now that a more normal service had resumed.

**Action:** LB to forward the survey to MH for his review and to make any suggestions to be included.

MH thanked LB and NH for their comprehensive reports commending the photographs that had been included to highlight the activities undertaken.

#### 5.1 Self-Evaluation (SEF) /School Development Plan (SDP)

LB reported that the SEF and the SDP were a joint document representing both Primary and Secondary provisions. It was noted that the SEF was an accurate and fair reflection of the current provision and linked into the SDP very effectively. Governors were informed that the SEF was currently 'frozen' to enable the Trust to undertake the necessary reviews.

RL referred to the revised format of the SDP being a significant improvement. It was noted that the document had been shortened as requested but did not feel that this could be reduced any further due to it being a joint report across both provisions. The Trust would undertake their reviews and required tests internally and also a small section externally for additional scrutiny.

**Agreed:** That the LGB approve the content of the SDP and SEF.

NH and LB confirmed that there was no additional all information relating to items 5.2. – 5.7 to be reported than had already been included within each of the Academy Leads termly reports.

## 6. FINANCIAL REPORT

Governors had received the financial report prepared by David Smith.

Further to the information received, DS informed Governors that the financial position for YC had improved since the Spring Term 2021 when a deficit of £70k was in place. It was noted that YC was now projecting a surplus balance as detailed within the report.

DS reported that due to the pandemic, YC had lost income due to the school closures as had been the case across the wider Trust. PH and DS had raised the issue with the DfE and had also met with the ESFA to further discuss. It was confirmed that colleagues from other Alternative Provisions (AP's) across the country were all facing similar issues.

DS informed Governors that during the period of the last lockdown the guidance regarding funding had been reviewed and subsequently changed. AP's would now be eligible for funding based on their previous/usual pupil numbers resulting in an additional £60,000 income for YC. Since lockdown pupil numbers accessing YC had increased to 93 pupils, 66 of these pupils were being funded by the LA. There were also 15 traded places which were generating additional income for the provision.

DS reported that the Trust had implemented a savings programme to reflect a flexible workforce. Some posts had been deleted following voluntary and compulsory redundancy processes. Permanent staff would therefore be kept to a minimum with the use of experienced agency staff being employed on a need led basis. It was noted that the Trust had built up a good portfolio of agency staff to refer to as required.

A Governor referred to their recent monitoring visit noting challenges that had been faced during the period of reducing staff numbers. Clarification was requested with regard to a new post having been created and the recruitment of a member of staff responsible for the Quality of Education across the Trust.

RL explained that the role in terms of HR and Finance had evolved but that this area had been neglected over time resulting in the need for the new post to be created.

RL informed Governors that following the review of the savings and efficiency programme and the retirement of the Academy Lead at Park School, the Trust were able to create and recruit to this post. The Leadership Team for PSTS had reduced from three to two and therefore it was finance that was being moved around as opposed to staff. RL noted that the addition of this post would strengthen the Trust significantly both now and over the longer term and also enable the Trust to look outside of Bolton for commissioning arrangements.

Governors discussed this matter noting that the creation of this post may pose concerns and questions from other members of staff given the circumstances of needing to make savings across the Trust.

RL explained that this was a response to a need and that the position had been advertised internally with Mike Sidebottom, Trustee being part of the recruitment process. It was confirmed that the Academy Lead from the Personal Learning Centre (PLC) who was at risk of redundancy due to its closure had applied and been successful. It was to be noted that the Trust were therefore benefitting from maintaining the experience and expertise from existing staff and was a much-needed position to better support the Academy Leads across the Trust.

A Governor referred to the Year 7 bulge asking if the Trust had any plans to support this with additional staff or to utilise staff from PYC.

RL confirmed that this had been considered and that two of the agency staff that had worked within the Trust had Primary experience.

## **7. NOMINATED GOVERNOR ROLES**

### **7.1 Chairs' Briefing**

The Chair had attended the summer term Chairs' Briefing held virtually on 10 May 2021 where the following matters had been highlighted:

- Governance Services Update
- Nurturing the team on your Governance Boards
- Summer Term Meeting Updates:
  - Governance Conference
  - Ofsted Inspections this term
  - Early Years Foundation Stage — New Framework
  - Re-launching the role of the Link Governor for Training

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

### 7.2.1 Governance Training Programme 2021/22

The Clerk reported that the 201/22 Governance Training Programme would be available on the Bolton Governance Services website before the end of the current term and that governors would be informed via email when it was available.

Governors were encouraged to access any training to enhance their Governance role and to advise RL once completed. RL noted that if there was any other specific training that they would be useful to let her know, and she would endeavour to make the necessary arrangements.

RL asked that all newly appointed Governors make the necessary arrangements to access the national Induction course for new Governors.

**Action:** Governors to review the courses available and make the necessary booking arrangements

### 7.2.2 Link Governor Briefing Sessions

The Clerk reported that a Link Governor Briefing session was to be held virtually on 14 June 2021. The session had been arranged to re-launch the role of the Link Governor for Training and to undertake consultation on the Governance Training Programme for 2021-22. It was envisaged that the autumn term session scheduled for 21 September 2021 would be held in person at Bolton Science and Technology Centre (BSTC).

**Action:** RL to make the necessary booking arrangements for the link Governor briefing on 14 June 2021.

## 7.3 Rebecca Leonard, Vice Principal for the Trust had attended the Partnership Meeting held on 24 May 2021. Governors were referred to the report that had been circulated on the Gateway for their information.

The Clerk noted that the following information had been presented:

- Update on the work of the Bolton Safeguarding Children Partnership.  
(Shona Green, Safeguarding Officer)
- Overview of the most recent updates and reforms to Special Educational Needs and Disabilities.  
(Head of Service for Children with SEND)
- An outline of the proposed changes to the EYFS Framework to be implemented from September 2021 alongside key findings from early adopter schools.  
(Start Well Service)

RL informed Governors that there were some significant changes ahead in respect of Safeguarding, SEN, Early Help and the language used, for which the launch date was yet to be advised. RL referred to the circulated report advising the Link Governors with responsibility for SEN and Safeguarding to consider the questions that had been included within her report to assist them with their monitoring role.

## 7.4 Bolton Governance Conference



The Clerk reported that the Governance Services Team was planning to hold a Bolton Governance Conference in the Spring of 2022. The Team had invited Chairs at this term's Briefing session to share their preferences for either a physical conference at the Mercure Bolton Georgian House Hotel in Blackrod or a virtual event. Responses would inform planning and further information would be provided in due course.

## 7.5 Governor Visit Reports

Following a very successful Governor week, the following monitoring reports had been submitted for Governor's review and information:

- Anthea Sheppard – Careers and preparation for life after Bolton Impact Trust and the role of the Careers Co-ordinator and staff implementing careers across phase 1 and 2 of the Curriculum.

AS noted that opportunities would now increase as colleges and post 16 provisions were re-opening following the recent periods of 'lockdown'.

- Victoria Rudge – Website Compliance

VR reported that the new website had been launched, this was now much easier to navigate but further developments would continue to be made over the coming weeks. A review of the website had been undertaken using the checklist provided by the LA and all areas were compliant.

VR noted that a new app was also available on the website for Parents to access for any urgent notices such as snow days/closures etc.

VR commended all staff for their involvement and hard work in providing the necessary information to be uploaded to the new site. It was noted that each area was very uniformed but could be personalised with the use of pictures and a strapline relating to each provision.

VR expressed her thanks to Victoria Gavin for the training provided to the newly appointed staff and to Jacqui and Gemma, class teachers in YCP and YCS for their support.

Governors commended the new site. It was noted that the site ought to be both parent and child friendly for each individual academy with a more formal approach for the Trust page. It was suggested that the 'outstanding' judgement for the provision should hold a prominent position at the front of each site.

**Action:** VR to continue to undertake termly checks of the website and report back to Governors at the next meeting thereafter.

- Lynda Finney/Sam Kirby – Special Educational Needs (SEN)

LF noted that the purpose of her visit was to see how the Academy had adapted to the increase in excluded pupils with complex special needs and learning difficulties.

LF referred to the use of a resource called KBIT noting that this was a good assessment tool to be used for pupils with or without verbal ability and to screen pupils alongside other standardised testing.

LF noted that further CPD for staff and to invest in the KBIT process was recommended to be used 'on entry' and enable early identification of any deficit.

SK noted that the visit had been a joint visit and that she had met up with NH and Claire Ling, newly qualified SENCO and been impressed with the progress made.

- Paul Campbell - Community issues/safeguarding  
PC reported that the main focus of his visit was relating to knife crime and the related safeguarding concerns, how the provision managed the national and local increase in violence and gang crime and how this was addressed in YC.

PC also commended the provision for the support that had been provided to his Grand Daughter.

MH thanked all Governors for their commitment and for providing such comprehensive reports. this was much appreciated. It was noted that a report had also been provided from CD regarding the Quality of Education. PO had advised that he had completed Health and Safety Checks and that a report would follow at the earliest opportunity.

Governors were informed that the monitoring visit for RP and V McBride had been postponed due to an increase in Covid cases. Arrangements would be made for them to attend before the end of the current term. AOC asked if her zoom meeting in respect of the curriculum could be re-scheduled due to her current incapacitation. This was agreed.

NH and LB thanked Governors for attending Governor week, noting that this had been well supported by all Governors. Governors were to be commended for their commitment, challenge and on-going support, this was very much appreciated and valued.

**Action:** NH and LB to make the necessary monitoring visit arrangements for those Governors who had not yet attended.

## **8. STAFF WELL BEING**

Further to the information and data provided, governors were assured that staff morale was high and there were no current staff absences.

### Well-Being Days

Many staff members were still to benefit from taking their well-being days. It was hoped that these would be taken before the end of the current term now all staff were back on site.

## **9. RETURN TO SCHOOL AFTER LOCKDOWN**

Information regarding this item had been included within each of the Academy Lead's termly reports.

## **10. GOVERNANCE SERVICES UPDATE**

### 10.1 Bolton Governance Gateway Discussion Boards

A detailed report had been provided in support of the agenda item. As a result of feedback Governance Services had incorporated a discussion board service on to the Gateway site. This allowed for secure communication between all members of the board for general information

about meetings, events or links to specific guidance and points of interest, the discussion board should not be used to relay personal or sensitive information about individuals.

Once activated the discussion board could be “switched on” for MAT’s at Trust and/or Local Boards limiting discussion facility to those individual levels.

**Agreed:** To request that the Clerk activate the discussion board for the Local Board.

## 10.2 Governance Recruitment

Further detail on how the Governance Services Team could support the recruitment of Local Authority Governors for maintained schools and assist for co-opted governors, or trustees and local governors for academy trusts had been provided in the supporting agenda report.

An online application was available on the Governance Services Website in order that schools could signpost potential candidates to the site for further information about the role and to complete the online form.

Details of three external organisations that work with Local Authorities or directly with individual schools and academy trusts to help find and place those interested in serving as a governor or trustee had been provided. These were Inspiring Governance, Governors for Schools and Academy Ambassadors.

When recruiting any Board should begin by establishing what skills or experience, they may require by referring to a skills audit which it is good practice to undertake annually. Governance Services could assist in undertaking and reviewing a skills audit for your board through the Development Health Check service.

If vacancies were longstanding, and the Board had the right number of governors with the necessary skills and experience, they may look to reconstitution to a smaller, more focused group and the clerk could provide further assistance to take this forward.

**Agreed:** That there was currently a wide range of skills across the Board but that a review of the skills audit would be undertaken in order to make an informed decision on any skills required as vacancies arise.

## 11. POLICIES

There were no Policies to be reviewed or approved at this time.

## 12. GOVERNOR IMPACT STATEMENT

PH thanked Governors for the high quality of Governance that had continued to be provided to Youth Challenge and the significant impact that the Governors of Youth Challenge had maintained over the past year. It was noted that whilst impact could be seen from the discussions and decisions made at termly meetings, it was felt that Governor impact was more significant during Governor week with the high standard of challenge and support that was demonstrated during individuals monitoring visits and the high-quality reports that were compiled thereafter.

### 12.1 Impact made at this meeting.

The Clerk reported that the process of recording impact had been discussed at other LGB Meetings. As PH had discussed above, it had been agreed that whilst impact could be seen from the challenge, discussions and agreements made in termly LGB meetings, it was felt that the majority of the impact made was during Governor week and Governors monitoring visits to the provision and their individual areas of responsibility. It had therefore been agreed to remove this item from future termly meeting agenda's and only include it as an annual standing item on the summer/autumn term agenda. PH noted that he had agreed to prepare the annual statement, arrange its upload to the website subject to Governor's approval.

Following discussion, it was

**Agreed:** That the item relating to 'Governor Impact at each termly meeting' be removed from each termly agenda and be included on an annual basis on the Summer or Autumn term agendas.

**Action:** PH to complete an annual Impact Statement for Governors review and approval at the next meeting.

Governors were to be commended for their support and commitment to YC this was very much appreciated and valued.

## 13. **FOCUS FOR THE AUTUMN TERM MEETING 2021**

Governors discussed that the suggestion of Year 11 outcomes and destinations being the focus of discussion for the autumn term meeting may be too late. It was therefore agreed that this information be shared with Governors as soon as it becomes available ahead of the Autumn term meeting.

MH suggested that future meeting themes could follow the four headings of the Ofsted criteria linking into the SDP commencing with:

- Behaviour and Attitudes (including safeguarding)
- Behaviour and Attitudes (trends over time)

It was suggested that a member of staff be invited to the meeting to share their knowledge in a presentation to Governors.

Governors discussed these proposals and agreed that they were a good idea.

**Action:**

- i) Clerk /Chair – Behaviour and Attitudes to be an agenda item for the Autumn term meeting.
- ii) NH, LB and Chair to invite the relevant member of staff to present to Governors

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

**Agreed:** That the Local Governing Board meeting dates for the 2021/22 academic year be held as follows:

Autumn Term 2021: Thursday 14 October 2021 at 4.00pm  
Spring Term 2022: Thursday 3 February 2022 at 4.00pm  
Summer Term 2022: Thursday 9 June 2022 at 4.00pm

The Clerk noted that it was hoped that face-to-face meetings would resume in the new academic year, this was subject to the circumstances of the pandemic. However, for the present time Governors were to assume all meetings would continue to be held virtually unless otherwise informed.

It was noted that if Governors preferred their meetings to continue to be held virtually that was agreeable and that a blended approach of some virtual and some face-to-face meetings may also be considered.

#### Governor week – Autumn Term 2021

PH confirmed that the dates for Governor week would be confirmed at the earliest opportunity.

A schedule of all dates was currently being compiled and would be circulated to Governors as soon it was completed.

**Action:** PH to circulate the Governor meeting schedule to all Governors at the earliest opportunity.

### **15. CONSENT TO ABSENCE**

**Agreed:** To consent to the absence from this meeting of Phil Ogden and Carolyn Dewse

### **16. ANY OTHER BUSINESS**

#### **16.1 Governance Gateway Access**

The Clerk referred to Governor access to the Governance Gateway reporting that a security patch had recently been applied which would auto remove any Governors who had not accessed the site during the past year. This was to ensure that access for any Governors who may have left and had not been taken off would be duly removed.

Governors were informed that there had been instances of serving Governors being auto removed simply because they had not accessed the site in the previous year. With this in mind Governors were requested to ensure that they access the Gateway ahead of each meeting

Governors were thanked for their co-operation in this matter.

**Agreed:** That Governors note the update to the Governance Gateway and the need to ensure access is maintained.

### **17. 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.

MH thanked LB, NH and their staff teams for all their hard work and continued dedication.

MH thanked Governors for their contribution 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.

A restful summer was wished to all.

The meeting closed at 5.50pm

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

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

## **MATTERS ARISING /ACTIONS**

### **Item 2.1 - Membership**

Clerk to forward the necessary 'New Governor' documentation to Mrs Finney and enable access to the Governance Gateway.

### **Item 3 Safeguarding document (KCSiE)**

RL to circulate the updated KCSiE Document along with the safeguarding declaration for Governor's completion and return.

### **Item 5 – SEN**

NH to contact Chris Tye re SEN and SENCO requirements

### **Item 5 – Return to School Survey**

LB to forward the survey to MH for his review and to make any suggestions to be included.

### **Item 7.1.1 – Governor Training**

Governors to review the courses available and make the necessary booking arrangements

Newly appointed Governors to access the National Induction Training

### **Item 7.1.2 - Link Governor Briefing 14.6.21**

RL to make the necessary booking arrangements for the link Governor briefing on 14 June 2021 regarding the re-launch of the Link Governor role.

### **Item 7.5 – Website Compliance**

VR to undertake a termly check of the website and provide a report back to the LGB.

### **Item 7.5 – Monitoring Visits**

NH and LB to make the necessary monitoring visit arrangements for those Governors who had not yet attended.

### **Item 12 - Annual Impact Statement**

PH to complete an annual Impact Statement for Governors review and approval at the next meeting.

### **Item 13 – Focus for next meetings**

i) Clerk /Chair – Behaviour and Attitudes to be an agenda item for the Autumn term 2021 meeting.

ii) NH, LB and Chair to invite the relevant member of staff to present to Governors

**Item 14 – Governors Meeting Schedule**

PH to circulate the Governor meeting schedule to all Governors at the earliest opportunity.