



# Swift Academies

*Success will inspire future triumphs*

## Hurworth School

Local Governing Body  
4:30pm, Tuesday 1 October 2019

Hurworth School, Croft Road, Darlington DL2 2JG

### MINUTES

|                        |   |
|------------------------|---|
| Present<br>(Governors) | Franco Sinaguglia, Stuart Bradnam, Jane Hodgson (Chair), Rita Rees,<br>Dean Judson (Chief Executive Officer), Nick Gawthorpe, Nichola Peaker  |
| in attendance          | Sarah Jones (Trust Business Manager, Swift Academies)<br>Glen Hart (Chief Finance Officer, Swift Academies)<br>Andrew Hutton (Trust ICT Manager, Swift Academies)<br>Keith Bernstone, Director, Swift Academies<br>Tracey Curtis (Governance Partner, Avec Partnership) |

| <u>Item</u> | <u>Description of discussion</u>   | <u>Action by</u> |
|-------------|--|------------------|
| 1           | <b>Election of Chair</b><br>Governors RESOLVED that Jane Hodgson was elected Chair of the Local Governing Body of Hurworth School until the first meeting of the committee in Autumn Term 2020. Jane Hodgson in the Chair. |                  |
| 2           | <b>Election of Vice-Chair</b><br>Governors RESOLVED that Louise Johnson was elected Vice-Chair of the Local Governing Body of Hurworth School to the first meeting of the committee in Autumn Term 2020.                   |                  |

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**3 Welcome, introductions and confirmation quorum present**

The Governance Partner confirmed that a quorum was present. The Scheme of Delegation of Swift Academies states that *the quorum for meetings of the Governors will be three voting Governors*. Seven (7) Governors were present.

The Head of School welcomed Keith Bernstone to the meeting and explained to Governors that following the governance review undertaken in Summer Term 2019, Directors had been asked to attend meetings of the Local Governing Body.

**4 Apologies for absence and their acceptance**

The Governance Partner reported that apologies for absence had been received from Louise Johnson.

Governors RESOLVED that the apologies for absence were accepted and that the absence of the following Governors was noted:

- Martin Clark
- Eddie Donlan

**5 Notification of items of urgent other business**

- items that the Local Governing Body of Hurworth School regard are of sufficient urgency to warrant consideration at the end of the agenda

No items of urgent other business were raised for consideration at the end of the agenda.

**6 Declaration of personal and pecuniary interests**

a) complete / review the Register of Interest

Governors and those present were reminded that they should complete the register of interest to declare any relevant business or pecuniary interest and close family relationship between Members or Governors and/or members or Governors and employees. A register should be completed annually and updated during each academic year where circumstances change.

b) to declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

Governors and those present were reminded that they should declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting. No declarations of interest were received.

c) Code of Conduct

Governors were reminded that the Board of Directors had approved a Code of Conduct for Governors in March 2018. The Code of Conduct should be signed by Governors to confirm they would undertake to abide by the Code of Conduct for Governors across Swift Academies.

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Governors RESOLVED that the Register of Interest, and Code of Conduct should be completed as soon as possible and returned to the Governance Partner or Chief Finance Officer.

**7 Approval of minutes / review of actions / matters arising**

- Hurworth School, Local Governing Body meeting held on Tuesday 11 June 2019  
Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 11 June 2019 had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the minutes of the Local Governing Body of Hurworth School held on Tuesday 11 June were approved as an accurate record of the meeting and should be signed by the Chair. The signed approved minutes would be retained by the Trust Business Manager.

Chair / Trust  
Business  
Manager

- **matters arising**

- **Governor communications**

- Governors discussed the establishment of ICT arrangements for Governors to make contact with each other outside of Local Governing Body meetings and discuss Governor related issues. Governors RESOLVED that a system similar to that used by staff at Hurworth School would be set up for Governors as a trial for six months.

- **English exam papers**

- The Head of School reported serious concerns regarding the marking of the 2019 GCSE English exam papers, a significant number have been returned to the exam board and substantial proportion have already been returned to the school with improved grades; on return of the remaining papers the school is going to request a "centre review" of all papers; depending on the outcome of this request the school will decide upon its next course of action. The Head of School would provide Governors with an update in due course.

**8 Chair's Report**

- a) action taken
- b) correspondence

- No action or correspondence had been dealt with since the last meeting of the Local Governing Body of Hurworth School in June 2019.

- c) Local Authority briefing papers

- **Safeguarding Partnership Arrangements**

- The Head of School informed Governors that in line with Working Together to Safeguard Children 2018, Darlington had implemented new safeguarding arrangements effective from 1 July 2019. Governors RESOLVED that the content of the Local Authority briefing paper in respect of Safeguarding Partnership Arrangements was noted.

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- Keeping Children Safe in Education Guidance September 2019, including safeguarding update and guidance  
The Head of School informed Governors that the Keeping Children Safe in Education Guidance had been updated and that Governors had received Level 1 Safeguarding Training which also ensured that Governors were aware of the updated guidance.

Governors RESOLVED that the content of the Local Authority briefing paper and information presented in respect of Keeping Children Safe in Education Guidance September 2019 was noted.

- Department for Education 'Rights to Request'  
The Head of School discussed with Governors the content of the Local Authority briefing paper in respect of 'Rights to Request'. The purpose of the briefing paper was to remind Head Teachers and Governors and provide an update for new staff on wraparound and holiday childcare 'rights to request' for parents / carers and childcare providers.

Governors were informed that there was nothing to suggest there was an unmet demand for wraparound and holiday childcare at Hurworth School. It was explained that the Local Authority briefing paper was more relevant to primary schools.

Governors RESOLVED that the content of the Local Authority briefing paper in respect of the Department for Education 'Rights to Request' was noted.

- Childhood Healthy Weight Plan 2019-2024  
The Head of School discussed with Governors the content of the Local Authority briefing paper in respect of Childhood Healthy Weight Plan 2019-2024.

Governors RESOLVED that the content of the circulated Local Authority briefing paper in respect of Childhood Healthy Weight Plan 2019-2024 was noted.

- Statutory Relationship and Sex Education (RSE) and Health Education  
The Head of School reported that the Local Authority briefing paper in respect of Statutory RSE and Health Education (September 2020) provided an update on national changes, timelines and support available for statutory implementation of RSE from September 2020. The school has been an 'early adopter' of this legislation and therefore has had the correct arrangements in place since September 2019.

Governors RESOLVED that the content of the circulated Local Authority briefing paper in respect of RSE and Health Education and information presented was noted.

The Local Authority briefing papers, as listed above, had been shared with Governors of the Local Governing Body of Hurworth School prior to the meeting. Copies would be retained on file.

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**9 Head of School's Report including Chief Finance Officer and Trust Business Manager report**  
**a) SEF/Action Plan**  
**b) Education Development Partner Report**

The Head of School's Report (September 2019) including the Chief Finance Officer and Trust Business Manager Report had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School presented to Governors the content of the circulated Head of School's report, drawing Governor's attention to the following specific areas:

**Pupil numbers**

The Published Admission Number (PAN) for the school was reported as 127 per year group. Hurworth School was currently over-subscribed with the total number of pupils broadly the same over the last three years.

The Head of School reported that the secondary allocation day for September 2019 was 1 March 2019 and that after 35 appeals in May 2019, the final number of pupils to be admitted to Year 7 at Hurworth School in September 2019 was 136. This is above the Pupil Admission Number (PAN).

Governors' attention was drawn to the circulated Head of School's Report for further information in respect of pupil numbers.

It was reported that Hurworth School continues to be 'boy heavy' – Hurworth School continue to be in the lowest 20% of all schools for the proportion of girls. Significant increases were reported in the number of CLA / PLAC where students often require additional support and have an impact on staff / time / resources. Another large cohort of pupils in this category joined the school in September 2019. There was a restructure of roles within the existing Student Support team which included the addition of a Student Support Officer were completed in the Summer Term 2019 in preparation for the Year 7 intake from September 2019.

**Attendance**

The Head of School commented that improved overall attendance to the school target of 95% was a key priority for the current academic year. An external consultant had supported the school to identify further improvements that could be made in this area. Case studies are prepared for individual students as well as overviews of year groups. The format for analysing attendance was highlighted as a strength in the recent Education Development Partner report.

**Attainment and progress**

Governors' attention was drawn to the circulated Head of School's report for information in respect of pupils' education outcomes.

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It was reported that pupil's educational outcomes had dipped in some subject areas (in the main the aforementioned English results) in Summer 2019 and led to progress of the school to be negative. The performance of Science although improving still required support and monitoring. Geography and Business Studies had been identified as areas to monitor, as expectations had not been reached for two years. The recruitment to EBacc remains below national levels but there has been an upward trend again for the cohort in 2019-2020.

Governors queried whether staff had been challenged in respect of the Summer 2019 results which had been reported as 'unexpected'. The Head of School confirmed that all results were being challenged with staff. Progress 8 scores would be revisited once all the English remarked exam papers were received.

### **Curriculum planning**

It was reported that curriculum planning over the course of the next few years would need to take account of the government targets for EBacc.

### **Financial Efficiency and Integrated Curriculum and Financial Planning Review**

The Chief Finance Officer reported that a review of the financial efficiency of the Trust had identified that reserve levels, in individual academies, had fallen in recent years.

The review had identified that further savings may be achieved by making collective trust-wide purchasing decisions and by fully embedding the integrated curriculum and financial planning approach, some principles of which have already been largely adopted across the Trust. This would better support effective long-term planning and sustained growth.

It was reported that a further review of the financial efficiency of the Trust would take place late in Autumn Term, this would be undertaken by a School Resource Management Advisor (SRMA) on behalf of the Department for Education. Avec Partnership had been appointed to undertake this work.

### **Financial management and governance**

The Chief Finance Officer reported that the opening reserves at September 2018 were £88k, with a current in year was a deficit of c£26k. These figures are subject to audit and would not be finalised until December 2019. Governors' attention was drawn to the circulated Head of School report for information in respect of favourable and adverse variances.

### **Schedule of contracts**

The Trust Business Manager reported that all contracts / service level agreements continue to be reviewed individually as they expire and best value and quality sought for each agreement. The Trust contract register had proved a useful tool enabling proactive working and avoid contracts being rolled over.

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It was reported that in July 2019, gas contracts across the Trust were revised and changed to a new supplier which was anticipated to save approximately £20k - £25k compared to the previous contract.

Electric contracts across the Trust were due for renewal in December 2019, discussions had already commenced to source the best deal with a view to making savings possible or freeze costs.

### **Estate management**

It was reported that the CIF 2020-2021 bidding round would open shortly and applications would be submitted in December 2019. This year project options were being explored by a surveying company who write the bides on a 'no win, no fee' basis. Preparation of potential applications had already commenced. The surveying company was reported to have a proven track record in assisting schools obtain funding without the risk of costs paid upfront without any guarantee of success.

During the Summer break 2019, a range of minor general maintenance, repairs and decoration took place including the replacement of carpets and refurbishment of internal doors along the main corridor. An office previously used for finance has become a meeting room and office utilized by Trust Central staff.

In order to improve security and safeguarding at Hurworth School, secure internal doors were introduced at either side of the main reception area, prohibiting unwanted access to main corridors. The second phase of the project involves the possible reconfiguring of the corridors in the Science department to ease the flow of pupils between lessons.

### **Health & Safety**

The Trust Business Manager discussed with Governors the content of a letter received from the Health and Safety Executive following an inspection at Hurworth School in July 2019.

All actions requested by the letter have now been taken and the Health and Safety Executive are satisfied with the remedial work.

## **10 Admissions arrangements for 2021- 2022**

The Head of School reported that Governors had debated the options around the Admissions arrangements for Hurworth School from September 2021. Governors had now agreed to consider further data in respect of admissions before making a decision in respect of the criteria for admissions to Hurworth School for 2022-23.

Governors RESOLVED that the information was noted and that the Board of Directors were recommended to retain the current Admissions Policy for September 2021 for Hurworth School.

## **11 Chief Executive Officer's Report**

a) Scheme of Delegation

Governance  
Partner to  
note for  
agenda

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It was reported that the Scheme of Delegation continued to be a standing item on agendas of Local Governing Body and Director meetings and would be reviewed during each meeting to ensure that it continued to be fit for purpose. Any changes would be subject to the approval of the Board of Directors.

b) Trust Development Plan

The Chief Executive Officer reported that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team and was submitted to the Board of Directors for review and approval at the end of Summer Term 2019.

c) Swift MAT Governance Report

As part of the Trust strategic governance support, a self-evaluation review for Swift Academies to consider the effectiveness of governance arrangements across the Trust took place in Summer Term 2019. The review aimed to provide a broad and balanced perception of the effectiveness of governance, improve awareness and self-awareness, encourage open and honest feedback and identify areas for development and promote continuous improvement in 2019-2020.

Information collated during the review was presented to the Board of Directors at the end of Summer Term 2019. Actions are documented in the Trust Development Plan.

The Chief Executive Officer's Report, Scheme of Delegation, Trust Development Plan and Swift MAT Governance Report had been shared with Governors prior to the meeting. A copy would be retained on file.

**12 Chief Finance Officer Report  
Risk Register**

The Risk Register for Hurworth School had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors' attention was drawn to the content of the Risk Register in respect of risks RAG rated. The Chief Finance Officer reported that policies and procedures were in place to mitigate risks. Areas identified red in the respective school Risk Registers would automatically be included in the Trust Risk Register.

Governors challenged the review cycle of the Risk Register. It was explained that the Risk Register was a 'live' document and could be updated at any time as information became available that impacted on the Risk Register.

Governors RESOLVED that the content of the circulated Risk Register was noted and that the Risk Register for Hurworth School would continue to be reviewed at each meeting of the Local Governing Body.

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Following this item, Jane Hodgson and Keith Bernstone left the meeting.

The Governance Partner assumed the role of Chair to the conclusion of the meeting.

**13 Trust ICT Manager Report / ICT Development Plan**

The ICT Development Plan had been circulated to Governors prior to the meeting. A copy would be retained on file.

The Trust ICT Manager reported that the focus of ICT work across the Trust was the updating of technology, including a move towards Windows 10; cashless catering arrangements will need updating in light of this and a new remote desktop facility which would allow staff to log in to school systems when not on site has been installed due to technical issues with the previous system, work at Longfield Academy and Hurworth School was completed with work due to commence at The Rydal Academy during Autumn Term 2019.

Governors RESOLVED that the content of the circulated ICT Development Plan and information presented was noted.

**14 Single Central Record: for signature by the Head Teacher and Chair**

Governors RESOLVED that the single central record for Hurworth School should be reviewed and signed by the Head of School and Chair of the Local Governing Body.

Head of School / Chair

**15 Special interest governor update:**

- a) Premises / Health & Safety: Rita Rees
- b) Safeguarding & Welfare, Looked After Children (LAC), e-safety: Louise Johnson
- c) Special Educational Needs (SEN) including SEMH: Louise Johnson
- d) Finance: Rita Rees
- e) Values, Community & Equality: Jane Hodgson
- f) E-Safety: Franco Sinaguglia
- g) Careers & Transition: Jane Hodgson (Franco Singagulia)
- h) Standards (Teaching, Learning, Curriculum & Progress): Rita Rees
- i) Newly Qualified Teacher (NQT): Jane Hodgson

The Head of School reported that governors were regularly in school. Governors would be asked to complete the standard report form that had been introduced across Swift Academies. Governors were asked to ensure that termly visits took place as a minimum.

**Standing Items**

**16 Feedback from / date of next meeting Director and Governor development session**

- 5pm, Thursday 4 July 2019: Hurworth School  
Governors were reminded that the next Director and Governor Development Session would take place from 5pm on Thursday 3 October 2019 at Longfield Academy. All governors were welcome to attend. Governors RESOLVED that the information was noted.

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17 **Feedback from / date of next meeting Chairs and Vice-Chairs**

- 1:30pm, Friday 14 June 2019: Hurworth School  
Governors were reminded that the next Chair and Vice-Chair session would take place from 1:30pm on Friday 4 October 2019 at Longfield Academy.

Governors RESOLVED that the information was noted. Franco Sinaguglia agreed to attend the Chair and Vice-Chair session. The Governance Partner would share the e-mail invitation to the Chair and Vice-Chair session with Franco Sinaguglia.

Governance Partner

**Concluding items**

18 **Any urgent other business raised under item 4**

No items of urgent other business had been raised for consideration.

19 **Approval of documents for inspection**

Governors RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers.

20 **Date and time of future meetings**

A schedule of meetings (2019-2020) across the governance structure of Swift Academies had been shared with Governors of Hurworth School.

Governors RESOLVED that the information was noted and that the next meeting of the Local Governing Body of Hurworth School would take place from 4:30pm on Tuesday 15 October 2019.

The meeting closed at 6:30pm.

These minutes were approved by the Local Governing Body of Hurworth School as follows:

on: 25/2/20 date

signed by: (Chair)

J. Hodgson

printed name: JANE HODGSON

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