



## Hurworth School

Local Governing Body  
Tuesday, 9 June 2020

electronic communication due to Covid-19

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### MINUTES

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	<p>The meeting of Hurworth School Local Governing Body planned to take place from 4:30pm on Tuesday 9 June 2020 took place via an e-mail communication, in order to follow Government guidance regarding social distancing and only essential face to face meetings permitted.</p> <p>In order to seek approval for key items contained on the circulated agenda, Governors had been contacted by e-mail seeking approvals as follows: (a copy of the e-mail and responses received are retained on file).</p> <p>Joe Kelley made the following comment in his e-mail response (responses are provided in blue text):</p> <p><i>Would it be appropriate for me to say at the start that I think this way of communication is difficult. I have read through the reports and found various issues that I would like to ask questions about and having to translate all of my thoughts into script is quite arduous and of course unresponsive: can I therefore suggest that a ZOOM meeting be convened as soon as possible to go through the responses from all parties and in particular, given the current circumstances, a full and detailed plan of how the school is going to operate once lock down is lifted further. I am personally of the opinion this is not likely to happen until September or later but this Government has already lifted the lock down in many sectors without any consultation with those sectors leaving them bemused and on the backfoot.</i></p>	

*There is an upcoming MAT Development Session on the 2<sup>nd</sup> July on TEAMS followed by an LGB meeting that have both been scheduled to incorporate questions and answer sessions; in the interim period the Head of School is available via phone at any time to answer specific queries.*

**1 Record of those governors responding to the email communication**

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam  
Rita Rees

**2 Declaration of personal and pecuniary interests**

The following statement was made in the e-mail regarding declarations of personal and pecuniary interests:

**Agenda Item 2 a):** to confirm that the Register of Interest completed during the 2020-2021 academic year continues to be accurate / up to date

Please confirm that your Register of Interest completed during the current academic year continues to be accurate. A pro-forma is attached. Please complete the proforma and return to [tracey.curtis@avec-partnership.com](mailto:tracey.curtis@avec-partnership.com) where there are changes to your Register of Interest.

**Agenda item 2 b):** to declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

Please declare any personal or pecuniary interest in any matters arising from the attached agenda. Governors should declare for instance, any involvement with organisations that may trade with the trust, any personal interest in other educational institutions, for instance trustee or governor, and finally any close family relationship that exists between you, Members, Directors, other Local Governors or employees of the trust.

E-mail replies were received from the following Governors of Hurworth School, all of which confirmed that their Register of Interest completed during the current academic year continued to be accurate and that there was no personal or pecuniary interest in any matters arising from the agenda :

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam  
Rita Rees

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

It was proposed in the e-mail to Governors that the minutes of the Hurworth School Local Governing Body meeting held on Tuesday 25 February 2020 were approved by REPLY ALL by the end of Monday 8 June 2020. A copy of the minutes would be retained on file.

Email replies were received from the following Governors of Longfield Academy all of which confirmed that they approved the minutes of the Local Governing Body meeting held on Tuesday 25 February 2020.

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam  
Rita Rees

Chair / Trust  
Business  
Manager

Bree Stamp made the following comment in her e-mail response (responses are provided in blue text):

*I appreciate that this may be minor but we had a PowerPoint about the curriculum journey plans in the meeting which is noted in the minutes. It was also noted that it was accessible from the website. I have subsequently look on the site and requested a link to this area as it isn't something I am finding easily. Could I be pointed in the right direction so I can review in more detail (the documents handed out were very small and difficult to read). Thanks in advance.*

*School response: The link to the learning journeys on the school website is:*

<https://hurworth.swiftacademies.org.uk/curriculum/subjects/>

#### 4 **Governing Body Membership**

##### **Membership**

**Agenda Item 4:** Governing Body membership (information attached)  
Membership information was attached to the e-mail for the Local Governing Body of Hurworth School. Please note the information.

E-mail replies were received from the following Governors of Hurworth School, all of which confirmed that the Membership of the Local Governing Body was noted:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

#### 5 **Chair's Report**

- a) action taken
- b) correspondence

#### 6 **Head Teacher's report including Chief Finance Officer and Trust Business Manager report**

The e-mail communication to Governors stated the following:

**Agenda Item 6:** Please note the content of the Head Teacher's Report, including the Chief Finance Officer and Trust Business Manager reports.

**Agenda Item 6 a):** Please note the contents of the Self-Evaluation Form (SEF) and Action Plan. The Self-Evaluation Form (SEF) and Action Plan. A document is attached in respect of Welfare Offer and is part of the SEF.

E-mail replies were received from the following Governors, all of which noted the content of the circulated Head Teacher's Report:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

Joe Kelley made the following comments in his e-mail response (responses are provided in blue text):

*As part of the strategic planning to welcome more pupils back to school from June 2020 a full school H&S audit will be conducted. In line with government guidance, Risk Assessments and new processes are being developed to ensure the safety of staff and pupils is our main priority before a return date is announced. As a key part of this process, various meetings and advice are being conducted to ensure a robust plan is developed. Plans regarding PPE equipment, pupil/staff returns and logistical planning will be extremely thorough. Governors will be informed as soon as information is available. Has this been completed? Can we have a timescale of when it will be completed?*

*School response: A full copy of the risk assessment for the wider opening for Year 10 students was sent to all members of the LGB following it's completion on 12/6/20*

Stuart Bradnam made the following comments in his e-mail response:

*Extensive and very detailed – thank you. Noted.*

## 7 Chief Executive Officer's report

- a) Scheme of Delegation
- b) Trust Development Plan

The Chief Executive Officer's Report, Scheme of Delegation and Trust Development Plan had been shared with Governors. Copies would be retained on file.

The e-mail to Governors of Hurworth School stated the following in respect of the Chief Executive Officer's Report:

**Agenda Item 7 a):** Scheme of Delegation - the Scheme of Delegation is attached. Please note the contents of the Scheme of Delegation. No amendments have been made since the last version was shared with you in February 2020.

**Agenda Item 7 b):** Trust Development Plan – the Trust Development plan is attached. Please note the contents of the Trust Development Plan.

E-mail replies were received from the following Governors, confirming the contents of the Chief Executive Officer's Report, Scheme of Delegation and Trust Development plan were noted:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

**8 Risk Register, with specific updates relating to Covid-19**

The Risk Register for Hurworth School had been circulated to Governors. A copy would be retained on file.

The e-mail communication with Governors stated the following: Risk Register, with specific updates relating to Covid-19.

**Agenda Item 8:** Please note the contents of the updated Risk Register, with specific updates in respect of Covid-19.

E-mail responses received from the following Governors, confirmed that the contents of the circulated Risk Register were noted:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

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

**The e-mail communication with Governors stated the following:**

**Agenda Item 9:** Please note the contents of the attached Trust ICT Manager Report / ICT Development Plan.

E-mail replies were received from the following Governors, confirming that the contents of the Trust ICT Manager Report and ICT Development Plan were noted:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

**10 Policies for approval / review / information**

The e-mail communication with Governors stated the following:

**Agenda item 10 a):** for information – Swift Academies approved policies – Probationary Policy for Support Staff, Pupil Premium Policy, Infection Control Policy

**Agenda Item 10 b):** for information – school reviewed policies – Assessment, Recording and Reporting Policy, Charges for Activities Policy, Child Protection Policy (Covid-19 addendum added), Environmental Education Policy, Gifted, Talented and More Able Policy, Looked After and Previously Looked After Policy, Safety in the Sun Policy, Sudden Death or Suicide Response Plan (updated contacts due to changes in staffing), Wellbeing and Mental Health Policy, Young Carers Policy

Please note the Swift Academies and school reviewed policies. Policies can be found on corresponding websites.

E-mail responses were received from the following Governors, noting the contents of the circulated policies:

Bree Stamp  
Jane Hodgson  
Joe Kelley  
Louise Johnson  
Nick Gawthorpe  
Stuart Bradnam

Rita Rees

- 11 Date of next meeting Chairs and Vice-Chairs meeting**  
Autumn Term 2020 – to be confirmed

- 12 Date of next MAT Development Group**  
Autumn Term 2020 – to be confirmed

**Concluding items**

- 13 Any urgent other business raised under item 3**  
No items of urgent other business had been raised for consideration.

- 14 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.

- 15 Date and time of future meetings**  
Autumn Term 2020 – to be confirmed  
Governors were informed that a meeting schedule for 2020-2021 would be prepared and circulated by the end of Summer Term 2020.

This Record of Approvals were approved by the Local Governing Body of Hurworth School as follows:

Nov 5, 2020  
on: \_\_\_\_\_ date

signed by: (Chair)   
Franco Sinaguglia (Nov 5, 2020 10:04 GMT)

printed name:           Franco Sinaguglia






# Hurworth School Record of Approvals June 2020

Final Audit Report

2020-11-05

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