

Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – (Quality of Education)
Monday 2nd October 2023 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Dean Judson (Chief Executive Officer), Tanya Singh, Sarah Kelly, Laura Snowdon, Vicky Maddison, Suzie Kirkbride and Andrew Brown.
in attendance	Glen Hart: Chief Financial Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Laura Hawksby: Governance & Policy Officer, Swift Academies Lisa Morehead; prospective LGB member in attendance in an observational capacity Peter Armstrong; prospective LGB member in attendance in an observational capacity

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	PART A: Procedural items	
1.	<p>Welcome, Introductions and confirmation quorum present.</p> <p>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for meetings of the Governors will be three voting Governors. Nine (9) eligible Governors were present.</p> <p>Lisa Morehead and Peter Armstrong were welcomed to the meeting as potential new General Governors who were in attendance in an observational capacity.</p>	

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2. Apologies for absence and their acceptance

It was reported that apologies had been received from Governor Julie Walker.

Governors **RESOLVED** that the apologies for absence from Governor Julie Walker be accepted and noted.

3. Election of Chair

The Governance and Policy Officer opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair for the ensuing Academic Year.

Governors **RESOLVED** that Mrs Nicola Bales be appointed Chair for the ensuing Academic Year.

(Note: Mrs Nicola Bales in the Chair for the remainder of the meeting.)

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4. Election of Vice-Chair

Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.

Governors **RESOLVED** that Sarah Kelly be appointed as Vice-Chair for the ensuing Academic Year.

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5. Notification of items of urgent other business

There were no items of urgent other business.

6. Declaration of personal and pecuniary interests

a) Register of Interest

Governors and those present were reminded that they should complete the Register of Interest annually to declare any relevant business or pecuniary interest and close family relationship between members and / or other trustees and / or employees. Registers should be updated during the academic year should circumstances change.

Governors were reminded to complete their Register of Interests for 2023/24 if they had not done so already.

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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 they had signed the Governors Code of Conduct, upon appointment to the Longfield Academy Local Governing Body. Governors were reminded to sign the Code of Conduct for 2023/24 if they had not done so already.

Membership Document

7.

It was noted that Membership Document would be considered later on the Agenda when considering the Special Interest Governors links. (Minute 12 below refers).

8. Approval of minutes / review of actions / matters arising

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 19th June 2023, had been shared with the Governing Body prior to the meeting for their consideration.

With reference to Minute 5 it was noted that the CFO (Chief Finance Officer) would present a report on the self-assessment dashboard at the January 2024 meeting of the Local Governing Body.

Governors **RESOLVED** that the minutes of the Local Governing Body meeting held on Monday 19th June 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.

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PART B: Business items for discussion

9. Chair's Report

The Chair reported that a monitoring inspection had been undertaken by Ofsted on the 21st September 2023. The Local Governing Body noted it had been a positive visit, with the report to be published later in the month.

The Chair had no new updates regarding correspondence.

Governors **RESOLVED** that the Chair's report be noted.

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10. Head Teacher's Report

The Head Teacher provided a comprehensive report to the Local Governing Body, a copy of which is held on file.

The Head Teacher provided an update in her report on Ofsted Priorities setting out the progress/impact achieved towards these priorities. The 8 priorities have been highlighted RAGed to show the progress being made towards a potential good grading. Those highlighted in yellow still required development and embedding, those in dark amber are the areas that least impact has been seen due to the enormity of the task. The key area of focus is Quality of Education and specifically SEND provision and implementation in the classroom to meet the needs of all learners.

It was noted that 'Brain Based' learning had been introduced in early September 2023 and would continue to be rolled out throughout the year. This involved developing understanding regarding how children think and learn and had significant benefits for those with SEND to support access to long term memory and learning. An internal post had been appointed for supporting Quality First Teaching with a literacy focus that will support literacy across the school and support the SEND agenda. The Academy would also continue to support awareness of SEND through the focus five agenda.

The Head Teacher also updated on the Personal Development curriculum implementation; she advised Life lessons and professional development were quality assured during the last term as part of 'deep dives' however, more rigour is needed to assess this more accurately. Careful planning is in place to blend the Life and PSHEC (Personal, Social, Health and Economic Curriculum). It was noted further work was being undertaken to ensure:

- all students are able to explain the essence of British Values and protected characteristics.
- key elements of the PSHEC / Sex Education curriculum are taught effectively.
- Training of staff in this area and the requirement for them to be aware of some of the key issues that are raised within the Life lessons and how to ensure that delivery of topics is experiential and fits the brain based agenda.
- The mapping of external visitors and trips to further enhance the curriculum and the opportunities that it provides for the students and has impact.

The Head Teacher advised that the monitoring visit by Ofsted on the 21st September 2023 had been positive. [Governors enquired what was the greatest](#)

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barrier to achieving further improvement for future Ofsted inspections? The Head Teacher advised the recruitment and retention of staff was of high priority at Longfield, to enable high quality of teaching and learning.

Governors advised the meeting that the Year 6 Open Evening held at Longfield for Year 6 in the Autumn term had been positive and transition information to the schools had been good.

The Head Teacher reported on attendance figures and advised work was continuing to monitor and address support measures and interventions to improve attendance. Governors would continue to monitor attendance of SEND and Pupil Premium Pupils for whom attendance was noted to have dropped.

With regard to child-on-child statistics from September 2023 incidents will now be logged as child-on-child incidents and only once confirmed will be logged as child on child abuse. This would ensure figures are accurate.

The Head Teacher reported upon the Year 11 results for 2022/23, which were noted to be good. Updated Year 11 progress would be brought back to the next meeting of the Governing Board.

Student Voice survey results from June 2023 were noted to be positive. It was noted every term there was a staff well-being forum. In June 2023, the forum focused on creating a new staff wellbeing charter, that has now been put into place. It was noted going forward parental views would be assessed every parents' evenings.

The Chief Financial Officers (CFO), Trust Business Manager and Trust ICT Manager's update reports were noted, a copy of which are contained in the Head Teacher's Report.

Governors **RESOLVED** that:

The Head Teacher's report, including the CFO, TBM and Trust ICT Manager's report be noted

10 a.) School Improvement Plan

Consideration was given by the Local Governing Body to the School Improvement Plan and SEF 2023/24.

Directors **RESOLVED** that the School Improvement Plan and SEF 2023/24 be noted.

10 c.) Risk Register

The Governing Body considered the Risk Register for Longfield Academy.

Head
Teacher

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Governors **RESOLVED** that the Longfield Risk Register be noted.

11. Chief Executive Officer's Report

The Chief Executive Officer (CEO) provided a verbal update report to the Local Governing Body. He advised on Swift Multi Academy Trust growth and advised the application for the coming together of Queen Elizabeth Sixth Form College and Swift Academies had been submitted to the Head Teacher's Advisory Board. A copy of the latest Ofsted monitoring visit draft report for Longfield Academy would be forwarded to the Regional Director.

Governors **RESOLVED** that the report be noted.

11a.) Scheme of Delegation

Governors considered the Scheme of Delegation.

Governors **RESOLVED** that the Scheme of Delegation be noted.

11b.) Trust Development Plan

Governors considered the Trust Development Plan.

Governors **RESOLVED** that the Trust Development Plan be noted.

12. Special Interest Governors – feedback/updates from school contact

Quality of Education (Teaching & Learning, Curriculum and Progress) – Governor Nicola Bales advised that she had visited school in her monitoring role to discuss Quality of Education and Brain Based learning and undertaken a learning walk.

The Local Governing Body reviewed the links to Governor Specific responsibilities at Longfield and agreed that the links be updated as follows:

Premises / Health & Safety - Julie Walker
Safeguarding (including E-Safety) & Welfare - Sarah Kelly
Looked After Children (LAC) & Previously Looked After Children (PLAC) - Lisa Morehead
Special Educational Needs (SEN), including SEMH - Vicky Maddison
Finance - Suzi Kirkbride
Personal Development - Vicky Maddison/Peter Armstrong
Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions) - Laura Snowdon/Andrew Brown
Disadvantaged - Lisa Morehead
Careers & Transition -Tanya Singh

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Quality of Education (Teaching & Learning, Curriculum and Progress) - Nicola Bales
Early Careers Framework - Sarah Kelly

Governors **RESOLVED** that:

- a) the report be noted.
- b) The updated links to Governor specific responsibilities be emailed to Governors and link members of staff in order that the links be made.

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13. **Single Central Record**

The TBM (Trust Business Manager) advised that the Single Central Record had been reviewed by Ofsted at their recent monitoring visit on the 21st September 2023 and by the Head Teacher. The Single Central Record was noted to be fully compliant.

Governors **RESOLVED** that the report be noted.

14. **Policies for approval/review/information**

a.) For Information Swift approved policies –

Governors **RESOLVED** that the following Swift approved policies be noted for information: Online Safety Policy, Anti Bullying Policy, Reasonable Force Policy, Remote Education Policy, Probationary Policy, Bereavement Policy and IT Acceptable User Policy.

b.) For Information Longfield policies –

Governors **RESOLVED** that the following policies be approved for information: Assessment, Recording and Reporting Policy, Behaviour Policy, Careers Policy CEIAG, ECT and Induction Policy, Public Examination Policy, Off-Site Educational Visit Policy, Quality of Education Policy, Safeguarding and Child Protection Policy, SEN Policy and SEND Information Report.

c.) For Approval Longfield policies –

Governors **RESOLVED** that:

- a) the following policy be approved: Supporting Pupils with Medical Conditions Policy.
- b) The Careers Programme, that was circulated at the meeting for the Local Governing Body's consideration, be approved.

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PART C: Standing Items

MAT Development Session Governor Feedback:

15.

It was noted that the next MAT (Multi Academy Trust) Development Sessions held on Thursday 6th July 2023 and Thursday 14th September 2023 had been good and useful.

PART D: Concluding Items

Approval of documents for inspection**

16.

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

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Dates of Future Meetings:

17.

Governors **RESOLVED** that the future meeting dates be noted and that the Longfield Local Governing Body meeting scheduled for Monday 4th December be a Quality of Education meeting rather than Finance and General Purposes.

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Longfield Local Governing Body (from 5.15 pm)

- Longfield LGB – Monday 4th December 2023
- Longfield LGB – Monday 29th January 2024
- Longfield LGB – Monday 11th March 2024
- Longfield LGB – Monday 13th May 2024
- Longfield LGB – Monday 17th June 2024

MAT Development Sessions: (all 5.00 pm)

- Thursday 11th January 2024
- Thursday 25th April 2024

Chairs/Vice Chairs of LGB and Executive Leadership Team (all 1.30 pm via teams)

- Friday 6th October 2023
- Friday 15th March 2024
- Friday 21st June 2024

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The meeting concluded at 6.45 pm.

These minutes were approved by the Local Governing Body of Longfield Academy, as follows:

on: 4/12/23 date

Signed by: (Chair) N Bales

Printed name: N Bales

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