



Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body
4:30pm, Monday 30 September 2019

MINUTES

Present (Governors)	Nick Rees, Stuart Rawle, Nick Lindsay (Head of School), Dean Judson (Chief Executive Officer), Robert Bell (Chair), Mandy Payne, Rachel Peart, Sarah Glover, Beverley Clifton, Paul Ripley, Jenni Bowe
in attendance	Kieran Thompson: Assistant Head Teacher - Curriculum Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress Peter Haylock: Assistant Head Teacher – Behaviour, Attendance and Welfare Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Andrew Hutton: Trust ICT Manager, Swift Academies Emma Hickerson: Assistant Head Teacher Derek Bell, Director, Swift Academies Tracey Curtis: Governance Partner, Avec Partnership

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
1	Election of Chair <ul style="list-style-type: none"> to elect a Chair to serve until the first meeting of the Autumn Term 2020 the elected Chair will be ratified by the Board of Directors of Swift Academies 	

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Governors RESOLVED that Bob Bell was elected Chair of the Local Governing Body of Longfield Academy until the first meeting of the committee in Autumn Term 2020.

Bob Bell in the Chair.

2 Election of Vice-Chair

- to elect a Vice-Chair to serve until the first meeting of the Autumn Term 2020
- the elected Vice-Chair will be ratified by the Board of Directors of Swift Academies

Governors RESOLVED that Rachel Peart was elected Vice-Chair of the Local Governing Body of Longfield Academy to the first meeting of the committee in Autumn Term 2020.

3 Welcome, introductions and confirmation quorum present

A round of introductions took place for the benefit of all 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*. Ten (10) Governors were present. Dean Judson joined the meeting later.

4 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from Jamie Collis (Governor) and Nick Willan (Assistant Head Teacher).

Governors RESOLVED that the apologies for absence received from Jamie Collis (Governor) were accepted. The apologies received from Nick Willan (Assistant Head Teacher) were noted.

5 Notification of items of urgent other business

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

Two items of urgent other business were raised for consideration at the end of the agenda:

- Distribution of papers for meetings
- Governor access to Longfield Academy

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

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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 informed that the Board of Directors of Swift Academies 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.

Governors RESOLVED that the Register of Interest, Automatic Disqualification Declaration 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

- Longfield Academy, Local Governing Body meeting held on Monday 10 June 2019
Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 10 June 2019 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 meeting of Longfield Academy held on Monday 10 June 2019 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**

Governors discussed feedback from governor meetings and the timing of Local Governing Body meetings: Governors were reminded that the termly Chair and Vice-Chair meeting was scheduled for Friday 4 October 2019. Governors' attention was drawn to the circulated Governor / Director Visit Record which should be completed to record visits other than scheduled Local Governing Body meetings at Longfield Academy.

8 Chair's Report

a) action taken

The Chair reported that he had met with the Head of School (Longfield Academy) and the Chief Executive Officer of Swift Academies at the

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end of Summer Term 2019 to discuss aspirations for Longfield Academy over the forthcoming academic year.

b) correspondence

Governors were informed that one item of correspondence received at the end of Summer Term 2019 had been directed to the Local Authority as an appropriate course of action.

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.

Directors RESOLVED that the content of the Local Authority briefing paper in respect of Safeguarding Partnership Arrangements was noted.

- 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 Level 1 Safeguarding Training had been arranged for Governors during Autumn Term 2019.

Directors 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 act as a reminder for 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 Longfield Academy.

Governors queried whether funding would be available to schools providing wraparound or holiday care and quoted the Local Authority briefing paper as follows 'reasonable justification for not providing wraparound or holiday care'. Governors were informed it was unlikely secondary schools would be asked to provide wraparound or holiday care as there was nothing to suggest an unmet demand.

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- EBACC unvalidated Progress 8 figures are as follows; Computer Science (-1.0), Chemistry (-0.76), Physics (-0.61), Biology (-0.46), French (-0.71) and Spanish (-0.93). History made the most improvement from last year and now have an unvalidated Progress 8 score of 0.39
- Average entries per student is 8.0
- Gender gap has closed slightly at 0.4
- English gender gap has reduced to 0.75
- The unvalidated progress for females in the EBACC element is -0.332
- The open element has positive progress 8 figures for both male and female pupils
- The disadvantaged gap has decreased from last year from 0.4 to 0.358: the national average gap was 0.6 in 2018
- The SEN gap is 0.178 compared to a national gap of -0.6 in 2018

Curriculum planning – staffing and class sizes

Kieran Thompson: Assistant Head Teacher – Curriculum informed Governors that:

- Pupils are set on entry to the school based on Key Stage 2 information. There are 8 sets in Key Stage 3, and they are regularly reviewed to ensure that pupils are in the correct place to ensure that they make progress. Information in respect of current set sizes were contained in the circulated Head of School Report. Year 9 would opt this year, as there had been a move back to two-year Key Stage 4. Science have an additional set due to triple being the top two sets.
- There have been no options this year in order to move back to a traditional three-year Key Stage 3 and two-year Key Stage 4 for the academic year 2019-2020. This has resulted in an adaptation to the curriculum in terms of Music.
- All GCSE courses running in Year 11 are now on the new 9-1 grading systems or against the vocational grading system.
- Sets in the core subjects have been increased in Year 10 for 2019-2020 due to the nature of the year group and to ensure pupil progress; there are seven sets in English and Science and eight in Maths. Year 11 has an additional set in English and Maths in 2018-2019 for bespoke intervention.
- There are several new vocational courses running in Year 10 for the first time this academic year. The Business Studies department have offered an OCR national qualification in Enterprise and Marketing whilst the PE department are offering OCR qualifications in Sport Studies, Sport Science and Child Development. Music now features in Year 10 having been absent from options for several years.
- RE would cease to exist in core time in years 10 and 11 now featuring as a GCSE and Food, GCSE Business, CIDA will cease in their current form
- Curriculum planning over the course of the next few years has taken into account the government targets for EBACC; 75% of pupils will be expected to take this combination of subjects by 2022 and 90% of

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pupils will be following this route by 2025. In order to achieve this the staffing profile may need to change.

- It is vital that curriculum planning is coordinated as a joint exercise with the budget to produce a curriculum that meets pupils' needs and is affordable. Information is contained in the circulated Head of School report in respect of key factors that may require monitoring.

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 £91k, with a current forecast of reserves circa £121k at August 2019. These figures were 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.

Long and short-term financial / budget planning

The Chief Finance Officer reported that a three-year budget plan was approved by the Trustees during Summer Term 2019. The report detailed various funding streams for the school and assumptions made regarding High Needs Funding.

Financial stability of all the schools within Swift Academies remains key for the years ahead. The education sector was being faced with a very uncertain future.

The Prime Minister was reported to have announced recently, an investment of over £14 billion in primary and secondary education between now and 2022-2023. It was reported that the funding package for 5 to 16-year-old pupils includes £2.6 billion for 2020-2021, £4.8 billion for 2021-2022, and £7.1 billion for 2022-2023 compared to 2019-2020. This would bring the schools' budget to £52.2 billion in 2022-2023.

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Quality Assurance

It was reported that staff would have two formal observations during the current academic year: in Autumn Term and Spring Term. One of these observations would be undertaken by the Head of Department, the other by the respective Appraisal Manager. It was not intended that lesson observations would be graded but that the outcome of observations would be used to provide support, coach and scaffold to support and develop teachers.

It was reported that an 'Intent, Implementation and Impact cycle' had been created based on the new Ofsted 2019 Framework, to ensure the Senior Leadership Team, Middle Leaders and teaching staff could articulate the rationale behind what was being done, how it was communicated, the evaluation of effectiveness and the next steps to be taken. This would be introduced through the Middle Leaders forum in Term 3.2. The cycle will be present on department meeting agendas and in data verification meetings to ensure staff are constantly using this language.

Health and Safety

It was reported that a lockdown system was installed at Longfield Academy during the Summer break 2019. The system allowed key members of staff to quickly alert the whole school of any incidents or individuals posing a threat to pupils, staff or premises.

A premises inspection and kitchen audit took place on 25 September 2019: feedback would be provided as soon as possible.

The Trust Business Manager reported that the introduction of regular premises meetings have proven extremely useful. The meetings allow site staff from the whole Trust to meet, discuss issues and share best practice in respect of health and safety.

Estate Management

Governors were reminded that an application had been made for £64,000 Salix Energy Efficiency Funding (SEEF) to replace light fittings and associated works which would allow the installation of LED fixtures, improve the quality of light within classrooms and reduce the carbon footprint. In April 2019, an update was received to advise the project was vastly oversubscribed and would be awarded to schools on a rolling programme. An update on the position was anticipated towards the end of 2019.

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 bids on a 'no win, no fee' basis. Preparation of potential applications had already commenced. The surveying company was reported to have

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a proven track record in assisting schools obtain funding without the risk of costs paid upfront.

Governors RESOLVED that the content of the Head of School's Report and information presented was noted.

10 **Chief Executive Officer's Report**

- a) Scheme of Delegation
- b) Trust Development Plan
- c) Swift MAT Governance Report

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. Copies would be retained on file.

Scheme of Delegation

The Scheme of Delegation was retained as a standing item on agendas for Local Governing Body and Directors' meetings to ensure that it was reviewed and continued to be fit for purpose. No changes were proposed to the Scheme of Delegation.

Trust Policies

The Chief Executive Officer reported that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift Academies banner.

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.

The Chief Executive Officer reported that recommendations contained in the report had been acted upon with standardised documentation produced to record Governor and Director involvement in the schools across Swift Academies.

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.

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Governors RESOLVED that the content of the circulated Chief Executive Officer's Report, Scheme of Delegation, Trust Development Plan, Swift MAT Governance Report and information reported were noted.

11 Chief Finance Officer Report, including Risk Register (standing item: attached)

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

The Chief Finance Officer discussed with Governors the content of the Risk Register. It was reported that systems and processes were in place to mitigate risks identified.

Governors' attention was drawn to the 'overall financial control risk' in respect of buildings. It was reported that an application to the Condition Improvement Fund to support the installation of a new boiler at Longfield School had not been successful. The installation of a new boiler would reduce this risk. Governors were informed that the boiler had failed on occasions but as this was in the warmer summer months it had not been necessary to close the school. However, should the boiler fail in the winter months, it was highly likely the school would close until the boiler could be repaired.

Governors RESOLVED that the content of the Risk Register and information reported was noted.

12 Trust ICT Manager Report / ICT Development Plan

The Trust 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: work at Longfield Academy and Hurworth School was completed with work due to commence at The Rydal Academy during Autumn Term 2019.

Savings in the region of £2,000 had been realised with the introduction of a sign-in system at Longfield Academy that mirrored systems at the other schools in the Trust.

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

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- 13 Single Central Record: for signature by the Head Teacher and Chair**
Governors RESOLVED that the single central record for Longfield Academy should be reviewed and signed by the Head Teacher and Chair of the Local Governing Body.
- 14 Policies for approval / review / information**
No policies required approval, review or had been shared with Governors for information.
- It was reported that the Department for Education had updated the list of statutory policies for schools and academy trusts (17 September 2019). An induction policy would be developed for Governors across Swift Academies and would be shared with the Local Governing body in Spring Term 2019.
- 15 Special interest governor update including procedures for Governors visiting school**
- a) Premises / Health & Safety: Bob Bell
The Lead Governor for Premises and Health & Safety (Bob Bell) reported that he had a meeting with school staff week commencing Monday 7 October 2019. An update from the Lead Governor in respect of Premises / Health & Safety would be provided during the Spring Term 2020 meeting of the Local Governing Body.
 - b) Safeguarding & Community & LAC Governor – Stuart Rawle
Governors were informed that regular meetings are undertaken with the Safeguarding Lead Governor and staff. Bespoke Continuous Professional Development had been planned for the academic year 2019-2020.
 - c) Special Educational Needs (SEN) including SEMH: Bev Clifton
The Lead Governor reported that a meeting had not taken place to date in the Autumn Term 2019. A meeting would be scheduled before the end of Autumn Term 2019.
 - d) Finance: Paul Ripley
It was confirmed that termly visits take place in respect of finance and budget arrangements for Longfield Academy between Lead Governors and the Chief Finance Officer.
 - e) Values, Community & Equality: Mandy Payne
It was reported that regular meetings take place with staff in respect of values, community and equality. Work had commenced to identify how parents and / or carers and the community could become more involved with Longfield Academy. The Head of School reported that

the approach to homework was to be standardised across Longfield Academy and that a launch in respect of homework would take place in January 2020.

- f) E-Safety, Careers & Transition: Jamie Collis
No report was presented due to the absence of Jamie Collis, the Lead Governor for E-Safety, Careers & Transition.
- g) Standards (Teaching, Learning, Curriculum & Progress), Newly Qualified Teacher (NQT): Rachel Peart / Sarah Glover
The Lead Governors for Standards and Newly Qualified Teachers reported that a meeting had not taken place so far in the Autumn Term 2019. The Lead Governors reported that it was hoped to involve NQT's in the monitoring arrangements and seek their guidance around how they could be supported during their training to become qualified teachers.

The Head of School and Chief Executive Officer thanked Governors for their involvement with Longfield Academy. Governors were asked to ensure that the revised Governor / Director report form was used to document the scope and outcome of monitoring visits to Longfield Academy.

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 MAT Development Session would take place from 5pm on Thursday 3 October 2019 at Longfield Academy. All governors were encouraged to attend.

Governors commented positively on the previous MAT Development Session which had explored the introduction of the Trust Dividend document. The document provided a physical reference to support received by schools within Swift Academies, from the central team.

Governors RESOLVED that the information was noted.

- 17 **Feedback from / date of next meeting: Chairs and Vice-Chairs meeting 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 were asked to consider future training opportunities and identify any areas where training would be helpful.

Governors RESOLVED that the information was noted.

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Concluding Items

18 Any urgent other business raised under item 5

- Distribution of papers for meetings
Governors queried whether it would be possible to have paper copies of complex documents which had been shared previously by e-mail. Governors expressed difficulties with the format of documents that had been shared in their original form, and not converted to PDF.

Governors RESOLVED that the Governance Partner would arrange for the Longfield Academy School Self-Evaluation document, Action Plan and Head of School report would be sent to Governors who had requested paper copies. The Governance Partner would ensure that documents would be converted to PDF when sharing with Governors via e-mail.

- Governor access to Longfield Academy
Governors RESOLVED that the ICT Manager would explore whether access to the school sites across Swift Academies could be arranged for Directors and Governors in a similar way that staff have access arrangements in place.

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 for the 2019-2020 academic year across the governance structure of Swift Academies had been shared with Governors of Longfield Academy.

Governors RESOLVED that the information was noted. The next meeting of the Local Governing Body of Longfield Academy would take place from 4:30pm on Monday 14 October 2019.

The meeting closed at 6:30pm.

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

on: 24-02-2020 date

signed by: (Chair)



printed name:

R. R. B. ZLI

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