



Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – Quality of Education
Monday 13th March 2023 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Sarah Glover, Vicky Maddison, Deb Hindson and Sarah Kelly.
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Dean Judson: Chief Executive Officer Stuart Rawle: Deputy Head Teacher Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance & Policy Officer

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	<p>PART A: Procedural items</p> <p>1. 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. 6 (six) eligible Governors were present.</p> <p>A round of introductions took place at the start of the meeting for the benefit of all those present, and the new Governance & Policy Officer was introduced to the Local Governing Body.</p> <p>The Chair reported that Governor Nick Rees had advised that he would be stepping down as a Governor when his Term of Office ended on the 31st March 2023.</p>	

Swift Academies
Registered office address:
Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 1 of 9

denotes support and challenge provided by Governors.

Governors **RESOLVED**

- a) That it be noted Governor Nick Rees' Term of Office would be ending on the 31st March 2023 and he be thanked for all his hard work on the Local Governing Body over the years.
- b) It was noted that at the next meeting of the Local Governing Body in the Summer Term the Vice Chair would be elected and ratified at the next Board of Directors.

Chair

LGB/
Governance
& Policy
Officer

2. Apologies for absence and their acceptance

It was reported that apologies had been received from Governors Liam McCavanagh and Nick Rees.

Governors Laura Snowdon, Tanya Singh and Natalie Forster were also not present at the meeting.

Governors **RESOLVED** that the apologies for absence from Governors were accepted and noted.

3. Notification of items of urgent other business

There were no items of urgent other business.

4. 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.

All Governors present had submitted a Register of Interest.

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. It was confirmed that signed Governors Code of Conduct were held on file for all Governors of the Local Governing Body of the Longfield Academy.

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

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 30th January had been shared with Governors prior to this meeting. The Chair advised that prior to signature of the minutes there were some suggested amendments before further circulation and agreement.

Governors **RESOLVED** that the minutes of the Local Governing Body meeting of The Longfield Academy held on Monday 30th January 2023 be brought back for further consideration and approval prior to signature to the next meeting of the Local Governing Body.

Chair/
Governance
& Policy
Officer

PART B: Business items for discussion

6. Chair's Report

a) Action Taken

The Chair provided a verbal update and advised that since her last report she had attended as a panel member of a Pupil Discipline Committee.

The following Governor monitoring visits report was discussed and noted:

- Premises/Health & Safety - during the visit actions had been checked from the previous visit and CIF (Condition Improvement Funding) discussed. No concerns were raised, and the arrangements were found to be compliant and robust.

The Chair reported that Governor D. Hindson had now taken over the role of Governor monitoring for Behaviour and Attitudes. The Chair would replace Governor N. Rees' role on Finance Governor specific responsibilities. It was also requested that Governor S. Kelly be asked by the Governance & Policy Officer if she would wish to take over responsibility of Governor monitoring for Disadvantaged.

Governance
& Policy
Officer

Governor V. Maddison would be coming into the Academy shortly to undertake a visit regarding Special Educational Needs (SEN).

It was noted that Governor monitoring reports were available to all Governors to review at any time. **The Chair encouraged Governors who had not yet had the opportunity to visit the school this term to do so.**

Governors

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 3 of 9

denotes support and challenge provided by Governors.

The Chair of Governors thanked contributors for their feedback and asked if there were any further questions.

b.) Correspondence

The Chair had no new updates regarding correspondence.

Governors RESOLVED that:

- a) the recent Governor monitoring visit for Premises/Health & Safety and new Governor links with governor monitoring be noted.
- b) There were no new updates regarding correspondence.

7. Review of Membership Document

Governors considered and reviewed the Membership Document. Further to Minute 1 above, it was noted that Nick Rees' term of office as a Governor of Longfield Local Governing Body ends on 31st March 2023 and, after careful consideration, he had decided not to seek re-election. It was agreed that a new Governor could be sought using for example organisations such as 'Inspiring Governance' which is a free, online service that connects schools and trusts in England with skilled volunteers in your area who are interested in becoming a school governor.

Governors RESOLVED that:

- a) It be noted there would be a vacancy after the 31st March 2023, for a Community Governor position and a the Vice Chair on the Local Governing Body.
- b) That a draft advert be drawn up to look at filling the community Governor Vacancy and that organisations such as 'Inspiring Governance'.

Governance
& Policy
Officer

8. Head Teacher's Report

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

The Head Teacher advised that the school had continued to develop further provision for pupils with SEND and that the Assistant Head Teacher, Miss H Moohan, would be focusing on the priority area of 'Quality First Teaching' once Year 11 had left as, due to staff absence, priority has been to teach English. The school were also focusing on applications for those students who required EHCP's (Education Health and Care Plan). A report in Appendix A was provided to demonstrate the work within SEND to date.

Behaviour and bullying continued to be areas of focus and evaluation, and it was noted suspensions were reducing. A Governor queried whether this was due to a direct correlation with changes made to the Behaviour Policy? The Head Teacher

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 4 of 9

denotes support and challenge provided by Governors.

confirmed this was correct, with a number of proactive strategies to minimize incidents that may lead to further suspensions or a permanent exclusion.

It was noted numbers on roll were gradually increasing. A Governor questioned what was helping to drive this increase and the Head Teacher advised there had been a big push on transition for Year 5 and in the summer term she would visit primaries.

(Note: Governor S Kelly arrived at the meeting at approximately 5.45 pm and Deputy Head Teacher, S. Rawle arrived at the meeting at 6.00 pm. The Head Teacher left the meeting at approximately 6.20 pm)

Governors questioned whether there had been any unexpected results from the mock exams? The Assistant Head Teacher, S. Rawle, advised that History results had shown the most significant variance from those expected. A comprehensive History support plan had therefore been developed and was set out in the Head Teacher's report.

A Governor also enquired whether pupils in History were being given extra lesson time? The Assistant Head Teacher, S. Rawle advised that pupils were being given additional support.

A Governor questioned how staff morale was at the moment and anything the Local Governing Body could do as a way of thanking them for their hard work? The Head Teacher reported that morale was good and that a number of initiatives had been undertaken, for example providing breakfast and food when appropriate, thanking people for their hard work and giving time back.

Governors **RESOLVED** that the Head Teacher's report be noted.

a.) Appendix A SEND Report

The Assistant Head, S Rawle, reported on the SEND (Special Educational Needs and Disability) report contained at Appendix A of the Head Teacher's report, which included SEND updates and impact.

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

b.) Longfield EDP Spring Term Report

The Assistant Head Teacher, S. Rawle, reported on the Spring Term EDP (Education Partner Report). The focus of the visit had included review of the School Improvement Plan (SIP), discussions with the senior team, pupils and staff. A learning walk through lessons and social times was also undertaken. The resulting areas for development were noted from the report.

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

c.) Risk Register

The Chief Financial Officer (CFO) reported on the Longfield Academy Risk Register. **Governors questioned who forms the Longfield Academy Risk Register? The CFO advised that it is a standing item on Local Governing Body and Directors agendas; recommendations are made by both bodies and approved by Directors, and that overarching the Risk Register is the Trust Risk Register.**

Governors requested that the Risk Register be updated to reflect pupil numbers and reputation to be more Longfield specific.

Governors **RESOLVED** that the Risk Register be updated to reflect pupil numbers and reputation to be more Longfield specific.

CFO

9. Ofsted Monitoring Visit Report 25th January 2023

The Chief Executive Officer (CEO) advised that the Longfield Academy Ofsted monitoring visit report was due shortly and once received, would be published and dispatched to Governors and staff.

Governors **RESOLVED** that the Chief Executive Officer's update be noted.

10. Chief Finance Officer's Report

The Chief Finance Officer (CFO) provided a March 2023 report which is held on file. He advised that monthly management accounts are shared each month with the Board of Directors. The CFO & CEO liaise with the Chair of the Trust on any urgent matters. The report provided an overview on the management accounts position as of 31st December 2022. At the 31st August 2022 the reserves figure was £117k, with this figure including the sinking fund for the replacement 3G with an anticipated in year deficit of £26k for 2022/23. The anticipated reserves will be £91k.

Confirmed figures have been released by Education & Skills Funding Agency for the school budget share for 2023/24, the budget share for Longfield Academy is £5,117,301. All other income is expected to be in line with the 22/23 budget. One area that is key to financial planning is the retention of existing students and ensuring any new intake exceeds the published admission number.

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

11. Trust Business Manager Report

The Trust Business Manager provided a report which is held on file. It was noted that contracts/ Service Level Agreements (SLA's) continue to be reviewed individually as they expire and best value and quality sought for each agreement. A termly review of various premises and Health & Safety contracts will be conducted in Spring term as SLAs are due to be renewed for the following services:

emergency key holders, intruder alarm, gas maintenance, automatic door safety, sanitary waste collections and asbestos management.

Electricity contracts were reviewed and a new provider agreed in December 2022, electricity costs have risen substantially, with ongoing costs to be monitored and energy efficiency explored where possible. There is currently a government relief fund in place to support schools with costs of energy, the duration of which was currently being reviewed.

The Trust Business Manager and Chief Finance Officer are currently exploring an opportunity to fit solar panels to the buildings which would reduce costs substantially across the Trust.

The results of the CIF (Condition Improvement Fund) would be available by the next meeting of the Local Governing Body.

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

12. Trust ICT Update

A thorough verbal update was given by the Trust IT Manager with respect to the IT disruption/cybersecurity incident. It is noted that this was an interim update given the ongoing incident response.

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

13. Chief Executive Officer's Report

The Chief Executive Officer (CEO) advised that the Regional Director had seen the latest Trust school's Ofsted reports and the EFSA Governance and Finance review.

He further advised the growth of the Trust continued to be explored with other organisations.

a.) Scheme of Delegation

Consideration was given to the Scheme of Delegation which was held on file.

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

b.) Trust Development Plan

Consideration was given to the Trust Development Plan which was held on file.

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

14. Single Central Record

Governors **RESOLVED** that the Single Central Record for Longfield Academy would be reviewed and signed by the Head Teacher and LGB Chair.

15. Policies for approval/review/information

a.) For Information Swift approved policies: Finance Policy, Menopause Policy

b.) For Information – It was noted that this item was deferred until the Summer Term.

c.) For Approval – It was noted that this item was deferred until the Summer Term.

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

16. Membership Update:

It was noted that this item had already been considered and actions noted at Minute 6 above.

17. Feedback from MAT Development Session

It was noted that the last MAT development session had been held on the 16th February 2023 and had been on Prevent and Level 1 Safeguarding.

18. Chairs and Vice Chairs meeting

It was noted that the next meeting of the Chair and Vice Chairs was due to be held at 1.30 pm Friday 17th March 2023.

PART D: Concluding Items

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. Dates of Future Meetings (from 5.15 pm)

Future Meetings

Monday 24th April 2023 - Finance and General Purposes - Longfield Academy
Monday 19 June 2023 - Quality of Education – Longfield Academy

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

on: 15/5/2023 date

Signed by: (Chair) N Bales

Printed name: NICOLA BALES

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 9 of 9

denotes support and challenge provided by Governors.

