

Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – General Purposes
Monday 15th May 2023 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Dean Judson (Chief Executive Officer), Tanya Singh, Deb Hindson and Sarah Kelly.
in attendance	Julie Cornelius: Director Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Financial Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Nick Willan: Assistant Head Teacher Laura Hawksby: Governance & Policy Officer

Item	Description of discussion	Action by
	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. 6 (six) eligible Governors were present.</p>	
2.	<p>Election of Vice Chair</p> <p>Further to Minute 1 (Longfield Academy LGB - 13th March 2023) Nominations were sought and received for the position of Vice-Chair for the remainder of the Academic Year.</p>	

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denotes support and challenge provided by Governors.

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

3. **Apologies for absence and their acceptance**

It was reported that apologies had been received from Governors Laura Snowdon, Sarah Glover, Liam McCavanagh and Vicky Maddison.

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

4. **Notification of items of urgent other business**

There were no items of urgent other business.

5. **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.

6. **Approval of minutes / review of actions / matters arising**

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 30th January and Monday 13th March 2023, had been shared with the Governing Body prior to the meeting for their consideration.

Governors **RESOLVED** that the minutes of the Local Governing Body meetings held on Monday 30th January 2023 and Monday 13th March 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.

Chair/
Governance
& Policy
Officer

PART B: Business items for discussion

7. 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 Pupil Discipline Committees. She advised that the school continued to provide proactive strategies and support to students to minimise suspensions and exclusions.

b.) Correspondence

The Chair had no new updates regarding correspondence.

c.) Membership Update/Governor Monitoring

Governor Sarah Kelly advised that she would be coming into the Academy shortly to undertake her Governor link visits. Governor Deb Hindson had been in contact with the 'Behaviour and Attitudes' link and provided with information required for her monitoring role. She would meet the link at the next possible opportunity.

With regards to membership of the Longfield Local Governing Body, it was noted that draft adverts were currently being drawn up in consultation with the Chair, for the current vacancies of a Support Governor and General Governor, which would then be advertised. It was agreed that if this were unsuccessful then a Parent Governor position could be advertised, with a current parent Governor then moving to a General Governor position.

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

Head Teacher's report (Year 11 Progress)

8.

N Willan (Assistant Head Teacher) provided a Year 11 progress update. He advised that meetings regarding implementing appropriate interventions for students had been held, with a whole school RAG spreadsheet created containing information on pupil uplift of grades, characteristic groups and careers information. Arising from this there has been targeted 1:1 tutoring for pupils who were below their target to gain a grade 4 or 5 in English/or Maths. The National Tutoring Program provided 60% of funding for the tutors and the Academy provides the remaining 40%. It was noted the National Tutoring Program funding would be 25% in the next Academic Year, with the Academy requiring to fund the remaining 75%, if it chose to pursue this option.

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After school and morning interventions had been held for Year 11's. A Year 11 revision evening had been held for parents and pupils, with specific revision techniques and resources shared relevant to each course. A Year 11 Parent's Evening had also been held, with any gaps in knowledge of the students identified and parents advised of strategies to help close the gap.

Based upon mock results a support plan had been developed with regards to Maths and History. These included a plan being put in place to improve pupil's Maths grades by utilising form time and option time where appropriate.

(Note: N.Willian left the meeting at approximately 5.45 pm)

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

(With the permission of the Chair the following item was brought forward on the Agenda – Trust ICT Update.)

9. Trust ICT Update

The Trust ICT manager provided an ICT update. He advised that weekly meetings are now held on a site-by-site basis across the Academies. He also advised that shortly the IT help desk would be back online, with a priority system in place. A new member of staff was also due to join the team shortly.

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

10. a) Head Teacher's Report (updates)

The Head Teacher provided a comprehensive update report to the Local Governing Body, with new information highlighted in yellow throughout the report, a copy of which is retained on file. The Head Teacher provided updates in the following areas:

Ofsted Priorities

The Head Teacher updated the Local Governing Body regarding progress/impact in relation to Ofsted identified priorities. She reported that from September 2023 the Assistant Head Teacher (HM) would be picking up the lead for Quality First Teaching.

With regards to the priority area of Behaviour, the Head Teacher advised that staff have a clear understanding and strategy for ensuring interventions are applied, with impact tracked. It was noted suspensions continue to show a reduced trend.

Governors questioned whether the SOS intervention group (led by the Emotional and Wellbeing officer) was used? The Head Teacher advised a small number of students and parents do access the provision.

The Head Teacher reported that a third 'staff voice' had been completed since last reported, with more detail to be brought back to a future meeting of the Local Governing Body. It was noted staff were positive with some areas for further consideration. Governors enquired if staff were able to answer the questions confidentially and the Head Teacher advised that they were able to.

Head
Teacher

Attendance & Punctuality

The Head Teacher advised that there were no concerns with regards to attendance and punctuality. Further consideration would be given to attendance & punctuality at the next meeting of the Local Governing Body.

Head
Teacher

Safeguarding

The Head Teacher provided an update on safeguarding. It was noted there had been a significant increase in safeguarding incidents.

Behaviour/ Suspensions

Updated information concerning suspensions up to Easter 2022-23, were noted by the Local Governing Body.

Human Resources (Absence & Staff Wellbeing)

The leavers, new starters and staff absence (not including leave of absence) of staff at Longfield Academy between the 1st March and 21st April 2023 were noted.

Governors requested that it be noted that a lot of proactive work was being undertaken by staff and Human Resources, with regards recruitment to Longfield Academy

Governors questioned who conducts exit interviews? The Trust Business Manager advised that line managers conduct exit interviews. The Head Teacher advised that this should be led by HR as they are independent and line managers may not be the best people to complete.

Governors requested that anonymised information/statistics be brought back to the Autumn term 2023 meeting regarding reasons for leaving, to help identify if there were any trends.

HR

Chief Financial Officer's Report

The Chief Financial Officer (CFO) provided an update report, which is held on file. An overview of the management accounts position as of 28th February 2023 was

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set out in the report. He advised that the year-end predicted deficit of £2k reported in March 2023, was now predicted to be a slight surplus of £13k. This was largely due to an increase in the supplementary grant which had increased against budget.

It was noted that the annual budget would be submitted to the Board of Directors for approval in July 2023.

Governors noted that expenditure was high for supply staff, admin and clerical staff and energy costs continued to be high. The CFO would look at the self-assessment dashboard in more depth at the next meeting of the Local Governing Body. It was noted that the admin/clerical costs would also include year group managers.

CFO

Trust Business Manager report

The Trust Business Manager (TBM) provided an update report, which is held on file. She advised that electricity contracts had been reviewed and a new provider agreed in December 2022 for a short six month period, due to the rates running at a high level. They were therefore reviewed again in April 2023 and a new rate secured which was 50% lower than the current contract. Prices remain higher than in previous years and ongoing costs would be monitored, with energy efficiency explored where possible.

The TBM advised that the Trust was currently working with 'Solar for Schools' to explore installation of solar panels on all viable flat roofs, which would reduce electricity costs substantially and provide a 40% reduction in electricity costs. Governors enquired who would look after the maintenance of the solar panels and the TBM advised that it was provided by 'Solar for Schools'. Solar for Schools was a not-for-profit organisation, with any excess electricity produced by the solar panels being sold back to the grid and the resulting profits fed back into the solar for schools scheme.

Governors **RESOLVED** that:

- a) The Head Teachers update report be noted.
- b) More detail regarding the staff voice questionnaire be brought back to a future meeting of the Local Governing Body.
- c) Further consideration would be given to attendance & punctuality at the next meeting of the Local Governing Body.
- d) That anonymised information/statistics be brought back to the Autumn term 2023 meeting regarding reasons for leaving, to help identify if there were any trends.
- e) The CFO report on the self-assessment dashboard in more depth at the next meeting of the Longfield Local Governing Body.

Head
Teacher

Head
Teacher

HR

CFO

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b) Risk Register

The Governing Body considered the Risk Register for Longfield Academy. The following updates were suggested by and agreed by the Governors:

- The dates for next review be made more specific, where appropriate to for example termly or annually.
- 1) Strategic Risk (charitable objects risk) – the likelihood of occurring be reduced to 4 from 5 due to the positive monitoring report.
- 3) Human Resource Risk (Governors risk) – add in in the control procedures advertising Governor vacancies advising of role/desired skills.
- 4) Human Resource Risk (key person loss/succession risk) – add in the control procedures Senior Leadership able to cover.
- 5) Human Resource Risk (fatality/injury to pupil or third party) - It was agreed to retain the likelihood of occurring at 2 but additional control measures be added in for example safeguarding/procedures/training of staff/curriculum.
- 6) Human Resource Risk (recruitment risk due to OFSTED grading) – It was agreed to add in the specific category section additional wording to also reflect the recruitment risk due to a national shortage of staff.
- 7) Overall Financial Control Risk (risk that budget will be in deficit) add in control procedures reference to mitigating the risk of pupil numbers dropping via successful transition promotion of the school.

Governors **RESOLVED** that the above amendments to the Longfield Risk Register be approved.

CFO/
Head
Teacher

10. School Uniform and School Uniform Policy

The Governors gave consideration to an updated school uniform policy for Longfield, which was circulated at the meeting. The updates were highlighted in the policy, with the main change being that the policy be amended to Longfield being a trouser only school. Governors also considered whether skirts could be worn if they were bought from the academy. Issues of financial impact on struggling families was discussed and it was agreed that trousers only would be the fairest and most cost-effective way to address uniform inconsistencies. Governors requested that the word 'no' be added in front of leggings on page 6 of the policy.

Governors **RESOLVED** that School Uniform Policy be approved.

11. Single Central Record

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

Chair/
Head
Teacher

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12. Policies for approval/review/information

a.) For Information Swift approved policies –

Governors **RESOLVED** that the following Swift approved policies be noted for information: Cyber Security Policy, IT Acceptable User Policy, Bring Your Own Device Policy and Online Safety policy.

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

c.) For Approval Longfield policies – It was noted that this item had been considered at Minute 10 – School Uniform Policy.

PART C: Standing Items

13. Chairs and Vice Chairs meeting

Governors **RESOLVED** that it be noted that the next meeting of the Chairs and Vice Chairs would be held on Friday 23rd June 2023 at 1.30 pm.

PART D: concluding Items

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 any information concerning identifiable pupils and/or teachers.

Governance
& Policy
Officer

15. Dates of Future Meetings (from 5.15 pm)

Future Meeting

Monday 19 June 2023 - Quality of Education – Longfield Academy

The meeting concluded at 7.30 pm.

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

on: 19/6/23 date

Signed by: (Chair) N Bales

Printed name: NBALES

Approved

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