



Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – (Quality of Education)
Monday 4th December 2023 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Dean Judson (Chief Executive Officer), Lisa Morehead, Peter Armstrong, Laura Snowdon, Julie Walker and Andrew Brown.
in attendance	Derek Bell: Director, Swift Academies Glen Hart: Chief Financial Officer, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Laura Hawksby: Governance & Policy Officer, Swift Academies

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. Eight (8) eligible Governors were present.</p> <p>The Chair welcomed the new General Governors Peter Armstrong and Lisa Morehead to the meeting.</p>	

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2. Apologies for absence and their acceptance

It was reported that apologies had been received from Governors Tanya Singh, Vicky Maddison, Sarah Kelly and Suzie Kirkbride.

Governors **RESOLVED** that the apologies for absence from Governors Tanya Singh, Vicky Maddison, Sarah Kelly and Suzie Kirkbride be 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.

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

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.

5. Membership Document

Consideration was given by the Governors to the Membership Document. It was noted that General Governors Lisa Morehead and Peter Armstrong had been appointed as of 23rd October 2023.

The Governance & Policy Officer advised that the Chair of the Local Governing Body, Nicola Bales', term of office was due to end on the 12th March 2024. As

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Nicola Bales is a Parent Governor, she would stand for election again prior to the 12th March 2024. It was also noted that Laura Snowdon's term of office was due to end on the 4th October 2024.

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

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

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 2nd October 2023, had been shared with the Governing Body prior to the meeting for their consideration.

It was noted there were no matters arising.

Governors **RESOLVED** that the minutes of the Local Governing Body meeting held on Monday 2nd October 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.

Governance
& Policy
Officer/Chair

PART B: Business items for discussion

7. Chair's Report

The Chair reported that two formal complaints had been received, which were being reviewed and would be responded to within the designated timescales.

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

8. Head Teacher's Update Report

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

The Head Teacher advised that suspensions and permanent exclusions had increased. Timely interventions, proactive strategies and support continue to be offered to pupils at risk of suspension or permanent exclusion. The staff would continue to ensure the school is a safe and orderly place for all pupils and staff, and that the behaviour of the minority would not have a negative effect on the education, culture or ethos of the academy. *Governors questioned what the national picture was with regards to suspensions and permanent exclusions?* The Head Teacher advised that there had been a significant increase nationally with regards to behavioral issues. The Chief Executive Officer (CEO) advised that it was a similar picture at a regional level.

It was noted there was an increased need for alternative provision both within the school and in the local authority.

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Further to Minute 10 (Longfield Local Governing Body 2nd October 2023) the Head Teacher reported on the Year 11 results and progress for 2022/23. She advised on the progress 8 score which was -0.1 with a banding for Longfield Academy being classed as average. The Head Teacher shared the results of the secondary schools in the town and advised that the progress score was the 2nd highest score in the town; this is incredibly impressive considering it was achieved against the backdrop of the cyber incident in the last academic year. *Governors advised that they were good results and wished to pass on their thanks for the hard work of the staff. Governors enquired how best to publicised the positive results.* The CEO advised it had been publicised in the Northern Echo and the Academy continued to promote.

The Head Teacher also reported upon the Pupil Premium and Recovery Premium Statement. The statement detailed the school's use of pupil premium funding (and recovery premium for the 2022 to 2023 academic year) to help improve the attainment of disadvantaged pupils. It outlined the pupil premium strategy and how the school intended to spend the funding in the academic year and the effect that last year's spending of pupil premium had within the school. *Governors enquired about the negative progress score for Pupil Premium students.* The Head Teacher explained that of the 48 PP children, 35 failed to achieve the full suite of 8 subjects which was the biggest impact on the figure. These students had barriers to learning that impacted upon their ability to compete the 8 subjects, however a range of support both pastorally and academically was implemented to ensure that each child had the opportunity to optimize their potential. Governors were informed that all PP children has a case study that documents the aforementioned strategies and support.

Governors **RESOLVED** that the Head Teacher's update report be noted and that the Pupil Premium and Recovery Premium Statement be approved.

9. **Pupil Premium and Recovery Premium Statement**

(Note: This item had been considered in the Head Teacher's update report (Minute 8 above refers).

10. **Risk Register**

Further to Minute 10c. (Longfield Local Governing Body 2nd October 2023), the Local Governing Body considered the Risk Register for Longfield Academy. It was noted there were no new updates since last reported.

Governors **RESOLVED** that the report be noted and no changes were required.

11. **Admission Arrangements 2025-26**

The Local Governing Body gave consideration to the admission arrangements for 2025-26. It was noted there had been no changes since last reviewed.

Governors **RESOLVED** that the Admission Arrangements 2025-26 be approved and placed upon the Longfield Academy website.

12. Chief Executive Officer's Report

The Chief Executive Officer (CEO) provided a verbal update and advised that the coming together of Queen Elizabeth Sixth Form College and Swift Academies as Inicio Academies was progressing as planned. He advised the public consultation had commenced and that TUPE (Transfer of Undertakings Protection of Employment) would be launched in January 2024. It was hoped that the institutions would come together as one organisation as of the 1st April 2024.

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

12 a) Scheme of Delegation

Governors considered the Scheme of Delegation.

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

12 b) Trust Development Plan

Governors considered the Trust Development Plan.

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

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

Personal Development – Governor Peter Armstrong advised the governing body that he had been in school today (4th December 2023) and met with the school's improvement partner, to discuss feedback regarding her visit which focused upon personal development in the context of the school's culture and how children respond to their understanding of all aspects of personal development. He advised that the feedback had been positive, with structures and teaching & learning regarding personal development in place. Strategies were also be developed further.

Premises / Health & Safety – Governor Julie Walker advised that she conducted her visit with regards to Premises and Health & Safety. She had spoken to Sarah Jones, Business Manager who had explained her role with regards to premises and health and safety and the role of the external health & safety advisor. The recent audit conducted by the external health & safety adviser was shared with Governor Julie Walker, which had been positive with no concerns raised and all relevant paperwork and processes in place. It was noted Longfield Academy had been

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assessed for RAAC in Summer 2023 and none had been found. The Health & Safety Policy was due to be updated in December 2023 and would be reviewed at the meeting of the Local Governing Body scheduled for 11th March 2024.

Finance – In her absence it was reported that Governor Suzi Kirkbride had conducted her visit with regards to finance. The trust has invested into Longfield to help assist with the improvement journey, this included the appointment of a Director of Science, 3 x Teaching Assistants, a new Senco, a new head of behaviour and welfare. Pupil numbers is key to financial stability. It was noted any staff absences contribute to the additional cost of supply.

Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions) - Governor Laura Snowdon had conducted her visit with regards to behaviour and attitudes , with no areas of concern identified. A student voice exercise would be undertaken from which Governor Laura Snowdon could triangulate student's views.

Quality of Education (Teaching & Learning, Curriculum and Progress) – Governor Nicola Bales advised she would be in school before the end of term and hoped to conduct another learning walk.

Governors **RESOLVED** that:

- a) the report be noted.
- b) The Governance & Policy Officer re-circulate the visit forms for completion.

14. Policies for approval/review/information

a.) For Information Swift approved policies –

Governors **RESOLVED** that the following Swift approved policies be noted for information: Grievance Policy and Procedure Teachers & Support Staff, Safer Recruitment & Selection Policy and Procedure for Teaching & Non-Teaching Staff, Substance Misuse Policy, Complaints Procedure, Biometrics Policy, Data Retention & Destruction Policy, CCTV Policy, Equality Policy, Appraisal Policy and Pay Policy.

b.) For Information Longfield policies –

Governors **RESOLVED** that the following polices be approved for information: Attendance and Punctuality Policy and Relationships and Sex Health Policy.

c.) To note Longfield policy – The Behaviour Policy was approved at the 2nd October 2023 Local Governing Body Meeting, with minor amendments added and circulated to the Local Governing Body via email on the 13th October 2023.

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

Governance
& Policy
Officer

15. **PART C: Concluding Items**

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

16. **Dates of Future Meetings:**

Governors **RESOLVED** that the following future meeting dates be noted:

Longfield Local Governing Body (from 5.15 pm)

- 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 15th March 2024
- Friday 21st June 2024

The meeting concluded at 6.30 pm.

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

on: 29/1/24 date

Signed by: (Chair) N Bales

Printed name: N BALES

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