



# Swift Academies

*Success will inspire future triumphs*

Longfield Academy

Local Governing Body

4:30pm, Monday 24 February 2020

## MINUTES

Present (Governors)	Nick Rees, Robert Bell (Chair), Sarah Glover, Dean Judson (Chief Executive Officer), Nick Lindsay, Stuart Rawle, Mandy Payne, Jamie Collis, Rachel Peart
in attendance	Kieran Thompson: Assistant Head Teacher – Curriculum Nick Willan: Assistant Head Teacher – Target Setting, Tracking and Assessment Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Emma Hickerson: Assistant Head Teacher, Inclusion and Progress Nikki Prince: Assistant Head Teacher, Family, Welfare and Readiness to Learn Tracey Curtis: Governance Partner, Avec Partnership

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
1	<p><b>Welcome, introductions and confirmation quorum present</b>            A round of introductions took place for the benefit of all present.</p> <p>The Governance Partner confirmed that a quorum was present. The Scheme of Delegation of Swift Academies states that <i>the quorum for</i></p>	

**Swift Academies**

Registered office address:

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

Company Registration Number 07533271

Page 1 of 10

denotes support and challenge provided by Governors

meetings of the Governors will be three voting Governors. Eight (8) Governors were present. Rachel Peart joined the meeting later.

## 2 **Apologies for absence and their acceptance**

It was reported that apologies for absence had been received from Bev Clifton and Jenni Bowe.

Governors RESOLVED that the apologies for absence were accepted and noted the absence of Andy Hutton and Rachel Peart.

## 3 **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

One item of urgent other business was raised for consideration at the end of the agenda: pupil discipline committee arrangements.

## 4 **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 should be completed annually and updated during each academic year where circumstances change. Governors confirmed that Registers of Interest were up to date.

### 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.

## 5 **Approval of minutes / review of actions / matters arising**

- Longfield Academy, Local Governing Body meeting held on Monday 30 September 2019, Monday 14 October 2019 and Wednesday 22 January 2020.

Draft minutes of the Local Governing Body meetings of Longfield Academy held on Monday 30 September 2019 and Wednesday 22 January 2020 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 meetings of Longfield Academy held on Monday 30 September 2019 and Wednesday 22 January 2020 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

### **Swift Academies**

Registered office address:

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

Company Registration Number 07533271

Page 2 of 10

denotes support and challenge provided by Governors

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 14 October 2019 had been shared with the Chair of the meeting. It was explained that the minutes considered performance management and pay scale awards where appropriate and had not been circulated widely due to the personal information contained in them.

Governors RESOLVED that the minutes of the Local Governing Body meeting of Longfield Academy held on Monday 14 October 2020 would be considered for approval by the Chair and Governors who attended this meeting.

- **Review of agreed actions**

Governors considered the agreed actions identified within the minutes of the Local Governing Body meeting of Longfield Academy held on Monday 30 September 2020 and Wednesday 22 January 2020 and were informed that all actions had been completed.

- **Matters arising**

There were no matters arising.

6

### **Chair's Report**

a) action taken

b) correspondence

The Chair reported that correspondence with him had reduced and that there was nothing that required reporting to the Local Governing Body of Longfield Academy.

c) intention for election for Parent Governor

The Chair reported that Paul Ripley had resigned as a member of the Local Governing Body of Longfield Academy. The Chair and Governors acknowledged the commitment and contribution provided by Paul Ripley as a Governor of Longfield School.

Governors and those present were informed that a parent nomination process would need to be undertaken. The vacancy could be advertised on the school and Trust website, included in newsletters to parents and / or a specific letter to parents seeking nominations. Should more than one nomination be received for the one parent governor vacancy, an election would need to take place.

Governors RESOLVED that the information was noted and that a letter would be sent to all parents of pupils currently attending Longfield School, seeking nominations for the one parent Governor vacancy.

Governors RESOLVED that the lead Governor vacancy (finance) created by the resignation of Paul Ripley would be filled by Nick Rees.

---

**Swift Academies**

Registered office address:

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

**Company Registration Number 07533271**

Page 3 of 10

denotes support and challenge provided by Governors

## 7 **Head of School Report including Chief Finance Officer and Trust Business Manager Report**

- a) SEF/Action Plan (attached)
- b) Education Development Partner report (attached)
- c) Presentation on Curriculum Design and Development in Longfield Learning Station (verbal with presentation)
- d) GSCE Report and Action Plan 2019-20 (attached)
- e) Appointment of special interest governors for – Attendance, Mental Health and Well-Being, LAC (PLAC), Sanction and Reward, Bullying and Harassment, Physical Intervention

The Head of School Report and documents listed above a) to e) had been shared with Governors prior to the meeting. Copies would be retained on file.

### **Education Development Partner Report**

The Head of School discussed with Governors the content of the circulated Education Development Partner Report (February 2020). Governors were informed that work continued by the staff at Longfield Academy to change pupils' behaviour and attitude. There continued to be an element of repetitive defiance amongst pupils. However, positive comparisons were made to today (Monday 24 February 2020) to two years previous when snow had fallen. There had not been any fights amongst pupils, when asked to stop throwing snow-balls, pupils had complied with the request. The Head of School commented that a combined curriculum and pastoral approach was addressing issues. Governors' attention was drawn to the content of the circulated Education Development Partner Report for recommendations.

Governors sought clarification that the EDP partners were seeing improvement at a rate which would be consistent with this type of Sponsored project. It was confirmed that there were many areas to improve but that Longfield could be seen thus far to have seen some rapid improvement in many areas

*During this item, Rachel Peart entered the meeting.*

### **Pupil Numbers**

Governors were reminded that the pupil admission number (PAN) for Longfield School was 180 per year group. The school is currently slightly undersubscribed; total numbers have been broadly the same over the last three years. There are 890 pupils in school currently. 187 Year 7 pupils would commence from September 2020.

### **Transition**

It was reported that Longfield Academy continue to have well established links with "feeder" primary schools. Two members of the Senior Leadership Team sit on the Board of Governors at Harrowgate Hill Primary School and at Northwood Primary School. A transition co-

---

**Swift Academies**

Registered office address:

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

Company Registration Number 07533271

Page 4 of 10

denotes support and challenge provided by Governors

ordinator had recently taken up post and was already working closely with all primary schools with a focus on Year 5 and Year 6 cohorts. The co-ordinator would be based in primary schools three afternoons each week. This arrangement would identify the curriculum followed by these pupils and support preparations for their entry to secondary school in Year 7.

Governors sought clarification of the challenges faced at Longfield Academy. It was confirmed that a number of new processes and procedures had been introduced to ensure that the school and education of pupils was fit for purpose.

### **Mobility / Stability**

Governors were informed that mobility was low and pupil stability high: three pupils had been permanently excluded with one now accessing mainstream secondary education, the other two pupils were currently attending Rise Carr College.

Governors RESOLVED that Nick Rees and Bob Bell would support informal Governing Body meetings where pupils had reached 15 days fixed term exclusions in one term.

### **Attendance**

Governors were informed that whole school attendance had increased by 0.37% compared to the previous year and increased by 2.71% in three years.

### **Behaviour**

Governors were provided with an overview of internal exclusions: it was reported that internal exclusions are served in the teaching community in order that pupils are not excluded from the curriculum. Multiple behaviour events account for 44% of all internal exclusions. There continues to be a focus on reducing the number of persistent defiant behaviours. "Pupil physical assault" is a concern and often starts with *play fighting* or *rough play*.

### **Attainment and Progress**

Governors' attention was drawn to the circulated Head of School Report for information in respect of pupil education outcomes.

It was reported that there is an improvement predicted for Year 11 leavers results, with a progress score of circa +0.1 being currently reported.

Phase 2 of the development plan has been launched which includes target setting, assessment, intervention and mentoring. This is having an impact on the improvement journey for Longfield School.

It was reported that the current Year 10 cohort continued to be a cause for concern: a number of permanent exclusions had taken place across this cohort. The Head of School confirmed that the cohort had been a cause

---

**Swift Academies**

Registered office address:

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

**Company Registration Number 07533271**

Page 5 of 10

denotes support and challenge provided by Governors

for concern all the way through Longfield Academy. A number of strategies had been implemented to address this.

### **Curriculum Journey**

Governors were presented with information regarding the curriculum review undertaken by staff at Longfield Academy. The presentation covered the following:

What is our vision for our Curriculum?

Key Stage 3 – Key Stage 4 English Bacalaureate and options

Longfield Learning Station

- liaise
- engage
- approach
- resilience
- network

Changes to the framework

Subject Intent

Long Term Plan

Medium Term Plan

Learning Track

Learning Journey

Lesson PPT

Lesson Structure

Retrieval of Knowledge

Science of Teaching

Governors sought clarification of pupils' feedback regarding the Longfield Learning Station. It was confirmed that pupils had been positive about the Longfield Learning Station and the consistent approach by teaching staff. Governors' attention was drawn to the Learning Track which had been established to encourage the learning of key knowledge.

It was reported that a cross Trust Curriculum Development Group had been established to review the curriculum across Swift Academies: A meeting of all Trust teaching & non-teaching staff was planned to take place week on Wednesday 5<sup>th</sup> March 2020, where staff would meet as subject specific teams to further develop curriculum provision.

### **Condition Improvement Fund (CIF)**

It was reported that the CIF for 2020-2021 had closed for applications on 13 December 2019. Two applications had been submitted for Longfield Academy in respect of boiler replacement and fire safety (fire alarm) projects. If successful, the bids would award £536k and work would take place during Summer 2020. Application results are expected by 31 March 2020.

### **Quality assurance**

All new staff complete an induction meeting with the induction tutor / assistant Head Teacher to explain systems and processes at Longfield

---

#### **Swift Academies**

Registered office address:

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

**Company Registration Number 07533271**

Page 6 of 10

denotes support and challenge provided by Governors

Academy. An induction programme is arranged for the first half term which includes a variety of training with different members of staff, including Level 1 Safeguarding, behaviour management strategies, SIMS training, and meeting the needs of pupils with special educational needs and disabilities.

**HR: staff absence**

Governors' attention was drawn to the circulated Head of School Report for information in respect of staff absence. A range of activities were reported to have been implemented to capture the views of both internal and external stakeholders. Exit interviews are implemented as part of the staff exit process. The HR Provider supports on-going sickness review meetings.

Governors sought clarification on arrangements given the rising level of staff absence to ensure that progress was not affected for children and families, it was explained that temporary and short-term solutions were being found and that Leadership were being very flexible and adaptable and looking to minimize impact.

**Appointment of special interest governors for – Attendance, Mental Health and Well-Being, LAC (PLAC), Sanction and Reward, Bullying and Harassment, Physical Intervention**

The Head of School thanked Governors for their involvement with Longfield Academy and the visit reports shared as a result of meetings with school staff in their respective subject areas. It was reported that the governor visit reports are retained in a central file, Governors would be sought by e-mail in respect of attendance, mental health and wellbeing, LAC (PLAC), sanction and reward, bullying and harassment and physical intervention.

Governors RESOLVED that the content of the Head of School Report, SEF/Action Plan, Education Development Partner report, GSCE Report and Action Plan 2019-2020 and information reported were noted.

**8 Chief Executive Officer's Report**

- a) Scheme of Delegation
- b) Trust Development Plan

The Chief Executive Officer's Report, Scheme of Delegation and Trust Development Plan had been shared with Governors prior to the meeting. Copies would be retained on file.

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

---

**Swift Academies**

Registered office address:

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

Company Registration Number 07533271

Page 7 of 10

denotes support and challenge provided by Governors

**9 Trust ICT Manager Report / ICT Development Plan**

(item 10 of the circulated agenda)

The Trust ICT Development Plan had been circulated to Governors prior to the meeting. A copy would be retained on file.

The Chief Executive Officer discussed with Governors the content of the circulated ICT Development Plan.

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

**10 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.

**Financial management and governance**

Governors were informed that monthly management accounts continue to be shared with the Chair of the Board of Directors and Chair of the Finance and Resources Committee each month. Governors' attention was drawn to the circulated Head of School Report for information in respect of the management accounts position as at 31 December 2019. A surplus of £20,000 was predicted against a budget surplus of £2,000. Estimated reserves at August 2020 were predicted as £135k.

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

**11 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.

**12 Disadvantaged Pupils (Pupil Premium) Strategy 2019-2020 & Catch Up Premium strategy 2019-2020**

The Head of School reported that the Disadvantaged Pupils (Pupil Premium) Strategy 2019-2020 had been reviewed to ensure that it continued to be fit for purpose.

Governors RESOLVED that the Disadvantaged Pupils (Pupil Premium) Strategy 2019-2020 and Catch Up Premium Strategy was approved and adopted with immediate effect.



### 13 Policies for approval / review / information

- a) For information – Swift approved policies: Pay policy for teachers and support staff; Asbestos Trust Statement of Intent and Asbestos Plan; Equality Objectives; Biometric Data Policy; Substance Misuse Policy; Risk Management Policy and Procedure; Phased and Flexible Retirement Policy.
- b) For information – Longfield reviewed policies- Admissions Policy (attached) Medical Conditions, First Aid and Adminstrating Medication Policy (Including Intimate Care) (attached), School Uniform Policy (attached)
- c) For approval – Staff Induction Policy (attached)

Governors were informed that a review of all policies was currently work in progress across Longfield Academy. Governors RESOLVED that the circulated Staff Induction Policy was approved and adopted with immediate effect.

### 14 Special interest governor update including procedures for Governors visiting school

(item 15 of the circulated agenda)

- a) Premises / Health & Safety: Bob Bell  
The Lead Governor for Premises and Health & Safety (Bob Bell) reported that he had met with staff in school and that a further meeting would take place before the end of spring term 2020.
- 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
- d) Finance: vacant position
- e) Values, Community & Equality: Mandy Payne  
It was reported that regular meetings take place with staff in respect of values, community and equality.
- f) E-Safety, Careers & Transition: Jamie Collis  
The lead governor reported that work had commenced to explore careers and transition for 2019-2020. Links with the Army in respect of PE. Additional £20,000 funding had been received.
- 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 would take place with new members of staff.

---

#### Swift Academies

Registered office address:

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

Company Registration Number 07533271

Page 9 of 10

denotes support and challenge provided by Governors

## **Standing Items**

### **15 Feedback from Director and Governor development session Thursday 6 February 2020**

The Chief Executive Officer reported that the results of the recent skills audit had not identified any "global" areas where training or development was required. As a result, a number of bespoke clinics had been run during the MAT Development Session held on Thursday 6 February 2020. The Summer Term MAT Development Session would cover curriculum review & design.

Governors RESOLVED that the information was noted.

### **16 Date of next meeting Chairs and Vice Chairs meeting 1:30pm, Friday 6 March 2020, The Rydal Academy**

The Chair (Bob Bell) confirmed that he would attend the termly Chair and Vice Chair meeting to be held from 1:30pm on Friday 6 March 2020 at The Rydal Academy.

Governors RESOLVED that the information was noted.

## **Concluding Items**

### **17 Any urgent other business raised under item 5**

- pupil discipline committee arrangements  
Refer to agenda item 7 Head of School Report for information.

### **18 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.

### **19 Date and time of future meetings**

Governors RESOLVED that the next meeting of the Local Governing Body of Longfield Academy would take place from 4:30pm on Monday 8 June 2020.

*These minutes were approved by the Governors of the Local Governing Body of Longfield Academy with effect from Monday 8 June 2020. The minutes were approved electronically via an e-mail communication with Governors of the the Local Governing Body of Longfield Academy.*

---

#### **Swift Academies**

Registered office address:

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

**Company Registration Number 07533271**

Page 10 of 10

denotes support and challenge provided by Governors