



Swift Academies

Success will inspire future triumphs

**Board of Directors
Record of e-mail approvals
July 2020**

<u>Item:</u>	<u>Description of discussion:</u>	<u>action by:</u>
1	<p>The meeting of the Board of Directors of Swift Academies planned to take place from 2pm on Friday 10 July 2020 had been postponed due to a directive received regarding social distancing.</p> <p>In order to seek approval for key items contained on the circulated agenda, Directors had been contacted via e-mail, as follows:</p> <p>Directors were asked to REPLY ALL when responding to confirm agreement, raise any comments / queries and APPROVE, as appropriate, by the end of Monday 13 July 2020.</p> <p>Declaration of personal and pecuniary interests Agenda Item 1 a): to confirm that the Register of Interest completed during the 2020-2021 academic year continues to be accurate / up to date</p> <p>Please confirm that your Register of Interest completed during the current academic year continues to be accurate. A pro-forma is attached. Please complete the proforma and return to tracey.curtis@avec-partnership.com where there are changes to your Register of Interest.</p> <p>Agenda item 1 b): to declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</p>	

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denotes support and challenge offered by Directors

Please declare any personal or pecuniary interest in any matters arising from the attached agenda. Directors should declare for instance, any involvement with organisations that may trade with the trust, any personal interest in other educational institutions, for instance trustee or governor, and finally any close family relationship that exists between you, Members, Directors, Local Governors or employees of the trust. **REPLY ALL** to indicate whether you have any personal or pecuniary interest in matters on the attached agenda

No responses were received from Directors indicating any changes to Registers of Interest or personal or pecuniary interest in matters contained on the circulated agenda.

2 **Approval of minutes / matters arising**

Agenda item 2: Board of Directors' meeting of Swift Academies held by electronic communication in March 2020

A draft *Record of Approval* is attached documenting the electronic communication with Directors in March 2020. The Record has been checked by the Chief Executive Officer and Chair of the Board of Directors. Unless any changes are proposed, the *Record of Approval* is confirmed as accurate with effect from Monday 13 July 2020.

REPLY ALL with your confirmation that the *Record of Approval* is accurate, or to raise any comments or queries, by the end of Monday 13 July 2020.

E-mail replies were received from the following Directors, approving *Record of Approval* documenting the electronic communication with Directors in March 2020:

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

3 **Report of delegated duties**

Agenda item 3: *Record of Approvals* are attached from the recent communications with Directors and Governors during the Summer Term 2020. Please **REPLY ALL** to confirm that the content of the following *Record of Approvals* are noted –

- Local Governing Body, Hurworth Academy
- Local Governing Body, Longfield Academy
- Local Governing Body, The Rydal Academy
- Finance & Resources Committee of Swift Academies
- Standards Committee of Swift Academies

E-mail replies were received from the following Directors, noting the contents of the circulated *Record of Approvals*, as listed above:

- Derek Bell

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- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

4 Agenda item 4 / Agenda item 5 / Agenda item 6 / Agenda item 7 / Agenda item 9 / Agenda item 10

Documents are attached as follows in respect of the agenda items 4, 5, 6, 7 9 and 10, please **REPLY ALL** to raise any queries regarding the content of the documents and to confirm the content is NOTED.

- Chief Executive Officer Report
- Scheme of Delegation and Appendix
- Trust Development Plan
- Trust Business Manager Action Plan
- Academies Financial Handbook September 2020
- Trust ICT Manager's Action Plan

E-mail replies were received from the following Directors, noting the contents of the documents listed above:

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

Derek Bell commented in his response that one of Dean's sentences sums everything up '*a better example of collaboration, mutual support and respect, partnership working and staff input I have not seen in 25 years*'

5 Chief Finance Officer's Report

Agenda item 8: Chief Finance Officer's Report including management accounts 2019 and budget 2020-2021

Please **REPLY ALL** to note the contents of the Chief Finance Officer's Report, including Management Accounts 2019-2020 and to **APPROVE** the 2020-2021 budget which is recommended for approval by the Finance and Resources Committee of Swift Academies.

E-mail replies were received from the following Directors, noting the contents of the Chief Finance Officer's Report and approving the 2020-2021 budget:

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

6 Swift Academies Risk Policy and Register

Agenda item 11: Please **REPLY ALL** to **APPROVE** the Swift Academies Risk Policy, to note the contents of the Swift Academies

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Risk Register and to raise any queries in respect of the content of these documents.

E-mail replies were received from the following Directors, approving the Swift Academies Risk Register and noting the contents of the Swift Academies Risk Register.

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

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Time, date and venue of future meetings

Agenda item 15: A draft 2020-2021 meeting schedule is attached. Please **REPLY ALL** to **APPROVE** the meeting schedule for 2020-2021.

E-mail replies were received from the following Directors, thereby approving the circulated Swift Academies meeting schedule for 2020-2021.

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

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Business items for information only / standing items

Agenda item 16 / Agenda item 17 / Agenda item 18 / Agenda item 19

Risk Registers and wider opening plans, Head Teacher and Head of School Reports, SEF / Action Plans are attached for each of the academies, Hurworth School, Longfield School and The Rydal Academy. Please REPLY ALL to note the contents of these documents.

E-mail replies were received from the following Directors, noting the contents of the circulated documents, as listed above:

- Derek Bell
- Keith Bernstone
- Stuart Hargrove
- Tim Fisher

Approval of documents for inspection

The agenda, approved minutes and supporting documents would be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers.

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This record of approvals via e-mail, regarding items contained on the agenda of the Board of Directors' meeting of Swift Academies were approved by the Board of Directors of Swift Academies as follows:

13 November 2020 (date)

signature (chair): _____



name: Derek Bell (Chair)

approved

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