

The Rydal Academy

Local Governing Body Meeting Minutes

Monday 19th June 2023 at 1.00 pm, The Rydal Academy

Present (Governors)	Mark Gray (Chair), Dean Judson (CEO), John Armitage (Head Teacher), Gaurav Bhatia, Katie Turnbull, Melanie Chapman, Ewa Kaszuba, Johanna Thurland, Laura Hudson, Tracy Vaughan and Troy Turner.
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance and Policy Officer, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1.	<p>Welcome, Introductions and confirmation quorum present 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. 11 (eleven) 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. The new Local Governing Body Governors Laura Hudson and Tracy Vaughan were welcomed to the meeting by the Chair.</p> <p>The Chair encouraged Governors to seek clarification where discussions or information were not understood.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>No apologies for absence were received for the meeting.</p>	

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3.	<p>Notification of items of urgent other business</p> <p>There were no items of urgent other business.</p>	
4.	<p>Declaration of personal and pecuniary interests</p> <p>a) Register of Interest</p> <p>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.</p> <p>All Governors present had submitted a Register of Interest.</p> <p>b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</p> <p>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.</p> <p>No declarations of interest were received.</p> <p>c) Code of Conduct</p> <p>Governors were reminded they had signed the Governors Code of Conduct, upon appointment to The Rydal 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 Rydal Academy.</p>	
5.	<p>Approval of minutes / review of actions / matters arising</p> <p>Consideration was given to the draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 13th March 2023 which had been shared with Governors prior to this meeting.</p> <p>Further to Minute 17 it was noted that with regards to the Governors' monitoring roles Looked After Children (LAC) & Previously Looked After Children (PLAC) should be joined together with Special Educational Needs (SEN), including SEMH and not the Safeguarding link.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of The Rydal Academy held on the 13th March 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p>(Note: Katie Turnbull arrived at the meeting at approximately 1.15 pm)</p>	Governance & Policy Officer

	<p>PART B: Business Items for Discussion</p> <p>6. Chair's Report</p> <p>Action Taken:</p> <p>The Chair reported that he was having regular meetings with the Head Teacher and Chief Executive Officer and kept up to date with current issues affecting Rydal and Swift Academies.</p> <p>Correspondence</p> <p>The Chair had no new updates regarding correspondence.</p> <p>Governors RESOLVED that the Chair's report be noted.</p> <p><i>(With the permission of the Chair the following item was brought forward on the Agenda.)</i></p> <p>7. Chief Executive Officer's Report</p> <p>The Chief Executive Officer (CEO) provided a verbal update report to the Local Governing Body. He advised on SWIFT Multi Academy Trust growth and that it was the intention that Queen Elizabeth Sixth Form College, Darlington would be joining the Trust. Both institutions had a shared values and ethos, with the merger having been approved by both Boards of each institution. Subject to approval by the Head Teacher's Advisory Body and Regional Commissioner, it was hoped following consultation for the merger to be complete by approximately December 2023 or early in the 2024 new year. The merging of the two institutions would release more capital funding going forward and would therefore be less reliant on CIF (Condition Improvement Funding). The Central Teams and Governance would come together from both institutions. The Local Governing Bodies would continue in their important roles within the Trust.</p> <p>Governors enquired whether there would be more primary expertise across the Trust? The CEO advised that currently the Board of Directors of the Trust had two primary Head Teachers from other institutions and also it was hoped to attract more primary schools into the Trust following the merger with Queen Elizabeth Sixth Form College.</p> <p>Governors enquired when the Capital Funding increased, would the schools still be autonomous on what they could spend the funding on? The CEO advised that yes that was correct.</p> <p>Governors RESOLVED that the Chief Executive Officer's Report be noted.</p> <p>7a.) Scheme of Delegation</p> <p>Governors considered the Scheme of Delegation.</p>	
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Governors **RESOLVED** that the Scheme of Delegation be noted.

7b.) Trust Development Plan

Governors considered the Trust Development Plan.

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

(Note: Governor Gaurav Bhatia arrived at the meeting at approximately 1.35 pm)

8. Head Teacher's Report

The Head Teacher provided a comprehensive update report to the Local Governing Body, a copy of which is retained on file. Highlighted in yellow throughout the report were updates since last reported to the Governing Body in March.

The Head Teacher advised that projected numbers for pupils coming into reception in the 2023/24 intake was currently 62 and that there was therefore the possibility of the requirement of a third class intake which would incur extra cost in relation to the provision of teaching. It was noted that pupil numbers had increased during the 2022/23 Academic Year due to in year admissions. Indicative figures for September 2023 and future years projected a reduction in pupil numbers overall. Nursery place numbers were in line with 2020/21.

Pupil absence levels were noted to be close to the national average, and it was the severe absence of a few children which brought this figure down. These children and families continued to be worked with to improve their attendance.

With regard to attainment and progress there was a Good Level of Development (GLD), with the projection above that for 2021. Growth was noted by the Governing Body to be significantly more than the national average and the attainment gap had reduced by 34% from the Reception baseline. Growth for Disadvantaged pupils was significantly closing the attainment gap and was almost treble the national average.

The Head Teacher reported that there had been a rise in Special Education Needs (SEN). The number of pupils with an EHCP (Education, Health and Care Plan) had decreased slightly, however the number continued to be higher than the national average.

It was noted that the link Governor for PLAC and LAC and the SEND governor will now be the same named Governor, who was now attending termly meetings with the designated teacher.

Safeguarding issues had continued to increase, with a significant shift in the level and requirement for social care involvement since the last

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reporting period. Reporting and recording of concerns continued to be of high priority for staff.

The Head teacher provided feedback on the termly questionnaire, with no major issues identified. It was hoped that the pupil voice would be up and running again in the Autumn term.

(Note: The CEO left the meeting at approximately 2.25 pm)

Chief Financial Officer's Report

The Chief Financial Officer (CFO) provided an update report, which is held on file. He advised that the management accounts as detailed in his report had been prepared up to the 30th April 2023, however the full year forecast is based on the financial information available in June 2023.

The year-end financial position now reported is a surplus budget position of £51k against a budgeted position of breakeven. It was noted that the surplus position was due to the carried forward identified money to contribute to the replacement toilets scheme.

At 31st August 2022 the reserves figure is £337k, and it was noted that this figure will increase by £51k, which is the surplus from 22/23, however there will need to be reserves used to fund the balance of the toilets.

Trust Business Manager Report

The Trust Business Manager (TBM) provided an update report, which is held on file. She advised that in preparation for the next academic year, a review of various premises and Health & Safety contracts will be conducted in summer 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.

She advised that in addition to ongoing CIF (Condition Improvement Fund) works, the following tasks/checks were completed in May half term:

- Plumbing repairs
- External door and sill painting
- Repair to brick work in KS1 yard
- Repair to brick work in KS2 yard
- Routine maintenance and H&S checks

New playground equipment was fitted in both main yards during April 2023. This equipment had proved extremely popular with pupils across all year groups.

During summer break a project is underway to refurbish all toilets through school which included those situated in Reception/Year 1, Year 3/4 and Year 5/6. This will include extensive works to remove and replace all

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	<p>fixtures/fittings and re-decorate the areas. This will be a significant enhancement to school facilities for all pupils.</p> <p>Trust IT Update</p> <p>The Trust ICT Manager provided an IT update. He advised that a full Wi-Fi refresh has been completed, this included a new WIFI 6 solution including 32 access points and some additional internal cabling, this would future proof the school's wireless systems allowing for better coverage and throughout. A full audit of the infrastructure at Rydal has been completed and IT were now in the final stages of ordering the replacement fully managed switches.</p> <p>Governors RESOLVED that the Head Teacher's update report, including the CFO, TBM and Trust ICT Manager's report be noted.</p> <p>8 a.) Self-Evaluation Form and Strategic Action Plan</p> <p>The Head Teacher provided a report on the SEF (Self Evaluation Form) and Strategic Action Plan, which is retained on file. All updates were highlighted in yellow throughout the report.</p> <p>Governors RESOLVED that the report be noted.</p> <p>8 b.) Risk Register</p> <p>The Governing Body considered the Risk Register for The Rydal Academy, a copy of which is retained on file.</p> <p>Governors RESOLVED that The Rydal Academy Risk Register be approved.</p> <p>9. Approval of Term Dates 2025/26</p> <p>Consideration was given to the school term dates for the 2025/26 Academic Year, a copy of the dates are retained on file, including the Personal development and Disaggregated Training Days.</p> <p>Governors RESOLVED that the school term dates as set out in the report be approved and be forwarded to Darlington Borough Council.</p> <p>10. Special Interest Governors – Feedback/Updates from School Contact</p> <p>The following Special Interest Governors feedback forms were retained on file and considered by the Local Governing Body:</p> <ul style="list-style-type: none"> • Behaviour and Attitudes • Disadvantaged • Quality of Education • Special Educational Needs (SEN), including SEMH 	
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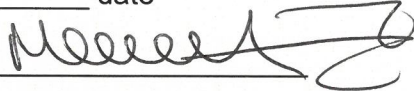
<p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p>	<p>Governors RESOLVED that the Special Interest Governor Forms be noted and any resulting actions /information for the Local Governing Body.</p> <p>Single Central Record</p> <p>Governors RESOLVED that the Single Central Record for The Rydal Academy would be reviewed and signed by the Head Teacher and LGB Chair.</p> <p>Policies for approval/review/information</p> <p>a.) For Information Swift approved policies -</p> <p>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; Probationary Policy; GDPR and Data Protection; Appraisal Policy; Business Continuity Strategy; Treasury Management and Investment Policy; Staff Health & Wellbeing Policy; Risk Management Policy and Procedure</p> <p>b.) For Information –</p> <p>The following The Rydal Academy policies were approved for information: Fire emergency plan; Fire safety risk assessment; Security policy; SEND Information Report; SEND Local Offer; SEND Pupil & Parent Guide; School Uniform Policy; Educational Visits Policy; Guidelines for Visitors in School.</p> <p>c.) For Approval –</p> <p>It was noted there were no policies for approval for the Rydal Academy for this meeting of the Local governing Body.</p> <p>PART C: Standing Items</p> <p>MAT Development Session</p> <p>It was noted that the next MAT (Multi Academy Trust) Development Session would be held on the 6th July 2023 at 5.00 pm online.</p> <p>Chairs and Vice Chairs Meeting</p> <p>It was noted that the next Chairs/Vice Chairs of LGB and executive Leadership Team would be held on the 23rd June 2023 at 1.30 pm online.</p> <p>Part D: Concluding Items</p>	<p>Head Teacher</p> <p>Local Governing Body</p>
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<p>15.</p>	<p>Approval of documents for inspection**</p> <p>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.</p>	
<p>16.</p>	<p>Date of Future meetings (from 1.00 pm)</p> <p>Governors noted that the 2023/24 The Rydal Local Governing Body meeting dates were due for approval at the Board of Directors meeting on the 7th July 2023 and would be circulated after that meeting.</p> <p>The meeting concluded at 3.00 pm</p> <p>These minutes were approved by the Local Governing Body of Rydal Academy, as follows:</p> <p>on: <u>21/07/23</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>MARK GRAY</u></p>	<p>Governance & Policy Officer</p>

Approved