



# Swift Academies

*Success will inspire future triumphs*

## Hurworth School

Local Governing Body  
4:30pm, Tuesday 11 June 2019

Hurworth School, Croft Road, Darlington DL2 2JG

### MINUTES

Present (Governors)	Rita Rees, Nichola Peaker (Head of School), Stuart Bradnam, Dean Judson (Chief Executive Officer), Nick Gawthorpe, Franco Sinaguglia (Chair)
in attendance	Sarah Jones (Trust Business Manager, Swift Academies) Glen Hart (Chief Finance Officer, Swift Academies) Andrew Hutton (Trust ICT Manager, Swift Academies) Maria Hall (School Manager, Hurworth School) Tracey Curtis (Governance Partner, Avec Partnership)

Item	Description of discussion	Action by
1	<p><b>Welcome, introductions and confirmation quorum present</b> A round of introductions was not required: everyone present had met previously.</p> <p>The Governance Partner confirmed that a quorum was present. The Scheme of Delegation of Swift Academies states that <i>the quorum for meetings of the Governors will be three voting Governors</i>. Six (6) Governors were present.</p>	

Hurworth School  
Local Governing Body  
Tuesday 11 June 2019

In the absence of the elected Chair and Vice-Chair of the Local Governing Body, the Governance Partner sought nominations to identify a Chair for this meeting of the Local Governing Body of Hurworth School. One nomination was received for Franco Sinaguglia.

Governors RESOLVED that Franco Sinaguglia was elected Chair of the Local Governing Body of Hurworth School for this meeting only.

Franco Sinaguglia in the Chair.

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

The Governance Partner reported that apologies for absence had been received from Jane Hodgson.

Governors RESOLVED that the apologies for absence were accepted and that the absence of the following Governors was noted:

- Martin Clark
- Eddie Donlan
- Karen Graves
- Louise Johnson

The Head of School commented that Karen Graves had been unable to attend meetings of the Local Governing Body of Hurworth School due to a change of employment. Governors' attention was drawn to the end of term of office for Karen Graves, which was reported as September 2019. Karen Graves had confirmed that she would not be seeking re-election.

Attendance at recent meetings of the Local Governing Body of Hurworth School was discussed; the feedback was that a combination of the move to a paperless approach and the move to school-based e-mail accounts had caused "teething problems".

Governors RESOLVED that the information was noted. The Governance Partner would arrange for the agenda of respective meetings to be posted to the members of the Local Governing Body, which would act as a reminder that a meeting was taking place.

Governance  
Partner

## 3 **Local Governing Body Membership**

Information in respect of the membership of the Local Governing Body of Hurworth School had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School confirmed that Eddie Donlan had been appointed as the support staff representative. Parent nomination paperwork had been shared with parents of students attending Hurworth School. The closing date for nominations to be received was confirmed as Wednesday 12 June 2019. The Governance Partner confirmed that no expressions of interest or nominations had been received to date.

Governors RESOLVED that the information was noted.

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

- items that the Local Governing Body of Hurworth School regard are of sufficient urgency to warrant consideration at the end of the agenda

No items of urgent other business was raised for consideration at the end of the agenda.

#### 5 **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.

The Governance Partner reported that a completed Register of Interest had not been received from Martin Clark. Governors noted that Martin had not attended a meeting of the Local Governing Body during the current academic year.

- ##### 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) complete / review the Automatic Disqualification Declaration
- Governors were informed that the Charity Commission automatic disqualification rules had changed with effect from 1 August 2018. New reasons for disqualification included being in contempt of court, being named under particular anti-terrorism legislation or being on the sex offenders register.

The Governance Partner reported that a completed Automatic Disqualification Declaration had not been received from Jane Hodgson or Karen Graves.

##### d) Code of Conduct

Governors were informed that the Board of Directors had approved a Code of Conduct for Governors in March 2018. The Code of Conduct should be signed by Governors to confirm they will undertake to abide by the Code of Conduct for Governors across Swift Academies.

The Governance Partner reported that a completed Code of Conduct had not been received from Karen Graves, Eddie Donlan, Martin Clark and Jane Hodgson.

Governors RESOLVED that the Register of Interest, Automatic Disqualification Declaration and Code of Conduct should be

completed as soon as possible and returned to the Governance Partner or Chief Finance Officer.

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

- Hurworth School, Local Governing Body meeting held on Tuesday 26 February 2019  
Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 26 February 2019 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 of Hurworth School held on Tuesday 26 February 2019 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

- **review of agreed actions**  
Governors were informed that all agreed actions had been completed.
- **matters arising**  
There were no matters arising.

**7 Chair's Report**

- a) action taken
- b) correspondence  
In the absence of the elected Chair, a report was not provided.

- c) Local Authority briefing papers
  - Supporting Children and Young People's social, emotional and mental health through joint commissioning
  - Special Educational Needs (SEN) Funding
  - Statutory RSE & Health Education
  - Healthy Lifestyle SurveyThe Local Authority briefing papers, as listed above, had been shared with Governors of the Local Governing Body of Hurworth School prior to the meeting. Copies would be retained on file.

The Head of School discussed with Governors the content of the circulated Local Authority briefing papers and considered the key questions contained in each briefing paper.

Governors RESOLVED that the content of the Summer Term 2019 Local Authority briefing papers 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. A copy would be retained on file.

The Chief Executive Officer reported to Governors the content of the circulated Chief Executive Officer's report, drawing particular attention to the following:

### **Scheme of Delegation**

The Scheme of Delegation is retained as a standing item on Local Governing Body and Directors' meetings to ensure that it is reviewed and continues to be fit for purpose. No changes were proposed to the Scheme of Delegation.

### **Trust Policies**

The Chief Executive Officer reported that the Executive Leadership Team continue to work collaboratively to ensure that, where appropriate, policies are centralised. To date, 40 policies had been centralised and had been uploaded to the Swift Academies website.

### **Trust Dividend**

The Executive Leadership Team had developed a Trust Dividend which outlined Trust services. Information would be shared with Local Governing Bodies and Directors at an event planned to take place from 5pm, Thursday 4 July 2019 at Hurworth School. The Trust Dividend had also been presented to staff at each of the schools during Summer Term 2019.

### **Internal Annual Trust Review**

The Chief Executive Officer reported that as part of the Trust's strategic governance support, a self-evaluation review of Swift Academies to reflect on the effectiveness of governance arrangements across the Trust would take place in Summer Term 2019. Trustees and Members had been asked to complete a survey: interviews with stakeholders would take place on Wednesday 26 June 2019 and a report presented at the Board of Directors' meeting planned for Friday 12 July 2019 and to Local Governing Bodies in Autumn Term 2019.

### **Trust Development Plan**

Governors were informed that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team. The revised Plan would be submitted to the Board of Directors for review and approval at the next meeting planned to take place on Friday 12 July 2019.

Governors were informed that Trust-wide meetings had been established across subject areas with termly meetings, for instance curriculum planning, teaching and learning, attendance, timetable, exams, target setting, tracking, safeguarding, SEN and site staff.

It was reported that all websites across Swift Academies would be externally checked from Summer Term 2019 to ensure that they meet statutory requirements.

The ICT Team and staff from The Rydal Academy had accessed Insights Training during Spring Term 2019. Hurworth School would access the Insights Training during Summer Term 2019.

### **Pupil Projections**

Governors' attention was drawn to the Chief Executive Officer's Report for information in respect of pupil projections. It was reported that the birth rate had gradually reduced since a peak in 2009/2010. The total in 2016-2017 was the lowest recorded since 2000-2001. As a result, secondary school intake would continue to rise, reaching a peak in 2021-2024. Hurworth School and Longfield Academy continue currently to be over capacity. However, pupil projections for The Rydal Academy may reduce with a significant reduction in 2029.

Governors RESOLVED that the content of the circulated Chief Executive Officer Report, Scheme of Delegation and Trust Development Plan and information reported was noted. Governors noted that the Trust Development Plan could be accessed on the Trust website.

### **9 Head of School's Report including Chief Finance Officer and Trust Business Manager report**

- a) School Improvement Plan and Self-Evaluation document**
- b) Admission arrangements**

The Head of School's Report (June 2019) including the Chief Finance Officer and Trust Business Manager Report had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School presented to Governors the content of the circulated Head of School's report, drawing Governor's attention to the summary of change within each section as follows:

#### **Pupil numbers**

The Head of School reported that the secondary allocation day for September 2019 was 1 March 2019 and that after 35 appeals in May 2019, the final number of pupils to be admitted to Year 7 at Hurworth School in September 2019 was 136. This is above the Pupil Admission Number (PAN).

Governors sought clarification in respect of appeals and who decided that a student should be admitted on appeal. It was reported that an independent appeals panel is established by the Local Authority and that the decision of the independent appeal panel was binding.

It was reported that there may be one further student to be admitted from September 2019 taking the total number of pupils admitted to 137. The prospective student was a Looked after Child and therefore could not be denied a place at Hurworth School.

Governors' attention was drawn to the circulated Head of School's Report for further information in respect of pupil numbers.

#### **Pupil exclusion levels**

The Head of School reported that permanent exclusions continue to be below national but other exclusions are still high (in part due to the limitations of the physical environment). Changes to the systems and procedures within Student Support have been implemented over the

course of the year and the rate at which exclusions are occurring has decreased. Further structural changes are planned for the 2019-2020 academic year to further support this process.

Governors sought clarification of the total numbers of students who have received internal exclusions for persistent disruptive behaviour (59). The Head of School reported that Hurworth School does not tolerate inappropriate behaviour and that the majority of internal exclusions for persistent disruptive behaviour were for 'irritations' or what was felt to be low level constant disruption which was prevented before a situation escalated to something more serious. Repeat offenders are identified separately, the percentage of pupils across the school was commented on as low.

### **Attainment and progress**

Governors' attention was drawn to the circulated Head of School's report for information in respect of pupils' education outcomes.

Governors were informed of the headlines in respect of the Secondary Inspection Summary Dashboard / Analyse School performance (17 December 2018), for 2017-2018 outcomes:

- the school's overall Progress 8 score is 'average'
- English, Maths and the Open Element of Progress 8 are in the top 40% of schools
- the EBacc Element of Progress 8 is in the bottom 20% of schools: this is almost exclusively due to the performance of Science in the Summer 2018 results. A bespoke action plan has been developed and intensive additional support was being provided to improve the results in Summer Term 2019. Latest comparison data continued to show that Science results at this stage are higher when compared to the same point in the previous academic year.
- the performance of pupils with Middle Prior Attainment decreased slightly in comparison to the previous academic year in most areas with the exception of Science
- there was no gap in performance between disadvantaged and all pupils
- the number of pupils completing EBacc is below the national average: the number of pupils taking languages in particular was having an impact

Governors sought clarification of the issues in the Science Department: it was reported that Science was a year behind English and Maths in respect of the new specifications. The Science curriculum also contains new topics however, staff are in a stronger position this year and would continue to improve.

### **Curriculum planning**

The Head of School reported that there was little change to curriculum planning: pupil numbers had been updated in the Head of School Report. All GCSE courses were now running in Year 11 on the new 9-1 grading system. Curriculum planning over the course of the next few years would take account of the Government targets for EBacc (75% of pupils

expected to take a combination of subjects to achieve EBacc by the end of 2022).

Governors sought clarification of the languages students were able to study in Year 7. It was reported that Spanish would be delivered to Year 7 students and that any additional languages to be studied would be offered once pupils reached Year 8.

### **Financial Efficiency and Integrated Curriculum and Financial Planning Review**

The Chief Finance Officer reported that a review of the financial efficiency of the Trust had identified that in the majority of areas the Trust was in a healthy position. However, levels of reserves in individual academies had fallen in recent years. Savings have been identified in order to rebuild the levels of reserves and to fund school improvement priorities in the Multi Academy Trust and meet the conditions of MDIF funding.

The review had identified further savings were possible by making collective Trust-wide purchasing decisions and by fully embedding the integrated curriculum and financial planning approach, some principles of which had already been largely adopted by the Trust. This would better support effective long-term planning and sustained growth for the Trust.

Governors sought clarification of their perceived high level of non-teaching staff costs and whether the information was accurate and recognised across the Trust. It was confirmed that there were almost 200 non-teaching staff across Swift Academies but that this included employees who work part-time. It was reported that there are 145 teaching staff and that the balance between teaching and non-teaching staff was thought to be appropriate at the current time.

### **Financial management and governance**

Governors were reminded that opening reserves at September 2018 were £88k: the current in-year forecast was a deficit of £13k. However, with one-off capital funding and MDIF allocations the reserves were forecast to be £130k in August 2019. Governors' attention was drawn to the circulated Head of School's Report for information in respect of favourable and adverse variances to the budget position.

Governors were informed that due to additional funding awarded by central Government to cover teachers' pay rise, the additional capital funding allocated and the confirmation to fund the teachers' pension increase in full for 2019-2020, the short-term outlook was more positive. The teachers' pension contribution would be part of the government spending review and there is no confirmation currently how long the funding would be received for. Despite recognition by the Department for Education (DfE) of concern for all schools, additional savings need to be identified and implemented across the Trust.

### **Schedule of contracts**

The Trust Business Manager reported that during the Autumn Term 2018 there had been a focus on updating and transferring all contract and supplier information to the 'Every' software system. Suppliers are added



as and when Service Level Agreements are renewed. The system has placed the Trust in a more proactive position and increased the efficiency of the Trust.

Ongoing discussions and research into energy procurement is taking place prior to a renewal of both gas and electricity contracts across the Trust in December 2019. The government's Deals for Schools and 'school switch' initiatives will be explored as well as an energy procurement specialist to ensure the best deal is secured.

Comparisons are also being made in respect of water supply costs across the trust as this has not previously been explored and there may be potential savings to be made.

Governors sought clarification whether fixed term arrangements with energy suppliers were available for schools in a similar way to domestic energy suppliers. The Trust Business Manager confirmed that energy suppliers explored for Swift Academies worked in a similar way to domestic suppliers and that a range of options were available. The Trust Business Manager intended to access a webinar which would demonstrate deals and would provide an update to Governors in respect of energy suppliers and the best deals available in due course.

### **Estate Management**

The Trust Business Manager reported that an application to the Condition Improvement Fund (CIF) in December 2018 had been unsuccessful, scoring 69% against a success threshold of 77%. The score was not within the parameters for appeal, although feedback had been obtained and would be used to submit a further, updated application in Autumn Term 2019.

It was reported that following leaks in the Sports Hall roof an investigation was undertaken and remedial work was completed in February 2019 which appears to have resolved the issues. This will prevent any long term damage to the Sports Hall flooring. In addition, remedial work to a collapsed drain in the school yard had been completed.

### **Estates Strategy**

An Estates Strategy was reported to be 'work in progress' which will prioritise short, medium and long term plans for the upkeep and development of the school premises. This document has been created in line with Head of School priorities and results from both the Condition Data Surveys and to enable tasks and capital spending to be prioritised. Display Energy Certificates are currently being revised, the work for these has been contracted to a suitable, qualified company and will be complete shortly.

The electrical hard wire testing report carried out towards the end of 2018 highlighted several items of remedial work needed to ensure compliance. Some rectifications were completed by site staff and the remaining works are due to be completed over May half term and early June, before the next Health & Safety Audit in July 2019.

### **Business Continuity Plan**

It was reported that the Business Continuity Plan had been updated and would be distributed to School Incident Management Teams throughout June 2019. An over-arching Business Continuity Strategy has also been developed for the Trust and this would be published on the Swift Academies website.

### **Accessibility Plan**

The Accessibility Plan had been updated in line with current guidance. This had been completed in partnership with the SEND team during April 2019.

In order to improve security and safeguarding at Hurworth School, new internal security doors will be installed at both sides of the reception during the summer break. They will be operated by maglocks which are released by staff ID cards.

### **Quality Assurance**

In light of the most recent EDP report and the forthcoming new Ofsted framework, the main focus of the school's activities during the forthcoming academic year will be embedding and monitoring Teaching and Learning strategies.

### **SEN**

The Head of School drew Governors' attention to the circulated Head of School report for information in respect of the latest SEN register (April 2019).

### **Health & Safety**

A new phone system was on hold: it may be possible to operate a Lockdown facility via existing alarm circuits at a more reasonable cost: the school have received quotes for various options and it was hoped that a system would be installed during the summer break.

The introduction of regular premises meetings had allowed site staff from across the Trust to meet, discuss issues and share best practice. Individual Academy meetings have also taken place to discuss upcoming priorities for works to be completed during the summer break and any ongoing issues that need to be addressed.

### **HR: staff absence**

The Head of School reported that staff absence had increased but that this was due to two members of staff with long term absence (more than four weeks).

### **HR: staff turnover**

The Head of School informed Governors that there was currently only one teaching staff vacancy which has been covered to date by a supply teacher. An appointment had been made to the post from September 2019. Two further teaching posts are currently vacant from September 2019: the recruitment process for these posts has commenced.

### **Questionnaires**

The Head of School reported that no comments had been added to Parent View during the current academic year. An alternative method of gathering pupil views had been successfully introduced with 117 responses received to date compared to 24 at the same time in the previous academic year.

*During this item Maria Hall, School Manager, entered the meeting.*

### **Admissions**

The Chief Executive Officer, Head of School and School Manager discussed with Governors admission arrangements.

Governors RESOLVED that the content of the circulated Head of School Report and information presented was noted.

*Following this item Maria Hall, School Manager, left the meeting.*

## **10 Education Development Partner (EDP) Report**

The EDP report had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School discussed with Governors the content of the circulated EDP Report and explained that the focus of the EDP visits was decided by the Senior Leadership Team at Hurworth School.

Governors' attention was drawn to the circulated EDP report for information in respect of 'Points to Action':

- the Science Department needs to develop a crib sheet that identifies patterns and trends in pupil performance for all pupil groups, this needs to be dovetailed with the implementation of "Crib sheets" for Middle Leaders and TLR holders
- the school needs to strengthen some of its Teaching & Learning strategies, such as in Science, where issues were identified in the Spring Review with regards to the use of questioning, differentiation and missed opportunities to assess in lessons.

Governors RESOLVED that the content of the circulated EDP report and information presented was noted.

## **11 Trust Business Manager Report**

### **a) Business Continuity Plan**

The Business Continuity Plan had been shared with Governors prior to meeting. A copy would be retained on file.

Governors queried whether the Business Continuity Plan had been tested. The Trust Business Manager confirmed that a practice test had taken place and that further table top exercises were planned to ensure that the Business Continuity Plan was fit for purpose. A range of scenarios would be explored.

Governors RESOLVED that the content of the circulated Business Continuity Plan was noted.

- b) **Accessibility Plan**  
The Accessibility Plan had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the content of the circulated Accessibility Plan was noted.

- c) **Estates strategy**  
Refer to agenda item 9 - Head of School's Report for information.

## 12 **Chief Finance Officer Report**

- a) **Benchmarking Report**  
The Benchmarking Report for Hurworth School had been shared with Governors prior to the meeting. A copy would be retained on file.

The Chief Finance Officer reported that benchmarking across similar schools made comparisons difficult as no two schools were exactly the same. However, it was possible to identify similar characteristics for benchmarking purposes.

Governors RESOLVED that the content of the circulated Benchmarking Report and information reported was noted.

- b) **Risk Register (standing item)**  
The Risk Register for Hurworth School had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors' attention was drawn to the content of the Risk Register in respect of risks RAG rated amber. The Chief Finance Officer reported that policies and procedures were in place to mitigate risks.

Governors commented on the risk in respect of an out of control deficit position where external factors have impacted on the budget position. The Chief Finance Officer commented that budget positions continue to be monitored to ensure financial controls are in place to avoid or negate a deficit budget position.

Governors sought clarification of the production of the Risk Register: how often was the Register reviewed and who was responsible for the content. It was confirmed that respective Risk Registers are a standing item on all agendas across the governance structure. Auditors review the Risk Registers as part of their assurance visits and the Senior Leadership Team review the Risk Registers at regular intervals. The Head of School confirmed that the current format of the Risk Register was fit for purpose; previous versions had been weighty. The Chief Executive Officer commented that risks had been considered and owners of those risks identified, for instance, Ofsted, remuneration of Senior Leadership Team, Health & Safety, HR arrangements.

Governors RESOLVED that the content of the circulated Risk Register was noted and that the Risk Register for Hurworth School

would continue to be reviewed at each meeting of the Local Governing Body.

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

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

Governors were informed that:

- The ICT Support Team had been restructured during Spring Term 2019. The team had participated in Insights training during Spring Term 2019.
- The ICT support rota had commenced Monday 3 June 2019 across the Trust which would provide ICT support from 7am to 5pm.
- ICT support 'ticketing' had been introduced. On average 372 tickets per month are handled by the ICT team.
- Portable Appliance Testing had taken place at Hurworth School during the Easter Break.
- Website compliance had been completed during Summer Term 2019 by an external consultant.
- The installation of Windows 10 was progressing across the Trust.

Governors sought clarification whether a mechanism could be introduced that would enable Governors to contact each other in a less formal way than via e-mail, for instance Microsoft Teams. The Trust ICT Manager confirmed that Microsoft Teams was available across Swift Academies and that this was an option for Governors.

Governors RESOLVED that the content of the circulated ICT Development Plan and information presented was noted. The Trust ICT Manager would meet with Franco Sinaguglia to consider mechanisms that would allow Governors to contact each other outside of Local Governing Body meetings.

Trust ICT  
Manager /  
Franco  
Sinaguglia

**14 Term Dates 2021 -2022**

Information had been shared with Governors in respect of proposed term dates 2021-2022. Copies would be retained on file.

Governors RESOLVED that Hurworth School would adopt the Local Authority proposed term dates for 2021-2022.

**15 Policies for approval / review / information**

**Looked after Children (LAC) Policy**

The Looked after Children (LAC) Policy had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School confirmed that the Senior Leadership Team at Hurworth School had developed the Looked after Children Policy for use across the school. The policy also covered Previously Looked after Children. Ben Sutherland (a member of the Senior Leadership Team at Hurworth School) was confirmed as the Looked after Children 'champion'.

Governors RESOLVED that the circulated Looked after Children Policy was approved and adopted with immediate effect.

**16 Special interest governor update:**

- a) Premises / Health & Safety, finance, standards (teaching, learning, curriculum & progress): Rita Rees
- b) Safeguarding & Welfare, Looked After Children (LAC), Special Educational Needs (SEN) Including SEMH: Louise Johnson  
The Head of School confirmed that the Lead Governor for Safeguarding & Welfare, Looked after Children and SEN had met with staff and that a detailed report of the meeting had been shared with the Head of School.
- c) Values, Community & Equality, Careers & Transition, newly qualified teacher: Jane Hodgson  
In the absence of the Lead Governor for Values, Community & Equality, Careers & Transition and newly qualified teacher, a report was not presented.
- d) E-Safety: Franco Sinaguglia  
The Lead Governor for E-Safety reported that he had met with staff at Hurworth School in respect of E-Safety and that a further meeting would take place before the end of Summer Term 2019. The Lead Governor confirmed that he was impressed with activities that had been undertaken by staff in respect of E-Safety and that the role continued to be developed in line with the development of national standards. Information had been uploaded to the website and attempts were being made to engage and encourage parents' involvement in E-Safety to ensure that pupils were safe on line.

Governors RESOLVED that the reports provided by Special Interest Governors were noted.

**Standing Items**

**17 Feedback from / date of next meeting Director and Governor development session**

- 5pm, Thursday 4 July 2019: Hurworth School

Governors were reminded that the next Governance Development Session would take place from 5pm on Thursday 4 July 2019 at Hurworth School. All Governors were welcome to attend. The session would provide an overview of the Trust Dividend.

Governors RESOLVED that the information was noted.

**18 Feedback from / date of next meeting Chairs and Vice-Chairs**

- 1:30pm, Friday 14 June 2019: Hurworth School

Governors were reminded that the next Chair and Vice-Chair session would take place from 1:30pm on Friday 14 June 2019 at Hurworth School.

Governors RESOLVED that the information was noted. Franco Sinaguglia agreed to attend the Chair and Vice-Chair session. The Head of School would check with other Governors whether they were also able to attend the Chair and Vice-Chair session. The Governance Partner would share the e-mail invitation to the Chair and Vice-Chair session with Franco Sinaguglia.

**Concluding items**

**19 Any urgent other business raised under item 4**

No items of urgent other business had been raised for consideration.

**20 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.

**21 Date and time of future meetings**

A draft schedule of meetings (2019-2020) across the governance structure of Swift Academies had been shared with Governors of Hurworth School.

Governors RESOLVED that the information was noted. An extraordinary meeting of the Local Governing Body of Hurworth School would take place from 4:30pm on Tuesday 2 July 2019: the Governance Partner would inform all Governors by e-mail.

Governance  
Partner

The meeting closed at 6:30pm.

These minutes were approved by the Local Governing Body of Hurworth School as follows:

on: 11/10/19 date

signed by: (Chair) J. Hodgson

printed name: J. HODGSON

