

**Hurworth School**

**Local Governing Body**

**Tuesday 22nd June 2022**

**APPROVED MINUTES**

Present (Governors)	Mick Hatton (Chair), Elaine Colclough (Vice Chair), Trish Heron, Yvonne Hancock, Joe Kelley, Nick Gawthorpe, Cath Lawrence, Lucy Clark
in attendance	Dean Judson (Chief Executive Officer), Glen Hart – Chief Financial Officer, Swift Academies Sarah Jones - Trust Business Manager, Swift Academies Sam Reilly – Senior Assistant Headteacher Sara Lindsay Burn – Assistant Headteacher Kelly Davidson – Assistant Headteacher Maria Hall – School Manager Derek Bell – Director Chris Carr – ICT Manager, Swift Academies Caroline Jennings: Governance & Policy Officer, Clerk - Swift Academies

Item	Description of discussion	Action by
1.	<p><b>Welcome, introductions and confirmation quorum present</b> 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. 8 (eight) Governors were present.</p> <p>A round of introductions took place at the start of the meeting for the benefit of all those present, including the newly appointed Trust Governance and Policy Officer Caroline Jennings who would be clerking future meetings.</p>	
2.	<p><b>Apologies for absence and their acceptance</b> Bree Stamp – accepted by Governors.</p>	
3.	<p><b>Notification of items of urgent other business</b> There were no additional items of urgent business for this agenda.</p>	
4.	<p><b>Declaration of personal and pecuniary interests</b> Directors and those present were reminded to 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>	
5	<p><b>Approval of minutes/review of actions/ matters arising</b></p>	Clerk

<p>6.</p> <p>7.</p>	<p>Draft minutes of the Local Governing Body meeting of Hurworth School held on 15<sup>th</sup> March 2022 were RESOLVED as an accurate and true record of the meeting. A signed copy to be retained on file</p> <p><b>Chair's Report</b> The Chair confirmed that he had met with the Trust Business Manager in the Spring Term to review the Single Central Record and was scheduled to do likewise following this meeting.</p> <p>The Chair advised Governors he had received a communication from Bree Stamp to say that she would be resigning with effect from 31<sup>st</sup> August 2022, as her Year 11 son is leaving the school at the end of this academic year. An election for a parent governor will take place in September.</p> <p>Governors RESOLVED that Mr Martin Stand be elected as Community Governor from 1<sup>st</sup> September 2022.</p> <p>Governors informed that a student permanent exclusion was considered by a panel of governors. It was noted that much time and effort had been put in place by school staff in order to support the student.</p> <p>The Chair reported he had toured the school with the CEO focusing on the behavior controls and strategies, and students were seen to be on task and engaged in learning.</p> <p><b>Governor Question:</b> What are we doing to address any gaps identified in the governors' skills audit?</p> <p><b>Response:</b> <i>Swift Academies MAT training had taken place on the 8<sup>th</sup> July 2022. The session was based on the Governor and Directors Skills Audits that had taken place in the Spring Term 2022. The focus of the session was Governor Quality Assurance and Equality, Diversion and Inclusion; the Chair reported that the session was well attended by representatives from the Governing Body. The Chair also reminded Governors that the Autumn session was again based on the responses from the skills audit and would take place on the 3<sup>rd</sup> November 2022 and would focus on Staff Health &amp; Well Being and Finance.</i></p> <p><i>It was commented that governance knowledge is accumulated over time, insofar as some governors have a deeper understanding and are more experienced than others. However, Governors are encouraged as always to seek guidance about any area they felt required additional support or further development.</i></p> <p><b>Governor Question:</b> What is the current state of play in terms of vacancies and staff recruitment?</p> <p><b>Response:</b> <i>The Careers Apprentice vacancy had been advertised three times without success and was due to be readvertised</i></p> <p><i>There are two further vacancies currently; Head of Art and Head of D &amp; T with both posts out for advert.</i></p> <p><b>Head Teacher Report</b> A copy of the Head Teacher's report was circulated prior to the meeting.</p>	<p>Clerk</p>
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The school continues to be over-subscribed which means that the physical limitations of the building continue to present challenges on a day to day basis; the school continues to explore opportunities to try and improve this.  
**Governor Question:** Is the declining birth rate in Darlington affecting student numbers?

**Response:** *In the academic year 24/25 there will be surplus places in the primary sector; at the same time the "bulge" in student numbers will be hitting secondary schools before numbers are projected to decline sharply across the town in the secondary sector. .*

**Governor Question:** Looking at the significant increase in SEN students this year, will this stretch staffing?

**Response:** *Yes – it will be a challenge in terms of capacity, but the school will ensure that students are supported and will be able to access the curriculum. We have appointed two additional SEN posts, and resourced a new sensory room.*

### **Attendance**

The Head Teacher advised Governors that attendance to date was 92% and above the national average. Like all schools, attendance in 2021/2022 had been significantly impacted due to Covid.

### **Suspensions**

Governors informed the number of suspensions has significantly reduced this year, and the data is positive compared to national. There has been one permanent exclusion in 21/22; referenced earlier in the meeting.

Strategic action was in place such as the use of the local PCSO, Cohesion Officer, student mentors, reviews of SEND support plans, early help interventions and input from the Student Support Team

### **Safeguarding**

Governors informed the current Designated Safeguarding Lead was retiring at the end of this academic year and would be replaced by the Deputy DSL.

The Head Teacher reported a spike in incidents/concerns reported following the Covid lockdowns. Furthermore, there was an increase in disclosures made about abuse happening at home and Mental Health concerns have been on the increase throughout this academic year. The rise in safeguarding cases especially linked to Mental Health is a county and country wide issue.

### **Attainment and Progress**

The Head Teacher advised that the predicted Year 11 Progress 8 grades was very healthy. Governors were informed about the Year 11 strategies in place to support their examinations.

The Year 10 predictions are due out this week.

At KS3, departments continue to extend links across the curriculum. There has also been a key focus on soft skills.

Darlington College and Cambridge University have been working with Year 9 and 10 to offer enrichment and support their careers education

**Governor Question:** Post-Covid, have all trips and outside school activities recommenced?

**Response:** Yes – all clubs and organised trips have resumed and are going ahead as in previous year.

### **Financial management and governance**

The Chief Financial Officer reported a £62k surplus for 2021/22 which was better than projected, with additional monies expected in this may rise to £100k.

The medium-term financial plan covering the period 2022/23 - 2024/25 is currently being prepared.

**Governor Question:** Are we doing anything to help teachers with the cost of living rise?

What is an apprentice's starting salary with Hurworth School?

**Response:** *The starting salary for NQTs has been increased to £30k, which has been offset by £107k from the Government. The apprentice salary is nationally set by the Apprentice Programme at approximately £5 per hour.*

### **Trust IT Update**

The Trust IT Manager informed Governors that 107 student computers had been ordered and would be installed during the Summer break.

He also stated that all staff had been trained on interactive whiteboards by a third-party provider to ensure the staff understand how to get the most out of the new hardware.

The Trust IT Manager advised he would be leaving Swift Academies this term.

**Governors Question:** Has a forward plan been put in place for your successor?

**Response:** *Yes, there is ample handover time and I am leaving a good base for the new person to build upon.*

CCR thanked for his efforts and wished all the best for the future.

### **Estates Management**

The Trust Business Manager provided an update on the Conditional Improvement fund. The replacement boiler and heating system work funded by the 2021/22 CIF funding will commence in July.

The asbestos survey report is still pending.

Governors advised the 2022/23 bid was unsuccessful, but as the roofing projection was only 3 points from the threshold, an appeal has been submitted.

## **SEN**

The Head Teacher reported little change in the SEN data since the last report, however the number of students with EHCP is increasing from 34 to 40 for 2022/2023.

**Governor Question:** Please explain what the SEN K code is?.

**Response:** *The 'K' code as students whose needs have been identified with SEN needs below the level of an EHC and are receiving appropriate documented support.*

## **Safeguarding**

The Head Teacher advised that 31% of the school cohort had "triggered" the mental health button on CPOMs at some point during the academic year. The figure was 27% in the Autumn Term.

He reported that the school engaged an additional counselling service (Mind-funded by the CCG) which has increased the number of support appointments to 35 a week. Furthermore, since the start of the academic year the school has offered 602 tiered support appointments to students from our on site services (Listening Post, Mind, ABC and PWP).

Students also receive support from their Head of Year and teachers on a daily basis, and in line with DFE recommendations we also have a qualified Designated Mental Health Lead.

## **Community**

Responses from the Autumn Term staff questionnaire were detailed in the Head Teacher report. It was stated that the comparative survey is due to take place in July 2022.

The parental survey was very positive.

### **8. Summer EDP Report**

Full details of the main findings and recommendations were sent to Governors prior to the meeting.

### **9. Chief Executive Officer's Report**

There have been no changes to the Scheme of Delegation since the last meeting.

The CEO outlined the school had secured Rachel Somerville on a day a week basis in the latter part of the summer term to aid her transition into the post of Head of School which was commencing on the 1<sup>st</sup> September 2022.

Governors informed about new staffing appointments:

The Trust ICT Manager - Leon Watson

Governance and Policy Officer – Caroline Jennings

Personnel Officer - Emma Barker

### **10. Approval of Term Dates 2024/25**

	<p>Governors advised the term dates were in line with DBC and the rest of the Trust.</p> <p><b>11. Special interest governors – feedback/updates from school contact:</b></p> <p>a) Premises / Health &amp; Safety – Elaine Colclough  b) Safeguarding &amp; Welfare- Trish Heron  c) Looked after children (LAC)- Bree Stamp  d) E-safety – Trish Heron  e) Special Educational Needs (SEN), including SEMH - Bree Stamp  f) Finance – Elaine Colclough  g) Values, Community &amp; Equality – Trish Heron  h) Careers &amp; Transition - Joe Kelley  i) Standards (Teaching, Learning, Curriculum &amp; Progress) – Mick Hatton  j) Early Career Framework (ECF) (formerly Newly Qualified Teacher (NQT)) – Joe Kelley</p> <p>Governors gave verbal feedback regarding their visits to the school and their monitoring forms were available to be shared with fellow governors. They are stored in the school office and available on request</p> <p>The CEO asked if Governors would kindly forward any written reports of their visits to him.</p> <p><b>12. Single Central Record</b>  Governors RESOLVED that the Single Central Record for Hurworth School should be reviewed and signed by the Head Teacher and LGB Chair at the conclusion of this meeting.</p> <p><b>13. Policies</b>  The Head of School drew Governors’ attention to the policies for information and approval.</p> <p><u>Swift approved policies:</u> Infection Control Policy, Probationary Policy, GDPR Data Protection Policy, Student Premium Policy,</p> <p><u>Hurworth Policies:</u>  For information:  SEN Policy, PSHCE Policy, Environment Policy, Assessment and Reporting Policy</p> <p><u>For approval:</u> Confidentiality Policy</p> <p><b>14. MAT Development Session</b>  Governors reminded about the next MAT Development session on Thursday 7<sup>th</sup> July 2022 at 5.00pm.</p> <p><b>15. Any urgent other business raised under item 3</b>  There were no urgent items raised under item 3 of the agenda.</p> <p><b>16. Approval of documents for inspection</b>  Directors RESOLVED that the agenda and approved minutes and supporting documents be made available for public inspection with the exception of information concerning identifiable students and/or teachers.</p>	SJO
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17.	<p><b>Date and time of future meetings (all from 4.30pm): Local Governing Body</b> 2022/2023 Schedule of Meetings shared.</p> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>4/10/22</u> date</p> <p>signed by: (Chair) <u>MJHatter</u></p> <p>printed name: <u>M. J. HATTON</u></p>	
	<p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Minutes to be signed by Chair (CJE)</li> <li>• Organise parent election for Hurworth School (CJE)</li> <li>• Sign SCR (Chair/Head of School)</li> </ul>	

**Explanatory notes:**

\* Minutes of the previous meeting are draft and cannot be issued until the Board of Directors approves them at the current meeting. This gives the Board the opportunity to correct any inaccuracies and review 'approval of documents for inspection' (see below). Detailed minutes of discussions are inappropriate and likely to inhibit the full and frank exchange of views and debate.

\*\*\*'Approval of documents for inspection' is a section within the minutes which gives the Board of Directors an opportunity to withhold from public consumption information which has been deemed to be inappropriate for general release, e.g. personal information concerning identifiable students and/or teachers. Supporting documentation could, for example, include the names of students or teachers

**Freedom of Information Act 2000**

Directors need to be aware that despite withholding documents under 'approval of documents for inspection', they could still be requested under the Freedom of Information Act 2000. If this is the case, the school needs to consider the request and the application of possible exemptions. You are advised to seek further advice

