

Swift Academies

Success will inspire future triumphs

Board of Directors,
2.00pm Friday 8th July

To be held at:
Hurworth School, Croft Road, Darlington DL2 2JG

MINUTES

Present	Dean Judson (Chief Executive Officer), Derek Bell, Michael Garmston, Stuart Hargrove (virtual), Julie Cornelius
in attendance	Sarah Jones: Clerk/ Trust Business Manager, Swift Academies Glen Hart – CFO – Swift Academies John Armitage – Head Teacher – The Rydal Academy Angela Sweeten – Head of School– Longfield Academy

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	PART A: Procedural items	
1	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 Directors will be three voting Directors.	
2	Apologies for absence and their acceptance It was reported that apologies had been received from Geoff Liddle and Tim Fisher Governors RESOLVED that the apologies for absence were accepted and noted the absence of the Swift Academies Director.	
3	Notification of items of urgent other business	

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- items that the Board of Directors regard are of sufficient urgency to warrant consideration at the end of the agenda

The Chair of the Board asked an additional item be discussed

- Presence of Directors at LGBs

The Chief Finance Officer advised there was one additional item to discuss

- EPM Contract

DIRECTORS Resolved that these items could be discussed at this stage.

The Chief Executive informed Directors that a review was currently underway regarding LGB quality assurance, with the revision to be implemented in September. External quality assurance processes are under review and this would be finalised for the beginning of the next academic year in September 2022.

The Chief Executive and Chair of the Board encouraged other directors to attend LGB meetings where possible.

The Chief Finance Officer informed Directors that the Trust's contract with EPM was currently under review and the SLA will continue to include services such as Consultancy and Leadership & Governance support. The Trust's Health & Safety support has been awarded to a new supplier.

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Declaration of personal and pecuniary interests

a) 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.

All Governors present completed submitted a Register of Interest.

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) Code of Conduct

Governors were reminded they had signed the Governors Code of Conduct, upon appointment to the Longfield 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 Longfield Academy.

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Approval of minutes/matters arising

Swift Academies Board of Directors

- Board of Directors Swift Academies, 1st April 2022 (attached)
- Board of Directors Swift Academies, 6th June 2022 (hard copies available at the meeting)

The Chair confirmed that draft minutes of the Directors meeting held on Friday 1st April 2022 had been previously shared prior to this meeting and copies retained on file.

Copies of the minutes from the meeting held on Monday 6th June 2022 were made available during the meeting and copies retained on file.

Directors RESOLVED that the minutes of the Swift Academies Board of Directors' meetings held on Friday 1st April 2022 and Monday 6th June 2022 were approved as a true record of the meetings and should be signed by the Chair.

A Director enquired if an action on the minutes from 1st April 2022 meeting had been completed. This involved a phishing exercise being conducted by the Trust ICT Manager. The Chief Executive informed Directors that this had been agreed before the current ICT Manager commenced his post. This action will be noted and is to be completed as soon as possible.

Trust ICT
Manager

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Review of Membership

Following a review of vacancies and recommendations from Local Governing Bodies, Directors RESOLVED to appoint the following:

Board of Directors

- a) Re-election of Chair – Derek Bell

LGB Hurworth School

- a) Appointment of Cath Lawrence with immediate effect
- b) Appointment of Martin Stand with immediate effect
- c) Resignation of Bree Stamp with effect from 31st August 2022

LGB Longfield Academy

- a) Robert Bell to step down as LGB Chair – effective from 3rd October 2022.

LGB The Rydal Academy

- a) Reappointment of Ewa Kazsuba (Term of Office expires 28th June 2022)

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PART B: Business items for discussion

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Chief Executive Officer Report

Chief Executive Officer Report (attached)

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

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

The Chief Executive provided a summary of the report and drew Directors attention to further slight staffing issues following an increase in Covid cases and the impact this had on each institution. **Directors expressed their thanks to the efforts staff had contributed in a challenging year confirmed the end of the academic year would be welcomed by most.**

The Chief Executive provided a staffing update for September 2022 and confirmed this had already been shared.

The Chief Executive informed Directors that the various Trust groups had continued to work collaboratively and these would continue in the next academic year, commencing September 2022.

The Chief Executive confirmed a review of Governors monitoring processes was currently underway to enhance quality assurance systems.

Directors RESOLVED that the Chief Executive Officer report and information presented had been noted.

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Trust Business Manager Action Plan (attached)

The Trust Business Manager Action Plan had been shared with Directors prior to this meeting. A copy would be retained on file.

The Trust Business Manager discussed with Directors the content of the updated, circulated Trust Business Manager Action & Development Plan, drawing Directors' attention to the following:

An update was provided regarding successful CIF funding and ongoing capital projects. This included completed and planned works for both Rydal and Hurworth and works to take place throughout summer holidays.

An appeal application was submitted to the Department for Education for a Fire Safety project at Longfield Academy. Results of this are expected before the end of August 2022.

Directors RESOLVED that the Trust Business Manager Action Plan and information presented had been noted.

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Chief Finance Officer's Report (attached)

- a) including Management Accounts 2021-2022 and Budget 2022-2023 (attached)
- b) School Resource Management Self-Assessment Tool (attached)

Management Accounts Report

The Management accounts 2021/22 had been shared with Directors prior to the meeting. A copy would be retained on file.

Information regarding the current position of the Trust finances as at 30th April 2022, reserves and breakdown for each school was provided by the Chief Financial Officer. Directors' attention was drawn to the circulated Management Accounts Report (April 2022) for a commentary on the analysis of income and expenditure on areas identified with significant variances for the period.

The Chief Financial Officer Informed Directors that reserves are expected to be around £580 - £600k which is circa 5% of the Trust's total annual GAG income by the end of August 2022.

Budget 2022-2023 and Medium-Term Financial Plan (MTFP)

The 2022-2023 Trust Budget and Medium-Term Financial Plan had been shared with Directors prior to this meeting. A copy would be retained on file

The Trust receives notification of the funding allocation for 2022-2023 from the Education & Skills Agency (ESFA) in March 2022

The Chief Financial Officer provided an update on staffing and advised that recruitment is carefully considered when vacancies arise to ensure the staffing structure meets changing requirements and staff are not always recruited on a 'like for like' basis.

Further funds have been allocated to premises budgets this academic year to undertake repairs and improvements to the building.

The Chief Financial Officer discussed with Directors the pupil numbers over the course of the MTFP, it was reported that funding is driven primarily by pupil numbers, therefore it is important to be aware of the assumptions made

A Director sought clarification if there were any concerns regarding the rising costs of energy.

The Chief Executive Officer confirmed that this was a concern and all schools will be effected. They confirmed that the Trust is in discussion with energy suppliers to monitor this.

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The Trust Business Manager added that enquiries had also been made regarding the Solar for Schools programme.

A Director stated that the budgets look robust and confirmed this was discussed in detail at the finance committee held in June 2022. The budgets include pay award and all aspects of costs. They commented the assumptions look very accurate.

Directors RESOLVED that the Management Accounts and Budget presented had been noted and approved. The Directors instructed the Chief Financial Officer to submit these to the ESFA before the deadline in July 2022.

CFO

School Resource Management Self-Assessment Tool (attached)

The Chief Financial Officer informed Directors that the School Resource Management Self-Assessment Tool had been completed ready to upload for some time but technical issues in their system had prevented this. The Chief Financial Officer confirmed this has now been successfully submitted.

Academy Trust Handbook - September 2022

- 10 The Chief Financial Officer informed Directors that this has not been published as yet. They confirmed that once this is available they will share key changes to the document with Directors.

Trust ICT Manager Update

- 11
- a) IT Development Plan
 - b) Trust Assets ICT Overview

The Chief Executive informed Directors that the newly appointed Trust ICT Manager would attend

Directors RESOLVED that the Trust ICT Manager plan and information presented had been noted.

Head of School/ Head Teacher Update

- 12
- a) Hurworth School
 - b) Longfield Academy
 - c) The Rydal Academy

Directors RESOLVED each of these reports had previously been circulated and noted.

Hurworth School - The Chief Executive informed Directors that the newly appointed Head of School was visiting Hurworth on a regular basis and was involved in updates and changes to the quality of education. Directors were advised that Year 6 transition had been very successful and many parents

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commented on this. The new Head of School will be involved in any recruitment for upcoming posts at Hurworth School for 22/23.

Longfield Academy - A brief overview was provided for Longfield Academy from the Head of School. They informed Directors that Longfield's transition days had been very well received by parents and new pupils provided very positive feedback.

The Head of School advised they are visiting local primary schools and spending times talking to parents at drop off time to answer any questions they may have regarding Longfield Academy.

They informed Directors of their main priorities for improvement or review which include Quality First Teaching, focus on reading, and a focus on core subjects.

The Head of School informed Directors that a staff survey had recently been distributed with returns showing a large improvement in positive results.

Rydal Academy - The Head Teacher at Rydal provided a brief overview of their report. They informed Directors that Key Stage 2 SATS results were extremely positive and compared favourably to national averages.

They also stated it was pleasant to be able to offer many end of year events and celebrations such as sports day which have been missed by pupils during the pandemic.

The Chief Executive asked if there were any further queries regarding these reports.

Directors RESOLVED there were not.

Policies for Approval:

13 Central Services Appeal Policy

Directors RESOLVED this policy had been reviewed and noted changes were accepted.

Policies for information:

- 14** Anti-Fraud and Corruption Policy
- Anti-Harassment and Bullying Policy
- Bring Your Own Device Policy
- Capability Policy
- Family Friendly Policy
- IT acceptable User Policy
- In-Year Admission Policy
- Leave of Absence Policy
- Sickness Management Policy

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Remote Education Policy
Whistle Blowing Policy

Directors RESOLVED these policies had been noted and were accepted.

PART C: Business Items for information only / circulated previously

Head of School/Head Teacher Report

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- a) Hurworth School
- b) Longfield School
- c) The Rydal Academy

The Head of School/Head teacher reports for Hurworth School, Longfield Academy and Rydal Academy had been shared with Directors prior to the meeting. Copies would be retained on file.

Directors RESOLVED that the Head of School/Head Teacher reports had been noted.

EDP Reports

16

- a) Hurworth School
- b) Longfield School
- c) The Rydal Academy

The EDP reports for Hurworth School, Longfield Academy and Rydal Academy had been shared with Directors prior to the meeting. Copies would be retained on file.

Directors RESOLVED that the EDP reports had been noted.

Risk Registers

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- a) Hurworth School
- b) Longfield School
- c) The Rydal Academy
- d) Swift Academies

The Risk Registers for Hurworth School, Longfield Academy and Rydal Academy had been shared with Directors prior to the meeting. Copies would be retained on file.

It was reported that had been developed across Swift Academies. Risks had been identified with mitigation identified in order to reduce the risk.

Directors RESOLVED that the content of the Risk Registers had been noted.

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PART D: Concluding Items

Any urgent other items raised under item 3

- 18 Directors RESOLVED that these items had already been discussed at an earlier stage of the meeting.

Approval of documents for inspection


- 19 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.

Date and time of future meetings

- 20
- 2022 - 2023 meeting schedule

These minutes were approved by the Board of Directors, as follows:

on: 9/12/2022 date

Signed by: (Chair of Board) 

Printed name: Derek Bell

APPROVED