



Swift Academies

Success will inspire future triumphs

Board of Directors' Meeting

Friday 31st March 2023

MINUTES

| | |
|--------------------|---|
| Directors present: | Dean Judson (CEO), Stuart Hargrove, Michael Garmston, Tim Fisher, Julie Cornelius (Vice-Chair), Zoe Beach and Kelly-Ann Lyle. |
| Members present: | |
| In attendance: | Glen Hart: Chief Financial Officer, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Angela Sweeten: Head Teacher, Longfield Academy John Armitage: Head Teacher, The Rydal Academy Rachel Somerville: Head of School, Hurworth School Laura Hawksby: Trust Governance and Policy Officer |

| Item | Description of discussion | Action by |
|------|---|-----------|
| | <u>Note: Julie Cornelius (Vice Chair) in the Chair for the meeting in the absence of the Chair.</u> | |
| 1. | <p>Welcome, Introductions and confirmation quorum present</p> <p>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for Board of Directors meetings will be three voting Directors. 7 (seven) Directors were present.</p> <p>The Chair encouraged Directors to seek clarification where discussions or information were not understood.</p> | |
| 2. | <p>Apologies for absence and their acceptance</p> <p>It was reported that apologies had been received from Derek Bell (Chair) and Geoff Liddle.</p> <p>Directors RESOLVED that the apologies for absence were received and accepted.</p> | |
| 3. | <p>Notification of items of urgent other business</p> <p>There were no items of any other business.</p> | |

| | | |
|-----------|--|--|
| <p>4.</p> | <p>Declaration of personal and pecuniary interests.</p> <p>a) Complete / Review the Register of Interest</p> <p>Directors and those present were reminded that they should update the Register of Interest to declare any relevant business and pecuniary interest and close family relationships between Members or Directors and/or Members or Directors and employees.</p> <p>It was confirmed that all Directors had completed the Register of Interest for the current academic year.</p> <p>Directors confirmed that their respective Register continued to be accurate and up to date.</p> <p>b) To declare any personal or pecuniary interests in any matters arising from the agenda of the current meeting.</p> <p>Directors 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 made.</p> <p>c) Code of Conduct</p> <p>Directors were reminded they had signed the 'Directors Code of Conduct, upon appointment. It was confirmed that signed Directors' Code of Conduct were held on file for all Directors present.</p> | |
| <p>5.</p> | <p>Approval of minutes / review of actions / matters arising</p> <p>Draft minutes of the Board of Directors' meeting held on 9th December had been shared with Directors prior to this meeting.</p> <p>Draft minutes of the extraordinary meeting held on the 7th March 2023 were circulated at the meeting. It was noted that these minutes were redacted and not available for public inspection due to the confidential nature/commercial sensitivity/potentially identifiable teacher/persons employed by the Trust, in accordance with Articles 125 b.) and 125 c).</p> <p>All action points had been completed from the minutes.</p> <p>Directors RESOLVED that the minutes of the Board of Directors from the 9th December 2023 and 7th March 2023 were a true and accurate record of the meetings. The Governance & Policy Officer would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.</p> | <p>Governance & Policy Officer</p> |
| <p>6.</p> | <p>Chair's Report</p> <p>The Chief Executive Officer advised the Board that the Chair had been kept abreast of all current issues in relation to the Trust.</p> <p>Directors RESOLVED that the report be noted.</p> | |

| | | |
|-----------|---|--|
| <p>7.</p> | <p>Review of Membership</p> <p>Directors reviewed the current Membership document. The following was noted:</p> <ul style="list-style-type: none"> a) End of Term of Office Nick Rees (with effect from 31st March 2023) - LGB Governor of Longfield Academy b) Resignation Yvonne Hancock (with effect from 30th April 2023) - LGB Hurworth School c) Resignation Sarah Clough (with effect 30th March 2023) – LGB Governor The Rydal Academy d) Resignation Natalie Forster (with effect 27th March 2023) – LGB Governor <p>Directors also gave consideration to the appointment of a new General Governor for The Rydal Academy Local Governing Body. A pen portrait was circulated at the meeting of the potential new Governor. After due and careful consideration, it was agreed that Laura Hudson should be appointed as a General Governor at The Rydal Academy.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. b) The appointment of Laura Hudson as a new General Governor at The Rydal Academy be approved. | <p>Governance & Policy Officer</p> |
| <p>8.</p> | <p>Feedback from Finance and Resources Committee</p> <p>The Chair of the Finance & Resources Committee provided feedback from the committee meeting held on the 30th March 2023.</p> <p>Consideration had been given by the Committee to the latest Management Accounts (including KPI's) and cash flow forecast, School Resource Management Self-Assessment Tool and capital works update reports. The annual report on the Gender Pay Gap had been reviewed and it was noted that another report had been requested, providing a breakdown of this information on an individual school basis and brought back to the next meeting of the Finance & Resources Committee.</p> <p>The Finance & Resources Committee considered the main areas of risk currently facing the Academy as identified in the Trust Risk Register and Trust Development Plan. This in turn would help identify the main areas of focus for the internal audit. Based upon the Trust Risk Register and Trust Development Plan the Committee agreed that the internal audit should currently focus upon measures in place to ensure Swift Academies are compliant with current cyber security measures. It was noted the 'cyber risk' element of the Trust Risk Register would be updated to reflect the current measures in place to reduce the risk and had been brought back to this meeting of the Board. (Minutes 13 and 14 below refer.)</p> | |

The Trust Business Manager (TBM) and the Chief Financial Officer (CFO) were currently exploring an opportunity to fit solar panels to the buildings which would reduce costs substantially across the Trust. The Finance & Resources Committee had agreed in principle to move forward with this project.

Directors **RESOLVED** that the report be noted.

9. **Feedback from the Standards Committee**

The Chair of the Standards Committee provided feedback from the committee meeting held on the 16th March 2023.

The Rydal Academy

The Chair of the Standards Committee advised that with regard to The Rydal Academy pupil and nursery numbers had increased. Growth in relation to progress compared to the national average was much higher. Directors noted this had been recognised in the recent Ofsted report and that the Academy continued to be successful at 'closing the gap.' It was also noted that a GTRSB (The Gypsy, Traveller, Roma, Showmen and Boaters) pledge certification had been received by the Academy. It was also reported that the Rydal Academy had been selected for the School Led Tutoring Audit.

A safeguarding update had been provided by the Head Teacher. It was noted that there had been an increase in numbers with those in higher need, and that safeguarding continued to be a high priority in The Rydal Academy

Longfield Academy

The Chair of the Standards Committee advised that Longfield Academy was concentrating on Ofsted priorities and at the time of the Standards meeting was still awaiting the interim Ofsted report. **The CEO reported that the report had now been received, it was extremely positive and replicated accurately the school's improvement journey to date.**

It was reported that there was a predicted drop in pupil numbers for the next Academic Year. Directors advised that it was important that the Trust direct its resources, where they were financially able to do so, towards helping Longfield to help ensure there was sufficient capacity to help deliver the Academy's core aims.

The Head Teacher of Rydal Academy had advised that core teaching & learning and SEND (Special Educational Needs and Disability) resources were available to be shared with Longfield.

Within the Ofsted Report the HMI (His Majesty's Inspectors) had recommended that more Teaching Assistants were required to assist with the provision of SEND in the School. It was noted that two Teaching Assistants had been employed, since last reported to Directors.

Directors were advised that the Year 11 students had undertaken their mock exams, with the History results having shown the most significant

variance from those expected; a comprehensive History support plan had therefore been developed.

(Note: Head Teacher R. Somerville arrived at the meeting at approximately 2.20 pm)

Hurworth School

The Chair of the Standards Committee advised that pupil numbers continued to be consistent at Hurworth and attendance was above the national average.

Revision support had been offered to Year 11's before school, lunchtime and after school sessions. It was noted that boys progress continued to be a priority to narrow the gap between boys and girls.

With regards to staffing, the Head of School reported that two new Heads of Department had been employed with the positive impact evident.

Exam Boards

The Chief Executive Officer (CEO) advised that exam boards had been discussed at the Standards Committee and advised that the JCQ (Joint Council for Qualifications) had been contacted, on behalf of the Directors, to progress the matter.

Directors **RESOLVED** that the report be noted.

10. Chief Executive Officer's (CEO) Report

a.) MAT Development

The CEO provided a comprehensive verbal update with regards to the growth of the Trust.

Directors **RESOLVED** that the report be noted.

(Note: Head Teacher A. Sweeten arrived at the meeting at approximately 2.40 pm)

b.) SRMA Visit

The CEO reported verbally on a potential SRMA (School Resource Management Advisers) audit. It was noted that this would be discussed further in September 2023 and that Swift Academies had recently undertaken a successful DfE Governance & Finance review.

Directors **RESOLVED** that the report be noted.

c.) EFSA Response

The CEO verbally reported on correspondence from the ESFA (Education Skills and Funding Agency) with regard to the IT disruption and assurances.

| | | |
|--|---|---------|
| | <p>Directors RESOLVED that the correspondence be noted and actioned.</p> <p>d.) Trust Development Plan</p> <p>Consideration was given by the Board to the Trust Development Plan. It was noted there were no new updates since last reported to the Board.</p> <p>Directors RESOLVED that the report be noted.</p> <p>e.) Scheme of Delegation</p> <p>Consideration was given by the Board to the Scheme of Delegation. It was noted there were no new updates since last reported to the Board.</p> <p>Directors RESOLVED that the report be noted.</p> <p>11. Head of School/Head Teacher Updates</p> <p>A comprehensive report had been provided by the Chair of Standards Committee which had been noted (Minute 9 above refers). Directors had no further questions.</p> <p>12. Management Accounts</p> <p>The Chief Financial Officer (CFO) provided a comprehensive management accounts report, a copy of which is held on file. The cash flow forecast and KPI's contained in the report were noted by the Board.</p> <p>The budget report included estimates regarding pupil numbers, energy costs and additional DFE funding, these figures however were not definitive, but would be during the Summer Term 2023 and reported back to the Board of Directors. The CFO advised that as at 31st August 2022 the reserves figure was £647k, with a current predicted deficit of £33k which will leave the anticipated reserves figure of £614k at 31st August 2023. It was noted that this figure did not include any expenditure in relation to the recent IT disruption, which the majority would be covered by the RPA (Risk Protection Arrangement.)</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) The CFO's report be noted. b) The Management Accounts summary for January 2023 be noted. c) The KPI's (Key Performance Indicators) be noted. d) The cash flow be noted. <p>a.) School Resource Management Self-Assessment Tool</p> <p>The Board of Directors considered the School Resource Management Self-Assessment Tool checklist and noted that it had been submitted to the DfE (Department for Education).</p> | CEO/CFO |
|--|---|---------|

| | | |
|-------------------|--|------------|
| <p>13.</p> | <p>Risk Registers:</p> <p>Consideration was given by the Board of Directors to the following risk Registers:</p> <p>a.) Hurworth School</p> <p>Directors RESOLVED that the Hurworth School Risk Register be noted.</p> <p>b) Longfield Academy</p> <p>Directors RESOLVED that the Longfield Risk Register be noted.</p> <p>c) The Rydal Academy</p> <p>Directors RESOLVED that The Rydal Academy Risk Register be noted.</p> <p>c) Swift Academies</p> <p>Based upon the recommendation of the Finance & Resources Committee (Minute 8 above refers) it had been agreed by Directors that the internal audit should currently focus upon measures in place to ensure Swift Academies are compliant with current cyber security measures. It was verbally reported that the Trust Risk Register would be updated to reflect the current measures in place to reduce the risk by the inclusion in the control measures of reference to an annual cyber protection audit. The likelihood and impact would also be amended as follows:</p> <p>Likelihood: from 3 to 2</p> <p>Impact: from 4 to 5</p> <p>Directors RESOLVED that the above additions to the Swift Academies Risk Register in relation to the Cyber Risk be approved and updated.</p> | <p>CFO</p> |
| <p>14.</p> | <p>Internal Audit Areas for Focus</p> <p>Further to minutes 8 and 13 c) above, it was noted that the Finance & Resources Committee had recommended that the internal audit should focus upon measures in place to ensure Swift Academies are compliant with current cyber security measures.</p> <p>Directors RESOLVED that the report be noted.</p> | |
| <p>15.</p> | <p>Trust Business Manager's Action Plan</p> <p>The Trust Business Manager (TBM) provided an action plan update report, a copy of which is held on file. She advised that Swift Academies CIF (Condition Improvement Fund) 2023/24 round of bids had been submitted in December 2022, with results due in May 2023. It was noted The Rydal Academy Health & Safety audit had been completed in December 2022.</p> <p>The Trust Business Manager and CFO are currently exploring a solar panel project via Solar for Schools. It was noted that no investment was required by Swift Academies, with Solar for Schools buying back the electricity at a lower rate with resulting savings in energy costs and</p> | |

due to their confidential nature /commercial sensitivity/potentially identifiable teacher/persons employed by the Trust in accordance with Articles 125 b.) and 125 c).

20. Date and time of future meetings:

- Friday 7th July 2023 2.00 pm at Hurworth School

The meeting concluded at approximately 3.50 pm.

These minutes were approved by the Chair of the Board of Directors of Swift Academies as follows:

on: 7. 7.23 date

Signature: 

Print Name: Deborah J. Lee

APPROVED

