



# Swift Academies

*Success will inspire future triumphs*

Hurworth School

Local Governing Body  
Tuesday 15<sup>th</sup> March 2022

## MINUTES

Present (Governors)	Dean Judson (Chief Executive Officer/Head Teacher), Mick Hatton (Chair), Elaine Colclough, Trish Heron, Bree Stamp, Nick Gawthorpe, Lucy Clark, Yvonne Hancock
in attendance	Sam Reilly: Assistant Head Teacher for Curriculum, Intent, Implementation and Impact Kelly Davidson: Assistant Head Teacher, Head of Student Support Lindsay Burn: Assistant Head Teacher, Quality First Teaching for Impact Lisa Gawthorpe: Assistant Head Teacher, Assessment and Reporting Cath Lawrence: SENCO Maria Hall: School Manager Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Chris Carr: Trust ICT Manager, Swift Academies

### Item | PART A: Procedural items

Action by

- |   |   |  |
|---|---|--|
| 1 | <p><b>Welcome, introductions and confirmation quorum present</b><br/>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that <i>the quorum for meetings of the Governors will be three voting Governors</i>. 8 (eight) Governors were present.</p> |  |
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A round of introductions took place at the start of the meeting for the benefit of all those present, including the newly appointed governor, Yvonne Hancock.

**2 Apologies for absence and their acceptance**

It was reported that apologies had been received from Stuart Bradnam and Directors Julie Cornelius and Sam Hirst.

Governors RESOLVED that the apologies for absence from Governors and Directors were accepted.

**3 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

Governors RESOLVED that there were no items of other business regarded as sufficient to warrant urgent consideration

**4 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 present confirmed there were no updates or changes to declare.

- 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 Hurworth School Local Governing Body.

Yvonne Hancock confirmed they have also signed a copy of the Governors Code of Conduct

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

Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 5 October 2021 had been shared with Governors prior to this meeting. A copy would be retained on file.

Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 5 October 2021 were confirmed as an accurate record of the meeting and should be signed by the Chair. The Clerk

would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.

Governors RESOLVED that all highlighted actions were completed: A review of the SCR had taken place between the TBM and the Chair.

## **PART B: Business items for discussion**

### **6 Chair's Report**

The Chair informed Governors that they had participated in several training sessions and attended various meetings in school with the Head Teacher and other members of the Leadership Team. These included a meeting with the Safeguarding Lead, a review of the Single Central Record with the Trust Business Manager, and visits to observe classes in both Set 1 and 5 to compare the progress from the previous term. All visits were confirmed as informative and positive.

The Chair also confirmed that they had represented the LGB throughout the recent recruitment process for the Head Teacher post; Angela Sweeten will commence this role in September 2022.

In terms of correspondence, the Chair informed the Governors that a letter of resignation, due to Mel Pitchford's retirement, had been received and acknowledged in writing thanking Mel for her long service and dedication.

### **7 Head Teacher's report, including Chief Finance Officer and Trust Business Manager and Trust ICT Manager report**

Copies of the Head Teacher's Report, SEF and Action Plan had been shared with Governors prior to this meeting. Copies would be retained on file.

#### **Attainment and Progress**

Nick Gawthorpe (Assistant Head Teacher, Target Setting & Tracking Process) provided the Governors with key information from this section.

Year 10 data currently predicts a Progress 8 score of +0.18.

It was stated that outcomes for current Year 11 look positive despite the effects of the recent pandemic, overall predicted progress score is +0.18

KS3 parents will receive an update of students' progress towards knowing and remembering expected non-negotiable knowledge three times per year. Judgements will be made using the following criteria: Secure, Developing or Emerging dependent on the level of knowledge students can remember, retrieve and apply in a particular subject.

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## **Curriculum Planning**

Sam Reilly provided a detailed explanation of this section of the report. Examples were provided to Governors regarding the focus around reading and how progress it is tracked.

The reading strategy included support for weaker readers via the Literacy Humanities Programme, additional Reading lessons, Reciprocal Reading sessions, Fresh Start Phonics and Reading Eggs. Staff CPD is taking place throughout the year to develop whole school strategies for 'Reading to Learn' and to ensure that subject curriculums are 'Reading Rich'. New Group Reading Tests are completed on a termly basis to identify specific barriers and to measure impact of interventions. A wide range of activities are taking place to promote reading for pleasure, including actively promoting the library, tutor time reading, extra-curricular clubs, assemblies, Big Read Day and World Book Day.

The Reciprocal Reading Strategy is being used across all departments.

An Academic Mentor has been appointed to work with disadvantaged students to ensure maximum progress and that any targets set are achieved.

Funding has been used to pay for additional Maths, English and Science tuition for disadvantaged Year 11 students and for those who have gaps in knowledge due to lockdowns. This includes external tutors and holiday classes.

A Personal Development element to Key Stage 3 which focuses on resilience, emotional regulation and responsibility has been implemented, and the enrichment option at Key Stage 4 for low ability students focusing on employer engagement, post-16 options and higher education trips.

The 4Rs (Respect, Relationships, Resilience, Responsibility) model has been further embedded with logos for each used across the school and visibility increased via displays.

Year 11s have participated in 3 drop down days focusing on revision strategies and resilience ahead of their mock exams. This supports the Tutor Retrieval Programme. Year 11 also have a Study Club on a Monday and Wednesday afterschool.

Year 10s participated in 'World of Work' day in March 2022.

### **Student numbers/attendance and Suspension & permanent exclusions**

The School Manager explained the secondary school allocation day for this academic year was 1<sup>st</sup> March 2022 and the Governing Body agreed to offer 140 Year 7 places for intake in September 2022 (13 above PAN). There are currently 143 students in Year 7 and 672 students on roll. (PAN 635)

Attendance 2021/2022 – Attendance to date has been significantly impacted due to Covid. There have been 4003 sessions lost due to Covid and 369 students affected. Overall school attendance at 17<sup>th</sup> Feb is 91.61% for comparison the latest FFT national attendance data is 88%. The latest published national average attendance data is 89.1%

There are currently 190 students with less than 90% attendance.

The Head of Student Support ran through the key points in this section of the report. The reduction of suspensions is a whole school priority. They explained that school have introduced a reintegration and restorative programme that aims to reduce the number of repeat offenders and reduce the amount of escalating behaviour which can lead to a suspension.

The number of external suspensions has significantly reduced with no permanent exclusions so far in academic year 2021/2022. The LAC and SEND students' data has significantly improved but there is still work to be completed. Ideally, further external suspensions for students with an EHCP need to be avoided where possible.

A Governor referred to the table of figures surrounding suspensions and questioned if the current Y8 cohort was particularly challenging.

The Head of Student Support advised there was a higher percentage of LAC, PLAC EHCP students in this year which does bring additional challenges. They stated there has also been a significant increase in safeguarding incidents throughout the pandemic, particularly home-based issues.

A Governor sought clarification of if this issue and rise in incidents was unique to Hurworth School or the local area.

The Head of Student Support advised it was not and that this reflected the national picture. They added anxiety is also classified as a Safeguarding incident and cases are rapidly increasing locally and nationally, as a result school is optimizing all offers of external support to assist students. They also advised they are working with County Lines to address threats and issues that the police and LA are aware of.

A Governor sought clarification of if this was just a Darlington issue.

The Head of Student Support advised it was not, and other Local Authorities were involved.

### **Financial management and governance**

The Chief Finance Officer referred to Section 4 of the Head Teacher's report and informed Governors that the outturn report was prepared at a time when we were gradually returning to normality and hopefully no further lockdowns were enforced, thus meaning any additional costs in relation to Covid were minimal.

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Monthly management accounts are shared each month with the Board of Directors. The CFO & CEO liaise with the Chair of the Trust on any urgent matters. The school are predicting a £40k surplus at the 31<sup>st</sup> August 2022. Hopefully this will increase the reserves to circa £100k.

The CFO informed Governors that school had received £148k funding as part of an S106 agreement with local housing developers. This funding will be used to improve the school infrastructure and learning environment.

Confirmation of the funding allocation for the next academic year has been received. This shows an overall increase of £107k which will help counteract rising inflation costs.

The CFO stated that all contracts continue to be reviewed on a regular basis although it is becoming increasingly more difficult to find savings due to rising costs.

A Governor enquired whether the DfE benchmarking documents are a useful tool.

The CFO advised they are but believe they confirm information we are already aware of.

A Governor commented that it was a positive result for both the school and Trust to increase reserves despite the difficulties through the pandemic. They also stated that recent successful CIF projects would also assist efficiencies moving forward.

The Chief Finance Officer reported to Governors the findings of the Gender Pay Gap report from 31<sup>st</sup> March 2021.

	<b>Female</b>	<b>Male</b>
Lower Quartile Band	92.42%	7.58%
Lower Middle Quartile Band	75.76%	24.24%
Upper Middle Quartile Band	63.64%	36.36%
Upper Quartile Band	64.62%	35.38%

The table shows that within Swift Academies there is a higher proportion of women in all quartiles, but especially in the lower and lower middle quartiles.

The majority of staff are in the lower pay quartiles, which have traditionally been represented by females in occupations including catering, lunchtime supervision, administration and education support staff.

The CFO provided an update to Governors regarding the NJC pay award which has been pending since April 2021. They confirmed that this has now been agreed and all NJC (support) staff will receive an uplift in salary equating to 1.75%, this will be backdated to April 2021. As this rise was expected the costs have been budgeted for.

The Trust ICT Manager explained progress regarding IT projects. They confirmed circa £80k has been spent of the S106 funding to replace classroom interactive screens. A new phone system has also been installed to help modernise schoolwide ICT systems. Laptops issued by the DfE during the pandemic have also benefited the availability of technology for students.

A Governor sought clarification regarding the quality of the laptops received from the DfE.

The Trust ICT Manager advised they are very basic but functional.

### **Estates Management & Health and Safety**

The Trust Business Manager referred to the Estates Management and Health and Safety sections of the Head Teachers report. The Trust Business Manager updated Governors regarding the Capital Improvement Fund (CIF). They stated both applications submitted for the 2021 funding were successful. £301k has been awarded for replacement and upgrade to fire doors and associated works and £435k has been awarded to replace the boiler and heating system. Two tender applications were received for the Boiler replacement project, these will be presented to the Finance Committee on March 24<sup>th</sup> 2022 for a contractor to be appointed. Fire Safety Surveys were conducted during February half term for the second project, the specification for this is currently being finalised and will be open for applications in March 2022, both projects will be carried out in Summer.

Applications for the 2022 fund were submitted to the DfE via the online portal in December 2021 and results are expected in April 2022. This year applications were submitted to:

1. Upgrade the heating distribution and pipework throughout school to compliment the new boiler system.
2. Replace the last remaining flat roofs on site (including PAC).

A Governor enquired whether the standard 12-month deadline had been extended by the DfE as the projects had not yet started from the 2021 fund.

The Trust Business Manager confirmed that they had as the results of these were not announced until July 2021 which prevented the work from being completed during the 2021 Summer break. They stated that regular monitoring forms are being completed to update the DfE on progress of these.

A Governor stated that the boiler project will complement the rising fuel costs due to efficiency of the new systems.

The Trust Business confirmed this and stated that costs have further increased since gas contracts were reviewed in November 2021. However, if the market dropped significantly the school's gas provider would be contacted to re-negotiate terms.

The Trust Business Manager also advised Governors that an estates strategy and maintenance list was regularly monitored and updated in conjunction with a member of the Leadership Team, Site Staff and the H&S Link Governor. Prior to each period of school closure priorities are agreed to ensure the school premises is effectively managed.

Premises and H&S Audits are due to take place in April 2022, feedback will be provided to Governors regarding these reports at the Summer LGB.

### **Safeguarding and Well-Being**

The Senco provided an explanation of the statistics relating to section 6 of the Head Teacher report.

They provided a breakdown of the category's pupils on roll with an EHCP: 19 EHCPs are for ASD (54% of our EHCPs - nationally this figure is 30%). ASD is nationally the biggest category for EHCPs. (5% of our student population has an ASD diagnosis - 31 students). ECHPs for conditions that may impact on behaviour – anxiety (SEMH, ADHD - Attention Deficit Hyperactivity Disorder, ASD): 24 students. 67% of our EHCPs.

They also explained some of the SEND focusses for this academic year which include:

- Further progress with supporting students to recognise and manage stress, increase engagement and resilience (Personal Development lessons for Key Stage 3, Set 5, Enrichment option for KS4) e.g. guided meditation, mindful craft.
- Continued focus on reading: Reciprocal Reading for KS3, Set 5 (new sets of texts purchased to link with Humanities topics), and training for staff to use across the curriculum; online reading programmes for home and school; synthetic phonics programme for the weakest readers.
- Preparing for Adulthood agenda integrated into classes and interventions, including trips to support students with SEND navigate the social demands in the community, advocacy training, life skills audit, vocational profiling.
- Hurworth participation in NHS Accelerator Programme Phase 2.

The Head of Student Support highlighted details in this section of the report regarding safeguarding issues and confirmed school is currently supporting pupils associated with a range of issues. Anxiety and stress continue to be one of the biggest factors in mental health concerns which is reflective of national data showing that 8% of people experience generalised anxiety (GAD). Historically, the number of incidents for this half term are lower as students returned to school following the summer break. The number of incidents tends to rise towards the end of this half term and continue to increase throughout the second half of the Autumn Term.



Year 11 students sat class-based assessments instead of a mock examination period in the first half of the Autumn Term. This seems to have had a positive impact on the well-being of students as the number of incidents of stress and anxiety has not spiked significantly in the run up to this period.

### **The school community – staff, students and parents**

The Assistant Head Teacher with responsibility for Quality First Teaching for impact provided an explanation to the data provided within section 7 of the report.

They explained the most recent staff, parent and pupil surveys were carried out in Autumn Term 2021. The staff survey received 51 responses with the vast majority of responses being positive.

The pupil and parent surveys highlighted that more school trips were preferred, the Assistant Head Teacher reminded Governors that these were not possible during previous Covid-19 restrictions and therefore expect this score to increase in the next round of surveys.

### **School Self-Evaluation Form (SEF) / Action Plan**

Sam Reilly reported that the information contained in the SEF had been updated to reflect the current position in school, including contextual information and with the addition of School Improvement Priorities overview page and the quality of education development journey. The SEF will be reviewed and updated again before the end of Spring term.

### **Education Development Partner Report**

Sam Reilly confirmed the school's EDP Partner, Gabrielle Reddington visited in February 2022 and completed SEND learning walk, witnessed interventions and completed classroom observations. They also spoke to students and completed book scrutinies. Languages and Geography were a focus for the visit– both reported as very positive in the report. Feedback from the visit was given to staff at briefing held in March 2022.

A Governor enquired when the next visit would be.

The Head Teacher confirmed that the next visit will be due in Summer term, approximately 3 weeks before the LGB, this allows the report to be written and disseminated to Governors. They also explained that the EDP Partner is an Ofsted inspector and conducts the visit to verify the information school include in the SEF to satisfy Governors regarding the accuracy of the document. Thus, evidencing progress can now be evidenced regarding school priorities set in September 2021.

## **Risk Register**

The Trust Business Manager explained the purpose of the Risk Registers for the benefit of new Governors. They also explained the registers are reviewed regularly and updated if required. This term point 5 has been increased to reflect that the CEO is also currently Head Teacher at Hurworth School and therefore has reduced capacity. However, this risk is expected to be reduced again in Autumn term when the new Head Teacher commences their position.

The Chair encouraged all Governors to review the risk register at regular intervals and provide feedback or suggestions if necessary.

Governors RESOLVED that the content of the circulated Head Teacher's Report, SEF/Action Plan, Education Development Partner Report and Risk Register were noted.

### **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. Copies would be retained on file.

The Chief Executive Officer commented on the content of the circulated report, they highlighted the difficulties School had overcome despite staffing issues throughout Autumn term, they stated these were in line with the National picture and an effect of the Covid-19 pandemic. They praised staff for dealing with the difficulties in a proactive and positive manner.

The CEO advised that there were vacancies at both Hurworth and Longfield for Head Teacher positions. Following successful interviews at Hurworth an appointment has been made and a new Head Teacher will commence in September 2022. Interviews were due to take place at Longfield Academy in March 2022.

The CEO informed Governors the next MAT Development Session will take place in Summer term and encouraged all to attend.

The next Chair/Vice Chair & ELT meeting is due to take place at 1.30pm on Friday 18<sup>th</sup> March. Mick Hatton and Elaine Colclough both confirmed their attendance.

## **8. Scheme of Delegation**

It was reported that there were no changes to the circulated Scheme of Delegation.

### **Trust Development Plan 2021-2022**

The Chief Executive Officer reported that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team and is included on the

agenda for Local Governing Body meetings for review. The Plan would be presented to the Board of Directors on Friday 1<sup>st</sup> April 2022 for review and approval.

Governors RESOLVED that the content of the circulated Chief Executive Officer's Report, Scheme of Delegation, Trust Development Plan and information reported, was noted.

**9 Single Central Record: Signature by Head Teacher and Chair**

The Chair confirmed they had met with the Trust Business Manager last term and had already agreed to arrange this term's review in the coming weeks.

Governors RESOLVED that the information was noted.

Trust  
Business  
Manager

**10 School Uniform Review – September 22 Statutory Guidance**

The Head Teacher informed Governors that new legislation had been introduced by the DfE to make school uniforms more accessible and affordable for parents. The links to these documents were circulated prior to the meeting. They confirmed school does not have a vast range of branded item and therefore impact should be minimal. They also advised parents would be notified in due course of any changes to school policy.

Governors RESOLVED that the links were received prior to the meeting and noted this change.

**11 Disadvantaged Policy 2021/22**

The Disadvantaged Policy 2021-22 had been shared with Governors prior to the meeting. Copies would be retained on file.

Nick Gawthorpe informed Governors small focus groups for English & Maths tuition have commenced to utilise additional funds awarded from the Covid Catch Up Premium. £17k was also awarded for in-school tutoring, this will also be utilised for small focus groups to bridge gaps in various subjects. Progress and impact will be reported to the DfE as per the conditions of grant.

A Governor questioned the impact such a small amount of time made to these pupils.

Nick Gawthorpe confirmed that the impact was measurable and significant.

Governors RESOLVED that the content of the circulated Disadvantaged Policy 2021-22 including the addition of the information above, was noted.

**12 Covid 19 Catch-Up Funding**

Governors RESOLVED that this item had been covered under the above section (Disadvantaged Policy)

**13 Policies for approval / review / information**

The Head Teacher drew Governors attention to the following policies.

Policies for information; Swift approved policies: Appraisal Policy; Pay Policy for Teacher and Support Staff; Complaints Procedure; Health and Safety Policy; Asbestos Trust Statement of Intent; Equality Objectives; Code of Conduct (Employees); Biometric Data Policy; Finance Policy; Online Safety Policy; Data Retention and Destruction Policy; Business Continuity Strategy; CCTV Policy; Substance Misuse Policy; Risk Management Policy and Procedure, Charges for Activities, Health and Safety, Transition, Equality Diversity & Community

Policies for approval; Mental Health and Wellbeing

The Head Teacher informed Governors that there are no significant changes to the policies, they have been shared for information.

Governors RESOLVED that the circulated policies, including any changes, was noted and that the Mental Health & Wellbeing Policy was approved.

**14 Special interest Governors- Membership Update:**

- a) Premises / Health & Safety: Elaine Colclough
- b) Safeguarding & Welfare: Trish Heron
- c) Looked after children (LAC): Bree Stamp
- d) Special Educational Needs (SEN), including SEMH: Bree Stamp
- e) Finance: Elaine Colclough
- f) Values, Community & Equality: Trish Heron
- g) E-safety: Trish Heron
- h) Careers & Transition: Joe Kelley
- i) Early Career Framework: Joe Kelley
- j) Standards (Teaching, Learning, Curriculum, Progress & Disadvantaged Lead): Mick Hatton

The Head Teacher referred to the Governor and Director visit records sharing feedback from recent Governor visits.

Governors RESOLVED that the verbal updates were noted.

The Chair commented that the positive feedback was appreciated.

The Chair encouraged all Governors to arrange visits with their nominated members of staff if they had not already done so.

15 **PART C: Standing Items**

**Feedback from MAT Development Session held on Thursday 10 February 2022**

The Head Teacher provided a brief reminder of the bespoke MAT Development Session ran in February 2022. They confirmed that feedback was very positive from this. The Summer Term session would focus on the outcomes of the recently completed Directors/Governors skills audit.

16 **Chairs / Vice Chairs of LGB and Executive Leadership Team**

- Friday 18<sup>th</sup> March 2022, Friday 24 June 2022

The Chair and Vice Chair both confirmed they would be in attendance on Friday 18<sup>th</sup> March 2022.

**PART D: Concluding Items**

17 **Any other urgent business raised under item 3**

There were no urgent items raised under item 3 of the agenda.

18 **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.

19 **Date and time of future meetings (all from 4.30pm): Local Governing Body**

- Tuesday 21 June 2022

**MAT Development Sessions (all from 5pm)**

- Thursday 7 July 2022

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

on: 21st June 2022 date

Signed by: (Chair) Mick Hutton

Printed name: MICK HUTTON

