



# Swift Academies

*Success will inspire future triumphs*

Hurworth School

Local Governing Body  
Tuesday 5 October 2021

## MINUTES

Present (Governors)	Dean Judson (Chief Executive Officer/Head Teacher), Mick Hatton (Chair), Elaine Colclough, Trish Heron, Bree Stamp, Nick Gawthorpe, Lucy Clark
in attendance	Sam Reilly Senior 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 Nick Gawthorpe Assistant Head Teacher Target Setting & Tracking for Progress Cath Lawrence, SENCO: Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Chris Carr: Trust ICT Manager, Swift Academies Beth Wright: Clerk, Swift Academies

Item	Description of discussion	Action by
1	<b>Election of Chair</b> <ul style="list-style-type: none"> <li>To elect a Chair to serve until the first meeting of the Autumn Term 2022</li> <li>The elected Chair will be ratified by the Board of Directors of Swift Academies</li> </ul>	

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Company Registration Number 07533271

The Head Teacher informed Governors that elections for both Chair and Vice Chair took place last academic year due to resignations

Due to the resignation of the Chair, Franco Sinaguglia in July 2021 from the LGB, Mick Hatton was appointed as Chair to serve until the first meeting of the autumn term 2022

Governors RESOLVED that Mick Hatton was elected Chair of the Local Governing Body of Hurworth School, to the first meeting of the Local Governing Body in Autumn Term 2022.

Mick Hatton in the chair.

### **Election of Vice-Chair**

- 2 To elect a Vice Chair to serve until the first meeting of the Autumn Term 2022

- The elected Chair will be ratified by the Board of Directors of Swift Academies

Due to the resignation of the Vice Chair, Louise Johnson in June 2021 from the LGB, Elaine Colclough was appointed as Vice Chair to serve until the first meeting of the autumn term 2022.

Governors RESOLVED that Elaine Colclough was elected Vice Chair of the Local Governing Body of Hurworth School, to the first meeting of the Local Governing Body in Autumn Term 2022.

- 3 **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 Governors will be three voting Governors*. 7 (seven) Governors were present.

A round of introductions took place at the start of the meeting for the benefit of all those present, including the newly appointed clerk, Bethany Wright.

The Chair encouraged Governors to seek clarification where discussions or information were not understood.

- 4 **Apologies for absence and their acceptance**

It was reported that apologies had been received from Joe Kelley and Rita Rees

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

- 5 **Governing Body Membership Document**

The Governing Body Membership Document had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head Teacher informed Governors that Rita Rees term of Office was due



The Head Teacher informed Governors that Rita Rees term of Office was due to expire on 12<sup>th</sup> October 2021 and she had decided that after a period of long service that she did not wish to extend her term of office.

The Head Teacher also informed Governors that a parent had expressed an interest in joining the Local Governing Body, and he would be meeting with her shortly.

Bree Stamp sought clarification regarding her Term of Office as a Parent Governor as her child is due to leave Hurworth in 2023. The Head Teacher clarified that Bree can continue as a Parent Governor until her Term of Office ends, however if she wanted to continue as Governor, then she could apply to become a Community Governor instead, if there was a vacancy.

**6 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

**7 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 Hurworth School Local Governing Body.

Mick Hatton and Trish Heron need to sign copies of the Governors Code of Conduct

Governance  
Clerk

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

Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 15 June 2021 had been shared with Governors prior to this meeting. A copy would be retained on file.

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Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 15 June 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.

Governance  
Clerk

## 9 Chair's Report

The Chair informed Governors that regular meetings with The Head Teacher were taking place.

The Chair commented positively on the standard of documentation provided to Governors prior to the meeting. The Chair informed Governors that a walkthrough of the school took place with an Assistant Head Teacher, it was very informative as it helped to provide an accurate picture of the School.

### Governor & Director Visit Record

The Head Teacher informed Governors that slight amendments had been made to the Governor & Director Visit Record. The Head Teacher informed Governors that they should be filled out during each Governor Visit.

### Elective Home Education Policy

The Elective Home Education Policy briefing paper had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head Teacher directed Governors attention to the Elective Home Education Policy. The Head Teacher informed Governors that the Pastoral Lead was currently writing an Elective Home Education Policy.

Kelly  
Davidson

A Governor sought clarification regarding Elective Home Education and whether Elective Home Education was on the rise. The Assistant Head Teacher clarified that the amount of pupils being Electively Home Educated nationally has risen in the past year, due to the impact of the pandemic.

### Safeguarding Update

The Safeguarding Update briefing paper had been shared with Governors prior to the meeting. A copy would be retained on file.

Kelly Davidson (Assistant Head Teacher – Head of Student Support) reported the Safeguarding updates to Governors.

A Governor commented positively on the Safeguarding training course provided by Hurworth School, regarding it as exceptional. This was seconded by the Chair.

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The Governors RESOLVED that the content of the Elective Home Education Policy and Safeguarding update briefing papers and information reported was noted.

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

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

The Head Teacher informed Governors that during this meeting the focus will be on Items B School Priorities, Item C SEF/Action Plan and Item D Educational Development Partner Visit. The Head Teachers report will be reviewed in detail at MAT Development Session on Thursday 21<sup>st</sup> October 2021.

Head  
Teacher

**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.

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 break even at the year-end against a balanced budget.

A financial audit was due to take place later in October 2021. The Chief Finance Officer informed Governors that feedback from the audit will be provided at the Spring Local Governing Body meeting.

A Governor sought clarification regarding reserves.. The Chief Finance Officer clarified there was currently £324,000 in reserves across the Trust, both the school and the Trust reserves are planned to increase in 2021/22, with Trust reserve figured to be circa £500,000 at the end of this period

A Governor sought clarification regarding catch-up funding and whether that is included in the Hurworth budget. The Chief Finance Officer clarified that the Catch-up funding included in a separate budget.

The Trust ICT Manager referred to the Trust IT Update section of the Head of School report. The Trust ICT Manager reported to Governors that 18 new interactive touch screens and 32 new teacher computers have been installed at Hurworth. Hurworth's network has been reconfigured and services decommissioned to speed up the experience for staff and pupils. Six internal

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CCTV Cameras have been installed at strategic points around the building. A phone system is being installed and will be fully operational after October half term. Department for Education laptops allocated to pupils during lockdown are now a part of the schools' assets. These laptops are being deployed throughout the school to assist with the teaching and learning.

The Chair sought clarification regarding the Trust servers and whether each school had their own server. The Trust ICT Manager clarified that Longfield and Rydal are on the 'Swift' Network and the ICT was currently working on integrating Hurworth onto that same network.

The Trust Business Manager referred to the Schedule of Contracts section of the Head Teachers Report. The Trust Business Manager reported to Governors that due to the current gas contract expiring and the sharp increase of gas prices, a contract had been secured for £10k over budget. The Trust Business Manager informed Governors that it was the best quote the Trust received with an increase of 33% rather than the Market Price increase of 56%. Premises and Health & Safety audits are due to take place in October 2021. Once these are completed the Health & Safety Committee will be provided with Feedback and any outstanding actions or recommendations will be arranged for July/August 2022.

The Chief Finance Officer referred to the Financial Governance section of the Head of School Report. The Chief Finance Officer reported to Governors the findings of the Gender Pay Gap report from 31<sup>st</sup> March 2020.

	Female	Male
Lower Quartile Band	89.55%	10.45%
Lower Middle Quartile Band	76.12%	23.88%
Upper Middle Quartile Band	68.18%	31.82%
Upper Quartile Band	66.67%	33.33%

The findings showed that within Swift Academies there is a higher proportion of women in all quartiles, but especially in the lower, lower middle and upper middle quartiles. The majority of staff are in the lower pay quartiles which have traditionally been represented by females in occupations including cleaning, catering, lunchtime supervision, administration and education support staff.

Swift Academies has a structured pay scales, which are not gender specific.

The Chief Finance Officer referred to the Remuneration section of the Head Teachers Report. The Chief Finance Officer informed Governors that a public sector pay freeze for 2021/22 had been announced in the Government Spending Review on 25<sup>th</sup> November 2020, with only workers earning less than £24,000 earmarked to receive a pay rise of at least £250 per annum.

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

The Trust Business Manager referred to the Estates Management section of the Head Teachers report. The Trust Business Manager informed Governors that the roofing project at Hurworth had been fully completed and the certificate of completion had been signed.

2021/2022 – Applications for grants were submitted in January 2021 and results received June 2021. The maximum two applications were submitted for Hurworth School, both of which 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.

2022/2023 Applications are currently being considered and various surveys were conducted throughout the Summer to allow the school to ensure applications submitted would receive the highest marks during the scoring process. Final applications will be written throughout October and submitted to the DfE via the online portal before the deadline in December 2021.

Throughout Summer 2021 the school building and premises were damaged on several occasions by attacks of vandalism. Preventative measures have been implemented to reduce these and relevant authorities were informed. Costs of damage are to be recovered via the insurance agreement.

Land & Buildings Collection Tool Return – the mandatory return will be completed in December. The link to this is normally released in November.

A Governor sought clarification regarding the nature of the vandalism Hurworth was experiencing. The Trust Business Manager informed Governors that Hurworth has experienced 17 cases of vandalism attacks overnight when the school was closed, these incidents were covered by the school's insurance.

Short, medium and long-term premises priorities continue to be reviewed for the upkeep and development of the school premises, this enables the school to prioritise capital spending and assist budget forecasting, whilst taking into consideration both the Head Teacher's priorities and results from Condition Data Surveys.

Premises and Health & Safety audits are due to take place in October 2021. Once these are completed the Health & Safety Committee will be provided with Feedback and any outstanding actions or recommendations will be arranged for July/August 2022.

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

The Head Teacher reported that the information contained in the SEF had been updated to reflect the current position in school, including contextual

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**Company Registration Number 07533271**

Page 7 of 14

denotes support and challenge provided by Governors

information and with the addition of School Improvement Priorities overview page and the quality of education development journey.

### **Curriculum Staffing Structure**

The Head Teacher drew Governors attention to the Curriculum staffing structure. The Head Teacher outlined the new staffing structure for Hurworth School, informing Governors that this was an up to date structure as of October 2021. The Head Teacher reported to Governors that the several TLR posts have been made permanent covering a number of whole school responsibilities.

### **Whole School Priorities for 2021-22**

Sam Reilly (Senior Assistant Head Teacher) drew Governors attention to the Whole School priorities for 2021-22. The Senior Assistant Head Teacher reported the whole school priorities to Governors as follows:

To embed the 4R core value model to ensure consistency across all whole school systems

Further develop strategies to support students and their parents/carers to break down barriers to learning

Ensure that a safeguarding culture is at the forefront of everything Hurworth does

To provide a curriculum of non-negotiable knowledge that delivers on the school's priorities to enable students to become the best versions of themselves

Further develop and embed assessment protocols

Providing support and provision for our weakest readers, providing a wide spectrum of extended reading across all subjects and a love of reading

Further refine the effectiveness of the rewards and conduct frameworks and ensure a reduction in suspensions

Achieve a positive overall Progress 8 score in the 2022 summer exams.

The Senior Assistant Head Teacher showed a video, relating to the 4R core value model from the Hurworth School website to Governors

Nick Gawthorpe (Assistant Head Teacher) introduced Hurworth's three year trend for Progress 8, Computing and History in the top 20%.

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**Company Registration Number 07533271**

Page 8 of 14

denotes support and challenge provided by Governors



Kelly Davidson (Assistant Head Teacher) outlined to Governors the systems that the school will use to refine the effectiveness of the rewards and conduct frameworks and reduce suspensions.

The Assistant Head Teacher reported to Governors that Safeguarding culture is that the forefront of everything staff do.

Sam Reilly (Senior Assistant Head Teacher) informed Governors that staff are providing support and provision to the weakest readers. Reading to learn- termly reading tests, curriculum review 'reading rich' and whole staff CPD. Reading for pleasure- tutor reading, library and assemblies. Events held to encourage active engagement in reading include the Big Read Day and World Book Day.

Cath Lawrence (SENCO) informed Governors that staff continue to use SEND updates, whole staff briefings and Inset to share strategies, resources and approaches with staff to support staff in reducing students barriers to learning.

Lisa Gawthorpe (Assistant Head Teacher) informed Governors of the assessment protocols being developed within the School to ensure that students are securing knowledge in each subject area and gaps in knowledge can be easily identified and dealt with, helps students to have a clear understanding of their next steps. Assessment protocols give Parents, Carers, Staff and Governors a clear understanding of what assessments take place. Tracking systems help students and teachers identify knowledge gaps. Low stake assessments check knowledge gaps and address these gaps quickly.

The Chair commented positively on the excellent information shared by the Assistant Head Teachers for the Whole School priorities and thanked all involved for their hard work.

### **School Transport**

The Head Teacher reported to Governors that Enterprise informed Swift Academies that they would be ceasing trade from 16<sup>th</sup> December 2021, this date then changed to the 8<sup>th</sup> October 2021. The school had secured a replacement service for the 270 pupils/families who rely on School Transport to ensure that safe transport to school is provided: the downside was that the price had risen from £3.80 per pupil per day to £4.

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

The Head Teacher informed Governors that the Education Development Partner visit had to be postponed. The Head Teacher reported to Governors that feedback from the Education Development Partner Report would be shared at the Spring Local Governing Body Meeting.

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## **Admission Code Update**

The Head of School shared a verbal update with Governors regarding the Admission Code for Hurworth School. There have been slight amendments to the admissions criteria. LAC/PLAC now includes international pupils.

## **Risk Register**

The Chief Finance Officer reported that there is one recommended change to the content of the Risk Register since the previous meeting of the Local Governing Body. The Chief Finance Officer drew Governors' attention to Risk 15 – Strategic Risk and the school's response to pandemic and the development of potential expansion of partial opening and ultimately 'full opening' of Trust Schools. It was recommended to Governors to reduce the overall risk level. Assessments were regularly reviewed to ensure they reflected latest Government guidance regarding the coronavirus pandemic, and subsequently shared with Directors, Governors, Executive Leadership and Leadership.

Governors RESOLVED that the content of the circulated Head Teacher's Report, Whole School priorities, SEF/Action Plan, Education Development Partner Report, Admission Code Update and Risk Register, and information reported, were noted.

## **Pupil Premium Strategy Statement 2020-21**

The Pupil Premium Strategy Statement 2020-21 and 2021-22 had been shared with Governors prior to the meeting. Copies would be retained on file.

Governors RESOLVED that the content of the circulated Pupil Premium Strategy Statement 2020-21 and 2021-22 including the addition of the information above, was noted: the Policies were approved and adopted with immediate effect.

## **Catch-up Funding Strategy 2020-21**

The Catch-up Funding Strategy 2020-21 had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School drew Governors attention to the circulated Catch-up Funding Strategy 2020-21. The Head of School reported that the outcomes of catch-up funding had been reviewed and updated.

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**Company Registration Number 07533271**

Page 10 of 14

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## 11 EBACC

A presentation was given regarding the current SWIFT Academies position regarding its EBACC performance results when compared to the current local and national situation. Comprehensive discussion followed comparing the strengths of EBACC versus the existing curriculum provision, and the difficulties of delivering an EBACC orientated curriculum.

The Local Governing Body recommended that the Board of Directors should not prescribe the English Baccalaureate (EBACC) in order to reach notional national targets. They wished to maintain the integrity of the existing breadth and depth of the curriculum.

## 12 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, which focused on the achievements across the Trust during the last 15 months. The Chief Executive Officer reported that with the easing of Lockdown that the Trust had been able to move back to a semblance of normality as School's returned for the start of the academic year. Although Secondary Schools in the Trust have had to test the student population for Covid-19 in the first two weeks of the academic year. It has been pleasing for staff to be able to return to their classrooms and it's lovely to see students moving around school buildings and having full access to school resources

The Chief Executive Officer commented positively on the good start to the academic year, with strong attendance across the Trust. The Chief Executive Officer reported to Governors that positive cases of Covid-19 had been extremely low across the Trust.

- MAT Development Sessions for Members, Directors and Governors  
Governors were advised that the Autumn Term MAT Development Session for Members, Directors and Governors would take place on Thursday 21<sup>st</sup> 2021.

- Chairs / Vice Chairs of Local Governing Body

An invitation would be shared with respective Chairs and Vice Chairs shortly, in preparation for the termly meeting with the Chief Executive Officer, Chief Finance Officer, Trust ICT Manager and Trust Business Manager. The meeting was planned to take place virtually from 1:30pm on Friday 8<sup>th</sup> October 2021

### **Scheme of Delegation**

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

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### **Trust Policies**

Governors were advised that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift banner: to date around 40 policies have been centralised and are located on the Swift Academies website.

### **Trust Development Plan 2020-2021**

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 10<sup>th</sup> December 2021 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.

#### **14 Single Central Record: Signature by Head of School and Chair**

The Trust Business Manager agreed to meet the Head of School and Chair of the Local Governing Body (Hurworth School) in order to review the Single Central Record, immediately after this meeting of the Local Governing Body.

Trust  
Business  
Manager

Governors RESOLVED that the information was noted.

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

The Head of School drew Governors attention to the policies for information.

For information Swift approved policies (Summer 2021) : Assets & Disposal Policy; Central Services and Appeals Policy

Hurworth School Policy Overview (attached)

For information – Accessibility Plan, Anti-Bullying, British Values and Collective Worship, Career Provider Access, Equal Opportunity, Independent Learning, LAC, Literacy, Marking, Numeracy, Off-Site Visits, Physical Activity, Physical Intervention, Quality of Education and Safeguarding

For approval –

New policies: Supporting Transgendered and Non-Binary Students, Allergen and Anaphylaxis

Substantial Changes: Canteen Food, Discipline (Personal Development, Behaviour and Welfare), ECT (was NQT), Reading, RSE and Values Charter

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**Company Registration Number 07533271**

Page 12 of 14

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

The Chair queried if the School had Gender neutral toilets for the pupils to use. The Head Teacher confirmed that Hurworth has gender neutral toilets that can be accessed by pupils if they wish.

Governors RESOLVED that the circulated policies, including any changes, was noted.

**16 Special interest governors- allocation of roles for 2021-22 and verification process:**

- a) Premises / Health & Safety – Elaine Colclough
- b) Safeguarding & 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 & Equality – Trish Heron
- h) Careers & Transition - Joe Kelley
- i) Standards (Teaching, Learning, Curriculum & Progress) – Mick Hatton
- j) Early Career Framework (ECF) (formerly Newly Qualified Teacher (NQT)) – Joe Kelley

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

Governors RESOLVED that the information was noted.

**Standing Items**

**17 Feedback from MAT Development Session held on Thursday 8 July 2021**

Refer to Chief Executive Officer's Report (agenda item 8) for information.

**Concluding Items**

**18 Any urgent other business raised under Item 5**

No urgent items of other business were identified under Item 5.

**19 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.

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

- Monday 14 March 2022, Monday 20 June 2022

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

- Thursday 21 October 2021, Thursday 10 February 2022, Thursday 7 July 2022

**Chairs / Vice Chairs of LGB and Executive Leadership Team (all from 1:30pm)**

- Friday 8 October 2021, Friday 18 March 2022, Friday 24 June 2022

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

on: 15/3/22 date

signed by: (Chair) M J Hutton

printed name: M J HUTTON

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