



Swift Academies

Success will inspire future triumphs

Hurworth School

Local Governing Body

Tuesday 14th March 2023

MINUTES

Present (Governors)	Mick Hatton (Chair), Rachel Somerville (Head of School), Dean Judson (Chief Executive Officer), Elaine Colclough, Trish Heron, Alysa Nugent and Cath Lawrence.
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Kelly Davidson: Assistant Head Teacher Lindsey Burn: Assistant Head Teacher Laura Hawksby: Governance & Policy Officer

Item	Description of discussion	Action by
1.	<p>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.</p> <p>A round of introductions took place at the start of the meeting for the benefit of all those present, and the new Governance & Policy Officer was introduced to the Local Governing Body.</p> <p>The Chair encouraged Governors to seek clarification where discussions or information were not understood.</p>	
2.	<p>Apologies for absence and their acceptance It was reported that apologies had been received from Governors Lucy Clark, Yvonne Hancock and Nick Gawthorpe.</p> <p>Governors Joe Kelly and Martin Stand were also not present at the meeting.</p> <p>Governors RESOLVED that absence and apologies of absence from Governors were accepted and noted.</p>	

3.	<p>Notification of items of other business</p> <p>There were no items of urgent other business.</p>	
4.	<p>Declaration of personal and pecuniary interests</p> <p>a) Register of Interest</p> <p>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.</p> <p>All Governors present had submitted a Register of Interest.</p> <p>b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</p> <p>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.</p> <p>No declarations of interest were received.</p> <p>c) Code of Conduct</p> <p>Governors were reminded they had signed the Governors Code of Conduct, upon appointment to Hurworth 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 Hurworth School.</p>	
5.	<p>Approval of Minutes / Review of Actions / Matters Arising</p> <p>Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 4th October 2023 had been shared with Governors prior to this meeting.</p> <p>Arising from consideration of Minute 12 (4th October 2023), Governors requested an update with regards to traffic calming measures and road crossing outside of the school? The Head of School advised that parking remained an issue outside of the school, with the Local Authority advising that photos should be taken of vehicles causing an obstruction. It was noted a Local Authority consultation was due to be conducted shortly regarding traffic calming measures and improved crossing facilities to assist people/students crossing the road near the school.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 4th October 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p>	

<p>6.</p>	<p>Chair's Report</p> <p>a.) Action taken</p> <p>The Chair provided a verbal update and advised that since his last report he had undertaken his Governor monitoring visits for the following areas of governor specific responsibilities:</p> <ul style="list-style-type: none"> • Quality of Education • Behaviour and Attitudes <p>The Chair advised that there were no issues of concern and progress was being made in both the above areas.</p> <p>b.) Correspondence</p> <p>The Chair advised that correspondence had been received from Governor Yvonne Hancock advising that she would be stepping down as a Governor at the end of April 2023.</p> <p>Governors RESOLVED that the Chair's report be noted.</p>	
<p>7.</p>	<p>Head Teacher's Report</p> <p>The Head of School provided a comprehensive report to the Local Governing Body a copy of which is retained on file.</p> <p>The Head of School advised that since last reported new starter numbers had increased. There had been an increase in students accessing alternative provision. Attendance remained above the national average and indicators were positive.</p> <p>The Assistant Head Teacher (Kelly Davidson) provided a safeguarding update. She advised that there had been an increase in Early Help and racial incidents. It was noted safeguarding training had been undertaken for staff and Governors at the beginning of the Autumn Term.</p> <p>The Head of School reported upon attainment and progress for Year 11 and mock exams. Overall progress had improved significantly since 2019 for all students, with Disadvantaged students progress showing improvement. 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. Governors advised that the results were very positive, with the educational intent clear and focused.</p> <p>It was noted that Year 9 currently had the highest number of Disadvantaged students. The three key aims for the school's Disadvantaged pupils included: raising aspirations, open doors (both academically and with regards to enriching life experiences) and valued members of the school's community.</p>	

	<p>The Head of School provided an update on the Improvement Plan key priorities. She advised that reading continued to be an important focus with tracking in place and targeted intervention being provided. A new temporary non-teacher lead was in place until August. Governors enquired if there were any issues of concern at the current time? The Head of School advised that there had been a small increase in suspensions and that reward measures had been put in place to support behaviour systems. With regards to other areas in the Improvement Plan progress was being made in all areas, however the impact of the Cyber Incident has naturally hampered on progress in some areas.</p> <p>Governors RESOLVED that the Head Teacher's report be noted.</p> <p>a) Educational Development Partnership Report Hurworth</p> <p>The Head of School reported on the Educational Development Partnership report, a copy of which was retained on file. It was noted that the focus for the visit was on reading priorities. The resulting areas for development were noted from the report.</p> <p>Governors RESOLVED that the report be noted.</p> <p>8. Chief Financial Officer's Report</p> <p>The Chief Financial Officer (CFO) provided a March 2023 report, which is held on file. He advised that monthly management accounts are shared each month with the Board of Directors. The CFO and Chief Executive Officer (CEO) liaise with the Chair of the Trust on any urgent matters. The report provided an overview of the management accounts position as of the 31st December 2022. At the 31st August the reserves figure was £181k with the predicted in year deficit of £19k. The anticipated reserves at August 2023 will be £162k.</p> <p>Confirmed figures had been released by the Education & Skills Funding Agency for the school budget share for 2023/24, the budget share for Hurworth School is £4,098,936. All other income was expected to be in line with the 22/23 budget. One area that is key to financial planning is the retention of existing students and ensuring any new intake exceeds the published admission number.</p> <p>Governors enquired if there had been annual uplift in the budget? The CFO advised there had been, however this had not been enough to cover the staff pay rises. A Governor further enquired whether the schools had been affected by the recent strike action? The CFO reported that there had been no financial impact and no school closure had been required.</p> <p>Governors RESOLVED that the report be noted.</p> <p>9. Trust Business Manager Report</p> <p>The Trust Business Manager (TBM) provided a report, which is held on file. All contracts/ Service Level Agreements (SLA's) continued to be reviewed individually as they expire and best value and quality sought for each</p>	
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agreement. The Trust contract register had proven a useful tool enabling the Trust to work proactively and avoid 'rollover' of unwanted contracts.

A termly review of various premises and Health & Safety contracts will be conducted in Spring Term as SLAs are due to be renewed for the following services; emergency key holders, intruder alarm, gas maintenance, automatic door safety, sanitary waste collections and asbestos management.

Electricity Contracts were reviewed and a new provider agreed in December 2022. Electricity costs had risen substantially so ongoing costs are to be monitored and energy efficiency explored where possible. There is currently a government relief fund in place to support schools with costs of energy, the duration of which is currently being reviewed.

The TBM advised that herself and the CFO were currently exploring an opportunity to fit solar panels to the buildings, through 'Solar for Schools' a not-for-profit organisation, which would reduce costs substantially across the Trust. **Governors enquired how quickly it would be before a cost benefit would be seen? The TBM advised that there would be a cost benefit immediately and there would be potential savings of 40%. The company would buy back electricity generated by the solar panels.**

It was noted that with regards to the CIF (Condition Improvement Fund) for 2023/24 the maximum amount of two applications were submitted in December 2022, with results expected in the Summer Term. If these were successful, they would provide funding for the improvement of heating distribution throughout the school and repairs to roofs/guttering.

It was noted that a new Caretaker had been employed at Hurworth School since the last report.

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

10. Trust ICT Report

A thorough verbal update was given by the Trust IT Manager with respect to the IT disruption/cybersecurity incident. It is noted that this was an interim update given the ongoing incident response.

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

11. Chief Executive Officer's Report


The Chief Executive Officer (CEO) advised that the Regional Director had seen the latest Trust schools' Ofsted reports and the EFSA Governance and Finance review, which had all been very positive.

He further advised the growth of the Trust continued to be explored with other organisations.

a.) Scheme of Delegation

Consideration was given to the Scheme of Delegation which was held on file.

	<p>Governors RESOLVED that the Scheme of Delegation be noted.</p> <p>b.)Trust Development Plan</p> <p>Consideration was given to the Trust Development Plan which was held on file.</p> <p>Governors RESOLVED that the Trust Development Plan be noted.</p> <p>12. Single Central Record</p> <p>Governors RESOLVED that the Single Central Record for Hurworth School would be reviewed and signed by the Head Teacher and LGB Chair.</p> <p>13. Policies for approval / review / information</p> <p>a) For information – Finance Policy, Menopause Policy.</p> <p>b) For approval – Hurworth School Assessment, Recording and Reporting Policy, Provider Access Policy.</p> <p>Governors RESOLVED that:</p> <p>a) For information policies: Finance Policy and Menopause Policy be noted.</p> <p>b) For approval policies: Hurworth School Assessment, Recording and Reporting Policy and Provider Access Policy be approved and adopted with immediate effect.</p> <p>14. Membership Update</p> <p>The latest membership for Governor specific responsibilities was noted by the Local Governing Body. The Chair had previously advised of his visits undertaken (Quality of Education/Behaviour and Attitudes - Minute 6 refers). The following Governors also advised that they had been into school in their monitoring link Governor role:</p> <ul style="list-style-type: none"> • Premises/Health & Safety – Elaine Colclough • Special Educational Needs (SEN), including SEMH – Alysa Nugent • Looked After Children (LAC) – Trish Heron • Personal Development – Trish Heron <p>The Chair advised that Governors Joe Kelley and Martin Stand had also completed their monitoring link visits.</p> <p>All visits were noted to be positive, with no concerns raised.</p> <p>Governors RESOLVED that:</p>	<p>Head Teacher/ Governance & Policy Officer</p>
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	<p>a) The report be noted.</p> <p>b) Governor Trish Heron be the new Governor link for Disadvantaged, as there was a current vacancy due to the stepping down of Governor Yvonne Hancock.</p> <p>PART C: Standing Items</p> <p>15. Feedback from MAT Development Session</p> <p>It was noted that the last MAT development session had been held on Thursday 16th February 2023 and had been on Prevent and Level 1 Safeguarding.</p> <p>16. Chairs & Vice Chairs Meeting</p> <p>It was noted that the next meeting of the Chair and Vice Chairs was due to be held on Friday 17th March 2023 at 1.30 pm.</p> <p>PART D: Concluding items</p> <p>17. Approval of documents for inspection**</p> <p>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.</p> <p>18. Date and time of future meetings (from 4:30pm):</p> <ul style="list-style-type: none"> • Tuesday 20 June 2023 <p>19. Chairs / Vice Chairs of LGB and Executive Leadership Team (from 1:30pm)</p> <ul style="list-style-type: none"> • Friday 23rd June 2023 <p>(The meeting concluded at 5.55 pm)</p> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>20/6/23</u> date</p> <p>Signature: <u></u></p> <p>Print Name: <u>M.J. HATTON</u></p>	Governor
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