



Swift
Academies
Success will inspire future triumphs

Hurworth School

Local Governing Body

Tuesday 20th June 2023

MINUTES

Present (Governors)	Mick Hatton (Chair), Rachel Somerville (Head of School), Dean Judson (Chief Executive Officer), Elaine Colclough, Aylsa Nugent, Cath Lawrence, Joe Kelley, Lucy Clark, Martin Stand and Nick Gawthorpe.
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</p> <p>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. 10 (ten) Governors were present.</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</p> <p>Apologies for absence were received from Governor Trish Heron.</p> <p>Governors RESOLVED that absence and apologies of absence from Governor Trish Heron were accepted and noted.</p>	
3.	<p>Notification of items of other business</p> <p>There was 1 item of other business (Minute 15 below refers):</p> <p>Bus Services Hurworth</p>	

<p>4.</p>	<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>	
<p>5.</p>	<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 14th March 2023 had been shared with Governors prior to this meeting. A copy was held on file.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 14th March 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 Behaviour and Attitudes. He had met with the Assistant Head: Behaviour and Wellbeing. There were no issues of concern and progress was being made, with an emphasis on promoting positive behaviour systems.</p> <p>The Chair advised he would visit the school later in the term to meet with the link member of staff for Quality of Education.</p> <p>b.) Correspondence</p> <p>The Chair had no new updates regarding correspondence.</p> <p>Governors RESOLVED that the Chair's report be noted.</p>	

7. Head of School's Report

The Head of School provided a comprehensive report to the Local Governing Body, a copy of which is retained on file.

The Head of School advised that the Year 7 intake for September 2023 was provisionally at 145 (with 3 students admitted and 1 other possible student admitted to the base.) **Governors questioned whether with the increase in numbers the school would be able to staff the number of pupils?** The Head of School advised that the school were able to staff the pupil numbers.

Attendance was noted to be good, above the national average with low persistent absence. Hurworth School shares it's good practice with the rest of the Trust. Punctuality was also noted to be good. **Governors noted that there had been a slight spike in persistent absence in Year 8.** The Assistant Head: Behaviour and Wellbeing, advised that this Year group, had been noted across the Borough to have slightly higher absence and this may have been due to integration after not being in school during the Covid pandemic. There had been a lot of work in the school with regard to interventions for persistent absences, as detailed in the Head of School's Report.

It was noted that this academic year the school had been challenging low level behaviours and moving their framework to ensure the school's expectations are met. This had led to an increase in external suspensions compared to the previous academic year. However, this had also seen a reduction in low level disruption and therefore had seen a significant decrease in internal suspensions compared with the previous academic year.

The Head of School reported on safeguarding and advised that there had been a reduction in 'child in need', however there had been an increase in Early Help.

The Local Governing Body considered attainment and progress. It was noted that improvement from the mock grades demonstrated that departments are identifying gaps in knowledge and working on examination technique with students. The timing of Year 10 and Year 11 mocks in the future would be essential in order to continue with this work and the mocks would be held later in the year. The Head of School reported that the current Year 10 data was positive.

It was noted that in addition to the PSHCE (Personal, Social, Health and Economic Education) learning journey for pupils, assembly and tutor time programme focus areas in personal development had also been addressed for example:

- A Year 7 SMSC (Spiritual, Moral, Social and Cultural) day has been held focused on emotional wellbeing following transition.
- In response to youth offending data, a Year 9 crime module has been reviewed to make child criminal exploitation.

Staff wellbeing continued to be a focus area in this academic year, with communication streamlined with the implementation of a weekly briefing

meeting. Actions had also been implemented arising from the parents' questionnaire, with for example class charts now fully accessible to staff, students and parents. **Governors enquired whether rewards night would be brought back?** The Head of School confirmed this was correct.

Chief Financial Officer's Report

The Chief Financial Officer (CFO) provided an update report, which is held on file. He advised that the management accounts as detailed in his report had been prepared up to the 30th April 2023, however the full year forecast is based on the financial information available in June 2023.

The CFO advised that the year-end financial position is predicted to be at breakeven. At 31st August 2023 the anticipated reserves figure would be £181k.

Governors noted from the Self-Assessment Dashboard that clerical/admin staff costs appeared to be high? The CFO advised that these figures also included Head of Years and other lead staff (not just clerical and admin support).

Trust Business Manager Report

The Trust Business Manager (TBM) provided an update report, which is held on file. She advised a termly review of various premises and Health & Safety contracts will be conducted in the Spring term as SLAs (Service Level Agreements) 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.

Summer refurbishment works are currently being reviewed and would include new carpets in some main corridors, painting and decorating. A project to create a new corridor in the science department is under review and if feasible would also be conducted in the summer closure period.

It was noted by Governors that the Solar for Schools project was progressing, with the site visits and paperwork completed.

Trust ICT Manager Report

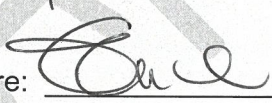
The Trust ICT Manager provided an IT update. He advised that a full Wi-Fi refresh had now been undertaken. A full audit of the infrastructure at Hurworth had now been completed and IT were in the final stages of ordering the replacement managed switches. The IT help desk had now also been fully re-opened.

Governors **RESOLVED** that:

- a) The Head of School's update report, including the CFO, TBM and Trust ICT Manager's report be noted.
- b) That the Admin & Exam Manager (PA to the Head), be thanked for the format of the report, allowing the information to be clearly accessible for Governors.

	<p>7 a) Risk Register</p> <p>The Governing Body considered the Risk Register for Hurworth School, a copy of which is retained on file.</p> <p>Governors RESOLVED that the Hurworth School Risk Register be approved.</p> <p>8. Chief Executive Officer's Report</p> <p>The Chief Executive Officer (CEO) provided a verbal update report to the Local Governing Body. He advised on SWIFT Multi Academy Trust growth and that it was the intention that Queen Elizabeth Sixth Form College, Darlington would be joining the Trust. Both institutions had a shared values and ethos, with the merger having been approved by both Boards of each institution. Subject to approval by the Head Teacher's Advisory Body and Regional Commissioner, it was hoped following consultation for the merger to be complete by approximately December 2023 or early in the 2024 new year. The merging of the two institutions would release more capital funding going forward and would therefore be less reliant on CIF (Condition Improvement Funding). The Central Teams and Governance would come together from both institutions. The Local Governing Bodies would continue in their important roles within the Trust.</p> <p>Governors RESOLVED that the Chief Executive Officer's Report be noted.</p> <p>8a.) Scheme of Delegation</p> <p>Consideration was given to the Scheme of Delegation which was held on file.</p> <p>Governors RESOLVED that the Scheme of Delegation be noted.</p> <p>8b.) 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>9. Approval of Term Dates 2025/26</p> <p>Consideration was given to the school term dates for the 2025/26 Academic year, a copy of the dates are retained on file. Governors agreed to the dates as set out by the Local Authority and the inclusion of three remaining days determined by the school. The proposed three dates by the school for Professional Development/ Disaggregated Days were: 1st September 2025, 5th January 2026 and either 28th November 2025 or 2nd April 2026.</p> <p>Governors RESOLVED that the Local Authority dates be approved, and the school decide upon the dates for 3 remaining Professional Development/Disaggregated training days.</p>	
		Head Teacher

<p>10.</p>	<p>Special Interest Governors – Feedback/Updates from School Contact</p> <p>Further to Minute 6 above it was noted that the Chair had undertaken his Governor monitoring visits for Behaviour and Attitudes and would visit the school later in the term to meet with the link member of staff for Quality of Education.</p> <p>It was noted that there had been slight changes to staffing and therefore the Governor links may change slightly in September 2023.</p> <p>Governors RESOLVED that the report be noted.</p>	
<p>11.</p>	<p>Single Central Record</p> <p>The Chair advised that he had met with the Trust Business Manager and reviewed and signed the Single Central Register for Hurworth School, which was correct and up to date.</p> <p>Governors RESOLVED that the report be noted.</p>	
<p>12.</p>	<p>Policies for approval / review / information</p> <p>a) For information Swift approved policies –</p> <p>Governors RESOLVED that the following Swift approved policies be noted for information: Cyber Security Policy; IT Acceptable User Policy; Bring Your Own Device Policy and Online Safety Policy; Probationary Policy; GDPR and Data Protection; Appraisal Policy; Business Continuity Strategy; Treasury Management and Investment Policy; Staff Health & Wellbeing Policy; Risk Management Policy and Procedure.</p> <p>b) For Information Hurworth School Policies –</p> <p>This item was deferred until the Autumn Term.</p> <p>c) For approval Hurworth School Policies–</p> <p>This item was deferred until the Autumn Term.</p> <p>PART C: Standing Items</p>	
<p>13.</p>	<p>MAT Development Session</p> <p>It was noted that the next MAT (Multi Academy Trust) Development Session would be held on the 6th July 2023 at 5.00 pm online.</p>	
<p>14.</p>	<p>Chairs and Vice Chairs Meeting</p> <p>It was noted that the next Chairs/Vice Chairs of LGB and Executive Leadership Team would be held on the 23rd June 2023 at 1.30 pm online.</p>	

	<p>Part D: Concluding Items</p> <p>Item of Other Business</p> <p>15. Hurworth Bus Service</p> <p>It was noted by Governors that there was a proposed reduction in the commercial bus services provided to Hurworth village and that this would result in difficulties for some students travelling to school. It was therefore requested that an enquiry be made to the bus company requesting that they reconsider the reinstatement of bus services provided to Hurworth village.</p> <p>Governors RESOLVED that an enquiry be made to the bus company requesting that they reconsider the reinstatement of bus services provided to Hurworth village.</p> <p>16. 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>17. Date of Future meetings (from 4.30 pm)</p> <p>Governors noted that the 2023/24 Hurworth School meeting dates were due for approval at the Board of Directors meeting on the 7th July 2023 and would be circulated after that meeting.</p> <p>The meeting concluded at 6.40 pm</p> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>3/10/23</u> date</p> <p>Signature: <u></u></p> <p>Print Name: <u>E Colclough It.</u></p>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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