



**Swift**  
**Academies**  
*Success will inspire future triumphs*

**Hurworth School**

**Local Governing Body**

**Tuesday 4 October 2022**

**MINUTES**

Present (Governors)	Mick Hatton (Chair), Rachel Somerville (Head of School), Elaine Colclough, Trish Heron, Joe Kelley, Nick Gawthorpe, Cath Lawrence, Lucy Clark, Martin Stand
in attendance	Stuart Hargrove (Director) Julie Cornelius (Director) 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 Sam Reilly- Senior Assistant Head Teacher Caroline Jennings: Trust Governance and Policy Officer (Clerk) Rachel Kershaw (EPM)

Item	Description of discussion	Action by
1.	<p><b>Welcome, Introductions and confirmation quorum present</b> 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. 9 (nine) Governors were present.</p> <p>The Chair encouraged Governors to seek clarification where discussions or information were not understood.</p>	
2.	<p><b>Apologies for absence and their acceptance</b> It was reported that apologies had been received from Yvonne Hancock.</p> <p>Governors RESOLVED that the apologies for absence were accepted.</p>	
3.	<p><b>Election of Chair</b> Governors RESOLVED that Mick Hatton was elected Chair of the Local Governing Body until the first meeting in the Autumn Term 2023.</p>	
4.	<p><b>Election of Vice Chair</b> Governors RESOLVED that Elaine Colclough was elected Vice Chair of the Local Governing Body until the first meeting in the Autumn Term 2023.</p>	
5.	<p><b>Terms of Office due to Expire</b> There were no terms of office due to expire.</p>	

6.	<p><b>Governing Body Code of Conduct</b> Governors signed a declaration to confirm they had read the Governors Code of Conduct.</p>	
7.	<p><b>Notification of items of urgent other business</b> None.</p>	
8.	<p><b>Declaration of personal and pecuniary interests.</b> All Governors present completed and submitted the annual Declaration of Interest form for the current academic year. The Clerk will contact absent Governors and collate all responses to be published on the website.</p> <p>No declarations of interest were received for this agenda.</p>	
9.	<p><b>Approval of minutes / review of actions / matters arising</b> Draft minutes of the Local Governing Body meeting of Hurworth School held on 20 June 2022 had been shared with Governors prior to this meeting.</p> <p>All action points had been completed.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on 20 June 2022 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.</p> <p>A Governor asked for an update on staff vacancies.</p> <p>Response: The Apprentice vacancy has been changed to a General Administration and has been advertised, due to a lack of responses. The Head of D &amp; T vacancy has been filled with a start date of January 2023. A Head of Year will be joining the school in November. At the point of the meeting, there were no other vacancies.</p>	Clerk
10.	<p><b>Chair's Report</b> The Chair reported that he, Elaine Colclough &amp; Trish Heron were involved in meetings during the Ofsted inspection. He stated that he believed that the visit had gone well and that the school was awaiting publication of the final report.</p> <p>The Chair asked that all staff should be thanked for their hard work and positivity whilst the inspection took place.</p>	
11.	<p><b>GCSE Results</b> The Head of School reported the GCSE results demonstrated that the gap from the previous year of formal examinations (2019) between disadvantaged and non-disadvantaged has closed significantly. English and Maths basics showed significant improvements in all ranges. The biggest successes were across all components in the combined and separate Sciences which are higher than other local schools and national average figures. History and Geography results were above national average. MFL did not perform well and the Subject Leader is looking at improvement strategies. The results are not yet validated as some appeals are still pending.</p> <p><b>Governor Question:</b> Are we offering the EBACC qualification to our pupils? <b>Response:</b> SLT held a full curriculum review and looked at qualifications offered. It was decided to put the individual child first rather than narrow their options. All pupils have the opportunity to follow the EBACC pathway if they chose to do so. The school have employed a range of strategies to increase the number of students sitting the EBACC suite of subjects (English, Maths, Science, a Language and History or Geography at GCSE). We currently have 19.7% taking these options in 22/23, compared to 17.2% last year.</p>	
12.	<p><b>Head of School's report, including Chief Finance Officer and Trust Business Manager and Trust ICT Manager report</b></p>	

The report had been shared with Governors prior to the meeting.

Governors were invited to ask question or challenge where appropriate.

#### **School Improvement Plan**

The School Improvement Plan was shared with Governors. This is based on key Ofsted areas and with impact evaluated and reported each term in order to demonstrate progress. The Head of School and Senior Assistant Head Teacher went through the School Improvement Plan section and it was accepted by the Governing Body.

#### **Attendance and Punctuality**

Governors informed that attendance was in line with national average.

There are 10 students whose attendance dropped below 90% in the last week of June, as a result of not being required to attend due to exams. Factoring this out, year 11 PA attendance would have been 28.45%.

Governors informed about a new attendance software package (ASTAR) which is in place to track and monitor PAs. Governors advised that the school continues to raise the profile of attendance through the rewards system. The Attendance Team continue to develop the termly draw for students and parents, and

Detentions and sanctions are in place to improve punctuality. This is tracked via Class Charts.

**Governor Question:** What happens if the school bus is late?

**Response:** Staff are aware which pupils have school transport and allowances made.

**Governor Question:** Concern raised about the traffic light on the crossing not working and pupils' safety. Could we ask DBC for a speed bump to be installed like the recent one at the primary school?

**Response:** The Head of School said she would contact the LA.

**Governor Question:** Why have we purchased the attendance software package when SIMS will provide attendance information?

**Response:** ASTAR is much more effective in terms of producing information and generating letters. It supports the tracking of student absence and trends.

**Governor Comment:** It has been noticed that the school holidays have not been updated on the school website.

**Response:** The new IT Manager is looking at making the website more user-friendly and there are some documents waiting to be uploaded.

#### **Safeguarding**

The Head of School reported there will be an annual overview for our safeguarding CPD. There will be a focus on CCE and County Lines due to this being high in Darlington. Prevent training will also be taking place in early October. She said the annual Safeguarding audit went very well for the academic year 2021-22 with the following recommendations; a refresher briefing on exploitation to staff re local risks and importance of sharing information or intelligence on places, space and groups of young people causing concern. There will also be an up to date online safety training with staff carried out before end of term.

#### **Suspensions 2021-22**

The Head of School informed Governors that there has been a reduction in the number of suspensions.

#### **Quality of Education**

The school has invested in the Reading Plus programme, to monitor the reading progress of all KS3 students. This is personalised for each student and tasks are set weekly as part of students' English ILTs

**Governor Question:** Please can you expand on the Reading strategy?

**Response:** The Literacy programme is in place for all our set 5 students, providing whole class literacy lessons focussing on securing basic literacy skills, such as accurate writing, spelling, handwriting and reading with fluency and comprehension. Reciprocal Reading is used to develop a range of reading skills to ensure these students maximise access to lessons across the curriculum. Students may also have 1-1 or small group reading interventions.

A whole school reading atmosphere is established through our tutor reading programme, reading drop down days, departmental read and watch lists and extra-curricular clubs. Following Ofsted this is also continuing to be a priority for the school and a new Reading Lead has been appointed from September to implement the strategy with the support of the Head of English.

**Governor Question:** Can pupils access the reading programme at home and do parents need training to support their child?

**Response:** A letter is due to be issued to Year 7 parents and parents can get further help at the Year 7 parents evening.

**Governor Question:** How does the school decide what books to purchase for the library and is reading for pleasure promoted?

**Response:** A broad and balanced range of books are stocked. The Head of English is working on a coding system to direct pupils to books which are age appropriate; but they can select books above and below their age group. Future investment is planned for the Library.

#### **Personal Development**

Governors informed that the assembly programme ran throughout last year celebrating and signposting local and national events e.g. the Fire Service delivered assemblies around fire safety in the run up to Bonfire Night, the RNLI provided a presentation on Water Safety in the approach to the Summer Term, The Listening Post delivered assemblies during Mental Health Awareness Month and Ambassadors from the charity 'Just Like Us' ran virtual assemblies during School's Diversity Week.

All year groups had a themed drop-down day to promote their Social, Moral, Spiritual and Cultural development. For example, as part of Year 7 'I am Me' Day, Kooth and Mind delivered workshops on positive relationships and managing mental health, as part of Year 9 Diversity Day the Islamic Diversity Centre delivered workshops on challenging stereotypes about Islam and Learning Performance delivered sessions on motivation and preparing for exams to Year 11.

Students also benefitted from a number of additional events throughout the year- for example Year 7 students attended a performance around online safety alongside a workshop in June.

Students were able to apply for different leadership roles throughout the year (including some new positions). Year 11 applied for the role of Prefect, Year 9 for the role of Diversity Ambassadors, Year 8 for the role of Peer Mentors and Year 7 for the role of Charity Representatives.

#### **Leadership and Management**

The Head of School outlined the key areas. Bespoke and generic training is in place. Appropriate pathways put in place for aspiring leaders. Further work will be developed around the quality assurance procedures to ensure that we are measuring the impact of what we are doing in all key areas.

### **Financial Management and Governance**

The Chief Finance Officer reminded Governors that the monthly management accounts are shared each month with the board of directors. He said the school is predicting a surplus of £71k, and with in-year savings and the housing grant this may help to increase reserves to £100k.

### **Risk Register**

The Chief Finance Officer reported the education sector is facing a very uncertain future with increases in staff and energy costs amongst others being a major concern.

Electricity contracts are due for renewal in December 2022, initial meetings were held with suppliers in September 2022 to discuss the current market and projections due to the global crisis and rise in costs. Although the government has proposed a price cap this has not yet been finalised and information has not been published. Further meetings are scheduled throughout the Autumn term to ensure the best possible deal is secured when possible.

Governors advised that the last-minute release of the 32nd School Teachers' Review Body (STRB) report, informing us of a change to the expected increases to experienced teachers pay from 3% to 5% from September 2022, was released after Swift Academies had already approved the budget and financial plans. The changes apply to all teachers on main scale 6 and above, including leadership. Many Schools and Trusts were also projecting a 2% increase on experienced teachers from September 2023 which has increased to 3% (with some smaller changes to the lower pay scales). These are not yet set in stone, and the DfE state that a review may occur early next year.

Furthermore, regarding non-Teaching Staff, at the end of July, the National Employers for local government services also made a final pay offer to the unions representing NJC 'Green Book' employees. We had been advised a 3% inflationary increase, however the latest offer is an increase of a £1,925 on all NJC pay points from 1 April 2022 which equates to increases of between 10.5% and 4.04%. The majority of 2022/23 budgets will have been set and approved before this announcement so Schools and Trusts will need to consider the financial impact on the current and future year spending plans.

**Governor Question:** Is there a plan if teachers go on strike?

**Response:** We are unable to plan for this as we do not know who will be on strike until the actual day. There are a number of different unions which teachers and non-teachers may be members of. We will monitor the situation and work to ensure the best case scenario is applied.

### **Schedule of Contracts**

The Trust Business Manager reported that the Trusts' external H&S contract was reviewed in July 2022 following notice from EPM that our current service was moving to an online system. We sought and secured H&S Consultants Ltd who provide a specialist contract manager to support each of our schools. This has ensured we retain the personalised service of a H&S Consultant who has knowledge of each site to provide support from September 2022.

### **Estate Management**

Governors were given an update on the CIF (Condition Improvement Fund), and works completed.

2023/2024 Round - Initial discussions have already taken place between the Trust Business manager and RLB who assist with the writing of our bids. Applications are due to be submitted mid-December. Site visits and full asbestos surveys will be undertaken to ensure the applications are robust and fit this year's criteria once it is published, this is expected to be in October.

In 2021 the Government announced that a second round of Condition Data Surveys (CDC) would take place. Hurworth's survey was completed on 8<sup>th</sup> June 2022 and a full

	<p>report is expected in Autumn term. The results of this survey will further enable items of prioritisation for Estates Management to facilitate the future planning of funding applications, including CIF and School Re-building Programmes.</p> <p>Premises and H&amp;S Audits are due to take place in October 2022. Once these are completed the link Governor will be provided with feedback and any outstanding actions or recommendations will be addressed as a priority.</p> <p>Throughout Summer holidays a number of repair and remedial tasks were completed on site.</p> <p>Works are currently being planned for throughout October half term – the Trust Business Manager is working alongside Hurworth SLT, the CFO and the Trust ICT Manager to prioritise tasks and projects and allocate spending. Hurworth have recently received funding from local developers as part of an S106 agreement which is to be utilised to improve the infrastructure and learning environment – this funding will enable various projects to be completed throughout summer and new equipment will be purchased to benefit student learning.</p> <p><b>13. Ofsted Inspection Feedback</b> The Head of School advised Governors that the initial report was positive across all areas. SEN came through as a particular strength. Deep dives took place in Science, English, Computer Science and History. Behaviour and attitudes was good overall and Personal Development was also rated as good. Inspectors wanted more information about County Lines and how staff were trained to recognise this. Inspectors said that Leaders demonstrated an open and reflective culture. There were no issues with Safeguarding. Inspectors aware the Reading strategy was still being implemented and needed time to embed.</p> <p><b>14. Disadvantaged Strategy Evaluation</b> This document was shared with Governors prior to the meeting.</p> <p>Governors RESOLVED to approve and adopt the Disadvantaged Strategy with immediate effect.</p> <p>This will be on the website as required. Staff are working on the DA Strategy for 2022/23 with deadline of the 30<sup>th</sup> November.</p> <p><b>15. Admissions Policy 24/25</b> This document was circulated to Governors in advance of the meeting. It was commented that there were no significant changes.</p> <p>Governors RESOLVED to approve and adopt the Admissions Policy 24/25 with immediate effect.</p> <p><b>Governor Question:</b> Does the policy include the process for appeal? <b>Response:</b> Yes, we use the Local Authority process.</p> <p><b>16. Single Central Record</b> Governors RESOLVED that the Single Central Record for Hurworth School should be reviewed and signed by the Head Teacher and LGB Chair</p> <p><b>17. Policies for approval / review / information</b></p> <p><b>a) For information</b> – Trust approved policies (Summer 2022): Infection Control Policy; Probationary Policy; GDPR Data Protection Policy; Pupil Premium Policy, Anti-Harassment and Bullying, Bring your own Device Policy, Capability Policy, Family Friendly Policy, IT Acceptable User Policy, Leave of Absence Policy, Sickness Management Policy, Whistle Blowing Policy, Anti-fraud and Corruption Policy, In-Year Admission Policy; Remote Education Policy</p>	
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**For review** – Accessibility Plan, Admissions 23/24, Allergen and Anaphylaxis Policy, Canteen Food, Cover, ECT, Exams, LAC/PLAC, Marking, Numeracy, Careers, ILT, Marking, Numeracy, Literacy

**For approval** – Behaviour Policy, Safeguarding and Child Protection

**Pending** – Reading, Quality of Education, Attendance  
The Head of School explained the Reading, Quality of Education and Attendance policy were still under review to ensure they are fit for purpose.

Governors RESOLVED that the circulated policies, including any changes were noted. New policies were APPROVED and adopted with immediate effect.

**18. Special interest governors**

Governors asked to complete the templates sent to them when visiting the school. It was explained that all sections do not need to be completed as this will build up over time.

Governors asked to contact their link member of staff as soon as they can.

Governors volunteered for the following areas of interest.  
This will be approved at the next Standards Committee meeting.

Premises / Health & Safety	Elaine Colclough
Safeguarding (including E-Safety) & Welfare	Martin Stand
Looked After Children (LAC) & Previously Looked After Children (PLAC)	Trish Heron
Special Educational Needs (SEN), including SEMH	Alysa Nugent
Finance	Elaine Colclough
Personal Development	Trish Heron
Careers & Transition	Joe Kelley
Quality of Education (Teaching & Learning, Curriculum and Progress)	Mick Hatton
Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions)	Mick Hatton
Disadvantaged	Yvonne Hancock
Early Careers Framework	Joe Kelley

**19. Standing Items**

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

- Thursday 3 November 2022 (Staff Health & Well-Being – Angela Galey and Finance – Glen Hart)
- Thursday 16 February 2023
- Thursday 6 July 2023

**20. Concluding items**

None.

**21. 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

**22. Date and time of future meetings** (all from 1:00pm):

- Tuesday 14 March 2023
- Tuesday 20 June 2023

	<p><b>Chairs / Vice Chairs of LGB and Executive Leadership Team</b> (all from 1:30pm)</p> <ul style="list-style-type: none"> <li>• Friday 7 October 2022, Friday 17 March 2023, Friday 6 July 20223</li> <li>•</li> </ul> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>14/3/23</u> date</p> <p>Signature: <u>MJHutton</u> Print Name: <u>MICK NATION</u></p>	
	<p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Contact absent Governors re. Declaration of Interest forms (Clerk)</li> <li>• Sign Single Central Record (Chair)</li> </ul>	

Approved