

Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body
Monday 14 March 2022

MINUTES

Present (Governors)	Nick Lindsay (Head of School), Robert Bell (Chair), Bev Clifton (Vice-Chair), Laura Snowdon, Sarah Glover, Mandy Payne, Liam McCavanagh, Jenni Bowe, Nicola Bales, Dean Judson (Chief Executive Officer)
in attendance	Kieran Thompson: Assistant Head Teacher – Curriculum Nick Willan: Assistant Head Teacher – Target Setting, Tracking and Assessment Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Chris Carr: Trust ICT Manager, Swift Academies Emma Hickerson: Assistant Head Teacher, Inclusion and Progress Stuart Rawle: Deputy Head Teacher Derek Bell: Director, Swift Academies Beth Wright: Clerk, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1	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. 8 (eight) Governors were present.	

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denotes support and challenge provided by Governors.

A round of introductions took place at the start of the meeting for the benefit of all those present.

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

2 Apologies for absence and their acceptance

It was reported that apologies had been received from Nick Rees, Vicki Young and Director Julie Cornelius

Governors RESOLVED that the apologies for absence from Governors were accepted and noted the absence of the Swift Academies Director.

3 Notification of items of urgent other business

• items that the local governing body of Longfield Academy 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 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 Longfield Academy 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 the Longfield Academy.

5 Approval of minutes / review of actions / matters arising

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 4 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 The Longfield Academy held on Monday 4 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.

Governance
Clerk

PART B: Business items for discussion

6 Chair's Report

The Chair reported to Governors that they had attended a several pupil disciplinary meetings since the last meeting of the Local Governing Body. The Head of School confirmed that the complaint that had been escalated to Stage 2 had now been resolved and there were currently no ongoing complaints at Longfield.

7 Head of School's report, including Chief Finance Officer and Trust Business Manager and Trust ICT Manager report

The Head of School's Report, SEF / Action Plan and Risk Register had been shared with Governors prior to the meeting. Copies would be retained on file.

The Head of School reported to Governors that pupil numbers for September 2022 were lower than in recent years.

A Governor stated that the reduction in pupil numbers applying to Longfield was disappointing and believes the wider reputation of the school was cause for concern.

A Governor asked for clarification of plans to monitor the poor behaviour that the school had been experiencing since the start of 2022.

The Head of School clarified that the Leadership Team are looking into quality of intervention to help find the root cause of behaviour to help reduce the behavioural and conduct issues that Longfield has been experiencing, they stated this is already underway. However, the behaviour plan that had been communicated to stakeholders prior to February half term, and implemented after half term had been very positive and the school had returned to the conduct that it had seen prior to the significant period of staff absence that the school had experienced in the period January/February 2022.

The Chief Executive added that the school has been on a long journey since joining Swift Academies and that many improvements have been implemented so far, September 2021 was the best start to an academic year in recent times. They also stated that there have been many external factors which have been barriers to the School's improvement journey which include significant staff absences during the pandemic and lack of availability from supply agencies. He confirmed that a reset regarding behaviour and expectations had been a

priority and he had worked closely with Stuart Rawle and Rebecca Eldrington to devise and implement the plan.

A Governor commented that the past cannot be changed but welcomed the plan and the communication regarding the positive impact of the plan.

A Governor commented that the school can't support one child at the expense of the classroom

The Chief Executive confirmed that communication would be a focus for triangulation to ensure consistency for all staff, pupils and parents.

The Assistant Head Teacher (Teaching and Learning Progress) commented on recent improvement in whole school behaviour and atmosphere. They stated recent observations of classes and teaching have been calm and focused and this has also been evident during unstructured times. Pupil punctuality has seen a significant improvement which has also reduced disruption.

The Deputy Headteacher added that there has been a significant improvement in staff absence levels which has been a determining factor in the recent improvements.

The Chief Executive Officer thanked all for their input and comments.

Emma Hickerson (Assistant Head Teacher) drew Governors attention to Section 1 of the Head of School report. They reported to Governors that 21 pupils have joined Longfield since September 2021 and 11 pupils have left. The Assistant Head Teacher informed Governors that there had been 2 permanent exclusions for assault in the reporting period and a further 5 since the report was finalized. They acknowledged that the exclusion figures were high but clarified that permanent exclusions were a last resort once all other options had been explored. They informed Governors that suspensions at Longfield still remain high. School have identified pupils who regularly disrupt the school day and one-to-one tutoring is in place for those pupils instead.

A Governor queried if the pupils were still being given the same work in the one to one tutoring session as they would be given in the classroom. The Assistant Head Teacher confirmed that the pupils are given the same work in one to one tutoring, it is just about removing them from the classroom environment so they are not given the opportunity to be disruptive. The Deputy Head Teacher reiterated that the key point is that the disruptive pupils are being removed from the classroom but are still given the same opportunity to learn through the one to one tutoring, processes to reintegrate those pupils are also being addressed.

The Assistant Head Teacher also reported to Governors that many pupils that have been suspended are coming up to a 45 day suspension, if they were to reach a 45 day suspension, this would automatically trigger a Permanent Exclusion.

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Attainment and Progress

Nick Willan (Assistant Head Teacher- Target Setting, Tracking and Assessment) drew Governors attention to Section 2 of the Head of School Report. The Assistant Head Teacher informed Governors that both the predicted progress 8 score has improved from -0.02 to 0.06 and attainment 8 score has improved by half a grade per pupil for the current Year 11 cohort. The percentage of pupils in year 11 who have level 5+ or level 4+ in both English and Maths have both increased from the last uplift again showing a positive upward trend with these pupils. Ebacc entries are slightly down but the percentage of level 4+ within the year group have increased.

Current year 11 teacher predicted new data that has now been compared to 2020 SISRA estimated grades so that we can compare like with like across previous year groups. The Autumn 2020/21 was from 2019 estimated grades, thus the difference in data. The progress for current year 11 is around flat zero from the summer term and some of the 4+ English and Maths have converted to 5+ which shows in the table current year 11 2020/21

The current Year 10 spring predictions show a slight improvement in attainment from results of our last set of validated data in 2019 when they were at a similar point in year 10 (43.77 compared to 45.3) The progress 8 scores are similar at around -0.2. The combined English and Maths Level 5+ and Level 4+ are slightly lower than in 2019 more so in the Level 5+ than the Level 4+. The Ebacc percentage uptake is lower than our current year 11 as is our pupil's attainment at a standard pass of level 4+.

The Head Teacher informed Governors that due to the Covid pandemic there have been gaps in pupil knowledge, however these gaps have been identified and plans have been put in place to address them i.e. one to one tutoring.

Curriculum Planning

Kieran Thompson (Assistant Head Teacher – Curriculum) drew Governors attention to Section 3 of the Head of School report. The Assistant Head Teacher reported to Governors that options evening had taken place virtually this year. Interviews will follow and the Department Leads will have the opportunity to advise pupils further surrounding their option choice. EBacc eligibility for current Year 11 is 20% due to sit exams in 2022. The Ebacc percentage for Year 11 leavers was 14.5%. Year 10 is at 16%.

The Assistant Head Teacher informed Governors that there is a vacancy in Science and currently recruiting for that that role.

A Governor queried if the vacancy in the Pastoral team had been appointed. The Head Teacher clarified that the Trust will look at the structure of the Leadership Team and appoint for that role for September.

Financial Management

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 small deficit at the 31st August 2022. We have continued to invest in premises improvements and repairs.

Confirmation of the funding allocation for the next academic year has been received. This shows an overall increase of £148k despite pupil numbers reducing for September 2022, the increase will help counteract rising inflation costs.

The Chair commented that despite unknown impact of the pandemic the budget forecast was very close to actual spend.

A Governor queried the current position of the School reserve fund.

The Chief Financial Officer confirmed that reserves were £140k.

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.

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

	Female	Male
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.

Trust IT Update

The Trust ICT Manager reported to Governors that Longfield's water damaged server room had been replaced and is now split across three separate rooms to prevent any future issues. This was funded by money received as part of an insurance claim. Longfield will not require any significant investments in infrastructure for at least the next 5 years. Longfield have received over 120 DFE laptops as part of the remote learning initiative. These laptops are now being absorbed into the school and are being used in classrooms to assist teaching and learning.

Schedule of Contracts

The Trust Business Manager advised that all contracts service level agreements continue to be reviewed individually as they expire, and best value and quality sought for each agreement.

Estates Management/ Health and Safety

The Trust Business Manager referred to the Estates Management and Health and Safety sections of the Head of School report.

The Trust Business Manager updated Governors regarding the Capital Improvement Fund (CIF). Applications for the 2022/2023 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. Improve Fire Safety and compartments

A Governor asked what the consequences would be if CIF bids were unsuccessful.

The Trust Business Manager advised these could be re-submitted for a future fund. They confirmed that there were no health and safety related concerns but the bids would help support future proof the building and improve the infrastructure.

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.

The Trust Business Manager also informed Governors that the second phase of Condition Data Collection Surveys (CDC) was underway and Longfield Academy had been given a provisional date of 2023.

They advised Governors that the Environmental Health department awarded a 5 star rating for hygiene at a recent inspection.

The Chair requested that The Trust Business Manager passed thanks and congratulations to the Catering Team for a great achievement.

Quality Assurance

The Head of School advised Governors that Longfield Academy remains a sponsored establishment and currently has no Ofsted rating. The Educational Development Partner continues to visit school on a termly basis to ensure a robust process for quality assurance is in place and to support school to achieve its' improvement objectives.

Safeguarding and Well-being

Mandy Payne (Designated Safeguarding Lead) informed Governors that all staff had completed their Level 1 Safeguarding training and Level 3 Safeguarding training is delivered when required. The Designated Safeguarding Lead advised they had been exploring options with The Chief Financial Officer for supervision agreement for DSL's, a provider has been identified to deliver a bespoke package and ensure confidential support is available to staff who may require this.

A Governor commented that this was a positive move and a much needed resource for staff wellbeing.

The School Community- SRA

The Deputy Head Teacher drew Governors attention to Section 7 of the Head of School's Report. Longfield has implemented a strategic plan to capture the views of both internal and external stakeholders. Exit interviews are implemented as part of the staff exit process. Working closely with HR Partner to support on-going sickness review meetings.

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

Governors RESOLVED that the content of the circulated Head of School's Report and SEF/Action Plan and information reported, were noted.

Chief Executive Officer's Report

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 provided an update on Head of School recruitment at both Hurworth and Longfield; in terms of Hurworth, they advised a candidate was successful at interview on the 10th February and will join the Trust on the 1st September 2022.

In terms of Longfield, the advertisement has now closed, shortlisting had taken place and interviews were scheduled for the 16th & 17th March 2022. The Chief Executive Officer thanked Longfield's Governors for their contribution in the process.

A Governor suggested that the Risk Registers are reviewed and appropriate timescales considered for each risk.

The Chief Executive Officer confirmed this recommendation will be taken to Directors on 1st April 2022.

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 18th March 2022.

Scheme of Delegation

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

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 1st 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: for signature by the Head of School and Chair

The Trust Business Manager agreed to meet the Head of School and Chair of the Local Governing Body (Longfield Academy) 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.

10 School Uniform Review – September 2022

The Head of School stated this was a welcome development from the Department of Education. They advised meetings have taken place with local uniform suppliers regarding different options that may be available to ensure school meets requirements. For example, options may include iron on logos instead of embroidery to enable parents to buy lower priced items if they wish. Moving forward school will consider the best option for pupils and families.

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

11 Policies for approval / review / information

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

a) 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

b) For information – School reviewed policies - Anti-bullying Policy, Assessment, British Values and Collective Worship Policy, Tracking, Setting and Mentoring Policy, Attendance Policy, Equal Opportunities Policy, Equality, Diversity and Community Cohesion Policy, Healthy Lifestyles Policy, Homework Policy, Numeracy Policy, Public Examinations Policy, Quality of Education Policy, Young Carers Policy.

c) For approval – Statutory reviewed policies - Discipline (Personal Development, Behaviour & Welfare) Policy, Provider Access Policy, PSHCE (RSE) We are Longfield Policy and SEN Policy.

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

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12 Disadvantaged Pupils (Pupil Premium) Strategy 2021-24

The Disadvantaged Pupils (Pupil premium) Strategy 2021-24 had been shared with Governors prior to the meeting. A Copy would be retained on file.

Governors RESOLVED that the content of the circulated Disadvantaged Pupils Strategy 2021-24 including the addition of the information above, was noted.

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

- a) Premises / Health & Safety: Vicki Young
- b) Safeguarding & Community: Liam McCavanagh
- c) Looked After Children (LAC): Robert Bell
- d) Special Educational Needs (SEN), including SEMH: Bev Clifton
- e) Finance: Nick Rees
- f) Values, Community & Equality: Mandy Payne / Jenni Bowe
- g) E-safety, Careers & Transition: Laura Snowdon
- h) Standards (Teaching, Learning, Curriculum & Progress), early careers framework: Sarah Glover
- i) Reward & Sanction: Nicola Bales
- j) Attendance & Punctuality: Nicola Bales
- k) Achievement & extra-curricular: Laura Snowdon

The Chair recognised that some Governors may have found it difficult to attend school in person during restrictions of the recent pandemic and encouraged Governors to contact their nominated link within school to arrange a visit.

The Governor for Rewards & Sanction, Attendance and Punctuality commented they had attended school recently and left feeling re-assured that issues surrounding attendance were predominantly covid related.

Governors RESOLVED that the allocation of roles and verbal updates had been agreed and noted.

PART C: Standing Items

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

The Head of School provided a brief reminder of the bespoke MAT development session ran in February 2022. They confirmed that feedback was very positive from this.

They advised Governors that the next session would be a Trust meeting and focus on the results from a recent skills audit.

15 Chairs / Vice Chairs of LGB and Executive Leadership Team

- Friday 18th March 2022, Friday 24 June 2022

The Chair confirmed they would be in attendance on Friday 18th March 2022.

16 PART D: Concluding Items

Any urgent other business raised under Item 5

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

17 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.

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

- Monday 20 June 2022

MAT Development Sessions (all from 5pm)

- Thursday 7 July 2022

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

- Friday 18 March 2022

These minutes were approved by the Local Governing Body of Longfield Academy, as follows:

on: 20th June 2022, date

Signed by: (Chair) R.P. Bell

Printed name: ROBERT BELL