

Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – (Quality of Education)
Monday 19th June 2023 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Dean Judson (Chief Executive Officer), Tanya Singh and Sarah Kelly.
in attendance	Glen Hart: Chief Financial Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance & Policy Officer

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	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. 5 (five) eligible Governors were present.	
2.	Apologies for absence and their acceptance It was reported that apologies had been received from Governors Laura Snowdon, Sarah Glover, Liam McCavanagh, Deb Hindson and Vicky Maddison. Sarah Jones (Trust Business Manager) also provided her apologies for the meeting. Governors RESOLVED that the apologies for absence from Governors / staff were accepted and noted.	

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3. Notification of items of urgent other business

There were no items of urgent other business.

4. Declaration of personal and pecuniary interests

a) Register of Interest

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 had 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 15th May 2023, had been shared with the Governing Body prior to the meeting for their consideration.

Further to Minute 8 it was noted that within the Head Teacher's report at this meeting further information had been provided with regard to attendance.

Further to Minute 8 Governors noted that the CFO (Chief Financial Officer) would look at the self-assessment dashboard in more depth at a future meeting of the Local Governing Body.

CFO

Governors **RESOLVED** that the minutes of the Local Governing Body meeting held on Monday 15th May 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.

Chair/
Governance
&
Policy Officer

PART B: Business items for discussion

6. Chair's Report

a) Action Taken

The Chair provided a verbal update and advised that Sarah Glover had stepped down as a Staff Governor as of the 18th June 2023. It was noted that Sarah had been thanked on behalf of Longfield Governing Body for all her hard work during her time as a Staff Governor. An advert for Teaching and Support Staff Governors would be circulated to all Longfield staff tomorrow (20th June 2023) by the Governance & Policy Officer.

Governance
& Policy
Officer

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

b.) Correspondence

The Chair had no new updates regarding correspondence.

Governors **RESOLVED** that the Chair's report be noted.

7. Head Teacher's Report

The Head Teacher provided a comprehensive report to the Local Governing Body, all of which was for Governors' information, a copy of which is retained on file.

The Head Teacher highlighted a number of areas when providing her report. She advised Year 7 in year pupil numbers were slightly up than predicted and that Year 7 admissions for 23/24 numbers looked positive. The Chief Financial Officer (CFO) advised that allowance had been factored into the budget for the 2023/24 pupil numbers.

It was noted with regard to attendance, it was slightly down from last year, however, was still above the national average. The Head Teacher advised that persistent absent figures were lower than the national average. Persistent absence figures are monitored, with support measures and interventions put in place to support the pupils and their families. Serious persistent absences were being tracked and monitored closely. Home visits are a priority for these pupils and also for those classed as vulnerable or open to services.

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Safeguarding concerns were noted by the Local Governing Body to have risen. The Safeguarding team continue to work with the Front Door and social workers to ensure there is a multi-agency approach which is child centered.

Attainment and progress figures were reported on by the Head teacher, it was noted Year 10 figures were particularly strong. **Governors advised that the parents' evening held before the Mock examinations had proved very helpful in identifying areas for improvement.**

The Head Teacher updated the Local governing on progress/ monitoring impact on the identified Ofsted priorities. Additional support provided to SEN (Special Educational Needs) students was set out in the report and noted. The School Improvement Partner (C. Durand) was due to visit the school on the 26th June 2023 to monitor progress with regard to the Ofsted priorities and this would be reported back to Governors.

Meetings of the school council were noted to have taken place over the course of the term to meet and to discuss key issues affecting students and hear the student voice.

The Head Teacher advised that the latest Staff Well-being questionnaire had been conducted in April 2023. The results were considered by the Local Governing Body and it was noted all resulting actions had been addressed.

Chief Financial Officer's Report - June 2023

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 30th April 2023, however the full year forecast is based on the financial information available in June 2023.

The year-end financial position had changed slightly from a predicted surplus of £13k reported in May 2023, to a slight surplus of £2k.

At 31st August 2022 the reserves figure was £117k, with an anticipated in year surplus of £2k for 2022/23 the anticipated reserves will be £119k.

Trust Business Manager Report

The Chief Financial Officer provided an update report, on behalf of the Trust Business Manager, which is held on file. He advised that in preparation for the next academic year, a review of various premises and Health & Safety contracts will be conducted in the Summer 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.

As previously reported to the Local Governing Body electricity contracts were reviewed and a new provider agreed in December 2022, at this time electricity

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costs had risen substantially and therefore fixed for a short period of six months. This allowed the market to be monitored and a new, much reduced rate in May 2023 to be secured. This would commence in July 2023.

The CIF (Condition Improvement Fund) project to improve fire safety by introducing fire compartments and new fire doors was awarded following a successful appeal process. Funding was awarded to Longfield Academy through this bid and the majority of works will be carried out throughout Summer 2023. Initial surveys and design of these projects are complete and the contract was advertised for tender. Two applications were received and a review of these document was scheduled in June 2023 to appoint a contractor. Works will commence as soon as school close for Summer break and continue until August 31st 2023.

Trust ICT Managers Report

The Trust ICT Manager provided an IT update. He advised that a full Wi-Fi refresh has been completed, which would future proof the school's wireless systems allowing for better coverage and throughput. A full audit of the infrastructure at Longfield has been completed and IT were now in the final stages of ordering the replacement managed switches.

Governors **RESOLVED** that:

- a) The Head Teacher's report, including the CFO, TBM and Trust ICT Manager's report be noted.
- b) The Head Teacher be thanked for helping redesign the format of the Head Teacher's report.

7.a.) Improvement Plan

It was noted that the Improvement Plan was attached to the Agenda for this meeting of the Local Governing body for information and held on file. An update of the Improvement Plan had been provided in the Head Teacher's report.

Governors **RESOLVED** that it be noted an update of the Improvement Plan had been provided in the Head Teacher's report.

7. b) Risk Register

The Governing Body considered the Risk Register for Longfield Academy. It was noted that all previous amendments had been included.

Governors **RESOLVED** that the Longfield Risk Register be approved.

8. Chief Executive Officer's Report

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. The Central Teams and Governance would come together from both institutions. The Local Governing Bodies would continue in their important roles within the Trust.

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

8.a.) Scheme of Delegation

Governors considered the Scheme of Delegation.

Governors **RESOLVED** that the Scheme of Delegation be noted.

8 b.) Trust Development Plan

Governors considered the Trust Development Plan.

Governors **RESOLVED** that the Trust Development Plan be noted.

9. Approval of Dates 2025/26

Consideration was given to school term dates for the 2025/26 Academic Year, a copy of the dates are retained on file. After careful consideration it was agreed by the Governing body that the 28th November 2025 should be a Disaggregated Training Day and the 29th June 2026 Personal Development Day.

Governors **RESOLVED** that the school term dates as set out in the report be approved, including the 28th November 2025 Disaggregated training day and the 29th June 2026 Personal Development Day, and be forwarded to Darlington Borough Council.

Governance
& Policy
Officer

10. Special Interest Governors – feedback/updates from school contact

Early Careers Framework – Governor Sarah Kelly advised that she had been into school to discuss the Early Careers Framework and meet with the ECT (Early Careers Teacher).

Careers & Transition – Governor Tanya Singh advised that she would be shortly visiting school to complete her monitoring role for Careers and Transition.

Quality of Education (Teaching & Learning, Curriculum and Progress) – Governor Nicola Bales advised that she would be visiting school in her monitoring role to discuss Quality of Education, considering what interventions are used, measurable outcomes and new tools for observations.

11. Single Central Record

Governors **RESOLVED** that it be noted the Single Central Record for Longfield Academy will be reviewed and signed by the Head Teacher and LGB Chair.

12. Policies for approval/review/information

a.) For Information Swift approved policies –

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.

b.) For Information/Approval –

It was noted that any outstanding policies for the summer term would either be emailed out or considered at the next Local Governing Body early in the new Academic Year.

c.) For Approval Longfield policies –

The Provider Policy, SEND Information Report and Special Educational Needs Policy were tabled at the meeting.

Governors **RESOLVED** that the following policies be approved: Provider Policy, SEND Information Report and Special Educational Needs Policy.

PART C: Standing Items

13. MAT Development Session

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.

14. Chairs and Vice Chairs meeting

It was noted that the next Chairs / Vice Chairs of LGB and Executive Leadership Team would be held on 23rd June 2023 at 1.30 pm online.

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PART D: Concluding Items

15. 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 any information concerning identifiable pupils and/or teachers.

16. Dates of Future Meetings (from 5.15 pm)

Governors noted that the 2023/24 Longfield Local Governing Body meeting dates were due for approval at the Board of Directors on the 7th July 2023 and would be circulated after that meeting.

Governance
&
Policy Officer

The meeting concluded at 6.40 pm.

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

on: 2/10/23 date

Signed by: (Chair) N Bales

Printed name: N Bales

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