



Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – Finance & General Purposes
Monday 30th January 2023

MINUTES

Present (Governors)	Angela Sweeten (Head of School), Nicola Bales (Chair), Sarah Glover, Vicky Maddison, Deb Hindson, Sarah Kelly, Nick Rees
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Derek Bell: Director, Swift Academies Dean Judson (Chief Executive Officer)

Item	Description of discussion	Action by
	PART A: Procedural items	
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. 7 (seven) eligible Governors were present.</p> <p>A round of introductions took place at the start of the meeting for the benefit of all those 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>It was reported that apologies had been received from Liam McCavanagh and Natalie Forster.</p>	

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denotes support and challenge provided by Governors.

Governors **RESOLVED** that the apologies for absence from Governors. were accepted and noted.

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

Two additional items were suggested for discussion:

- EDP Report
- Ofsted Monitoring Visit

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 3 October 2022 and 5 December 2022 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 both Monday 3 October 2022 and Monday 5 December 2022 were confirmed as an accurate record of the meeting and should be signed by the Chair. It was noted that all actions had been completed.

Governance
Clerk

The Chief Finance Officer confirmed that the Risk Register had been reviewed and would be shared at the Board of Directors meeting due in March 2023 as a standing agenda item.

A Governor requested that these can then be reviewed at the next meeting.

The Chief Finance Officer confirmed that Risk Registers would be shared at the next Local Governing Body meeting as per the annual schedule as this is a standing agenda item.

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 of Governors Introduction to Local Governing Body Meeting

a) Governor Monitoring Forms and feedback from school visits

A copy of completed Governor monitoring visits were shared with Governors prior to the meeting.

It was noted that these are available to all governors to review at any time.

The following visit reports were discussed and noted:

- Looked After Children and SEN
- Disadvantaged
- Behaviour & Attitudes

The visits were reported to be positive, and no concerns raised.

Governors stated that pupils there was an evident improvement in pupil behaviour and school was calm and positive and a high level of engagement between staff and pupils evident.

It was noted that the SENCO was visiting a local school on 3 February 2023 to share best practice and view alternative systems.

SENCO

The Chair of Governors thanked contributors for their feedback and asked if there were any further questions.

Governors **RESOLVED** there were no further questions.

The Chair encouraged any Governors who not yet had the opportunity to visit the school this term to do so.

7 Head Teacher Update

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

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School Progress and Priorities - The Head Teacher shared details of the most recent EDP and Ofsted visits from November 2022 and January 2023. It was stated that both visits were positive.

Certain aspects of the visits to note where pupils were purposefully heading to lessons, respect amongst peers and staff was evident, lessons were calm and pupils engaged and compliant and teachers were managing lessons well.

A focus on developing staff to ensure all pupils are challenged academically will remain an ongoing priority.

The implementation of sanctions and introduction of the Choices room continue to develop to ensure consistency throughout the Academy.

A Governor queried if pupils who were sent to the choices room tended to be repeat offenders and if so, were there strategies in place for these pupils.

The Head Teacher confirmed that this did occur and in these instances bespoke plans have been implemented to support these children; strategies are monitored closely and intervention and tracking documents in place to measure outcomes.

A Governor sought clarification regarding if these additional strategies were offered to all pupils or only pupils with SEN needs.

The Head Teacher confirmed that they were offered to any pupils who required this support and advised that Heads of Year have a good knowledge of which strategies work for their cohort.

A Governor complimented the Head Teacher and staff on the evident progress that has been made so far against the school improvement plans and targets set out by Ofsted. They stated that effective actions had been implemented and would continue to progress. There were no further actions to recommended from the Ofsted visit at this stage.

8 RSC Meeting Update

The Chief Executive informed Governors that there was no further update at this stage and further information would be provided when available.

9 Finance

The Chief Finance Officer referred to the circulated report and informed Governors that the outturn report. 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 of August 2023. The Academy have continued to invest in premises

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improvements and repairs. Confirmation of the funding allocation for the next academic year is yet to be received and is expected February 2023.

The Chief Finance Officer reported that due to successful work by the SENCo, additional income for students with EHCPs had been confirmed.

Energy costs remain to be extremely high in relation to previous years, this is being monitored to ensure it is accurately reflected in the budget. Longfield Academy is expected to receive the government grant to support ongoing costs on the next invoices.

Savings are predicted against budgeted teaching staff costs, however, due to vacancies and staff absence, this will result in the supply budget going over budget.

A Governor queried if the Trust have a staff absence insurance agreement in place for absences.

The Chief Finance Officer confirmed that there is no contract in place as previous quotes for this have outweighed the actual costs associated with absences.

A Governor queried if staff receive pay for arranged strikes and if the Academy were aware of how many staff planned to take strike action.

The Chief Finance Officer stated they do not receive pay and although some staff have confirmed their intentions it is not mandatory for them to do so.

A Governor queried if there were any serious concern regarding finances and reserves and if this was included on the Risk Register.

The Chief Executive confirmed there were no concerns and that financial position was included in all Risk Registers and is regularly reviewed and monitored. Pupil figures were a key part of this review, thus, work continues to promote the positive aspects of the school and recent achievements.

A Governor sought clarification on the meaning of 'special facilities' within the table of accounts.

The Chief Finance Officer clarified that this was a central services charge which covers a variety of contracts, staff, services and agreements utilised across the Trust.

A Governor queried how the percentage of this charge compared to other similar Trusts.

The Chief Executive stated this was low in comparison to other similar Trusts and is regularly reviewed.

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10 People

The Chief Executive provided a summary of current vacancies, absences and trends. They stated that absences for Leadership had slightly increased at the beginning of January although this still remained minimal and was not a concern.

There are currently 4 members of staff on long term absence and 1 on maternity leave.

New positions that had been successfully appointed for included Head of Computing and Student Support Administrator. Interviews were scheduled for the position of Receptionist and adverts are currently out for a Head of Music and Catering Assistant.

A Governor requested this information was sent prior to meetings moving forward.

The Chief Executive confirmed this information is included in the termly Head of School report which Governors receive termly.

The Head Teacher stated an update from the staff wellbeing and welfare group would be shared at the next meeting.

The Trust Business Manager provided an update on Governor Safeguarding Compliance and stated that the majority of Governors had now completed this. Any Governors who have completed this as part of their employment were requested to send confirmation via email to the Trust Business Manager as soon as possible.

Head
Teacher

Governors

11 Health & Safety

a) Property/Building Update

The Trust Business Manager provided an overview of premises priorities and development. They confirmed that the maximum amount of two applications were submitted for the Capital Investment Fund (CIF) and results of these are due in Summer Term. CIF funding is difficult to obtain due to the high amount of applications the Department for Education receive, however, Longfield Academy have been very successful in recent years.

The Trust Business Manager is currently working with an external Project Management company to plan works involved to replace and improve fire safety throughout the buildings following the successful award of £400k from the CIF fund in 2022. These works will be conducted throughout the summer break.

b) Health & Safety

The Trust Business Manager confirmed that the H&S Audit report that was completed by the external H&S management company had previously been shared with the Head Teacher, Chair of Governors and Health & Safety Link Governor. They stated that the report was positive and no serious concerns noted.

The audit consisted of a full review of all checks and maintenance carried out by the Academy.

The Trust Business Manager informed Governors that the next premises inspection is due in Summer term, results of this report will be shared when available.

12 Policies for Approval

a) Quality of Education

Governors RESOLVED that the circulated policy was APPROVED and adopted with immediate effect.

13 PART D: Concluding Items

Dates of Future Meetings, Times TBC

Future Meetings

Monday 13 March 2023 - Quality of Education - Longfield Academy

Monday 24th April 2023 - Finance and General Purposes - Longfield Academy

Monday 19 June 2023 - Quality of Education – Longfield Academy

14 Any urgent other business raised under Item 5

- EDP Report
- Ofsted Monitoring Visit

Governors RESOLVED that these had been covered under agenda item 7 – Head Teacher's update.

The Chair of Governors requested any member of the LGB send any items for discussion to them prior to further meetings.

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.

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

on: 15/5/2023 date

Signed by: (Chair) N Bales

Printed name: NIGOLA BALES

Approved

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