



Hurworth School

Local Governing Body
Tuesday 6 October 2020

virtual meeting via Microsoft Teams

MINUTES

Present (Governors)	Nichola Peaker, Franco Sinaguglia, Louise Johnson, Rita Rees, Bree Stamp, Joe Kelley, Stuart Bradnam, Nick Gawthorpe, Lucy Clark, Dean Judson
in attendance	Sarah Jones (Trust Business Manager, Swift Academies) Glen Hart (Chief Finance Officer, Swift Academies) Ben Sutherland (Assistant Head Teacher Student Support, Hurworth School) Sam Reilly, (Assistant Head Teacher Curriculum Development, Hurworth School) Lisa Gawthorpe (Assistant Head Teacher Raising Achievement, Hurworth School) Lindsay Burn (Assistant Head Teacher Appraisal, CPD and Verification processes, Hurworth School) Tracey Curtis (Governance Partner, Avec Partnership)

Item	Description of discussion	Action by
	<p>The Chief Executive Officer highlighted housekeeping arrangements to ensure the smooth flow of the meeting, including ensuring microphones remained on mute when not speaking, the use of the chat facility to ask questions and the raising of a hand to gain attention.</p> <p>Governors and those present were informed that Jane Hodgson had resigned as a Governor of Hurworth School. Jane was reported to have been a Governor of Hurworth School for a significant period of time. The Head of School thanked Jane for her contributions to the Local Governing Body of Hurworth School and noted her enthusiasm, valued input, passion and commitment as Chair of the Local Governing Body.</p>	

1 Election of Chair

- to elect a chair to serve until the first meeting of the Autumn Term 2021
- the elected chair will be ratified by the Board of Directors of Swift Academies

Governors RESOLVED that Franco Sinaguglia was elected Chair of the Local Governing Body of Hurworth School, to the first meeting in Autumn Term 2021. The appointment would be ratified by the Board of Directors of Swift Academies in due course.

Franco Sinaguglia in the Chair.

2 Election of Vice Chair

- to elect a vice-chair to serve until the first meeting of the autumn term 2021
- the elected vice-chair will be ratified by the board of directors of Swift Academies

Governors RESOLVED that Louise Johnson was elected Vice Chair of the Local Governing Body of Hurworth School, to the first meeting in Autumn Term 2021. The appointment would be ratified by the Board of Directors of Swift Academies in due course.

During this item, Ben Sutherland joined the meeting.

3 Welcome, introductions and confirmation quorum present

The Head of School (Nichola Peaker) provided an introduction of those present, for the benefit of newly appointed Support Staff Governor, Lucy Clark. The Head of School reminded Governors that the Assistant Head Teachers of Hurworth School also attended meetings of the Local Governing Body and presented information in respect of their areas of responsibility, which are covered in the termly Head of School reports.

4 Apologies for absence and their acceptance

It was reported that apologies for absence had been received from Martin Clark, Andy Hutton and Maria Hall.

Governors RESOLVED that the apologies for absence received from Martin Clark were approved. Governors noted the absence of Andy Hutton and Maria Hall.

5 Notification of items of urgent other business

- items that the Local Governing Body of Hurworth School regard are of sufficient urgency to warrant consideration at the end of the agenda

Joe Kelley (Parent Governor) queried with the Head of School whether happiness was part of the curriculum delivered at Hurworth School. It was reported that research and studies carried out by Bristol University showed the teaching of happiness improved mental wellbeing. The Head of School responded by stating that a recovery curriculum and wave system is being operated in preparation for return to school and that "happiness" was delivered as part of this under the umbrella of social, emotional and mental well-being as a distinct part of the curriculum within

the remit of PSHE but also was inter-woven throughout the whole school curriculum.

Governors RESOLVED that the information was noted: Nichola Peaker agreed to meet Joe Kelley to outline the curriculum offer and to report back at the Spring Term meeting on next steps.

6 Declaration of personal and pecuniary interests

a) complete / review the Register of Interest for the 2020-2021 academic year

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. The Register should be updated during the academic year should circumstances change.

The Governance Partner had e-mailed Members, Directors and Trustees with a link to complete the Register of Interest electronically.

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 of the Code of Conduct for Swift Academies. It was confirmed that a Code of Conduct was retained for all Governors of the Local Governing Body of Longfield Academy.

7 Record of Approvals

The Record of Approvals (June 2020) had been shared with Governors prior to the meeting. A copy would be retained on file.

The Record of Approvals documented Governors responses to e-mail communication in the absence of a physical meeting of the Local Governing Body of Hurworth School due to the Coronavirus pandemic. The Head of School commented positively in respect of the content of responses received from Governors and documented in the Record of Approvals.

Governors RESOLVED that the Record of Approvals was confirmed as an accurate record and should be signed by the Chair. The Governance Partner would liaise with the Chair to arrange a signed copy of the approved Record of Approvals to be retained on file.

8 Recommendation to Board of Directors of Term Dates 2022-2023

Information has been shared with Governors in respect of School Term Dates 2022-2023. A copy of the document would be retained on file.

The Head of School reported that the proposed term dates for Hurworth School were broadly in line with the Local Authority recommendations but avoided two-day weeks.

Governors considered the circulated term dates 2022-2023 and RESOLVED that the proposed term dates were adopted by Hurworth School. The pro-forma (Appendix 2) would be returned to the Local Authority, to confirm the decision, not later than Friday 16 October 2020. The information would be shared with staff and parents as soon as possible.

Governors sought clarification whether the October 2020 half-term would be extended due to the Coronavirus pandemic. The Head of School reported that no information had been received to date and the half-term would be one week. The Chief Executive Officer reported that the Regional Schools Commissioner had stated in a meeting recently there was no substance to the rumour that October 2020 half-term would be extended.

9 Chair's Report

- a) action taken
- b) correspondence

As the Chair of Governors had resigned from the role prior to the meeting there was not a report presented.

Governors were informed that Jane Hodgson has replied to correspondence from a parent and was currently awaiting a response.

10 Head Teacher's report including Chief Finance Officer and Trust Business Manager report

- a) SEF/Action Plan (attached)
- b) Education Development Partner report (attached)
- c) Risk Assessment (attached)

The Head of School's Report (October 2020) including the SEF/Action Plan, Education Development Partner Report and Risk Assessment had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School presented to Governors the content of the circulated Head of School's Report, drawing Governor's attention to the following specific areas:

Pupil numbers / attendance and exclusions

A summary of change was provided as follows:

- the school continues to be over-subscribed; whilst many improvements have been made as possible to date, the physical limitations of the building continue to present challenges on a day to day basis, however the school had an excellent record of success in CIF bids and this has alleviated the issues significantly over recent years.
- During the 2019-2020 admissions process, a significant number of LAC and pupils with an EHC had been successful in their applications to the school and a bespoke program of intervention and support would be implemented to ensure that their transition (and ongoing secondary education) was a success. The 2020 intake did not reach distance criteria for admissions and not all applicants in associated areas received a place at the school. The Governors and Directors review the admissions criteria on an annual basis. As a result of the

rising number of students across the town Hurworth chose to offer above PAN during the 2020-21 Admissions process.

- Attendance figures continue to be below national but are improving so current strategies seem to be paying dividends.
- There had been one permanent exclusion in the 2019-20 academic year.
- The School has continued its policy of ensuring high standards even though the number of FTE's have been reduced in number compare to the same period of time in the previous academic year.

The Chair queried how the number of fixed term exclusions compared year on year in the different categories. The Head of School confirmed that a reward system is in place across Hurworth School and that three year trends indicate a reduction in fixed term exclusions. A visit by the Education Development Partner had explored the number of fixed term exclusions: incidents are caught and dealt with early in order to prevent any escalation. The Year 11 Prom is often used as a reward, as well as shorter term and half-term goals. Further information regarding the re-developed Rewards strategy would be provided for Governors in due course. The Head of School would meet with the Chair to explore further the data in respect of fixed term exclusions and the categories the exclusions fall into.

Attainment and Progress

It was reported that in Key Stage 3, pupil performance in lower school is strong across the board (March 2020). Year 9 – English is on target 97% and Maths 88%. In Maths, of the 16 students below their target 9, are one sub level below and 7 are two sub levels below.

Year 8 – English on target 99%, Maths on target 94%.

Year 7 – Baseline tests currently being undertaken in order to allow target setting to take place.

Due to the Centre Assessed Grades process replacing external exams in Summer 2020 this data would not be referred to should the school be subject to an Ofsted inspection this year and the data from previous years would be used.

Negative threads and actions to address these were reported as English, Maths and the Open Progress 8 declined between 2018 and 2019. English performance is being viewed as a blip given the previous historical performance. A complaint was made to Ofqual with regard to the exam marking in the summer. Both departments are monitored closely at both data and curriculum half termly meetings.

Governors were informed that:

- pupil's educational outcomes had dipped in some subject areas during summer 2019 and led the schools progress to be negative; however, strategies implemented during 2019/20 led the Head of School to believe that the departments would have fared well in the 2020 examinations.
- The performance of Science although improving still requires support and monitoring, however like with the English Department the Head of School believed the department would have fared well in the 2020 examinations.

- Recruitment to EBacc remains below national levels, however there has been an increase upward in the current Year 10.

Governors queried the definition of disadvantaged: it was reported that pupils in receipt of Pupil Premium or considered to be Looked after Children (LAC) or previously Looked after Children (PLAC) were considered to disadvantaged.

Curriculum Planning

It was reported that due to the lack of Key Stage 2 information this year, pupils would be moved into sets following the October half-term. Departments are currently completing an audit/baseline assessments (this would be complemented by Cognitive Ability Tests to provide additional data) and meetings between representatives from the Leadership Team and Heads of Department are due to take place to decide on next steps. Pupils who have significant barriers to learning have been supported intensively by the SENCo and Teaching Assistants to ensure a smooth transition to the school.

Curriculum Development

Governors were informed that 'read and watch' lists had been prepared for each subject to encourage pupils wider reading and independently deepen their own understanding of a subject area; these have also been uploaded to departments curriculum webpage.

Departments had also designed 5 year learning journeys which will be displayed in classrooms so they can easily be referenced and links between topics highlighted.

Further curriculum trust meetings are scheduled throughout the year; the next meeting would take place on Thursday 5 November 2020 with a focus on SEND/Barriers to Learning.

All departments had created Key Stage 4 knowledge organisers which will be given to pupils at the beginning of a unit or topic. ILT's for each year group have also been created and adapted to be retrieval based.

A tutor revision programme has been created to ensure pupils are confident in how to use the different strategies for ILT's and exam revision. Year 7 through to Year 10 focus on a different strategy each half term, while Year 11 have a fortnightly task which also explores the creation of revision timetables, time management and stress, for instance. Departments had created 'How to Revise' page which would form part of a Revision ToolKit for Year 11.

Cross curricular knowledge links are being explored by departments and would be developed further in the next academic year.

There is a large focus on remote learning, with an audit being completed currently by staff, parents and pupils to identify next steps. Plans are in place for each tier of lockdown. Individual pupils who are self-isolating are sent work via e-mail each day. Microsoft Teams will be used to provide online support.

Governors commented positively on the amount of curriculum development and queried whether this was unusual. Parent Governors commented positively on the activities that had taken place during the

partial closure of schools to support pupils who remained at home although this could, on occasions, be confusing for parents as departments were “finding their feet” and as such using different methods to engage pupils. It was confirmed that a standardised approach would be used with staff when supporting pupils’ learning from home should remote learning need to be employed in the future. Work would continue with parents and pupils to identify what support was required in order to ensure that remote learning is effective. Parent Governors commented positively on the communication between school and parents, with fortnightly calls to parents. The Head of School commented that the review of the school curriculum was an on-going process and that a thorough approach was in place for the current academic year with regular reviews to ensure the curriculum and remote learning arrangements were fit for purpose

Financial management and governance

The Chief Finance Officer reported that the report had been prepared at a time of great uncertainty regarding the Coronavirus pandemic. Financial issues which arise from operating a different model will be shared with Directors in due course.

Monthly management accounts continue to be shared each month with the Chair of the Board of Directors and the Chair of the Finance and Resources Committee. The Chief Finance Officer and Chief Executive Officer liaise with the Chair of the Board of Directors on urgent matters.

Governors’ attention was drawn to the circulated Head of School report for an overview of the management accounts position as at 31 July 2020. A loss of £3,000 was predicted against a break even budget. However, the prediction was based on several factors that could change as a result of the claim submitted for exceptional costs in respect of Covid-19.

Information had been released by the Education & Skills Funding Agency for the 2020-2021 school budget share. Hurworth School is £3,478,445: a reduction of £22k when compared to 2019-2020. All other income was anticipated to be in line with 2019-2020 budget.

2020-2021 teacher pay award

The School Teachers’ Pay Review Body published in July 2020, recommendations for teachers’ pay from 1 September 2020.

In response, the Secretary of State for Education has accepted the recommendations in full and has proposed the following:

- 5.5% increase to the minimum of the main pay range
- 2.75% increase to the minimum and maximum values of all other pay ranges and allowances for teachers
- the re-introduction of advisory pay points for the main and upper pay ranges

Governors commented on the reserves at Hurworth School and it was reported that a break even position for each school (with a slight increase in reserves if at all possible) within the Trust is the aim each year. Contracts were regularly explored to ensure economies of scale across the Trust.

Estate Management

The Trust Business Manger reported that two applications had been made to the Condition Improvement Fund with the project to replace the roofing was successful and funding of £399,000 awarded to complete the work.

Further applications to the Condition Improvement Fund would be made in December 2020, once criteria has been released.

Health and Safety

Governors were informed that Health & Safety and Premises Audits due to take place in May 2020 had been postponed due to Covid-19 which resulted in partial closure of schools. Audits had been re-arranged to take place during September and October 2020. All mandatory checks and maintenance had continued during the partial closure to ensure premises continued to be safe for all staff and pupils in school.

Quality assurance

Governors were informed that the final Education Development Partner visit of the academic year was split in two parts and completed remotely. The first part of the visit placed a focus on curriculum journey, development of knowledge, retrieval strategies and verification systems with the second part of the visit focusing on SEND.

The first Education Development Partner visit of the current academic year had taken place on 25 September 2020 with a focus on student support.

Safeguarding and Wellbeing

Governors' attention was drawn to the circulated Head of School report for numerical SEN data, trends over time and the latest information from the SEN register (July 2020).

It was reported that the support room (previous media suite) was now the SEND response area: an efficient and flexible model of support for meeting a range of planned and unplanned needs.

It was reported that the trend of increasing numbers of students with EHCP's continues: 10 students with EHCP's were admitted to Hurworth School in September 2020 (Year 7).

Governors queried the use of a dedicated room for SEN pupils and whether pupils were permitted 'time out' from lessons. It was confirmed the dedicated space was for pupils in all year groups in a manner which still allowed the integrity of the 'bubbles' to be maintained. Time-out arrangements were in place with a member of staff called to support pupils.

HR

Governors' attention was drawn to the circulated Head of School Report for information in respect of staffing, including analysis of missed working days, staff turnover and vacancies.

It was confirmed that all staff had completed appraisal reviews: where an appraisal objective linked to pupil performance, the review statement would reflect that all staff have been working in unusual, unprecedented and different ways due to the impact of Covid-19 and similarly for objectives linked to 'normal' running of the school during 2020. Objectives would be reviewed in line with the Trust Appraisal Policy.

Coronavirus update September 2020

students and parents / carers

The Head of School provided Governors with an overview of the impact of the Coronavirus pandemic on the staff, pupils and parents of Hurworth School. Pupils and staff were reported to be engaged in school activities and content to be in school again.

Governors thanked the Head of School for the circulated informative report and presentation of information. Governors RESOLVED that the content of the circulated Head of School Report was noted.

11

Chief Executive Officer's report

a) Scheme of Delegation

b) Trust Development Plan

The Chief Executive Officer's Report, Scheme of Delegation and Trust Development Plan had been shared with Governors. Copies would be retained on file.

MAT Development Sessions

The Summer Term MAT Development Session took place on Thursday 2 July 2020 and provided a focus on logistics and recovery / enhanced curriculum.

The Autumn Term 2020 MAT Development Session is planned to take place from 5pm on Wednesday 21 October 2020 and will be led by Gabrielle Reddington with a focus on what Governors and Directors can expect during an Ofsted visit.

Chairs/Vice Chairs of Local Governing Bodies

The Autumn Term 2020 meeting with Chairs and Vice Chairs of the respective Local Governing Bodies with the Chief Executive Officer, Chief Finance Officer, Trust ICT Manager and Trust Business Manager will take place from 1:30pm on Friday 9 October 2020. Chief Executive Officer would ensure that Microsoft Teams invitations were shared with the Chair and Vice Chair and where respective Chairs and Vice Chairs unable to attend that other Governors are given the opportunity to participate and represent their Local Governing Body.

Franco Sinaguglia and Louise Johnson reported that they were unable to participate in the planned Chair and Vice Chair meeting planned to take place from 1:30pm on Friday 9 October 2020. Bree Stamp and Joe Kelley confirmed that they were available to attend in the absence of the Chair and Vice Chair.

Scheme of Development

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

Trust Development Plan

Governors were informed that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team and would be considered by the Board of Directors for approval when they next meet in Autumn Term 2020 (Friday 13 November 2020). Changes to the Trust Development Plan were highlighted yellow in the circulated document.

Governors RESOLVED that the content of the circulated Chief Executive Officer's Report, Scheme of Delegation, Trust Development Plan and information reported was noted.

12 Trust ICT Manager Report / ICT Development Plan

The Trust ICT Manager Report and ICT Development Plan had been circulated to Governors prior to the meeting. Copies would be retained on file.

Governors RESOLVED that the content of the Trust ICT Manager Report and ICT Development Plan were noted.

13 Single Central Record: signature by the Head of School and Chair

The Trust Business Manager reported that work had been undertaken with the HR team to ensure the Single Central Record for Hurworth School continued to be accurate, up to date and fit for purpose.

The Trust Business Manager would put arrangements in place to ensure that the Single Central Record for Hurworth School was reviewed by the Headteacher and Chair of the Local Governing body.

Sarah Jones

14 Local Authority Pupil Numbers Projections

Projections for Secondary School population had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors were informed that pupil number projections are shared by the Local Authority each year. Governors' attention was drawn to the circulated document and the trends which indicated secondary school intake would continue to rise, reaching a peak from Spring 2021 to Spring 2024. The peak number on roll is likely to be achieved in Spring 2024.

Governors RESOLVED that the content of the Secondary Pupil Projections and information reported was noted.

15 Policies for approval / review / information

- a) For information – For information – Swift approved policies: Capability policy; Charging and remissions policy; Anti-fraud, corruption and bribery policy; Leave of absence policy; Family friendly policy; Stress management policy; Whistle-blowing policy; IT acceptable user policy for staff, pupils and visitors; Anti-harassment and bullying policy; In year admissions policy; Employee's working remotely and bring your own device to work (BYOD) policy; Bereavement policy; Central services and appeals policy;
- b) For information – Safeguarding and Child Protection, Transport
- c) For approval – none

16 Special interest governors – allocation of roles for 2020-2021 and verification process

Governors RESOLVED that information would be shared by the Head of School regarding the allocation of special interest governors. Governors should confirm with the Head of School which role they prefer to be linked with. In due course Nichola Peaker would discuss with Governors the verification process.

- a) Premises / Health & Safety
- b) Safeguarding & Welfare, looked after children (LAC), e-safety
- c) Special Educational Needs (SEN), including SEMH
- d) Finance
- e) Values, Community & Equality
- f) E-safety
- g) Careers & Transition
- h) Standards (Teaching, Learning, Curriculum & Progress)
- i) Newly Qualified Teacher (NQT)

Standing Items

17 Feedback from MAT Development Session held on Thursday 2 July 2019, via Microsoft Teams

Refer to agenda item 11 – Chief Executive Officer’s Report for information.

Concluding items

18 Any urgent other business raised under item 5

No items of urgent other business had been raised for consideration.

19 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.

20 Date and time of future meetings

Local Governing Body

(all from 4:30pm)

- Tuesday 2 March 2021
- Tuesday 15 June 2021

MAT Development Sessions

(all from 5pm)

- Wednesday 21 October 2020
- Thursday 11 February 2021
- Thursday 8 July 2021

Chairs / Vice Chairs of LGB and Executive Leadership Team

(all from 1:30pm)

- Friday 9 October 2020
- Friday 12 March 2021
- Friday 25 June 2021

Governors RESOLVED the meeting dates were noted. The Governance Partner would share the Governance meeting schedule with Governors.

These minutes were approved by the Local Governing Body of Hurworth School as follows: on: Mar 3, 2021 date

signed by: (Chair)


Franco Sinagulia (Mar 3, 2021 13:06 GMT)

Franco Sinagulia

printed name: _____


Minutes Hurworth LGB 6 October 2020


Final Audit Report


2021-03-03


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