



Swift
Academies
Success will inspire future triumphs

Longfield Academy

Local Governing Body
Monday 8 June 2020

MINUTES

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
1	Record of those governors responding to the email communication Jamie Collis Jenni Bowe Nick Rees Nicola Bales Robert Bell Sarah Glover Stuart Rawle	
2	Declaration of personal and pecuniary interests The following statement was made in the e-mail regarding declarations of personal and pecuniary interests: Agenda Item 2 a): to confirm that the Register of Interest completed during the 2020-2021 academic year continues to be accurate / up to date Please confirm that your Register of Interest completed during the current academic year continues to be accurate. A pro-forma is attached. Please complete the proforma and return	

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to tracey.curtis@avec-partnership.com where there are changes to your Register of Interest.

Agenda item 2 b): to declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

Please declare any personal or pecuniary interest in any matters arising from the attached agenda. Governors should declare for instance, any involvement with organisations that may trade with the trust, any personal interest in other educational institutions, for instance trustee or governor, and finally any close family relationship that exists between you, Members, Directors, other Local Governors or employees of the trust.

E-mail replies were received from the following Governors of Longfield Academy all of which confirmed that their Register of Interest completed during the current academic year continued to be accurate and that there was no personal or pecuniary interest in any matters arising from the agenda:

Jamie Collis
Jenni Bowe
Nick Rees
Nicola Bales
Robert Bell
Sarah Glover
Stuart Rawle

Nicola Bales, the recently elected parent Governor forwarded a completed Register of Interest.

3 **Approval of minutes / review of actions / matters arising**

It was proposed in the e-mail to Governors that the minutes of Longfield Academy Local Governing Body meeting held on Monday, 24 February 2020 were approved by REPLY ALL by the end of Monday 8 June 2020. A copy of the minutes would be retained on file.

E-mail replies were received from the following Governors of Longfield Academy all of which confirmed that they approved the minutes of the Local Governing Body meeting held on Monday 24 February 2020:

Jamie Collis
Jenni Bowe
Nick Rees
Robert Bell
Sarah Glover
Stuart Rawle

Nicola Bales made the following comments in her e-mail reply (responses are provided in blue text):

I note that there has been a weekly email issued to Governors to update on Covid-19 related issues, could I please be added to the distribution list so I can receive the same? In terms of the weekly

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update I will add you to this list with immediate effect. This usually comes out on a Friday and is sometimes accompanied by a Trust update and varies in length depending on what has gone on. I was pleased to read in this thread that members of the LGB have found this valuable.

Secondly, I note there was a pupil survey completed earlier this year with a mixed response, what actions had arisen from this or what would the school do with this information to improve pupil engagement. In terms of the pupils, parent and staff surveys there has been a cyclical system of delivery agreed for this, this had been adapted given the current circumstances and this information is then dissected and analysed by the Middle and Senior Leaders within the school, as well as pupil school council and also we are planning to involve the 'Friends of Longfield' community group in this and then this feeds into the SEF and action plan process moving forward as part of our community cohesion plans: this is a key tenet of our improvement journey.

Finally, when would Year 7 parents evening usually be carried out? I can see the other year groups were completed but not aware of anything that was scheduled for Year 7. I appreciate Covid-19 may well have got in the way of anything due to be scheduled in the Summer Term, is there any plans for virtual meetings with the form Tutor to give a first year update on the children or will they be picked up in the next school year? Finally it is true to say that many events include the Year 7 parents evening have been postponed due to the period of partial opening. We will be planning on extending our remote offer into the summer and beyond, depending on what circumstances allow us to do from September – both on site and using various platforms – this event is in our wider thoughts

Going forward, once future meeting dates have been shared I will plan time to review the documents in plenty of time before any meetings / timeframes set. I look forward to supporting the school and wider governing body in any way I can.

On behalf of myself and CEO Dean Judson as well as all the staff of Longfield Academy and Swift Academies, it is with great pleasure that we are now able to formally welcome you to the Local Governing Body of Longfield Academy. It has been so unfortunate that circumstances mean that this has been truncated experience caused by the exceptional circumstance that we find ourselves in.

4 Governing Body Membership Membership

Agenda Item 4: Governing Body membership

Membership information was attached to the e-mail for the Local Governing Body of Longfield Academy. Nicola Bales had been elected by parents to fill the parent governor vacancy of the Local Governing Body of

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Longfield Academy with effect from 13 March 2020. Please note the information.

E-mail replies were received from the following Governors of Longfield Academy, all of which confirmed that the Membership of the Local Governing Body was noted:

Jamie Collis
Jenni Bowe
Nick Rees
Robert Bell
Sarah Glover
Stuart Rawle

Robert Bell (Chair), in his email response welcomed Nicola Bales to the Local Governing Body of Longfield Academy.

5 Chair's Report

- a) action taken
- b) correspondence

Robert Bell made the following statement in his e-mail response: I attended the Chair and Vice Chair meeting on 6th, where we were taken through the Trust bulletin, which is where the ELT are tracking their actions. This was a useful session, and it was evident how much had been achieved in the last few months. Obviously the world then took a different course very shortly afterwards so priorities have changed. In light of this, I have had no further communication or complaints from parents. I have been following the weekly update from Nick and have tried to keep in touch, although have not managed this as much as I would like due to lockdown and childcare. I'd just like to go on record and pass on my thanks to the staff for the work they have been doing in this awful period in which we are living.

Jenni Bowe made the following statement in her e-mail response:
I echo Bob's sentiments and acknowledge the hard work and commitment the staff have shown through this difficult period. Nick's weekly briefings have been really helpful as a means to keeping up to date with school business and in particular the interim safeguarding guidance which was shared with his weekly briefing at the start of lockdown.

6 Head Teacher's report including Chief Finance Office and Trust Business Manager report

The e-mail communication to Governors stated the following Head Teacher's Report including Chief Finance Officer and Trust Business Manager Report

Agenda Item 6: Please note the content of the Head Teacher's Report, including the Chief Finance Officer and Trust Business Manager reports.

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Agenda Item 6 a): Please note the contents of the Self-Evaluation Form (SEF) and Action Plan. A document is attached in respect of Welfare Offer and is part of the SEF.

E-mail replies were received from the following Governors, all of which noted the content of the circulated Head Teacher's Report:

Jamie Collis
Jenni Bowe
Nick Rees
Nicola Bales
Robert Bell
Sarah Glover
Stuart Rawle

Robert Bell made the following comments in his e-mail reply:

Many thanks for the detailed report, which again shows positive progress in a number of areas, in particular the forecast Year 11 results on page 16. I would be in support of a reduction in Year 7 bands to two rather than three. I've seen first hand where too many bands can go wrong, but appreciate the timetabling pressures. The pupil survey results on pages 29-31 are generally skewed to the positive position, however one that did jump out as more central was question 10 around bullying. Could the SLT provide an update on the strategy to address bullying and the pupil perception of bullying in the school?

The School continues to be fully committed to this and has now launched the #WeAreLongfield Curriculum Offer for 2020-21 - this will be delivered in PHSCE lessons and also in a morning 20 minute Personal Development Session called the #WeAreLongfield Daily - this amalgamates careers, personal development, PHSE, Citizenship, physical and mental well-being, Literacy/Numeracy, Sex and relationships and all kinds of essential life skills lessons.

Robert Bell made the following comment in respect of the content of the Head Teacher's Report:

Thanks for the comprehensive report.

Jenni Bowe commented, as follows, in her e-mail reply:

The report outlines the positives achieved.

Nick Rees made the following comments in his e-mail response (responses are provided in blue text):

Data and information is very comprehensive and largely useful to me as a Governor.

Management Accounts Review comments: the differences between budget and full year projection for E03 and E05 appear to cancel each other out. Is this a coincidence or the result in a change to the way certain costs are allocated? The difference between the two cost codes E03 Education Support Staff and E05 Admin and Clerical is due to the

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reorganization of the pastoral team in October 2019, members of staff changed roles hence changing cost centres.

Also why is E19 (Learning Resources not ICT) £54k above budget? Part of the £54k above budget is due to the costs of school trips, this is partially offset by income received in I12.

Sarah Glover asked a couple of questions related to changes in the action plan based on the current circumstances:

How is the welfare offer going to be amended in light of the current situation?

What are the plans of the school to fill curriculum gaps for those pupils not engaging with home learning?

These continue to be adjusted extensively and with support from other Trust schools as well as wider public services. This is contained within what is termed the 'Recovery Curriculum' which is being cascaded down through the Middle Leaders forum – examples are shared by the weekly LGB update

7 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.

The e-mail to Governors of Longfield Academy stated the following in respect of the Chief Executive Officer's Report:

Agenda Item 7: please note the content of the attached Chief Executive Officer's Report.

Agenda Item 7 a): Scheme of Delegation - the Scheme of Delegation is attached. Please note the contents of the Scheme of Delegation. No amendments have been made since the last version was shared with you in February 2020.

Agenda Item 7 b): Trust Development Plan – the Trust Development plan is attached. Please note the contents of the Trust Development Plan.

E-mail replies were received from the following Governors, confirming the contents of the Chief Executive Officer's Report, Scheme of Delegation and Trust Development plan were noted:

Jamie Collis
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Nick Rees
Nicola Bales
Robert Bell
Sarah Glover

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- 8 Risk Register, with specific updates relating to Covid-19**
The Risk Register for Longfield Academy had been circulated to Governors. A copy would be retained on file.

The e-mail communication with Governors stated the following:
Risk Register, with specific updates relating to Covid-19

Agenda Item 8: Please note the contents of the updated Risk Register, with specific updates in respect of Covid-19.

E-mail responses were received from the following Governors, confirming that the contents of the circulated Risk Register were noted:

Jamie Collis
Jenni Bowe
Nick Rees
Nicola Bales
Robert Bell
Sarah Glover
Stuart Rawle

- 9 Trust ICT Manager Report / ICT Development Plan**
The e-mail communication with Governors stated the following:

Agenda Item 9: Please note the contents of the attached Trust ICT Manager Report / ICT Development Plan.

E-mail replies were received from the following Governors, confirming that the contents of the Trust ICT Manager Report and ICT Development plan were noted:

Jamie Collis
Jenni Bowe
Nick Rees
Nicola Bales
Robert Bell
Sarah Glover
Stuart Rawle

Robert Bell made the following comment in his e-mail response:

Points noted. I know from the Chairs meeting on 6th March that the new websites will present a whole host of opportunities.

Nick Rees made the following comment in his e-mail reply:

Nice to see how much Andy Hutton and his team have achieved during a time when, no doubt, access to the IT equipment was much easier thanks to the absence of most of the users!

10 Policies for approval / review / information

- a) For information – Swift approved policies: Probationary Policy for Support Staff; Pupil Premium Policy; Infection Control Policy
- b) For information – Longfield reviewed policies: Induction Policy; Sudden Death or Suicide Response Plan (Updated contacts due to changes in staffing and school closure); Child Protection Policy (COVID-19 addendum added); Physical Intervention Policy; Transition Policy
- c) For approval – New policies - Literacy Policy; Quality of Education Policy; Statutory policies (updated) - CEIAG & Work related learning Policy; Health & Safety Policy; Policy for Supporting Pupils with Medical Conditions, First Aid and Administering Medication; Looked After/ Previously Looked After Children Policy

The e-mail communication with Governors stated the following:

A document has been included in this section which gives an overview of policies and should assist Governors to keep up to date with the position regarding policies.

Agenda item 10 a): for information – Swift Academies approved policies – Probationary Policy for Support Staff, Pupil Premium Policy, Infection Control Policy

Agenda Item 10 b): for information – school reviewed policies (attached) – Induction Policy, Sudden Death or Suicide Response Plan (updated contacts due to changes in staffing and school closure), Child Protection Policy (Covid-19 addendum added), Physical Intervention Policy, Transition Policy

Please note the Swift Academies and school reviewed policies. Policies can be found on corresponding websites.

Agenda Item 10 c): Literacy Policy, Quality of Education Policy, Statutory Policies (updated) – CEIAG & Work related learning Policy, Health & Safety Policy, Policy for Supporting Pupils with Medical Conditions, First Aid and Administering Medication, Looked After / Previously Looked After Children Policy (policies attached)

E-mail responses were received from the following Governors, approving the policies listed at 10 c) with effect from Monday 8 June 2020.

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Nick Rees
Nicola Bales

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Robert Bell
Sarah Glover
Stuart Rawle

The Head of School provided individual responses to Governors queries, where necessary and assured all Governors that the issues raised with regard to the circulated policies would be rectified in full before these policies are retained internally as 'completed', put into the 'review cycle' and before they are put onto the school website.

Nick Rees sought clarification, as follows, in his e-mail response (responses are provided in blue text):

Induction Policy: Who or what is the Appropriate Body? With regard to 'Induction Policy' the appropriate body is, in this instance, the Local Authority. We will make sure this is mentioned specifically at the bottom of page 6.

Quality of Education Policy - unexplained acronyms- ; some meanings appear further down the document well after first use, e.g. LTP, MTP, HoD;

Literacy Policy – I like the use of the correct plural for Latin words, for instance foci instead of focuses; SPAG – I assume this means 'spelling and grammar'; I like the idea of encouraging book reading in this age of IT devices. With regard to the 'Literacy Policy' – SPAG is the national educational term used for all things relating to spelling, punctuation and grammar. We will ensure this is explained in the first use of the acronym within the policy. In terms of Quality of Education Policy – we will ensure that all acronyms are explained in full when first mentioned within the policy.

Health and Safety Policy – section 4.2, should this not be the Local Governing Body (LGB) not Directors of Longfield School? It appears to me that the functions listed are LGB responsibilities but perhaps some could be those of the Swift Academies Directors' in which case they would need to be separated.

Section 4.2 of each of the Health & Safety policies is titled 'Board of Directors' and this section does all refer to BOD responsibilities although the policy and other H&S related items always also be discussed at LGB for respective Governors to give comment or suggestion before this was then raised at BOD. Therefore, I have re-worded this and replaced 'Directors of Longfield' with 'Board of Directors'. This will be updated on the website copy of the Policy also before it's full review in Autumn term.

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11 **Date of next meeting Chairs and Vice Chairs**
Autumn term 2020 – to be confirmed

12 **Date of next MAT Development Group**
Autumn term – to be confirmed

13 **Concluding Items**
Any urgent other business raised under item 3
No items of urgent other business had been raised for consideration.

14 **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.

15 **Date and time of future meetings**
Autumn Term 2020 – to be confirmed

Governors were informed that a meeting schedule for 2020-2021 would be prepared and circulated by the end of Summer Term 2020.

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

on: 5 October 2020 date

signed by: (Chair) _____



printed name: Robert Bell

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