



Swift Academies

Success will inspire future triumphs

Board of Directors Record of e-mail approvals March 2020

<u>Item:</u>	<u>Description of discussion:</u>	<u>action by:</u>
1	<p>The meeting of the Board of Directors of Swift Academies planned to take place from 2pm on Friday 20 March 2020 had been postponed due to a directive received regarding social distancing. All three schools were experiencing staffing issues as a result. The Chair of the Board of Directors had confirmed that the Board of Directors' meeting of Swift Academies should be postponed.</p> <p>In order to seek approval for key items contained on the circulated agenda, the Chief Executive Officer had contacted all Directors by e-mail seeking approvals as follows:</p> <p>Approve minutes: the Chief Executive Officer proposed via e-mail that the minutes of the Board of Directors' meeting held on Friday 13 December 2019 were approved by REPLY ALL by the close of play on Friday 27 March 2020. The Chief Executive Officer confirmed that the minutes had been checked through and adjusted accordingly.</p> <p>E-mail replies were received from the following Directors, thereby approving the minutes of the Board of Directors' meeting of Swift Academies held on Friday 13 December 2019:</p> <ul style="list-style-type: none">• Ian Black• Stuart Hargrove• Derek Bell• Tim Fisher• Julie Cornelius	

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- 2 **Curriculum Design:** the Chief Executive Officer had explained in the circulated e-mail that a presentation regarding curriculum design had been planned as the main part of the meeting scheduled to take place on Friday 20 March 2020. Two representatives from each of the schools were due to lead the presentation. At the point the e-mail was circulated (Wednesday 18 March 2020), 50% of the staff were self-isolating. The Chief Executive Officer proposed that the curriculum design presentation was postponed until Summer Term 2020.
- 3 **Chief Executive Report, Trust Development Plan, Trust Business Manager Action Plan, Chief Finance Officer's Report and Action Plan, SRMA Report, Trust ICT Manager's Action Plan and feedback from Governance Events, Trust Activities and Chairs and Vice-Chairs' briefings** are all for information and comment. The Chief Executive Officer proposed that Directors provided any comments or queries by the close of play on Friday 27 March 2020.
- E-mail replies were received from the following Directors, noting the contents of the documents listed above:
- Ian Black
 - Stuart Hargrove
 - Derek Bell
 - Tim Fisher
 - Julie Cornelius
- 4 The following items (Scheme of Delegation, Pandemic Action Plan, Coronavirus Vulnerable Person Risk Assessment & Policy for Infection Control) all need approval by Directors. The Chief Executive proposed that Directors approved these items, provided comments or queries by selecting REPLY ALL not later than the close of play on Monday 23 March 2020. Three Directors' approvals were required in order that the approval is confirmed.
- E-mail replies were received from the following Directors, thereby approving the above listed policies:
- Ian Black
 - Stuart Hargrove
 - Derek Bell
 - Tim Fisher
 - Julie Cornelius
- 5 **Trust Cleaning Contract:** the Chief Executive Officer in his e-mail reminded Directors that a tender exercise had been completed with what was considered to be a competitive set of quotes received, in line with current cost arrangements but without the considerable staffing and HR issues that are faced on a daily basis. The Chief Finance Officer and Trust Business Manager have been liaising throughout the tender process with the Chair of the Finance Committee.

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The Chief Finance Officer circulated information to Directors on Thursday 19 March 2020 in relation to the Trust cleaning contract with a recommendation as follows:

Recommendation

Following the detailed analysis of the responses received from the 4 companies, the recommendation is for Trustees to approve the award of the contract to Bulloughs at an annual cost of £288k. This contract is for 3 years at a total value of £882k until 2023, with the option to extend for a further year.

For budget comparison, the total spend on staffing was £288k in academic year 2017/2018. The above proposal will not result in any staffing reductions and all existing staff will be transferred throughout the TUPE process.

Directors were asked to REPLY ALL not later than 12 noon on Monday 23 March 2020 to approve the contract with Bulloughs, as recommended in the circulated documents.

E-mail replies were received from the following Directors, thereby approving the recommendation to award the cleaning contract to Bulloughs:

- Keith Bernstone
- Ian Black
- Stuart Hargrove
- Derek Bell
- Tim Fisher
- Julie Cornelius

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Any other business

One item of other business was referred to in the e-mail from the Chief Executive Officer. Information was circulated by the Chief Finance Officer on Thursday 19 March 2020 in respect of a flexible and phased retirement request for a member of non-teaching staff at Hurworth School. The Flexible and Phased Retirement Policy had also been shared with Directors via e-mail.

In the e-mail from the Chief Finance Officer, Directors' attention was drawn to section 1.3 of the Flexible and Phased Retirement Policy: *It is important to note from the start that employees must have the Board of Trustees' permission to access flexible retirement, both in terms of agreeing to the reduction in hours or grade and in terms of the release of accrued pension benefits (LGPS only). The Board of Trustees will consider each request on its merits and will only agree requests if it is in the Trust's economic and / or operational interest to do so.*

The Chief Finance Officer commented in his e-mail that enquiries had been made with LGPS and confirmation has been received that the request would not trigger any release of accrued benefits. The Head of

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School (Hurworth School) was reported to be confident the role could be supported from existing members of Student Support. The granting of the request would also impact positively on the budget position for Hurworth School.

Directors were asked to REPLY ALL not later than 12pm on Monday 23 March 2020 to approve the flexible and phased retirement request.

E-mail responses from the following Directors were received, thereby approving the flexible retirement request for a non-teaching member of staff at Hurworth School:

- Keith Bernstone
- Stuart Hargrove
- Ian Black
- Derek Bell
- Tim Fisher
- Julie Cornelius

Approval of documents for inspection

The agenda, approved minutes and supporting documents would be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers.

Time, date and venue of future meetings

- 2pm, Friday 10 July 2020 at Hurworth School

This record of approvals via e-mail, regarding items contained on the agenda of the Board of Directors' meeting of Swift Academies were approved by the Board of Directors of Swift Academies as follows:

July 2020 (date)

signature (chair): _____



name: Derek Bell (Chair)

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