



The Rydal Academy

Local Governing Body Meeting Minutes

Monday 13th March 2023 at 1.00 pm, The Rydal Academy

Present (Governors)	Mark Gray (Chair), John Armitage (Head Teacher), Gaurav Bhatia, Katie Turnbull, Melanie Chapman, Ewa Kaszuba, Johanna Thurland and Troy Turner
in attendance	Derek Bell: Swift Academies Board of Governors Dean Judson: Chief Executive Officer, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance and Policy Officer, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1.	<p>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. 8 (eight) 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, and the new Governance & Policy Officer was introduced to the Local Governing Body.</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 It was reported that apologies had been received from Governors Sarah Clough and Sarah Newrick.</p> <p>Governors RESOLVED that the apologies for absence were accepted.</p>	

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3.	<p>Notification of items of urgent other business</p> <p>There were no items of urgent other business.</p>	
4.	<p>Declaration of personal and pecuniary interests</p> <p>a) Register of Interest</p> <p>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.</p> <p>All Governors present had submitted a Register of Interest.</p> <p>b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</p> <p>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.</p> <p>No declarations of interest were received.</p> <p>c) Code of Conduct</p> <p>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 Rydal Academy.</p>	
5.	<p>Approval of minutes / review of actions / matters arising</p> <p>Consideration was given to the draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 3 October 2022 which had been shared with Governors prior to this meeting.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of The Rydal Academy held on 3 October 2022 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p><i>(With the permission of the Chair the following item was brought forward on the Agenda.)</i></p>	

<p>6.</p> <p>7.</p> <p>8.</p>	<p>Trust ICT Update</p> <p>A thorough verbal update was given by the Trust IT Manager with respect to the IT disruption/cybersecurity incident. It is noted that this was an interim update given the ongoing incident response.</p> <p>Governors RESOLVED that the report be noted.</p> <p><i>(Note: Governor J Thurland arrived at the meeting at 1.20 pm and the Trust IT Manager left at the meeting at 1.25 pm)</i></p> <p>Chair's Report</p> <p>The Chair reported that he was having regular meetings with the Head Teacher and Chief Executive Officer and kept up to date with current issues affecting Rydal and Swift Academies.</p> <p>The Chair reported that Ofsted had visited the school on the 6th and 7th December 2022 and had received a 'Good' rating.</p> <p>Head Teacher's report</p> <p>The Head Teacher provided a comprehensive verbal update report to the Local Governing Body.</p> <p>The Head Teacher advised that pupil and nursery numbers had increased in The Rydal Academy. Following on from recent parents/carers questionnaires there was a growing number of parents interested in the wrap around care in Early Years.</p> <p>The Head Teacher provided an update on the number of pupils suspended and excluded and accessing alternative provision. It was noted that the pastoral team had been extended in Autumn Term 2. A full staffing update was provided of appointments, and it was noted there were no leavers since last reported to the Local Governing Body.</p> <p>He also reported on tracking and monitoring and advised that the Academy's focus continued to be on writing.</p> <p>He advised that a Health & Safety audit had recently been undertaken, with minimal resulting actions to be completed. It was also noted that a GTRSB (The Gypsy, Traveller, Roma, Showmen and Boaters) pledge certification had been received by the Academy.</p> <p>A safeguarding update was provided by the Head Teacher. It was noted that there had been an increase in numbers with those in higher need, and that safeguarding continued to be a high priority in The Rydal Academy.</p>	
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<p>The Head Teacher advised of the continued importance of the link Governors with governor specific responsibilities coming into the Academy to undertake their monitoring roles. It was agreed by the Local Governing Body that the link for Safeguarding (including E-Safety) & Welfare and Looked After Children (LAC) & Previously Looked After Children (PLAC) should be joined together.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) The Head Teacher's update report be noted. b) The link Governor role for Safeguarding (including E-Safety) & Welfare and Looked After Children (LAC) & Previously Looked After Children (PLAC) be joined together. <p>a.) SEF/Action Plan</p> <p>The Head Teacher provided a report on the SEF (Self Evaluation Form) and Strategic Action Plan, which is retained on file. All updates were highlighted in yellow throughout the report. It was noted that The Rydal Academy was now providing support to access a food bank and free uniform shop.</p> <p>A Governor questioned whether children had started attending the curriculum voice/discussion group? The Head Teacher confirmed that the intention was that they would be from next term.</p> <p>A Governor sought clarification regarding how learning intentions were being monitored? The Head Teacher confirmed that there was a focus on training subject leads to ensure they address this activity and also that this is reviewed during book scrutinies.</p> <p>b.) School Improvement Partner Report</p> <p>The Head Teacher reported on the School Improvement Partner Report, a copy of which is retained on file.</p> <p>Governors RESOLVED that the report be noted.</p> <p>c.) Education Development Partner Report</p> <p>The Head Teacher reported on the Education Development Partner Report (EDP), a copy of which is retained on file. The focus of the visit was to review the strength of curriculum sequencing for relationships, protected characteristics and fundamental British values in the PSHE curriculum (Personal, Social Health & Economic). The resulting areas for development were noted from the report.</p>	<p>Governors/ Head Teacher/ Governance & Policy Officer</p>
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	<p>d.) Risk Register</p> <p>Consideration was given by the Local Governing Body to The Rydal Academy Risk Register. Governors questioned how great the risk was in the case of nursery provision numbers? The Head Teacher advised that nursery numbers were good.</p> <p>Governors reviewed the scores for strategic risk of the Academy receiving an unfavourable Ofsted report. After careful consideration it was agreed to amend the likelihood of occurring score to 1 and retain the impact score as 3.</p> <p>It was also requested by Governors that the Trust Development Plan be reviewed, regarding 2- to 16-year-old provision.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) the following scores be amended in relation to the Academy receiving an unfavourable Ofsted report: the likelihood of occurring score to 1. The impact score would remain as 3. b) the Trust Development Plan be reviewed, regarding 2- to 16-year-old provision. 	
<p>9.</p>	<p>Chief Financial Officer's Report</p> <p>The Chief Financial Officer (CFO) provided a March 2023 report which is held on file. He advised that monthly management accounts are shared each month with the Board of Directors. The CFO and CEO liaise with the Chair of the Trust on any urgent matters. The report provided an overview of the management accounts position as of the of 31st December 2022. A small in year deficit of 11K was currently predicted.</p> <p>Confirmed figures have been released by Education & Skills Funding Agency for the school budget share for 2023/24, the budget share for The Rydal Academy is £2,919,870. All other income is expected to be in line with the 22/23 budget. One area that is key to financial planning is the retention of existing students and ensuring any new intake exceeds the published admission number. It was noted that The Rydal Academy continued to offer free wrap around care.</p> <p>Governors questioned whether another Teacher's pay /Support Staff pay rise was expected? The CFO advised that there may be more pay increases in Autumn 2023, however there should be adequate provision in the current budget.</p> <p>Governors RESOLVED that the report be noted.</p>	<p>CFO</p> <p>CFO</p>

<p>10.</p>	<p>Trust Business Manager Report</p> <p>The Trust Business Manager provided a report which is held on file. All contracts/ Service Level Agreements (SLA's) continue to be reviewed individually as they expire and best value and quality sought for each agreement</p> <p>A termly review of various premises and Health & Safety contracts will be conducted in the Spring 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.</p> <p>Electricity Contracts were reviewed and a new provider agreed in December 2022, electricity costs have risen substantially so ongoing costs are to be monitored and energy efficiency explored where possible. There is currently a government relief fund in place to support schools with costs of energy, the duration of which is currently being reviewed.</p> <p>The Trust Business Manager and Chief Finance Officer are currently exploring an opportunity to fit solar panels to the buildings which would reduce costs substantially across the Trust.</p> <p>It was reported that the vacancy for site supervisor at Rydal had now been filled. There were no major issues identified following the recent Health & safety audit.</p> <p>It was noted that it would be helpful if the current vacancy on the Local Governing Board could be filled by a new Governor with some health & safety/premises background.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. b) That M Emerson be thanked on behalf of the Local Governing Body for all the hard work he had undertaken as a Governor both at Rydal and Dodmire. c) That J Reed (Administration Manager) and S Jones (Trust Business Manager) be thanked on all the hard work they had undertaken on premises, health & safety and the CIF (Condition Improvement Fund). 	<p>Head Teacher</p> <p>Head Teacher</p>
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<p>11.</p>	<p>Chief Executive Officer's Report</p> <p>The Chief Executive Officer (CEO) advised that the Regional Director had seen the latest Trust's school Ofsted reports and the EFSA Governance and Finance review.</p> <p>He further advised the growth of the Trust continued to be explored with other organisations.</p> <p>a.) Scheme of Delegation</p> <p>Consideration was given to the Scheme of Delegation which was held on file.</p> <p>Governors RESOLVED that the Scheme of Delegation be noted.</p> <p>b.) Trust Development plan</p> <p>Consideration was given to the Trust Development Plan which was held on file.</p> <p>Governors RESOLVED that the Trust Development Plan be noted.</p>	
<p>12.</p>	<p>Single Central Record</p> <p>Governors RESOLVED that the Single Central Record for The Rydal Academy would be reviewed and signed by the Head Teacher and LGB Chair.</p>	<p>Chair/ Head Teacher</p>
<p>13.</p>	<p>Ofsted Report</p> <p>The Head Teacher reported on the Ofsted report for The Rydal Academy for their inspection visit which had been undertaken on the 6th and 7th December 2022.</p> <p>It was noted that the Academy had been rated as 'good'. Governors had found the visit to be very useful.</p> <p>Governors RESOLVED that the report be noted and staff be thanked for all their hard work.</p>	
<p>14.</p>	<p>School Inspection Data Summary Report (IDSR)</p> <p>The Head Teacher reported on the School Inspection Data Summary Report (IDSR), a copy of which is retained on file.</p>	

<p>15.</p>	<p>Governors RESOLVED that the report be noted.</p> <p>Toilet Renovation</p> <p>The Head Teacher provided a verbal update with regards to the new toilet renovations for Key Stage 2. He presented plans for the toilet renovations.</p> <p>Governors RESOLVED that the report be noted.</p>	
<p>16.</p>	<p>Policies for approval/review/information</p> <p>a.) For Information Swift approved policies: Finance Policy, Menopause Policy</p> <p>b.) For Information – It was noted that this item was deferred until the Summer Term.</p> <p>c.) For Approval – It was noted that this item was deferred until the Summer Term.</p> <p>Governors RESOLVED that the report be noted.</p>	
<p>17.</p>	<p>Membership Update</p> <p>The latest membership was noted by the Local Governing Body. Governor T Turner agreed to become Governor link for premises and health & safety. It was also noted as previously agreed (minute 8 above refers) the link for Safeguarding (including E-Safety) & Welfare and Looked After Children (LAC) & Previously Looked After Children (PLAC) would be joined together.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) The membership update be noted. b) Governor T Turner be the Governor link for premises, health & Safety. c) The link for Safeguarding (including E-Safety) & Welfare and Looked After Children (LAC) & Previously Looked After Children (PLAC) be joined together as agreed at Minute 8 above. 	<p>Governor</p>

18.	<p>Feedback from MAT Development Session held on Thursday 16th February 2023</p> <p>It was noted that the last MAT development session had been held on the 16th February 2023 and had been on Prevent and Level 1 Safeguarding.</p>	
19.	<p>Chairs & Vice Chairs Meeting 1.30 pm, Friday 17th March 2023</p> <p>It was noted that the next meeting of the Chair and Vice Chairs was due to be held at 1.30 pm Friday 17th March 2023.</p>	
20.	<p>Approval of documents for inspection**</p> <p>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.</p>	
21.	<p>Date and time of future meetings (all from 1:00pm):</p> <ul style="list-style-type: none"> Rydal LGB - Monday 19 June 2023 <p>The meeting concluded at 2.50 pm</p> <p>These minutes were approved by the Local Governing Body of Rydal Academy, as follows:</p> <p>on: <u>19/6/23</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>Mark Gray</u></p>	

