

Swift Academies

Success will inspire future triumphs

Standards Committee

Wednesday 6 October 2021

MINUTES

Present (Directors)	Dean Judson (Chief Executive Officer), Tim Fisher, Derek Bell, Julie Cornelius, Sam Hirst
in attendance	John Armitage: Head Teacher, The Rydal Academy Nick Lindsay: Head of School, Longfield Academy Sam Reilly: Assistant Head, Hurworth School Glen Hart: Chief Finance Officer, Swift Academies Beth Wright: Clerk, Swift Academies

Item	Description of discussion	Action by
1	<p>Election of Chair</p> <ul style="list-style-type: none">• To elect a Chair to serve until the first meeting of the Autumn Term 2022• The elected Chair will be ratified by the Board of Directors of Swift Academies <p>Directors RESOLVED that Tim Fisher was elected Chair of the Standards Committee, to the first meeting of the Standards Committee in Autumn Term 2022.</p> <p>Tim Fisher in the Chair.</p>	

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2 **Election of Vice-Chair**

To elect a Vice Chair to serve until the first meeting of the Autumn Term 2022

- The elected Chair will be ratified by the Board of Directors of Swift Academies

Directors RESOLVED that Julie Cornelius was elected Vice Chair of the Standards Committee, to the first meeting of the Standards Committee in Autumn Term 2022.

3 **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 each of the committees was three voting Directors*. 5 (five) Directors were present: Sam Hirst joined the meeting later

A round of introductions took place at the start of the meeting for the benefit of all those present, including the newly appointed clerk, Bethany Wright.

4 **Apologies for absence and their acceptance**

No apologies for absence were reported. All Directors were present.

5 **Governing Body Membership Document**

The Governing Body Membership Document had been shared with Directors prior to the meeting. A copy would be retained on file.

During this Item Sam Hirst joined the meeting.

The Chief Finance Officer drew Directors attention to the Governing Body Membership Document. The Chief Finance Officer highlighted the Terms of Office for the Directors and informed Directors that due to the resignation of Keith Bernstone there is now a Director vacancy which is being taken under review.

The Chief Finance Officer reported to Directors that the respective Governors from Longfield, Rydal and Hurworth Governing Bodies that are nearing the end of their Term of Office wish to continue.

The Chief Executive Officer reported the newly elected Chairs and Vice-Chairs of the Local Governing Bodies to Directors.

John Armitage (Head Teacher, Rydal) reported to Directors that there was a Community Governor vacancy at Rydal, a Parent Governor was interested in becoming a Community Governor at Rydal. Therefore, there may be a Parent Governor vacancy if that goes ahead.

Nick Lindsay (Head of School, Longfield) reported to Directors that the Staff Governor vacancy had been filled by Liam McCavanagh.

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The Chief Executive Officer reported to Directors that there had been a change to the Articles of Association, now only one Director can be a member.

A Director sought clarification as to whether there was a policy for how long a Director or Governor could serve. The Chief Executive Officer clarified that there was no policy on how many terms of office Directors of Directors can serve.

6 Notification of items of urgent other business

- items that the Standards Committee of the Board of Directors of Swift Academies regard are of sufficient urgency to warrant consideration at the end of the agenda

One item of urgent other business was identified: EBACC recommendations from LGB

7 Declaration of personal and pecuniary interests

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

Directors 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.

All Directors present submitted a completed Register of Interest.

- b) to declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

Directors 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 – Directors confirmed that they were acting in accordance

8 Approval of minutes / review of actions / matters arising

Draft minutes of Standards Committee held on Wednesday 6 October 2021 had been shared with Directors prior to this meeting. A copy would be retained on file.

Directors RESOLVED that the minutes of the Standards Committee meeting held on Wednesday 6 October 2021 were confirmed as an accurate record of the meeting and should be signed by the Chair. The Clerk would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.

Governance
Clerk/
Chair

9 The Rydal Academy

- a) Head Teacher Report
- b) Education Development Partner report
- c) SEF/Action Plan

The Head Teachers and SEF/Action Plan had been shared with Directors prior to this meeting. Copies would be retained on file.

Pupil numbers, attendance and exclusions

The Head Teacher (Rydal) drew Directors attention to the previously circulated Head Teachers Report. The Head Teacher informed Directors that Rydal had 564 pupils on roll, an increase of 20 pupils since September.

The Head Teacher reported to Directors that the 2-year-old provision offered is now at capacity with 8 children, Nursery was also at capacity for 3- and 4-year old with 39 children. The Head Teacher informed Directors that with extended staffing the numbers in the Nursery cohort could be increased to 12 in the 2-year-old provision and 52 for 3- and 4-year old.

The Head Teacher informed Directors that attendance was at 92% compared with 93.6% nationally, early in the term attendance was high, then started to plateau due to flus and colds.

The Head Teacher reported that Rydal has experienced significantly high mobility with 50 pupils moving, this figure remains high when compared with pre-pandemic figures for 18/19.

The Head Teacher reported to Directors that there had been no permanent exclusions in 2020/21. Of the 11 pupils with Fixed Term Exclusions during the academic year, 4 pupils then worked from the pupil support base which proved successful and 3 of the 4 pupils have now been re-integrated into class and 1 pupil re-integrated back into class before moving on to secondary school. Of those 11 pupils: 3 pupils have EHCP (two awarded mid-year) and 4 pupils have SEN support. Of the 25 pupils with internal exclusions 6 have EHCPs, 13 have SEN support and 2 children were LAC (looked after children).

Attainment and progress

The Head Teacher reported to Directors that the School had conducted Reception Baseline assessments for 53 pupils, 11% of the pupils were performing at age related expectation. The Head Teacher informed Directors, that Rydal Academy had been part of the early adopter framework, so the staff were familiar with the Baseline testing.

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SAVE (Subject Area Verification Exercise)

The Head Teacher informed Directors that The Subject Area Verification Exercises were a new addition to the Head Teachers Report, that looked at the performance of different subject areas across the School.

Subject Area Verification Exercises had been carried out across all subject areas and included an interview with the subject leads, pupil discussion, learning walk and book scrutiny and class teacher discussion. The subjects were given a RAG rating, any subject areas not RAG rated green triggered further support from the Curriculum Lead, SLT or MAT.

SEF/ Action Plan

The Head Teacher reported that the information contained in the SEF had been updated to reflect the current position in school, including contextual information and with the addition of School Improvement Priorities overview page and the quality of education development journey.

The Head Teacher informed Directors that Curriculum planning and barriers to learning were added to the SEF/Action Plan.

The Chair commented positively on the detail of the information provided to Directors. The Chair sought clarification regarding the staff priorities and whether all staff understood the priorities. The Head Teacher clarified that all staff understand the school priorities, Reading is key and once Reading has improved Writing will then follow. Coaching will take place in subjects that have not been RAG rated green, staff are focused and aware of how to achieve these targets.

Another Director commented positively on the good, clear focus for phonics. The Head Teacher commented that staff completed training on phonics delivery, it is not a Government approved bought scheme so will compare with Little Wandle which is a Government approved scheme.

The Chair thanked the Head Teacher for presenting such thorough and clear information to the Directors.

The Chief Executive Officer informed Directors that the Education Development Partner visit had to be rescheduled this term due to Covid-19. Feedback from the Education Development Partner Report would be shared in the Spring.

Directors RESOLVED that the content of the circulated Head Teacher's Report, SEF/Action Plan, Education Development Partner Report, and information reported, were noted.

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Hurworth School

- a) School Priorities
- b) Head Teacher's Report
- c) SEF/Action Plan

Whole School Priorities for 2021-22

Sam Reilly (Assistant Head Teacher- Curriculum Development) drew Directors attention to the Whole School priorities for 2021-22. The Assistant Head Teacher reported the whole school priorities to Directors as follows:

To embed the 4R core value model to ensure consistency across all whole school systems

Further develop strategies to support students and their parents/carers to breakdown barriers to learning

Ensure that a safeguarding culture is at the forefront of everything Hurworth does

To provide curriculum of non-negotiable knowledge that delivers on the school's priorities to enable students to become the best versions of themselves

Further develop and embed assessment protocols

Providing support and provision for our weakest readers, providing a wide spectrum of extended reading across all subjects and a love of reading

Further refine the effectiveness of the rewards and conduct frameworks and ensure a reduction in suspensions

Achieve a positive overall Progress 8 score in the 2022 summer exams.

The Assistant Head Teacher outlined to Directors the systems that the school will use to refine the effectiveness of the rewards and conduct frameworks and reduce suspensions.

The Assistant Head Teacher reported to Directors that Safeguarding culture is that the forefront of everything staff do

The Assistant Head Teacher reported to Directors that staff are providing support and provision to the weakest readers. Reading to learn- termly reading tests, curriculum review 'reading rich' and whole staff CPD. Reading for pleasure- tutor reading, library and assemblies. Events held to encourage active engagement in reading include the Big Read Day and World Book Day.

The Assistant Head Teacher informed Directors that the school are focusing on support for SEND pupils, with 5.5% of the student cohort on the SEND

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Register. The Assistant Head Teacher informed Directors that staff continue to use SEND updates, whole staff briefings and Inset to share strategies, resources and approaches with staff to support staff in reducing students barriers to learning.

The Assistant Head Teacher reported to Directors of the assessment protocols being developed within the School to ensure that students are securing knowledge in each subject area and gaps in knowledge can be easily identified and dealt with, helps students to have a clear understanding of their next steps. Assessment protocols give Parents, Carers, Staff and Directors a clear understanding of what assessments take place. Tracking systems help students and teachers identify knowledge gaps. Low stake assessments check knowledge gaps and address these gaps quickly.

The Assistant Head Teacher reported to Directors that Hurworth provides a curriculum of non-negotiable knowledge that delivers on the school's priorities to enable students to become the best version of themselves

A Director commented positively on the tremendous amount of work that has taken place and the strategies that have been implemented at the school.

The Assistant Head Teacher stated that the staff have started the academic year well; there have been a series of daily morning staff briefings since September.

Directors RESOLVED that the content of the circulated Head Teacher's Report, SEF/Action Plan, and information reported, were noted.

11

Longfield Academy

- a) Head of School Report
- b) SEF/Action Plan
- c)

The Head of School at Longfield drew Directors attention to the previously circulated Head of School report.

The Head of School informed Directors that at the time of the meeting there were 877 pupils on roll. The PAN for the school is 180 per year group. The school is currently undersubscribed which has been the case historically, total pupil numbers have been broadly the same over the last three years.

The Head of School reported to Directors that in the new Year 7 cohort there are 179 pupils, 61% boys. Year 7 are taught in mixed ability groups; assessments have since been baselined and put into sets. There has been a huge improvement to the Transition offer on the website, Longfield Academy offered Summer School to help aid transition for Year 6, 101 children attended Summer School. The Head of School commented that the current year 7 group was the best Longfield has seen in a long time and the transition offer had supported the students move to secondary school.

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The Head of School reported to Directors that pupil attendance at the time of the meeting was 94.5% and as a School the aim was 95% attendance, very close to reaching that target and exceptional in the circumstances of Coronavirus.

The Head of School reported to Directors that Longfield had 7 PEX in the last academic year. The Head of School reported to Directors that the pupils consistently and persistently displayed dangerous behaviour at School, leaving PEX as the last option.

The Head of School informed Directors of the strategies that Longfield have put in place to help engage pupils rather than becoming passive learners, looking at academic performance and looking to parents and carers to help support pupils.

The Head of School reported to Directors that Longfield's attainment score was constantly improving year on year. The attainment and progress figures have both improved with the Assessment 8 improving 0.57 of grades per pupil and the P8 improving by 0.004. The Year 11 2019/20 Attainment 8 figure is 47.74 which is an increase from the Year 11 leavers in spring the year before which was 43.7.

The Head of School informed Directors that knowledge gaps continue to be the focus, identifying and filling the knowledge gaps to help pupils reach their targets. The Head of School noted that the gaps in SEN and Gender were widening. Males had stayed the same, but females had improved massively increasing the gap once again between male and female achievement.

The Chair commented positively on the information presented to Directors by the Head of School. The Chair queried if there was anything further the Trust could do to support Longfield. The Head of School thanked the Chair and confirmed that the Trust had already provided tremendous help to aid Longfield's improvement.

Directors RESOLVED that the content of the circulated Head Teacher's Report, SEF/Action Plan, and information reported, were noted.

12

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 Directors prior to the meeting. Copies would be retained on file.

The Chief Executive Officer commented on the content of the circulated Report, which focused on the achievements across the Trust during the last 15 months. The Chief Executive Officer reported that with the easing of Lockdown that the Trust had been able to move back to a semblance of normality as School's returned for the start of the academic year. Although

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Secondary Schools in the Trust have had to test the student population in the first two weeks of the academic year. It has been pleasing for staff to be able to return to their classrooms and it's lovely to see students moving around school buildings and having full access to school resources

The Chief Executive Officer commented positively on the good start to the academic year, with strong attendance across the Trust. The Chief Executive Officer reported to Directors that positive cases of Covid-19 had been extremely low across the Trust.

- MAT Development Sessions for Members, Directors and Directors
Directors were advised that the Autumn Term MAT Development Session for Members, Directors and Directors would take place on Thursday 21st 2021.

- Chairs / Vice Chairs of Local Governing Body

An invitation would be shared with respective Chairs and Vice Chairs shortly, in preparation for the termly meeting with the Chief Executive Officer, Chief Finance Officer, Trust ICT Manager and Trust Business Manager. The meeting was planned to take place virtually from 1:30pm on Friday 8th October 2021

Scheme of Delegation

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

Trust Policies

Directors were advised that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift banner: to date around 40 policies have been centralised and are located on the Swift Academies website.

Trust Development Plan 2020-2021

The Chief Executive Officer reported that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team and is included on the agenda for Local Governing Body meetings for review. The Plan would be presented to the Board of Directors on Friday 10th December 2021 for review and approval.

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

13

Policies for approval and review

- a) Biometrics Policy
- b) Data Retention and Destruction
- c) Equality Information

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- d) Substance Misuse Policy
- e) Code of Conduct for Employees
- f) Safe Recruitment & Selection
- g) CCTV Policy

The Biometrics Policy, Data Retention and Destruction, Equality Information, Substance Misuse Policy, Code of Conduct for Employees, Safer Recruitment & Selection and CCTV Policy had been shared with Directors prior to the meeting.

The Chief Executive Officer reported that the circulated policies were existing policies which had been reviewed to ensure they continued to be fit for purpose. Amendments to the circulated policies had been highlighted in yellow for ease of reference and reflected national guidance.

Directors RESOLVED that the content of the circulated policies was noted and approved and adopted with immediate effect. The approved policies would be uploaded to the Trust website

14 **Any urgent other business raised under Item 5**

EBBAC recommendation from LGB was as follows :-

It was reported by Sam Reilly and Nick Lindsay that the respective Local Governing Bodies of Longfield and Hurworth had met and recommended to the Standards Committee that their view was that each school should not prescribe the English Baccalaureate (EBACC) in order to reach notional national targets and they wished to maintain the integrity of the existing breadth and depth of the curriculum.

The Directors debated the matter fully and recommended that the item was an agenda item at the Board of Directors meeting on Friday 10th December 2021.

15

Approval of documents for inspection

Directors 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.

16 **Date and time of future meetings (all from 4.30pm): Local Governing Body**

- Monday 14 March 2022, Monday 20 June 2022

Governance
Clerk

These minutes were approved by the Local Governing Body of Hurworth School, as follows:

on: 17/3/22 date

signed by: (Chair)



printed name:

TIM FISHER.

approved

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