



Swift Academies

Success will inspire future triumphs

Hurworth School
local governing body
4:30pm, Tuesday 2 October 2018

- Present
- **governors**
Stuart Bradnam, Franco Sinaguglia, Dean Judson (Chief Executive Officer), Nick Gawthorpe, Rita Rees, Jane Hodgson (chair), Louise Johnson
 - **also**
Glen Hart (Chief Operating Officer, Hurworth School),
Nichola Peaker (Head of School, Hurworth School)
Sarah Jones (Trust Business Manager, Hurworth School)
Tracey Curtis (Governance Partner, Avec Partnership)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
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 2019 • the elected chair will be ratified by the board of directors of Swift Academies <p>Nominations were sought for the election of a chair to the Local Governing Body of Hurworth School. One nomination was received for Jane Hodgson.</p> <p>Governors RESOLVED that Jane Hodgson was elected chair of the Local Governing Body of Hurworth School to the first meeting in autumn term 2019. The Governance Partner would seek the Board of Directors' approval of the elected chair.</p> <p>Jane Hodgson in the chair.</p>	
2	<p>Election of vice-chair</p> <ul style="list-style-type: none"> • to elect a vice-chair to serve until the first meeting of the autumn term 2019 • the elected vice-chair will be ratified by the board of directors of Swift Academies 	Governance Partner to note

Minutes:
local governing body: Hurworth School

Date of meeting: Tuesday 2 October 2018

Nominations were sought for the election of a vice-chair to the Local Governing Body of Hurworth School. One nomination was received for Louise Johnson.

Governors RESOLVED that Louise Johnson was elected vice-chair of the Local Governing Body of Hurworth School to the first meeting in autumn term 2019. The Governance Partner would seek the Board of Directors' approval of the elected chair.

Governance
Partner to
note

3 Welcome, introductions and confirmation quorum present

A round of introductions took place for the benefit of all present.

The Governance Partner confirmed that a quorum was present. The scheme of delegation of Swift Academies states that *the quorum for meetings of the Governors will be three voting Governors*. 7 Governors were present.

4 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from Eddie Donlan, Martin Clark and Karen Graves.

Governors RESOLVED that the apologies for absence were accepted.

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

The following items of urgent other business were reported for consideration at the end of the agenda:

- Chairs and Vice-chairs meeting, Friday 5 October 2018
- Parental request: feedback to local governing body

6 Declaration of personal and pecuniary interests

a) complete the register of interest

Governors and those present were reminded that they should complete the register of interest to declare any relevant business or pecuniary interest and close family relationship between members or Governors and/or members or Governors and employees. A register should be completed annually and updated during each academic year where circumstances change.

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) complete Automatic Disqualification Declaration

Governors were informed that the Charity Commission automatic disqualification rules had changed with effect from 1 August 2018. New reasons for disqualification included being in contempt of court, being named under particular anti-terrorism legislation or being on the sex offenders register.

Governors RESOLVED that the register of interest and automatic disqualification declaration should be completed as soon as possible and returned to the Governance Partner.

7 Approval of minutes / review of agreed actions / matters arising

- Hurworth School local governing body meeting held on Friday 22 June 2018

Draft minutes of the local governing body meeting of Hurworth School held on Friday 22 June 2018 had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the minutes of the Local Governing Body of Hurworth School were approved as an accurate record of the meeting and should be signed by the Chair. The signed approved minutes would be retained by the Trust Business Manager.

Chair / Trust
Business
Manager

8 Chair's Report

- a) action taken
- b) correspondence

The Chair confirmed that she had attended the termly Local Authority briefing. Governors were asked to identify a lead governor for Social Emotional and Mental Health (SEMH). It was reported that there was link between SEMH and special educational needs (SEN) and therefore the lead governor for SEN would be an appropriate appointment.

Governors RESOLVED that the information was noted and that Louise Johnson was appointed as the lead governor for SEMH.

- c) local Authority briefing papers

- Looked After Children and Previously Looked After Children

The local authority briefing paper in respect of Looked after Children and previously Looked after Children had been shared with governors prior to the meeting. A copy would be retained on file.

The Head of School confirmed that a designated teacher for Looked after Children had been identified at Hurworth School: the duties had been allocated to Ben Sutherland.

Governors RESOLVED that the content of the circulated local authority briefing paper in respect of Looked after Children and previously Looked after Children was noted.

- Civic Enforcement and Anti-Social Behaviour (ASB) Team

The local authority briefing paper in respect of the Civic Enforcement and Anti-social Behaviour Team (ASB) had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the content of the circulated local authority briefing paper in respect of the Civic Enforcement and Anti-social Behaviour Team was noted.

- Supporting children and young people's social, emotional, and mental health

The local authority briefing paper in respect of supporting Children and Young Peoples Social, Emotional and Mental Health had been circulated to Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the content of the circulated local authority briefing paper in respect of supporting Children and Young Peoples Social, Emotional and Mental Health was noted.

9

Chief executive officer's report (attached – including Trust ICT update)

- a) Trust Development Plan
- b) scheme of delegation
- c) Understanding Your data

Trust Staffing

The Chief Executive reported that a Trust central team had been formed to consist of the Chief Executive, Headteacher / Heads of School, Chief Finance Officer, Finance Manager, Finance Officer, Trust ICT Manager and Trust Business Manager.

Sarah Jones had been appointed as Trust Business Manager in July 2018 and took up the appointment with effect from 1 September 2018.

Trust Policies

The following policies have been issued for consultation with all staff across the multi-academy trust and Trade Unions at the start of the academic year 2018-2019. Consultation had ended week commencing Monday 17 September 2018.

- Appraisal
- Capability
- Code of conduct for employees
- Disciplinary
- Grievance
- Safer recruitment and selection
- Sickness management

Schools

The Chief Executive reported that the academic performance of the schools across Swift Academies had been detailed in respective Headteacher / Head of School reports. Results at The Rydal Academy were reported to be the best achieved in recent years. The 'slide' at Longfield School had been arrested and Hurworth School had produced another good set of results.

Trust ICT Update

Governors were informed that 38 touch screens had been installed at Longfield School during the summer 2018 break. A new suite of printers had been installed at Hurworth School and Longfield School, with the number of available printers at Hurworth School reduced. Papercut software had been installed at Longfield School that would save Swift Academies a minimum of £14,000 per year.

Staff and student e-mail migrations had taken place in all three schools with over 2,000 mailboxes and OneDrive accounts migrated. All trust staff are now part of the new Swift Academies Office 365 tenancy. This approach has saved the trust approximately £10,000 by doing the work in-house. The

new tenancy would allow for easier sharing amongst trust schools, reduced licensing costs, and combined address books.

A re-design of the trust and individual school websites had commenced: the first phase of the work was completed in September 2018. The Swift Academies website was live.

Initial discussions with telecoms suppliers had taken place with a view to installing a new trust-wide telephone system and potentially could include an alert functionality for a 'lockdown' situation.

Condition Improvement Fund (CIF)

Governors were reminded that The Rydal Academy and Hurworth School had been successful with their applications to the CIF in December 2017. Applications for CIF would open again in October 2018. It was hoped that the schools across the trust would meet eligibility criteria in order to apply.

Trust Development Plan

The Chief Executive discussed with Governors the content of the circulated Trust Development Plan. The plan had been developed by the executive leadership team and would be presented to the Board of Directors of Swift Academies when they next meet (Friday 26 October 2018).

Governors' attention was drawn to the priorities for the year ahead contained within the Trust Development Plan, for instance, improve the progress of pupils, safeguarding and delivery of Continuous Professional Development for staff.

The Trust Development Plan would be included on agendas of the Local Governing Body, Board of Directors and the two committees of Swift Academies. The plan would be updated to show progress to date.

Chairs / Vice-Chairs of Local Governing Bodies

The Chief Executive officer reported that termly meetings had been scheduled to allow the chairs and vice-chairs of the respective local governing bodies to meet with the Chief Executive Officer, Chief Finance Officer, Trust ICT Manager and Trust Business Manager during the course of the academic year:

Friday 5 October 2018

Friday 1 March 2019

Friday 14 June 2019

In addition, an event had been arranged for Thursday 8 November 2018 for all Members, Trustees and Governors. Governors were reminded to complete the skills audit which had been circulated by e-mail by the Governance Partner.

Scheme of Delegation

Governors were reminded that the Scheme of Delegation for Swift Academies remained a 'standing item' for meetings of the Local Governing Body, Board of Directors of Swift Academies and the two committees of the board. The Local Governing Body of The Rydal Academy were asked to make the Board of Directors aware of any changes required to the Scheme of Delegation. Changes approved by the Board of Directors would be reported in each meeting across Swift Academies.

The Chief Executive Officer reported that changes had been incorporated into the circulated Scheme of Delegation, as follows:

- delegation of performance related pay decisions
- levels of authority when purchasing goods and services
- signatures for contracts and service level agreements

Understanding your data

The Chief Executive reported that the Education & Skills Funding Agency had published a *guide for school governors and academy trustees: Understanding your data*.

It was reported that the guide aimed to ensure access to high quality data and document what was reasonable to expect from executive leaders when exploring the performance of your school or academy trust.

The Headteacher and Heads of School across Swift Academies had prepared their respective reports based on the Education & Skills Funding Agency guide. The Chief Executive reported that much of the subsequent reports had some commonality: the Executive Leadership Team would explore the reports and standardise where appropriate.

Governors were encouraged to read pages 1 to 6 of the *Understanding your data guide*.

Governors sought clarification of the impact on Hurworth School in respect of the formation of Swift Academies. The transition in respect of the senior leadership team across Swift Academies had been managed carefully in order to provide support to those members of the team who were new to headship. Governors confirmed that conversations had already taken place to ensure that the formation of the multi-academy trust was the right approach for Hurworth School. The Chief Executive reported that it was paramount the multi-academy trust achieved what it set out to, to improve standards at Longfield School, whilst retaining and improving standards at Hurworth School and The Rydal Academy. Governors commented positively on the formation of the multi-academy trust and that Hurworth School continued to go from strength to strength.

Governors RESOLVED that the content of the Chief Executive's report was noted.

10

Chief Finance Officer's report

The Chief Finance Officer reported on the current budget position across Swift Academies.

Current reserves (August 2017) were reported as £221k, £35k of the reserves are 'ring-fenced' for costs associated with the formation of a multi-academy trust, therefore leaving a balance of £186k of unrestricted reserves.

With the movement of staff from Hurworth School to either Longfield School or the Swift Academies central team, the revised forecast outturn for the academic year was to break even against a deficit budget of £48k. The trust accounts would be subject to audit (week commencing 15 October 2018).

The Chief Finance Officer reported that from September 2018, a monthly management accounts pack would be produced and shared with the Chair of the Finance & Resources Committee and Head Teacher/Head of School. The pack would include a summary of income and expenditure against budget forecasts, detailing any material variances and explanations in trends.

It was reported that the government had released further guidance at the beginning of the current academic year regarding the teacher pay grant to be divided amongst schools. The grant had been split in two with different amounts to be paid in each period.

The Chief Finance officer drew Governors' attention to the circulated Head of School's report and information regarding the Teachers' Pay Award: it was reported that the outcome of the latest and final round of consultation saw the government confirm their original position as a targeted approach to teachers' pay:

- 3.5% uplift applied to the statutory minima and maxima of the main pay range
- 2% uplift of the statutory minima and maxima of the upper pay range
- 1.5% uplift to the leadership pay range

In order to offset the teachers' pay award, the Education & Skills Funding Agency would pay a grant in 2018-2019 and 2019-2020.

It was reported that a review was currently taking place across the Trust to identify the impact on budgets of the teachers' pay award and teachers' pay grant.

It was reported that the local authority spent 2017-2018 in discussion with Darlington schools regarding the overspend in the High Needs Block and attempting to rationalise the position going forward. A proposal had been submitted for 2018-2019 that would move all Darlington schools to a 'banding model' for students with an Education and Health Care (EHC) Plan or Special Educational Needs (SEN) statement. A similar model was in operation in primary schools in 2017-2018, whilst all funding in the secondary sector was devolved using a pupil number / social deprivation model. There would be a transitional period for secondary schools in 2018-2019. The proposed model demonstrated that The Rydal Academy would gain £3,129, Hurworth School would gain £40,164 and Longfield School would reduce by £60,126. The proposal had been approved by the Schools Forum in summer term 2018.

Governors RESOLVED that the Chief Finance Officer's report was noted.

11 Trust Business Manager's Report

The recently appointed Trust Business Manager provided Governors with an overview of her work during the first month of appointment to Swift Academies. It was reported that the Trust Business Manager wanted to bring a consistency of approach to activities across the multi-academy trust. It was envisaged the Trust Business Manager would spend the working week working in each academy across the multi-academy trust.

Governors RESOLVED that the Trust Business Manager report was noted.

Head of School's Report

The Head of School's Report had been shared with Governors prior to the meeting. A copy would be retained on file.

The Head of School discussed with Governors the content of the circulated Head of School's Report, including pupil numbers on roll, attendance, Progress 8, EBACC, curriculum planning, financial management and governance, associated school transport, Ofsted section 5 inspection, Education Development Partner report, safeguarding and wellbeing, health and safety.

Pupil numbers

It was reported that the published admission number (PAN) for Hurworth School was 127 per year group. The school continued to be over-subscribed.

Attendance

Governors' attention was drawn to the circulated report for information in respect of pupil absence levels including persistent absence by year group. It was reported that attendance was currently 96.03% (76 pupils with persistent absentees under 90%). 25 pupils were reported as persistent absentees with attendance under 90% and considered to be disadvantaged.

Governors challenged the information presented in respect of attendance and sought clarification; the Head of School reported that two pupils in Year 11 were experiencing mental health issues, with another subject to regular hospitalisation due to a medical condition.

The Head of School drew Governors' attention to the comparison data contained in the circulated Head of School report. Comparison data had been included in order to provide context to the information reported in respect of the first three weeks of autumn term 2018.

Exclusions

Four fixed term exclusions were reported since 1 September 2018; there had been 100 fixed term exclusions during 2017-2018.

Attainment

Nick Gawthorpe reported pupil education outcomes from summer 2018 (headline figures) (142 pupils):

- 72.5% achieved 5 or more A*/9 – C/4 (including English and maths)
- Basics (5+ English and Maths) – 60.6%, basics (4+ English and Maths) – 81%
- Attainment 8 – 5.07
- Progress 8 -0.033 (provisional)
- EBACC entries – 12.7%, EBACC Attainment (at grade 4+) – 12.7%

Nick Gawthorpe reported to Governors that the Progress 8 figure would change from the provisional figure above and that the updated initial figure on the DfE data checking exercise was -0.08. The final figure will be confirmed later in the academic year.

Darlington Secondary Schools Associated Transport 2018-2019

The Head of School reported that all year groups would be charged for school transport unless students were eligible for free school transport. The daily cost had been set at £3 per day. There are currently 312 pupils travelling by bus to Hurworth School. Following a review of the requirements of school

transport, the school bus numbers have reduced from 8 to 6. It was hoped that the reduction would eliminate the loss experienced in the previous academic year.

Ofsted judgement

The last Section 5 Ofsted inspection took place in April 2008: the judgement at that time was Outstanding in all areas. Hurworth School experienced a Section 8 no-notice inspection in April 2018. A grading is not identified from this type of inspection, but safeguarding was found to be effective.

Safeguarding and Wellbeing

The Head of School reported that all staff must attend Level 1 Safeguarding Training, whilst some staff also attend Level 2 and Level 3. The Child Protection On-line Management System (CPOMS) which Hurworth School already had in place, is now also being used to replace the SSCR system which was a recommendation from the Section 8 Ofsted inspection in Spring Term 2018.

Governors RESOLVED that the content of the circulated Head of School report were noted. Governors commented positively on the content of the format of the Head of School report, and asked whether tables could be included instead of text in the attainment section in future.

During this item, Dean Judson left the meeting.

13 Self-evaluation form (SEF)

Refer to agenda item 12 – Head of School's Report for information.

14 Whole school strategic plan 2018-19

Refer to agenda item 12 – Head of School's Report for information.

15 Autumn EDP report

Refer to agenda item 12 – Head of School's Report for information.

16 Admissions Policy update in light of the investigation of Darlington Local Authority by the Schools' Adjudicator

Information had been shared with Governors prior to the meeting, regarding the outcome of an investigation undertaken by the Schools' Adjudicator. A copy would be retained on file.

The Head of School discussed the content of the circulated document with those present. It was reported that there are two areas of the current admission policy that much be revised to be code compliant. The changes involved seeking permission from parents to share information in respect of medical criteria and a significant change regarding residency and shared care.

Governors RESOLVED that the content of the circulated document and information reported was noted.

17 Appointment of E-safety Governor

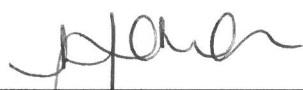
Governors were informed that due to the resignation of Dawn Tweddall, there was currently a vacancy on the Local Governing Body.

	<p>Governors were also reminded that a lead governor was required to cover e-safety as this post had not been fulfilled at the previous meeting.</p> <p>Governors RESOLVED that the information was noted. Franco Sinaguglia agreed to act as lead governor for e-safety at Hurworth School. Franco Sinaguglia would be recommended to the Board of Directors as a 'general' governor appointment, following the resignation of Dawn Tweddall. If this is approved by the Board then Hurworth School will hold an election for a replacement Parent Governor.</p>	Governance Partner to note
18	<p>GDPR and Governor E-mails</p> <p>The head of School reminded governors that school based e-mail accounts would be established for Governors of Hurworth School. The migration to school-based e-mail addresses would be completed as soon as possible.</p> <p>Governors RESOLVED that the information was noted.</p>	
19	<p>Concluding Items:</p> <p>Any urgent other business raised under item 3 (item 20 of the circulated agenda)</p> <ul style="list-style-type: none"> • Swift Chair and Vice-chairs meeting, Friday 5 October 2018 The Head of School reminded those present that a network opportunity had been arranged for chair's and vice-chairs of the local governing bodies of Swift Academies. It was reported that, due to prior commitments in their respective diaries, the elected Chair and Vice-Chair of Hurworth School were not available to attend the event. <p>Governors RESOLVED that the information was noted.</p> <ul style="list-style-type: none"> • Parental request: feedback to local governing body The Head of School reported that a parent of a student attending Hurworth School had asked that her thanks were extended to a member of teaching staff who had exceeded 'over and beyond' expectations. <p>Governors RESOLVED that the information was noted.</p>	
20	<p>Approval of documents for inspection (item 21 of the circulated agenda)</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 was included.</p>	
21	<p>Dates, times and venue of future meetings (Item 22 of the circulated agenda)</p> <ul style="list-style-type: none"> • Tuesday 16 October 2018, 4:30pm (appraisal), Hurworth School • Tuesday 26 February 2019, 4.30pm, Hurworth School • Tuesday 11 June 2019, 4.30pm, Hurworth School 	
22	<p>Level 1 Safeguarding training (item 19 of the circulated agenda)</p> <p>The Head of School supported Level 1 Safeguarding training for governors of Hurworth School.</p>	

approved by the local governing body of Hurworth School on:

26/2/19 (date)

signature (chair):



name:

Louise Tomlinson

approved

