

# Swift Academies

*Success will inspire future triumphs*

Hurworth School  
local governing body  
4:30pm, Tuesday 26 February 2019

Present

Louise Johnson (chair), Nichola Peaker (Head of School),  
Dean Judson (Chief Executive Officer), Nick Gawthorpe, Rita Rees,  
Stuart Bradnam, Franco Sinaguglia

Glen Hart (Chief Finance Officer),  
Sarah Jones (Trust Business Manager)  
Andrew Hutton (Trust ICT Manager)  
Tracey Curtis (Governance Partner, Avec Partnership)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1	<p><b>Welcome, introductions and confirmation quorum present</b></p> <p>A round of introductions took place for the benefit of all present.</p> <p>The Governance Partner confirmed that a quorum was present. The Scheme of Delegation for Swift Academies states that <i>the quorum for meetings of the Governors will be three voting Governors</i>. Seven (7) Governors were present.</p>	
2	<p><b>Apologies for absence and their acceptance</b></p> <p>The Governance Partner reported that apologies for absence had been received from Jane Hodgson (Governor)</p> <p>Governors RESOLVED that the apologies for absence were accepted and noted the absence of Martin Clark, Eddie Donlan and Karen Graves.</p> <p>In the absence of the elected Chair (Jane Hodgson), Louise Johnson (elected Vice-Chair) was in the chair.</p>	

Minutes:  
local governing body: Hurworth School

Date of meeting: Tuesday, 26 February 2019

**3 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:

- Risk Register
- Parent Governor election

The Head of School confirmed that a Parent Governor nomination and election process would take place shortly to fill the Parent Governor vacancy on the Local Governing Body of Hurworth School.

Governors RESOLVED that the information was noted.

**4 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.

d) Code of Conduct

Governors were informed that the Board of Directors had approved a Code of Conduct for Governors in March 2018. The Code of Conduct should be signed by Governors to confirm they will undertake to abide by the Code of Conduct for Governors across Swift Academies.

Governors RESOLVED that the Register of Interest, Automatic Disqualification Declaration and Code of Conduct should be completed as soon as possible and returned to the Governance Partner.

**5 Approval of minutes / review of agreed actions / matters arising**

- Hurworth School Local Governing Body meeting held on Tuesday 2 October 2018

Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 2 October 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 meeting of Hurworth School held on Tuesday 2 October 2018 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

6

#### **Chair's Report**

- a) action taken
- b) correspondence  
In the absence of the elected Chair (Jane Hodgson) a report was not available.
- c) Local Governing Body membership vacancies  
Refer to item 3, items of urgent other business, for information.

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 prior to the meeting. A copy would be retained on file.

The Chief Executive Officer reported to Governors the content of the circulated Chief Executive Officer's report, drawing particular attention to the following:

- that the Multi Academy Trust had been operating for almost one year: Longfield Academy and The Rydal Academy had become part of Swift Academies on 1 March 2018
- the development of the Trust central team and the defining of the Trust's ethos and vision and establishment of a rigorous and robust suite of systems and structures
- savings identified across the Trust which had allowed funds to be retained in schools as a direct result, for instance ICT contract arrangements

#### **Trust Dividend**

The Chief Executive Officer reported that the Trust provides a range of support, services, contracts and Service Level Agreement's to the schools; the Executive Leadership Team are producing a Trust Dividend that would detail these and will be issued to Local Governing Bodies and Directors in Summer Term 2019. Governors were reminded of the additional economies of scale that would be achieved as the Trust grew (5 schools and 3,000 pupils).

#### **Trust Development Plan**

The Chief Executive Officer discussed with Governors the content of the circulated Trust Development Plan.

Governors' attention was drawn to the priorities for the year ahead contained within the Trust Development Plan. It was reported that discussions continue with other schools interested in becoming members of Swift Academies.

Regular meetings take place across the Trust between staff in a number of areas, for instance curriculum planning, attendance, timetabling, exams,

Minutes:  
local governing body: Hurworth School

Date of meeting: Tuesday, 26 February 2019

target setting, tracking, safeguarding, Special Educational Needs (SEN) and premises. TeachMeet termly meetings are taking place with the Spring Term focus on 'leading from the middle'. De-escalation training had taken place in each of the Trust schools in Autumn Term 2018.

It was reported that £88,000 had been released to the Trust to cover set-up costs for the Trust.

### **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 & Directors.

The Chief Executive Officer reported that the Scheme of Delegation had been reviewed with the following aspects subject to review and approval by Directors:

page 5: Trustees

page 8: Executive Leadership Team

page 13: Code of Conduct

Governors queried whether presentations to staff could be recorded and made available to others who had been unable to attend. The Chief Executive Officer reported that meetings with staff had been arranged with a range of times and dates across the schools. Staff could attend any meeting at any of the schools.

Governors RESOLVED that the content of the circulated Chief Executive Officer's Report and information presented was noted.

8

### **Trust ICT Manager report including Trust ICT Development plan**

The Trust ICT Manager's report and ICT Development Plan had been shared with Governors prior to the meeting. Copies would be retained on file.

Governors' attention was drawn to the circulated ICT Development Plan (2018-2021) which had been approved by Directors in Autumn Term 2018 with short, medium and long-term priorities. Aspects of the plan which had been completed, included:

- ICT equipment, and projector issues addressed at Longfield School: new projectors and sound equipment installed in the main hall at Longfield Academy during the Christmas 2018 break.
- classroom audits at all schools completed to assess the quality of classroom ICT equipment
- merger of Office 365 tenancies
- rationalisation of desktop printers
- review and consolidation of all school and Trust websites: The Trust website had been redesigned and launched in Autumn Term 2018. The Rydal Academy website had been redesigned and launched in February 2019. Hurworth School and Longfield Academy websites was work in progress.
- compliance checks on all websites was ongoing
- ICT support ticketing system installed
- e-mail, password and user access controls introduced
- sign-in facility at The Rydal Academy and Hurworth School introduced
- installation of WAN connection between all Trust schools

Minutes:  
local governing body: Hurworth School

Date of meeting: Tuesday, 26 February 2019



- quotes had been obtained from telephone suppliers with a view to installing a new Trust wide phone system at Hurworth School and Longfield Academy. This would include a 'lockdown' function.
- ICT contracts and service level agreements merged to provide Trust wide savings, including software licensing and remote support
- installation of Windows 10 in all Trust schools during 2019: this is a large project and would provide cost, security and efficiency savings
- a 'host' server is required at Longfield School which would develop a more robust and stable central network

Governors sought clarification of lockdown arrangements referred to by the Trust ICT Manager.

Governors queried references to the centralisation of the network and what the perceived benefits would be to staff. It was reported that there were currently three networks, with three separate domains across the Multi Academy Trust. The introduction of one central network would be more efficient and allow staff to log in, in any of the schools to access the same information.

Governors RESOLVED that the information contained in the circulated Trust ICT Manager's report, ICT Development Plan and information presented was noted.

## 9 **Head of School's Report**

The Head of School's Report, Self-Evaluation Form, Strategic Action plan 2018-2019, Inspection Data Summary Report and Educational Development Partner Report had been shared with Governors prior to the meeting. Copies would be retained on file.

The Head of School presented to Governors the content of the circulated Head of School's report, drawing Governors' attention to the following specific areas contained in the report:

### **Pupil numbers**

The Head of School reported that the published admission number (PAN) for Hurworth School was 127 per year group. The school was currently over-subscribed which was the case historically. There were 310 applications in total for Year 7 places from September 2019. Governors discussed the Admission Policy for Hurworth School and the impact on the school of associated areas and the expansion of Middleton St George Primary School. Students living in associated areas are accepted in terms of the Admissions Policy criteria ahead of students living closer to Hurworth School.

The Head of School explained to Governors the criteria contained in the current Admissions Policy, including associated areas and transport of pupils to Hurworth School from these areas.

Governors RESOLVED that the information in respect of admissions was noted. The Governance Partner would ensure an agenda item was included on the agenda for Local Governing Body meetings in Summer Term 2019 and the subsequent meeting of the Board of Directors of Swift Academies.

Governance Partner to note for agendas

The Head of School reported that mobility of pupils was low overall. Hurworth School was within the lowest 20% of all schools in respect of the proportion of girls to boys. There had been a significant increase in the number of students requiring additional support and an associated impact on staff time and resources. A number of pupils starting Hurworth School in September 2019 had already been identified to require additional support. A plan to manage the impact was being prepared.

The Head of School drew Governors' attention to information contained in the Head of School report and information in respect of attendance. Increasing overall attendance to 95% was one of the key priorities for the current academic year. 'Case studies' are retained on individual pupils as well as an overview of the year group. Analysis of attendance had been highlighted positively in the Education Development Partner report.

Governors sought clarification whether a comparison of attendance to the local area was possible. The Head of School explained that comparisons to national and Darlington information were available, but that data for the North East whilst being helpful for providing context, wouldn't be taken into account if external agencies were looking at the data.

Governors were informed that permanent exclusions at Hurworth School were below the national average. Physical assaults and persistent disruptive behaviour are the most likely reasons for pupils being permanently excluded. Overall fixed term exclusions are above the national average and that for schools with a similar level of deprivation. Current data suggests that there will be a further increase in the current academic year. This is believed to be because of the whole school focus on standards and changes to the sanctions ladder for pupils.

Governors queried the information reported and the increased number of permanent exclusions (2) when compared to 2016-2017 (0). The Head of School explained that the increase was not huge when viewed as a percentage of the school population & national data. The Head of School reported that during an Ofsted inspection, the number of fixed term exclusions would be explored.

*During this item, Glen Hart left and rejoined the meeting.*

### **Attainment and progress**

The Secondary Inspection Summary Dashboard report / Analyse School Performance had been circulated to Governors prior to the meeting, as part of the Head of School Report. Copies would be retained on file.

Governors' attention was drawn to the circulated Head of School Report and information in respect of pupils' education outcomes in respect of Key Stage 4 and Key Stage 3.

It was reported that the overall Progress 8 score for Hurworth School was average. English, Maths and the Open Element of Progress 8 are in the top 40% of schools. The EBacc Element of Progress 8 was reported to be in the bottom 20% of schools: this was almost exclusively due to the Summer 2018 results in Science. An action plan had been put in place and intensive additional support provided.



The performance of pupils with middle prior attainment decreased slightly in comparison to the previous academic year in most areas with the exception of Science. There was no gap in performance between disadvantaged and all pupils. The number of pupils completing EBacc was reported to be below the national average with the number of pupils taking languages impacting on the figure.

### **Curriculum planning**

The Head of School reported that students are set on entry to Hurworth School based on Key Stage 2 information provided by their respective primary schools. There are five sets in Key Stage 3 which are regularly reviewed to ensure that students are in the correct set and make expected progress.

### **Integrated curriculum planning**

The Chief Finance Officer reported that the review into the financial efficiency of the Trust had identified that in the majority of areas the Trust was healthy. However, levels of reserves in the academies had fallen in recent years. Savings had been identified by the Trust in order to rebuild reserves and to fund priorities in improvement in the Multi Academy Trust and meet the conditions of the MDIF.

The review had identified that further savings may be possible by collective Trust-wide purchasing decisions and embedding an integrated curriculum and financial planning approach, some principles of which had already been adopted by the Trust. This would better support effective long-term planning and sustained growth for the Trust.

### **Financial management and governance**

The Chief Finance Officer reminded Governors that opening reserves at September 2018 for Hurworth School were £88k with a balanced budget set for 2018-2019. The current forecast was reported as a surplus of £39k from in-year savings with additional capital funding and MDIF allocation which forecast overall reserves at the end of August 2019 as £173k.

### **Long and short-term financial / budget planning**

The Trust Business Manager reported that during Autumn Term 2018 there had been a focus on transferring all contract and supplier information to the 'Every' software. This continued to be 'work in progress' as suppliers are added and Service Level Agreements renewed. The Trust was now in a more pro-active position as contracts are combined and efficiencies of the Trust increased. All contracts were reviewed as they come to the expiry of the term and best value and quality are considered carefully.

### **Estate Management**

The Trust Business Manager reported on estate management across the Trust.

The outcome of a CIF application in December 2018 was anticipated at the end of March 2019. If the bid was successful, work would commence during the summer 2019 break.

An Estates Strategy and Action Plan was being developed which would prioritise short, medium and long-term plans for the maintenance and

development of the school premises across Swift Academies. The plan would be presented to the Board of Directors in Spring Term 2019.

Remedial work had commenced on the sports hall roof during February 2019 half-term to address leaking. Work on a collapsed drain in the school yard had been completed.

### **Health and Safety**

The Trust Business Manager drew Governors' attention to the circulated Head of School Report for information in respect of Health and Safety. Health and Safety audits had taken place during Autumn Term 2018 with positive feedback from an external Health and Safety Advisor. Processes have been reviewed with site staff and adjusted where necessary to improve efficiency and effectiveness.

### **Remuneration**

The Chief Finance Officer reported that the teacher pay award had been agreed and implemented during Autumn Term 2018. A grant had been received to support the teacher pay award.

The National Joint Council had reached a collective agreement which replaced the entire pay spine for non-teaching staff. Changes are mandatory and would be automatic from 1 April 2019.

### **Quality assurance**

The Head of School reported that the last Section 5 Ofsted inspection report had judged the school 'outstanding' in all areas. A no-notice inspection in April 2018 had concluded that Safeguarding was effective.

### **Education Development Partner Report**

Governors were informed that the Education Development Partner (Jim Murray) had visited Hurworth School in September 2018 and again in January 2019. A copy of the Education Development Partner Report from the January 2019 visit had been shared with Governors.

### **Safeguarding and well-being**

Governors' attention was drawn to the circulated Head of School Report for information in respect of the Special Educational Needs (SEN) register. Hurworth School had received the SENDIA award for outstanding SEN practice in July 2018.

A Special Educational Needs Co-ordinator (SENCO) had taken up post in September 2018 and implemented an overhaul of methods used to prepare, monitor and review Pen Portraits and Student Support Plans for pupils on the SEN register. SEN updates are sent out regularly with specific strategies highlighted. The Lead Governor for SEN was reported to regularly visit Hurworth School to discuss progress with the SENCO.

### **School community: staff, pupils and parents**

Internal staff questionnaires are circulated biennially and completed anonymously. The last questionnaire was circulated in June 2017 with findings demonstrating that 98% of staff strongly agree / agree that they are proud to be a member of staff at Hurworth School.



The Head of School reported that previous parental questionnaires had prompted little response with only 24 responses received. The current parental questionnaires had been circulated during parents' evenings, with 51 responses received to date.

Governors RESOLVED that the content of the circulated Head of School Report and information presented was noted. The Head of School would check whether local attendance information was available for comparison purposes to Hurworth School.

**10 Self-evaluation form (SEF)**

Refer to agenda item 9 – Head of School's Report for information.

**11 Strategic Action Plan 2018-2019: discussion of key priorities for school**

Refer to agenda item 9 – Head of School's Report for information.

**12 Inspection Data Summary Report (attached)**

Refer to agenda item 9 – Head of School's Report for information.

**13 Educational Development Partner Report**

Refer to agenda item 9 – Head of School's Report for information.

**14 Benchmarking Report Card**

The Benchmarking Report Card for Hurworth School had been circulated to Governors prior to the meeting. A copy would be retained on file.

The Chief Finance Officer informed Governors that the report card compares schools with similar characteristics: however, this was never likely to be an exact match. The information contained in the Benchmarking Report Card related to the 2016-2017 academic year.

Governors RESOLVED that the content of the circulated Benchmarking Report Card and information presented was noted.

**15 Policies for review / approval / information**

**a) Wellbeing and Mental Health**

The Wellbeing and Mental Health Policy had been circulated to Governors prior to the meeting. A copy would be retained on file.

The Head of School reported that the Wellbeing and Mental Health Policy combined a number of policies to cover the subject. The Head of School confirmed that the policy had been shared with all staff as part of the development of an over-arching policy.

Governors RESOLVED that the information reported was noted and that the Wellbeing and Mental Health Policy was approved and adopted with immediate effect.

**b) Complaints Procedure – an update**

It was reported that the Department for Education had released updated guidance in terms of the content of school Complaints Procedures. A revised Complaints Procedure would be shared with the Standards Committee of Swift Academies for approval.

Governors RESOLVED that the information was noted.

- Standing items**
- 16 Feedback from director and governor development sessions**  
(Thursday, 8 November 2018 and Thursday, 7 February 2019)  
Governors commented positively on the Director and Governor development sessions held to date. The sessions had also provided a 'networking' opportunity.
- The Chief Executive Officer confirmed that the next governance development session would take place on Thursday 4 July 2019 from 5pm at Hurworth School. Governors were asked to consider the subject areas to be covered during the next session.
- Governors RESOLVED that the information was noted.
- 17 Chairs and Vice-Chairs meeting**  
(Friday, 1 March 2019)  
It was reported that the elected Chair (Jane Hodgson) had confirmed via e-mail that she would attend the next Chairs and Vice-Chairs meeting planned to take place on Friday 1 March 2019 at The Rydal Academy. The elected Vice-Chair would confirm to the Head of School (Hurworth School) whether she would attend.
- Governors were informed that the agenda and supporting documents of the Board of Directors' Standards Committee and Finance and Resources Committee had been shared with the Chair and Vice-Chair of the respective Local Governing Bodies.
- Governors RESOLVED that the information was noted.
- Concluding Items:**
- 18 Any urgent other business raised under item 3**
- Risk Register  
Governors' attention was drawn to the circulated Risk Register for Hurworth School. The Chief Finance Officer outlined key risks contained in the Risk Register.
- Governors RESOLVED that the information contained in the circulated Risk Register was noted. Control measures were in place to mitigate risks. The Governance Partner would ensure that Risk Register was included as a standing item on future agendas of the Local Governing Body and Board of Directors of Swift Academies.
- Parent Governor election  
Refer to item 3, items of urgent other business, for information.
- 19 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 was included.



**Dates, times and venue of future meetings**

Governors RESOLVED that the Summer Term meeting of the Local Governing Body of Hurworth School would take place from 4:30pm on Tuesday 11 June 2019, at Hurworth School.

approved by the local governing body of Hurworth School on:

11 June 2019 (date)

signature (chair):



name:

Franco Sinaguglia

