



Swift Academies

Success will inspire future triumphs

Longfield School

Local Governing Body

4.30pm, Monday 1 October 2018

Present

Robert Bell, Governor (chair)
Stuart Rawle, Staff Governor
Paul Ripley, Parent Governor
Rachel Peart, Parent Governor
Bev Clifton, Governor
Sarah Glover, Governor
Mandy Payne, Governor
Jamie Collis, Governor
Nicholas Lindsay, Headteacher, Longfield School
Dean Judson, Chief Executive Officer, Swift Academies

In attendance

Emma Hickerson,
Hayley Moohan,
Sarah Jones, Trust Business Manager, Swift Academies
Glen Hart, Chief Finance Officer, Swift Academies
Tracey Curtis, Governance Partner Avec Partnership

No.	Item	Action
1	Election of chair <ul style="list-style-type: none">to elect a chair to serve until the first meeting of the autumn term 2019the elected chair will be ratified by the board of directors of Swift Academies	

Minutes: Longfield School
local governing body

Date of meeting: Monday 1 October 2018

Nominations were sought for the election of a chair to the Local Governing Body of Longfield School. One nomination was received for Bob Bell.

Governors RESOLVED that Bob Bell was elected chair of the Local Governing Body of Longfield 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

Bob Bell in the chair.

2 Election of vice-chair

- 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

Nominations were sought for the election of a vice-chair to the Local Governing Body of Longfield School. One nomination was received for Rachel Peart.

Governors RESOLVED that Rachel Peart was elected vice-chair of the Local Governing Body of Longfield School to the first meeting in autumn term 2019. The Governance partner would seek the Board of Directors' approval of the elected vice-chair.

Governance Partner

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*. 10 Governors were present.

During this item, Jamie Collis entered the meeting.

4 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from Emily Cheesman.

Governors RESOLVED that the apologies for absence were accepted.

5 Notification of items of urgent other business

- items that the local governing body of Longfield Academy regard are of sufficient urgency to warrant consideration at the end of the agenda

No items of urgent other business were notified.

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 actions / matters arising

- Longfield School local governing body meeting held on Thursday 5 July 2018

Draft minutes of the Local Governing Body meeting of Longfield School held on Thursday 5 July 2018 been shared with Governors prior to this meeting. A copy would be retained on file.

Governors RESOLVED that the minutes of the Local Governing Body of Longfield School held on Thursday 5 July 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.

- review of actions
Governors reviewed the agreed actions from the Local Governing Body meeting of Longfield School and were informed that all actions had been completed.
- matters arising
There were no matters arising.

Chair's Report

a) action taken

b) correspondence

The chair reported that he had received two complaints which he had responded to.

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 reported that statutory changes had been introduced and were documented in the local authority briefing paper. Peter Haylock was the designated safeguarding lead at Longfield School.

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. The briefing paper would be shared with appropriate staff in The Rydal Academy.

- 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. Bev Clifton was appointed as the lead Governor for SEMH.

d) local governing body membership

- resignation and appointment arrangements
Governors were informed that Alan MacNab had resigned as a Governor of Longfield School. Alan MacNab had become more involved with the Parochial Church Council

which prevented him continuing as a Governor of Longfield School.

Governors RESOLVED that the information was noted and that Governors would inform the Chair of anyone thought to be interested in becoming a Governor of Longfield School.

- identification of link governor: premises / health & safety
Governors were informed that due to the resignation of Alan MacNab a link Governor was required to cover premises / health & safety.

Governors RESOLVED that the information was noted. Bob Bell agreed to act as link Governor for premises / health & safety.

9 Chief executive officer's including ICT manager report

- a) multi-academy trust update
- b) scheme of delegation
- c) trust development plan
- d) 'understanding your data
- e) Trust Business Manager report
- f) Chief Financial Officer report

The Chief Executive Officer's report had been shared with Governors prior to the meeting. A copy would be retained on file.

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

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.

Chief Finance Officer's Report

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

Current reserves were reported as £177K (March 2018) for Longfield School. The revised forecast outturn for the period March to August 2018 was reported to 'break even'. The Trust accounts are subject to audit, week commencing Monday 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.

A three year budget plan had been approved by Directors in summer term 2018. Various funding streams had been identified for the Trust and assumptions made regarding high needs and nursery funding. The funding was primarily driven by pupil numbers. The October census was key: pupils on roll would provide the funding allocation in 2019-2020.

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 Headteacher'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.

During this item Bob Bell left the meeting.

Rachel Peart in the chair.

10 Head of school's report

- EDP report

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

The Head of School discussed with Governors the content of the circulated Head of School report, including pupil numbers, attendance, behaviour, attainment, curriculum, curriculum planning, special educational needs, Academies Financial Handbook, Ofsted, Longfield Learning Station, safeguarding, and health and safety.

Pupil numbers

At the end of Year 9, 13 pupils had moved to UTC (10 male, 3 female). The Head of School expressed his disappointment at the loss of 13 pupils and explained that Longfield School would be mindful of the curriculum offer in 2019-2020. Key Stage 4 engineering provision at Longfield School was reported to have excellent pupil progress.

Behaviour

It was reported that fixed term exclusions in 2017/18 were high and strategies were being implemented to reduce this number moving forward.

Attainment

Governors' attention was drawn to the circulated Head of School report for information in respect of attainment per year group.

Curriculum

It was reported that personal development had been built into curriculum time with pupils accessing 20 minutes each day with their form tutor. Pupils were encouraged to develop skills in leadership, organisation, resilience, initiative and communication. Pupils are developing their personal, social health and citizenship skills through the key themes.

Curriculum Planning

As part of the multi-academy trust development fund, the trust would be undertaking a piece of work relating to Integrated Curriculum and Financial Planning.

Governors' attention was drawn to the Head of School's report for information in respect of key factors that were to be monitored.

Quality assurance

Governors were reminded of the good Ofsted judgement received in 2015. The self-evaluation form for Longfield School identified the school as inadequate in all Ofsted headings. Systems and structures have been introduced in order to address the requires improvement judgement and ensure that Longfield School moves forward quickly.

It was reported that Longfield Learning had been introduced. The initiative would allow pupils to make progress at a challenging pace and promote development of special aptitudes. A four-year improvement plan had been prepared.

Educational Development Plan report

The Head of School discussed with Governors the circulated Education Development Plan report. The Head of School commented that the report had been complimentary of Longfield School and identified the current position of the school. A further visit was planned for January 2019 and this would focus on head of department and leadership team activities.

During this item Bev Clifton left and re-entered the meeting.

11 Whole school strategic improvement plan January 2018 – July 2018, approval of strategic objectives for 2018-19

The whole school strategic improvement plan 2018-2019 and summer 2018 whole school strategic plan had been shared with Governors prior to the meeting. Copies would be retained on file.

The Head of School reported that progress with the whole school strategic improvement plan had been achieved quicker than anticipated and a second whole school improvement plan had therefore been prepared. The Head of School confirmed that pupils were at the centre of all improvements identified for Longfield School. Results had improved. Staff were concentrating on specific tasks that would have an impact.

Governors RESOLVED that the information was noted.

12 School Admissions statement & Policy 2019-2020

Information had been shared with Governors prior to the meeting in respect of school admissions 2019-2020. A copy would be retained on file.

The Head of School reported that the criteria in respect of pupil admissions had not changed. However, the policy would be updated to reflect guidance received from the local authority following an investigation by the Schools' Adjudicator.

Governors RESOLVED that the content of the circulated document was noted and that the school admissions statement & policy 2019-2020 was approved and adopted with immediate effect.

13 Governor E-mails

It was confirmed that Governors' personal e-mail addresses would be used for communication in respect of Governor activities. Migration to school based e-mail addresses would be completed as soon as possible.

Governors RESOLVED that the information was noted.

14 Proposed LGB and Board of Directors Event – Autumn Term 2018/2019

Governors were reminded of the Strategic Governance Event planned for Thursday 8 November 2108 at Longfield School. Governors were asked to complete the skills audit which had been circulated by e-mail by the Governance Partner.

Governors RESOLVED that the information was noted.

Concluding Items:

15 Policies for review / approval / information

- a) Teaching and Learning Policy
- b) Catch up Premium
- c) Disadvantaged Pupils

The Teaching and Learning Policy had been shared with Governors prior to the meeting. Copies would be retained on file.

The Catch Up Premium statement and Disadvantaged Pupils statement will be available from later in the Autumn Term.

The Head of School reported that funding was available to support the upskilling of pupils, for instance in literacy. Departments have been allocated a percentage of their budget for use specifically with Disadvantaged pupils a central funding pot had been created to provide shoes, uniform etc.

Governors RESOLVED that the Teaching and Learning Policy was approved and adopted with immediate effect. The Catch Up Premium Statement and Disadvantaged Pupils' Statement would be shared with the Chair and uploaded to the Longfield School website.

- 16 Any urgent other business raised under item 5**
No items of urgent other business had been notified.

- 17 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.

- 18 Dates, times and venue of future meetings**
Governors RESOLVED the dates and times of future meetings were noted: meetings would take place as follows
- 4:30pm, Monday 15 October 2018 (appraisal) at Longfield School
 - 4:30pm, Monday 25 February 2019 at Longfield School
 - 4:30pm, Monday 10 June 2019 at Longfield School

approved by the local governing body of Longfield School

on: 25-02-2019 (date)

signature



(chair):

name:

ROBERT BELL