



Swift
Academies
Success will inspire future triumphs

Longfield Academy

Local Governing Body
4:30pm-6:30pm, Monday 10 June 2019

MINUTES

Present (Governors)	Nick Rees, Stuart Rawle, Nick Lindsay (Head of School), Dean Judson (Chief Executive Officer), Robert Bell (Chair), Mandy Payne, Jamie Collis, Rachel Peart, Sarah Glover, Beverley Clifton
in attendance	Stuart Rawle: Assistant Head Teacher – Aspiration and Success Nick Willan: Assistant Head Teacher – Target Setting, Tracking and Assessment Kieran Thompson: Assistant Head Teacher - Curriculum Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress Peter Haylock: Assistant Head Teacher – Behaviour, Attendance and Welfare Sarah Jones (Trust Business Manager, Swift Academies) Glen Hart (Chief Finance Officer, Swift Academies) Andrew Hutton (Trust ICT Manager, Swift Academies) Tracey Curtis (Governance Partner, Avec Partnership)

Item	Description of discussion	Action by
1	<p>Welcome, introductions and confirmation quorum present A round of introductions took place for the benefit of the newly appointed Governor, Nick Rees.</p> <p>The Governance Partner confirmed that a quorum was present. The scheme of delegation of Swift Academies states that <i>the quorum for</i></p>	

Longfield Academy
Local Governing Body
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denotes support and challenge provided by Governors

meetings of the Governors will be three voting Governors. Ten (10) Governors were present.

2 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from the following Governors:

- Jenni Bowe
- Paul Ripley

Governors RESOLVED that the apologies for absence were accepted.

3 Local Governing Body membership

Information had been circulated to Governors prior to the meeting regarding the membership of the Local Governing Body of Longfield Academy. A copy of the membership document would be retained on file.

Governors RESOLVED that the membership of the Local Governing Body of Longfield Academy was noted. Governors commented positively that there were no vacancies.

The newly appointed Governor (Nick Rees) commented that there was no area of special interest to him at this current time, but that he would indicate if an area of special interest was identified.

Governors RESOLVED that the information was noted.

4 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 was raised for consideration at the end of the agenda.

5 Declaration of personal and pecuniary interests

a) complete / review 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 / review the 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 of Swift Academies had approved a Code of Conduct for Governors in March 2018. The Code of Conduct should be signed by Governors to confirm they would 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 or Chief Finance Officer.

6 Approval of minutes / review of actions / matters arising

- Longfield Academy, Local Governing Body meeting held on Monday 25 February 2019
Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 25 February 2019 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 Longfield Academy held on Monday 25 February 2019 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 agreed actions**

Governors reviewed agreed actions from the Local Governing Body meeting of Longfield Academy and were informed that all actions had been completed. The Chair confirmed that the minutes of the pay review meeting had been approved and signed by Governors who had been present at the meeting.

- **matters arising**

There were no matters arising.

7 Chair's Report

a) **action taken**

The Chair reported that no action had been taken during the time since the last meeting of the Local Governing Body of Longfield Academy.

b) **correspondence**

Governors were informed that correspondence had been received in the form of a parental complaint. Information had been supplied to the parent concerned and nothing further had been heard from them to date.

c) **Local Authority briefing papers**

Chair / Trust
Business
Manager

- Supporting Children and Young People's social, emotional and mental health through joint commissioning
- Special Educational Needs (SEN) Funding
- Statutory RSE & Health Education
- Healthy Lifestyle Survey

The Local Authority briefing papers, as listed above, had been shared with Governors of the Local Governing Body of Longfield Academy prior to the meeting. Copies would be retained on file.

The Head of School discussed with Governors the content of the circulated Local Authority briefing papers and considered the key questions contained in each briefing paper.

Governors were satisfied that the school was meeting and in many places exceeding statutory responsibilities in these areas – they were pleased that this was reflected in the recent LA Safeguarding Audit

8 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:

Scheme of Delegation

The Scheme of Delegation is retained as a standing item on agendas for Local Governing Body and Directors' meetings to ensure that it is reviewed and continued to be fit for purpose. No changes were proposed to the Scheme of Delegation.

Trust Policies

The Chief Executive Officer reported that the Executive Leadership Team continue to work collaboratively to ensure that, where appropriate, policies are centralised. To date, 40 policies had been centralised and had been uploaded to the Swift Academies website.

Trust Dividend

The Executive Leadership Team had developed a Trust Dividend, which outlined Trust services. Information would be shared with Local Governing Bodies and Directors at an event planned to take place from 5pm, Thursday 5 July 2019 at Hurworth School. The Trust Dividend would also be presented to staff at each of the schools during Summer Term 2019.

Internal Annual Trust Review

The Chief Executive Officer reported that as part of the Trust's strategic governance support, a self-evaluation review of Swift Academies to reflect on the effectiveness of governance arrangements across the Trust would take place in Summer Term 2019. Trustees and Members had been asked to complete a survey; interviews with stakeholders would take place on Wednesday 26 June 2018 and a report presented at the Board of Directors' meeting planned for Friday 12 July 2019 and to Local Governing Bodies in Autumn Term 2019.

EBacc

Governors were reminded of the requirements of the EBacc. It was reported that EBacc refers to a combination of subjects that the government thinks are important for young people to study at GCSE.

The government's ambition was reported as achieving 75% of Year 10 pupils in state-funded mainstream schools to start to study GCSE's in the EBacc combination of subjects by September 2022, reaching 90% of Year 10 pupils by 2025.

In preparation, secondary schools within the Trust have amended their curriculum for 2019-2020.

Pupil Projections

Governors' attention was drawn to the Chief Executive Officer's Report for information in respect of pupil projections. It was reported that the birth rate had gradually reduced since a peak in 2009-2010. The total in 2016-2017 was the lowest recorded since 2000-2001. As a result, secondary school intake would continue to rise, reaching a peak in 2021-2024. Hurworth School and Longfield Academy continue currently to be over capacity. However, pupil projections for The Rydal Academy may reduce with a significant reduction in 2029.

Governors sought clarification on monitoring arrangements & the feedback mechanisms for Governors.

Governors RESOLVED that the content of the circulated Chief Executive Officer's Report, Scheme of Delegation and Trust Development Plan and information reported was noted. Governors were asked to inform the Chair and Vice-Chair of suggestions for future monitoring arrangements by 21st June 2019; the Chair & Vice Chair would in-turn liaise with the Head of School & the Trust ELT to review and refine monitoring procedures.

Chief
Executive
Officer /
Chair / Vice-
Chair

9 Head of School's Report including Chief Finance Officer and Trust Business Manager Report

a) School Improvement Plan and Self-Evaluation document

The Head of School's Report, School Improvement Plan and Self-Evaluation document 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 Report, drawing Governors' attention to the following specific areas contained in the report:

Pupil Numbers

Governors were reminded that the pupil admission number (PAN) for Longfield School is 180 per year group. The allocation for September 2019 had indicated 187 pupils to be admitted to Year 7.

Transition

The Head of School reported that transition arrangements were in place and working well; in particular with Harrowgate Hill Primary School (65 pupils) and Northwood Primary School (34 pupils).

Exclusions

Governors were informed that permanent exclusions were above the national average. Governors' attention was drawn to the circulated Head of School Report for information in respect of the number of permanent exclusions over time. The majority of permanent exclusions in 2018-2019 were for persistent disruptive behaviour (8 pupils).

Pupils educated off-site

Numbers for pupils educated off-site were likely to reduce in the future.

Punctuality

The Head of School reported that punctuality was a key element of the Values Charter. Arrangements are in place to accurately measure punctuality in order to provide a termly analysis in future.

Attendance

The Head of School confirmed that pupil attendance was improving and that the Welfare Team had worked hard to establish systems to ensure that pupil attendance improved.

The Head of School commented that the school remains in a transitional phase of a new Discipline Policy which would lead to sustainable improvements over time. Achievement points and attendance rates are pleasing. Rates of pupil mobility, internal and external exclusion remain high. The number of pupils who access alternative provision is to be reduced significantly.

Governors challenged the timescale of the required reduction in exclusion numbers and were satisfied with the rationale and road map.

Attainment and Progress

Nick Willan: Assistant Head Teacher – Target Setting, Tracking and Assessment- drew Governors' attention was drawn to the circulated Head of School Report for information in respect of pupil education outcomes. Additional information was shared with Governors in respect of the following:

- SISRA Year 11 Data Analysis Headlines
- SISRA Year 11 Data Analysis
- Low Prior Attainers

- Mid Prior Attainers
- High Prior Attainers
- Progress 8 by department

Governors were informed that Year 11 information shows that mock data was lower than the Year 11 data (2017-2018).

It was reported that

- predictions from staff had improved since the Year 11 data (2017-2018) was entered which was evident from the data entered for Spring Term predictions compared to early predictions
- EBacc entries had reduced over the year
- The national average from 2018 for 4+ English and Maths was 63% and 5+ 42%. Year 10 predictions show 4+ and 5+ are above national comparisons
- Final predictions for Year 10 have reduced slightly for the end of Summer Term 2019: this was believed to be attributed to departments relying too much on the last set of exam results and not using all information to influence predictions

It was reported that there are major improvements in current validated data which may result in a Progress 8 score or circa -0.30.

A major improvement model is to be introduced at the end of June 2019 to reach 'flat zero' and beyond by streamlining and improving target setting, tracking and assessment models across departments.

In respect of the current Year 11 cohort, it was reported that

- Predicted progress 8 for Year 11 is -0.21
- Average attainment 8 grade is 43.8 per pupil
- EBacc progress 8 figures are all predicting above floor apart from Computer Science (-0.87) and Dual Science (-0.61)
- Vocational subjects in bucket 3 have had issues with pupils completing controlled assessment that has affected the overall progress for the open element
- Average entries per student is 7.9
- Gender gap has closed slightly at 0.47
- English gender gap has reduced to 0.8
- Only element which does not have positive progress for females is the EBacc element (-0.36)
- Disadvantaged expected gap is 0.6 / actual gap is 0.4

Chair lead a discussion with regard to academic performance and Governors were satisfied that the school was moving in the right direction.

Curriculum planning – staffing and class sizes

Kieran Thompson: Assistant Head Teacher – Curriculum informed Governors that:

- There have been no options this year in order to move back to a traditional three-year KS3 and two- year KS4 for the academic year 2019/20.
- All GCSE courses running in Year 11 are now on the new 9-1 grading system or against the vocational grading system.
- There is to be an increased number of sets in Year 10 for 2019/20 due to the nature of the year group.
- There are several new vocational courses running in Year 9 and 10; the Business Studies department has offered an OCR National qualification in Enterprise and Marketing whilst the PE department are offering OCR qualifications in Sport Studies, Sport Science and Child Development. Music now features in both years 9 and 10 moving into years 10 and 11 having been absent from options for several years.
- In Key Stage 4 pupils are in option classes meaning the class sizes vary according to the popularity of different subjects. In Year 10 there are seven sets in English and Science and eight in Maths. Year 11 has an additional set in English and Maths in 2018-2019 for bespoke intervention.
- Food, GCSE Business, CIDA will cease in their current guise.
- Curriculum planning over the course of the next few years will need to take account of the Government targets for EBacc i.e. that 75% of pupils will be expected to take this combination of subjects (English, Maths, a Language, Science and History or Geography at GCSE) by 2022 and 90% of pupils will be following this route by 2025.
- Timetable changes to support the curriculum include banding of subjects. When options take place, it may be beneficial to timetable options in teams to benefit timetabling and potentially allow for further setting in Bucket 2.
- As part of the recently awarded MAT Development Fund, the Trust has undertaken a piece of work on Integrated Curriculum and Financial Planning. The table below highlights some of the key factors that require to be monitored:-

Financial efficiency and integrated curriculum and financial planning review

The Chief Finance Officer reported that the review of financial efficiency of the Trust had identified that in the majority of areas the Trust is healthy, however, reserve levels in some academies had fallen in recent years. The Trust had identified initial savings in order to rebuild reserves and to fund priorities of school improvement in the Trust and meet the condition of MDIF funding. The review had identified that further savings may be achieved by making collective Trust-wide purchasing decisions and by fully embedding the integrated curriculum and financial planning approach, some principles of which had already been largely adopted by

the Trust. This will 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 were £91k and that the current surplus forecast of £62k had been created from in-year savings. Reserves of £200k were predicted for August 2019.

Governors' attention was drawn to the circulated Head of School's Report for information in respect of favourable and adverse variances in respect of the budget.

Schedule of contracts

The Trust Business Manager reported that during the Autumn Term 2018 there had been a focus on updating and transferring all contract and supplier information to the 'Every' software system. Suppliers are added as and when Service Level Agreements are renewed. The system has placed the Trust in a more proactive position and increased the efficiency of the Trust.

Energy procurement will be explored for both gas and electricity when contracts across the Trust expire in December 2019. Initiatives such as Deals for Schools and School Switch will also be explored as part of the procurement. Supplier costs are also being explored in respect of water to identify whether savings are possible.

Estate Management

The Trust Business Manager reported that an application to the Condition Improvement Fund had been unsuccessful. The application was for a replacement boiler at Longfield Academy: the Department for Education felt that the need was not great enough despite running on a single boiler with no back up arrangements in place. Alternative solutions are being sought to ensure that boilers are adequate to cover the winter and repair works will take place during summer breaks.

The Trust Business Manager led on a £64,000 Salix Energy Efficiency Funding (SEEF) bid to replace light fittings and associated works, this would allow the installation of LED fixtures throughout the school. If approved it would improve the quality of light within the classrooms and reduce the amount of energy and carbon used. In April 2019 an update had been received to advise that the project had been oversubscribed and funds would be awarded to schools on a rolling programme as funding becomes available. The school expects to receive an update on this funding towards the end of 2019.

An Estates Strategy was reported to be work in progress by the Trust Business Manager, which would prioritise short, medium and long term plans for the upkeep and development of the school premises. The development of an Estates Strategy would enable the school to prioritise capital spending and assist budget forecasting. This document had been created in line with Head of School priorities and results from the

Condition Data Survey, to enable tasks and capital spending to be prioritised.

The Trust Business Manager confirmed that the updated Business Continuity Plan had been updated and shared with the School Management Teams throughout June. An over-arching Business Continuity Strategy had also been developed for the Trust, this would be taken to the Summer Term 2019 Board of Directors meeting for approval.

It was reported that the Intruder Alarm had been upgraded on 3 June 2019 to provide a more robust signaling system which was not reliant on a landline phone. Landline phones are to be phased out over the next 5 years and so this pro-active approach ensures we are covered. The new system is also more cost efficient.

Quality Assurance

Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress & Stuart Rawle: Assistant Head Teacher – Aspiration and Success reported that lesson observations had been undertaken in Autumn Term 2018 and were thought not to be a true reflection of Longfield Academy. As a result training in respect of lesson observations took place in February 2019 to gain clarity of the process and expectations when observing. In September 2019 further observation training would be completed by Middle Leaders during their monthly meetings. Middle Leaders would get an opportunity to conduct Learning Walks three times per year to ensure they gain a deeper sense of what is required and improve the respective departmental knowledge so that they are then in a position to support and stretch their departments where required.

In addition, two formal observations would be carried out each year: in Autumn Term and Spring Term. One of these observations would be undertaken by the Head of Department, the other by the respective Appraisal Managers. It was not intended that lesson observations would be graded but that the outcome of observations would be used to provide support, coaching and scaffolding to support and develop teachers. It is hoped that the impact would be teachers focusing on developing their skills for all lessons, rather than 'perform' for a lesson observation.

It was reported that Longfield Academy had participated voluntarily in a Local Authority audit in respect of differentiation and challenge. Governors' attention was drawn to the circulated report documenting the observations, potential solutions, comments and ranges. A copy of the report would be retained on file.

Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress - reported that an 'Intent, Implementation and Impact cycle' has been created based on the new Ofsted 2019 Framework, to ensure the Senior Leadership Team, Middle Leaders and teaching staff can articulate the rationale behind what we are doing, how it is being communicated, and how we are evaluating the effectiveness and the next steps we will take. This will be introduced through the Middle Leaders forum in Term 3.2. The cycle will be present on department meeting agendas and in

data verification meetings to ensure staff are constantly using this language.

It was reported that mentoring and intervention systems were 'up and running' at Longfield Academy. Improvements are to be made to include mentor training for key staff and the introduction of simpler systems to monitor attendance and the use of ClassCharts which links to pupil rewards and improved dialogue between teacher and mentor. This will lead in turn to identification of appropriate interventions for students and improved communication with students through assemblies.

Governors were provided with an update in respect of teaching and learning: a Middle Leaders forum had been established with monthly meetings in place to explore the school improvement journey and hold respective departments to account. Connection tasks had been introduced to lessons across the school in order to 'hook' pupils into lessons immediately. Heads of Department had displayed their examples during Continuous Professional Development (CPD) sessions and these had been reviewed by members of the Senior Leadership Team. All departments had produced new Medium Term Plans and Lesson Resources for Autumn Term 2019: these follow a consistent format to include Connection, Activation, Demonstration, and Consolidation. The Assistant Head Teacher (Teaching and Learning Progress) had ensured a rigorous checking system was in place for Heads of Department and Senior Leadership Team to ensure consistency and high quality across the school.

Stuart Rawle: Assistant Head Teacher – Aspiration and Success- reported that the Head of School and Attendance Manager are addressing issues with pupil registers and where staff are incorrectly marking registers.

Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress – informed Governors that the Head of School had completed monthly analysis in respect of positive and negative detentions by department. Where staff have been identified to be giving unusually high negative clicks or low clicks, informal conversations are taking place with members of the Senior Leadership Team and inclusion staff around the Pupil Teacher Relationship Model.

Mandy Payne Safeguarding Officer - drew Governor's attention to the Head of School's Report for information in respect of Safeguarding. Local Authority Officers had praised the ethos and atmosphere of Longfield Academy, HR and safer recruitment practices and pastoral RAG meetings during a recent inspection, commenting that it was one of the best examples of welfare collaboration they had observed in a school. Safeguarding and welfare arrangements were confirmed by the Local Authority Officers as excellent.

The Designated Safeguarding Lead for Longfield Academy was reported to be undertaking Advanced Designated Safeguarding Training during Summer Term 2019. This qualification was the highest nationally

recognised qualification and achievement would allow all aspects of Child Protection and Safeguarding training to Level 3 to be delivered 'in house'.

Continuous Professional Development in respect of Safeguarding from September 2019 was reported to be work in progress and would further embed staff knowledge following Level 1 safeguarding training.

Health & Safety

The Trust Business Manager reported that Health & Safety audits took place in Autumn Term 2018. Positive feedback was received from the external Health & Safety provider. A second visit took place in January 2019 to monitor progress: new processes evidenced the ongoing improvements of maintenance and Health & Safety documentation.

Monthly premises meetings had been introduced in February 2019 to allow site staff the opportunity to meet, discuss issues and share best practice. It was hoped the introduction of premises meetings would ensure an effective site team and the sharing of experience.

The Health & Safety Policy was reviewed and published in December 2018. Fire Risk Assessments had been updated along with Swimming Pool Operating Procedures: a new evacuation plan had been introduced to the Swimming Pool to support its specific requirements.

The Health & Safety Committee plan to meet termly to discuss changes in legislation and issues arising as a result. This would allow changes to be implemented quickly and ensure a safe working and learning environment. These meetings would be chaired by the Trust Business Manager and assist in the setting of objectives and priorities for site staff.

School Community, Staff, Pupil and Parents

Stuart Rawle: Assistant Head Teacher – Aspiration and Success reported that Longfield Academy had reviewed staff, parent and pupil surveys. Governors' attention was drawn to the content of the circulated Head of School's Report for detailed information.

Two complaints had been received during the 2018-2019 academic year, both of which were resolved at Stage 2.

The introduction of staff exit interviews would allow for information to be gathered and feedback addressed as appropriate. A formal structure of staff feedback will be introduced during the next 12 – 24 months.

Governors RESOLVED that the content of the Head of School's Report and information presented was noted.

10 Education Development Partner (EDP) Report

The EDP 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 Education Development Partner Report and drew Governors' attention to the report for information in respect of the development of Middle Leaders.

Governors commented positively on the content of the Education Development Partner Report and that the enormous contribution to Longfield Academy by the Senior Leadership Team should be commended. The Head of School commented positively on the Senior Leadership Team and their commitment to Longfield Academy. The Chief Executive Officer agreed that a number of activities had taken place which were now embedded and transformational.

Governors RESOLVED that the content of the Education Development Partner Report and information presented was noted.

11 Trust Business Manager Action Plan

The Trust Business Manager Action and Development Plan had been shared with Governors prior to the meeting. A copy would be retained on file.

Refer to agenda item 9, Head of School Report for information.

Governors RESOLVED that the content of the Trust Business Manager Action and Development Plan was noted.

**12 Chief Finance Officer Action Plan
Risk Register**

The Finance Action Plan and Risk Register had been shared with Governors prior to the meeting. Copies would be retained on file.

The Chief Finance Officer discussed with Governors the content of the Risk Register. It was reported that systems and processes were in place to mitigate risks identified.

Refer to agenda item 9, Head of School Report for information.

Governors RESOLVED that the content of the Chief Finance Officer Action Plan and Risk Register were noted.

13 Trust ICT Manager Report / ICT Development Plan

The Trust ICT Development Plan had been shared with Governors prior to the meeting. A copy would be retained on file.

The Trust ICT Manager informed Governors that:

- The ICT Support Team had been restructured during Spring Term 2019. The team had participated in Insights and customer service training during Spring Term 2019.

- The ICT support rota had commenced Monday 3 June 2019 across the Trust which would provide ICT support from 7am to 5pm.
- New ICT core hardware had been installed at Longfield Academy which would provide additional capacity. An insurance claim had been submitted following a flood in the server room at Longfield Academy.
- A new phone system was on hold: it may be possible to operate a Lockdown facility via existing alarm circuits at a more reasonable cost.
- ICT support 'ticketing' had been introduced. On average 372 tickets per month are handled by the ICT team.
- The installation of Windows 10 was progressing across the Trust.

Concerns were raised with the Trust ICT Manager regarding the sign in arrangements at Longfield Academy, immediately prior to this meeting. It was reported that the electronic sign-in system had failed and that no back up arrangements had been in place. The Trust ICT Manager confirmed he was aware of the failure of the electronic sign in system, alternative arrangements were being explored and the Head of School stated that a backup plan would be implemented immediately.

Governors RESOLVED that the content of the circulated ICT Development Plan and information presented was noted. The Trust ICT Manager and Head of School would implement an alternative system as soon as possible.

Head of
School/Trust
ICT Manager

14 **Term Dates 2021 -2022**

Information had been shared with Governors in respect of proposed term dates 2021-2022. Copies would be retained on file.

Governors RESOLVED that Longfield Academy would adopt the Local Authority proposed term dates for 2021-2022.

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

- a) Business Continuity Plan
- b) Accessibility Plan
- c) Estates Strategy
- d) Looked after Children (LAC) Policy
- e) Sudden death or suicide response plan

The following policies had been shared with Governors prior to the meeting (copies would be retained on file):

- Business Continuity Plan
- Accessibility Plan
- Looked after Children (LAC) Policy
- Sudden Death or Suicide Response Plan

Governors RESOLVED that the content of the policies was noted.

Estates Strategy

Refer to agenda item 9, Head of School Report for information.

Special interest governor update:

- a) Premises / Health & Safety: Bob Bell
The Lead Governor for Premises and Health & Safety (Bob Bell) reported that he had met with staff in March 2019 and that issues with the boiler and alarm system had been addressed. A further meeting would be arranged to take place before the end of Summer Term 2019.
- b) Safeguarding & Welfare Governor and Looked after Children (LAC) Governor: Stuart Rawle
Refer to agenda item 9, Head of School Report for information.

Governors were reminded that a plan in respect of Continuous Professional Development and safeguarding arrangements were to be introduced.
- c) Special Educational Needs (SEN) including SEMH Governor: Bev Clifton
The Lead Governor confirmed that a meeting had taken place with staff in school to explore SEN. It was noted that behaviour around the school had improved following the introduction of a revised Behaviour Policy in Summer Term 2018.
- d) Finance: Paul Ripley
A report was not provided due to the absence of the Lead Governor for Finance.
- e) Values, Community & Equality Governor: Mandy Payne
It was reported that regular meetings take place with staff in respect of values, community and equality. It was reported that there is a positive ethos between staff across the school.
- f) E-Safety Governor & Careers & Transition Governor: Jamie Collis
The Lead Governor reported that he had met with staff at Longfield Academy and that progress had been made with Year 10 students and Careers. The Head of School reported that Careers and Aspiration Coordinator had been appointed to the staff of Longfield Academy.
- g) NQT Governor & Standards (Teaching, Learning, Curriculum & Progress), Newly Qualified Teacher (NQT) Governor: Rachel Peart / Sarah Glover
It was reported that revised staff induction procedures were being developed for implementation from September 2019.

Standing Items**Feedback from / date of next meeting Director and Governor development session**

- 5pm, Thursday 4 July 2019: Hurworth School

Governors were reminded that the next Governance Development Session would take place from 5pm on Thursday 4 July 2019 at Hurworth School. All Governors were welcome to attend.

Governors RESOLVED that the information was noted.

18 Feedback from / date of next meeting Chairs and Vice-Chairs meeting

- 1:30pm, Friday 14 June 2019: Hurworth School

Governors were reminded that the next Chair and Vice-Chair session would take place from 1:30pm on Friday 14 June 2019 at Hurworth School.

Governors RESOLVED that the information was noted.

19 Concluding items

Any urgent other business raised under item 4

No items of urgent other business had been raised for consideration.

20 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.

21 Date and time of future meetings

A draft schedule of meetings (2019-2020) across the governance structure of Swift Academies had been shared with Governors of Longfield Academy.

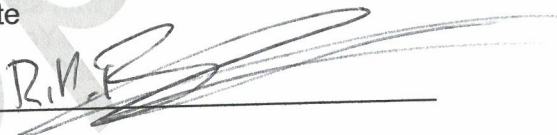
Governors RESOLVED that the information was noted.

The meeting closed at 7:30pm.

These minutes were approved by the Local Governing Body of Longfield Academy, as follows:

on: 30 September 2019 date

signed by: (Chair)



printed name:

ROBERT BELL