

Swift Academies

Success will inspire future triumphs

Longfield School

Local Governing Body

5.00pm, Monday 25 February 2019

Present Robert Bell (Chair), Bev Clifton, Stuart Rawle, Mandy Payne, Jenni Bowe, Sarah Glover, Rachel Peart, Paul Ripley, Nicholas Lindsay (Head of School), Dean Judson (Chief Executive Officer, Swift Academies)

In attendance Kieran Thompson, Emma Hickerson, Nick Willan, Hayley Moohan Glen Hart (Chief Finance Officer), Sarah Jones (Trust Business Manager), Andrew Hutton (Trust ICT Manager) Tracey Curtis, Governance Partner Avec Partnership

No.	Item	Action
1	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 <i>the quorum for meetings of the Governors will be three voting Governors</i> . Eight (8) Governors were present.	
2	Apologies for absence and their acceptance The Governance Partner reported that apologies for absence had been received from Jamie Collis (Governor). Governors RESOLVED that the apologies for absence were accepted.	
3	Notification of items of urgent other business <ul style="list-style-type: none">items that the Local Governing Body of Longfield Academy regard are of sufficient urgency to warrant consideration at the end of the agenda	

One item of urgent other business was notified for consideration at the end of the agenda: Risk Register.

4

Declarations

a) complete / review 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 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 actions / matters arising

Longfield School Local Governing Body meeting held on

- Monday 1 October 2018

Draft minutes of the Local Governing Body meeting of Longfield School held on Monday 1 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 of Longfield 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

- Monday 15 October 2018

Draft minutes of the Local Governing Body meeting of Longfield School held on Monday 15 October 2018 had not been shared with Governors as they contained personal information in respect of staff salaries. Those Governors who had attended this meeting of the Local Governing Body would review the minutes and agree

Chair /
Bev
Clifton

whether the minutes were an accurate record of the meeting and should be signed by the Chair.

6 Chair's Report

a) action taken

b) correspondence

The Chair reported that the Vice-Chair was dealing with two informal parental complaints.

c) Local Governing Body membership

Governors were reminded that there was one vacancy for a Governor to be elected by the Board of Directors to the Local Governing Body of Longfield School. Although suggestions had been received for appropriate candidates to fill the vacancy, none had come to fruition. Governors were asked to inform the Chair, Head of School or Chief Executive Officer of anyone with skills that would enhance the current membership of the Local Governing Body of Longfield School.

Governors RESOLVED that the information was noted.

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 SLA's to the schools; the Executive Leadership Team are producing a Trust Dividend that would detail these & 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 e.g. curriculum planning, attendance, timetabling, exams, target setting, tracking, safeguarding, Special Educational Needs (SEN), premises etc. 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.

The Chair commented positively on how far Longfield School had come since becoming a member of Swift Academies.

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

8 Trust ICT Manager report

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
- 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 RESOLVED that the information contained in the circulated IT manager's report, ICT Development Plan and information presented was noted.

9 **Head of School Report (including Chief Finance Officer & Trust Business Manager Reports)**

- a) Year 11 and Department GCSE Action plans 2019 -2020
- b) Leadership and Management, curriculum planning and the role of Middle Leaders
- c) Teaching and Learning
- d) Assessment, monitoring, feedback, pupil progress and data
- e) Personal development, behaviour and welfare including SEN
- f) School uniform

The Head of School report, Self-Evaluation Form (SEF), Strategic Action Plan 2018-2019 and Education Development Partner Report (EDP) 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 / Attendance and Exclusions

Governors' attention was drawn to the content of the report and information in respect of pupil numbers across the cohorts, year 7 transition 2018-2019, in-year mobility, pupil absence and persistent absence.

It was reported that after a disappointing summer 2018 in respect of pupil movement, there had been a stable start to September 2018.

In terms of persistent absence, the data contained in the Head of School report showed a positive improvement trend. This was the result of numerous improvement strategies and cannot be linked solely to any one of these. The school was reported to be confident that the trend would continue.

Students' attendance had increased, in some cases, this was significant.

Punctuality for all groups had improved significantly in the current academic year. There had been a renewed focus on attendance and a strategy introduced to improve punctuality.

Pupil exclusions

It was reported that there was an increasing trend of exclusions from 2016-2017 onwards. The trend was reported to be likely to continue into the 2018-2019 academic year. Pupils' expectations have been increased in respect of behaviour. There was a clear progression for students not conforming to expected standards of behaviour and conduct.

Governors commented on the high level of pupil exclusions in respect of year 9 students. It was explained that there was a bespoke plan of intervention that had been implemented with the Year 9 students by the Senior Leadership Team.

Curriculum Planning (integrated with financial 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.

Financial Management and Governance

Governors were informed that reserves at September 2018 were £91k. The 2018-2019 budget was set with a surplus of £59k anticipated at year end. The current forecast was reported as £65k surplus: the improved position had been achieved from in-year savings, additional capital funding and MDIF allocation.

Estate Management

The Trust Business Manager reported on estate management across the Trust. It was explained that a plan was in place for the management of sites across the Trust with collaborative working established. The Trust Manager had worked closely with Longfield School to order premises files. The outcome of a CIF application in December 2018 was anticipated at the end of March 2019 and if successful would provide funding to replace boilers and the heating system at Longfield School.

Governors queried whether there was an alternative plan if the CIF application was unsuccessful. It was reported that the boilers would require attention before another winter period.

An application to SEEF for £113,000 had been submitted and if successful would allow light fixtures and associated work to LED. This would improve the quality of light in classrooms and reduce the amount of energy and carbon used. The result of the SEEF application would be known in early March 2019. Estimated savings were likely in the region of £18,000 per annum.

A condition data survey had been completed by surveyors appointed by the Department for Education. A report was expected shortly, and it was hoped the content of the report would support the planning of maintenance and repairs as well as provide reliable information for future CIF applications and CIF bids. The condition survey report would be shared with Governors in due course.

Governors sought clarification whether the condition data survey was mandatory. It was confirmed the survey was not mandatory and that the content of the report would be helpful to support future funding applications.

Quality assurance

The Head of School reported that the current self-evaluation gradings for Longfield School had been verified by the Education Development Partner in January 2019. The judgements acknowledged that progress had been made with the Action Plan and that Longfield School was steadily improving.

An independent safeguarding audit had been completed in January 2019. Extremely positive feedback had been received with only minor action points identified in respect of the keeping and developing of training records and being able to better evidence day to day practice. Safeguarding recording systems have already been adjusted to reflect the actions identified.

Education Development Partner (EDP) Report

The Head of School reported that the EDP Report acknowledged that Longfield School had 'strengthened' into a 'requires improvement' judgement. A learning walk had been undertaken as part of the EDP visit: some lesson observations had been positive whilst others judged as in need of improvement. Interaction with both pupils and parents was reported to have improved.

The Head of School explained that there was still a huge amount of work to be done: the EDP visit had confirmed the 'requires improvement' judgement to be appropriate.

Attainment and Progress

Governors' attention was drawn to the circulated Head of School Report for information in respect of pupil education outcomes.

It was reported that the current year 11 cohort continued on their improvement journey. Predictions for average attainment 8 grade was 4.22 which was lower than the average estimated A8 score (4.68). Progress 8 score was above floor standards at minus 0.33 which was an improvement on the 2018 leavers (minus 0.51).

The current year 10 cohort was reported to have an average attainment 8 grade of 4.47 which was lower than the average estimated A8 score (4.84). Progress 8 score was reported to be currently above floor at minus 0.31.

Longfield School was working with Hurworth School to develop and implement a new target setting model in Key Stage 3.

Curriculum Planning: staffing and class sizes

It was reported that a curriculum audit was 'work in progress' with curriculum plans and medium-term plans scrutinised and reviewed with Heads of Department. The aim was to have a more consistent approach to planning, leading to an improved learning experience for the students. The curriculum continued to be broad and balanced across Key Stage 3 which has returned to the traditional three-year timetable. Literacy

continued to be key for the improvement of Longfield School. Pupils accessing Bedrock had improved their vocabulary by on average 25% between pre and post testing. A Primary trained Literacy Teacher had also been appointed recently.

Teaching & Learning

A number of measures had been put in place in order to improve teaching and learning, for instance, a 'blind' whole school book scrutiny by the Head of Department, and a standardisation of book scrutiny with the Senior Leadership Team.

School community: staff, pupils and parents

It was reported that a staff questionnaire would be issued to staff in due course. The EDP report confirmed a positive picture in respect of pupil views. The Senior Leadership Team are currently reviewing when best to issue a pupil questionnaire. An "active" School Council would be in place during Spring Term 2019.

The Senior Leadership Team were also exploring when a parent questionnaire would be issued. Parents evening attendance was reported at 62% for Year 8 and 71% for Year 11.

School uniform

Governors were asked to consider whether the wearing of school summer polo shirts was compulsory. The current year 11 cohort had the option to either wear the summer school polo short or a shirt and tie.

Governors RESOLVED that the wearing of the school summer polo shirt was compulsory from Easter to September each year for all students other than year 11 in the current academic year and for all students in subsequent years.

10 SEF February 2019 and position of the school (attached)

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

11 Strategic Action Plan 2018-2019 and discussion of key priorities for the school

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

12 Education Development Partner Report

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

13 Benchmarking Report Card

The Benchmarking Report Card for Longfield 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 however, related to the 2016-2017 academic year.

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

- 14 **Safeguarding Audit findings and verbal discussion**
Refer to Head of School report for information.

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

- a) Disadvantaged pupil- Trust policy and school statement
The Head of School reported that the school statement and Trust policy in respect of Disadvantaged Pupils at Longfield School had been uploaded to the school website.

The policy would be shared with the Board of Directors of Swift Academies and their approval would be sought.

- b) Complaints Procedure
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.

16 **Special interest Governor update:**

- a) Premises / Health & Safety – Bob Bell
- b) Safeguarding & Welfare Governor & LAC Governor – Stuart Rawle
- c) SEN (including SEMH) Governor – Bev Clifton
- d) Finance Governor – Paul Ripley
- e) Values, Community & Equality Governor – Mandy Payne
- f) E-Safety Governor & Careers & Transition Governor – Jamie Collis
- g) NQT Governor & Standards (Teaching, Learning, Curriculum & Progress) – Rachel Peart / Sarah Glover

Standing Items

- 17 **Feedback from director & Governor development sessions**
(Thursday, 8 November 2018 & Thursday 7th February 2019)

Governors commented positively on the Director & 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 were informed that termly briefings for staff were to be introduced which would take place at a similar time to meetings of the respective Local Governing Bodies.

Governors RESOLVED that the information was noted.

18 Chairs and Vice-Chairs meeting

(Friday 1st March 2019)

The Chair (Bob Bell) confirmed that he would be attending the next Chairs and Vice-Chairs meeting planned to take place on Friday 1 March 2019 at The Rydal Academy.

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.

**19 Concluding items
Any urgent other business raised under item 3**

• **Risk Register**

Governors' attention was drawn to the circulated Risk Register for Longfield 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.

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 Dates, times and venue of future meetings

Governors RESOLVED that the summer term meeting of the Local Governing Body of Longfield School would take place from 4:30pm on Monday 10 June 2019 at Longfield School.

The meeting closed at 7:30pm.

approved by the Local Governing Body of Longfield School

on: 10th June 2019 (date)

signature (Chair): R.P. Bell

name: ROBERT BELL