



Swift
Academies
Success will inspire future triumphs

Longfield Academy

Local Governing Body

Monday 20 June 2022

APPROVED MINUTES

Present (Governors)	Robert Bell (Chair), Bev Clifton (Vice-Chair), Angela Sweeten: Headteacher Nick Rees, Laura Snowdon, Sarah Glover, Mandy Payne, Liam McCavanagh, Jenni Bowe,
in attendance	Dean Judson (Chief Executive Officer) Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Chris Carr: Trust ICT Manager, Swift Academies Stuart Rawle: Deputy Head Teacher Derek Bell: Director, Swift Academies Caroline Jennings: Clerk, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1.	<p>Welcome, Introductions and confirmation quorum present It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for meetings of the Governors will be three voting Governors. 9 (nine) Governors were present. A round of introductions took place at the start of the meeting for the benefit of all those present.</p> <p>The Chair encouraged Governors to seek clarification where discussions or information were not understood.</p>	
2.	<p>Apologies for absence and their acceptance It was reported that apologies had been received from Nicola Bales.</p> <p>Governors RESOLVED that the apologies for absence were accepted.</p>	
3.	<p>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.</p>	

<p>4.</p>	<p>The Chair asked for 'membership' to be added.</p> <p>Declaration of personal and pecuniary interests</p> <p>a) Governors and those present were reminded that they should complete the Register of Interest annually to declare any relevant business or pecuniary interest and close family relationship between members and / or other trustees and / or employees. Registers should be updated during the academic year should circumstances change.</p> <p>All Governors present completed submitted a Register of Interest.</p> <p>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.</p> <p>No declarations of interest were received.</p>	
<p>5.</p>	<p>Approval of minutes / review of actions / matters arising</p> <p>Draft minutes of the Local Governing Body meeting of Longfield Academy held on 14 March 2022 had been shared with Governors prior to this meeting. A copy would be retained on file.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of The Longfield Academy held on 14th March 2022 were confirmed as an accurate record of the meeting and should be signed by the Chair. The Clerk would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.</p>	<p>Clerk</p>
<p>6.</p>	<p>Chair's Report</p> <p>It was confirmed that following discussions by the Board of Directors, Rachel Somerville would take up post as Head of School at Hurworth School and Angela Sweeten would continue as Head of School at Longfield Academy.</p> <p>Governor Question: Will this be a permanent change going forward? Response: We have been very lucky to appoint two candidates of a very high calibre following interviews. Both Heads of School will remain at the agreed school for the foreseeable future.</p> <p>Governors offered feedback that the recent pupil disciplinary meetings with parents were very positive. Furthermore, on a governor walkabout on 20th May 2022 the Academy presented as a calm environment, particularly in the new Choices Room where pupils were working and on task</p>	
<p>7.</p>	<p>Head of School's report, including Chief Finance Officer and Trust Business Manager and Trust ICT Manager report</p> <p>a) <u>School Improvement Plan</u>: Governors advised the format of the SIP is presented in a different format this time in order to clearly demonstrate impact for each term. It is also planned that the next SIP will include a 'new actions' column which will be rag-rated in order to show progress tracking.</p> <p>b) <u>EDP Report</u>: Governors informed the Education Development Partner had conducted a learning walk and commented that the newly implemented split lunches had been very successful. The report also</p>	

stated that it was encouraging to see positive changes already in the few weeks AS had been in place.

- c) **Risk Register:** Governors' notified that there were 150 new Year 7 pupils who have confirmed places. This is 30 fewer than last year. Early plans are in place to increase numbers for September 2023 by raising the Academy's profile before the end of next round of preferences. Strategies include highlighting the swimming pool facility and a fully funded Summer school. A Year 5 transition plan is being promoted at feeder schools. The intention is to be increasingly proactive on social media and local newspapers by sharing Academy's successes. The risk register will be updated once the final Ofsted report is published

CFO

Governor Question: Can parent preferences for September be changed?

Response: *Not for this September, so this is the reason to focus on Year 5. We may pick up some in-year admissions later*

Governors advised the Ofsted final report had been delayed as a challenge on the judgement had been forwarded. The CEO and the Board of Directors are still in discussion with HMI.

Head Teacher's Report

The Head Teacher reported the in-year movement of pupils on roll as 38 pupils left the Academy whilst 35 pupils were admitted.

Governor Question: Can the reasons for movement be documented in future reports?

Response: *On future reports the reasons will be added.*

The school is currently undersubscribed in some year groups. Governors advised that attendance was 92.84%, compared to 93.70% for the previous year and the national attendance figures was currently 87.7%.

27% of the academy are FSM. 30.3% are PP – this is in line with national averages. The highest % is in Year 7 with 39% of this cohort on FSM.

Letters regarding lates have been sent to parents and detentions set through the Choices policy. The number of lates is decreasing.

The current Attendance Officer will be retiring this term; the post has been advertised.

The number of permanent exclusions was reported to have increased, but due to lockdown it is difficult to make a direct comparison with last year.

Governor Question: Is the new Choices policy having an impact?

Response: *Yes – teachers have reported there are far less incidents of disruption. The consistent approach has led to a high level of compliance from pupils. Suspensions have reduced week on week since introducing the split lunches and new Choices policy.*

Governor Question: Have additional staff been appointed to support the new behavior system?

Response: *Yes – a new Head of Behaviour has been appointed who is working closely with the SENCO. Also, a Science teacher has an additional TLR to support the team.*

Governor Question: *Is the SENCO on the Senior Leadership Team?*

Response: *Yes*

Governors advised that the Year 11 exams have gone very well. Comparing year 11 predictions with the 2019 leavers (the last set of validated data), the attainment 8 score has increased from 45 to 48.3 which is about one third of a grade per pupil and that the progress 8 score has increased from -0.11 (Validated) to 0.06 (unvalidated).

Chief Financial Officer Report

The Chief Financial Officer referred Governors to the summary on page 20 of the report showing a summary of income & expenditure to date and with a full yearend forecast. The yearend projection is a deficit of £17k against a budgeted £3k surplus.

Significant costs incurred by supply teachers and educating pupils off-site along with an increase in energy costs has led to the slight predicted deficit.

Governor Question: *Can any of the supply costs be claimed back from the DFE in view of Covid?*

Response: *Claims can only be made if teachers had Covid for more than 6 continuous days*

The Academy continues to invest in premises improvements and repairs and is mindful of the Year 2 plan to balance the books without the need for restructures.

Governor Question: *Are there any additional monies expected?*

Response: *Additional money has been received for one-to-one tutoring.*

Governors referred to page 21 of the Head Teacher report, showing the school resource management self-assessment tool which captures the Academy's expenditure on staffing compared with other comparable schools.

Trust IT Manager's Report

The Trust ICT Manager reported that there have been no major IT updates since last report. The new infrastructure is now fully live, and the old network has now been fully decommissioned.

Schedule of Contracts

All contracts/service level agreements continue to be reviewed as they expire to ensure best value and quality is in place.

Going forward, the photocopier and wi-fi contracts are currently being reviewed to ensure the school has updated equipment. Some new iPads have been purchased to assist mobile working.

Staff Wellbeing

A new staff forum has been set up to focus on solutions. This group will feed back to SLT to consider any issues and action where appropriate.

Governor Question: *Could the responses and actions also be communicated to Governors?*

Response: *Yes. We are also organising Staff and Pupil surveys as a baseline.*

SJO

**Trust Business Manager's Report
Estates Management/ Health and Safety**

Governors referred to page 27 of the report.

Advised that both CIF bids had been unsuccessful this year. An appeal has been put forward as they were within 3 points of the threshold. Further updates will be provided once a final decision is made, however it will be too late to enable contractors to do any work during the Summer break.

There will be another opportunity to re-bid in the Autumn.

A second round of Condition Data Surveys (CDC) is due to take place at Longfield Academy; we expect to receive a survey date before August 2023. Results of this survey will enable us to prioritise spending and enable the future planning of funding applications

In-house maintenance work has been planned over the Summer break.

A breakdown of accidents is detailed on page 28 of the report. Governors advised the existing external Health & Safety Advisor is retiring and several alternative options were being considered.

8. Chief Executive Officer's Report

There have been no changes to the Scheme of Delegation since the last meeting.

Governors informed about new staffing appointments:
The Trust ICT Manager - Leon Watson
Governance and Policy Officer – Caroline Jennings
Personnel Officer - Emma Barker

MAT development training will take place on 7th July 2022 via TEAMS. Invitations and link have been sent out.

Governors thanked for completing the skills audit which will inform training.

9. Approval of Term Dates 2024/25

Governors advised the term dates were in line with DBC and the rest of the Trust. Two INSET days have been set and twilight sessions to be arranged

10. Special Interest Governors – feedback/updates from school contact

a) Premises / Health & Safety – Vacancy

b) Safeguarding & Welfare - Mandy Payne

DSL training has taken place in order to build capacity.

Assemblies held to raise awareness of peer-on peer abuse and how to report it. Video resources available for staff to access to reinforce the message.

Drop in sessions for parents and pupils to come in at the end of the school day to discuss any issues have been set up.

On-line reporting to be investigated and launched, including a 'SOS' button.

c) Looked after children (LAC) – Robert Bell

d) Special Educational Needs (SEN), including SEMH – Bev Clifton

Enjoyable visit to meet new SEN staff and find out more about SEN H coded students.

e) Finance – Nick Rees

f) Values, Community & Equality – Mandy Payne / Jenni Bowe

	<p>g) E-Safety, Careers & Transition – Laura Snowdon <i>Meeting to be arranged to look at the Early Careers Framework.</i></p> <p>h) Standards (Teaching, Learning, Curriculum & Progress & disadvantage lead, early career framework) – Sarah Glover</p> <p>i) Reward and Sanction – Nicola Bales</p> <p>j) Attendance & Punctuality – Nicola Bales <i>Visited school and discussed 'lates'. Felt reassured the issue was being addressed.</i></p> <p>k) achievement & extra- curricular – Laura Snowdon</p> <p>Governors thanked for their efforts and reminded it is useful to complete a proforma with feedback on their school visits.</p> <p>11. Single Central Record Governors RESOLVED that the Single Central Record for Longfield Academy should be reviewed and signed by the Head Teacher and LGB Chair.</p> <p>12. Swift Approved Policies The Head of School drew Governors attention to the policies for information and approval.</p> <p>Swift approved policies: Infection Control Policy; Probationary Policy; GDPR Data Protection Policy; Pupil Premium Policy</p> <p>Longfield Academy Policies: For information: Uniform Policy, Lock Down Policy, Physical Intervention Policy, Looked After (PLAC) Policy, CEIAG Policy, Literacy Policy.</p> <p>For approval: Discipline & Choices Policy, Medical Conditions / First Aid / Administering Medication Policy</p> <p>Governor Question: Asked whether the pupils understood the Discipline & Choices Policy, and what notice needs to be given when setting detentions? Response: <i>The Choices process was launched via assemblies and tutor time and confirms pupils understanding through their compliance. Next day detentions are set via 'class Charts'. This is an app that parents can monitor and gives full details of why the detention was set.</i></p> <p>Governor Question: Do we know the % of parents/carers who are accessing Class Charts and what about those household without internet? Does this mean more administrative work for teachers? Response: <i>Most people have a mobile phone and can access the app. We will send the information out again to try to increase usage. Teachers reported less arguments after the Choices procedure was introduced.</i></p> <p>13. MAT Development Session Governors reminded about the next MAT Development session on Thursday 7th July 2022 at 5.00pm.</p> <p>14. Chairs/Vice Chairs of LGB and Executive Leadership Team This will be held via TEAMS on Friday 8 June 2022 at 1.30pm. The Chair confirmed they would be in attendance.</p> <p>15. Any other urgent business raised under item 5</p>	<p>SJO & Chair</p>
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	<p>The Chair advised he would not be standing for re-election as Chair but wished to continue as a Governor on the Longfield LGB. He was thanked for his efforts over the last five years.</p> <p>16. Approval of documents for inspection Governors RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection apart from information concerning identifiable pupils and/or teacher</p> <p>17. Date and time of future meetings: 2022/2023 Schedule of Meetings shared.</p> <p>Meeting ended: 18.09</p> <p>These minutes were approved by the Local Governing Body of Longfield Academy as follows:</p> <p>on: <u>3/10/22</u> date</p> <p>signed by: (Chair) <u>N Bales</u></p> <p>printed name: <u>NICOLA BALES</u></p> <p>Explanatory notes: * Minutes of the previous meeting are draft and cannot be issued until the Board of Directors approves them at the current meeting. This gives the Board the opportunity to correct any inaccuracies and review 'approval of documents for inspection' (see below). Detailed minutes of discussions are inappropriate and likely to inhibit the full and frank exchange of views and debate. **'Approval of documents for inspection' is a section within the minutes which gives the Board of Directors an opportunity to withhold from public consumption information which has been deemed to be inappropriate for general release, e.g. personal information concerning identifiable pupils and/or teachers. Supporting documentation could, for example, include the names of pupils or teachers</p> <p>Freedom of Information Act 2000 Directors need to be aware that despite withholding documents under 'approval of documents for inspection', they could still be requested under the Freedom of Information Act 2000. If this is the case, the school needs to consider the request and the application of possible exemptions. You are advised to seek further advice</p>	Clerk
	<p>Action Points:</p> <ul style="list-style-type: none"> • Minutes to be signed by Chair (CJE) • Update Risk Register when final Ofsted report received (GHA) • Send results of Wellbeing Surveys to Governors (SJO) • Arrange SCR to be signed (SJO) • Send Class Charts info to parents to increase usage (ASW) • New Chair to be elected at next LGB meeting. 	

