

Swift Academies

Success will inspire future triumphs

The Rydal Academy

Local Governing Body
1pm, Monday 1 October 2018

The Rydal Academy, Rydal Road, Darlington DL1 4BH

MINUTES

Present (Governors)	Ewa Kaszuba, Katie Turnbull, Charlotte Mawson, Dean Judson (Chief Executive Officer), Kelly-ann Lyle, Clare Leech, Michael Jeffries, Mark Gray, Hazel Bullock (chair), John Armitage
in attendance	Sarah Jones (Trust Business Manager, Swift Academies) Glen Hart (Chief Operating Officer, Swift Academies) Tracey Curtis (Governance Partner, Avec Partnership)

Item	Description of discussion	Action by
	A round of introductions took place for the benefit of all present.	
1	<p>Election of chair</p> <ul style="list-style-type: none"> to elect a chair to serve until the first meeting of the autumn term 2019 the elected chair will be ratified by the Board of Directors of Swift Academies <p>Nominations were sought for the election of a chair to the Local Governing Body of The Rydal Academy. One nomination was received for Hazel Bullock.</p>	

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denotes support and challenge provided by governors

Hazel Bullock confirmed that the nomination was accepted but explained that a succession plan had been agreed that would identify a chair other than herself in autumn term 2019.

Governors RESOLVED that Hazel Bullock was elected chair of the Local Governing Body of The Rydal Academy to the first meeting in autumn term 2019. The Governance Partner would seek the Board of Directors' approval of the elected chair.

Governance Partner

Hazel Bullock 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 Academies

Nominations were sought for the election of a vice-chair to the Local Governing Body of The Rydal Academy. One nomination was received for Mark Gray.

It was reported that Kelly-ann Lyle had agreed to 'shadow' the chair, as part of a succession plan for future nominations and elections of chair and vice-chair of The Rydal Academy.

Governors RESOLVED that Mark Gray. was elected vice-chair of the Local Governing Body of The Rydal Academy to the first meeting in autumn term 2019. Kelly-ann Lyle would 'shadow' the elected vice-chair during the 2018-2019 academic year. 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 had taken place.

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.

4 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from Mark Emerson.

Governors RESOLVED that the apologies for absence were accepted.

5 Notification of items of urgent other business

- items that the Local Governing Body of The Rydal Academy regard are of sufficient urgency to warrant consideration at the end of the agenda

One item of urgent other business was raised for consideration at the end of the meeting: clarification of dates and times of future meetings.

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 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.

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

- The Rydal Academy, Local Governing Body meeting held on Friday 29 June 2018

Draft minutes of the Local Governing Body meeting of The Rydal Academy held on Friday 29 June 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 The Rydal Academy held on Friday 29 June 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 note of agreed actions from the Local Governing Body meeting of The Rydal Academy and were informed that all actions had been completed.

- matters arising

Governors' attention was drawn to the addendum of the minutes of the Local Governing Body meeting of The Rydal Academy held on

Chair / Trust
Business
Manager

Friday 29 June 2018. It was explained that the addendum was a record of conversations between the school, Senior Leadership Team and Headteacher during briefing sessions with Governors on the morning of the Local Governing Body meeting.

Governors RESOLVED that the content of the addendum to the minutes of the Local Governing Body meeting of The Rydal Academy was noted.

8 Chair's Report

a) action taken

The chair reported that a pupil attending The Rydal Academy had been permanently excluded and had now been placed in an alternative setting. The Local Governing Body had considered the permanent exclusion within 15 days of receiving notice of the permanent exclusion. The decision made by the Headteacher to permanently exclude the pupil had been upheld by the Local Governing Body. The parents of the pupil had not appealed against the decision.

b) correspondence

No correspondence had been dealt with since the last meeting of the Local Governing Body of The Rydal Academy held on Friday 29 June 2018.

c) local authority briefing papers

The chair shared with Governors and those present, notes from the termly local authority briefing. Governors' attention was drawn to the highlighted sections of the notes for information relevant to The Rydal Academy.

- 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.

It was reported that the main change was in respect of the role of the virtual school had been expanded to include advice and support for previously Looked after Children that attend Darlington schools.

In addition, guidance in respect of the role of the Local Governing Body included a list of key questions to consider. The Local Governing Body should ensure that they receive an annual report on Looked after Children. It was reported that the annual report should ideally be presented during autumn term with information from the previous year. This could be part of another document such as the Headteacher's report.

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 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 sought clarification whether the ASB team would be accessed by The Rydal Academy. It was confirmed there was an intention to raise pupils awareness.

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

Headteacher

- Supporting Children and Young Peoples 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.

It was reported that The Rydal Academy was one of 18 schools that participated in a programme of mental health and schools workshop in spring term 2018. Governors were informed that a member of staff at The Rydal Academy (Mrs Galey) had responsibility for the wellbeing of pupils as part of the job role.

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.

d) Local Governing Body membership

- resignation and appointment arrangements
Governors were informed that Donna Ellis has resigned as a parent governor of the Local Governing Body of The Rydal Academy. Unfortunately, work commitments had prevented Donna Ellis continuing with the role of parent governor.

Governors RESOLVED that the information was noted and that the Governance Partner would prepare parent nomination paperwork and share this with the Headteacher of The Rydal Academy.

Governance Partner

- identification of link governor: values, community & equality
Governors were informed that due to the resignation of Donna Ellis, link governor was required to cover *values, community & equality*.

Governors RESOLVED that the information was noted. Mark Grey agreed to act as link governor for values, community & equality until a parent governor had been appointed.

9 Link governor update

- training received

The link governor (Katie Turnbull) thanked Governors for sharing information in respect of training completed. Information was collated across the trust by a member of staff at Longfield School. It was reported that governor induction was required for recently appointed governors: Michael Jeffries, Clare Leech, Charlotte Mawson and Ewa Kaszuba. Governance partner to action access to new governor training. Governors were asked to contact the link governor with suggestions for governor development sessions.

Governance partner

10

Chief Executive Officer's report

- a) Scheme of Delegation
- b) Trust Development Plan
- c) Education Development Partner report
- d) DfE publication - Understanding your data

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

Governors sought clarification in relation to the setting of key strategic objectives of Swift Academies. It was reported that key strategic objectives were included in the Trust Development Plan.

Governors challenged references to monitoring the work of the Local Governing Body contained in the circulated Scheme of Delegation and sought confirmation how monitoring was arranged. The Chief Executive responded by stating that audits would take place across the multi-academy trust to ensure that Governors were discharging their duties. Governors were reminded that they should 'triangulate' information presented to them by continuing with their own monitoring arrangements across The Rydal Academy and production of documents like the addendum to the minutes of the Local Governing Body of The Rydal Academy. The Chief Executive reported that an Education Development Partner visits and reports also corroborated information across Swift Academies. In addition, the Chief Executive engages in weekly meetings with the Headteachers / heads of school, and information presented at meetings has a 'tiered' approach: for instance Headteacher reports shared with the Local Governing Body would also be shared with the standards committee of Swift Academies.

Governors queried information contained in the Scheme of Delegation in respect of the appointment or dismissal of the Head Teacher/ Head of School and whether there would be Local Governing Body involvement. The Chief Executive confirmed that it would be thought unusual if the Local Governing Body were not involved in appointments, however the Local Governing Body may not be involved in dismissal, for instance where an investigation had taken place that could lead to dismissal; responsibility remained that of Trustees.

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

Trust Policies

It was reported that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift Academies banner. To date approximately 30 policies have been centralised and had been uploaded to the Swift Academies website.

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

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.

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.

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.

Education Development Partner Report

The chair reported that the Local Governing Body had explored key stage information across The Rydal Academy at the briefing session held immediately prior to the Local Governing Body meeting. Governors commented that no concerns had been raised and that the Education Development Partner Report supported information shared with Governors by the Headteacher.

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

11 Chief Finance Officer's report

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

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.

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.

It was reported that the current reserves position for The Rydal Academy was £120,000 (March 2018).

The revised forecast outturn for the period March to August 2018 was reported to 'break even'. The trust accounts would be subject to audit, which would take place 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.

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.

Those present discussed the implications of the suggested teachers' pay awards and commented that careful consideration must be given to

ensure that differing pay levels are not introduced across the Darlington area. All schools wanted to recruit and retain staff. **Governors indicated that they would like the CEO to feed back to the Board of Directors that their preferred model would be the recommended increase across all staff on the main pay range and upper pay range.**

Chief
Executive
Officer

Governors RESOLVED that the Chief Finance Officer's report was noted.

12 Trust Business Manager 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. e.g. cleaning, premises and catering. It was envisaged the Trust Business Manager would spend the working week working in each academy across the multi-academy trust.

It was confirmed that projects funded by the CIF had been completed at Hurworth School during the summer 2018 break and is due for completion at The Rydal Academy during October half-term.

The Trust Business Manager reported that Business Continuity Plans and Health & Safety Audits were to be reviewed.

Governors RESOLVED that the Trust Business Manager report was noted.

13 Trust ICT Manager report (Included in CEO report)

Refer to agenda item 10 – Chief Executive Officer report for information.

14 Headteacher's report

- School improvement plan, position statement and self-evaluation 2018-2019

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

The Headteacher discussed with Governors the content of the circulated Headteacher's report, including pupil numbers, attendance, curriculum planning, staffing, teaching and learning, school improvement, budget position, medium term financial plan, Ofsted, moderation and safeguarding

Pupils on roll

It was reported that there were 640 pupils on roll (including nursery) on 20 July 2018. The number of pupils on roll (Reception to Year 6) had increased by 3% during the term to 566 pupils. The pupil admission number for The Rydal Academy was reported as 630, with a capacity of 64 pupils.

Attendance

Whole school overall attendance (92.9%) for the year was reported to be down on the previous year (2017-2018). The percentage of

persistent absentees (16.7%) had increased when compared to the previous year.

Curriculum planning / staffing and class sizes

It was reported that as part of the recently awarded multi-academy trust development fund, the trust would be undertaking a piece of work related to integrated curriculum and financial planning. Governors' attention was drawn to the Headteacher's report for information on key factors to be monitored.

Ofsted judgments

The Headteacher reported that the last Ofsted section 5 inspection took place in May 2016 with judgments in all areas reported as 'good'.

Audit ratings

The Headteacher reported that The Rydal Academy was a good school, moving towards outstanding. Self-evaluation judgments had been made against Ofsted grade descriptors contained in the framework.

External review activities

- Moderation of writing and maths across Key Stage 1 and Key Stage 2 (Carmel College)
- Initial Teacher Education provision external examiner visit (Durham University)
- Education Development Partner visit (Durham Education Development Service)

Health and safety

Audits and reviews completed during the reporting period:

- premises audit
- health and safety audit

Governors RESOLVED that the content of the Headteacher's report was noted.

15 Governor monitoring Schedule

The governor monitoring schedule had been shared with Governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the content of the circulated governor monitoring schedule was noted.

16 Policies for approval / review / information

- a) Admissions arrangements
- b) Behaviour policy

Information in respect of admissions arrangements and the Behaviour Policy for The Rydal Academy had been shared with Governors prior to the meeting. Copies would be retained on file.

Admissions arrangements

The Headteacher reported that the admissions criteria had not changed but the wording had been updated following the Local Authority being the subjects of a decision for the Schools Adjudicator.

Governors discussed the provision of places for pupils who had attended nursery school at The Rydal Academy and whether this could be integrated into the admissions criteria in future. The Headteacher would liaise with Maria Hall at Hurworth School and feedback as to the legal possibilities.

Headteacher

Governors RESOLVED that the information was noted and the admissions arrangements were approved and adopted with immediate effect.

Behaviour Policy

The Headteacher reported that an additional section had been included in the Behaviour Policy to cover pupil exclusions.

Governors RESOLVED that the information was noted and that the Behaviour Policy was approved and adopted with immediate effect.

17 Special interest governor update:

- a) premises / health & safety: Mark Emerson
Governors were reminded that feedback from the premises / health & safety special interest governor had been provided at the last meeting of the Local Governing Body of The Rydal Academy (Friday 29 June 2018).
- b) safeguarding & welfare, looked after children (LAC), e-safety: Mark Gray
It was reported that the exclusion information contained in the Headteacher's report demonstrated the support in place for pupils attending The Rydal Academy.
- c) special educational needs (SEN): Kelly-ann Lyle
No report was provided: meetings were yet to take place in Autumn term 2018.
- d) finance: Michael Jeffries
The special interest governor (finance) confirmed he had met with the Chief Finance Officer and the Headteacher during Autumn term to review the budget position for The Rydal Academy.
- e) values, community & equality: to be confirmed
A report would be provided in due course.
- f) careers & transition: Clare Leech
A report would be provided in due course. A meeting had been arranged to take place in Autumn term 2018.

- g) standards (teaching, learning, curriculum & progress), newly qualified (NQT): Hazel Bullock
A report would be provided in due course.

Concluding Items

18 Any urgent other business raised under item 5

No items of urgent other business had been notified.

19 Approval of documents for inspection

Governors RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers was included.

20 Dates and Times of Future Meetings

Governors RESOLVED the dates and times of future meetings were noted: meetings would take place as follows

- 1pm, Monday 15 October 2018 at The Rydal Academy (appraisal)
- 1pm, Monday 25 February 2019 at The Rydal Academy
- 1pm, Monday 10 June 2019 at The Rydal Academy

approved by the Local Governing Body of The Rydal Academy

on: 25/11/19 date

signed by: (chair)

[Signature]

printed name:

MARK GRAY

