

# Swift Academies

*Success will inspire future triumphs*

## The Rydal Academy

Local Governing Body  
1pm – 3pm, Monday 10 June 2019

The Rydal Academy, Rydal Road, Darlington DL1 4BH

### MINUTES

Present (Governors)	Sarah Clough, Clare Leech, Dean Judson (Chief Executive Officer), Kelly-Ann Lyle, Michael Jeffries, Charlotte Mawson, Mark Emerson, John Armitage (Head Teacher), Katie Turnbull, Mark Gray, Hazel Bullock (Chair)
in attendance	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><b>Welcome, introductions and confirmation quorum present</b> A round of introductions took place for the benefit of all present.</p> <p>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>. Eleven (11) Governors were present.</p>	

The Rydal Academy  
Local Governing Body  
Monday 10 June 2019

denotes support and challenge provided by governors

## 2 Apologies for absence and their acceptance

The Governance Partner reported that apologies for absence had been received from Ewa Kaszuba.

Governors RESOLVED that the apologies for absence were accepted.

## 3 Local Governing Body membership

Information in respect of the membership of the Local Governing Body of The Rydal Academy had been shared with governors prior to the meeting. A copy would be retained on file.

The elected Chair (Hazel Bullock) informed Governors and those present that this would be her last meeting as a Governor of The Rydal Academy. Hazel had informed the Head Teacher and Chief Executive of her resignation with effect from the conclusion of this meeting of the Local Governing Body of The Rydal Academy.

The Governance Partner sought nominations for the election of a Chair, from the conclusion of this meeting of the Local Governing Body of The Rydal Academy. One nomination was received for Mark Gray.

Governors RESOLVED that Mark Gray was elected Chair of the Local Governing Body of The Rydal Academy from the conclusion of this meeting.

Nominations were sought for the election of a Vice-Chair of the Local Governing Body of The Rydal Academy. Two nominations were received: Kelly-Ann Lyle and Michael Jeffries.

*Kelly-Ann Lyle and Michael Jeffries left the meeting.*

Governors RESOLVED that Michael Jeffries was elected Vice-Chair of the Local Governing Body of The Rydal Academy from the conclusion of this meeting.

Kelly-Ann Lyle and Michael Jeffries re-entered the meeting and were informed of the outcome of the election. Governors thanked Kelly-Ann Lyle and Michael Jeffries for their commitment to The Rydal Academy.

Governors were informed that an expression of interest had been received from Bhup Singh to become a Governor of The Rydal Academy. It was reported that Bhup was currently a Governor of Mount Pleasant Primary School and that his son had recently been admitted to The Rydal Academy. Bhup was reported to be a Quantity Surveyor by trade and had managed contract facilities management for North Yorkshire County Council, but now works with the Department for Education / Education & Skills Funding Agency in Darlington, managing the construction framework for condition improvement and new build schools in England.

The Chief Executive Officer and Head Teacher had met with Bhup to discuss his interest in becoming a Governor of The Rydal Academy.



	Governors RESOLVED that the information was noted and that the Board of Directors of Swift Academies are asked to appoint Bhup Singh as a Director appointed Governor of The Rydal Academy to fill the vacancy following the resignation of Hazel Bullock.	Governance Partner to note
<b>4</b>	<p><b>Notification of items of urgent other business</b></p> <ul style="list-style-type: none"> <li>items that the Local Governing Body of The Rydal Academy regard are of sufficient urgency to warrant consideration at the end of the agenda</li> </ul> <p>No items of urgent other business were raised for consideration at the end of the agenda.</p>	
<b>5</b>	<p><b>Declaration of personal and pecuniary interests</b></p> <p>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.</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. No declarations of interest were received.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<b>6</b>	<p><b>Approval of minutes / review of actions / matters arising</b></p> <ul style="list-style-type: none"> <li>The Rydal Academy, Local Governing Body meeting held on Monday 25 February 2019</li> </ul>	

Draft minutes of the Local Governing Body meeting of The Rydal 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 of The Rydal 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.

Chair / Trust  
Business  
Manager

- **review of agreed actions**  
Governors noted that all agreed actions had been completed.
- **matters arising**  
There were no matters arising.

## 7 Chair's Report

- a) action taken
- b) correspondence  
The Chair reported that no action had been taken or correspondence managed since the last meeting of the Local Governing Body of The Rydal Academy.
- c) Local Authority briefing papers
  - 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 The Rydal Academy prior to the meeting. Copies would be retained on file.

Governors RESOLVED that the content of the summer term 2019 Local Authority briefing papers were noted.

## 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 Local Governing Body and Directors' meetings to ensure that it is reviewed and continues 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.

### **Education Development Partner visits**

The Chief Executive Officer confirmed that the Education Development Partner had visited The Rydal Academy on Thursday 25 April 2019. The visit had been tailored to the needs of the academy and identified areas of development. The Education Development Partner Report had been shared with the Local Governing Body of The Rydal Academy in preparation for this meeting. Refer to agenda item 9, Head Teacher's Report, for information.

### **Trust Development Plan**

Governors were informed that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team. The revised Plan would be submitted to the Board of Directors for review and approval at the next meeting planned to take place on Friday 12 July 2019.

### **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 School continue currently to be over capacity. However, pupil projections for The Rydal Academy may reduce with a significant reduction in 2029.

Governors RESOLVED that the content of the circulated Chief Executive Officer Report, Scheme of Delegation and Trust Development Plan and information reported was noted.

9 **Head Teacher's report including Chief Finance Officer and Trust Business Manager report**  
**a) School Improvement Plan and Self-Evaluation document**

The Head Teacher'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 Teacher presented to Governors the content of the circulated Head Teacher's report, drawing governors' attention to the summary of change within each section as follows:

**Pupil numbers / attendance and exclusions**

The number of pupils on roll continues to rise year on year, although 64 surplus places remain. Nursery places are reduced when compared to the previous year due to a drop in birth rate in the local area and surplus places have increased due to the nursery expansion.

**Reception transition**

The primary school place allocation day for September 2019 was 16 April 2019: appeals are to be held in June and July with the final number of pupils who will be joining the school in September 2019 is confirmed. There were 65 applications in total for admission in September 2019 (25 below the pupil admission number for The Rydal Academy).

**In-year mobility**

Although it is not a legal requirement all pupils who have left the country and no confirmation of a place in another school is confirmed are reported as Child Missing in Education (CME), there have been 8 to date. 12/32 in year transfers have been to other Darlington schools with 20/30 being children moving out of the Local Authority. 7/12 in Darlington transfers were in Y1, this will be monitored for any patterns going forward.

**Year 6 / Year 7 transition**

Mobility remains one of the schools most limiting factors. The vast majority of pupils leaving the school are due to moving out of the area and the majority of pupils admitted are due to reputation or mobility into the local area. Transition procedures, baselining process and attendance / safeguarding policy are regularly reviewed. Mobility pupils' attainment is significantly lower than that of stability pupils across all cohorts.

**Cohort analysis**

Projections suggest annual attendance will continue to improve towards national averages; although current year attendance with the 'T' (Travelling) code removed stands at 95.8%. Gypsy, Roma Traveler pupils continue to have a significant negative impact on overall attendance. The appointment of a full time Attendance Officer in September 2018 is proving to have a positive impact on overall attendance. Of the 102 children on the persistent absentee list from summer 2018, 67 children are still on roll, 79% have improved their attendance, 52% are no longer persistent absentees and 10% have improved to above the national average. Low attendees attain less well than the cohort as a whole.



Nursery and Reception who are not statutory school age continue to be targeted in order to develop good habits. Punctuality is also a current focus. Previous target groups were: English as an Additional Language (EAL) which has increased by 2.33% and Special Educational Needs (SEN) attendance which has improved by 11.6% Traveler families will remain a focus during Summer term 2019 due to migration patterns.

### **Pupil exclusion levels**

Permanent and Fixed Term Exclusions remain low and in line with previous years. Internal Exclusions are currently on track to be high against previous years due to a no tolerance approach to aggressive behaviour and a small minority of pupils with continued disruptive behaviour. One pupil has access to alternative education and is spending afternoons at Clifton House (Local Authority approved and part of Darlington Pupil Referral Unit provision) as part of a support programme put in place by the Local Authority following exclusion from a previous school.

### **Attainment and progress**

#### **Early Years foundation stage**

Current projections for 2019 for Good Level of Development (GLD) are back in line with 2016 and 2017. Projected growth is more than double the national average and would reduce the attainment gap by 28% from the Reception Baseline. Growth for Disadvantaged pupils remains consistent over time significantly closing the attainment gap.

#### **Year 1 / Year 2 phonics**

Year 1 phonics outcomes are projected to continue to track just below national averages; no gap exists between Disadvantaged and Other pupils; Stability pupils are projected to outperform Mobility pupils and be in-line with national averages. Year 2 phonics outcomes are projected to continue to track just below national averages; no gap exists between Disadvantaged and Other pupils; Stability pupils are projected to outperform Mobility pupils and be in-line with national averages.

#### **Key Stage 1**

Projections indicate attainment will continue to be below national averages for expectation+ and in line for Higher Level. From starting points growth is three times the national average at The Rydal Academy. Stability pupils are projected to outperform Mobility pupils. Disadvantaged pupils are projected to underperform against Other pupils, no gap has existed in previous years and growth from Reception baseline is in line with all pupils.

#### **Key Stage 2**

Current projections for Key Stage 2 progress are below national average but within floor targets (Reading -5, Writing -7, Maths -5) Conversion rates of Prior Middle Ability Pupils have been a key focus.

Attainment is projected to be significantly below national averages; Disadvantaged pupils are projected to be outperformed by Other pupils; Stability pupils are projected to significantly outperform Mobility pupils.

**Current cohort projections**

Attainment against national averages continues to be a key focus for all year groups. In Reception growth is double the national rate; in Year 1 and Year 2 growth is treble the national rate and the gap to national attainment is closing considerably from Reception Baselines. Writing continues to have the largest gap to national, the School Improvement plan details actions; but Reading remains the key intervention focus for the school as improved comprehension and vocabulary will also support areas for development in pupils writing such as spelling, grammar and breadth of language.

**Financial management and governance**

The Chief Finance Officer provided Governors with a summary as follows: The opening reserves at September 2018 were £62k, with a current forecast of £9k deficit. This means with one-off additional capital funding and MDIF allocations, forecast reserves of circa £63k are predicted. The Head Teacher's Report contained information in respect of favourable and adverse variances. The Head Teacher reported that additional funding was yet to be received in respect of Looked after Children. Looked after Children attending The Rydal Academy are monitored to ensure appropriate support is in place.

**Long and short term financial / budget planning**

Governors were reminded that a three-year budget plan was approved by Trustees in Summer Term 2018; the report detailed the various funding streams for the school and assumptions made regarding High Needs and Nursery Funding.

Due to additional funding awarded by central government to cover the recent teachers' pay rise, the additional capital funding allocated and the confirmation to fund the teachers' pension increase in full for 2019-20, the short-term outlook is more positive, however the increase in teachers' pension contribution will form part of the government spending review and at the moment there is no confirmation how long the funding will continue. Despite recognition from the Department for Education that this is a general concern for all schools we still need to identify and implement on-going savings across the Trust.

Natural reduction in staff has taken place and ongoing review of the staff structure and succession planning must continue to be well thought through to improve the financial outlook of the academy.

**Schedule of Contracts**

The Trust Business Manager reported that during Autumn Term 2018, there had been a focus on updating and transferring all contract and supplier information to the "Every" software. This is a continuing project as suppliers are added as we renew Service Level Agreements. This has placed us in a more pro-active position as we start to combine suitable



contracts to increase our efficiency as a Trust. All contracts are being reviewed individually as they expire and best value and quality are considered carefully.

Ongoing discussions and research in to energy procurement is taking place prior to a renewal of both gas and electricity contracts across the Trust in December 2019. The government's Deals for Schools and 'school switch' initiatives will be explored as well as an energy procurement specialist to ensure the best deal is secured.

Comparisons are also being made in respect of water supply costs across the trust as this has not previously been explored and there may be potential savings to be made.

### **Estate management**

Following a successful request to retain the underspend of £72,000, the remaining associated works from The Rydal Academy's 2018/19 CIF project are now finalised and due to be completed throughout the summer holidays. The works involve replacing the vast majority of radiators and heaters within classrooms with upgraded, efficient systems. Additional heaters will also be placed in the link corridor which currently has no heating at all.

The Trust Business Manager led on a £64,000 SEEF (Salix Energy Efficiency Funding) Bid to replace light fittings and associated works, this will allow us to install 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 the school received an update to advise that this project had been so oversubscribed it will be awarded to schools on a rolling programme as funding becomes available. We expect to receive an update on this funding towards the end of 2019.

An Estates Strategy is currently being developed which will prioritise short, medium and long term plans for the upkeep and development of the school premises. This will enable the school to prioritise capital spending and assist budget forecasting. This document has been created in line with Head Teacher priorities and results from both the Condition Data Survey and to enable tasks and capital spending is prioritised.

Display Energy Certificates are currently being revised, the work for these has been contracted to a suitable, qualified company and will be complete shortly.

The electrical hard wire testing report carried out towards the end of 2018 highlighted several items of remedial work needed to ensure compliance. Some rectifications were completed by site staff and the remaining works are due to be completed over May half term and early June, before the next Health & Safety Audit.

A Risk Policy and Register was created and approved in the Autumn Term 2018 and remains to be a standing agenda item on each LGB and Board of Director meeting.

The Business Continuity Plan has been updated and will be distributed to School Incident Management Teams throughout June. An over-arching Business Continuity Strategy has also been developed for the Trust, this will be published on the Swift Academies website.

The Accessibility Plan has been updated in line with current guidance. This has been completed in partnership with the SEND team throughout April 2019.

The Intruder Alarm was upgraded on 3 June 2019 to provide a more robust signalling system which is not reliant upon 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.

Following ongoing issues with the school's emergency key holder services we have changed supplier to ADT, this new contract commenced on 1 June 2019.

Repair work to collapsed drains in the playground took place over May half term which will rectify a long-standing issue.

### **Financial Governance**

The Chief Finance Officer reported that in order to ensure effective financial governance the Trust has in place a number of Trustees and Governors that have a wide range of financial skills and experience. The Finance & Resources Committee is responsible for providing assurance to the Trustees over the suitability of and compliance with its financial systems and operational controls.

The Trust is also subject to independent termly audits designed to add value and improve our processes.

### **Remuneration**

The teacher pay award was agreed and implemented in the Autumn Term and the first instalment of the grant was received in December 2018. The grant is payable until March 2020.

National Joint Council Pay Spine was agreed by the Board of Directors on 28<sup>th</sup> February 2019 and implemented with effect from 1<sup>st</sup> April 2019.

### **Audit ratings**

All areas have been re-graded to Good rather than Outstanding (or Good and rapidly Improving – Outcomes for pupils) against the current Ofsted framework, due to current data projections across the school being low against national averages and therefore not evidencing the impact of the wide variety of outstanding provision and systems on offer across the



school on pupil outcomes. The draft Ofsted framework for September 2019 may allow the school to re-grade some areas as Outstanding due to the focus moving more towards provision rather than being so heavily weighted towards outcomes.

### Education Development Partner Report

The Head Teacher provided Governors with an overview of the latest Education Development Partner visit to The Rydal Academy and the following focuses were discussed:

- Reflect on the best way to record children's work in Science and foundation subjects to demonstrate progress in the subject and link learning
- To reflect on how assessment is done in all foundation subjects – is the current way the most effective and efficient?
- Consider how best to prepare the older children in the IMPS provision for the next stage of their education.
- Ensure class teachers are clear about the progress their children are making and continue to have opportunities to discuss with IMPS staff.
- To use external support to help leaders with reviewing the effectiveness of the provision.
- To develop the skills of all middle leaders (including all subject leaders) in evidencing why they have taken certain actions, what the impact has been on children's learning and progress and how will this affect their future actions?
- The development of crib sheets for use by SMT, Subject Leaders, TLR holders etc. during external monitoring visits.

### Special Educational Needs (SEN)

The number of pupils with Education, Health, Care Plans (EHCP) continues to rise while the number of pupils receiving SEN Support as a proportion of school roll has also increased on previous years. Due to the increased proportion of pupils with high level and complex needs the school has established two Individual Mentoring Programme Support Groups (IMPS) which are managed by the Shadow SENCO and provides pupils working several years below their age appropriate curriculum level with supported small group or individualised learning across core subjects, Tuesday to Friday. The school are already seeing strong evidence of improved progress in pupils work, wellbeing, behaviour and attendance which has also been externally verified by the Education Development Partner during the Spring term.

### Health and Safety

The Trust Business Manager reported that the annual Health and Safety audit is scheduled to take place on 26 June 2019. Feedback will be presented in Autumn Term 2019.

The introduction of regular premises meetings has allowed site staff from across the Trust to meet, discuss issues and share best practise.

Individual Academy meetings have also taken place to discuss upcoming

priorities for Summer works and discuss any ongoing issues that need addressing.

Lockdown Policy and procedures have been explored to further increase the security of our site and protect our staff and pupils; the school have received quotes for various options and aim to make a final decision and potentially install a system during Summer break 2019.

### **Medical Register**

A rise in the number of pupils with severe allergies has led to the Allergen policy and Medical Register being reviewed, updated and shared on a termly basis. Care plans are in place for the majority of pupils. The increase in severity of allergies as well as number has required continued diligence and promotion of awareness and policy amongst staff and parents.

### **The school community, staff, pupils and parents**

#### **Staff views**

Staff understanding of the effectiveness of Governors/Directors is a focus area, this is in part due to the current data being collected during the period of migration in to Swift Academies. Perceptions on work-life balance are also a potential focus area. Contribution to the process of self-evaluation has been affected by new staff coming in to the school in support staff posts.

#### **Pupil views**

Children's perceptions of their happiness at school, understanding of their progress, appropriateness of homework and likelihood to recommend the school to a friend have all shown growth from the previous year. Behaviour scores low against other areas and will be discussed in pastoral assemblies. A sign language club is to be introduced from September 2019.

#### **Parent views**

Parents views are very positive. Appropriateness of homework remains the lowest scoring area despite a change of policy, the new policy will continue to be advertised by the school.

#### **HR**

- Lunchtime Support Assistant (11.25 hours per week)  
- appointment made, post taken up during Summer Term 2019
- Catering Manager (30 hours per week)  
- appointment made, post to be taken up during Summer Term 2019
- Data Manager (8 hours per week)  
- appointment made, post to be taken up during Autumn Term 2019

### **Performance Management**

All staff (with the exception of catering staff due to the aforementioned appointment of the Catering Manager) completed mid-year reviews during February/March 2019.



Staff turnover in the current year has facilitated staffing reductions with the exception of fixed term cover contracts for teachers. The school will continue to review each position individually as natural turnover arises due to projected budgetary pressures in the next three years. From September 2019 three staff will reduced hours due to flexible working requests being approved.

### **School Development Plan**

The Head Teacher drew Governors' attention to the School Development Plan and information in respect of cohort analysis, attainment, teaching and learning, attendance, PSHE pilot, leadership and management and early years.

Governors sought clarification of references to the development of middle leaders in the Education Development Partner Report and whether this continued to be an area of concern for The Rydal Academy. It was reported that the Middle Leaders continue to develop and improve their abilities and knowledge as they become more experienced.

Governors RESOLVED that the content of the circulated Head Teacher Report and information presented was noted. The lead governor for Safeguarding would explore the results of the recent Safeguarding Audit with appropriate school staff.

#### **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.

Refer to agenda item 9, Head Teacher's report for information.

#### **11 Trust Business Manager Action Plan**

Refer to agenda item 9, Head Teacher's report for information.

#### **12 Chief Finance Officer Action Plan**

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

The Chief Finance Officer reported that monthly management accounts were produced and shared with Directors in order to meet the requirements of the Academies Financial Handbook.

### **Risk Register**

The Chief Finance Officer discussed with Governors the content of the circulated Risk Register. All risks had actions in place to mitigate the risk.

Governors RESOLVED that the content of the Chief Finance Officer's Action Plan and Risk Register were noted. Refer to agenda item 9, Head Teacher's Report for further information.

### 13 **Trust IT Manager Report / ICT Development Plan**

The Trust IT Manager Report had been circulated to Governors prior to the meeting. A copy would be retained on file.

Governors were informed that:

- The ICT Support Team had been restructured during Spring Term 2019. The team had participated in Insights 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.
- Broadband improvements at The Rydal Academy had been completed which allowed cleaner connection and more bandwidth. Associated phone quality issues had been addressed.
- 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.

Governors RESOLVED that the content of the circulated ICT Development Plan and information presented was noted.

### 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 The Rydal 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 Teacher's Report for information.



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**Special interest governor update:**

- a) Premises / Health & Safety: Mark Emerson  
Refer to agenda item 9, Head Teacher's report for information.
- b) Safeguarding & Welfare, Looked After Children (LAC), E-Safety: Mark Gray  
It was reported that a meeting with staff concerned with safeguarding & welfare, Looked after Children and e-safety had not taken place to date during the summer term 2019.
- c) Special Educational Needs (SEN) including SEMH: Kelly-Ann Lyle  
A meeting with staff in respect of special educational needs of pupils with SEMH would take place with the lead governor before the end of summer term 2019.
- d) Finance: Michael Jeffries  
The lead governor for finance commented positively on the information presented by the Chief Executive Officer in respect of the Trust Dividend. As well as confirming information on curriculum budgets had been reviewed prior to the meeting and agreed as no change from the current year.
- e) Values, Community & Equality: Sarah Clough  
A report would be provided in due course. A meeting would take place during the summer term 2019 between staff and the lead governor for values, community and equality.
- f) E-Safety: Mark Gray  
A report was not provided.
- g) Careers and Transition; Clare Leech  
It was reported that the lead governor had met with staff and that transition arrangements were in place for pupils to be admitted from September 2019.
- h) Standards (Teaching, Learning, Curriculum & Progress), Newly Qualified Teacher (NQT): Hazel Bullock  
The lead governor confirmed that regular meetings had taken place with the Head Teacher during the summer term 2019.

**Standing Items**

17

**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. Mark Gray agreed to attend the Chair and Vice-Chair session.

**Concluding items**

**19 Any urgent other business raised under item 4**

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

Governors were asked whether the current format of meetings for The Rydal Academy continued to be fit for purpose. Governors commented positively on the structure and that this continued to be useful and informative.

Governors RESOLVED that the current format of governor involvement should continue with morning briefing provided prior to the termly meeting of the Local Governing Body of The Rydal Academy at 1:30pm on the same day.

Governors thanked the Chair for her time and commitment during eight years as a member of the governing body of The Rydal Academy and wished her well for the future.

**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 The Rydal Academy.

Governors RESOLVED that the information was noted.

The meeting closed at 3:00pm

These minutes were approved by the Local Governing Body of The Rydal Academy

on: 30.9.2019 date

signed by: (Chair) M. Jeffries

printed name: Michael Jeffries