

# Swift Academies

*Success will inspire future triumphs*

## The Rydal Academy

Local Governing Body  
1pm, Monday 25 February 2019

The Rydal Academy, Rydal Road, Darlington DL1 4BH

### MINUTES

Present (Governors)	Sarah Clough, Clare Leech, Kelly-ann Lyle, Dean Judson (Chief Executive Officer), John Armitage (Headteacher), Ewa Kaszuba, Mark Gray (Chair), Michael Jeffries
in attendance	Glen Hart (Chief Operating Officer, Swift Academies) Andrew Hutton (IT manager, 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 and the newly appointed parent governor, Sarah Clough.	
1	<p><b>Welcome, introductions and confirmation quorum present</b></p> <p>A round of introductions had taken place.</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>. Eight (8) Governors were present.</p>	

The Rydal Academy  
Local Governing Body  
Monday 25 February 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 the following governors:

- Hazel Bullock
- Katie Turnbull
- Charlotte Mawson

Governors RESOLVED that the apologies for absence were accepted.

Mark Gray (elected Vice-Chair) in the Chair due to the absence of the elected Chair (Hazel Bullock).

## 3 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 agenda: risk register.

## 4 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.

### 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

- The Rydal Academy, Local Governing Body meeting held on Monday 1 October 2018  
Draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 1 October 2018 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 1 October 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.

Chair / Trust  
Business  
Manager

- The Rydal Academy, Local Governing Body meeting held on Monday 15 October 2018  
Draft minutes of the Local Governing Body meeting of The Rydal Academy 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 whether the minutes were an accurate record of the meeting and should be signed by the Chair.
- 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 Monday 1 October 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.

Kelly-ann  
Lyle /  
Michael  
Jeffries

Governors RESOLVED that the content of the addendum to the minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 1 October 2018 was noted.

## 6 Chair's Report

- action taken
- correspondence

It was reported that no actions had been taken by the Chair that required reporting to the Local Governing Body of The Rydal Academy.

### nursery provision at The Rydal Academy

Information was shared with the Local Governing Body in respect of admission arrangements for pupils attending the nursery provision at The Rydal Academy. It was reported that the number of pupils attending the nursery provision at The Rydal Academy had not reached the admission number and it was believed that this was due to only a small number of families who were eligible. The nursery hours had been reduced to accommodate the current pupils attending the nursery, however the nursery facilities could be utilised in a different way, for instance extend two year old provision. The nursery provision would be reviewed and alternative uses explored during summer term 2019.

#### c) local authority briefing papers

- Darlington 2018-2019 Childcare Sufficiency Assessment  
The local authority briefing paper in respect of the Darlington 2018-2019 Childcare Sufficiency Assessment had been shared with governors prior to the meeting. A copy would be retained on file.

Governors RESOLVED that the content of the Darlington 2018-2019 Childcare Sufficiency Assessment was noted.

#### d) Local Governing Body membership

Governors were informed that the election of Sarah Clough as a parent governor, filled the one vacancy on the local governing body of The Rydal Academy. The Headteacher reported that there had been expressions of interest from parents of pupils currently attending The Rydal Academy in becoming parent governors since the last election had taken place.

## 7 Chief Executive Officer's report

- Scheme of Delegation
- 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 results, for instance ICT contract arrangements



### **Trust Dividend**

The Chief Executive Officer reported that the Trust provides a range of support and services to the schools within Swift Academies with the executive leadership team working collaboratively to produce a Trust Dividend that would outline the services. This will be issued to local governing bodies and directors in summer term 2019. Governors were reminded that further economies of scale could be identified, and additional funding, when 5 schools (3,000 pupils) are reached (2,400 pupils currently). It was hoped that the contribution from schools within the Trust could be reduced in time.

### **Trust Review**

The annual review undertaken by the Regional Schools Commissioner had taken place in early February 2019 and was attended by the Headteacher of The Rydal Academy, head of school, Longfield School, the Chief Executive Officer, and Chair of the board of directors. Feedback received had been positive.

### **Local Governing Body / Directors / Members events**

Events that had taken place to date across the governance structure of Swift Academies was reported to be positive. Governor development had focused on the results of the skills audit completed by governors, directors and members in autumn term 2018.

### **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, for instance curriculum planning, attendance, timetable, exams, target setting, tracking, safeguarding, special educational needs (SEN), site staff. TeachMeet termly meetings are scheduled 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 with the formation of Swift Academies.

Risk Registers had been completed for each school within Swift Academies and the Trust had been approved during autumn term 2018 and would become standing items on local governing body and directors' agendas.

### 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 Chief Executive Officer reported that the Scheme of Delegation had been reviewed with the following aspects subject to review:

page 5: trustees

page 8: executive leadership team

page 13: code of conduct

Governors commented that the Chief Executive Officer's Report gave a sense of collaborative working and sought clarification of the economies of scale reported and the impact on pupils and students across Swift Academies. Governors' attention was drawn to the Education Development Partner Report, which is shared termly, with exam results published at the end of each academic year. Hurworth School was reported to be anticipating an increase in pupils achievement, with Longfield School arresting a decline and attempting to reverse a downward trend. The Rydal Academy were likely to produce their 'best ever' results in summer 2019. Attainment across Swift Academies was reported as positive and likely to be improved year on year.

Governors sought clarification whether references in the Trust Development Plan to work by the two secondary schools with MIND and whether this could be replicated at The Rydal Academy. The Headteacher commented that he was aware of the work being done alongside MIND and although The Rydal Academy were not specifically involved in this work, the senior leadership team were aware of initiatives and agencies who could provide support for pupils attending The Rydal Academy.

Governors RESOLVED that the information contained in the circulated Chief Executive Officer's Report and information presented was noted.

### 8 Trust IT Manager report

The Trust IT 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 developed 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 sought clarification of the benefits of a shared network in respect of pupils and students. It was reported that where a student leaves one school within the Trust and joins another, information would be available on the respective school management system (SIMS). This is no different to current arrangements between non Trust schools, however, there was a long-term plan to have a Trust wide system to access the same information from any site within the Trust.

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

## 9 **Headteacher's report including Chief Finance Officer and Trust Business Manager report**

School Improvement Plan and Self-evaluation Document (standing item)  
The Headteacher's report had been shared with governors prior to the meeting. A copy would be retained on file.

Governors were asked to consider what the data is telling them:

- what is going well?
- what learning can you apply from one area to another?
- what are the concerns?
- what changes need to be made?
- what can be done about it?
- how will this effect productivity for the school or trust?
- what is the impact on educational outcomes?

The Headteacher presented to governors the content of the circulated Headteacher's report, drawing governors' attention to the summary of change within each section:

### **pupil numbers / attendance and exclusions**

The Headteacher reported that the number of pupils on roll continues to rise year on year, although 54 surplus places remain.

Nursery places are lower than in the previous year due to a drop in the birth rate in the local area and surplus places have increased due to the nursery expansion.

The extended nursery day has been collapsed due to high staffing costs against minimal uptake from parents. The school will continue to monitor interest and can extend the offer in future if the level of demand can cost out increased staffing.

The proportion of Free School Meals; Looked After Children; English as an Additional Language; Gypsy, Roma Traveller; Education Health Care Plans; and Vulnerable pupils are all significantly high against national indicators. Governors' attention was drawn to the School Improvement Plan, position statement and self-review document for The Rydal Academy for further information and how provision supports pupils within these groups.

### **reception transition /in-year mobility / cohort mobility / year 6/year 7 transition**

Mobility remains one of The Rydal Academy's most limiting factors. The vast majority of pupils leaving the school are due to social factors 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 in line with this phenomenon. Mobility pupils' attainment is significantly lower than that of stable pupils across all cohorts.

### **pupil absence levels / cohort analysis**

The Headteacher reported that projections suggest annual attendance will continue to improve although remain low against national averages; current year attendance with the Travelling code removed stands at 95.38%. Gypsy, Roma Traveller pupils continue to have a significant negative impact on overall attendance. The appointment of a full time Attendance Officer in September 2018 was proving to have an immediate positive impact on overall attendance. Of the 102 children who were persistent absentees in summer 2018, 35 have left: of the 67 pupils remaining 70.15% have improved their attendance and 20.89% have improved to above the national average. Low attendees attain less well than the cohort as a whole. Nursery and Reception pupils who are not statutory school age continue to be targeted in order to develop good attendance habits. Punctuality was also a current focus along with English as an additional language (EAL) and Special Educational Needs (SEN) attendance.



### **pupil exclusion levels**

Permanent and fixed term exclusions remain low. Internal exclusions are currently projected to be high when compared to previous years. This is due to a no tolerance approach to aggressive behaviour and a small minority of pupils with continued disruptive behaviour.

### **attainment and progress**

Current projections for 2019 are believed to be conservative due to the data collection taking place early in the school year. Even so, projected growth is almost double the national average and would reduce the attainment gap by half from the reception baseline. Growth for disadvantaged pupils remains consistent over time and currently outperform other pupils.

### **year 1 phonics - percentage of cohort at expected standard / year 2 phonics - cumulative percentage of cohort at expected standard**

Year 1 phonics outcomes are projected to continue to track just below national averages; no gap exists between disadvantaged and other pupils; stable 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; stable pupils are projected to outperform mobility pupils and be in-line with national averages.

### **key stage 1 – percentage of pupils reaching the expected standard+ / percentage of pupils reaching a higher level of attainment**

Projections indicate attainment will continue to be below national averages for expectation+ and in line for higher level. From starting points growth was reported to be four times the national average. Stable pupils were projected to significantly outperform mobility pupils and to attain broadly in line with national averages. Disadvantaged pupils are projected to underperform against other pupils, no gap had existed in previous years.

### **key stage 2 – school progress score**

Current projections for key stage 2 progress were reported to be below national floor targets (reading -5, writing -7, maths -5), but as these are based on actual scores from mock SATs in December 2018, staff remain confident that final progress figures will be above floor targets, although negative in all areas. An intensive intervention programme was in place to support the current year 6 cohort to attain as well as possible in May 2019. Conversion rates of prior, middle ability pupils are a key focus.

## **key stage 2 – conversion from previous attainment**

**(key stage 1 outcomes – key stage 2 outcomes)**

**key stage 2 – percentage of pupils reaching the expected standard+**

**key stage 2 – percentage of pupils reaching a higher level of attainment**

Attainment was projected to be significantly below national averages; disadvantaged pupils were projected to be outperformed by other pupils; Stable pupils were projected to significantly outperform mobility pupils.

## **current cohort projections**

The Headteacher reported that key focus year groups in terms of attainment are year 6, year 5, year 3 and reception. In reception, year 1 and year 2 growth was almost double the national rate and the gap to national attainment was closing considerably from reception baselines. Growth in year 2 and year 3 was also strong. Writing continued to have the largest gap when compared to national. Governors' attention was drawn to the School Improvement plan for current actions. Reading remained the key intervention focus for the school as improved comprehension and vocabulary would also support areas for development in pupils writing such as spelling, grammar and breadth of language.

## **curriculum planning – staffing and class sizes**

The Chief Operating Officer reported that it was vital that curriculum planning was co-ordinated as a joint exercise with the budget to produce a curriculum that meets pupils' needs and was affordable. Information was contained in the Headteacher's report in respect of key factors to be monitored.

## **curriculum offer**

The Headteacher reported that The Rydal Academy had developed and published a curriculum statement to sit alongside curriculum plans and the curriculum / teaching and learning policy on the school's website.

Impact marking in English was being established across the academic year to enhance use of critique and the quality of peer / self-assessment as well as to provide evidence of independent writing for moderation.

Developing Experts was reported as an online platform which was currently being introduced to embed and extend children's scientific knowledge. Reading within and beyond the curriculum remains a key focus for curricular development, intervention support and to improve outcomes for pupils. Progression in foundation subjects is the focus of this terms curriculum scrutiny.

## **financial management and governance**

The Chief Operating Officer reported that the opening reserves (September 2018) were £62k. The 2018-2019 budget was set with a deficit of £11k, with the current forecast of £1k deficit. Additional capital funding and the MDIF allocation forecast reserves at £61k in August 2019. Information was contained in the Headteacher's report in respect of favourable and adverse variances.



### **schedule of contracts**

The Chief Operating Officer 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 when service level agreements are renewed. As a result of this work contracts have been merged to increase efficiency across the Trust. Contracts continue to be reviewed to ensure their need, on an individual basis.

A 12 month contract had been negotiated for electricity at The Rydal Academy: this aligns the end dates for all energy across the Trust and will put the Trust in a favourable position to negotiate competitive rates across the Trust and identify further savings.

A number of external ICT contracts have been terminated since September 2019: these functions are now fulfilled by the central ICT team.

Savings have also been identified through external contractors completing premises maintenance. Site staff were now resolving remedial issues where historically this would have been completed by an external contractor.

### **estate management**

The Chief Operating Officer reported that approval had been received from the Education & Skills Funding Agency to use the balance of the Condition Improvement Fund to undertake additional works that would further increase the efficiency of the heating system at The Rydal Academy.

### **Remuneration: revised National Joint Council pay spine**

Mandatory changes had been made to the National Joint Council pay spine. Changes would take effect automatically with employees assimilating across to their new corresponding spinal column point from 1 April 2019. The financial impact was minimal and had been included in the 2018-2019 budget. Information would be shared with directors during the finance and audit committee meeting of Swift Academies planned for Thursday 28 February 2019.

### **Audit ratings**

The Headteacher reported that all areas have been re-graded to 'good' rather than 'outstanding' (or good and rapidly improving – outcomes for pupils) against the current Ofsted framework.

Current data projections across The Rydal Academy were reported to be low when compared to national averages and therefore not evidencing the impact of the wide variety of outstanding provision and systems on offer across the school in respect of pupil outcomes.

The draft Ofsted framework for September 2019 may allow The Rydal Academy 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 (EDP)**

Governors' attention was drawn to the Headteacher's report and EDP report for further information. Recommendation from the spring and summer term visits of the EDP were contained in the circulated report.

### **safeguarding and well-being: SEN**

It was reported that the number of pupils with Education, Health and Care Plans (EHCP) continued to rise while the number of pupils receiving SEN support remains relatively static. Due to the increase 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 provided pupils working several years below their age appropriate curriculum level with supported small group or individualised learning across core subjects. We are already seeing strong evidence of improved progress in pupils work, wellbeing, behaviour and attendance.

### **safeguarding**

The number of Looked After Children (LAC), Children in alternative care and children effected by domestic violence continue to rise. The number of Children's Services Referrals was currently low against previous years while Early Help and incidents of professional challenge are high, this is in most part due to The Rydal Academy having concerns where cases have not met threshold for Child Protection or Child in Need in the view of the Local Authority and the decision had been challenged by the school.

Since September 2018 an identified Teaching Assistant had provided academic mentoring to LAC pupils while our Personal, Development and Wellbeing Assistant provided therapeutic support. Two staff have recently trained to deliver a child focused programme for victims of domestic violence; while a third member of staff is about to train in delivery of the adult version of the course to ensure sustainability of the courses which already runs for parents.

Professional challenge within the school and recording of this through CPOMS had been promoted with all staff. All staff and governors have completed Level 1 Safeguarding and HSB training. All teaching and learning staff have also completed online safety accredited training. Previous LAC are now also recorded on the alternative care register including Asylum Seekers and Refugees. A Local Authority Safeguarding Officer audit of safeguarding will take place during March 2019.

Over the last five years the school has had on roll between 15%-20% of all children working with Social Services in the Darlington Borough. The continued reduction of external support services available to families had increased demand on the school to find creative ways to address concerns and support families (freedom programme, school bus, therapeutic support, wrap-around care, DSL + 6 deputies, LAC TA,



Personal Development and Wellbeing Lead, Personal Development and Wellbeing Advisory Assistant).

### **Health & Safety**

The Chief Operating Officer reported that health & safety audits had taken place in autumn term 2018 which resulted in positive feedback from the external health & safety advisor. Monthly premises meetings commenced in February 2019 allowing site staff across the Trust to meet, discuss issues and share best practice. The purpose of these meetings is to ensure we have an effective site team and share experience where possible.

### **the school community: staff, pupils and parents**

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 to Swift Academies. Perceptions in respect of work-life balance are also a potential focus area. Contribution to the process of self-evaluation has been effected by new staff coming in to the school in support staff posts.

### **HR: staff absence / vacancies / performance management**

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.

### **Pupil views**

Children's perceptions of the schools strategies for supporting positive behaviour have improved but otherwise there was very little fluctuation in responses. Following on from annual pupil questionnaires all comments are followed up by the Teaching, Learning and Assessment Lead, no key issues were identified.

### **Parent views**

Many parents felt homework was too voluminous and overly challenging; therefore the policy has evolved to focus on reading and spellings as core homework and to promote extended learning opportunities. A larger proportion of parents were unaware of whether the school is well led and managed but this was found to be due to the fact less parents had come to the school with issues that needed resolving.

Governors RESOLVED that the content of the circulated Headteacher's Report and information presented was noted.

**10 Education Development Partner (EDP) report**

The EDP report had been shared with governors prior to the meeting. A copy would be retained on file.

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

**11 Benchmarking Report Card**

The Benchmarking Report Card for The Rydal Academy had been circulated to governors prior to the meeting. A copy would be retained on file.

The Chief Operating 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. It was hoped that information for the 2017-2018 academic year would be available in autumn term 2019. Further information would be shared in due course.

The Headteacher commented positively on the high spend in respect of teaching and learning staff which was the correct balance for The Rydal Academy. Comparison were difficult however in other areas linked to staffing because of the age of the information contained in the report card.

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

**12 Inspection Data Summary Report**

Those present were informed that governors had reviewed the inspection data summary report earlier in the day. Refer to addendum to these minutes for information.

**13 Policies for approval / review / information**

- a) Complaints procedure – an update
- b) Pupil premium policy
- c) Pupil premium strategy
- d) Primary PE and sports premium strategy

The pupil premium policy, pupil premium strategy and primary PE and sports premium strategy had been shared with governors prior to the meeting. Copies would be retained on file. A revised complaints procedure would be shared with the standards committee of Swift Academies for approval.



### **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.

### **pupil premium policy / pupil premium strategy**

Governors were reminded that the pupil premium strategy had been uploaded to the academy website to meet statutory requirements.

### **Primary PE and sports premium strategy**

The Headteacher reported that the primary PE and sports premium strategy had been reformatted to meet new guidance for expenditure.

Governors RESOLVED that the pupil premium policy, pupil premium strategy and primary PE and sports premium strategy were approved and adopted with immediate effect.

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### **Special interest governor update:**

- a) premises / health & safety: Mark Emerson  
A report would be provided in due course. The lead governor for premises / health & safety was not present.
- b) safeguarding & welfare, looked after children (LAC), e-safety: Mark Gray  
It was reported that the lead governor had met with staff in school to review safeguarding & welfare, LAC and e-safety. The lead governor commented that there appeared to be a level of depth to the information shared during the school visit. The development of support teams with Darlington Borough Council continued to be 'work in progress' and were taking time to embed. No concerns were raised in respect of systems and procedures in place at The Rydal Academy.
- c) special educational needs (SEN) including SEMH: Kelly-ann Lyle  
The lead governor for SEN reported that a visit to meet with relevant staff at The Rydal Academy had taken place. The SEN policy and local offer had been reviewed.
- d) finance: Michael Jeffries  
The lead governor (Michael Jeffries) was not present. The Chief Operating Officer reported that a meeting would be planned to meet with the finance lead governor, Trust Business Manager and Chief Operating Officer.
- e) values, community & equality: Sarah Clough  
A report would be provided in due course. The governor monitoring schedule would be shared with the lead governor, values, community & equality.

- f) careers & transition: Clare Leech  
The lead governor reported that a meeting had taken place with appropriate school staff in respect of careers & transition. The parental attendance at a 'tea and toast' morning had been disappointing. Other ideas were to be explored to encourage parental engagement with The Rydal Academy.
- g) standards (teaching, learning, curriculum & progress), newly qualified (NQT): Hazel Bullock  
The lead governor for standards was not present. It was reported that a visit report had been shared with the Headteacher following a visit to The Rydal Academy to explore teaching learning and assessment. The lead governor had also attended a senior leadership team meeting. Further feedback would be provided in due course.

### Standing Items

- 15 **feedback from director and governor development sessions**  
(Thursday 8 November 2018 and Thursday 7 February 2019)  
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 governance development session.

- Governors RESOLVED that the information was noted.
- 16 **Chairs and Vice-Chairs meeting**  
(Friday, 1 March 2019)  
Governors RESOLVED that the date, time and venue of the next Chair and Vice-Chair meeting was noted. Mark Gray (elected Vice-Chair) would attend this meeting.

- Concluding items**
- 17 **Any urgent other business raised under item 3**  
One item of urgent other business had been raised for consideration:
- **risk register**  
Governors' attention was drawn to the circulated risk register for The Rydal Academy. The Headteacher reported the key risks contained in the risk register as follows:
    - academy receives unfavourable Ofsted report
    - key stage 2 outcomes are below floor targets or meet the criteria for a coasting school leading to intervention from the Regional Schools Commissioner / Department for Education
    - Failure to comply with health & safety legislation results in an employee / volunteer / beneficiary of the academy being injured at work, attracting bad publicity
    - governors without required expertise
    - key person loss / succession risk
    - fatality / injury to pupil or third party
    - recruitment risk (risk of recruiting wrong person)
    - risk that budget will be in deficit (national funding formula / SEN high needs review)



- risk that project costs exceed allocated budget / grant
- risk that assets are misappropriated
- risk that employers' contribution rate increases
- risk that the commissioned traveler education and achievement service could be disbanded
- premises failure of key systems results in closure of the school
- ensure the schools IT infrastructure is up to date with latest technology and meets provision needs with a replacement programme in place

Governors RESOLVED that the information contained in the circulated risk register and reported 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.

Governance  
Partner to  
note for  
agenda

**18 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.

**19 Date and time of future meetings**

Governors RESOLVED the date and time of the summer term meeting of the local governing body of The Rydal Academy would take place from 1pm on Monday 10 June 2019 at The Rydal Academy.

The meeting closed at 3:35pm.

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

on: 10.6.19 date

signed by: (Chair) Hazel M Bullock

printed name: H. M. BULLOCK.

