

Swift Academies

Success will inspire future triumphs

The Rydal Academy
Local Governing Body
1pm, Monday 14 June 2021

a virtual meeting held via Microsoft Teams

MINUTES

Present (Governors)	John Armitage (Head Teacher), Mark Gray (Chair), Michael Jeffries, Mark Emerson, Kelly-Ann Lyle, Sarah Clough, Troy Turner, Katie Turnbull, Melanie Chapman, Ewa Kaszuba, Dean Judson (Chief Executive Officer)
in attendance	Sarah Jones (Trust Business Manager, Swift Academies) Glen Hart (Chief Finance Officer, Swift Academies) Chris Carr (Infrastructure & Development Manager, Swift Academies) Beth Wright (Swift Academies) Julie Cornelius (Director, Swift Academies) Tracey Curtis (Governance Partner, Avec Partnership)

Item	Description of discussion	Action by
1	<p>Welcome, introductions and confirmation quorum present</p> <p>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that <i>the quorum for meetings of the Governors will be three voting Governors</i>. 11 (eleven) Governors were present.</p>	

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Company Registration Number 07533271

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- 2 **Apologies for absence and their acceptance**
No apologies for absence had been received: all Governors were present.

Governors were informed that Julie Cornelius (Director of Swift Academies) had joined this meeting of the Local Governing Body of The Rydal Academy as an observer.
- 3 **Notification of items of urgent other business**
 - Governors RESOLVED that there were no items of other business regarded as sufficient to warrant urgent consideration
- 4 **Declaration of personal and pecuniary interests**
 - a) complete / review the Register of Interest for the 2020-2021 academic year
Governors and those present were reminded that they should complete the Register of Interest annually to declare any relevant business or pecuniary interest and close family relationship between members and / or other trustees and / or employees. Registers should be updated during the academic year should circumstances change.

Those Governors present confirmed that the content of their respective Register of Interest continued to be accurate and up to date.
 - 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) Code of Conduct
Governors were reminded they had signed the Governors Code of Conduct, upon appointment to The Rydal Academy Local Governing Body. It was confirmed that signed Governors Code of Conduct were held on file for all Governors of the Local Governing Body of The Rydal Academy.
- 5 **Approval of minutes / review of actions / matters arising**
 - **the Rydal Academy, Local Governing Body meeting held on Monday 1 March 2021**
Draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 1 March 2021 had 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 meeting of The Rydal Academy held on Monday 1 March 2021 were

confirmed as an accurate record of the meeting and should be signed by the Chair. The Governance Partner would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.

Governance
Partner /
Chair

6 Chair's Report

Darlington Childcare Sufficiency Assessment 2020-2021

The Local Authority Summer Term 2021 briefing paper had been shared with Governors prior to the meeting. A copy would be retained on file.

The Chair sought clarification as to whether there were any implications in respect of the Childcare Sufficiency Assessment for The Rydal Academy, and the two-year old provision to be established from September 2021. The Head Teacher confirmed that there were reducing birth rates across the Darlington Local Authority area which was expected to impact negatively on pupil reception numbers for all primary schools in future years, including The Rydal Academy. This was likely to create greater competition between providers to attract pupils to their settings. Conversely the coronavirus pandemic had negatively impacted on some private nursery providers causing them to cease trading and meaning less nursery places are available in some areas. During this unstable time, the extension of the age-range at The Rydal Academy would help maintain nursery numbers for the Academy and allow funded places to be available earlier in school for two-year olds from September 2021.

The Head Teacher confirmed that provisional approval had been received from the Department for Education (DfE). A five-year financial plan had been submitted to the DfE, with final confirmation awaited before the Funding Agreement could be updated and a Deed of Variation put in place.

The Deputy Head Teacher reported that 32 expressions of interest had been received for eight places in the two-year old provision, from existing and new families to the area. The Head Teacher confirmed that further communication would take place with potential new parents once relevant approvals and legal documentation was in place.

Governors RESOLVED that the content of the Summer Term 2021 Local Authority briefing paper: Darlington Childcare Sufficiency Assessment 2020-2021, and information reported was noted.

7 Head Teacher's report including Chief Finance Officer and Trust Business Manager Report

- a) SEF/Action Plan
- b) Education Development Partner Report (Summer Term 2021)
- c) Risk Register

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The Head Teacher's Report, SEF / Action Plan, Education Development Partner Report (Summer Term 2021) and Risk Register had been shared with Governors prior to the meeting. Copies would be retained on file.

The Head Teacher, Chief Finance Officer and Trust Business Manager 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 Head Teacher reported that 39 pupils had left The Rydal Academy during the 2020-2021 academic year and 65 pupils had been admitted in-year which represented an overall increase of 26 pupils.

The Head Teacher drew Governors' attention to the projected pupil intake numbers in reception from September 2021: 50 pupils currently, but this would usually be around 65 pupils with a confirmed reception place at this time. Governors were advised that the financial impact of the reduced pupil numbers was in the region of a £120,000 reduction in income. Reception pupils from September 2021 would be taught in two classes rather than the usual three classes, with the staffing structure identified to reflect the revised teaching arrangements. The Head Teacher reported that sustainable staffing models would be identified going forward.

- **Child Missing in Education (CME)**

The Head Teacher reported that there were four pupils registered as CME: one child who had moved abroad had struggled to identify a school place due to Covid-19, but was now in a school. Three other sibling pupils were understood to have travelled to Kent, but not yet taken up a school place. The Rydal Academy would continue to track the family with a referral also made to the Local Authority.

The Head Teacher would ensure the Pastoral Lead included a reference in future Head Teacher Reports to identify the position regarding pupils of The Rydal Academy, considered to be CME.

The Chair sought clarification regarding references to CME and whether this indicated they had left The Rydal Academy without any clear information regarding their current whereabouts. The Head Teacher reported that confirmation had not been received of the pupils either starting another school or becoming electively home educated. The Chair queried whether The Rydal Academy had a statutory responsibility to identify pupils' destinations after leaving, or whether this sat with the Local Authority. The Head Teacher confirmed that both the school and the Local Authority had a statutory responsibility, including a report to Governors of any pupils considered as CME, with referrals made to the Local Authority to enable tracking by Safeguarding teams.

Head
Teacher /
Pastoral
Lead

- Pupil absence levels

The Head Teacher reported that since the return to school of all pupils, from 8 March 2021, The Rydal Academy attendance has been above national average by approximately 1%. Governors were advised that Gypsy, Roma and Traveller pupils were not currently travelling, and attendance was improved by 25.95% for this specific group. However, it was expected that Traveller families would commence travelling again once Government guidance in respect of the coronavirus pandemic allowed traveller families to travel more freely.

- Pupil exclusion levels

The Head Teacher reported one fixed-term exclusion during Spring Term 2021 for 1.5 days.

- SEN Audits

Governors were informed that an update in respect of the annual SEN Audit undertaken by the Local Authority would be provided during Autumn Term 2021, as part of the Head Teacher's Report.

The Head Teacher reported that as part of the annual internal SEN audit undertaken by staff it had been identified there were a disproportionate number of pupils who are the subject of SEN support plans, in respect of social, emotional health needs and have received fixed-term exclusions. The Head Teacher would liaise with Miss Truby and Mrs Galey to ensure that information is included in the Autumn Term 2021 Head Teacher's Report in order to track the proportion of SEN pupils receiving fixed-term exclusions, compared to those pupils not identified as having special educational needs.

Head
Teacher /
Miss Truby /
Mrs Galey

Attainment and progress

Governors were informed that due to the partial closure of schools from January 2021, data input had not been gathered at the end of Spring Term 2021 due to the absence of pupils and a third national lockdown due to the continued coronavirus pandemic. However, data collection would take place during the Summer Term 2021 with end of year updates available for Governors during the Autumn Term 2021.

Governors were provided with a summary of change, as follows:

- data contained in the circulated Head Teacher's Report remained unchanged from the previous report due to national EYFS assessments cancelled due to Covid-19.
- baselines and projections had not been completed for 2020-2021 due to taking part in the EYFS Early Adopter pilot.
- staff are developing their understanding of age-related expectation and the new Early Learning Goals.
- assessments were not made at the end of Spring Term 2021 due to Covid closure.

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Curriculum Planning – staffing and class sizes

- **Coronavirus (Covid-19) update (Catch-up Curriculum)**
The Head Teacher drew Governors' attention to the update contained in the circulated Head Teacher's Report in respect to the Catch-up and recovery curriculum: the curriculum at The Rydal Academy had been tailored to meet the needs of the pupils on their return to school in September and March which is reflected in individual curriculum recovery plans for each subject and a Catch-up premium funding report.
- **Curriculum Offer**
The Head Teacher reported that this section of the Head Teacher's Report reflected the school website and the support for pupils of The Rydal Academy following a further period of national lockdown (January 2021).

The Head Teacher reported that during the partial closure of schools at the beginning of Spring Term 2021, the curriculum offer provided to critical worker and vulnerable pupils on site reflected the usual curriculum offer but with pupils working in groups of 16 or less. Data identified that 35% of pupils on roll accessed onsite provision including 84% of all pupils with an Education Health Care Plan and 90% of all pupils with a Social Worker. The 10% of pupils with a Social Worker not on site had an agreed risk assessment in place. For the remaining 65% of pupils, remote education was provided. 54% of all pupils on roll engaged in remote education with access supported by the distribution of 100 DfE laptops. Therefore 89% of pupils continued to access their education with 11% of pupils not evidencing any engagement in learning. Teachers followed up each individual case of non-engagement at least weekly via phone calls and e-mails and where no contact was received, a referral was made to the Schools Welfare Team who also followed up with additional phone calls and home visits.

The Chair sought clarification of the numbers of pupils reported to be accessing education during the most recent national lockdown (January 2021). The Head Teacher confirmed that 90% of pupils with Social Worker involvement had attended school during the Spring Term 2021 lockdown, against a National average of 51%. 84% of all pupils with an Education Health Care Plan had attended school, against a National average of 47%. 100% of pupils with a Social Worker and 100% of pupils with Education Health Care Plans were engaged in learning (remote or on site). The Chair commented on this outstanding position in respect of engagement of pupils during a national lockdown.

The Head Teacher confirmed that all Subject Area Verification Exercises were postponed during Autumn Term 2020 and Spring Term 2021. Any areas which need further exploration would be

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followed up through external verification (EDP, Advisors or Trust Leads) once the Covid-19 risk assessment allows.

Financial Management and Governance

The Chief Finance Officer reported that summary of the budget position at The Rydal Academy was included in the Head Teacher's Report from September 2020 to the end of April 2021.

The Chief Finance Officer explained that the outturn report for The Rydal Academy had been prepared at a time of continued uncertainty due to the coronavirus pandemic.

It was reported that the Trust had submitted a claim to the Education & Skills Funding Agency in respect of expenditure of £28k incurred for the purchase of FSM vouchers. The Chief Finance Officer confirmed the claim had been paid in full.

Governors' attention was drawn to the content of the circulated Head Teacher's Report for information in respect of the management accounts position for The Rydal Academy at the end of April 2021. A surplus of £7,297 was predicted against a balance budget position.

- Long and short-term financial / budget planning

The Chief Finance Officer confirmed that the medium-term financial plan covering the period 2021-2022 and 2023-2024 was currently being prepared. This will be presented to Directors for approval in July 2021.

Confirmed figures have been released by the Education & Skills Funding Agency for the school budget share for 2021-2022, the budget share for The Rydal Academy is £3,474,339 which is an additional £63k when compared to 2020-2021 and £19k more than budgeted. All other income was anticipated to be in line with the 2020-2021 budget.

Financial stability of all academies in the Trust is key for the years ahead. The retention of existing pupils and ensuring new intake exceeds the published admission number is key to financial planning. However, work continues to ensure opportunities are maximised to improve the financial efficiency of the Trust.

- Schedule of Contracts

The Trust Business Manager reported that all contracts / service level agreements continue to be reviewed individually as they expire and best value and quality sought for each agreement.

It was reported that a review of the water spend and billing had taken place by an independent company between February 2021 and May 2021 and confirmed that there were no overcharges and usage is in line with normal parameters for the respective site across Swift Academies.

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The Trust Business Manager reported that a review had been undertaken for catering supplies purchased across the Trust: Catering Managers had worked collaboratively to compare prices, value and quality of various products to ensure best value.

- Estates Management

Governors were reminded that the Trust had been awarded two Condition Improvement Fund applications for 2020-2021. The projects would see the various flat roofs on site replaced: this project was almost complete other than minor snagging. Planning for the second project was well under way to replace the fire alarm, including sensors and emergency lighting: work would take place during the Summer 2021 break.

The Trust Business Manager confirmed that the outcome of Condition Improvement Fund applications for 2021-2022 were expected in June 2021. Two applications had been submitted for The Rydal Academy, and would improve the fire doors and compartments throughout the school, and the second would allow improvements to pipework and heating distribution throughout the school.

The Premises and Health & Safety Audits are scheduled to take place 24 June 2021, and once completed feedback would be provided to the Chair with the H&S Committee advised of any feedback and outstanding actions or recommendations arranged to take place in July / August.

- Financial Governance

The Chief Finance Officer reported that an Internal Assurance Review had been completed during Spring Term 2021 by the audit company Anderson Barrowcliff. The purpose of the audit was to provide the governing body with

- independent assurance that financial responsibilities are being properly discharged
- resources are managed in an efficient, economical and effective manner
- sound systems of internal financial control are being maintained
- financial decisions are fully taken into account in reaching decisions

Governors were advised that the overall report was favorable in complimenting Swift Academies on the procedures and processes that are in place, recommendations were made to further strengthen the processes around credit card transactions and the handling of cash donations.

A further internal assurance audit took place on 13 May 2021, although no report has been received to date. The Summer Term 2021 internal assurance audit had been scheduled for 26 July 2021.

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- Remuneration

Governors were informed of the Government announcement to freeze pay in 2021-2022 for all teaching staff other than those earning less than £24,000. 1.5% had been included in the budget projections for non-teaching staff.

Quality Assurance

- External review activities

The EDP Spring Term 2021 visit took place virtually on 9 February 2021. Activities undertaken were a termly review with the Leadership Team (SEND, Pastoral and Attendance), with interviews with subject leads for Reading, Phonics and Writing and a question and answer session with all subject leads.

The Head Teacher reported that there was a marked improvement in subject leads' knowledge each time staff are interviewed: subject knowledge was strong. An overview of the Subject Verification Exercises would be provided for Governors in the Autumn Term 2021 Head Teacher's Report. However, each subject area had prepared a summary document in lieu of the usual Subject Verification Exercise and these would be shared with the respective Governor leads.

- Internal review activities

The Head Teacher reported that an inhouse Safeguarding Audits had been completed on 8 February 2021 and that effective safeguarding arrangements were in place. The Darlington Safeguarding Partnership Safeguarding Audit Tool had been used to complete the audit by Jo Thurland (Designated Safeguarding Lead) and John Armitage (Head Teacher).

The annual Safeguarding Audit (based on the Darlington Borough Council audit tool) was also completed by Jo Thurland and John Armitage on 10 February 2021. 21 / 22 areas were RAG rated green and 1 / 22 rated amber.

The Chair sought clarification whether there was external verification of safeguarding arrangements: the Head Teacher confirmed that safeguarding audits take place bi-annually by Darlington Local Authority. This would take place during 2021-2022.

Safeguarding and well-being

- SEN

The Head Teacher reported that during Spring Term 2021, the total number of SEN support pupils had increased whilst the number of pupils with EHCP's and One Plans have increased incrementally. The number of pupils with Education, Health, Care Plans (EHCP) continues to rise, and is closer to national averages. The number of pupils with an EHCP and One Plan – those identified as working at range 4 or above, totals 6%, significantly above national averages for pupils requiring

significant levels of SEND support. The number of pupils receiving SEN support as a proportion of school roll has increased to the highest level in recent years. At a local level, The Rydal Academy has the highest level of EHCP's within a mainstream primary setting.

- **Safeguarding**

The Head Teacher reported that there continues to be a high number of families accessing Early Help support over the year. Many families accessing the behaviour help programme or reducing parental conflict programme which are time specific. The attendance of those children with a Social Worker continues to be monitored daily. Since the re-opening of school, attendance of this group continues to be between 90-100%.

Throughout the Spring Term 2021, the Designated Safeguarding Lead had been part of the Multi-Agency Safeguarding HUB operational group, sharing information between partners such as Health, Police and Children's Services about the effect of the pandemic on services in the Darlington area. The group has also carried out live audits of Children's Services cases based on themes such as mental health and domestic conflict. This has brought about a more reflective practice from all parties involved and changes to procedures.

- **Health and Safety**

The Trust Business Manager confirmed that premises and Health and Safety audits would take place in June 2021. Once completed, the Health & Safety committee would be provided with feedback and any outstanding actions or recommendations arranged for July / August.

All mandatory checks and maintenance continue to ensure premises are safe to all staff, visitors and pupils. The DfE Safe Management of Premises document is shared regularly with all site staff who review and action any changes.

Governors were advised that staff had accessed a range of training, including two-day Site Management training, and catering team completing a thorough training course in preparation for changes to Allergen Laws effective May 2021, Safer Recruitment Training and Fire Warden Training.

- **Covid-19 staff home testing**

The Head Teacher reported that a Rapid Home Testing Risk Assessment is in place and staff commenced home testing on 25 January 2021, with 88% of on-site staff participating in testing.

- **Medication**

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Governors were advised that a small number of pupils need daily medical intervention either due to asthma, allergies or support with administration of medication, including a requirement for more controlled medication to be administered for an increasing number of pupils identified with ADHD. Despite revising the requirements for pupils who need a care plan in place, there continues to be a relatively low number of parents completing administration forms as required: to rectify this issue, administration of medication forms and care plans are to be reviewed and introduced in the next academic year.

The school community – staff, pupils and parents

- **Staff / Parent / Pupil views**

Due to the disrupted year because of significant changes in usual working practice due to Covid-19, no questionnaires would be completed during the 2020-2021 academic year as this would not be comparable to previous years.

- **Staff Absence**

The Head Teacher reported a reduction in staff absence across all staff groups when compared to the same timeframe in the previous year. The number of staff shielding, and self-isolating days lost had reduced significantly when compared to a similar timeframe in the 2019-2020 academic year.

- **Vacancies**

The Head Teacher reported the current vacancies and appointments, as follows:

- 2 x teacher fixed term 1 year (FTE) for September 2021 – appointments made for September 2021
- 2 x teacher maternity cover for September 2021 – appointments made for September 2021
- 1 x Catering Officer (32.5 hours) to be advertised internally Summer Term 2
- 1 x lunchtime Support Assistant (2.5 hours) to be advertised internally Summer Term 2
- 1 x Out of Hours Assistant (4 hours) to be advertised internally Summer Term 2

- **Succession Planning**

The Head Teacher reminded Governors that projected pupil numbers suggest Reception intake numbers will reduce over the next three to five years and may necessitate a reduction in staffing with cohorts moving to two classes.

- **Performance Management**

The Head Teacher confirmed that staff performance management targets were reviewed and set for all staff in September 2020, with outcomes modified so that no individuals were disadvantaged by the

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partial closure of schools to 20 March 2021 or by any interruptions due to future closures of Covid-19 disruption during the 2020-2021 cycle. Mid-year reviews took place during Spring Term 2021 and staff were informed that target 1 relating to pupil progress would be disapplied for the 2020-2021 performance management cycle.

The Chair sought the definition of a Subject Area Verification Exercise: the Head Teacher explained that the exercise was similar in format to the Ofsted 'deep dive' but undertaken by the school. The Head Teacher reported that the process dedicated a day to completing each Subject Area Verification Exercise. The exercise involved interviews with Subject Lead's, pupils and staff, classroom observations in order to triangulate information. Subject Area Verification Exercises will take place across an academic year.

The Chair commented positively on the involvement of pupils in the Subject Area Verification Exercise and being able to articulate their learning: the Head Teacher reported that the latest Ofsted Inspection had identified areas for improvement in foundation subjects, with the development and application of pupils' knowledge, pupils had found it difficult to talk about their learning during the previous Ofsted Inspection. Pupils were now able to evidence the retention of knowledge from prior to the national lockdown (January 2021). The pupils were also now more able to articulate their passion and knowledge in subject areas, particularly foundation subjects and science.

The Head Teacher reported that during Black History Month, Subject Area Verification Exercises in Music and History, pupils in Year 6 had discussed Windrush, and Year 2 about Mary Seacole with pupils demonstrating deep knowledge across subject areas and able to make reasonable comparisons. Similarly in Music pupils had explored the influence of black artists over time, and discussed famous music artists, demonstrating a passion and knowledge of names of artists and awareness of their genre. The Deputy Head Teacher commented that during lesson observations, the pupils appear genuinely motivated by the subject area, with the use of appropriate technical language.

School Self-Evaluation Form (SEF) / Action Plan

The Head Teacher reported that the information contained in the SEF had been updated to reflect the current position in school, including contextual information, progress and priority areas (quality of education development journey).

Education Development Partner Report (EDP)

The Head Teacher reported that the focus of the Summer Term 2021 EDP visit (17 May 2021) was around curriculum development and recovery curriculum for the current academic year, with discussions taking place in respect of reading and phonics. The EDP had reported

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that there continues to be a strong focus from Ofsted on reading in both primary and secondary schools following the disruptions to learning as a result of the coronavirus pandemic and how pupils are tracked into Key Stage 2 where they did not successfully complete the phonics testing in Key Stage 1 or the re-sit in Year 2. In addition, there was a focus on pupils in the 'bottom 20%' which relates sometimes to SEND pupils or those pupils with lower prior attainment.

Governors were advised that Natalie Jeffries (Early Years Lead) had also discussed with the EDP how the implementation of the Early Years Adopter Programme was progressing at The Rydal Academy.

Governors' attention was drawn to the content of the circulated EDP Visit Report for recommendations: the Head Teacher commented that the recommendations reflected ongoing work in school and highlighted to staff additional focus for their work.

Governors sought clarification of the role of the EDP and whether it was part of her role to identify trends: the Head Teacher reported that the EDP was also a practicing Ofsted Inspector and shares information with The Rydal Academy regarding training she had attended and issues highlighted as part of her Ofsted Inspector role. In addition, the EDP engaged with Swift Academies was employed by another Local Authority which provided a different perspective for the schools across Swift Academies.

Julie Cornelius (Director of Swift Academies and Head Teacher William Cassidi Church of England Aided Primary School) reported positive experiences with training provided by the Early Excellence HUB, and reported a high quality and proactive approach. The Head Teacher commented that feedback regarding external training providers was always useful.

Risk Register

The Chief Finance Officer reported that the content of the Risk Register remained unchanged since the Spring Term 2021 meeting of the Local Governing Body. The Chief Finance Officer drew Governors' attention to *Risk 15 – Strategic Risk and the schools response to pandemic and the development of potential expansion of partial opening and ultimately 'full opening' of Trust Schools*. Governors were advised that risk assessments were regularly reviewed to ensure they reflected latest Government guidance regarding the coronavirus pandemic, and subsequently shared with Directors, Governors, Executive Leadership and Leadership.

Governors RESOLVED that the content of the circulated Head Teacher's Report, SEF/Action Plan, Education Development Partner Report (Summer Term 2021) and Risk Register, and information reported, were noted.

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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. Copies would be retained on file.

The Chief Executive Officer commented on the content of the circulated Report, which focused on the achievements across the Trust during the last 15 months. The Chief Executive Officer reported that the pandemic had brought with it significant disruption for staff and the community. However, in conjunction with colleagues in the public sector, the response to the challenge had been immense and everyone involved should be very proud of what has been achieved.

The Chief Executive Officer commented positively on the combined efforts of the three schools who form Swift Academies, and the development of remote education and logistics, which had brought together the expertise of staff. The Trust Groups and staff across Swift Academies had met on a regular basis and the partnership working and spirit of collaboration had emphasised the benefits of being part of a Trust, the opportunity to work and consult with colleagues in other schools who are doing the same job and experiencing the same issues cannot be underestimated.

- MAT Development Sessions for Members, Directors and Governors
Governors were advised that the Summer Term MAT Development Session for Members, Directors and Governors would take place on Thursday 8 July 2021. This session focused on *Governors and Directors preparation for Ofsted visit.*

- Chairs / Vice Chairs of Local Governing Body
An invitation would be shared with respective Chairs and Vice Chairs shortly, in preparation for the termly meeting with the Chief Executive Officer, Chief Finance Officer, Trust Network Infrastructure and Development Manager and Trust Business Manager. The meeting was planned to take place virtually from 1:30pm on Friday 25 June 2021.

- Trust Groups
The Chief Executive Officer reported that new Trust Groups had been formed:

- Social media (previously Remote Education)
- Staff Wellbeing
- Reading and Phonics

These groups had been formed in order to share best practice undertaken across the Trust.

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Scheme of Delegation

It was reported that there were no changes to the circulated Scheme of Delegation.

Trust Policies

Governors were advised that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift banner: to date around 40 policies have been centralised and are located on the Swift Academies website.

Trust Development Plan 2020-2021

The Chief Executive Officer reported that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team and is included on the agenda for Local Governing Body meetings for review. The Plan would be presented to the Board of Directors on Friday 9 July 2021 for review and approval.

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

9 Trust ICT Update including IT Development Plan

The Trust ICT Development Plan had been circulated to Governors prior to the meeting. A copy would be retained on file.

The Infrastructure and Development Manager, Swift Academies, discussed with Governors the content of the circulated ICT Development Plan and drew Governors' attention to the following aspect of the plan in respect of The Rydal Academy:

Centralised IT Asset Register

Governors were advised that an in-house asset system was being developed that automatically catalogues all Trust computers, laptops and tablets. This approach provides a holistic view of assets and supports decision making regarding replacement items.

Resources

It was reported that over the last twelve months, around 120 laptops had been replaced at The Rydal Academy with newer devices. In addition, Catch-Up Funding had supported the replacement of other resources, with a further 70 laptops ordered. The DfE laptop allocation (100) would become part of the Trust assets from 31 September 2021 and would further expand the number of laptops available for pupils.

Cyber Risk

It was reported that the Trust was part of a Cyber Risk Pilot, which would ensure all schools are fully protected against cyber risks. The current broadband arrangement expires in August 2022, with research currently being undertaken to ensure a replacement is fit for purpose.

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- Governors RESOLVED that the content of the circulated Trust IT Development Plan and information reported was noted.
- 10 Single Central Record: signature by the Head Teacher and Chair**
The Trust Business Manager agreed to meet virtually with the Head Teacher and Chair of the Local Governing Body (The Rydal Academy) in order to review the Single Central Record, immediately after this meeting of the Local Governing Body.
- Trust Business Manager
- Governors RESOLVED that the information was noted.
- 11 Term Dates 2021-2022 – reduction to 198 days due to extra bank holiday**
The Head Teacher reported that there was an additional bank holiday during 2021-2022, as a result of the Queens Platinum Jubilee. Governors were advised that staff views had been sought regarding when the additional bank holiday should be taken. Staff had voted that Friday 22 October 2021 was their preferred date.
- Governors RESOLVED that Friday 22 October 2021 was approved as an additional bank holiday for staff of The Rydal Academy.
- 12 Term Dates 2023-2024**
The Local Authority, School Term Dates Planning – Consultation on Proposed arrangements for 2023-2024 had been shared with Governors prior to the meeting. A copy would be retained on file.
- Governors RESOLVED that the model proposed by the Local Authority, for 2023-2024 was approved. The Head Teacher would inform the Local Authority, Staff and Parents and ensure the school website was updated.
- 13 Policies for approval / review / information**
- For information – Swift approved policies: Charging and Remissions Policy; Freedom of Information Policy; Single Equality Scheme; Drugs Education Policy; Safe Recruitment and Selection Policy & Procedure for Teaching and Non-teaching Staff; Code of conduct for Directors; Code of conduct for Local Governing Body; Flexible Working Policy; No Smoking at Work Policy; Political Indoctrination & Visiting Speaker Policy; Probationary Policy for Support Staff
 - For information - School reviewed policies: First Aid and Accident Policy; Policy for Supporting Pupils with Medical Conditions; Whole Class Reading Staff Guide; School Uniform Policy; Intimate Care Policy; Guidelines for Visitors in School; Sudden Death and Suicide Response Plan; Early Career Teachers (ECT) Policy – formerly NQT Policy
 - For approval – Nursery Admissions Policy 2021-2022 and Nursery Admissions Policy 2022-2023

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The Nursery Admissions Policy 2021-2022 and Nursery Admissions Policy 2022-2023 had been shared with Governors prior to the meeting. Copies would be retained on file.

Nursery Admissions Arrangements 2021-2022

Nursery Admissions Arrangements 2022-2023

Governors' attention was drawn to the additional information included in the Nursery Admissions Arrangements 2021-2022 and 2022-2023:

- a child is eligible for a two-year old funded place from the term after their second birthday subject to meeting eligibility criteria and the availability of places

Governors RESOLVED that the content of the circulated Nursery Admissions Arrangements 2021-2022 and 2022-2023 including the addition of the information above, was noted: the Policies were approved and adopted with immediate effect.

14 Special interest governor update

a) Premises / Health & Safety: Mark Emerson

Mark Emerson confirmed that a meeting in respect of Premises / Health & Safety would take place during June 2021, as reported by the Trust Business Manager.

b) Safeguarding & Welfare, looked after children (LAC), e-safety: Sarah Clough

c) Special Educational Needs (SEN), including SEMH: Kelly-Ann Lyle
Governors were advised that a meeting had taken place with school staff (Libby Truman) regarding identification systems: conversations had taken place regarding Dyslexia screenings and the Dyscalculia screenings (numbers and reading), which had been introduced in school following the Easter break.

d) Finance: Michael Jeffries

Michael Jeffries reported that he had exchanged e-mails with the Chief Finance Officer regarding Finance arrangements: discussions had taken place regarding proposed measures to be announced in terms of budget plans. Announcements confirmed there was minimal changes, for instance, national insurance contributions had remained much the same.

e) Values, Community & Equality: vacancy

f) E-safety: Sarah Clough

g) Careers & Transition: Troy Turner

h) Standards (Teaching, Learning, Curriculum & Progress), Newly
Governors RESOLVED that the verbal updates were noted: the Head Teacher would circulate to all Governors the Governor Monitoring Schedule to ensure awareness of expected activities during Summer Term 2021. The Governor Monitoring Schedule would also be shared

Head
Teacher

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with respective staff to encourage links, e-mail contact and conversations.

Standing Items

- 15 **Feedback from MAT Development Session Summer Term 2021:
5pm Thursday 8 July 2021**

Refer to Chief Executive Officer's Report (agenda item 8) for information.

- 16 **Chairs and Vice Chairs meeting 1:30pm, Friday 25 June 2021**

Refer to Chief Executive Officer's Report (agenda item 8) for information.

The Chair (Mark Emmerson) and Vice-Chair (Michael Jeffries) confirmed their availability for the Chair and Vice Chair meeting planned to take place from 1:30pm on Friday 25 June 2021.

Concluding items

- 17 **Any urgent other business raised under item 3**

No items of urgent other business had been raised.

- 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**

Local Governing Body

- to be confirmed

Julie Cornelius (Director, Swift Academies) thanked the Head Teacher, Executive Leadership Team and all staff, on behalf of Directors, for their hard work and commitment demonstrated for the benefit of pupils and families of The Rydal Academy, during what was an exceptional year.

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

on: 4/10/21 date

signed by: (Chair)



printed name:

MARK GRAY

Swift Academies

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