



Hurworth School

Local Governing Body
Tuesday 15 June 2021

virtual meeting via Microsoft Teams

MINUTES

Present (Governors)	Nichola Peaker, Rita Rees, Bree Stamp, Elaine Colclough, Joe Kelley (Deputising Chair for the meeting) Stuart Bradnam, Nick Gawthorpe, Lucy Clark, 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), Bethany Wright (Swift Academies), Sam Reilly, (Assistant Head Teacher Curriculum Development, Hurworth School), Lisa Gawthorpe (Assistant Head Teacher Raising Achievement, Hurworth School), Lindsay Burn (Assistant Head Teacher Appraisal, CPD and Verification processes, Hurworth School), Cath Lawrence (Special Educational Needs Co-ordinator (SENCO), Hurworth School), Tracy Minshull (Head of English, Hurworth School), Beth Wright (Head of Geography and Deputy Head of Year, Hurworth School), Ryan Elgie (Head of Maths, Hurworth School), Tracey Curtis (Governance Partner, Avec Partnership), Derek Bell (Chair of Board of Directors, Swift Academies), Julie Cornelius (Director, Swift Academies), Trish Heron, (prospective Governor, Hurworth School Local Governing Body), Mick Hatton, (prospective Governor, Hurworth School Local Governing Body)

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Company Registration Number 07533271

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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 the quorum for meetings of the Governors will be three voting Governors. 10 (ten) Governors were present.</p> <p>Governors were advised that Joe Kelley had agreed to act as Chair of this meeting of the Local Governing Body of Hurworth School, as apologies for absence had been received from the elected Chair (Franco Sinaguglia) and elected Vice Chair (Louise Johnson).</p> <p>Joe Kelley in the Chair.</p> <p>The Head of School advised Governors that Trish Heron and Mick Hatton had been invited to attend this meeting of the Hurworth School Local Governing Body as observers as terms of office for some existing Governors were coming to an end.</p> <p>Governors were informed that Julie Cornelius & Derek Bell (Directors of Swift Academies) had joined this meeting of the Local Governing Body of Hurworth School Academy as observers.</p>	
2	<p>Apologies for absence and their acceptance</p> <p>It was reported that apologies for absence had been received from the following Governors:</p> <ul style="list-style-type: none"> • Martin Clark • Louise Johnson • Franco Sinaguglia <p>Governors RESOLVED that the apologies for absence were accepted. Governors also noted the absence of Maria Hall (School Manager) and Ben Sutherland (Assistant Head Teacher).</p>	
3	<p>Notification of items of urgent other business</p> <ul style="list-style-type: none"> • items that the Local Governing Body of Hurworth School regard are of sufficient urgency to warrant consideration at the end of the agenda <p>One item of urgent other business was notified for consideration at the end of the agenda: staffing update.</p>	
4	<p>Declaration of personal and pecuniary interests</p> <p>a) complete / review the Register of Interest for the 2020-2021 academic year</p> <p>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. The Register</p>	

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should be updated during the academic year should circumstances change. Those Governors present confirmed that the content of their respective Register of Interest was 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 Hurworth School 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 Hurworth School.

5 Approval of minutes / review of actions / matters arising

Draft minutes of the Local Governing Body meeting of Hurworth School, held on Tuesday 2 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 Hurworth School, held on Tuesday 2 March 2021 were approved as an accurate record of the meeting and should be signed by the Chair. The Governance Partner would liaise with the Chair to ensure a signed copy of the minutes was be retained on file.

- Matters arising
The Head of School confirmed that a meeting had taken place recently with Joe Kelley to discuss "happiness" as part of the Curriculum offer at Hurworth School.

6 Chair's Report

- a) action taken
The Head of School confirmed that termly meetings continue to take place with the elected Chair, Franco Sinaguglia.
- b) correspondence
Governors were advised that no correspondence had been received by the Chair, since the last meeting of the Hurworth School Local Governing Body.
- c) local authority briefing paper: Summer Term 2021
 - Darlington Childcare Sufficiency Assessment 2020-2021
The Local Authority briefing paper (Summer Term 2021): Darlington Childcare Sufficiency Assessment 2020-2021 had been shared with Governors in preparation for this meeting of the Hurworth School,

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Local Governing Body. A copy of the briefing paper would be retained on file.

The Head of School commented that the content of the Local Authority briefing paper was aimed at primary schools and had been shared with Governors for information. Hurworth School works with primary schools and takes an active part in transition arrangements for pupils and that Governors should be aware of the involvement of the Local Authority to identify and address gaps in childcare.

Governors RESOLVED that the content of the circulated Local Authority briefing paper in respect of Darlington Childcare Sufficiency Assessment 2020-2021 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) (attached)
- c) Risk Register
- d) Inspection Data Summary Report (IDSR) 2019-2020
- e) Covid-19 Catch Up Funding Strategy Update
- f) Teacher Assessed Grades Policy
- g) School Aims, Values & Ethos

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

Governors were informed that, as with previous versions of the Head of School Report, the changes to the report had been highlighted yellow for ease of reference. The contents of the report were up to the end of March 2021, due to a further national lockdown as a result of the Coronavirus pandemic, some pupils had not been in school and therefore some sections of the report remained unchanged since the previous Head of School Report had been shared with Governors.

The Head of School presented to Governors the content of the circulated Head of School's Report, drawing attention to the following specific areas:

Pupil numbers

Governors were informed that the published admission number (PAN) for the school is 127 per year group. Hurworth School continues to be over-subscribed with pupil numbers broadly the same over the last three years.

The Local Governing Body of Hurworth School had agreed to offer 140, Year 7 places for intake in September 2021. The secondary school allocation day for the current academic year was 1 March 2021. An "adapted" appeals process due to Covid-19 restrictions had taken place for the academic year 2021-2022, with three appeals heard by an

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independent panel. The Head of School reported that the appeals had been unsuccessful: the panel took into account that Hurworth School had already agreed to accept above PAN.

Exclusions

The Head of School reported to Governors that one permanent exclusion had been fully upheld following a referral to an Independent Appeals Panel in March 2021.

Whilst the number of external exclusions had reduced, it was reported that if it was not possible to make comparisons due to the impact of lockdown and pupil absence from school for several weeks at a time.

Attendance

It was reported that prior to the national lockdown from January 2021, Hurworth School whole average attendance was 95.61%, which was significantly above the provisional national figures for Spring Term 1 (80%) in secondary schools. Attendance was 79.16% during the lockdown period; from 8 March 2021 school attendance became mandatory with the return to school of all pupils, although there was a phased approach between 8 March 2021 and 12 March 2021 to allow testing and the return of pupils to school. Weekly attendance was reported to be averaging 95.8% between 8 March 2021 and 26 March 2021.

The Head of School reminded Governors that case studies are retained for individual pupils as well as overviews of year groups, where attendance is a concern and classed as persistent absentees (attendance below 90%). Pupils with Special Educational Needs (SEN) and disadvantaged students, are both focus groups in respect of attendance.

Attainment and progress

The Head of School reported that the current Year 10 cohort were expected to sit public examinations during Summer Term 2022: the cohort had been working to address any gaps in knowledge following the latest period of national lockdown. Further class assessments would be undertaken in June 2021 to provide evidence and support projected grades. It was reported that Year 10 cohort had settled well into school routine following their return to school in March 2021.

Curriculum Development

Sam Reilly (Assistant Head Teacher, Curriculum Development), advised Governors that over the course of lockdown departments had reviewed and updated their curriculums in a variety of ways including the following :

- curriculum webpages updated, to include an overview of why pupils should study the subject, their learning outcomes and topics taught
- 'read and watch' lists to encourage pupils wider reading and independently
- pupil learning journeys identifying key knowledge, assessment points
ILT tasks: these are stuck in every pupil book / folder to allow them to

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see the sequence of learning and also connect prior and future knowledge

- five year learning journeys which are displayed in classrooms so they can be easily referenced and links between topic highlighted
- medium term plans include key priorities such as Careers, British Values, Interleaving etc.
- identification of non-negotiable knowledge (substantive and disciplinary)
- departments had been internally quality assured through learning walks, verification meetings 1:1 question and answer sessions, book scrutinies etc. and externally via Education Development Partner visits
- unlock, key and lock tasks embedded into departmental resources as a consistent way for pupils to identify when they are completing a retrieval task or learning new knowledge
- Key Stage 4 knowledge organisers devised
- a tutor revision programme created to ensure pupils are confident in how to use the different strategies for ILTs and exam revision. Year 7 to Year 10 focus on a different strategy each half term, while Year 11 have a weekly task which also looks at creating revision timetables, time management, stress etc.
- Reading a focus across all departments
- following the latest national lockdown, all departments have completed their 'return to school' plans and have adapted their medium term plans as necessary.

Remote Education

Governors were advised that parent and pupil surveys had been completed to gain their opinion of the Remote Education offer at Hurworth School (refer to Head of School Report for further information). Individual conversations with disadvantaged pupils had also taken place to ensure their view were taken into account. Remote Education has continued for pupils who have needed to self-isolate and set daily via Microsoft Teams.

The School Community – staff, pupils and parents pupil views

Governors were advised that internal questionnaires are conducted anonymously annually. Findings from questionnaires are used to inform the school's strategic plan for the following academic year. Due to the restrictions in respect of Covid-19, questionnaires have not been completed during lockdown.

A remote education questionnaire was sent to all pupils in early March 2021, with the following results:

- 202 pupils responded
- 87% of these were working from home / 13% were in school
- 65% of pupils felt that the amount of work set each day was about right, 33% felt that there was too much with 2% indicating not enough homework

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- pupils were asked several questions about their own wellbeing: 54% said they coped well with the amount of work set, while 30% struggled with the amount. 33% felt stressed or anxious when they had to complete work but knew where they could access additional support if they required it
- 99.5% of pupils indicated they knew how to stay safe online
- live lessons and short activities were the pupils' favourite teaching method, followed by subject specific platforms and pre-recorded lessons. Pupils did not enjoy longer projects as much.
- 89% of pupils said that the Remote Education offer had improved from the first national lockdown

Governors sought clarification of the number of pupils who indicated in their responses that they felt stressed or anxious when they had to complete work. The Assistant Head Teacher explained that once pupils understood how to access online learning, they became less anxious as they became familiar with access arrangements and knew that teachers were available to support them. Governors were informed that weekly welfare checks were completed by staff (Welfare Team, Head of Year, or Mentor) with pupils. Information was gathered from the weekly checks, in order to ensure that appropriate support was in place on pupils' return to school. For instance, targeted interventions or assurances given to pupils. Capacity of staff was extended to ensure that all pupils received appropriate support when and if required when they returned to school from the latest national lockdown.

Governors sought clarification of information reported and how many individual pupils had responded and whether responses were anonymous: this was confirmed as 202 pupils who responded anonymously. Governors commented positively on the number of pupils who had responded.

Parent Governors commented positively on Remote Education available during the latest national lockdown with pupils appearing more confident and knowledgeable about expectations of them.

Parent Views

Governors were informed that parental questionnaires are anonymously completed annually as part of parents' evenings. However, due to Covid-19 restrictions no face to face parents' evenings had taken place therefore a Remote Education questionnaire was sent to all parents at the beginning of March 2021, with the following responses received:

- 45 parents responded
- 93% had children who were working from home with 7% who had children attending school
- 96% had children who used a laptop to complete their work, while 4% used an iPad
- 69% of parents felt that the amount of work set each day was about right, 13% felt there was too much and 18% not enough

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- parents were asked several questions about their child's wellbeing: 80% said their child coped well with the amount of work set, while 13% struggled with the amount of work. 18% said their child felt stressed or anxious when they had to complete work but knew where they could access additional support if they required it
- 98% of parents felt their child knew how to stay safe online
- live lessons were by far parents' favourite, followed by pre-recorded lessons, short activities and subject specific platforms
- 72% of parents said they found Remote Education information on the school website useful
- throughout lockdown a personalised pupil engagement letter was sent home each week: 96% of parents found the letter useful and said it helped them to support their child with their remote learning
- 98% of parents agreed that the Remote Education offer at Hurworth School had improved since the first national lockdown.

Financial management and governance

The Chief Finance Officer reported that the circulated outturn report was prepared at a time when there is a gradual return to normality and hopefully no further lockdowns are enforced and therefore additional costs in respect of Covid are minimal.

Governors were informed that guidance had been received in early April 2020 which permitted the submission of a claim for Free School Meal Vouchers purchased by Hurworth School between 5 January 2021 and 8 March 2021 (period of national lockdown). The Chief Finance Officer confirmed that expenditure of £9k had now been received.

Governors' attention was drawn to the content of the circulated Head of School Report for detailed information regarding management accounts for Hurworth School (as 30 April 2021). A surplus of £1k was predicted against a balanced budget.

Long and short-term financial / budget planning

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

Schedule of Contracts

The Trust Business Manager reported that all contracts and Service Level Agreements continue to be reviewed individually as they expire to ensure best value and quality for all agreements. The Trust Contract Register has proved a useful tool enabling the Trust to work proactively and avoid a rollover of unwanted contracts.

A review of the water spend and billing at Hurworth School took place throughout February – May 2021 which confirmed there have been no overcharges and usage is within normal parameters for the size of the sites.

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During the most recent national lockdown, a review of catering supplies purchased across the Trust had taken place, with Catering Managers working collaboratively, comparing prices, value and quality of various products to ensure best value is sought.

Estate Management

The Condition Improvement Fund (CIF) for 2021-2022 closed for applications in January 2021, with two applications submitted for Hurworth School (Fire Safety Project / Boiler replacement). Results are expected in June 2021.

Funding received from the CIF in 2020 of £399k was used to replace flat roofs at Hurworth School, in line with the original application. The project was delivered within budget throughout February 2021 – May 2021 with final inspections and removal of scaffolding anticipated in June 2021.

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 favourable in complementing 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.

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 from April 2021, once negotiations between employers, trade unions and Local Government Services had concluded.

Quality Assurances

The Head of School reported that in light of the Summer 2019 results, and the new Ofsted Inspection Framework, Hurworth School would continue to evaluate itself as 'Good'.

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The main focus of the school's activities during the forthcoming academic year would be to ensure that the curriculum is the main focus of all activities and that systems and procedures are in place to fully support all students.

Safeguarding and wellbeing

Cath Lawrence (Special Educational Needs Co-ordinator) drew Governors' attention to the circulated Head of School Report for information in respect of the categories of pupil SEN need (as at 26 March 2021) and a breakdown across year groups.

SEN

Governors were informed of SEN-focused learning visits. Whole school verification for 2021-2022 had been undertaken with staff working on the SEND element of this process, including learning visits and work reviews to ensure it is central and robust.

Governors were further advised that:

- weekly SEND update includes a staff training section with information and links to resources that help school staff continue to meet students' needs
- SENCo Trust meetings and subsequent feedback to ELT: this is working well and is proving to be a good source of support and information
- Staff in the SEND department are working closely to ensure that transition for Year 11's is as good as it can be given national circumstances
- SENCo is working with many parents of Year 6 to ensure that they have the best transition possible within the government guidelines and that staff are ready to meet students' needs in September
- the trend of increasing number of students with Education, Health and Care Plans (EHCP) continues for September 2021: it is estimated the overall number of pupils with EHCP in the school will increase by 10 in 21/22
- additional provisions in place for supporting students to recognise and manage stress and anxiety, for instance Zones of Regulation and Boxhall Profiling
- issues identified with some Year 7 students, in particular around poor understanding of offensive terminology: resources have been purchased and sessions set up in the last half-term to tackle these issues with students and to create a better understanding of acceptable language
- training needs have been identified in the area of visual impairment in preparation for 2021-2022

Safeguarding

The Head of School reported that the Welfare Team at Hurworth School had undertaken welfare calls to all students during the national lockdown.

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There had been an increase in domestic violence incidents reported through Operation Encompass (March 2020) compared to a similar period in 2021. This was reported to be in line with county wide trends due to periods of national lockdown and the coronavirus pandemic.

In addition, safeguarding incidents had increased from 78 in the previous academic year (March to May 2019) to 108 (between March 2020 and May 2020). Again, this is in line with country wide trends due to lockdown. All Hurworth School staff have Disclosure and Barring Service clearance, and receive in-house safeguarding training throughout each academic year.

Mental Health

The Head of School reported that there is a significantly higher number of Year 10 students struggling with mental health issues than in other year groups and a higher number of females (55%) suffering with mental health issues.

Anxiety and stress continues to be the biggest factor in respect of mental health concerns which is reflective of national data showing that 8% of all people experience generalised anxiety. From the first lockdown and during the return to school in September 2020, there was an increase in reported anxiety and stress for some students who were worried about contracting and spreading Covid-19. This was especially felt by students where there were vulnerable family members.

All students experiencing mental health problems benefit from a support ladder: there are three tiers of support offered to students:

- Tier 1: supported by Head of Year and Student Support Team
- Tier 2: supported through Listening Post, Welfare and Behaviour Support, School Nurse or school counselling service (provision for students who need some extra support – demonstrating anxiety or low-level emotional difficulties)
- Tier 3: support by schools Psychological Welfare practitioner or Purple Matters / Referral made to CAMHS / Eating Disorder Team / Early Help / CIAT – provision for a smaller number of students who require additional support

Health and Safety

The Trust Business Manager reported that Health & Safety Audits were due to take place in June 2021: once these are completed the Health & Safety Committee would be provided with feedback and any actions or recommendations would be arranged for July / August 2021.

It was reported that a review of all mandatory training continues to be conducted and training identified where required. Various staff have recently completed Fire Warden Awareness, First Aid and Safer Recruitment Refresher courses.

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The catering team completed a thorough training course in April 2021 in preparation for changes to allergen laws which were effective from May 2021. Processes and procedures have been amended to ensure a robust system is in place to identify pupils and staff who have allergens. Catering Managers have scheduled further meetings to compare processes and share best practice.

From 8 March 2021, when schools reopened, students were given the opportunity to complete three lateral flow tests in school: 79.3% of pupils completed three lateral flow tests. All staff and students should be completing twice weekly home testing, using test kits provided by the Department for Education. Staff and students should inform Hurworth School where a positive test is received.

Appraisal Review

It was confirmed that in respect of the Autumn Term staff performance management review, where the appraisal objective is linked to pupil performance, the review statement would read *all staff have been working in unusual, unprecedented and different ways due to the impact of Covid-19 and therefore this objective would not be reviewed during this cycle.*

Covid Catch Up Funding

The Head of School reminded Governors that Covid Catch Up Funding would be used to support improvements in students learning.

Trust Public Examinations Group

It was reported that the Trust Public Examination Group (TPEG) contained representatives from both Hurworth School and Longfield Academy overlooking the completion of Teacher Assessed Grades to the exam boards for the current Year 11 pupils, in line with national guidelines for Summer 2021. The TPEG had provided continuous professional development sessions in order to upskill staff and systems to allow the schools to provide Teacher Assessed Grades which are a true reflection of pupil's potential and provides a pathway into further education.

The TPEG had:

- produced policies requested by JCQ and all policies had been approved by JCQ and Ofqual
- provided systems to reduce the possibility of external quality assurance by exam boards
- provided systems for departments to moderate and standardise their final TAG grades to ensure evidence supports the TAG and possible appeals can be addressed

Governors were informed that although the current Year 11 cohort had left Hurworth School, welfare support for them continued with transition and careers support and checks on their health and wellbeing.

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It was reported that all documentation prepared to support the Teacher Assessed Grades had been considered in terms of General Data Protection Regulations to ensure that clear protocols were in place should a subject access request be received. All documentation had been password protected.

Teacher Assessed Grades would be submitted by Friday 18 June 2021: staff were confident that grades would be available for submission on time. Staff would consider the Trust Appeals Policy in line with JCQ guidance released recently. The IT Team were also exploring the Cyberattack Policy, also to ensure that network systems continued to be safe and secure.

Governors' attention was drawn to the content of the circulated Teacher Assessed Grades Policy which had been approved by Directors of Swift Academies, by JCQ and Pearsons (leading exam board).

The Chair sought clarification whether there had been any appeals received in Summer Term 2020 from students in respect of the teacher assessed grades awarded at that time: it was confirmed that a small number of students had queried the grades awarded.

Summer School

Expressions of interest had been sought from parents and pupils regarding a summer school (Year 6 into Year 7), with a positive response received. A plan was currently being prepared for summer school which would include enrichment activities as well as academic elements in line with guidance.

School Aims, Values and Ethos

The Head of School reported that the School Aims, Values and Ethos had been reviewed and would move to a 'four R's' model (relationship, respect, resilience, responsibility), which would be reflected across all aspects of the curriculum at Hurworth School.

Governors RESOLVED that the content of the circulated SEF/Action Plan, Education Development Partner Report, Risk Register, Inspection Data Summary Report (IDSR), Admissions Criteria and information reported was 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. 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

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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*.

- Chairs / Vice Chairs of Local Governing Body
An invitation had been shared with respective Chairs and Vice Chairs of the Hurworth School Local Governing Body, 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.

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.

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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.

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Trust ICT Update including ICT 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 Hurworth School:

Hurworth domain into Swift domain migration

It was reported that Hurworth was the only remaining school within the Trust on an individual network. Network migration would take place over the Summer break by the IT team. Preparation was well under way, with back-end servers configured and data transferred over in preparation. Over the coming weeks, the network configuration would be finalised and some test machines installed at Hurworth School.

Hurworth Phone System Upgrade

Governors were informed that the existing phone system at Hurworth was starting to develop faults: the IT Team are in talks with Durham County Council and a quote has been received for a cloud-based phone system. IT are procuring and upgrading some network infrastructure with the aim of installing phones Summer 2021.

Hurworth Wireless Upgrade

Governors were advised that the wireless system at Hurworth is old and not compatible with newer devices. IT are conducting a sitemap to identify potential access point locations. The plan is to implement a newer system managed via the cloud. This system will allow for a greater number of connected devices as Hurworth may go down the 1:1 device model in the future.

Trust rebrand and in-house marketing material

Governors were advised that all Trust staff have standardised e-mail footers and icons. Work is being undertaken to ensure Trust sites are standardised with a uniform look and feel. It is important for schools to maintain a unique brand but also fits into an overarching Swift branding.

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Consistency and Compliancy of Trust websites

Trust and school websites are reviewed monthly to ensure that they are compliant with the latest requirements. Remote education guidance had been published for each school in the Trust in accordance with the government's continuity direction.

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. The IT department are in discussion with Head Teachers, Heads of School and Chief Finance Officer to ensure a budget is in place to support a replacement strategy. 15 Classrooms would be upgraded at Hurworth School over the Summer 2021 with touchscreens and computers.

Review of existing ICT Contracts and Service Level Agreements

The IT department are populating a list of existing contracts to ensure best value for money is achieved.

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 of School and Chair

The Head of School agreed to arrange a virtual meeting with the Trust Business Manager and Chair of the Local Governing Body (Hurworth School) in order to review the Single Central Record.

Head of
School

Governors RESOLVED that the information was noted.

11 Policies for approval / review / information

- a) For information – Swift approved policies Appraisal Policy; Pay Policy for Teachers & Support Staff; Complaints Procedure; Health and Safety Policy; Asbestos Statement of Intent and Action Plan; Equality Objectives; Disciplinary Policy and Procedures for Teachers and Support Staff; Grievance Policy and Procedures for Teachers and Support Staff; Biometric data policy; Finance Policy; Online Safety Policy; Data Retention and Destruction Policy; Treasury Management & Investment Policy; Staff Health & Wellbeing Policy; Risk Management Policy & Procedure; Redundancy and Redeployment Policy; Remote Education Policy
- b) For information – School reviewed policies - Anti Bullying Policy, Careers Provider Access Policy, Cover Policy, English as an Additional Language (EAL) Policy, Exam Policy, Health and Safety Policy, Independent Learning Policy, Independent Reading Policy, NQT Induction Policy, Non-Examination Assessment (NEA) Policy, Physical Intervention Policy, Safeguarding Policy, Setting Policy, Tracking and Mentoring Policy

Swift Academies

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- 12 **School Term dates 2021-2022**
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 17 December 2021 was their preferred date.

Governors RESOLVED that Friday 17 December 2021 was approved as an additional bank holiday for staff of Longfield Academy.
- 13 **School 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 circulated 2023-2024 proposed Term Dates were approved:
INSET days: Monday 4 September 2023, Monday 6 November 2023 and Friday 28 June 2024
Additional holiday due to Twilight INSET days (2): Wednesday 3 January 2024 and Thursday 28 March 2024.

The Head of School would inform the Local Authority, Staff and Parents and ensure the school website was updated.
- 14 **Special interest governor update including procedures for Governors visiting school:**
a) Premises / Health & Safety: Rita Rees
b) Safeguarding & Welfare: Franco Sinaguglia
c) Looked after children (LAC): Louise Johnson
d) Special Educational Needs (SEN), including SEMH: Bree Stamp
e) Finance: Elaine Colclough
f) Values, Community & Equality: Rita Rees
g) E-safety: Franco Sinaguglia
h) Careers & Transition: Joe Kelley
i) Newly Qualified Teacher (NQT): Joe Kelley
j) Standards (Teaching, Learning, Curriculum & Progress): Louise Johnson
- 15 **Standing Items**
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.
- 17 **Chairs and Vice Chairs meeting 1:30pm, Friday 12 March 2021 via Microsoft Teams**
Refer to Chief Executive Officer's Report (agenda item 8) for information.

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Concluding items

17 Any urgent other business raised under item 3

- Staffing update

The Head of School reported that Ben Sutherland (Assistant Head Teacher) had tendered his resignation after securing an appointment in another school. Governors should contact the Head of School where they are available to support the appointment process for the Assistant Head Teacher vacancy.

Governors RESOLVED that the information was noted.

19 Approval of documents for inspection

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

20 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 Hurworth School as follows:

on: _____ date

signed by: ^{Vice}(Chair) 

printed name: ELAINE COLCLOUGH.

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Approved

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