

# Swift Academies

*Success will inspire future triumphs*

Longfield Academy

Local Governing Body  
Monday 14 June 2021

## MINUTES

Present (Governors)	Nick Lindsay (Head of School), Robert Bell, Bev Clifton (Chair), Nick Rees, Laura Snowdon, Nicola Bales, Stuart Rawle, Sarah Glover, Mandy Payne, Dean Judson (Chief Executive Officer)
in attendance	<p>Kieran Thompson: Assistant Head Teacher – Curriculum</p> <p>Nick Willan: Assistant Head Teacher – Target Setting, Tracking and Assessment</p> <p>Hayley Moohan: Assistant Head Teacher – Teaching and Learning Progress</p> <p>Rebecca Eldrington: Assistant Head Teacher – Challenge Support and Progress</p> <p>Sarah Jones: Trust Business Manager, Swift Academies</p> <p>Glen Hart: Chief Finance Officer, Swift Academies</p> <p>Chris Carr: Infrastructure &amp; Development Manager, Swift Academies</p> <p>Beth Wright – Swift Academies</p> <p>Emma Hickerson: Assistant Head Teacher, Inclusion and Progress</p> <p>Tracey Curtis: Governance Partner, Avec Partnership</p> <p>Derek Bell: Chair, Board of Directors, Swift Academies</p>

Item | Description of discussion

Action by

- |   |  |  |
|---|--|--|
| 1 | <p><b>Welcome, introductions and confirmation quorum present</b></p> <p>Governors were advised 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>. Ten (10) Governors were present.</p> |  |
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- 2 Apologies for absence and their acceptance**  
It was reported that apologies for absence had been received from Jenni Bowe and Vicki Young. The Head of School reported the absence of Nikki Prince (Assistant Head Teacher – Family, Welfare and Readiness to Learn)
- Governors RESOLVED that the apologies for absence from Governors were accepted and noted the absence of the Assistant Head Teacher.
- 3 Notification of items of urgent other business**
- items that the local governing body of Longfield Academy regard are of sufficient urgency to warrant consideration at the end of the agenda
- No items of urgent other business were raised for consideration at the end of the agenda.
- 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. The Register should be updated during the academic year should circumstances change.
- Governors 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 Longfield 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 Longfield Academy.
- 5 Approval of minutes / review of actions / matters arising**  
Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 1 March 2021 had been circulated to Governors prior to this meeting. A copy would be retained on file.



Governors RESOLVED that the minutes of the Local Governing Body meeting of Longfield 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.

- Matters arising  
There were no matters arising.

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#### **Chair's Report**

- a) action taken
- b) correspondence

The Chair reported that any contact with parents had been signposted to the Trust to ensure quick and appropriate responses in line with Swift Academies Policies and Procedures. The Chair confirmed there were currently no active complaints being dealt with for Longfield Academy.

- c) local authority briefing paper: Summer Term 2021  
Darlington Childcare Sufficiency Assessment 2020-2021

#### **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 Longfield Academy, 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. Longfield Academy 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.

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#### **Head of School's Report including Chief Finance Officer and Trust Business Manager report**

- SEF/Action Plan (attached)
- Education Development Partner report (Summer Term 2021) (attached)
- Risk Register (attached)
- Covid-19 Catch-up Funding Strategy
- Teacher Assessed Grades and associated documentation

The Head of School'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 of School and Assistant Head Teachers discussed with Governors the content of the Head of School's Report to the Local Governing Body and Directors.

- **Pupil numbers / attendance and exclusions**

- **Pupil numbers**

The (Assistant Head Teacher, Inclusion and Progress) explained to Governors the key points contained in the Head of School Report in respect of pupil numbers. It was reported that at Easter 2021 there were 884 pupils on roll at Longfield Academy. This was slightly below the Pupil Admission Number (PAN) of 900

- **Year 6 to 7 transition 2021 intake**

181 pupils had been allocated to join Longfield Academy from September 2021 (Year 7). This may increase with a number of parents where paperwork had not been completed, including sibling links, to request a pupil place in Year 7 from September 2021. 172 Year 11 pupils would leave Longfield Academy at the end of Summer Term 2021.

- **Transition**

The Assistant Head Teacher (Inclusion and Progress) informed Governors of the extensive transition offer at Longfield Academy: the transition co-ordinator worked closely with all primary schools in the Darlington area and the Local Authority. The aim of this work was to ensure that all pupils do not lose any time between primary school and secondary school, and ensure that teaching staff in the secondary school are fully aware of the pupils' needs and abilities. Governors were encouraged to explore the Longfield Academy website for further information regarding the transition offer.

- **In-year mobility**

It was reported that mobility at Longfield Academy was stable: mobility is low and stability high. 13 of the pupils entering school during the Autumn and Spring Term had moved to Darlington, and five pupils in-year transfers from other secondary schools in the Local Authority area. One pupil had been permanently excluded and initially attended Rise Carr, but was now attending another secondary school in the area. Two pupils had become electively home educated (EHE) since the last report prepared for Governors. Pupil mobility is a key priority area for the school in 2021-22. The school remains a permanent member of the sub-committee of the Local Authority Vulnerable Pupil Panel.

- **Pupil cohort analysis over time**

Longfield Academy continues a historical trend of being 'male' heavy with 52.7% of the whole school cohort, this was reported to be a smaller gap than in previous years. Supporting learning for all is a key priority

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and the school is engaging in partnership research regarding underperforming boys with Durham EDP service.

- Attendance

Governors were informed that when schools were closed in December 2020, attendance was 95.29%. Pupils did not return to school after the Christmas break due to a national lockdown. The drop in attendance and rise in persistent absence was reported to be the impact of how schools were required to mark the 62 vulnerable pupils if they did not attend school during the lockdown period.

- Persistent absence

It was reported that the number of persistent absentees was currently 16% and continued to reduce. It was projected that at the end of Summer Term persistent absentees would have reduced to 15%.

- Pupil exclusion levels / permanent exclusion / fixed-term exclusions / internal exclusions

#### Permanent exclusions

The Assistant Head Teacher (Inclusion and Progress) reported that to Easter 2021, there had been one permanent exclusion. Permanent exclusion accounts for 0.1% of the school population, and is in line with national average.

#### Fixed-term exclusions

Governors were informed that fixed-term exclusions were above the national average at Longfield Academy. Four pupils had reached 15 days exclusion within one term. Pupil disciplinary meetings had taken place with the Lead Governor (Bev Clifton). Persistent disruptive behaviour was reported to be a key issue, where pupils are causing disruption in lessons and during non-contact lesson time, impacting on other pupils' learning. There is a determination to reduce fixed term exclusion whilst maintain standards in 2021-22 and a clear plan.

During Autumn Term 2020, it was decided to review fixed term exclusions and to replace them with a system of Internal Conduct Support (ICS). It was recognised across the Senior Leadership Team and Welfare Teams that fixed term exclusions were not reducing and many pupils were repeat offenders. The ICS system was set up to address this and to take a more holistic approach to look at the root cause of behaviours and to allow the pupils time to reflect on their behaviours and undertake a bespoke targeted intervention. Pupils who receive an ICS for negative behaviour attend their timetabled lessons and carry an ICS report. These pupils are visited every lesson by the Duty Manager and / or Head of Year to review their progress and at the end of each day they report to their year leader for a debrief session and complete a reflection exercise with a member of the Senior Leadership Team. These reflection activities are in the form of a series of pre-recorded videos that the pupils and member of staff watch

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and discuss. The pupil then completes a reflection piece of work that allows them to review their behaviour and put in place measure to move forward. ICS was introduced at Longfield Academy in the last week of November 2020 and therefore from that point in time there will be no internal exclusions at the school.

It was reported that in total 139 students had received Internal Conduct Support with 44 Year 9 pupils being the largest cohort. It was reported that the current Year 9 cohort had been unsettled as a direct result of 'bubble' life and that once regular arrangements were in place, an improvement would be seen to this cohort.

- Pupils educated off-site

It was reported that there were currently four Year 11 pupils being educated off-site:

Home & Hospital Teaching Service x 2 (full-time)

Outdoor Ambitions x 2 (two days per week)

Darlington Learning Zone x 1 (three sessions per week)

School staff complete welfare visits to these pupils. The aim for the new academic year 2021-2022 is that there will be no pupils attending alternative education.

Governors sought clarification regarding reported attendance for vulnerable groups: attendance for Looked after Children (LAC) was significantly lower than other vulnerable groups (79.47%) and whether any specific interventions had been put in place to address low attendance for this group of vulnerable pupils. The Assistant Head Teacher responded by stating that during the partial closure of schools from January 2021, the school had remained open to pupils considered to be vulnerable and those children of key workers.

Governors commented positively on a recent visit to Longfield Academy, during which attendance information had been explored. The level of detail in respect of attendance was exemplary with robust systems in place.

Governors challenged information contained in the Head of School Report regarding lateness to school and whether there were any procedures in place to address late arrival at school and to lessons and in particular the number of occurrences in one week for some individual pupils. The Head of School commented that the level of punctuality was not disproportionate when compared to other secondary schools. There were plans, following the 28 June 2021 training day, to explore two areas of the school:

- readiness to learn and work rate
- punctuality to lessons

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The Head of School reported that given the situation at Longfield Academy three years previously, it was a positive position to now be able to explore these key areas of the school. Work had taken place with the community in order to stress, for instance, the importance of being in school by 8:45am. The registration period was a key part of students' day. Punctuality to lessons had spiked during 'bubble' life in school and where areas of the school had been dedicated to a year group.

- **Attainment and progress**

The (Assistant Head Teacher – Target Setting, Tracking and Assessment) advised Governors that there wasn't a great deal of change to the data contained in the circulated Head of School Report, since the last meeting of the Governing Body, due to the continued impact of the coronavirus pandemic on pupils and the national lockdown from January 2021.

It was reported that the focus for pupils upon their return to school in March 2021 was to catch up on pupils lost knowledge. Staff had developed a RAG rate tracker which was used to identify interventions for pupils and address identified gaps in pupils' knowledge.

Governors were provided with a summary of change, as follows: An improvement on Year 11 leavers results, which would achieve a progress score of around 0.1 which would bring the school into the classification of good for the school's academic results. Phase 2 (target setting, tracking, assessment, intervention and mentoring) of the development plan had been launched, which was demonstrating an improved impact on the schools' improvement journey with the projected Progress 8 being above flat zero (+0.0) which was the target in 2020.

Governors were informed that staff had set up catch up trackers on SIMS with non-negotiable knowledge topics that pupils need to know from their time in remote learning. The trackers are completed by staff for each pupil they teach and are RAG rated. These trackers are then being used to inform staff when reporting to parents on where their areas of strength are and which areas they need to develop. The trackers are also being used by staff to inform areas for intervention.

Moving forward, a Trust Assessment Group and school sub-group had been established to modify the current assessment and reporting systems. These systems are looking at life without levels and how we can use departments' non-negotiables to improve progress and make reporting to parents more informative. With the lack of Key Stage 2 data for Year 7 and Year 8 in 2021-2022 a system would be explored to allow pupils to reach their full potential.

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### **Teacher Assessed Grades**

The (Assistant Head Teacher), 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

The Assistant Head Teacher – Target Setting, Tracking and Assessment reported to Governors of work that was taking place in conjunction with the Head of History, regarding gender gaps and disadvantaged gaps across Longfield Academy. Research was underway to identify how these gaps could be closed.

#### **• Curriculum planning – staffing and class sizes**

The (Assistant Head Teacher, Curriculum) drew Governors' attention to the circulated Head of School Report and information regarding curriculum hours and options:

- Curriculum  
Year 7 pupils will again begin Longfield in September 2021-22 without Key Stage 2 data. Pupils will therefore be in mixed ability groups until October half term where following assessments they will be set based on Maths and English scores.

The Trust Assessment Group is seeking to refine assessment systems to focus on pupil knowledge and their strengths and areas for development in relation to knowledge.

Curriculum planning over the course of the next few years will consider the Department for Education targets for EBacc i.e. that 75% of pupils will be expected to take this combination of subjects (English, Maths, a Language, Science and History or Geography at GCSE) from 2022 and 90% of pupils will be following this route from 2025. This is evident in Key Stage 3 with all pupils accessing the EBacc curriculum with the aim of pupils being fully prepared to opt for this combination of subjects at Key stage 4. EBacc eligibility for current Year 10 is 20% due to sit exams in

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2022. The Ebacc % for current Year 11 is 10%. This rises to 20% and 18% the following year.

It is important to note that despite multiple recruitment attempts for a Spanish teacher we have been unsuccessful in appointing a candidate. This has an impact on potential Ebacc numbers going forward.

The Options process was completed following a series of taster session, a virtual options evening and interviews with pupils following the same options structure as completed previously with 4 option choices one of which constrained to include a Geography, History or MFL to ensure 'Bucket 2' is fulfilled.

WAL (We Are Longfield) curriculum takes place in PSHCE time and daily in what was Personal Development time. All aspects of this have been planned using Year Group Teams to ensure consistency and externally verified. The daily programme is set, and this is monitored by Duty Teams. This has continued in the remote setting.

- **Timetabling**

Reduced 3 bands to two across KS3 as a result of single bands created at KS4 and 'subject teams' being kept together.

Single bands at KS4 allowing freedom of setting in English, Maths, Science.

Further developments planned for next year to create multiple bands at KS3 with the same setting. This will allow Design and Technology numbers to be further regulated and set independently.

- **Staffing**

Currently, we are fully staffed for September apart from in MFL where we have not successfully recruited a Head of Department.

The staffing restructure process involving the PE department has been completed.

It is vital that curriculum planning is coordinated as a joint exercise with the budget to produce a curriculum that meets pupils' needs and is affordable.

- **Remote Education**

The (Assistant Head Teacher, Challenge, Support and Progress) provided Governors with an update in respect of the Remote Education offer at Longfield Academy:

- We will continue to use Microsoft Teams as our vehicle for Remote Education - we will still use features of this as we move forward e.g. Class Teams, Year group Teams for messages.
- Year 11 have all been offered laptops in weekly assemblies to access and catch up on any work.
- Year 10s will be offered laptops and selected SEN pupils have been given laptops.
- We have a robust plan if another lockdown was to take place.

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- Teams training for new Year 7s embedded into IT curriculum.
- Staff voice appraisal to take place in Term 3.2.

- **National Tutoring Programme**

Governors were advised that the National Tutoring programme would not be utilised at Longfield Academy due to limitations of the programme, for example, it was only possible to select one subject area for tutoring. Some pupils at Longfield Academy were known to be in need of catch up in both English and Maths. However, alternative arrangements had been put in place to ensure that gaps in pupil's knowledge were addressed, with pupils working with tutors every Friday, either in small groups or 1:1 depending on the specific needs of pupils.

- **Summer School**

Expressions of interest had been sought from parents and pupils regarding a summer school (Year 6 into Year 7), with 100 positive response received from a number of primary schools. A plan was currently being prepared for summer school which would include enrichment activities as well as academic elements in line with guidance.

Governors sought clarification whether it was currently known the impact of national lockdowns had on the students of Longfield Academy, and how any gaps in learning would be addressed. The Head Teacher responded by stating that the welfare team had worked tirelessly during the national lockdown in order to support pupils, their families and the community.

Governors queried whether there were any plans in respect of homework and strategies reported during previous Local Governing Body meetings of Longfield Academy: the Assistant Head Teacher (Teaching and Learning Progress), confirmed that homework commenced positively in September 2020, but had been impacted negatively due to the national lockdown from January 2021. Homework strategies based on the retrieval framework would be re-introduced from September 2021.

- **Financial management and governance**

The Chief Finance Officer explained that the outturn report had been prepared at a time of great uncertainty regarding the current coronavirus pandemic.

Guidance had been received in early April to enable us to submit a claim for Free School Meal vouchers purchased for the period 5 January 2021 to 8 March 2021. £24k had been received by the Trust.

Information contained in the circulated Head of School Report provided an overview on the management accounts position as of 30 April 2021. In summary, a surplus of £4k was predicted against a balanced budget. The prediction is based on several factors that could change if exceptional Covid costs are not re-imbursed.

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- Long and short-term financial / budget planning

Governors were advised that the medium term financial plan covering the period 2021-2022 and 2023-2024 is currently being prepared. This will be presented to Directors for approval in July 2021.

- 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.

A review of the water spend and billing took place throughout February – May 2021 which has confirmed that there have been no overcharges and usage is within normal parameters for the size of sites, with a small surcharge to be refunded in respect of water usage at Longfield Academy.

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. A 10% cashback was in place to the end of July 2021 and would support catering equipment purchases.

- 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 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.

- Remuneration – salary inflation

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 September 2021.

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- **Quality assurance**

Education Development Partner Report

Governors' attention was drawn to the circulated Education Development Partner Report and the recommendations contained in the circulated report.

The Education Development Partner took place via Teams and focused on the school improvement and involved the Leaderships Team and a number of Middle Leaders and TLR holders. The Head of School reported that the experience had been very beneficial to all staff involved.

- **Safeguarding and well-being**

Governors were advised of the focus from May 2021 for the Special Educational Needs Co-ordinator (SENCo) and Assistant SENCo:

- pupils attend school and engage in the learning
- needs are met in the classroom (and outside of the classroom)
- staff use the information about pupils to understand their needs.
- staff use suggested strategies to meet those needs.
- lessons are appropriately pitched to offer challenge and secure support for all pupils.
- staff interact appropriately with pupils.
- staff engage with information gathering procedures and are able to articulate appropriate Tier 3 support for their pupils.

- **Wellbeing**

It was reported that the Welfare Team had been based on the school site during the partial closure of schools to pupils other than those identified as vulnerable and those children of key workers. As well as supporting these pupils in school, they have undertaken a range of different support in place to make sure pupils and their families are best supported. Support has been made available to pupils and their families remotely, operated by the Emotional Health and Well-being Officer.

The (Assistant Head Teacher, Inclusion and Progress) reported that the Welfare Suite had been reopened across school recently: the readiness to learn room, and therapeutic hub which enabled the Welfare Team to deliver in school support for the benefit of all pupils.

Although the current Year 11 cohort had completed their formal education prior to half-term and that welfare weekly calls would continue to all Year 11 students to the end of Summer Term 2021.

Governors sought clarification around mental health and wellbeing of pupils and whether there were any indications in school of changes to students' mental health or symptoms since the reopening of schools following the national lockdown in January 2021: the Head of School confirmed that some pupils had displayed anxiety and issues in respect

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of social interaction and characteristics of trauma since their return to school. The Head of School explained the extensive mental health and four tiered wellbeing ladder at Longfield School, which included commissioning via the NHS, Counselling Services (3 days per week), Listening Post and MIND.

- **The school community – staff, pupils and parents**

- Staff Wellbeing

Governors were advised that there were three stages to the staff wellbeing charter at Longfield Academy:

- Stage 1 – small gestures
- Stage 2 – whole school systems
- Stage 3 – self-mastery and self-love

- Staff Feedback on the staff wellbeing charter and CPD sessions:

It was reported that two staff forms had been completed: one in November 2020 and in March 2021. The trend of data is positive.

- Safeguarding

The Designated Safeguarding Lead reported that:

- A review LA audit was completed on the 19th of April and this highlighted some minor actions including additions to sections of the safeguarding policy where reference is made to mental health, DSL duties regarding children on Child Protection and Child in Need plans and updating the definition of honour based violence (abuse). Further actions include providing a refresher session on the management of sexual harassment and / or sexual violence focusing on the support for the victim.
- Trust Designated Safeguarding Lead (DSL) meetings continue remotely and the next planned meeting will focus on managing sexual harassment and sexual violence along with discussing internal procedures and protocols for recording racial incidents, homophobic incidents and allegations against staff to ensure best practice is shared.
- DSL and Looked After Children (LAC) review meetings continue to take place. LAC meetings continue to be pupil centred with the child being very much at the forefront of the discussion, feedback is that our LAC children value these meetings and that actions identified are being carried out in individual lessons to support their academic achievement. Pastoral RAG has developed significantly and now has a much more in depth focus on intense family support, the case discussions are carried out using a signs of safety model (what is working well for the family, what we are worried about, what do we need to know more about, what outcomes do we wish to achieve and actions to support this). This also acts as staff supervision as it allows the pastoral team to bring their most complex families for discussion and the process also helps to evidence the need for other agency involvement if it is required.

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- **Estates Management & Health and Safety**

The Trust Business Manager reported that two Condition Improvement Fund (CIF) applications had been successful for Longfield Academy and would see improvements to fire alarm, fire emergency lighting and fire emergency sensors throughout the school, and would take place over the Summer break, due to the intrusive nature of the work involved, including the controlled removal of asbestos in the 'tower'. The Trust Business Manager had been working alongside the Head of School and the Senior Leadership Team in respect of the project taking place during the Summer break, in terms of logistics and other activities taking place during the break. The boiler replacement project was reported to be almost complete with the contractors completing the installation of a computer linked to the heating control system.

Applications had also been made to the Condition Improvement Fund in January 2021, with one application submitted on behalf of Longfield Academy in respect of fire safety. If successful, this would further improve this year's enhancements to the Fire Alarm and emergency lighting to the school. Results of the application are expected in Summer Term 2021.

It was confirmed that all mandatory checks and maintenance have continued throughout the partial closures to ensure premises continue to be safe to all staff and pupils in attendance. Government guidance regarding safe management of premises is shared regularly with all site staff who review and action changes. A combined Health & Safety and Premises audit had been scheduled for Monday 5 July 2021.

Feedback would be provided to Governors in due course.

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.

- **School Community**

The Head of School highlighted the work of three members of staff in support of pupils of Longfield Academy during the coronavirus pandemic: James Raw, Careers and Community Lead; Jill Smith, Independent Careers Advisor and Pip Rutter, Academy Administration Manager.

The (Assistant Head Teacher, Inclusion and Progress) reported that

- over the course of this term the school continued to communicate and support the community. A range of social media platforms were used to support remote learning and communicate with all stakeholders. The school website was further developed and directs pupils and parents to key information.
- My School app has proved to be a success and the development team are continually trying to develop the app to make it personalised for the school community.

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- The Friends of Longfield Group has lost some key members but inherited some new keen parents who want to contribute to the school and the community. Its currently running an easy fundraiser scheme which aims to make money for key school charities. A meeting on Monday, 28 June 2021 is scheduled to plan the community programme for the next academic year.
- Longfield Academy is running a Summer School which will help pupils make the transition from primary to secondary school.
- Staff are planning parental engagement classes for next academic year which will enable parents/carers to learn new strategies and methods to support home learning.
- the Longfield Careers Team have worked hard giving Year 11 pupils the appropriate guidance to help them with their post 16 education. The vast majority of pupils have managed to find FE courses or apprenticeships.

- Pupil / Staff / Parent, Carer Surveys

Governors were advised that there no further surveys had taken place since the last Head of School Report to Governors. However, Longfield Academy had implemented a strategic plan to capture the views of both internal and external stakeholders once the end of bubble life was possible.

- HR, staff absence

Governors attention was drawn to the content of the circulated Head of School Report for information in respect of the percentage of working days missed. It was reported that the number of support staff leavers was higher than usual due to the TUPE of cleaning staff from Swift Academies to Bulloughs. All other information in respect of staff absence was line when compared to similar timeframes.

The Head of School commented that he hoped Governors had a flavour of where Longfield Academy were on their improvement journey and how significantly the team had progressed the school to date.

Governors RESOLVED that the content of the circulated Head of School Report, SEF/Action Plan, Education Development Partner Report (Summer 2021), and Risk Register and the presentations by the Senior Leadership Team 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 Chief Executive Officer's 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 Multi Academy 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. Refer to agenda item 13 (Policies) for further information.

### **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 IT 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 IT Development Plan and drew Governors' attention to the following aspect of the plan in respect of Longfield Academy:

#### **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. Governors RESOLVED that the content of the circulated Trust IT Development Plan and information reported was noted.

#### **Phone system replacement**

Existing phone systems are starting to develop faults: IT are in discussion with Durham County Council regarding quotations for a cloud-based phone system. IT will be procuring and upgrading network infrastructure with the aim of installing phones at the school over summer 2021.

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### **Wireless System replacement**

The IT department are currently completing sitemaps to identify potential access point locations, with newer systems managed via a cloud based system.

### **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.

### **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.

### **Department for Education Laptop initiative**

It was reported that laptops received during the coronavirus pandemic as part of the Department for Education initiative would become part of the Trust assets from 31 September 2021. Longfield Academy would gain circa 100 laptops.

### **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.

### **SIMS**

Initial work had commenced to identify a replacement for SIMS. Capita are selling SIMS as a growing concern with options beneficial as soon as possible. Modern MIS software is cloud based and offers more functionality than traditional SIMS.

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 Trust Business Manager agreed to meet virtually with the Head of School and Chair of the Local Governing Body (Longfield Academy) in order to review the Single Central Record, immediately after this meeting of the Local Governing Body.

Trust  
Business  
Manager

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Governors RESOLVED that the information was noted.

**11 Policies for approval / review / information**

**a) 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

**b) For information (School reviewed policies)**

Sudden Death & suicide plan; School Uniform Policy

The Sudden Death & Suicide Plan and School Uniform Policy had been circulated to Governors prior to this meeting. Copies would be retained on file.

Governors RESOLVED that the content of the circulated Sudden Death & Suicide Plan and School Uniform Policy were noted.

**c) For approval (Statutory reviewed policies)**

Careers Policy (CEIAG); Induction Policy

The Careers Policy and Induction Policy had been circulated to Governors prior to this meeting. Copies would be retained on file.

Governors RESOLVED that the content of the circulated Careers Policy and Induction Policy were noted: the Policies were approved and adopted with immediate effect.

**d) For approval (new school policies)**

Literacy Policy, Lockdown Procedure, GSCE Centre Policy Summer 2021

The Literacy Policy, Lockdown Procedure and GSCE Centre Policy Summer 2021 had been circulated to Governors prior to this meeting. Copies would be retained on file.

Governors RESOLVED that the content of the circulated Literacy Policy, Lockdown Procedure and GSCE Centre Policy Summer 2021 were noted: the Policies were approved and adopted with immediate effect.

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- 12 School Term dates 2021-2022 including additional holiday for Platinum Jubilee**  
 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 3 December 2021 was their preferred date.
- Governors RESOLVED that Friday 3 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 School Holiday and Term Dates were approved, with Professional Development Days identified for Longfield Academy as follows:
- Monday 4 September 2023
  - Friday 1 December 2023
  - Monday 15 April 2024
  - Monday 1 July 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:**
- a) Premises / Health & Safety: Bob Bell
  - b) Safeguarding & Community & LAC (including anti-bullying and physical intervention) Governor – Stuart Rawle
  - c) Special Educational Needs (SEN), including SEMH: Bev Clifton
  - d) Finance: Nick Rees
  - e) Values, Community & Equality: Mandy Payne / Jenni Bowe
  - f) E-safety, Careers & Transition: Laura Snowdon
  - g) Standards (Teaching, Learning, Curriculum & Progress), Early Careers Framework - Sarah Glover
  - h) Reward & Sanction: Nicola Bales
  - i) Attendance & Punctuality: Nicola Bales
  - j) Achievement & extra-curricular: Laura Snowdon
- Standing Items**
- 15 Reminder of 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 confirmed that he would confirm his availability via e-mail for the Summer Term Chairs and Vice Chairs' meeting, with the Chief Executive Officer.

**17 Concluding items**

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

No items of urgent other business had been notified.

**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 were informed that this was the last meeting of the Longfield Academy Local Governing Body (2020-2021): dates for the academic year 2021-2022 would be shared with Governors in due course.

The Chair thanked on behalf of the Local Governing Body of Longfield Academy the Head of School, Senior Leadership Team and all staff, for their tireless efforts, welfare support for pupils and their families, especially during exceptional times. The Head of School would share Governors' thanks with staff.

The Chair of the Board of Directors, thanked Governors for inviting him to attend this meeting of the Local Governing Body of Longfield Academy. The level and quality of information available to Governors, and the challenge of Governors during this meeting provided assurances to the Board of Directors.

These minutes were approved by the Local Governing Body of Longfield Academy, as follows:

on:  date 4 October 2021

signed by: (Chair) \_\_\_\_\_

printed name: ROBERT BELL

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Approved

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