

Swift Academies

Success will inspire future triumphs

Board of Directors
2pm, Friday 26 October 2018

Longfield School, Longfield Road, Darlington DL3 0HT

Present

- **directors**

Ian Black, Derek Bell, Jim Marshall, Sam Jameson (Chair),
Dean Judson (Chief Executive Officer), Stuart Hargrove, Rita Rees, Nick Rees, Keith
Bernstone,

- **also**

John Armitage (Head Teacher, The Rydal Academy),
Nichola Peaker (Head of School, Hurworth School),
Nick Lindsay (Head of School, Longfield Academy)
Glen Hart (Chief Finance Officer, Swift Academies)
Sarah Jones (Trust Business Manager, Swift Academies)
Andrew Hutton (Trust ICT Manager, Swift Academies)
Tracey Curtis (Governance Partner, Avec Partnership)

<u>Item:</u>	<u>Description of discussion:</u>	<u>action by:</u>
1	Welcome, introductions and confirmation quorum present The governance partner confirmed that a quorum was present. The Articles of Association for Swift Academies documented that the quorum was any three Trustees, or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting. The quorum for a meeting of the Board of Directors was therefore any three Trustees. Nine (9) Trustees were present.	
2	Apologies for absence and their acceptance No apologies for absence had been received. All Trustees were present.	

3

Notification of items of urgent other business

- items that the Board of Directors of Swift Academies regard are of sufficient urgency to warrant consideration at the end of the agenda

No items of urgent other business were notified.

4

Declarations of personal and pecuniary interests

- a) complete/review the register of interest
Directors and those present were reminded that they should complete the register of interest to declare any relevant business or pecuniary interest and close family relationship between members, directors, Governors and employees. A register should be completed annually and updated during each academic year where circumstances change.
- b) to declare any personal or pecuniary interests in any matters arising from the agenda of the current meeting
Directors and those present were reminded that they should declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting. No declarations of interest were received.
- c) complete automatic disqualification
Directors and those present were informed that the Charity Commission automatic disqualification rules had changed with effect from 1 August 2018. New reasons for disqualification included being contempt of court, being named under particular anti-terrorism legislation or being on the sex offenders register.

Directors RESOLVED that the register of interest and automatic disqualification declaration should be completed as soon as possible and returned to the Governance Partner.

5

Approval of minutes/matters arising

- **Board of Directors' Swift Academies, Friday 13 July 2018**
Draft minutes of the Board of Directors' meeting held on Friday 13 July 2018 had been circulated to Trustees prior to the meeting. A copy would be retained on file.

Trustees considered the minutes of the Board of Directors' meeting of Swift Academies, held on Friday 13 July 2018 and RESOLVED that the minutes were approved as a true record of the meeting and should be signed by the Chair. The approved, signed minutes would be retained by the Trust Business Manager.

Report of delegated duties

Trustees were informed that a meeting of the Finance and Resources Committee of Swift Academies had not taken place since the last meeting of the Board of Directors held in summer term 2018. The next meeting of the Finance and Resources Committee of Swift Academies, was planned to take place from 4:30pm on Thursday 22 November 2018 at Longfield School.

Trustees RESOLVED that the information was noted.

Standards Committee of Swift Academies

a) Wednesday 3 October 2018

Draft minutes of the Standards Committee meeting of Swift Academies, held on Wednesday 3 October 2018 had been circulated to Trustees prior to the meeting. A copy would be retained on file.

Trustees RESOLVED that the content of the circulated minutes of the standards committee meeting of Swift Academies held on Wednesday 3 October 2018 was noted.

Local Governing Body: Hurworth School

b) Tuesday 2 October 2018

Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 2 October 2018 had been circulated to Trustees prior to the meeting. A copy would be retained on file.

Trustees RESOLVED that the content of the circulated minutes of the Local Governing Body of Hurworth School held on Tuesday 2 October 2018 was noted.

Local Governing Body: Longfield School

c) Monday 1 October 2018

Draft minutes of the Local Governing Body meeting of Longfield School held on Monday 1 October 2018 had been circulated to Trustees prior to the meeting. A copy would be retained on file.

Trustees commented that, according to the minutes of the meeting of the Local Governing Body of Longfield School, Governors had not challenged or raised any points of clarification throughout the meeting held on Monday 1 October 2018. The Chief Executive Officer reported that this had been noted by the Head of School of Longfield School and the Chair of the Longfield School Local Governing Body and has begun to be addressed through termly Trust Chair and Vice-Chair meetings, a LGB skills audit, a bespoke programme of CPD through an external program of Governor strategic support and the production of Trust Head Teacher's Reports based upon the Department for Education guidance Understanding your Data which combined will enable Governors to provide support and challenge moving forward.

Trustees RESOLVED that the content of the circulated minutes of the Local Governing Body of Longfield School held on Monday 1 October 2018 was noted.

Local Governing Body: The Rydal Academy

d) Monday 1 October 2018

Draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 1 October 2018 had been circulated to Trustees prior to the meeting. A copy would be retained on file.

Trustees RESOLVED that the content of the circulated minutes of the Local Governing Body of The Rydal Academy held on Monday 1 October 2018 was noted.

7

Governance arrangements

a) Approval of elected Chair and Vice- Chair

Trustees RESOLVED that the following respective elected Chair and Vice-Chair appointments were approved with immediate effect:

Hurworth School: Chair, Jane Hodgson; Vice- Chair, Louise Johnson

Longfield School: Chair, Bob Bell; vice-Chair, Rachel Peart

The Rydal Academy: Chair, Hazel Bullock; Vice-Chair, Mark Gray

b) Trustee appointed Governors

Trustees RESOLVED that the following respective trustee appointed Governors were approved with immediate effect:

Longfield School: Jenni Bowes

Hurworth School: Franco Sinaguglia

The governance partner reported that since the circulation of the agenda for this Board of Directors' meeting, a resignation had been received from a Member Appointed Governor of Longfield School. Emily Cheesman had resigned: work commitments prevented Emily from continuing with the role.

It was reported that the appointment of Franco Sinaguglia would create a parent governor vacancy at Hurworth School.

Trustees RESOLVED that the information was noted and that the governance partner would liaise with the respective Head of School / Head Teacher in respect of Local Governing Body vacancies.

governance
partner /
Head of
School

c) LGB vacancies

This item was not considered. Refer to agenda item 7 b), trustee appointed Governors for information.

8

Chair's report

a) action taken

b) correspondence received

The Chair explained that due to the timing of this meeting of the Board of Directors in early autumn term, there was nothing to report.

9

Chief Executive Officer's report

The Chief Executive Officer's report had been circulated to Trustees prior to the meeting. A copy would be retained on file.

The Chief Executive Officer discussed with Trustees the content of the circulated Chief Executive Officer's report, including the appointment of

a Trust Business Manager, development of centralised policies, Head Teacher and Head of School reports, EBacc, and Multi Academy Trust developments.

Hurworth School

The Chief Executive Officer reported that discussions had taken place with representatives from the Local Authority regarding the possible expansion of Hurworth School. It was reported that originally projected pupil numbers did not match the most recent data obtained by Tees Valley Combined Authority. Latest data predicted that Darlington may have 240 less secondary pupils in 2028 than the current pupil numbers. A 'bulge' in the interim period was likely to be temporary.

A paper was being prepared for Cabinet by senior Local Authority Officers, however, any increased provision was likely to be on a smaller scale than that originally envisaged. An outcome would be notified in early 2019.

Trustees commented on the number of houses being built in Darlington and whether pupil numbers had included additional housing. It was confirmed that the projected pupil numbers had taken into account housing developments but that the current projections were reduced.

Multi Academy Trust Development

The Chief Executive Officer discussed with Trustees the development of Swift Academies and reported that discussions had taken place with local primary schools. The Chief Executive Officer reminded Trustees that greater economies of scale could be achieved in the first instance if a minimum of five schools with a total of in excess of 3000 pupils were in the Multi Academy Trust.

Trustees sought clarification whether there was a strategy to develop Swift Academies. Trustees were reminded of the support in place for Longfield School as a sponsored academy and as result of this it was important that capacity was built with the addition of Good or Outstanding schools at this stage. The Chief Executive Officer reported that Swift Academies had been approached by a number of schools who had expressed an interest in joining the Trust and discussions were on-going.

Trustees RESOLVED that the content of the circulated Chief Executive Officer's Report was noted.

10

Understanding Your Data

The Department for Education guidance *Understanding your Data*, had been circulated to Trustees prior to the meeting. A copy would be retained on file.

The Chief Executive Officer reported that the Education & Skills Funding Agency had recommended the use of the guidance document and promoted the use of a standard format across Multi Academy Trust for Head Teacher / Head of School reports. The format also supported the role of Trustees when considering Head Teacher / Head of School reports, where presented using a common framework.

The Chief Executive Officer explained that the Head Teacher / Heads of School had used the guidance in order to produce Autumn Term reports to their respective Local Governing Bodies. Further information and discussion would take place regarding the use of a standard format at the strategic governance event of Swift Academies planned for Thursday 8 November 2018.

Feedback from the local governing bodies across Swift Academies had been requested via Head Teacher / Heads of School. Governors were asked to confirm that they were happy with the format and information presented and whether this would allow support and challenge during meetings of the Local Governing Body.

Trustees RESOLVED that the information was noted.

Trustees commented on the amount of paper being used to support Trustees and Governors and whether laptops could be used as an alternative. Trustees discussed options and RESOLVED that paper copies would not be shared automatically in future. The Governance Partner would provide paper copies where these were requested.

11

Head Teacher/ Head of School, Local Governing Body reports The Rydal Academy

The Head Teacher Report to the Local Governing Body of The Rydal Academy had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Head Teacher discussed with Trustees the content of the circulated Head Teacher report, including number of pupils on roll, attendance, Looked After Children Award, Sports Mark Award, safeguarding, Condition Improvement Fund work, wrap around care and the Education Development Partner report recommendations for performance management of the Head Teacher in 2018-2019. Trustees' attention was drawn to the circulated Head Teacher report for further information. The Head Teacher confirmed that the 2017-2018 staff performance management and appraisal process had been completed.

Hurworth School

The Head of School report to the Local Governing Body of Hurworth School had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Head of School discussed with Trustees the content of the circulated Head of School report, including pupil attainment (Progress 8), attendance, self-evaluation judgement, fixed term exclusions, Education Development Partner report, staffing and appraisal, and pay uplift 2018-2019. Trustee's attention was drawn to the circulated Head of School report for further information.

Longfield School

The Head of School report to the Local Governing Body of Longfield School had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Head of School discussed with Trustees the content of the circulated Head of School Report, including attainment, pupil numbers on roll, admissions, attendance, pupil behaviour, exclusions, staff appraisal and the content of the Education Development Partner report.

The Head of School discussed with Trustees the content of the self-evaluation form for Longfield School. It was reported that aspects of the form identified areas of the school to be inadequate and require improvement, however some aspects had been judged to be outstanding. The Head of School commented that Longfield School did not 'feel' an inadequate school and was improving rapidly. A 'buddy' system had been established for teachers of Longfield School across the Multi Academy Trust in order to provide support and identify best practice.

Trustees RESOLVED that the content of the circulated Head Teacher and Head of School reports was noted.

12

Trust ICT Manager report

The Trust ICT Manager report had been shared with Trustees prior to the meeting. A copy would be retained on file.

The ICT Manager discussed with Trustees the content of the circulated report, including the introduction of an IT support ticketing system, initial discussions with telecoms suppliers regarding the installation of a new trust-wide phone system, sign in facility at Hurworth School, staff e-mail adjustments, website, ICT staff support across Swift Academies, installation of hardware and software, development of a central register for hardware and software, removal of RM management software and school lockdown arrangements. Trustees' attention was drawn to the circulated report for further information.

Trustees RESOLVED that the content of the circulated ICT Manager Report was noted.

13

Trust Business Manager report

The Trust Business Manager report had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Trust Business Manager discussed with Trustees the content of the circulated report, including electrical inspections, Health & Safety Audits / premises inspections, fire safety, lockdown procedures, Business Continuity plans, Data Collection programme, general data protection regulation, Condition Improvement Fund, catering and cleaning and the Trust Business Manager priorities. Trustees' attention was drawn to the circulated report for further information.

Trustees RESOLVED that the content of the circulated Trust Business Manager Report was noted.

14

Chief Finance Officer report

- a) Accounting Officer letter
- b) Pay uplift 2018-2019
- c) Pay Policy 2018-2019

The Chief Finance Officer Report had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Chief Finance Officer discussed with Trustees the content of the circulated Chief Finance Officer Report, including funding pressures in respect of high needs block, 2017-2018 accounts audit and 2018-2019 budget update.

Pay Policy / Pay uplift 2018-2019

Trustees were informed that the School Teachers' Pay and Conditions Document recommended:

- 3.5% uplift to be applied to the minima and maxima of all classroom teacher pay ranges and of the unqualified teacher pay range
- 2% uplift to be applied to the minima and maxima of the upper pay range, the leading practitioner range and all allowances
- 1.5% uplift up the minima and maxima of the leadership pay ranges (and Head Teacher groups)

Trustees were informed of options as follows:

- apply 3.5%, 2% and 1.5% to the minimum and maximum of the pay ranges where appropriate: apply 2% to all allowances and determine the % uplift to all other reference / salary points within these pay ranges, or
- apply 3.5%, 2% and 1.5% to all salary points within the appropriate ranges

Concerns were raised that should the pay uplift be applied to the minima and maxima of pay grades, this would narrow the gap between pay grades and could impact on recruitment and retention of staff.

Trustees sought clarification of the impact on the budget and the recommendations reported. It was confirmed that the maximum pay uplift had been factored into the 2018-2019 budget without the pay grant. The grant would also be available in 2019-2020.

Trustees RESOLVED that a 2.5% pay uplift would be applied across all grades.

Accounting Officer letter

The Education & Skills Funding Agency letter dated 18 September 2018 addressed to Chief Executives in Multi Academy Trusts and Principals in Single Academy Trusts and copied to Chairs of Trustees had been shared with Trustees prior to the meeting. A copy would be retained on file.

The letter made reference to the Academies Financial Handbook, related party transactions, controlling executive pay, scrutinising the budget, acting on audit findings, financial returns, providing governance and executive details and better financial reporting programme.

Trustees sought clarification of the job being undertaken by the current auditors, the appointment of auditors is subject to an annual review in the Autumn Term.

Trustees RESOLVED that the content of the circulated Chief Finance Officer Report was noted.

15

Standing items

Scheme of Delegation

The Scheme of Delegation for Swift Academies had been shared with Trustees prior to the meeting. A copy would be retained on file.

Directors were reminded that the Scheme of Delegation for Swift Academies remained a 'standing item' for meetings of the Local Governing Body, Board of Directors of Swift Academies and the two committees of the Board. Changes approved by the Board of Directors would be reported in each meeting across Swift Academies.

The Chief Executive Officer recommended the following changes be incorporated into the circulated Scheme of Delegation:

- delegation of performance related pay decisions
- levels of authority when purchasing goods and services
- signatures for contracts and service level agreements

Directors RESOLVED that the amended Scheme of Delegation was approved and adopted with immediate effect.

16

Trust Development Plan

The Trust Development Plan had been shared with Trustees prior to the meeting. A copy would be retained on file.

The Chief Executive Officer reported that the Trust Development Plan had been developed with the involvement of the Executive Leadership Team of Swift Academies and had been shared with Governors during recent Local Governing Body meetings. The Chief Executive Officer explained that he would report on progress during subsequent meetings.

Trustees RESOLVED that the content of the Trust Development Plan was noted and approved the Trust Development Plan with immediate effect. The Trust Development Plan would be retained as a standing item on all agendas for Board of Directors and Local Governing Body meetings.

17

Concluding Items

Policies for publication on Swift Academies website following a period of consultation with Trust staff & trade unions in September 2018

- a) Appraisal
- b) Capability
- c) Code of Conduct for Employees
- d) Disciplinary
- e) Grievance
- f) Safer Recruitment and Selection
- g) Sickness and Management

Trustees RESOLVED that the content of the above listed policies was noted.

Policies for initial approval to be distributed to Trade Unions and Staff Consultation in November 2018

- h) Flexible Working
- i) Leave of Absence
- j) Maternity, Adoption, Paternity & SPL Policy
- k) Swift Probationary Policy- Support Staff

Trustees RESOLVED that the content of the above listed policies was noted and that they would be subject to consultation with stakeholders prior to implementation.

- 18 Any urgent other business raised under item 3**
No items of urgent other business had been notified.

- 19 Approval of documents for inspection**
Directors RESOLVED that the agenda, supporting documents and approved minutes to be made available for public inspections, with the exception of any items in respect of personal or confidential details which would be withdrawn.

- 20 Time, date and venue of future meetings**
Directors RESOLVED that the time, date and venue of future meetings were noted:
- 2pm, Friday 14 December 2018 at Longfield School
 - 2pm, Friday 22 March 2019 at The Rydal Academy
 - 2pm, Friday 12 July 2019 at Hurworth School

The meeting closed at 4pm.

approved by the Board of Directors of Swift Academies on:

14/12/18 (date)

signature (Chair):

name:

Sam Jameson