

Swift Academies

Success will inspire future triumphs

Board of Directors' Meeting

Friday 22nd March 2024 at 1.00 pm at The Rydal Academy

MINUTES

Directors present:	Dean Judson (CEO), Derek Bell (Chair), Julie Cornelius, Tim Fisher, Stuart Hargrove and Michael Garmston
Members present:	Derek Bell, Keith Bernstone, Laurence Job and Robert Bell
In attendance:	Glen Hart: Chief Financial Officer, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Leon Watson: Trust IT Manager, Swift Academies Sam Kochaniec: Schools HR Manager EPM Angela Sweeten: Head Teacher, Longfield Academy John Armitage: Head Teacher, The Rydal Academy Rachel Somerville: Head of School, Hurworth School Laura Hawksby: Trust Governance and Policy Officer

Item	Description of discussion	Action by
1.	<p>Welcome, Introductions and confirmation quorum present</p> <p>The chair welcomed those present to the meeting.</p> <p>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for Board of Directors meetings will be three voting Directors. 6 (Six) Directors were present.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>It was reported that apologies had been received from Member Irene Lavelle and Directors: Zoe Beach, Kelly-Ann Lyle and Geoff Liddle.</p> <p>Directors RESOLVED that the apologies for absence were received from and accepted for Member Irene Lavelle and Directors: Zoe Beach, Kelly-Ann-Lyle and Geoff Liddle.</p>	
3.	<p>Notification of items of urgent other business</p> <p>There were no items of any other business.</p>	

<p>4.</p>	<p>Declaration of personal and pecuniary interests.</p> <p>a) Complete / Review the Register of Interest</p> <p>Directors and those present were reminded that they should update the Register of Interest to declare any relevant business and pecuniary interest and close family relationships between Members or Directors and/or Members or Directors and employees.</p> <p>It was confirmed that all Directors present had completed the Register of Interest for the current academic year.</p> <p>Directors confirmed that their respective Register continued to be accurate and up to date.</p> <p>b) To declare any personal or pecuniary interests in any matters arising from the agenda of the current meeting.</p> <p>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.</p> <p>Declarations of interest were made in relation to Minute 24: Swift Board Approval for Queen Elizabeth VI Form College to join Swift Academies and form Inicio Academies on 1st April 2024. Tim Fisher (Director), Laurence Job (Member), Keith Bernstone (Member), Robert Bell (Member), Dean Judson (CEO), Glen Hart (CFO), Sam Kochaniec (Schools HR Manager EPM), Angela Sweeten (Head Teacher Longfield Academy), John Armitage (Head Teacher The Rydal Academy), Rachel Somerville (Head of School Hurworth School), Sarah Jones (TBM) and Leon Watson (TITM) left the meeting during consideration and voting of this item.</p> <p>Code of Conduct</p> <p>Directors were reminded they had signed the 'Directors Code of Conduct', upon appointment. It was confirmed that signed Directors' Code of Conduct were held on file for all Directors.</p>	
<p>5.</p>	<p>Approval of minutes / review of actions / matters arising</p> <p>Full Board of Directors – Full Board of Directors 15th December 2023 - Consideration was given to the draft minutes of the Board of Directors' meeting held on Friday 15th December 2023, a copy of which is retained on file. All actions contained within the minutes had been completed. There were no matters arising.</p> <p>Directors RESOLVED that:</p> <p>a) The minutes of the Board of Directors held on the 15th December 2023 were a true and accurate record of the meetings.</p> <p>b) The Governance & Policy Officer would liaise with the Chair to arrange a signed copy of the approved minutes are retained on file.</p>	<p>Governance & Policy Officer</p>

<p>6.</p>	<p>Chair's Report</p> <p>The Chair reported upon correspondence with the ESFA (Education Skills Funding Agency) with regards to executive pay. It was noted that the ESFA had confirmed that information submitted by the Trust to the ESFA, had adhered to the Academy Trust Handbook when setting executive pay.</p> <p>The Chair updated upon correspondence/actions completed between Queen Elizabeth Sixth Form College (QE) and Swift Academies in relation to the coming together of the two institutions. He advised that a letter had been sent from himself on the 13th December 2023 to the chair of QE Board notifying of proposed measures regarding the TUPE process, which included the change to CEO/Accounting Officer and Central Team. The Chair had attended a meeting on the 15th January 2024 met with Trade Union Representatives, the Chair of the QE Board, and QE staff to discuss the TUPE process.</p> <p>The Chair confirmed that the Land Registry Transfer of QE land into Swift Academies, the Supplementary Funding Agreement and Master Funding Agreement and Final Transfer Agreement had all been duly signed.</p> <p>Directors RESOLVED that the report be noted.</p>	
<p>7.</p>	<p>Chief Executive Officer's Report</p> <p>The Chief Executive Officer (CEO) updated upon the formation of Inicio Academies. He advised that QE's public consultation had generated in total 14 responses, with no major concerns. As reported in the Chairs' correspondence (Minute 6 above refers) the formal process of Swift and Inicio coming together had began on the 13th December 2023 with the letter to the Chair of the QE Board notifying of the proposed measures. The TUPE process began with a meeting on the 8th January 2024, with Trade Union representatives, Chair of the Board of QE and senior representatives from both Boards and respective leadership teams in attendance and QE Staff and concluded on the 26th January 2024.</p> <p>It was noted although the formal TUPE process had ended, it was still open until the point of transfer. The Schools HR Manager's post had been duly advertised, with the new postholder in place from the 1st April 2024.</p> <p>The CEO reported that the Board of QE had resolved on the 29th February 2024 to dissolve the Sixth Form College as a 6th Form Further Education Corporation as of the 1st April 2024.</p> <p>Directors RESOLVED that the CEO's report be noted.</p>	
<p>8.</p>	<p>QE- Consultation TUPE</p> <p>Further to Minutes 6 and 7 above Directors noted the TUPE consultation undertaken between Swift Academies and QE Sixth Form College. The formal letters regarding the TUPE process between the Chair of the Swift Board of Trustees and the Chair of the Board of QE (dated the 13th December 2023 and 9th February 2024) were noted by Directors, copies of which are held on file.</p>	

	<p>Directors RESOLVED that the report be noted.</p> <p>9. Staffing Structure</p> <p>The Chief Executive Officer (CEO) reported upon the Inicio Academies staffing structure, which was considered and noted by Directors. A copy of the staffing structure is held on file.</p> <p>Directors RESOLVED that the report be noted.</p> <p>10. Due Diligence</p> <p>The Chief Financial Officer (CFO) reported upon and the Directors carefully considered the due diligence questionnaire and information provided by QE (Queen Elizabeth Sixth Form College), a copy of which is held on file. Directors agreed that there were no areas of concern or major risk factors.</p> <p>It was noted that QE had also duly completed the process of due diligence on Swift Academies, providing approval at their Board meeting held on the 15th February 2024. Both Swift Academies and QE had been supported in the due diligence process by Stone King Solicitors, however as separate entities.</p> <p>Directors RESOLVED that the due diligence on QE Sixth Form College be approved.</p> <p>11. Building Conditions Reports Summary Overview</p> <p>The Trust Business Manager (TBM) reported upon the Swift Academies and QE (Queen Elizabeth Sixth Form College) conditions surveys, a copy of which is retained on file. The report provided a summarised breakdown of recommended remedial works categorised as priority levels for each site.</p> <p>Directors RESOLVED the Building Conditions Reports be noted.</p> <p>12. Single Central Register</p> <p>The Trust Business Manager (TBM) advised that the Single Central Register would be expanded to include QE (Queen Elizabeth Sixth Form College), subject to the merger of the institutions, and would continue to be checked and appropriately updated/reviewed.</p> <p>Directors RESOLVED that the report be noted.</p> <p>13. IT Systems, Web-site/emails/ID Badges</p> <p>The Trust IT Manager advised that both IT teams of the schools and college would work closely to provide IT support/management to the academies, schools and college within Inicio Academies. The website for Inicio Academies had been developed and was ready for launch after the 1st April, subject to approval of the joining of the two institutions. It was</p>	
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	<p>planned that new Inicio email addresses would go live from the 8th April 2024. ID badges to reflect the new Inicio Academies information would also be available at the start of the new term.</p> <p>Directors RESOLVED that the report be noted.</p>	
<p>14. and 15.</p>	<p>Pensions and Payroll</p> <p>Items 14 and 15 were considered together by the Board of Directors. The Chief Financial Officer (CFO) advised that there would be one finance and payroll system for Inicio Academies. By combining both institutions the LGPS employer contribution will drop to 19.1%.</p> <p>Dummy runs would be completed to ensure the combined systems functioned correctly, prior to going live.</p> <p>Directors RESOLVED that the report be noted.</p>	
<p>16.</p>	<p>HR Software</p> <p>It was noted that going forward new potential systems was being explored for HR software systems for Inicio Academies.</p> <p>Directors RESOLVED that the report be noted.</p>	
<p>17.</p>	<p>SMRA Review and Summer Term Visit/ School Resource Management Self-Assessment Tool Checklist</p> <p>Directors considered and noted the School Resource Management Self-Assessment Tool Checklist which had been submitted to the ESFA (Education and Skills Funding Agency), a copy of which is held on file.</p> <p>The Chief Financial Officer (CFO) advised that a SMRA (School Resource Management Advisers) visit review date would be confirmed for some period during the Summer Term. School Resource Management Advisers are accredited sector experts that provide peer-to-peer advice to schools and academy trusts on using revenue and capital resources to deliver the best possible educational outcomes for pupils.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) The School Resource Management Self-Assessment Tool Checklist, which had been duly submitted to the ESFA, be noted. b) It be noted a SMRA visit would be conducted in the Summer Term. 	
<p>18.</p>	<p>TU Recognition Agreement</p> <p>Directors considered the Trade Union Recognition Agreement, which it was noted would be signed following the formation of Inicio Academies. Directors RESOLVED that the Trade Union Recognition Agreement be noted.</p>	

<p>19.</p> <p>20.</p> <p>21.</p> <p>22.</p> <p>23.</p>	<p>Articles of Association</p> <p>The Chief Financial Officer (CFO) confirmed that the Department for Education had confirmed that the current Articles of Association would not require further update for Inicio Academies.</p> <p>Directors RESOLVED that it be noted that the current Articles of Association did not require updating for Inicio Academies as confirmed by the Department for Education.</p> <p>Supplementary Funding Agreement/Master Funding Agreement</p> <p>The Chief Financial Officer (CFO) reported the Supplementary Funding Agreement/Master Funding Agreement, copies of which are held on file.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. b) The Supplementary Funding Agreement/Master Funding Agreement would be considered further by Directors as part of the conversion documents at Minute 24 below. <p>Land Transfer Agreement</p> <p>The Chief Financial Officer (CFO) reported upon the Land Transfer Agreement, a copy of which is held on file.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) the report be noted. b) The Land Transfer Agreement would be considered further by Directors as part of the conversion documents at Minute 24 below. <p>Potential Trust Growth</p> <p>The Chief Executive Officer (CEO) updated the Board of Directors on potential further growth of the Trust and advised that positive discussions were being held/ongoing with Head Teachers and Board of Governors of other educational institutions. Updates will be brought back to future meetings of the Directors.</p> <p>Directors RESOLVED that the report be noted.</p> <p>Final Transfer Agreement</p> <p>The Chair and Chief Executive Officer (CEO) reported upon the Final Transfer Agreement between Queen Elizabeth Sixth Form College and Swift Academies. A copy is held on file.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. 	
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- b) The Land Transfer Agreement would be considered further by Directors as part of the conversion documents at Minute 24 below.

24. Swift Board Approval for Queen Elizabeth VI Form College to join Swift Academies and form Inicio Academies on 1st April 2024

1 ACADEMY CONVERSION OF QUEEN ELIZABETH SIXTH FORM COLLEGE

The Chair reported that it was proposed that the conversion of Queen Elizabeth Sixth Form College to academy status, to join the Company (the "Conversion"), the Conversion was now proposed to take place on 1 April 2024 or as soon as possible thereafter (the "Conversion Date"). Therefore, the business of the meeting in respect of this item was to consider and, if thought fit, approve the Conversion and the documentation required in respect of the Conversion.

2 APPROVAL OF DOCUMENTS REQUIRED TO EFFECT THE CONVERSION

2.1 The following draft documents were produced to the meeting (the "Conversion Documents"):

Document	Parties
i. Master Funding Agreement	1) Secretary of State for Education (the "Secretary of State") 2) Company
ii. Supplemental Funding Agreement for Queen Elizabeth Sixth Form College	1) Secretary of State 2) Company
iii. Commercial Transfer Agreement	1) Queen Elizabeth Sixth Form College 2) Company
iv. TR1s for the assignment of the property interests of Queen Elizabeth Sixth Form College	1) Board of Queen Elizabeth Sixth Form College 2) Company

- 2.2 The CEO had updated the Board on the status of the Conversion (Minute 7 above refers). The Board considered the Conversion Documents and the update provided.
- 2.3 The Board consider that the Conversion is in the best interests of the Company and in furtherance of the Company's charitable objects and hereby **RESOLVE** to proceed with the Conversion, subject to the receipt of any requisite consent of the Secretary of State for Education.
- 2.4 In making this decision, the Board has considered the Company's equality duty and have concluded that the decision to proceed with

<p>25 and 26</p>	<p>the Conversion is unlikely to affect disproportionately any particular person or group who share protected characteristics.</p> <p>2.5 The Board RESOLVE to approve the terms of the Conversion Documents in the form presented to the meeting, subject to any amendments required to finalise the Conversion Documents or effect the Conversion, such amendments to be settled by the Company's solicitors acting on the instructions of the executive of the Company.</p> <p>3 AUTHORISATION OF SIGNATORIES</p> <p>3.1 The Board RESOLVE to authorise:</p> <p>3.1.1 any director and, in the case of any document requiring execution as a deed, any two Directors, or any Director in the presence of a witness who attests their signature to execute the Conversion Documents on behalf of the Company and, having taken appropriate advice from the Company's solicitors where relevant, any other documents, certificates and notices required to be executed by the Company in connection with or to give effect to the Conversion (subject to such amendments as any Director think fit); and</p> <p>3.1.2 Any Director to do all such other acts and things as may be required in order to effect or implement the Conversion on behalf of the Company.</p> <p><i>(Note: Tim Fisher (Director), Laurence Job (Member), Keith Bernstone (Member), Robert Bell (Member), Dean Judson (CEO), Glen Hart (CFO), Sam Kochaniec (HR Manager EPM), Angela Sweeten (Head Teacher Longfield Academy), John Armitage (Head Teacher The Rydal Academy), Rachel Somerville (Head of School Hurworth School), Sarah Jones (TBM) and Leon Watson (TITM) left the meeting during consideration of the above item and took no part in the voting of the above item.)</i></p> <p>Trust Change of Name/ Approval of Appointments and Resignations Members and Directors as of 1st April 2024.</p> <p>The Governance & Policy Officer reported upon and Directors' consideration was given to and, if thought fit, approve the:</p> <ul style="list-style-type: none"> • appointment of Iain Clyde, Emma Chawner, Mavis Lord and Graham Wynn as Directors of the Company with effect from 01 April 2024 (the "Director Appointments"); • resignation of Julie Cornelius, Stuart Hargrove, Kelly-Ann Lyle, Dean Judson and Derek Bell as directors of the Company with effect from 01 April 2024 (the "Director Resignations"); • appointment of Iain Clyde and Nicola Myers as Members of the Company with effect from 01 April 2024 (the "Member Appointments"); 	<p>Directors</p>
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	<ul style="list-style-type: none"> • resignation of Irene Lavelle and Laurence Job as Members of the Company with effect from 01 April 2024 (the "Member Resignations"); • written resolutions to be circulated to the Members of the Company approve the Director Appointments, Director Resignations, Member Appointments, Member Resignations and to change the Company's name to Inicio Academies (the "Name Change"), all with effect from 01 April 2024. <p>WRITTEN RESOLUTIONS</p> <p>There was produced to the meeting a form of written resolutions of the Members of the Company to approve:</p> <ul style="list-style-type: none"> • the Director Appointments; • the Director Resignations; • the Member Appointments; • the Member Resignations; and • the Name Change, <p>all with effect from 01 April 2024 ("Written Resolutions").</p> <p>Directors RESOLVED to: approve the Written Resolutions in the form produced to the meeting; and send it to every eligible Member of the Company.</p> <p>ADJOURNMENT</p> <p>The meeting was adjourned so that the Written Resolutions could be circulated to the Members of the Company.</p> <p>The meeting reconvened and the Chair reported that the Written Resolutions had been passed.</p> <p>APPOINTMENT OF DIRECTORS</p> <p>The Chair noted that Iain Clyde, Emma Chawner, Mavis Lord and Graham Wynn had consented to be appointed as Directors.</p> <p>After due and careful consideration and pursuant to the Written Resolutions it was RESOLVED that the Director Appointments be approved to take effect on 01 April 2024.</p> <p>RESIGNATION OF DIRECTORS</p> <p>The Chair noted that each of Julie Cornelius, Stuart Hargrove, Kelly-Ann Lyle, Dean Judson and Derek Bell had requested to resign from their respective offices with respect to the Company.</p> <p>After due and careful consideration and pursuant to the Written Resolutions it was RESOLVED that the Director Resignations be accepted to take effect on 01 April 2024.</p> <p>APPOINTMENT OF MEMBERS</p> <p>The Chair noted that Iain Clyde and Nicola Myers had consented to be appointed as Members.</p>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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27.	<p>After due and careful consideration and pursuant to the Written Resolutions it was RESOLVED that the Member Appointments be approved to take effect on 01 April 2024.</p>	Governance & Policy Officer												
	<p>RESIGNATION OF MEMBERS The Chair noted that each of Irene Lavelle and Laurence Job had requested to resign as Members with respect to the Company.</p>													
	<p>After due and careful consideration and pursuant to the Written Resolutions it was RESOLVED that the Members Resignations be accepted to take effect on 01 April 2024.</p>	Governance & Policy Officer												
	<p>TERM OF OFFICE – DIRECTOR TIM FISHER It was noted that Director Tim Fisher’s term of office would be ex-officio with effect from the 1st April 2024, as he would be the new Chief Executive Officer (CEO) of Inicio Academies with effect from that date.</p>	Governance & Policy Officer												
	<p>FILING The Chair instructed any director to inform Weightmans LLP of the Director Appointments, Director Resignations, Member Appointments, Member Resignations and Name Change and instruct them to make all necessary and appropriate entries in the books and registers of the Company and at Companies House.</p>	Governance & Policy Officer												
	<p>Approval of Appointments Queen Elizabeth Sixth Form College Local Governing Body as of 1st April 2024</p>													
	<p>The Governance & Policy Officer reported upon and approval was sought to appointments to Queen Elizabeth Sixth Form College Local Governing Body with effect from the 1st April 2024. It was noted that the Governors’ being appointed had all been Governors on the Queen Elizabeth Sixth Form College Board of Corporation and their respective terms of office would be carried across, except where they were due to expire at the end of the month for Governors Calvin Kipling and David Warman whose term of office would therefore, subject to approval, commence from the 1st April 2024. The representative from the Executive Leadership Team on the Queen Elizabeth Sixth Form College Local Governing Body would be appointed on an ex. officio term of office.</p>													
	<p>It was noted that any current vacancies on the Queen Elizabeth Sixth Form Local Governing Body would be filled as soon as possible and the Chair & Vice Chair of would be elected at the first meeting of the Local Governing Body in the Summer Term 2024.</p>													
	<p>Directors RESOLVED that the following appointments be made to Queen Elizabeth Sixth Form College Local Governing Body as of the 1st April 2024:</p>	Governance & Policy Officer												
	<table border="1"> <thead> <tr> <th>General Governor</th> <th>Term of office Start Date</th> <th>Term of Office End Date</th> </tr> </thead> <tbody> <tr> <td>1. Calvin Kipling</td> <td>1st April 2024</td> <td>31st March 2028</td> </tr> <tr> <td>2. Jenny Pan</td> <td>1st September 2020</td> <td>31st August 2024</td> </tr> <tr> <td>3. Andrew Wilson</td> <td>1st September 2020</td> <td>31st August 2024</td> </tr> </tbody> </table>	General Governor	Term of office Start Date	Term of Office End Date	1. Calvin Kipling	1 st April 2024	31 st March 2028	2. Jenny Pan	1 st September 2020	31 st August 2024	3. Andrew Wilson	1 st September 2020	31 st August 2024	
General Governor	Term of office Start Date	Term of Office End Date												
1. Calvin Kipling	1 st April 2024	31 st March 2028												
2. Jenny Pan	1 st September 2020	31 st August 2024												
3. Andrew Wilson	1 st September 2020	31 st August 2024												

4. David Warman	1 st April 2024	31 st March 2028
Parent Governor	Term of office Start Date	Term of Office End Date
1. Tracey Tyler	29 th September 2022	28 th September 2024
2. John McCann	8 th December 2022	7 th December 2024
Teaching Staff Governor	Term of office Start Date	Term of Office End Date
1. Vicky Snowball	9 th March 2023	8 th March 2027
Support Staff Governor	Term of office Start Date	Term of Office End Date
1. Rachael Duff	8 th December 2022	7 th December 2026
Representative from the Executive Leadership Team	Term of office Start Date	Term of Office End Date
1. Tim Fisher	1 st April 2024	Ex.officio

28.

Election of Chair of Inicio Board of Directors

The Governance & Policy Officer advised that Iain Clyde was willing to stand as Chair of the new Inicio Board of Directors from the 1st April 2024. This would be ratified at the first meeting of the Inicio Board of Directors meeting which would be held on the 15th April 2024. It was noted that Iain had extensive knowledge of being a Chair of a Board, as he had previously been the Chair of Queen Elizabeth Sixth Form College Board of Corporation.

Directors **RESOLVED** after careful consideration that Iain Clyde be elected as Chair of the Inicio Board of Directors from the 1st April 2024, in the interim period until ratification at the Inicio Board of Directors on the 15th April 2024.

Directors

29.

Scheme of Delegation

Director Tim Fisher reported on the proposed new Inicio Academies Scheme of Delegation to be implemented as of the 1st April 2024. The Scheme of Delegation is based upon the National Governors Association (NGA) model scheme and identifies the key decision-making authorities for academies within the Trust. It determines the functions, roles and responsibility levels undertaken by the Members, the Trust Board and those which have been delegated to the Trust Executive Team, Trust Board Committees, Local Governing Bodies and Principals/Head Teachers/Heads of School. It also details different degrees of support for Academies provided by the Trust.

Directors **RESOLVED** after careful consideration, to approve the Inicio Academies Scheme of Delegation, which would be in place from the 1st April 2024 and would continue to be reviewed as appropriate by the Inicio Board of Directors.

<p>30.</p> <p>31.</p> <p>32.</p>	<p>Trust Development Plan</p> <p>The Swift Academies Development Plan 2021-2024 was reviewed by Directors, with no changes proposed at the current time. It was noted that Inicio Academies would have a new Strategic Plan which would be developed after the first meeting on Inicio Academies Board on the 15th April 2024.</p> <p>Directors RESOLVED that no changes were required to the Swift Academies Development Plan at the current time.</p> <p>Review of Current Swift Academies Membership Document</p> <p>The Governance & Policy Officer provided an update on the current Swift Academies Membership Document. Directors noted that:</p> <ul style="list-style-type: none"> a) Stephen Goodman had been duly elected as a Longfield Parent Governor as of the 8th March 2024 following a Parent Governor election. b) Governor Nicola Bales had been appointed by Directors as a General Governor as of the 11th March 2024. <p>Risk Registers</p> <p>Consideration was given by the Board of Directors to the following Risk Registers:</p> <p>a) Hurworth School</p> <p>No new amendments were proposed to the Hurworth School Risk Register.</p> <p>Directors RESOLVED that the Hurworth School Risk Register be noted.</p> <p>b) Longfield Academy</p> <p>No new amendments were proposed to the Longfield Academy Risk Register. It was noted that the Longfield Academy Risk Register had been updated at the meeting of the Longfield Local Governing Body held on the 29th January 2024 under 'Category 1 Strategic Risk – control procedures and target date' to include reference to the second OFSTED monitoring report which took place on the 21st September 2023, with a positive report published on the 4th October 2023.</p> <p>Directors RESOLVED that the Longfield Risk Register be noted.</p> <p>c) The Rydal Academy</p> <p>No new amendments were proposed to the Rydal Academy Risk Register.</p> <p>Directors RESOLVED that The Rydal Academy Risk Register be noted.</p>	
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<p>33.</p> <p>34.</p>	<p>d) Swift Academies</p> <p>No new amendments were proposed to the Swift Academies Risk Register.</p> <p>Directors RESOLVED that the Swift Academies Risk Register be noted.</p> <p>Feedback from Finance and Resources Committee:</p> <p>The Chair of the Finance & Resources Committee provided feedback from the meeting of the Finance & Resources Committee held on Thursday 21st March 2024.</p> <p>He advised that income had increased and that the Trust remained with a relatively small in-year deficit. Reserves were in a healthy position and it was noted Longfield Academy's reserves included a sinking fund. The Finance & Resources Committee noted the Academies Trust Handbook 2023 updates.</p> <p>Further to Minute 17 above it was noted that a SMRA (School Resource Management Advisers) visit review date would be confirmed for the Summer Term.</p> <p>The Chair advised that the Gender Pay Gap Report had been considered at the Finance & Resources Committee meeting, with no resulting actions required.</p> <p>It was reported at the Finance & Resources Committee meeting by the Chief Financial Officer, that the Internal Audit had been carried out during the Spring Term and the full report when available would be brought back to Directors. It was not expected to raise any issues of major concern.</p> <p>Feedback from the Standards Committee:</p> <p>The Chair of the Standards Committee provided feedback from the Standards Committee held on the 13th March 2024. It was noted that the Head Teacher's had provided comprehensive reports to the Standards Committee, copies of which were retained on file.</p> <p><u>Longfield Academy</u></p> <p>The Deputy Head Teacher, Mr Stuart Rawle had reported to the Standards Committee and advised of the following:</p> <ul style="list-style-type: none"> • Longfield Academy 8 Ofsted priorities have either been fully addressed or are in the process of being embedded. • Pupil numbers on roll had increased since the beginning of the Academic Year (up by 10). • Attendance was just slightly above national average with the Academy continuing to work to bring down serious persistent absences. Suspensions were impacting on attendance by about 0.56 % 	
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- Suspensions were higher at the start of the Academic Year and when data was analysed the school can identify that the suspensions included pupils who have now been permanently excluded and the suspensions have decreased.
- Choices continued to be used and implemented effectively by staff.
- Permanent Exclusion figures were noted. Permanent Exclusion is implemented when all intervention and support strategies have been exhausted, with the school having a duty to stop disruption and safety of students/staff. There were many cases where Permanent Exclusions had been avoided due to interventions. Permanent Exclusions were noted to be rising regionally and nationally.
- Safeguarding referrals have increased.
- Year 11 Mocks had just been completed and the school was focusing on Science and History. Year 11 are completing how to revise workshops, interventions and tutoring to aid in their preparations for exams.
- Senior leadership at Longfield meet weekly with the Chief Executive Officer to discuss the implementation of school strategy.
- EDP (Educational Development Partner) visit had been completed on the 19th March 2024 focusing on how the 8 Ofsted identified areas had been addressed and focussed on next steps that were been undertaken in the schools improvement journey.

Hurworth School

The Head of School had reported to the Standards Committee and advised of the following:

- There was a slight decrease in pupil numbers, however the school remains over PAN.
- Attendance remained above the national average.
- Year 11 data was noted to be up when compared to last year's previous cohort.
- Trauma Informed Practice continued to be embedded as a whole school initiative.

Rydal Academy

The Head Teacher had reported to the Standards Committee and advised of the following:

- Pupil numbers were slightly down from this time last year, with the highest intake in nursery.
- In Year pupil numbers had increased.
- Absences higher than this time in the last academic year (Special Educational Needs and Traveller pupils' attendance have improved).
- Reception baseline was noted to be low for the current cohort.

Directors **RESOLVED** that the report back from the Chair of the Standards Committee be noted.

<p>35.</p>	<p>Head of School/Head Teacher Updates (verbal updates)</p> <p>a) Longfield Academy</p> <p>The Head Teacher of Longfield Academy updated further from the report provided by the Chair of the Standards Committee (Minute 34 above refers).</p> <p>The EDP visit on the 19th March 2024 had been positive focusing on the 8 Ofsted priorities and the next steps that were been undertaken in the schools improvement journey. Directors questioned whether staff were positive about the progress made and the Head Teacher confirmed that they were.</p> <p>b) Hurworth School</p> <p>The Head of Hurworth School updated further from the report provided by the Chair of the Standards Committee (Minute 34 above refers).</p> <p>It was noted that Design & Technology and an English Teacher positions had successfully been filled for September 2024.</p> <p>It was noted consideration was currently being given to a potential increase in the Resource Base size and that this would be reported back on again at a future meeting.</p> <p>c) Rydal Academy</p> <p>The Head Teacher of Rydal Academy updated from the report provided by the Chair of the Standards Committee (Minute 34 above refers).</p> <p>He advised that The Rydal Academy currently had two SLA'S (Service Level Agreements) in place to assist two Primary schools with regards to school improvement.</p> <p>Additional funding had been secured for the Traveller Education Service and the recent safeguarding review audit had been extremely positive.</p>	
<p>36.</p>	<p>Policies:</p> <p>For approval –</p> <p>The Board of Directors considered the Redundancy, Restructuring & Redeployment Policy and Cyber Response and Recovery Plan.</p> <p>Directors RESOLVED that the above policies be approved and adopted.</p> <p>b) For Information –</p> <p>The Board of Directors considered the following policies which would be adopted as Inicio Academy policies:</p>	

Inicio – Schools/Trust HR Policies

- a) Schools – Appraisal Policy
- b) Schools – Bereavement Policy
- c) Schools – Capability Policy
- d) Trust – Code of Conduct for Directors
- e) Trust – Code of Conduct for the Local Governing Body
- f) Schools – Code of Conduct for Employees
- g) Schools – Addendum to the Code of Conduct for Employees (Low Level Concerns)
- h) Schools – Disciplinary Policy
- i) Trust – Equality Policy

- j) Schools – Family Friendly Policy
- k) Trust – Flexible and Phased Retirement Policy
- l) Schools – Flexible Working Policy
- m) Schools – Grievance Policy
- n) Schools – Leave of Absence Policy
- o) Schools – Menopause Policy
- p) Schools – No Smoking at Work Policy
- q) Schools – Pay Policy
- r) Schools – Probation Policy
- s) Schools – Redundancy, Restructuring and Redeployment Policy
- t) Schools – Safe Recruitment and Selection Policy
- u) Schools – Sickness Management Policy
- v) Schools – Staff Health and Wellbeing Policy
- w) Schools – Substance Misuse Policy
- x) Trust – Whistleblowing Policy

Inicio - College - HR Policies

- a) College – Appraisal Policy
- b) College – Capability Policy
- c) College – Code of Conduct for Employees
- d) College – Staff Communication & Consultation Policy
- e) College – Death in Service Policy
- f) College – Staff Development Policy
- g) College – Dignity at Work Policy
- h) College – Disciplinary Policy
- i) College – Early Careers Teacher Policy
- j) College – Family Friendly Policy (draft)
- k) College – Grievance Policy
- l) College – Low Level Concerns Policy
- m) College – Menopause Support Policy
- n) College – Provision of Eye and Eyesight Tests Policy
- o) College – Recruitment and Selection Policy
- p) College – Redundancy Policy and Procedure
- q) College – Requests for Flexible Working Policy
- r) College – Staff Safe Working Practices Policy
- s) College – Recruitment of Ex-Offenders Policy
- t) College – Work Related Stress Policy

	<p>Inicio Schools/Trust - Non-HR Policies</p> <ul style="list-style-type: none"> a) Trust - Assets and Disposal Policy b) Trust – Business Continuity Strategy c) Trust – CCTV Policy d) Trust – Complaints Procedure e) Schools – Curriculum Policy f) Trust – Cyber Security Policy g) Trust - Data Retention and Destruction Policy h) Schools – Drugs Education Policy i) Trust – Finance Policy j) Trust – Freedom of Information Policy k) Trust – Gender Pay Gap Report l) Trust – GDPR Data Protection Policy m) Trust – Gender Pay Gap Action Plan n) Trust – H&S Statement of Intent o) Schools – In-year Admission Policy p) Trust - Infection Control Policy q) Trust – IT Acceptable User Policy r) Trust – Online Safety Policy s) Trust – Political Indoctrination Policy t) Schools – Protection of Biometric Data Policy u) Trust – Pupil Premium Policy v) Schools – Reasonable Force Policy w) Trust – Remote Education Policy x) Trust – Risk Management Policy & Procedure y) Trust – Asbestos Statement of Intent z) Trust – Central Services and Appeal Process aa) Trust – Treasury Management and Investment Policy <p>Directors RESOLVED that the above inicio policies, as listed above, be approved and adopted.</p> <p>PART C: Business Items for Information only – To note</p> <p>37, 38 and 39 Head Teacher’s Reports: Longfield Academy, Hurworth School and The Rydal Academy</p> <p>The Board of Directors noted Longfield Academy, Hurworth School and The Rydal Academy Head Teacher’s reports. Copies of the reports are held on file.</p> <p>Directors RESOLVED that the Longfield Academy, Hurworth School and The Rydal Academy Head Teacher’s reports be noted.</p> <p>40. Trust Business Manager Action Plan</p> <p>The Trust Business Manager’s (TBM) action plan update report, a copy of which is held on file, was noted.</p> <p>Directors RESOLVED that the report be noted.</p>	
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<p>41.</p>	<p>Trust IT Manager Update</p> <p>It was noted that the IT Manager's update report would be brought back to a future meeting of the Trust.</p> <p>PART D: Concluding Items</p>	
<p>42.</p>	<p>Approval of Documents for Inspection</p> <p>Directors RESOLVED that the agenda, supporting documents and approved minutes be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers. In addition the following reports and papers would not be made available for public inspection:</p> <p><u>Item 10 Due Diligence</u> – in accordance with Article 125 (a) and 125 (c) due to commercial sensitivity and identifiable staff.</p> <p><u>Item 20 - Master Funding Agreement</u> – in accordance with Article 125 (a) due to identifiable staff details.</p> <p><u>Item 36 - Cyber Response Recovery Plan</u> – in accordance with Article 125 (a) and 125 (c) due to commercial sensitivity and identifiable staff.</p>	
<p>43.</p>	<p>Date and time of future meetings:</p> <p>The following dates and times were noted for future meetings:</p> <ul style="list-style-type: none"> a) Inicio Board of Directors Meeting on the 15th April 2024 at 5.00pm at Queen Elizabeth Sixth Form College. b) Inicio MAT Development Session on the 25th April 2024 at 5.00 pm at Queen Elizabeth Sixth Form College. 	
<p>44.</p>	<p>Acknowledgements</p> <p>It was noted that this was the last meeting of Swift Board of Directors. Director Derek Bell as the Chair of the Board of Swift Academies expressed his sincere gratitude to all Members, Directors and the Chief Executive Officer (CEO) and staff who had supported him in his role as Chair of Directors over the years. He wished Inicio Academies every success in the future.</p> <p>Dean Judson advised it was his last Board of Directors meeting in his role as CEO. A lot had been achieved by Swift Academies and this was due to the support of Members, Directors and Head Teachers of the Trust. The CEO also wanted to thank the support and work of the Central Team and staff at Swift Academies.</p> <p>Directors Julie Cornelius and Stuart Hargrove reiterated their thanks to all and passed on their best wishes for the future of Inicio Academies.</p>	

The meeting concluded at approximately 3.00 pm.

These minutes were approved by the Chair of the Board of Directors as follows:

on: 15/04/24 date

Signature: M.G.

Print Name: Michael Garmsfor

(pp on behalf of the Chair of
Scrip Academics)

APPROVED

