

Swift Academies

Success will inspire future triumphs

Hurworth School

Local Governing Body

Tuesday 3rd October 2023

MINUTES

Present (Governors)	Rachel Somerville (Head of School), Dean Judson (Chief Executive Officer), Elaine Colclough, Cath Lawrence, Lucy Clark, Martin Stand and Nick Gawthorpe.
in attendance	Keith Bernstone: Member Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Kelly Davidson: Assistant Head Teacher Lindsey Burn: Assistant Head Teacher Tracey Minshull: Assistant Head of Learning Lisa Gawthorpe: Assistant Head of Engagement Sam Reilly: Assistant Head of Progress Laura Hawksby: Governance & Policy Officer

Item	Description of discussion	Action by
1.	<p>Welcome, Introductions and confirmation quorum present</p> <p>It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for meetings of the Governors will be three voting Governors. 7 (seven) Governors were present.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>Apologies for absence were received from Governors Mick Hatton, Trish Heron and Aylsa Nugent.</p> <p>Governors RESOLVED that the apologies for absence from Governors Mick Hatton, Trish Heron and Aylsa Nugent be accepted and noted.</p>	

3.	<p>Election of Chair</p> <p>The Governance and Policy Officer sought nominations for the position of Chair for the ensuing Academic Year. She advised that Mick Hatton had submitted his apologies for this meeting, however had agreed to stand as Chair and subject to the due election process.</p> <p>Governors RESOLVED that Mick Hatton be appointed Chair for the ensuing Academic Year.</p>	Governance & Policy Officer
4.	<p>Election of Vice-Chair</p> <p>The Governance & Policy Officer sought nominations for the position of Vice-Chair for the ensuing Academic Year.</p> <p>Governors RESOLVED that Elaine Colclough be appointed as Vice-Chair for the ensuing Academic Year.</p> <p><i>(Note: Elaine Colclough (Vice-Chair) in the absence of the Chair of the Local Governing Body, chaired the remainder of the meeting.)</i></p>	Governance & Policy Officer
5.	<p>Notification of items of other business</p> <p>There were no items of other business.</p>	
6.	<p>Declaration of personal and pecuniary interests</p> <p>a) Register of Interest</p> <p>Governors and those present were reminded that they should complete the Register of Interest annually to declare any relevant business or pecuniary interest and close family relationship between members and / or other Trustees and / or employees. Registers should be updated during the academic year should circumstances change.</p> <p>b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</p> <p>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.</p> <p>No declarations of interest were received.</p> <p>c) Code of Conduct</p> <p>Governors were reminded they had signed the Governors Code of Conduct, upon appointment to Hurworth Local Governing Body. It was confirmed that signed Governors Code of Conduct were held on file for all Governors of the Local Governing Body of Hurworth School.</p>	

7.	<p>Membership Document</p> <p>The Governance & Policy Officer updated the Committee regarding the Membership Document. It was noted that there were currently two vacancies, with one being for a Parent Governor requiring an election to be duly held.</p> <p>It was noted that Governor Joe Kelley had resigned as a Parent Governor as of the 1st September 2023. Governors expressed their gratitude for all the hard work and contribution Governor Joe Kelly had made to the work of Hurworth Local Governing Body.</p> <p>Governors RESOLVED that the report be noted.</p>	
8.	<p>Approval of Minutes / Review of Actions / Matters Arising</p> <p>Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 20th June 2023 had been shared with Governors prior to this meeting. A copy was held on file. It was noted that there were no matters arising.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 20th June 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p>	
9.	<p>Chair's Report</p> <p>a.) Action taken</p> <p>The Head of School advised on behalf of the Chair that there were no new updates.</p> <p>b.) Correspondence</p> <p>The Head of School advised on behalf of the Chair that there were no new updates regarding correspondence.</p> <p>Governors RESOLVED that the Chair's report be noted.</p>	
10.	<p>Head of School's Report</p> <p>The Head of School provided a comprehensive report to the Local Governing Body, a copy of which is retained on file.</p> <p>Pupil numbers were noted to be good for the beginning of the Academic Year and the school was still accepting pupils where there were spaces.</p> <p>Attendance was above the national average for 2022-23 however Governors noted that attendance for SEN (Special Educational Needs) pupils was lower and enquired what plans were in place to address this in the coming year? Governors were advised that to increase/maintain SEN attendance this year the school will be implementing new strategies such</p>	

as fortnightly meetings to identify students who are close to becoming a persistent absentee and work with the families to overcome any barriers.

The Head of School advised external suspensions had increased in the last academic year, however there has been a reduction in low level disruption and a significant decrease in internal suspensions. Moving forward in this academic year the school would continue to focus on positives and a new reward system has been launched, with weekly positive phone calls and frequent postcards being sent home. Updates have been implemented to the Behaviour Policy, sanctions framework and a new choices system had been introduced in the last academic year. **Governors enquired with regard to alternative provision was there always places?** Governors were advised every effort was made and pupils were provided with Alternative Provision and that this could be challenging for the budget.

With regard to Safeguarding it was noted there had been a reduction in the number of open to services this Academic year. **Governors enquired about the increase in racial incidents in 2022-23 and what actions were being put into place?** Governors were advised the school had completed hate crime assemblies and that this was also scheduled early in the Autumn Term as part of a cycle. The School is reviewing the PSHE (Personal, Social, Health and Economic) and SMSC (Spiritual, Moral, Social and Cultural) schemes of work to ensure the students are being educated at the right time of the year and in enough depth. Mini workshops/ programmes of work have been completed with key students, to help educate students further on acceptance and tolerance. An anti-racism audit is being completed to ensure there is a proactive approach.

The Head of School reported upon the previous year 11(2022-23 academic year) attainment results and current Year 11 predictions were noted. **Governors enquired what work was planned to ensure predictions are accurate?** The Head of School advised that work was being undertaken with regard to assessment/exam evidence and staff training to ensure predictions are accurate. Gaps in knowledge are being identified and students are being taught on examination techniques. It was noted work continues with the Year 11 students, such as bespoke timetables, timetabled revision sessions, wrap around support and access to external providers for students who are struggling to access school.

Governors noted that the school has a larger than average number of pupils with SEN which continues to rise and a high number of pupils with EHCP's (Educational, Health and Care Plan). Governors were updated on the Resource Provision and mainstream SEN staffing.

An update was provided with regard to the Quality of Education plan for 2023/24. A quality assurance programme is in place for measuring Quality of Education. Whole school quality assurance had taken place throughout the year and moving into the current academic year. **Governors enquired whether the mixed attainment teaching was new?** The Assistant Head of Learning advised that it was new and was for Key Stage 3. Feedback had been positive from parents and Teachers.

With regard to Personal Development Governors enquired whether Key Stage 4 children are involved with the enrichment opportunities? The Assistant Head Teacher (L.Burns) advised that numbers were increasing.

The Staff Wellbeing Questionnaire from the Summer Term 2023, Pupil Views and Parent Views were reported upon and noted.

Chief Financial Officer's Report

The Chief Financial Officer (CFO) provided an update report, which is held on file. He reported upon the management accounts as detailed in his report, which had been prepared up to the 31st July 2023.

It was noted that the Trust was still awaiting proposals for support staff pay increases from April 2023.

Governors enquired if the canteen made a surplus? The CFO advised it does not make a surplus. A review was due to be undertaken across the Trust's school/academies to review and identify potential savings.

(Note the CFO left the meeting at approximately 5.50 pm)

Trust Business Manager Report

The Trust Business Manager (TBM) provided an update report, which is held on file. She advised that various premises improvements and repairs were conducted over the Summer break, these included:

- Creation of a new corridor in the science department which allows pupils to move between lessons without disturbing other classrooms.
- Replacement of carpets in various corridors and science classroom
- Repairs to guttering in the quad garden
- Painting of various areas throughout school

With regard to the CIF (Condition Improvement Fund) 2024/2025 The project to replace the school heating system was completed in June 2023.

The project to improve fire safety by introducing fire compartments and new fire doors had also been completed. A new fire alarm panel and sensors were fitted throughout the summer holidays.

The TBM confirmed there was no RAAC (reinforced autoclaved aerated concrete.) as verified by an external provider and that a safe certification was due to be issued.

Trust ICT Manager Report

The Trust ICT Manager provided an IT update. He advised that a new enterprise grade switching solution had been purchased at Hurworth and this was in the final stages of completing the rollout across the site with completion due early November 2023. *Governors questioned what had been the impact of all the work and improvements on the students and staff?* The Trust ICT Manager advised that WiFi flow was now freer and it was faster to log on.

Governors **RESOLVED** that the Head of School's update report, including the CFO, TBM and Trust ICT Manager's report be noted.

10 a.) SEF/Whole School Improvement Plan

The Head of School reported upon the SEF (Self Evaluation Form) 2023-24 and Whole School Improvement Plan 2023-2024.

It was noted that the School Improvement Plan had maintained the same key priority areas for the Whole School Improvement Plan:

Priority 1 - Quality of Education -To inspire all students to engage with their learning

Priority 2 – Behaviour and Attitudes

Priority 3 – Personal Development

Priority 4 – Leadership - To lead, inspire and support all stakeholders

Governors **RESOLVED** that the SEF and Whole School Improvement Plan be noted.

10 b.) Risk Register

The Governing Body considered the Risk Register for Hurworth School, a copy of which is retained on file.

Governors **RESOLVED** that the Hurworth School Risk Register be approved.

(Note: Keith Bernstone: Member Swift Academies left the meeting at 6.30 pm.)

11. Chief Executive Officer's Report

The Chief Executive Officer (CEO) provided a verbal update report. He advised on Swift Multi Academy Trust Growth and advised the application for the coming together of Queen Elizabeth Sixth Form College and Swift Academies had been submitted to the Head Teacher's Advisory Board.

Governors **RESOLVED** that the Chief Executive Officer's Report be noted.

8a.) Scheme of Delegation

Consideration was given to the Scheme of Delegation which had been approved by Directors in the Summer Term.

Governors **RESOLVED** that the Scheme of Delegation be noted.

8b.) Trust Development Plan

Consideration was given to the Trust Development Plan which was held on file.

Governors **RESOLVED** that the Trust Development Plan be noted.

12.	<p>Admission Arrangements 2025-26</p> <p>The Head of School reported on the admission arrangements for 2025-26. She advised that there were no new updates to the Admission Arrangements.</p> <p>Governors RESOLVED that the Admission Arrangements for 2025-26 be approved.</p>	
13.	<p>Special Interest Governors – Feedback/Updates from School Contact</p> <p>Governor Elaine Colcough advised that she had completed her two visits this term in relation to Premises/Health & Safety and Finance, both were good with no issues identified. Governor Martin Stand advised that he met regularly with the Assistant Head Teacher (K.Davidson) with regard to his Safeguarding & Welfare link.</p> <p>It was noted once the current vacancies were filled on the Local Governing Body then at the next meeting of the Local Governing Body it would be reviewed and approved with regard to the special interest links.</p> <p>Governors RESOLVED that the report be noted and that the special interest links be reviewed and approved at the next Meeting scheduled for 12th March 2024.</p>	
14.	<p>Single Central Record</p> <p>The Trust Business Manager advised that she had met with the Chair in the Summer term and had reviewed and signed the Single Central Register for Hurworth School, which was correct and up to date. She would be meeting with the Chair to review again.</p> <p>Governors RESOLVED that the report be noted.</p>	Governors
15.	<p>Policies for approval / review / information</p> <p>a) For information Swift approved policies –</p> <p>Governors RESOLVED that the following Swift approved policies be noted for information: Online Safety Policy, Anti Bullying Policy, Reasonable Force Policy, Remote Education Policy, Probationary Policy, Bereavement Policy and IT Acceptable User Policy.</p> <p>b) For Information Hurworth School Policies –</p> <p>Governors RESOLVED that the following policies be approved for information Careers Guidance, Early Career Teachers Policy, Looked After Children Policy, Feedback Policy and Transport Policy.</p> <p>c) For approval Hurworth School Policies–</p> <p>Governors RESOLVED that the following policies be approved: Behaviour in Schools Policy, Child Protection and Procedures Policy, Homework Policy, Quality of Education Policy, Special Education Needs and Disability Policy, Special Education Needs and Disability Statement 2023, First Aid and Supporting Students with Medical Conditions Policy.</p>	

	<p>PART C: Standing Items</p> <p>16. MAT Development Session</p> <p>MAT Development Sessions Governor Feedback Governors advised that they had found the MAT Development session held on Thursday 6th July and Thursday 14th September 2023 to be very helpful.</p> <p>Governors RESOLVED that the report be noted.</p> <p>17. Part D: Concluding Items</p> <p>Date and time of future meetings: (all from 4.30 pm)</p> <ul style="list-style-type: none"> • Hurworth LGB – Tuesday 12th March 2024 • Hurworth LGB – Tuesday 18th June 2024 <p>MAT Development Sessions: (all 5.00 pm)</p> <ul style="list-style-type: none"> • Thursday 11th January 2024 • Thursday 25th April 2024 <p>Chairs/Vice Chairs of LGB and Executive Leadership Team (all 1.30 pm via teams)</p> <ul style="list-style-type: none"> • Friday 6th October 2023 • Friday 15th March 2024 • Friday 21st June 2024 <p>18. Approval of documents for inspection**</p> <p>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.</p> <p>The meeting concluded at 6.50 pm</p>	<p>Governance & Policy Officer</p>
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These minutes were approved by the Local Governing Body of Hurworth School as follows:

on: 12/3/24 date

Signature: 

Print Name: M. J. HUTTON

