

# Swift Academies

*Success will inspire future triumphs*

Hurworth School

Local Governing Body

Tuesday 12<sup>th</sup> March 2024

## MINUTES

Present (Governors)	Rachel Somerville (Head of School), Dean Judson (Chief Executive Officer), Mick Hatton (Chair), Elaine Colclough, Cath Lawrence, Lucy Clark, Martin Stand, Nick Gawthorpe, Aylsa Nugent, Victoria Stone and Louise McCann.
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 Lindsey Burn - Assistant Head: Experience Tracy Minshull: Assistant Head: Quality of Education Lisa Gawthorpe: Assistant Head: Support Sam Reilly: Assistant Head: Progress Natalie Douglass: Associate Assistant Head: Personal Development Beth Wright: Associate Assistant Head: Designated Lead for PLAC/LAC and DA Laura Hawksby: Governance & Policy Officer, Swift Academies

Item	Description of discussion	Action by
1.	<p><b>Welcome, Introductions and confirmation quorum present</b></p> <p>The Chair welcomed new Parent Governor Louise McCann and General Governor Victoria Stone 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 meetings of the Governors will be three voting Governors. 11 (Eleven) Governors were present.</p>	
2.	<p><b>Apologies for absence and their acceptance</b></p> <p>Apologies for absence were received from Governor Tracy Metcalfe.</p> <p>Governors <b>RESOLVED</b> that the apologies for absence from Governor Tracy Metcalfe be accepted and noted.</p>	

<p><b>3.</b></p>	<p><b>Notification of items of other business</b></p> <p>There was 1 item of urgent other business: Academy Trust Governance Guide, which was considered at Minute 18 below.</p>	
<p><b>4.</b></p>	<p><b>Declaration of personal and pecuniary interests</b></p> <p><b>a) Register of Interest</b></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>b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</b></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><b>c) Code of Conduct</b></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>	
<p><b>5.</b></p>	<p><b>Membership Document</b></p> <p>The Governance &amp; Policy Officer updated the Committee regarding the Membership Document. It was noted that there were no current vacancies on the Hurworth Local Governing Body.</p> <p>It was noted that Governor Trish Heron had resigned as a Governor as of the 15<sup>th</sup> December 2023. Governors expressed their gratitude for all the hard work and contribution Trish had made to the work of Hurworth Local Governing Body.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	
<p><b>6.</b></p>	<p><b>Approval of Minutes / Review of Actions / Matters Arising</b></p> <p>Draft minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 3<sup>rd</sup> October 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 <b>RESOLVED</b> that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 3<sup>rd</sup> October 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p><b>7. Chair's Report</b></p> <p><b>a.) Action taken</b></p> <p>The Chair advised that he had attended the MAT (Multi Academy Trust) Development session held on the 11<sup>th</sup> January 2024, which he had found to be informative and useful.</p> <p><b>b.) Correspondence</b></p> <p>The Chair advised that there were no new updates regarding correspondence.</p> <p>Governors <b>RESOLVED</b> that the Chair's report be noted.</p> <p><b>8. Head of School's Report</b></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>She advised there had been a slight decrease in pupil numbers, however the school remains over PAN. <i>Governors questioned whether this was likely to be a trend?</i> The CEO (Chief Executive Officer) advised that secondary school numbers across Darlington were predicted to decrease over the next decade, however the school's reputation should hopefully mean that its remain over PAN during this period. <i>Governors questioned whether bus provision affected pupil numbers and the Head of School advised potentially it could.</i></p> <p>Attendance was noted to be above the national average. Strategies and plans were in place for all students who were serious persistent absentees. It was noted by the Local Governing Body that there had been a reduction in suspensions. <i>Governors questioned in relation to persistent disruptive behaviour how many students did the percentage and number of incidents figures relate to?</i> The Head of School advised that she would report back to the Summer term meeting of the Local Governing Body.</p> <p>Current safeguarding figures were noted as set out in the Head Teacher's report. The Head Teacher advised that due to staff absences both deputy DSL's (Designated Safeguarding Leads) were covering the DSL position. The focus continued to be maintaining the excellent level of safeguarding offered to the Hurworth community.</p> <p>The Assistant Head (Progress) reported upon attainment and progress. Year 11 data was noted to be up when compared to last year's previous cohort. Final predicted grades were due in the coming week. Support continued to be in place for all Year 11 students through to their final examination, including access to external providers for students who were struggling to access school.</p>	<p>Governance &amp; Policy Officer</p> <p>Head of School</p>
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<p>The number of students with SEN (Special Educational Needs) was noted by Governors to have increased. Details regarding the funding and specialist SEN staff to support pupils was set out in the Head Teacher's report and noted by the Local Governing Body.</p> <p>With regard to Quality of Education, the Assistant Head (Quality of Education) reported upon the continued whole school focus on reading and the various activities undertaken to embed reading provision further. Twelve students had been identified as being significantly below in their reading at the start of the academic year and a series of small group interventions had been put in place with positive impact and progress made.</p> <p>The Associate Assistant Head (Personal Development) updated Governors with regard to personal development in the school, students continue to access PSHE and SMSC lessons as part of the curriculum. Focus weeks have continued, with additional workshops and guest speakers. An assembly programme continued to be delivered and focus assemblies addressing key issues. It was noted that Disadvantaged, LAC and PLAC and SEND students are well represented at clubs and enrichment activities.</p> <p>The Assistant Head (Experience) reported upon the latest pupil and parent view feedback information. To gain student view the school council meet on a weekly basis and parents views are obtained via questionnaires completed at Parents' evenings and online. <i>Governors noted there had been an increase in positive parent's views.</i> The school continued to focus upon communication with parents.</p> <p>The Head of School reported on staffing and recruitment in the school. It was a noted that there were a number of maternity leaves (circa Easter) commencing that would require cover.</p> <p><b>Chief Financial Officer's Report</b></p> <p>The Chief Financial Officer (CFO) provided an update report, which is held on file. He reported upon and the Local Governing Body noted the management accounts as detailed in his report, which had been prepared up to the 31<sup>st</sup> January 2024. It was noted transport costs were a pressure on the budget. With regard to tendering for coaches for the 2024/25 academic year, it was hoped to be completed and reported back to Governors in the Summer term.</p> <p><b>Trust Business Manager Report</b></p> <p>The Trust Business Manager (TBM) provided an update report, which is held on file. She advised that electricity contracts were due for renewal in July and that a new deal would be secured across the Trust. It was noted with regard to providing solar panels for schools initial site visits had been conducted and application submitted to the grid and DFE for approval.</p> <p>Results for the latest round of CIF (Condition Improvement Fund) bids would be published in April/May 2024. <i>Governors questioned if the CIF bids were not successful, will the planned work still go ahead?</i> The TBM advised projects would be prioritised and funded subject to available</p>	<p>CFO</p>
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	<p>budget. The TBM and CFO meet regularly to implement planning phases for expenditure and asset replacement to help ensure priorities are met.</p> <p><b>Trust ICT Manager Report</b></p> <p>The Trust ICT Manager provided an IT update. He advised that 8 additional CCTV cameras had now been installed within the school premises.</p> <p>Governors <b>RESOLVED</b> that the Head of School's update report, including the CFO, TBM and Trust ICT Manager's report be noted.</p> <p><b>8 a.) SEF/Action Plan</b></p> <p>It was noted that the SEF and Action plan had been referenced throughout the Head Teacher's report, which had been considered by Governors, and continued to focus on the key priorities identified by Ofsted.</p> <p><b>8 b.) Risk Register</b></p> <p>The Governing Body considered the Risk Register for Hurworth School, a copy of which is retained on file. Further to Minute 17 (Full Governing Body 15<sup>th</sup> December 2023) the Hurworth Risk Register had been updated to include a recommendation from the Finance &amp; Resources Committee to adjust the likelihood of occurring and gross risk figures regarding the recruitment of Governors at Hurworth in line with the other academies in the school. This change was now included in the Hurworth Risk Register as reported to Governors at this meeting and there were no further new updates.</p> <p>Governors <b>RESOLVED</b> that Hurworth School Risk Register be approved.</p> <p><b>9. Trauma Informed Practice – Whole School Initiative</b></p> <p>A comprehensive presentation was provided by the Associate Assistant Head (Designated Lead for PLAC/LAC and DA) and the Associate Assistant Head (Personal Development). Trauma informed practice refers to an approach that acknowledges the prevalence of trauma in individuals lives and seek to create safe and supportive spaces. It aims to promote resilience, understanding and empowerment among students.</p> <p>Trauma Informed Practice continued to be embedded as a whole school initiative</p> <p>Governors <b>RESOLVED</b> that the trauma informed practice presentation be noted and that the above staff be thanked for their informative presentation.</p> <p><b>10. Chief Executive Officer's Report</b></p> <p>The Chief Executive Officer (CEO) provided a verbal update on the coming together of Queen Elizabeth Sixth Form College and Swift Academies as Inicio Academies. He advised that Governors at Queen Elizabeth Sixth Form College had completed and approved the due diligence of Swift</p>	
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	<p>Academies, approved the Transfer Agreement and dissolution of the College. Work was ongoing for the bringing together of the two institutions including amalgamation of policies, development of the Inicio Academies website, creation of Inicio Academy ID badges and Inicio email addresses. Swift Directors would be considering due diligence of Queen Elizabeth Sixth Form and approval would be sought to the formation of Inicio Academies with relevant appointments/resignations of the new Board/Queen Elizabeth Sixth Form College Local Governing Body at a meeting of Swift Board of Directors on the 22<sup>nd</sup> March 2024.</p> <p>Subject to the approval of the conversion of Queen Elizabeth Sixth Form College to Academy status to join Inicio Academies, the first meeting of the Inicio Board of Directors would be held on the 15<sup>th</sup> April 2024 and a MAT (Multi Academy Trust) Development Day would be held on the 25<sup>th</sup> April 2024 at Queen Elizabeth Sixth Form College.</p> <p>It was noted that discussions were continuing with other schools potentially joining the Trust. <i>Governors questioned who conducts the due diligence when other institutions join the Trust? The CEO advised it is the Directors facilitated by Senior leadership within the institutions.</i></p> <p>Governors <b>RESOLVED</b> that the Chief Executive Officer's Report be noted.</p> <p><b>10a.) Scheme of Delegation</b></p> <p>Consideration was given to the Scheme of Delegation which had been approved by Directors in the Autumn Term.</p> <p>Governors <b>RESOLVED</b> that the Scheme of Delegation be noted.</p> <p><b>8b.) Trust Development Plan</b></p> <p>Consideration was given to the Trust Development Plan which had been approved by Directors in the Autumn Term</p> <p>Governors <b>RESOLVED</b> that the Trust Development Plan be noted.</p> <p><b>11. Single Central Record</b></p> <p>The Trust Business Manager reported that the Single Central Register was currently being audited externally.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>12. School Inspection Data Summary Report (IDSR)</b></p> <p>Governors gave consideration and noted Hurworth School Inspection Data Summary Report. A response was also carefully considered with resulting recommendations actioned.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	
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13.	<p><b>School start and end times, government expectation of 32.5-hour week from September 2024</b></p> <p>The Head of School reported that from September 2024 under Government plans due to be published there would be an expectation of a 32.5-hour week.</p> <p>This would be kept under review by the school as they currently met this school hour expectation, and any proposed changes would be reported back to the Local Governing Body.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	
14.	<p><b>Hurworth LGB Skills Audit</b></p> <p>The Governance &amp; Policy Officer advised that Governors had submitted their skills audit responses, with a few more to come in. Once received an analysis would be undertaken and brought back to the Local Governing Body.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	
15.	<p><b>Policies for approval / review / information</b></p> <p><b>a) For information Swift approved policies –</b></p> <p>Governors <b>RESOLVED</b> that the following Swift approved policies be noted for information: Appraisal Policy, Pay Policy, Risk Management Policy &amp; Procedure Action Plan and Swift Central Services and Appeal Process, Finance Policy, Data Retention and Destruction Policy, Leave of Absence Policy, Health &amp; Safety Trust Statement of Intent, Asbestos Statement of Intent, Business Continuity Strategy, Redundancy &amp; Redeployment Policy and Flexible Working Policy, Grievance Policy and Procedure Teachers &amp; Support Staff, Safer Recruitment &amp; Selection Policy and Procedure for Teaching &amp; Non-Teaching Staff, Substance Misuse Policy, Complaints Procedure, Biometrics Policy, CCTV Policy and Equality Policy</p> <p><b>b) For Information Hurworth School Policies –</b></p> <p>Governors <b>RESOLVED</b> that the following policies be approved for information: Pupil Premium Strategy Statement and Health &amp; Safety Policy.</p> <p><b>c) For approval Hurworth School Policies–</b></p> <p>Governors <b>RESOLVED</b> that it be noted there were no polices for approval.</p>	

<p>16.</p>	<p><b>Special Interest Governors – Feedback/Updates from School Contact</b></p> <p>Governor Elaine Colclough advised that she had been into school and had met with the Business Team Manager to discuss Premises/Health &amp; Safety and Finance with the Chief Financial Officer.</p> <p>Further to Minute 13 (3<sup>rd</sup> October 2023 Hurworth Local Governing Body) the Governors reviewed and discussed vacancies for the following Governor specific areas:</p> <ul style="list-style-type: none"> <li>a) Looked after Children (LAC) &amp; Previously Looked After Children (PLAC) – Vacancy</li> <li>b) Personal Development – Vacancy</li> <li>c) Careers &amp; Transition – Vacancy</li> <li>d) Disadvantaged – Vacancy</li> <li>e) Early Careers Framework – Vacancy</li> </ul> <p>Governor Martin Stand advised he would be the link for Looked After Children (LAC) and Previously Looked After Children (PLAC). Governor Louise McCann advised she would be the link for Personal Development.</p> <p>The Governance &amp; Policy Officer would contact other Governors on the Hurworth Local Governing Body regarding the remaining vacancies.</p> <p>Governors <b>RESOLVED</b> that the above report and new Governor links be noted.</p> <p><b>Part C: Standing Items</b></p>	<p>Governance &amp; Policy Officer</p>
<p>17.</p>	<p><b>Feedback from MAT Development Session held on 11<sup>th</sup> January 2024</b></p> <p>Governors advised that they had found the MAT Development session held on 11<sup>th</sup> January 2024 very informative and helpful.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>Part D: Concluding Items</b></p>	
<p>18.</p>	<p><b>Item of Other Business - Academy Trust Governance Guide</b></p> <p>The Governance &amp; Policy Officer advised that as of the 7<sup>th</sup> March the DfE (Department for Education) had published guides to replace the Governance Handbook. There were two separate guides now for Maintained and Academy Trusts. The Academy Trust Governance guide is structured around the DfE's Trust Quality Descriptions and did not introduce any policy change. The purpose of governance has replaced the previous three core functions for those who govern: to provide strategic leadership, accountability and assurance, and strategic engagement.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	



<p>19.</p> <p>20.</p>	<p><b>Approval of documents for inspection**</b></p> <p>Governors <b>RESOLVED</b> 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 and staff.</p> <p><b>Date and time of future meetings: (all from 4.30 pm)</b></p> <ul style="list-style-type: none"> <li>• Hurworth LGB – Tuesday 18<sup>th</sup> June 2024</li> </ul> <p><b>MAT Development Sessions: (5.00 pm)</b></p> <ul style="list-style-type: none"> <li>• Thursday 25<sup>th</sup> April 2024 - (Venue -Queen Elizabeth Sixth Form College.)</li> </ul> <p><b>Chairs/Vice Chairs of LGB and Executive Leadership Team (all 1.30 pm via teams)</b></p> <ul style="list-style-type: none"> <li>• Friday 15<sup>th</sup> March 2024</li> <li>• Friday 21<sup>st</sup> June 2024</li> </ul> <p><b>The meeting concluded at 6.20 pm</b></p> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>18/6/24</u> date</p> <p>Signature: <u></u></p> <p>Print Name: <u>M. J. HUTTON</u></p>	
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