



Swift Academies

Success will inspire future triumphs

Longfield Academy

Local Governing Body Meeting – (Quality of Education)
Monday 11th March 2024 at 5.15 pm, Longfield Academy.

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Dean Judson (Chief Executive Officer), Sarah Kelly (Vice Chair), Peter Armstrong, Laura Snowdon, Julie Walker and Suzie Kirkbride.
in attendance	Glen Hart: Chief Financial Officer, Swift Academies Sarah Jones: Trust Business Manager, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance & Policy Officer, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
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. Seven (7) eligible Governors were present.</p> <p>The Vice Chair of Longfield Local Governing Body, Sarah Kelly, chaired the meeting and welcomed all present.</p>	

Swift Academies
Registered office address:
Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 1 of 8

denotes support and challenge provided by Governors.

2. Apologies for absence and their acceptance

It was reported that apologies had been received from Governors Nicola Bales, (Chair), Tanya Singh, Vicky Maddison, Lisa Morehead and Andrew Brown.

Governors **RESOLVED** that the apologies for absence from Governors Nicola Bales (Chair), Tanya Singh, Vicky Maddison, Lisa Morehead and Andrew Brown be accepted and noted.

3. Notification of items of urgent other business

There was 1 item of urgent other business: Academy Trust Governance Guide, which was considered at Minute 17 below.

4. Declaration of personal and pecuniary interests

a) Register of Interest

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.

It was confirmed that all Governors present had completed the Register of Interest for the current academic year and confirmed that their respective Register continued to be accurate and up to date.

b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

Governors and those present were reminded that they should declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting.

No declarations of interest were received.

c) Code of Conduct

Governors were reminded they had signed the Governors Code of Conduct, upon appointment to the Longfield Academy Local Governing Body. It was confirmed that signed Governors' Code of Conduct were held on file for all Governors.

5. Membership Document

The Governance & Policy Officer provided an update on the Longfield Academy Local Governing Body membership and advised that following a Parent Governor election that Stephen Goodman had been duly elected as a Longfield Parent Governor as of the 8th March 2024. It was also noted that Governor Nicola Bales (Chair) had been duly appointed by Directors as a General Governor as of 11th March 2024.

Governors **RESOLVED** that the report be noted.

6. Approval of minutes / review of actions / matters arising

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 29th January 2024, had been shared with the Governing Body prior to the meeting for their consideration. A copy is held on file.

It was noted there were no matters arising and all actions had been completed.

Governors **RESOLVED** that the minutes of the Local Governing Body meeting held on Monday 29th January 2024 were confirmed as an accurate record of the meeting and should be signed by the Chair.

PART B: Business items for discussion

7. Chair's Report

It was noted that there were no new updates from the Chair.

Governors **RESOLVED** that the Chair's report be noted.

8. Head Teacher's Report

The Head Teacher provided a comprehensive report to the Local Governing Body, a copy of which is held on file. SEF (Self Evaluation Form) information was included within the Head Teacher's report.

The Head Teacher advised that pupil numbers had increased since the beginning of the Academic Year, with numbers on roll having increased by 10. Attendance was slightly above national average and the Academy continues to focus on serious persistent absentee children.

Governors noted that suspensions were higher at the start of the Academic Year. *Governors advised that they were pleased that the Head Teacher's report provided comprehensive data of suspensions on a half termly basis, which they found helped them 'drill down' to further understand and analyse the data. The*

Governance
& Policy
Officer/Chair

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 3 of 8

denotes support and challenge provided by Governors.

Head Teacher advised when data was analysed suspensions included pupils who had subsequently been permanently excluded and suspensions at the time of reporting had decreased. The permanent exclusion figures were considered by Governors, who noted permanent exclusions were only implemented when all interventions and support strategies had been fully exhausted by the School.

Alternative provision was noted to be limited in Darlington and the Head Teacher shared that the options for alternative provision were not academic. This suited children who require emotional and social support but few provide academic support alongside this. *Governors questioned as the Trust increased in size if this is something they could look at providing?* The CEO advised this was something that could be explored in the future.

The Head Teacher provided a comprehensive safeguarding update to the Local Governing Body. It was noted that child protection incidents had reduced. During the Autumn Term there had been a series of assemblies around Personal Development British values, Prevent and expectations of behaviour in the Academy.

Year 11 Mocks had been completed with results being monitored and appropriate interventions in place where required. As well as interventions Year 11 are completing how to revise workshops and tutoring to aid in their preparations for exams. Governors noted Pupil Premium and SEND children's progress continued to be monitored with appropriate interventions in place where necessary.

Governors enquired about the progress of the Ofsted priorities? The Head Teacher reported that all 8 key Ofsted priorities had been addressed, some are now embedded and some were in the process of being embedded as set out in her report. The quality assurance process continued to focus on accessibility and Quality First Teaching. Deep dives by senior leadership continued to take place in the academic year. Personal Development continued to be embedded. Assembly themes link directly to the themes explored in form time and in the life curriculum to encourage children to make links to different areas of learning. It was noted parents view continued to be collected at parents' evenings, with the results set out in the Head Teacher's report and considered by the Local Governing Body.

The Chief Financial Officer (CFO), Trust Business Manager and Trust ICT Manager's report were noted by Governors, with no issues of concern identified.

EDP Autumn Visit Report

The Autumn Term Educational Development Partner (EDP) report was considered and noted by the Local Governing Body. The Head Teacher advised that the next EDP visit would be completed on the 19th March 2024 focusing on the development and impact of senior leaders progression with the 8 Priorities.

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 4 of 8

denotes support and challenge provided by Governors.

Risk Register

Further to Minute 9 a.) (Longfield Local Governing Body 29th January 2024), the Local Governing Body considered the Risk Register for Longfield Academy. It was noted there were no new updates since last reported.

Governors **RESOLVED** that the Head Teacher's report be noted.

9. Chief Executive Officer's Report

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 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 22nd March 2024.

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 15th April 2024 and a MAT (Multi Academy Trust) Development Day would be held on the 25th April 2024 at Queen Elizabeth Sixth Form College.

Governors **RESOLVED** that the report be noted.

a) Scheme of Delegation

Governors considered the Scheme of Delegation.

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

b) Trust Development Plan

Governors considered the Trust Development Plan.

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

Swift Academies
Registered office address:
Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 5 of 8

denotes support and challenge provided by Governors.

10. Single Central Register

The Trust Business Manager reported that the Single Central Register was currently being audited externally.

Governors **RESOLVED** that the report be noted.

11. School Inspection Data Summary Report (IDSR)

Governors gave consideration and noted the Longfield Academy Inspection Data Summary Report.

Governors **RESOLVED** that the report be noted.

12. Longfield LGB Skills Audit

The Governance & 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.

Governors **RESOLVED** that the report be noted.

13. School start and end times, government expectation of 32.5 hour week from September 2024

The Head Teacher reported that from September 2024 under Government plans due to be published there would be an expectation of a 32.5 hour week.

It was noted at Longfield Academy this was currently being met by the eased entry at 8.30 am.

Governors **RESOLVED** to note the 32.5 hour week was currently being met by the eased entry at 8.30 am and would be kept under review.

14. Policies for approval/review/information

a.) For Information Swift approved policies –

It was noted that Swift approved policies had been previously reported to the 29th January 2024 Longfield Local Governing Body (Minute 12a. refers)

b.) For Information Longfield policies –

Governors **RESOLVED** that the following policy be approved for information:
Health & Safety Policy.

c.) For Approval Longfield policy –

It was noted there were no policies due for approval at this meeting of the Local Governing Body.

15. Special Interest Governors – feedback/updates from school contact

Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions) - Governor Laura Snowdon had conducted her visit with regards to behaviour and attitudes. She had met with the Head of Behaviour & Welfare/Designated Safeguarding Lead and had undertaken a learning walk. Consistency of rules and routines which were being upheld by pupils were noted throughout corridors, as well as at break and lunchtimes and in the Choices Room. Behaviour in school was noted to be of a high standard.

Early Careers Framework – Governor Tanya Singh submitted an update which advised the Compass Review was completed last term, with a view to review again in the Spring term. Consideration was being given by the Careers Adviser to the Wize Up Financial Education being rolled out.

Governors **RESOLVED** that the report be noted.

PART C: Concluding Items

16. Feedback from MAT Development Session held on 11th January 2024

It was noted that the MAT Development Session had been held on the 11th January 2024 and the presentation on Suspensions and Exclusions panels also been held at the Longfield Local Governing Body meeting held on the 29th January 2024.

PART D: Concluding Items

17. Item of Other Business - Academy Trust Governance Guide

The Governance & Policy Officer advised that as of the 7th 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.

Governors **RESOLVED** that the report be noted.

Swift Academies

Registered office address:

Croft Road, Hurworth on Tees, Darlington, County Durham DL2 2JG

Company Registration Number 07533271

Page 7 of 8

denotes support and challenge provided by Governors.

18. **Approval of documents for inspection****

Governors **RESOLVED** that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of any information concerning identifiable pupils and/or teachers.

19. **Dates of Future Meetings:**

Governors **RESOLVED** that the following future meeting dates be noted:

Longfield Local Governing Body (from 5.15 pm)

- Longfield LGB – Monday 13th May 2024
- Longfield LGB – Monday 17th June 2024

MAT Development Sessions: (all 5.00 pm)

- Thursday 25th April 2024 at Queen Elizabeth Sixth Form College.

Chairs/Vice Chairs of LGB and Executive Leadership Team (all 1.30 pm via teams)

- Friday 15th March 2024
- Friday 21st June 2024

The meeting concluded at 6.10 pm.

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

on: 13.05.2024 date

Signed by: (Chair) 

Printed name: SARAH KELLY

Governance
& Policy
Officer