

# Swift Academies

*Success will inspire future triumphs*

Longfield Academy

Local Governing Body Meeting – (Finance & General Purposes)  
Monday 29<sup>th</sup> January 2024 at 5.15 pm, Longfield Academy.

## MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Dean Judson (Chief Executive Officer), Lisa Morehead, Julie Walker, Andrew Brown, Vicky Maddison 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
	<b>PART A: Procedural items</b>	
1.	<p><b>Welcome, Introductions and confirmation quorum present.</b></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. Eight (8) eligible Governors were present.</p>	
2.	<p><b>Apologies for absence and their acceptance</b></p> <p>It was reported that apologies had been received from Governors Tanya Singh, Peter Armstrong, Laura Snowdon and Sarah Kelly.</p> <p>Governors <b>RESOLVED</b> that the apologies for absence from Governors Tanya Singh, Peter Armstrong, Laura Snowdon and Sarah Kelly be accepted and noted.</p>	

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denotes support and challenge provided by Governors.

**3. Notification of items of urgent other business**

There were no items of urgent other business.

**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.

Governors were reminded to complete their Register of Interests for 2023/24 if they had not done so already.

**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. Governors were reminded to sign the Code of Conduct for 2023/24 if they had not done so already.

**5. Presentation Suspensions and Exclusions Panels**

Rachel Kershaw (EPM) provided a presentation on Suspension and Exclusion panels which had also been presented to the MAT Development session held on the 11<sup>th</sup> January 2024. She provided an overview of DfE guidance, Head Teachers powers to suspend or exclude, the Governing Board's duty to consider an exclusion and Governor Monitoring role. It was noted the slides from the presentation would be sent out to Governors.

Governors **RESOLVED** that the presentation be noted and Rachel Kershaw be thanked for her presentation.

(Note: Governor Lisa Morehead arrived at the meeting at approximately 5.44 p.m.)

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

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 4<sup>th</sup> December 2023, had been shared with the Governing Body prior to the meeting for their consideration.

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 4<sup>th</sup> December 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.

Governance  
& Policy  
Officer/Chair

**PART B: Business items for discussion**

7. **Chair's Report**

The Chair advised that she continued to meet with the Head Teacher on a regular basis and she was up to date with school matters.

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

8. **Head Teacher's Report**

The Head Teacher provided a comprehensive update report to the Local Governing Body, a copy of which is held on file. Governors noted the current report and updates.

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

9. **Chief Financial Officer's Report (including Trust Business Manager's and Trust IT Manager's Report)**

The Chief Financial Officer (CFO) provided a report detailing, financial updates, the 2023/24 management accounts and progress against key performance indicators. Updates to the Academy Trust Handbook (ATH) were also included in the report. A copy of the report is held on file.

The CFO reported on the 2023/24 Management Accounts including the income and expenditure account with variation to budget, cash flow statement and balance sheet. The key variances and risks to the budget included:

- Teacher pay costs which are projected to be £199k less than budget due to the academy carrying a number of vacancies
- Teacher Supply cost are going to be £192k more than budget due to covering vacancies and normal staff absence. The additional expenditure on supply costs is offset against the saving on teaching staff costs.

The CFO advised the Academy is expected to receive £19k in Devolved Formula Capital (DFC).

Governors questioned when Inicio academies is formed what will be the benefit per year for Longfield Academy? The CFO explained that with the Trust expansion there will be economies of scale and shared expertise. This will reduce the percentage top slice that the institutions in Inicio Academies contribute into the Central Team. The budget will be brought back to the Longfield Local Governing Body in the summer term which will detail the share Longfield Academy will be paying.

If a fifth school were to join Inicio Academies this would trigger circa a million pounds worth of Capital for the Trust for which the institutions in the Trust would receive a share. The Chief Executive Officer (CEO) advised that the Trust was currently in discussions with other institutions regarding MAT expansion. The joining together of Queen Elizabeth Sixth Form College was progressing towards a 1st April 2024 completion date, with due diligence currently being undertaken between Queen Elizabeth Sixth Form College and Swift Academies.

The Chief Financial Officer advised that the October 2023 census informs the 2024/25 funding. The Government would advise of the settlement in February 2024.

Further to Minute 5 (19<sup>th</sup> June 2023) the CFO reported upon the self-assessment dashboard in more depth. He advised the data is taken from the annual accounts for Academic year 2021/2022 and includes data from the academy's share of MAT central finance. Overall Longfield are broadly in line with similar schools apart from the school's expenditure on supply staff, administration and clerical staff and energy. The CFO provided further analysis and explanation as follows:

**Supply Staff** - The expenditure for supply staff covers both external supply costs through a supply agency and temporary members of staff employed on Swift Academies contracts. The expenditure during 2021/22 included staff absences, maternity cover, tutors, and vacancies. The expenditure for the vacancies has been offset against the teaching staff budget.

**Administration and Clerical Staff** - The administration and clerical staff figures includes year group managers. It was noted if these were allocated to the educational support staff this would reduce the spend to 5.83%. However it would increase the education support staff to 13.1%, which would put the rating to the highest 20% of similar schools.

**Energy** - Longfield is classed as being in the highest 20% of similar schools, this is due to several factors which included the swimming pool, floodlights for the 3G pitch and an increase nationally in unit prices.

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## **Trust Business Manager Report – January 2024**

The Trust Business Manager's (TBM) advised on her report, a copy of which is held on file. The TBM reported upon the 2022/2023 CIF (Condition Improvement Fund) bid to improve fire safety by introducing fire compartments and new fire doors. She advised initial surveys and design of this project were completed in 2023 and the initial phase of work was completed in August 2023. This project is expected to run until May 2024 as works are scheduled to re-commence in February 2024 to minimise any disruption to the school. The application window for the 2024/25 round of funding closed in December 2023. Results were expected to be published in April/May 2024.

An external H&S Audit was completed in November 2023 and a positive report received. This has been shared with the link Governor of the Local Governing Body for reference.

### **Trust ICT Manager Report**

The Trust ICT Manager advised on his report, a copy of which is held on file. He advised that existing contracts were currently being reviewed to ensure the best value for money is being achieved. This would reduce spend and standardise solutions where possible.

Governors **RESOLVED** to note the Chief Financial Officer's Report (including Trust Business Manager's and Trust IT Manager's Report).

### **9 a.) Risk Register**

Further to Minute 10 (Longfield Local Governing Body 4<sup>th</sup> December 2023), the Local Governing Body considered the Risk Register for Longfield Academy. **Governors requested that the Risk Register be updated under 'Category 1 Strategic Risk – control procedures and target date' to include reference to the second OFSTED monitoring report which took place on the 21<sup>st</sup> September 2023, with a positive report published on the 4<sup>th</sup> October 2023.**

Governors **RESOLVED** that the update as detailed above be added to the Longfield Academy Risk Register.

10.

### **Chief Executive Officer's Report**

The Chief Executive Officer (CEO) provided a verbal update and advised that the coming together of Queen Elizabeth Sixth Form College and Swift Academies as Inicio Academies was progressing as planned. As previously advised at Minute 9 above the Trust was currently in discussions with other institutions regarding MAT expansion. The joining together of Queen Elizabeth Sixth Form College was progressing with due diligence currently being undertaken between Queen Elizabeth Sixth Form College and Swift Academies.

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

**10 a) Scheme of Delegation**

Governors considered the Scheme of Delegation and noted there were no new updates.

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

**12 b) Trust Development Plan**

Governors considered the Trust Development Plan and noted there were no new updates.

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

11.

**Special Interest Governors – feedback/updates from school contact**

Personal Development – Governor Vicky Maddison advised that she had been into the school and found this area to be strong and noted the progress that had been made with a plan in place. Going forward impact would be examined further. She advised that she would be coming into school to complete her visit regarding SEN (Special Educational Needs).

Behaviour and Attitudes – Governor Andrew Brown advised that he would be undertaking a visit with the lead in February and would report back to the Local Governing Body.

The Chair advised that she meets on a fortnightly basis with the Head Teacher and as part of their items for discussion they discuss Quality of Education.

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

12.

**Policies for approval/review/information**

**a.) For Information Swift approved policies –**

Governors **RESOLVED** that the following Swift approved policies be noted for information: Risk Management Policy & Procedure Action Plan and Swift Central Services and Appeal Process, Finance Policy, Data Retention and Destruction Policy, Leave of Absence Policy, Health & Safety Trust Statement of Intent, Asbestos Statement of Intent, Business Continuity Strategy, Redundancy & Redeployment Policy and Flexible Working Policy

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**b.) For Information Longfield policies –**

Governors **RESOLVED** that the following policy be noted for information:

Accessibility Plan

**13. PART C: Concluding Items**

**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.

Governance  
& Policy  
Officer

**14. Dates of Future Meetings:**

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

Governance  
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Officer

**Longfield Local Governing Body (from 5.15 pm)**

- Longfield LGB – Monday 11<sup>th</sup> March 2024
- Longfield LGB – Monday 13<sup>th</sup> May 2024
- Longfield LGB – Monday 17<sup>th</sup> June 2024

**MAT Development Sessions: (all 5.00 pm)**

- Thursday 25<sup>th</sup> April 2024

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

- Friday 15<sup>th</sup> March 2024
- Friday 21<sup>st</sup> June 2024

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The meeting concluded at 6.38 pm.

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

on: 11.3.2024 date

Signed by: (Chair) S Kelly (Vice Chair)

Printed name: Sarah Kelly

Approved

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