

The Rydal Academy
Local Governing Body Meeting Minutes
Monday 11th March 2024 at 1.00 pm, The Rydal Academy

Present (Governors)	Mark Gray (Chair), Dean Judson (CEO), John Armitage (Head Teacher), Gaurav Bhatia, Katie Turnbull, Melanie Chapman, Ewa Kaszuba, Johanna Thurland, Laura Hudson, Tracy Vaughan, Kelly Nicholson and Troy Turner.
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance and Policy Officer, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1.	<p>Welcome, Introductions and confirmation quorum present</p> <p>The Vice-Chair, Governor Troy Turner, welcomed everyone and chaired the meeting until the arrival of the Chair.</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.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>There were no apologies for absence. It was note that the Chair would be slightly later to the meeting.</p>	

<p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p>	<p>Notification of items of urgent other business</p> <p>There was 1 item of urgent other business: Academy Trust Governance Guide, which was considered at Minute 17 below.</p> <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 The Rydal Academy 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 The Rydal Academy.</p> <p>Membership Document</p> <p>The Governance & Policy Officer updated the Committee regarding the Membership Document. It was noted that there were no current vacancies on the Rydal Local Governing Body.</p> <p>Governors RESOLVED that the report be noted.</p> <p>Approval of minutes / review of actions / matters arising</p> <p>Consideration was given to the draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 2nd October 2023, a copy of which is held on file. All actions had been completed and there were no matters arising.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of The Rydal Academy held on the 2nd October 2023 were</p>	<p>Governance & Policy Officer</p>
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	<p>confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p>PART B: Business Items for Discussion</p> <p>7. Chair's Report</p> <p>Action Taken and correspondence:</p> <p>It was noted there were no new updates to report to the Local Governing Body.</p> <p>Governors RESOLVED that the report be noted.</p> <p><i>(Governor Mark Gray (Chair) arrived at the meeting at approximately 1.15 pm and chaired the remainder of the meeting.)</i></p> <p>8. Head Teacher's Report</p> <p>The Head Teacher provided a comprehensive update report to the Local Governing Body, a copy of which is retained on file. Highlighted in yellow throughout the report were updates since last reported to the Governing Body in October 2023.</p> <p>The Head Teacher advised pupil numbers were slightly down from this time last year. The highest intake was in nursery and the Governments' expansion of free nursery childcare from April 2024 should continue to support an increase in nursery pupil numbers. In-year pupil numbers were also noted by the Local Governing Body to have increased. The in-year mobility data was also considered by the Local Governing Body. It was noted that there were no children currently accessing Alternative Provision.</p> <p>Governors questioned whether there was any action required with regards to predicted numbers? The Head Teacher advised that that the pupil numbers/predicted numbers are carefully tracked. There was no recommendation to reduce the PAN at the present time and that this was kept under review.</p> <p>Absences were noted to be higher than in the same time period from the last academic year. Governors noted however, that Special Educational Needs and Traveller pupils' attendance had improved. Suspensions were tracking higher in this academic year than they have previously. The Head Teacher advised that the success of the Choices behaviour support system has had a positive impact in the reduction of potential suspensions and exclusions.</p> <p>The Head Teacher reported upon attainment and progress. He advised that the Reception baseline was low for the current cohort compared to</p>	
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<p>previous years. For Key Stage 2 it was noted that there won't be national school progress scores in 2024 or 2025 due to no Key Stage 1 data collection during the covid pandemic. Attainment against the national averages continues to be a key focus for all year groups. Governors requested that further information be brought back to the Local Governing Body regarding the impact of sets on pupil progress and attainment. The Head Teacher will bring this information to the Autumn Term meeting of the Local Governing Body.</p> <p>It was noted that the Times Tables Rock Stars programme was having a positive impact on retention of multiplication facts. Governors questioned if all children have access to this? The Head Teacher confirmed all pupils have access at home and in school.</p> <p>It was reported that there had been no School Improvement Plan visit in the Autumn term. There had been internal reviews, including a Wraparound Provision Audit and Personal Development Audit, with resulting recommendations set out in the Head Teacher's report.</p> <p>The Head Teacher provided a safeguarding update. He advised there was a higher number of families requiring a child protection plan and children in need plan.</p> <p>Chief Financial Officer's Report</p> <p>The Chief Financial Officer provided an update report, which is held on file. He provided an overview of the management accounts position as of the 31st January 2024. It was noted that the year-end financial position reported was a deficit position of £56k against a budgeted position of a deficit of £82k. Reserves were noted to be in a positive position.</p> <p>Trust ICT Manager Report</p> <p>The Trust ICT Manager advised that a new enterprise grade switching solution has been completed at Rydal in October 2023. I-pads had been issued to staff for learning purposes both inside and outside the classroom.</p> <p>Trust Business Manager Report</p> <p>The Trust Business Manager (TBM) provided an update report, which is held on file.</p> <p>She advised regarding the CIF (Condition Improvement Fund) 2024/2025 that the application window for this year's round of funding had closed in December 2023 and the maximum of two applications were submitted. Results would be published in April/May 2024. She advised that an external Health & Safety audit would be held on the 28th March 2024.</p>	<p>Head Teacher</p>
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Swift Academies

Registered office address:

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

Company Registration Number 07533271

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

8 a.) Self-Evaluation Form and Strategic Action Plan

The Head Teacher reported upon, and Governors carefully considered the Self Evaluation Action Plan and Strategic Action Plan, a copy of which is retained on file.

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

8 b.) Risk Register

The Governing Body considered the Risk Register for The Rydal Academy, a copy of which is retained on file. It was noted there were no new updates.

Governors **RESOLVED** that The Rydal Academy Risk Register be approved.

(Note: Governors Gaurav Bhatia and Troy Turner left the meeting.)

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.

The CEO advised discussions with other establishments interested in joining the MAT continued to be progressed. **Governors enquired if this included primary schools?** The CEO confirmed was correct.

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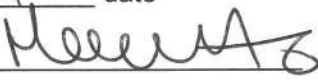
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denotes support and challenge provided by Governors

	<p>Governors RESOLVED that the report be noted.</p> <p>9a.) Scheme of Delegation</p> <p>Governors considered the Trust Development Plan which had been approved by Directors in the Autumn Term.</p> <p>Governors RESOLVED that the Scheme of Delegation be noted.</p> <p>9b.) Trust Development Plan</p> <p>Governors considered the Trust Development Plan which had been approved by Directors in the Autumn Term.</p> <p>Governors RESOLVED that the Trust Development Plan be noted.</p>	
10.	<p>Single Central Register</p> <p>The Trust Business Manager reported that the Single Central Register was currently being audited externally.</p> <p>Governors RESOLVED that the report be noted.</p>	
11.	<p>School Inspection Data Summary Report (IDSR)</p> <p>Governors gave consideration and noted The Rydal Academy Inspection Data Summary Report.</p> <p>Governors RESOLVED that the report be noted.</p>	
12.	<p>Rydal LGB Skills Audit</p> <p>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.</p> <p>Governors RESOLVED that the report be noted.</p>	
13.	<p>School start and end times, government expectation of 32.5-hour week from September 2024</p> <p>The Head Teacher reported that from September 2024 under Government guidance there would be an expectation of a 32.5-hour week. Early Years and Key Stage 1 did not quite currently meet the 32.5 hours and various</p>	

<p>14.</p>	<p>options were therefore carefully considered by Governors. It was noted that if all year groups were to start at 9.00 am and finish at 3.30 pm this would cause complications for parents/carers with pupils in different year groups, therefore a staggered approach to start and end of day times was preferable.</p> <p>Governors RESOLVED to approve a staggered approach for start and end times of The Rydal Academy school day for all year groups to meet the 32.5-hour week Government expectation with effect from September 2024.</p> <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: Appraisal Policy, Pay Policy, 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, Grievance Policy and Procedure Teachers & Support Staff, Safer Recruitment & Selection Policy and Procedure for Teaching & Non-Teaching Staff, Substance Misuse Policy, Complaints Procedure, Biometrics Policy, CCTV Policy and Equality Policy</p> <p>b.) For Information Rydal Academy Policies –</p> <p>Governors RESOLVED that the following The Rydal Academy policies be noted for information: Accessibility Plan, Special Educational Needs & Disability Policy, SEND information report, SEND - Pupil & Parent Guide, SEND Local Offer, Home-school agreement, Looked After Children (Previously Looked After) Policy, Child Protection & Safeguarding Policy, Teaching & Learning Policy, Assessment Policy, Marking and Feedback Policy, Calculations Policy, Homework Policy, Extended Schools Activities Policy, Attendance Policy and Health & Safety Policy.</p> <p>c.) For Approval Rydal Academy Policies –</p> <p>Governors RESOLVED that it be noted there were no policies for approval.</p>	<p>Head Teacher</p>
<p>15.</p>	<p>Special interest governors – feedback/updates from school contact:</p> <p>Consideration was given to the following Governor report backs, which were duly noted by the Local Governing Body:-</p>	

	<p>a) Looked after children (LAC) & Previously Looked After Children (PLAC): Governor Johanna Thurland</p> <p>b) Special Educational Needs (SEN), including SEMH: Governor Johanna Thurland</p> <p>c) Finance: Governor Laura Hudson</p> <p>d) Personal Development: Governor Gaurav Bhatia</p> <p>e) Behaviour & Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions): Governor Mark Gray</p> <p>f) Disadvantaged: Governor Mark Gray</p> <p>g) Careers & Transition: Governor Troy Turner</p> <p>h) Quality of Education (Teaching & Learning, Curriculum and Progress): Governor Mark Gray</p> <p>i) Early Career Framework: Governor Mark Gray</p> <p>PART C: Standing Items</p> <p>16. Feedback from MAT Development Session held on 11th January 2024</p> <p>Governors advised that the MAT development session from the 11th January 2024 had been a very useful and informative training session.</p> <p>Part D: Concluding Items</p> <p>17. Item of Other Business - Academy Trust Governance Guide</p> <p>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.</p> <p>Governors RESOLVED that the report be noted.</p> <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 and staff.</p>	<p>Governance & Policy Officer</p>
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19.	<p>Date of Future meetings: (from 1.00 pm)</p> <ul style="list-style-type: none"> Rydal LGB – Monday 17th June 2024 <p>MAT Development Sessions: (all 5.00 pm)</p> <ul style="list-style-type: none"> 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 15th March 2024 Friday 21st June 2024 <p>The meeting concluded at 3.10 pm</p> <p>These minutes were approved by the Local Governing Body of Rydal Academy, as follows:</p> <p>on: <u>17/6/24</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>MARK GRAY</u></p>	
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