



Hurworth School
Local Governing Body
Tuesday 18th June 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	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 Sarah Jones – Operations and Business Manager, Inicio Academies Laura Hawksby: Governance & Policy Officer, Inicio Academies

Item	Description of discussion	Action by
1.	<p>Welcome, Introductions and confirmation quorum present</p> <p>The Chair welcomed those present 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>Apologies for absence and their acceptance</p> <p>Apologies for absence were received from Governor Tracy Metcalfe.</p> <p>Governors RESOLVED that the apologies for absence from Governor Tracy Metcalfe be accepted and noted.</p>	
3.	<p>Notification of items of other business</p> <p>There were no items of any other business.</p>	

<p>4.</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 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>5.</p>	<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 12th March 2024 had been shared with Governors prior to this meeting. A copy was held on file.</p> <p>Further to Minute 8 (12th March 2024 Hurworth Local Governing Body) the Head of School updated the Governing Body in relation to persistent disruptive behaviour and the number of students the percentage and number of incidents figures related to. She advised the figure related to 31 pupils in total for that period of time.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 12th March 2024 were 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>Governance & Policy Officer</p>
<p>6.</p>	<p>Chair's Report</p> <p>a.) Action taken</p> <p>The Chair advised that he had attended the MAT (Multi Academy Trust) Development session held on the 25th April 2024. He advised that the views of Governors and staff at the session would be fed back into the Trust's Strategic Plan.</p>	

	<p>b.) Correspondence</p> <p>The Chair advised that there were no new updates regarding correspondence.</p> <p>Governors RESOLVED that the Chair's report be noted.</p> <p>7. Membership Document</p> <p>The Governance & Policy Officer updated the Local Governing Body regarding the Membership Document. It was noted that Governor Elaine Colclough would be stepping down as a Governor at the end of this Academic Year. On behalf of the Local Governing Body Elaine was thanked for all her hard work and dedication over the years. The Chair advised that he would also later in the Autumn term 204/25 be stepping down, once a replacement Governor had been appointed.</p> <p>The Governance & Policy Officer advised that the terms of office for a Teaching Staff and a Support Staff Governor were due to end as of the 17th September and that an advert would be duly circulated to staff with regard to these positions.</p> <p>The Governance & Policy Officer reported upon the removal of a representative from the Trust Executive Team Local Governing Body membership, as this position was no longer required within the Local Governing Body Structure. After careful consideration the Governors agreed to the removal of this position from the Local Governing Body membership structure. It was noted that all Local Governing Bodies would be consulted across the Trust this term and that this would be taken to the Board of Directors for their approval</p> <p>Governors RESOLVED that:</p> <p>a. the report be noted.</p> <p>b. The Local Governing agreed to the removal of a representative from the Trust Executive Team from the Local Governing Body membership structure</p> <p>8. a.) Scheme of Delegation</p> <p>Governors considered the current Inicio Academies Scheme of Delegation.</p> <p>Governors RESOLVED that the current Inicio Academies Scheme of Delegation be noted.</p> <p>b.) Strategic Plan</p> <p>Governors noted that the new Inicio Academies Strategic Plan was currently in development and was to be considered further at the Board of Directors meeting on the 27th June 2024.</p>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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<p>9.</p>	<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>She advised that, in line with national figures, there had been a decrease in pupil numbers and that the school would continue to monitor this. Governors questioned whether any marketing of the school was conducted? The Head of School confirmed that it was a priority to promote the successes of the school, and that Marketing was also being reviewed and conducted at a Trust level.</p> <p>Governors thoroughly reviewed the attendance & punctuality data contained within the Head Teacher's report and noted that strategies implemented by the School have made a positive impact, improving whole school attendance. It was noted that attendance action plans had been updated to provide students with the opportunity to feedback information regarding any potential barriers to their attendance. Governors questioned whether the 'Trauma Informed' work the school had been undertaking had a positive impact upon attendance and punctuality? The Head Teacher confirmed it had a positive impact in helping improve attendance and punctuality.</p> <p>The Associate Assistant Head (Designated Lead for PLAC/LAC and DA) provided Governors with a summary of key issues and actions being taken in relation to Safeguarding, including a recent review of CPOMS incident categorisations. She advised that since last reported there had been a decrease in both Early Help numbers and in the number of LAC (Looked After Children) pupils.</p> <p>The Assistant Head (Progress) reported upon attainment and progress. It was noted by Governors that current predictions for Year 11 are significantly higher across all key measures. It was noted Year 10 were currently completing their first GCSE style exams this Summer Term and results would be analysed with the Heads of Departments to identify any areas requiring additional support or interventions.</p> <p>The SENCO (Special Educational Needs Coordinator) advised Governors that the number of pupils with special educational needs continued to increase within the school. The current resource base proposal by the Local Authority was noted by the Local Governing Body.</p> <p>The Assistant Head (Quality of Education) provided an update regarding quality of education and advised that reading continued to be a priority across the school and reading provision would be further developed for the 2024/25 academic year. Whole school quality assurance had taken place throughout this academic year, including whole schoolwork scrutiny and learning walks.</p> <p>Current pupil and parents views were noted by the Committee. Governors questioned whether a high percentage of parents respond to the questionnaires? The Head Teacher advised it can vary and the school ensure parents/carers have both electronic and paper versions to aid parents/carers in accessing the questionnaires. Parent/carers</p>	
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questionnaires are also completed at Parents' Evenings in order to help obtain further views.

Chief Financial Officer's Report

The Chief Financial Officer (CFO) update report was noted, a copy of 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 April 2024. Pressures on the budget were noted by Governors and the importance of pupil numbers.

Operations & Business Manager Report

The Operations and Business Manager (OBM) provided an update report, which is held on file. She advised that all contracts/ Service Level Agreements continue to be reviewed individually as they expire and best value and quality sought for each agreement. Recent Trust expansion would allow further collaborative work to continue to ensure best value and discount can be sought for a variety of contracts.

Electricity Contracts were reviewed in 2023 and a new provider agreed for a 12 month period only to allow the market to settle. This was reviewed in May 2024 and a new supplier appointed via procurement framework approved by the department of education. This contract commences on 1st July 2024 for 2 years which allows budget certainty and offers a significant saving against previous costs.

Governors noted CIF (Conditional Improvement Fund) bids submitted in December 2023 were unsuccessful, this round of funding was reduced further this year and the threshold higher than previous years which reduced success rates.

Schools ICT Manager Report

The Schools ICT Manager update report was noted, a copy of which is held on file. It was noted that additional CCTV cameras had been fitted at Hurworth School.

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

9 a.) Risk Register

The Governing Body considered the Risk Register for Hurworth School, a copy of which is retained on file. *Governors noted that pupil numbers was a risk that should be kept under review, as was energy risks as costs were now decreasing.*


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

Approval of Term Dates 2026/27

Consideration was given to school term dates for the 2026/27 Academic Year, a copy of the report is retained on file. After careful consideration it was agreed by the Local Governing Body that the term dates be approved,

Head of School

	<p>with the addition of the personal development and disaggregated days to be determined by the Head of School.</p> <p>Governors RESOLVED that the school term dates as set out in the report be approved and forwarded to Darlington Borough Council, with the inclusion of the personal development and disaggregated days to be determined by the Head of School.</p> <p>11. Special Interest Governors</p> <p>Governors discussed and noted that the following special interest Governor link vacancies had now been filled as follows:</p> <p>Careers & Transition – Governor Louise McCann Disadvantaged – Governor Victoria Stone Early Careers Framework – Governor Tracy Metcalfe</p> <p>Governors RESOLVED that the report and be noted.</p> <p>12. Single Central Record</p> <p>It was noted that the Single Central Register external audit had been completed, with no issues of concern.</p> <p>Governors RESOLVED that the report be noted</p> <p>13. Policies for approval / review / information</p> <p>a) Trust approved policies from the Spring Term 2024 for information:</p> <p>Governors RESOLVED that the following Trust approved policies be noted for information: Assets and Disposal Policy, Code of Conduct Directors, Code of Conduct LGB, Curriculum Policy, Cyber Security Policy, Drugs Education Policy, No Smoking at Work Policy, Political Indoctrination and Visiting Speaker Policy, Pupil Premium Policy, GDPR Data Protection Policy, Infection Control Policy, Freedom of Information Policy, Flexible Working Policy, Family Friendly Policy, Redundancy, Restructuring & Redeployment Policy and Cyber Response and Recovery Plan.</p> <p>Hurworth School Policies for consideration and review:</p> <p>a.) For information: None</p> <p>b.) For approval: Governors RESOLVED that the Accessibility Plan and Charges and Remission Policy be approved.</p>	<p>Head Teacher</p>
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	<p>PART C: Standing Items</p> <p>14. Feedback from MAT Development Session held on 25th April 2024</p> <p>Governors advised that the MAT development session from the 25th April 2024 had been a very useful and informative session. with the event focusing on the vision and strategic direction of Inicio Academies.</p> <p>Governors RESOLVED that the report be noted.</p> <p>15. LGB Strategy Alignment Group - 26th June 2024 at 5.15 pm</p> <p>Governors noted that the next Local Governing Body Strategy Alignment Group was scheduled to be held on the 26th June 2024 at 5.15 pm for all Chairs & Vice Chairs of the Trusts Local Governing Bodies</p> <p>Part D: Concluding Items</p> <p>16. 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>17. Date and Time of Future Meetings</p> <p>Governors noted that the 2024/25 The Hurworth Local Governing Body meeting dates were due for approval at the Board of Directors meeting on the 27th June 2024 and would be circulated after that meeting.</p> <p>The meeting concluded at 6.20 pm</p> <p>These minutes were approved by the Local Governing Body of Hurworth School as follows:</p> <p>on: <u>8th Oct 24</u> date</p> <p>Signature: <u></u></p> <p>Print Name: <u>MARTIN SMALLEY</u></p>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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