



# Northern Arch

## LEARNING PARTNERSHIP

Hurworth School

Local Governing Body

Tuesday 8<sup>th</sup> October 2024 at 4.30 pm, Hurworth School

### MINUTES

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Present (Governors) | Rachel Somerville (Head Teacher), Cath Lawrence, Martin Stand and Aylsa Nugent.                                                                                                                                                                                                                                                                                                                                                                                      |
| In attendance       | Lindsey Burn: Assistant Head: Experience<br>Tracy Minshull: Assistant Head: Quality of Education<br>Natalie Douglass: Associate Assistant Head: Personal Development<br>Beth Wright: Associate Assistant Head: Designated Lead for PLAC/LAC and DA<br>Victoria Wraith: Associate Assistant Head: English/Quality of Education<br>Cath Lawrence: Associate Assistant Head :SEND/Base<br>Laura Hawksby: Governance & Policy Officer Northern Arch Learning Partnership |

| Item | Description of discussion                                                                                                                                                                                                                                                                                                                    | Action by                   |
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| 1.   | <b>Welcome, Introductions and confirmation quorum present</b><br><br>The Chair welcomed everyone to the meeting.<br><br>It was confirmed that a quorum was present. Five (5) Governors were present.                                                                                                                                         |                             |
| 2.   | <b>Election of Chair</b><br><br>The Governance and Policy Officer sought nominations for the position of Chair for the ensuing Academic Year.<br><br>Governors <b>RESOLVED</b> that Martin Stand be appointed Chair for the ensuing Academic Year.<br><br><i>(Note: Governor Martin Stand in the Chair for the remainder of the meeting)</i> | Governance & Policy Officer |
| 3.   | <b>Election of Vice-Chair</b><br><br>Governors <b>RESOLVED</b> that the election of Vice-Chair be deferred until the next meeting of the Committee on the 18 <sup>th</sup> March 2025.                                                                                                                                                       | Governance & Policy Officer |
| 4.   | <b>Apologies for absence and their acceptance</b><br><br>Apologies for absence were received from Governors Lucy Clark, Mick Hatton, Louise McCann, Tracey Metcalfe and Victoria Stone.                                                                                                                                                      |                             |

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|    | <p>Governors <b>RESOLVED</b> that the apologies for absence from Governors Lucy Clark, Mick Hatton, Louise McCann, Tracey Metcalfe and Victoria Stone be accepted and noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 5. | <p><b>Notification of items of other business</b></p> <p>There were no items of any other business.</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, if they had not already done so, to complete their annual Register of Interests to declare any relevant business or pecuniary interest and close family relationship between members and / or other trustees and / or employees. Registers would 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> |  |
| 6. | <p><b>Presentation – Holly D</b></p> <p>Head Prefect Holly D provided an informative presentation to Governors on ideas for development from a student's perspective in the School. These included suggestions on school bus provision, STEM encouragement and Uniform.</p> <p>Governors <b>RESOLVED</b> that Head Prefect Holly.D be thanked for her excellent presentation which had helped provide the Governing Body with an additional 'student view' and perspective of the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 7. | <p><b>Training – Challenge by Governors</b></p> <p>The Head Teacher and Governance &amp; Policy Officer provided Governors with a short update training session regarding professional challenge. Professional challenge and knowing the school well were noted to be important elements of effective governance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |



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|     | <p>Governors <b>RESOLVED</b> that the update training had been useful and the presentation be circulated to those Governors who had been unable to attend the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Governance & Policy Officer |
| 8.  | <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 18<sup>th</sup> June 2024 had been shared with Governors prior to this meeting. A copy was held on file.</p> <p>Further to Minute 9 (18<sup>th</sup> June 2024 Hurworth Local Governing Body) the Head Teacher advised that there had been increased marketing of the school and connecting with the local community, including drop in coffee mornings. It was also noted that 'Trauma Informed' work continued to be successfully rolled out across the school with positive results.</p> <p>Governors <b>RESOLVED</b> that the Minutes of the Local Governing Body meeting of Hurworth School held on Tuesday 18<sup>th</sup> June 2024 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p><b>PART B: Business Items for Discussion</b></p> | Governance & Policy Officer |
| 9.  | <p><b>Chair's Report</b></p> <p>It was noted there were no new updates to report.</p> <p>Governors <b>RESOLVED</b> that the Chair's report be noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |
| 10. | <p><b>Membership Document</b></p> <p>The Governance &amp; Policy Officer updated the Local Governing Body regarding the Membership Document. The following was noted:</p> <ul style="list-style-type: none"> <li>• The re-appointment of Governor Lucy Clark (Support Staff Governor) as of the 18<sup>th</sup> September 2024.</li> <li>• The resignation of Governor Elaine Colclough as of the 31<sup>st</sup> August 2024.</li> <li>• The term of office of Governor Nick Gawthorpe ended on the 17<sup>th</sup> September 2024.</li> <li>• The appointment of General Governor Marcus Dempsey as of the 3<sup>rd</sup> October 2024.</li> <li>• Following an election process there remained a vacancy for a Teaching Staff Governor and the Head Teacher would now approach a member of staff in order to fill this vacancy.</li> </ul> <p>Governors <b>RESOLVED</b> that the report be noted.</p>                                                  | Head Teacher                |
| 11. | <p><b>Head Teacher's Report</b></p> <p>The Head Teacher provided a comprehensive report to the Local Governing Body, a copy of which is retained on file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |

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|  | <p>A small dip in pupil numbers at the start of September 2024 was noted by the Local Governing Body. Governors enquired about the open evening for prospective new parents/cares and students for September 2025? The Head Teacher confirmed it had been a hugely successful evening and that she was extremely proud of the school and the student representatives who had attended the evening.</p> <p>Attendance remained strong and was above the national average, however attendance had decreased at the end of term for two days due to where the summer holidays had fallen at the end of the 2023-24 academic year. Governors noted that a new Attendance Policy was currently being developed, which would be circulated to Governor's for their consideration and approval.</p> <p>The Head Teacher advised that suspensions had decreased during 2023-24. The school continued to work to ensure consistency in the implementation of the Behaviour Policy with clear behavioral strategies, support and interventions. Permanent Exclusion figures for September 2023 to July 2024 were noted to be higher than in the previous period in the last academic year.</p> <p>The Head Teacher provided a safeguarding update. She advised that safeguarding tracking has been streamlined and focused upon patterns and trends. Safeguarding updates form part of the weekly staff briefing notes to ensure all staff are kept informed of important safeguarding information.</p> <p>The Head Teacher reported upon the GCSE outcomes which Governors were pleased to note were strong. There had been a slight dip in English literature and English Language results. Governors enquired what would be done to improve upon this further and The Head Teacher advised the accuracy of predictions was being reviewed and interventions targeted where necessary. The GCSE results at present are unvalidated, however they indicate the second highest outcomes in the Borough.</p> <p>SEN (Special Educational Needs) has increased in the academy, with an increase in the number of students with an ECHP (Education Health &amp; Care Plan) during 2023-24. The funding for SEN pupils for 2023-24 was noted by the Governing Body and contribution from the Local Authority. Governors enquired how this income is used, and the Associate Assistant Head SEND/base advised the majority is used to employ specialist SEN staff.</p> <p>The Assistant Head (Quality of Education) advised that the quality assurance processes continued to be embedded to ensure the quality of education is good and driving progress. Provision for struggling readers remains a school priority with the right range and challenge provided to pupils. A review of the Quality of Education aims/plans and development was undertaken in July 2024. Actions from this have been implemented in 2024/25 including the standardisation of lesson observations, book scrutiny and department review documents.</p> <p>The Associate Assistant Head: Personal Development reported upon the 'Ignite' programme at Hurworth School which is intended to enhance the focus on holistic student growth and development beyond the classroom. During Ignite weeks a diverse range of workshops are offered to support</p> | <p>Head<br/>Teacher</p> |
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|  | <p>student development in various areas to reflect the current needs of the school community including: Mental health and Wellbeing, substance awareness, career development, online safety, specialised workshops and future preparation such as sessions on CV writing. Governors also noted that students participate in weekly assemblies which focus on one of the four core values to ensure they are embedded throughout the school community.</p> <p>Governors were pleased to note questionnaires completed at the Year 7 welcome evening on the 12<sup>th</sup> September 2024 were positive. The Assistant Head: Experience advised the school continued to progress opportunities of being involved at a local level and linking with communities.</p> <p><b>Chief Financial Officer's Report</b></p> <p>The Chief Financial Officer's (CFO) report was noted, a copy of which is held on file. The Local Governing Body noted the management accounts as detailed in his report, which had been prepared up to 31<sup>st</sup> July 2024. It was noted that pay awards for 2024/25 had not yet been finalised. The School Teachers' Review Body (STRB) had recommended a pay award of 5.5 %.</p> <p>The Head Teacher advised Governors that going forward budget predictions will be carefully monitored and managed to ensure it was near to a break-even outturn.</p> <p><b>Operations &amp; Business Manager Report</b></p> <p>The Operations and Business Manager (OBM) provided an update report, which is held on file. It was noted Solar Panels had been submitted over the Summer Holidays. The school building cleaning contract is due to expire within the next few months after reaching its maximum term. This will be re-tendered at the earliest opportunity in line with procurement legislation.</p> <p><b>Schools ICT Manager Report</b></p> <p>The Schools ICT Manager update report was noted, a copy of which is held on file.</p> <p>Governors <b>RESOLVED</b> that the Head of School's update report, including the CFO, OBM and Schools ICT Manager's report be noted.</p> <p><b>a.) The Hurworth Academy Risk Register</b></p> <p>The Governing Body considered the Risk Register for Hurworth School, a copy of which is retained on file. Governors noted that a further review of the Risk Register would be undertaken looking at emerging issues such as better energy costs and proposed upgrades regarding access to the school which would require the risk register to be further updated.</p> <p>Governors <b>RESOLVED</b> that Hurworth School Risk Register be approved and that it be noted it would be reviewed further by Hurworth Senior Leadership regarding any emerging issues and brought back to the Local Governing Body.</p> | <p>Head<br/>Teacher</p> |
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|     | <p><b>b.) School Improvement Plan Summary</b></p> <p>The Head Teacher provided a summary of the current priorities in Hurworth School's Improvement Plan:</p> <ul style="list-style-type: none"> <li>• Quality of Education - To inspire all students to engage with their learning</li> <li>• Behaviour and Attitudes - To ensure consistency of standards so that students' learning is optimised.</li> <li>• Personal Development - To enrich students' experiences to ensure all are ready for life beyond Hurworth.</li> <li>• Leadership - To lead, inspire and support all stakeholders.</li> </ul> <p>Governors <b>RESOLVED</b> that the School Improvement Plan Summary be noted.</p> <p><b>c.) First Draft of Results Overview</b></p> <p>As previously reported in the Head Teacher's report Governors noted the strong GCSE results. Progress had increased significantly from last year. Governors asked about the progress of disadvantaged pupils and the Head Teacher confirmed the gap had started to close and progress had increased significantly.</p> |                                                    |
| 12. | <p><b>Admission Arrangements 2026-2027</b></p> <p>The Head Teacher reported upon the 2026-2027 Admission Arrangements. She advised that there were no new updates to add to the Admission Arrangements.</p> <p>Governors <b>RESOLVED</b> that the Admission Arrangements for 2026-27 be approved and placed on the Hurworth School website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Head Teacher/<br>Governance<br>& Policy<br>Officer |
| 13. | <p><b>Music Development Plan</b></p> <p>The Head Teacher sought Governors' approval of the Music Development Plan for the Academic Year 2024-25. It provided a summary of how our school delivers music education to all Hurworth's pupils across the curriculum, extra-curricular music, musical experiences and future music plans.</p> <p>Governors <b>RESOLVED</b> that the 2024-2025 Music Development Plan be approved and placed on the Hurworth School website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Head Teacher/<br>Governance<br>& Policy<br>Officer |
| 14. | <p><b>Skills Audit</b></p> <p>The Governance &amp; Policy Officer reported back on the results from the skills audit from 2023-24. It was noted that there was a good spread of skills currently on the Local Governing Body. A new Skills Audit would be conducted in the Spring of 2024-25 which would include the new Governors to the Local Governing Body.</p> <p>Governors <b>RESOLVED</b> that the report be noted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    |



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| <p>15.</p> <p>16.</p> <p>17.</p> <p>18.</p> | <p><b>Special Interest Governors</b></p> <p>The Head Teacher advised that she would be reviewing the Governor monitoring areas to link with the school improvement plan and Ofsted priorities.</p> <p>Recent link visits were noted to have been undertaken by Governor Aylsa Nugent (Special Educational Needs, including SEMH link Governor), Louise McCann ( Personal Development link Governor) and Martin Stand (Safeguarding &amp; Welfare, Looked After Children &amp; Previously Looked After Children).</p> <p>Governors <b>RESOLVED</b> that the report and be noted.</p> <p><b>Local Governing Bodies Terms of Reference</b></p> <p>Further to Minute 10 (Full Governing Body 3<sup>rd</sup> October 2024) the Governance &amp; Policy Officer reported upon the Local Governing Bodies Terms of Reference which had been approved by the Board of Directors at their meeting on the 3<sup>rd</sup> October 2024. It was now being further consulted upon at each Local Governing Body this Autumn Term.</p> <p>Governors <b>RESOLVED</b> that they had no updates to the Local Governing Bodies Terms of Reference at the present time.</p> <p><b>Single Central Record</b></p> <p>It was noted that the Single Central Register is continually reviewed by Human Resources to ensure it is compliant.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>Policies:</b></p> <p><u><b>Trust approved policies from the Summer Term 2024:</b></u></p> <p>Governors <b>RESOLVED</b> that the following Trust approved policies be noted for information: In-Year Admission Policy, Capability Policy, IT Acceptable User Policy, Remote Education Policy, Sickness Management Policy, Probationary Policy and Anti-Harassment and Bullying Policy, Whistleblowing Policy and Anti-Fraud and Corruption Policy.</p> <p><u><b>Hurworth School Policies:</b></u></p> <p><b>For Information:</b></p> <p>Governors <b>RESOLVED</b> that the following policies be approved for information: Assessment, Exam, Personal, Social, Health and Economic (PSHE), Looked After Children (LAC), Relationships Sex and Health Education (RSHE) and Young Carers' Policy.</p> | <p>Head Teacher</p> |
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|  | <p><b>For approval:</b></p> <p>Governors <b>RESOLVED</b> that the following policies/report be approved Behaviour, Safeguarding and Child Protection, SEND, Special Educational Needs and Disability Report.</p> <p>It was noted that the Attendance Policy would be circulated to Governors once available for approval.</p> <p><b>PART C: Standing Items</b></p> <p><b>19. Feedback from MAT Development Session - 10<sup>th</sup> September 2024</b></p> <p>The MAT Development Session from the 10<sup>th</sup> September 2024 included an update from the Chair of the Board of Directors and the Chief Executive Officer regarding the Trusts' intent and priorities for this Academic Year. Safeguarding and Prevent training was also provided for Members, Directors and Governors. Governors advised that the MAT Development session had been useful.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>20. Trust Scheme of Delegation</b></p> <p>Governors considered the Trusts' current Scheme of Delegation which was noted for information.</p> <p>Governors <b>RESOLVED</b> that the Trust's Scheme of Delegation be noted.</p> <p><b>21. Trust Strategic Plan</b></p> <p>Governors considered the Trusts' current Strategic Plan which was noted for information.</p> <p>Governors <b>RESOLVED</b> that the Trust's Strategic Plan be noted.</p> <p><b>Part D: Concluding Items</b></p> <p><b>22. 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>23. Date and Time of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Hurworth School – 18<sup>th</sup> March 2024 at 4.30 pm</li> </ul> |  |
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The meeting concluded at 6.35 pm

These minutes were approved by the Local Governing Body of Hurworth School as follows:

on: 18/3/25 date

Signature: M. L. Dhu

Print Name: MARTIN STAMP

