



# Northern Arch

## LEARNING PARTNERSHIP

Longfield Academy

Local Governing Body Meeting – Monday  
7<sup>th</sup> October 2024 at 5.15 pm, Longfield Academy.

### MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Stephen Goodman, Andrew Brown, Lisa Morehead, Victoria Foster and Angela Cleasby.
in attendance	Tim Fisher – Chief Executive Officer, Northern Arch Learning Partnership Glen Hart – Chief Financial Officer, Northern Arch Learning Partnership Leon Watson – Schools IT Manager, Northern Arch Learning Partnership Sarah Jones - Operations and Business Manager, Northern Arch Learning Partnership Laura Hawksby - Governance & Policy Officer, Northern Arch Learning Partnership

Item	Description of discussion	Action by
	<b>PART A: Procedural items</b>	
1.	<b>Welcome, Introductions and confirmation quorum present.</b>  The Chair welcomed everyone to the meeting and new Governors Angela Cleasby and Victoria Foster to their first meeting of the Local Governing Body.  It was confirmed that a quorum was present. Seven (7) eligible Governors were present.	
2.	<b>Election of Chair</b>  The Governance and Policy Officer sought nominations for the position of Chair for the ensuing Academic Year.  Governors <b>RESOLVED</b> that Nicola Bales be appointed Chair for the ensuing Academic Year.	Governance & Policy Officer

3. **Election of Vice-Chair**

Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.

Governors **RESOLVED** that Sarah Kelly be elected as Vice-Chair for the ensuing Academic Year.

Governance &  
Policy Officer

4. **Apologies for absence and their acceptance**

It was reported that apologies had been received from Governors Sarah Kelly, Vicky Maddison, Tanya Singh and Laura Snowdon.

Governors **RESOLVED** that the apologies for absence from Governors Sarah Kelly, Vicky Maddison, Tanya Singh and Laura Snowdon be accepted and noted.

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

There were two items of other Business. Minute 11 Below refers:

- Lockdown Procedure
- Local Governing Bodies Terms of Reference

6. **Declaration of personal and pecuniary interests**

**a) Register of Interest**

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

**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.



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

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 17<sup>th</sup> June 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 17<sup>th</sup> June 2024 were confirmed as an accurate record of the meeting and should be signed by the Chair.

Governance &  
Policy  
Officer

**PART B: Business items for discussion**

8. **Chair's Report**

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

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

9. **Membership Document**

The Governance & Policy Officer updated the Committee on the membership of Longfield Local Governing Body. It was noted :

- The new appointments of Victoria Foster (Teaching Staff Governor) and Angela Cleasby (Support Staff Governor) as of the 1<sup>st</sup> September 2024.
- The resignation of Julie Walker (Support Staff Governor), Suzie Kirkbride (Teaching Staff Governor) and Peter Armstrong (General Governor) as of the 31<sup>st</sup> August 2024.
- Term of Office Laura Snowdon (General Governor) which had been renewed as of the 3<sup>rd</sup> October 2024 for another 4 year term.

Governors **RESOLVED** that the report be noted

10. **Head Teacher's Report**

The Head Teacher provided a comprehensive report to the Local Governing Body, a copy of which is held on file.

The Head Teacher advised that the School continued with the same priorities as last year, focusing on the following 3 areas:

1. Brain Base Learning
2. Collaborative Planning

### 3. Developing the Whole Child

The Head Teacher reported upon pupil numbers. Governors enquired about the latest Open Evening for those pupils joining in September 2025 and the Head Teacher confirmed responses from prospective parents had been very positive about the school.

Governors noted attendance remained above the national average, with persistent absence and serious persistent absence carefully monitored and interventions put in place to improve attendance. Increases in the number of pupils with specific need and Elective Home Educated children were reflected in attendance figures reviewed by Governors.

The Head Teacher advised that Safeguarding continued to be strong within the school. The Designated Safeguarding Leads and Deputy Designated Safeguarding Leads continued to make appropriate referrals and offer professional challenge when appropriate. Safeguarding concerns and incidents continue to be reported and dealt with accordingly in a timely manner and students feel more confident in speaking to staff with an assurance that the appropriate action will be taken. There is a robust process for identifying and confirming child on child allegations.

Governors were pleased to note the 8 Ofsted priorities continued to be rag rated green within the Head Teacher's report. The behaviour system is embedded within the school and the calm atmosphere had been noted by Governors during their recent visits to the school.

Year 11 2023/24 provisional results were noted by the Local Governing Body, with further analysis to be undertaken by the Local Governing Body at their meetings once verified.

With regards to career accreditation all 8 areas of the Gatsby Benchmarks were at 100%.

#### **Chief Financial Officer's Report**

Governors noted the Chief Financial Officer's (CFO) report and the overview of the Management Accounts position as of 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 %.

The CFO advised that pupil numbers remained key in helping provide financial stability. Governors enquired with regards to Longfield's reserves? The CFO advised that reserves held were for the replacement of the 3G pitch.

#### **Operations and Business Manager's Report**

Governors noted the Operations and Business Manager's (OBM) Report. She advised that the school building cleaning contract is due to expire within the next



few months after reaching it's maximum term and will be re-tendered as the earliest opportunity in line with procurement legislation.

Governors asked about the progress regarding the 'Solar for Schools' programme at Longfield. The OBM advised that initial site visits have been conducted and an application submitted to the grid and DfE for approval. Planning permissions had been granted, however superior landlord consent is currently being sought to commence these works. The OBM would enquire further regarding the superior landlord consent progress and an update be brought back to the Governing Body.

OBM

### **School ICT Manager's Report**

Governors noted the School IT Manager's report. He advised that Computers in the Music Department, Design and Technology Block and the PE IT suite have been refreshed with new computers from Dell including a 5 year warranty. A total of 66 computers and monitors have been replaced, with the old machines having been recycled.

Governors **RESOLVED** that the Head Teacher's Report, Chief Financial Officer's Report, Operations and Business Manager's and School IT Manager's Report be noted.

#### **a.) The Longfield Academy Risk Register**

Governors reviewed the current Longfield Academy Risk Register and advised that they had no new amendments to add.

Governors **RESOLVED** that the Longfield Risk Register be approved.

#### **b.) School Improvement Plan**

(Note: School Improvement Plan information was considered and progress noted by Governors as part of the Head Teacher's report.)

### **11. Items of Other Business**

Further to Minute 5 above the following items of Any Other business were considered by Governors:

#### Lockdown Procedure

The Head Teacher updated the Local Governing Body regarding the School's Lockdown Procedure.

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

## Local Governing Bodies Terms of Reference

Further to Minute 10 (Full Governing Body 3<sup>rd</sup> October 2024) the Governance & 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.

Governors **RESOLVED** that they had no updates to the Local Governing Bodies Terms of Reference at the present time.

### 12. **Admission Arrangements 2026-2027**

The Head Teacher reported upon the 2026-2027 Admission Arrangements. She advised that there were no new updates to add to the Admission Arrangements.

Governors **RESOLVED** that the Admission Arrangements for 2026-27 be approved and placed on the Longfield website.

Governance &  
Policy Officer

### 13. **Pupil Premium and Recovery Premium Statement**

Governors noted that the Pupil Premium and Recovery Premium Statement was due for an update and review in December 2024 and would be circulated outside of Committee to all Governors on the Longfield Local Governing Body for their approval.

Head  
Teacher/  
Governance &  
Policy Officer

### 14. **Skills Audit**

The Governance & 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.

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

### **Special Interest Governors- Feedback**

The following feedback was provided:

**Safeguarding** – Further to Minute 9 (17<sup>th</sup> June 2025) Governor Sarah Kelly's monitoring visit form was considered by the Local Governing Body. As previously noted by Governors it was clear from her visits to the School that safeguarding is a priority. The Senior Leadership team promotes a calm and safe environment when students are moving around school.

**Disadvantaged** – Further to Minute 9 (17<sup>th</sup> June 2024) Governor Lisa Morehead's monitoring visit form was considered by the Local Governing Body. As previously noted, Disadvantaged pupils were having their needs assessed and met, with the school was investing in their future.



**Looked After Children & Previously Looked After Children** – Further to Minute 9 (17<sup>th</sup> June 2024) Governor Lisa Morehead's monitoring visit form was considered by the Local Governing Body. As previously noted, she was assured their needs were being assessed and correlated via the Head Teacher's report.

**Careers & Transition** – Governor Tanya Singh monitoring visit form was considered by the Local Governing Body. Information provided had been thorough and comprehensive demonstrating the good work of the Careers Team at Longfield and correlating with the Head Teacher's report.

Governors **RESOLVED** that the Governor monitoring visits forms be noted and that the following Governor links be approved: -

- a) Premises / Health & Safety – Victoria Foster
- b) Safeguarding (including E-Safety) & Welfare – Sarah Kelly
- c) Looked After Children (LAC) & Previously Looked After Children (PLAC) – Lisa Morehead
- d) Special Educational Needs (SEN), including SEMH – Vicky Maddison/Lisa Morehead
- e) Finance – Angela Cleasby
- f) Personal Development – Vicky Maddison/Stephen Goodman
- g) Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions) – Laura Snowdon/Andrew Brown
- h) Disadvantaged – Lisa Morehead
- i) Careers & Transition – Tanya Singh
- j) Quality of Education (Teaching & Learning, Curriculum and Progress) – Nicola Bales
- k) Early Careers Framework – Sarah Kelly

**15. Single Central Record**

It was noted that the Single Central Register is continually reviewed by Human Resources to ensure it is compliant.

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

**16. Filtering & Monitoring Crib Sheet**

Governors considered and noted the Filtering & Monitoring crib sheet which set out how the school's technical monitoring system filters and monitors students and staff to ensure they are safe online.

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

17. **Policies:**

**Trust approved policies from the Summer Term 2024 for information:**

Governors **RESOLVED** that the following Trust Policies were 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.

**The Longfield Academy Policies:**

- a) Governors noted the following policies have been approved out of committee by Longfield LGB Governors during July 2024: Mental Health & Wellbeing Policy (New Policy) and Uniform Policy (small update regarding financial assistance).
- b) Governors noted Longfield's Early Careers Teachers (ECT) Policy had been approved by the Standards Committee on the 20<sup>th</sup> June 2024 and **RESOLVED** to duly ratify the policy.
- c) Governors noted and **RESOLVED** to approve the following policies: Quality of Education, Assessment, Recording & Reporting Policy, Choices Policy (Longfield Behaviour Policy), Careers Programme, Supporting Pupils with Medical Conditions at School Policy, Relationship and Sex Education Policy, Child Protection Policy & Procedures, SEND Policy, SEND Information Report and Offsite Educational Visit Policy.
- d) Governors **RESOLVED** to approve the Attendance Policy.
- e) Governors noted that the CEIAG and Work-Related Learning Policy was due for review later in the term and would be circulated via email for Governors approval.

**PART C: Standing Items**

18. **Feedback from MAT Development Session - 10<sup>th</sup> September 2024**

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.

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



19. **Trust Scheme of Delegation**

Governors considered the Trusts' current Scheme of Delegation which was noted for information.

Governors **RESOLVED** that the Trust's Scheme of Delegation be noted.

20. **Trust Strategic Plan**

Governors considered the Trusts' current Strategic Plan which was noted for information.

Governors **RESOLVED** that the Trust's Strategic Plan be noted.

**PART D: Concluding Items**

21. **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 /teachers/staff. In addition the Lockdown procedure as referenced at Minute 11 above to remain confidential in accordance with Article 125 (c).

22. **Dates of Future Meeting:**

Longfield Academy Local Governing Body – 17<sup>th</sup> March 2025 at 5.15 pm

The meeting concluded at 7.35 pm.

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

on: 17/3/25 date

Signed by: (Chair) N Bales

Printed name: NICOLA BALES

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE

COMMISSIONERS

OF THE

UNIVERSITY OF CHICAGO

FOR THE YEAR 1891

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