



**The Rydal Academy**  
**Local Governing Body Meeting Minutes**  
**Monday 17<sup>th</sup> June 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 and Tracy Vaughan.
in attendance	Laura Hawksby: Governance and Policy Officer, Inicio Academies.

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. It was confirmed that a quorum was present. Eight (8) eligible Governors were present.	
2.	<b>Apologies for absence and their acceptance</b>  It was reported that apologies had been received from Governors Johanna Thurland, Laura Hudson, Kelly Nicholson and Troy Turner.  Governors <b>RESOLVED</b> that the apologies for absence from Governors Johanna Thurland, Laura Hudson, Kelly Nicholson and Troy Turner be accepted and noted	
3.	<b>Notification of items of urgent other business</b>  There were no items of other business.	

4.	<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 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>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 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>	
5.	<p><b>Approval of minutes / review of actions / matters arising</b></p> <p>Consideration was given to the draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 11<sup>th</sup> March 2024, a copy of which is held on file. All actions had been completed.</p> <p>The Head Teacher updated the Local Governing Body with regards to Minute 13 school start and end times. He confirmed that all parents/carers and staff had been advised of the staggered approach for start and end times of The Rydal Academy's school day for all year groups to meet the 32.5-hour week Government expectation with effect from September 2024.</p> <p>Governors <b>RESOLVED</b> that the minutes of the Local Governing Body meeting of The Rydal Academy held on the 11<sup>th</sup> March 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>	Chair/ Governance & Policy Officer
6.	<p><b>Chair's Report</b></p> <p><b>Action Taken and correspondence:</b></p> <p>It was noted there were no new updates to report to the Local Governing Body.</p>	



	<p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>7. Membership Document</b></p> <p>The Governance &amp; Policy Officer updated the Committee regarding the Membership Document. It was noted that Parent Governor Troy Turner's term of office was due to end the 13<sup>th</sup> September 2024 and that a Parent Governor election would be duly held in September 2024.</p> <p>The Governance &amp; 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 <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>a) the report be noted.</li> <li>b) The Local Governing agreed to the removal of a representative from the Trust Executive Team from the Local Governing Body membership structure</li> </ul> <p><b>8. Chief Executive Officer's Report:</b></p> <p><b>a.) Scheme of Delegation</b></p> <p>Governors noted the current Inicio Academies Scheme of Delegation.</p> <p>Governors <b>RESOLVED</b> that the current Inicio Academies Scheme of Delegation be noted.</p> <p><b>b.) Strategic Plan</b></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 27<sup>th</sup> June 2024.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>9. Head Teacher's Report</b></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 March 2024.</p>	<p>Governance &amp; Policy Officer</p> <p>Governance &amp; Policy Officer</p>
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Governors noted that in year numbers had increased by 5 since last reported, with more pupils admitted than had left the school in that period.. Nursery numbers remained strong. The Government's expansion of free nursery childcare from April 2024 would continue to support an increase in nursery pupil numbers. The Deputy Head Teacher advised that mobility remained high in the current Reception co-hort. Transition procedures, baselining processes and attendance / safeguarding policies are regularly reviewed in line with this trend.

The Head Teacher advised that the school continued to work to reduce the percentage of persistent absentees and to improve attendance. *Governors asked what procedures were in place to help with pupil persistent absence. The Head Teacher explained there were robust internal systems with 3 stages of letters sent to parents/carers and home visits if required.*

The Head Teacher reported that the 'choices system' continued to have a positive impact upon behaviour in the school. Sensory rooms were in the process of being set up. We Eat Elephants (mental health anxiety) workshops had also been rolled out with year 4 pupils.

Governors noted the attainment figures as set out in the Head Teacher's report. Growth remained better than national (for all year groups) and at least double the national rate in most.

The Head Teacher reported upon the Staff views questionnaire which was positive, and it was noted staff response rates were sometimes lower, however regular reminders were put in place to help encourage staff responses.

The Head Teacher provided an update with regards to collaboration between The Rydal Academy and other schools, including mentoring provided to senior leadership in another school.

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

Governors noted the Chief Financial Officers report, a copy of which is held on file. He provided an overview of the management accounts position as of the 30<sup>th</sup> April 2024.

#### **Trust ICT Manager Report**

Governors noted the Trust IT Manager's update report, a copy of which is held on file.

#### **Trust Business Manager Report**

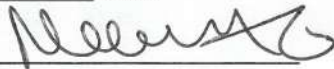
Governors noted the Operations and Business Manager's Report, a copy of which is held on file. It was noted all contracts/ Service Level Agreements continue to be reviewed individually as they expire, and best value and quality sought for each agreement.



	<p>Governors <b>RESOLVED</b> that the Head Teacher's Report, Chief Financial Officer's report Operations and Business Manager's report be noted.</p> <p><b>9 a.) Self-Evaluation Form and Strategic Action Plan</b></p> <p>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.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p> <p><b>9 b.) Risk Register</b></p> <p>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.</p> <p>Governors <b>RESOLVED</b> that The Rydal Academy Risk Register be approved.</p>	
10.	<p><b>Approval of Term Dates 2026/27</b></p> <p>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 with the addition of the personal development and disaggregated days as set out in the report.</p> <p>Governors <b>RESOLVED</b> 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 as set out in the report.</p>	Head Teacher
11.	<p><b>Wraparound booking and charging September 24</b></p> <p>The Head Teacher reported upon the introduction of wraparound care costs for the 2024-25 Academic Year. A survey of the level of interest by parents/cares for wraparound care booking and a suggested charge was circulated at the meeting. No major issues had been identified.</p> <p>Governors <b>RESOLVED</b> that the success of the charging scheme for wraparound scheme from September 204/25 be monitored in terms of impact to parents/carers.</p>	Head Teacher
12.	<p><b>School Minibus</b></p> <p>The Head Teacher provided a verbal update with regard to the school minibuses and planning for the lifespan of the buses.</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	

13.	<p><b>Special interest governors – feedback/updates from school contact:</b></p> <p>Consideration was given to the following Governor report backs, which were duly noted by the Local Governing Body, with no areas of concern:</p> <p>Premises / Health &amp; Safety – Governor Troy Turner Finance – Governor Laura Hudson</p> <p>It was noted Governors Kelly Nicholson and Johanna Thurland would be setting up meetings later in the term to visit their respective links</p> <p>Governors <b>RESOLVED</b> that the report be noted.</p>	
14.	<p><b>Single Central Record</b></p> <p>It was noted that the Single Central Register external audit had been completed, with no issues of concern.</p> <p>Governors <b>RESOLVED</b> that the report be noted</p>	
15.	<p><b>Policies for approval/review/information</b></p> <p><b>a.) For Information Swift approved policies -</b></p> <p>Governors <b>RESOLVED</b> that the following Trust approved policies from the Spring Term 2024 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 &amp; Redeployment Policy and Cyber Response and Recovery Plan.</p> <p><b>b.) For Information Rydal Academy Policies –</b></p> <p>Governors <b>RESOLVED</b> that the following The Rydal Academy policies be noted for information: Fire Emergency Plan; Fire Safety Risk Assessment, Child Protection &amp; Safeguarding Policy; Lockdown Procedure</p> <p><b>c.) For Approval Rydal Academy Policies –</b></p> <p>Governors <b>RESOLVED</b> that it be noted there were no polices for approval.</p>	



	<p><b>PART C: Standing Items</b></p> <p><b>Feedback from MAT Development Session held on 25<sup>th</sup> April 2024</b></p> <p>16. Governors advised that the MAT development session from the 25<sup>th</sup> 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 <b>RESOLVED</b> that the report be noted.</p> <p>17. <b>LGB Strategy Alignment Group - 26<sup>th</sup> June 2024 at 5.15 pm</b></p> <p>Governors noted that the next Local Governing Body Strategy Alignment Group was scheduled to be held on the 26<sup>th</sup> June 2024 at 5.15 pm for all Chairs &amp; Vice Chairs of the Trusts Local Governing Bodies</p> <p><b>Part D: Concluding Items</b></p> <p>18. <b>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>19. <b>Date of Future meetings:</b></p> <p>Governors noted that the 2024/25 The Rydal Local Governing Body meeting dates were due for approval at the Board of Directors meeting on the 27<sup>th</sup> June 2024 and would be circulated after that meeting.</p> <p><b>The meeting concluded at 2.40 pm</b></p> <p>These minutes were approved by the Local Governing Body of Rydal Academy, as follows:</p> <p>on: <u>30/06/24</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>MARK GRAY</u></p>	<p>Governance &amp; Policy Officer</p> <p>Governance &amp; Policy Officer</p>
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