



Northern Arch

LEARNING PARTNERSHIP

The Longfield Academy

Local Governing Body Meeting Minutes

Monday 17th March 2025 at 5.15 pm, The Longfield Academy

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Nicola Bales (Chair), Tanya Singh, Stephen Goodman, Victoria Foster and Angela Cleasby.
In attendance	Laura Hawksby: Governance and Policy Officer

Item	Description of discussion	Action
	PART A: Procedural items	
1.	<u>Welcome, Introductions and confirmation quorum present</u> The Chair welcomed everybody to the meeting. It was confirmed that a quorum was present.	
2.	<u>Election of Vice Chair</u> Governor Tanya Singh was elected to serve as Vice Chair until the first meeting of the Autumn Term 2025.	
3.	<u>Apologies for absence and their acceptance</u> Apologies for absence were received from Governors Andrew Brown, Vicky Maddison and Lisa Morehead.	
4.	<u>Notification of items of urgent other business</u> None	
5.	<u>Declaration of Personal and Pecuniary Interests</u> None	
6.	<u>Membership Document</u> The following were noted: <ul style="list-style-type: none">the resignation of General Governor Sarah Kelly as of 17th December 2024	

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denotes support and challenge provided by Governors

	<ul style="list-style-type: none"> the resignation of General Governor Laura Snowdon as of 15th March 2025 <p>The Governance & Policy Officer, in consultation with the Chair and Head Teacher, would look to fill the 2 remaining vacancies.</p>	Governance & Policy Officer
7.	<p><u>Approval of minutes/review of actions/matters arising – The Longfield Academy Local Governing Body 7th October 2024</u></p> <p>Draft Minutes of The Longfield Academy Local Governing Body held on the 7th October 2024 had been shared with the Local Governing Body prior to the meeting, a copy of which is held on file.</p> <p>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 Longfield Local Governing Body 7th October 2024 were confirmed as an accurate record and should be signed by the Chair.</p>	Chair/ Governance & Policy Officer
PART B: Business Items for Discussion		
8.	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <u>action taken</u> - no new updates <u>correspondence</u> – no new updates 	
9.	<p><u>Head Teacher's Report</u></p> <p>The Head Teacher provided a comprehensive update report to the Local Governing Body, a copy of which is retained on file.</p> <p>Areas of discussion included:</p> <p><u>Positive Culture</u></p> <p>The Head Teacher reported upon the positive culture of the Academy, where the pupils were encouraged to flourish, not only academically, but also socially and personally making Longfield School an attractive school to join. The Academy has been focusing on relaunching pledges: introducing a primary pledge and introducing a graduation ceremony for Year 9 into Year 10 which emphasises the importance of why pupils need to achieve 3 pledges before Year 9. <i>Governors expressed support for this initiative which celebrates the individual achievements of the pupils at Longfield Academy and the primary pledge as a positive initiative to introduce primary school children to the school.</i></p> <p><u>Attendance</u></p> <p>Current attendance figures were noted to be slightly up from the same point in the last Academic Year and Serious Persistent Absence (SRA) is slightly down from the previous period last year. <i>Governors asked for examples of some of the interventions in place and the Head Teacher advised these included : first day calls,/home visits,</i></p>	

fixed penalty notices for unauthorised holidays, support from external agencies including Early Help and building stronger families. The importance of attendance was also emphasised to parents/carers and pupils through attendance raised at meetings with parents/carers, posters around the Academy, assemblies, form time and class charts.

Suspension

Suspensions and exclusions were noted to remain significantly reduced.

Alternative Provision

Current Alternative Provision (AP) was reported upon by the Head Teacher and the increase in complex needs. Governors noted that AP is rigorously tracked. Governors enquired whether the extra EHCP (Education Health and Care Plan) funding as detailed in the report had been requested, and the Head Teacher confirmed it had.

Safeguarding

The Head Teacher advised that Safeguarding continued to be an important focus. Children open to Early Help had increased. New training regarding Early Help has been completed by pastoral staff.

All allegations of child-on-child cases are investigated and actioned appropriately. Governors enquired with regard to the number of cases that were substantiated and the Head Teacher confirmed a small percentage were but that all cases were thoroughly investigated and necessary interventions put in place where appropriate.

Quality of Education

The Academy continues to focus on Quality of Education with good progress being made. Governors questioned what strategies were in place to help support further Maths and English. The Head Teacher confirmed that an 8-week strategic plan was in place leading up to the first GCSE exam. Middle leaders are being supported in developing their leadership skills, to analyse data to ensure that lessons learnt from the mock exams filter down to Key Stage 3 to ensure deeper understanding of concepts and knowledge.

The Academy continued to focus on reading, with the success of literary interventions leading to many increases in pupil's reading ages.

Finance

The Management Accounts Summary December 2024 for Longfield Academy were noted. The school is forecast to make a surplus at year end based on current operations,

GAG income has increased due to an increase approved in year for pay awards resulting in a higher per pupil rate. The forecasts do not yet show the increase in National Insurance spend on employers and the National Insurance funding which is to be announced. The decreased other income relates to a projected decrease in income from catering. The increase in non-staff expenditure is due to pressures on alternative education spending and additional supply staff. The remainder are due to inflation pressures and premise costs.

	<p>Governors requested further information to help in their understanding of funding the national insurance increase, understand further the funding and plans for the 3G pitch, plans to market the gym further and the current reserves position.</p> <p><u>Estates/IT</u></p> <p>The NALP academies will be eligible for Schools Condition Allocation funding instead of CIF funding due to the recent, successful growth. The installation of solar panels has commenced which will provide energy savings and reduce the carbon footprint. The project is expected to be completed and live at the beginning of April 2025.</p> <p>The Management Information System (MIS) has been migrated from Sims to Arbor. In preparing for the migration to windows 11 full audits have been completed to ensure that the school has the required computers. A number of devices are due to be retired and recycled.</p>	CFO
9 a.)	<p><u>Risk Register</u></p> <p>The Risk Register for Longfield Academy was currently being reviewed by the Strategic Development Officer, in conjunction with the Trust Risk Register.</p> <p>Governors requested that pupil numbers should be reflected in the Longfield Academy Risk Register.</p> <p>Governors RESOLVED that The Longfield Academy Risk Register be brought back to the next meeting of the Local Governing Body.</p>	SDO Head Teacher/ SDO
10.	<p><u>Single Central Record</u></p> <p>It was noted The Single Central Record continued to be reviewed and updated by Human Resources to ensure it is compliant.</p>	
11.	<p><u>School Inspection Data Summary Report (IDSR)</u></p> <p>The School Inspection Data Summary Report (IDSR) was noted for information.</p>	
12.	<p><u>Music Development Plan</u></p> <p>Governors noted the Music Development Plan for Longfield Academy for the academic year 2024-25. It is a summary of how the school delivers music education to all pupils across the curriculum, our extra-curricular music offerings and musical experiences, and also our future music plans. The information helps pupils and parents / carers understand what the Academy offers and who the school works with to support pupils' music education.</p>	

13.	<p><u>Chief Executive's Officer's Update Report</u></p> <p>The process of bringing Mowden Federation of Schools into Northern Arch Learning Partnership has progressed smoothly and the transfer was completed on 1st March 2025. There are six academies now in the Trust all rated Good or better. <i>Governors enquired if further information could be provided regarding the increased annual capital funding and what it will mean in relation to Longfield Academy?</i></p> <p>A new Executive Director of Education had also been appointed also within the latter half term.</p> <p>A successful Schools Resource Management Advisors (SRMA) report was produced last term, helping the Partnership identify further how it may be efficient and resilient.</p>	CFO
14.	<p><u>Children's Wellbeing and Schools Bill 2024-25</u></p> <p>An update was provided on the Children's Wellbeing and Schools Bill 2024-25 which was currently progressing through Parliament. The Bill aims to improve children's social care and education.</p>	
15.	<p><u>Policies:</u></p> <p><u>Trust approved policies from the Autumn Term 2024 were noted for Information:</u></p> <p>Family Friendly (Schools), Leave of Absence Policy (Schools) and Staff Health & Wellbeing Policy (Schools).</p> <p><u>The Longfield Academy Policies:</u></p> <ul style="list-style-type: none"> For information to note approved out of Committee by the Local Governing Body: Pupil Premium and Recovery Statement & Careers Education information Advice and Guidance (CEIAG) and Work-Related Learning Policy. <p>Governors RESOLVED that the following Longfield Academy Policies be approved:</p> <ul style="list-style-type: none"> Accessibility Plan and Health & Safety Policy 	
16.	<p><u>Link Governors</u></p> <p><i>Governors requested that the following areas be added to the link Governors for Longfield Academy:</i></p> <ul style="list-style-type: none"> <i>Recruitment</i> <i>Leadership & Management</i> <p><i>Looked After Children (LAC) & Previously Looked After Children (PLAC) and Special Educational Needs (SEN), including SEMH were requested to be joined together.</i></p>	

	The list of Governors links would be brought back to Governors for consideration of any outstanding vacancies.	Governance & Policy Officer
	<u>Part C: Standing Items</u>	
17.	<u>Trust Scheme of Delegation</u> The current Board approved Scheme of Delegation was noted by the Local Governing Body.	
18.	<u>Trust Strategic Plan</u> The current Board approved Trust Strategic Plan was noted by the Local Governing Body.	
	<u>Part D: Concluding Items</u>	
19.	<u>Approval of documents for inspection</u> 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/staff.	
20.	<u>Date and time of future meetings</u> • Longfield LGB – Monday 6 th June 2025 at 5.15 pm	
	The meeting concluded at 7.00 pm	

Action Log

6.	Membership Document – 2 General Governor vacancies to be filled	Governance & Policy Officer
7.	Minutes - 7 th October 2024 signed by Chair	Governance & Policy Officer
9.	Finance further information: national insurance increase funding, 3G Pitch funding/plans, marketing of Gym and Reserves position.	CFO
9. a.)	Longfield Risk Register – Brought back to next meeting of the LGB	SDO/Head Teacher
13.	Further information regarding increased capital Funding in relation to Longfield Academy	CFO
16.	Link Governors – List of Link Governor vacancies brought back to the LGB	Governance & Policy Officer

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

on: 16th June 2025 date

Signed by: (Chair) [Signature] PP ON BEHALF OF CHAIR.

Printed name: LISA MOREHEAD

APPROVED

