



Northern Arch

LEARNING PARTNERSHIP

Hurworth School

Local Governing Body Meeting Minutes

Tuesday 17th June 2025 at 4.30 pm, Hurworth School

MINUTES

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| Present (Governors) | Rachel Somerville (Head Teacher), Martin Stand (Chair), Aylsa Nugent, Sam McGuire, Marcus Dempsey, Cath Lawrence, Louise McCann and Victoria Stone. |
| In attendance | Iain Clyde: Chair of Directors Glen Hart: Chief Financial Officer Jon Tait: Executive Director of Education Nikki Wade: Strategic Development Officer Stuart Rawle: Deputy Head Teacher Beth Wright: Associate Assistant Head: DSL, Designated Lead for PLAC/LAC and DA Natalie Douglass: Associate Assistant Head: Personal Development Laura Hawksby: Governance and Policy Officer |

| Item | Description of discussion | Action |
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| | PART A: Procedural items | |
| 1. | <u>Welcome, Introductions and confirmation quorum present</u> The Chair welcomed everybody to the meeting, including Marcus Dempsey for whom this was his first meeting and the Chair of Directors who was in attendance. It was confirmed that a quorum was present. | |
| 2. | <u>Apologies for absence and their acceptance</u> Apologies for absence were received and accepted from Governors Tracy Metcalfe and Peter Snowden. | |
| 3. | <u>Notification of items of urgent other business</u> None | |
| 4. | <u>Declaration of Personal and Pecuniary Interests</u> None | |

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| 5. | <p><u>Thank you – Iain Clyde Chair of Directors</u></p> <p>The Chair of Directors thanked all Governors on Hurworth Schools Local Governing Body for their hard work and time given as volunteers on the Local Governing Body. They had done a great job in helping to contribute to the governance of Northern Arch Learning Partnership, whilst keeping the Partnership's vision of each Local Governing Body preserving their local identity.</p> <p>The recent successes of QE being rated by Ofsted as 'outstanding' and Longfield as 'good' had been celebrated within the Trust. New appointments had included the Executive Director Education, Head of Admissions and Marketing and a new Head Teacher for Mowden Schools. <i>Governors were pleased to note the appointments and advised the marketing of Hurworth was very important to promote the school.</i></p> <p>A Northern Arch Partnership Development Day for all Governors, Directors and Members was due to be held on the 13th October 2025 which would include a programme of development and collaboration for all those involved in governance across the Trust.</p> | |
| 6. | <p><u>Membership Document</u></p> <p>The following was noted:</p> <ul style="list-style-type: none"> • appointment of Peter Snowden (General Governor) as of the 10th April 2025 • resignation of Lucy Clark (Support Staff Governor) as of the 11th April 2025 • Governor Peter Snowden, subject to his agreement, would be asked if he would be willing to be Vice-Chair of Hurworth Local Governing Body for the remainder of the Academic Year, until the first meeting in the Autumn Term 2025. | Governance & Policy Officer |
| 7. | <p><u>Approval of minutes/review of actions/matters arising – Hurworth School Local Governing Body 18th March 2025</u></p> <p>Draft Minutes of Hurworth School Local Governing Body held on the 18th March 2025 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 Hurworth School Local Governing Body 18th March 2025 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> – the Chair has had regular catch-up Meetings with the Head Teacher. He advised that Music GCSE was no longer being offered, unfortunately due to a low uptake, although music continued to form part of the curriculum offer. | |

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| | <ul style="list-style-type: none"> • <u>correspondence</u> – no new updates. <p>The Chair thanked all those who were involved with the school's production 'Matilda' on the 2nd and 3rd of July 2025, which he was sure would be a great success.</p> | |
| 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. The focus of the Head Teacher's report for this meeting was information regarding planned changes to the personal development delivery for Hurworth School.</p> <p>Areas of discussion from the Head Teacher's report included:</p> <p><u>Leavers/In Year Transfer Data</u></p> <p>The number of students leaving/in year transfers from September 2024 to June 2025 was noted to be higher than previous years. There had been an increase in the number of pupils Electively Home Educated (EHE). It was noted that future reports would include where appropriate reference to 'managed moves' that may have failed.</p> <p>Governors asked if there was a case study behind every child who was EHE and if a managed move had been unsuccessful? The Head Teacher confirmed that was correct.</p> <p><u>Attendance</u></p> <p>Overall attendance was noted to be good. When analysing the breakdown of groups, the school is above the national average. The number of persistently absent pupils by groups is lower than the previous years. The school are continuing to work across departments to share information about different students in different groups that could be affecting their attendance and implement appropriate support and measures as a school to ensure attendance improves further. The school continued to work with the Attendance Solution Panel, which allows different professionals within the Local Authority (such as CAMHS, GP, Early Help, SENDIAS) to meet with the school, to produce an action plan to help severely absent students back in school.</p> <p><u>Suspensions</u></p> <p>Governors noted there had been an increase in suspensions and asked if this was due to the initial implementation of the new Choices Behaviour philosophy? The Head Teacher advised that was correct and that the school remained committed to fostering a positive learning environment, reinforcing expectations, and supporting students in making the right choices.</p> <p><u>Alternative Provision</u></p> <p>Current Alternative Provision was noted by Governors. The school was also considering ways in which it could provide in-house provision. The Head Teacher advised that the school was currently trialing 3 robots from the Local Authority, whereby a pupil can participate in a lesson remotely, with a view then to those children then coming back into school and re-entering lessons after feeling able to.</p> | |

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| | <p>Governors asked if the robots were for Local Authority children and the Head Teachers advised they were for any student who required them.</p> <p>Governors questioned how much was spent on Alternative Education? The Chief Financial Officer (CFO) advised that approximately 100k had been spent this current academic year on alternative education.</p> <p><u>Attainment & Progress</u></p> <p>Governors requested that in future reports that actual results be included, where appropriate, with the predictions, in order that the accuracy of predictions could be considered.</p> <p><u>Personal Development</u></p> <p>The Associate Assistant Head (Personal Development) provided a presentation to Governors regarding planned changes to the personal development delivery for Hurworth School. She explained about the 'Ignite' programme and that 20 minutes a day would be dedicated to personal development for the pupils. The Senior Leadership Team were concentrating on quality assurance of the personal development programme. Governors asked if the Personal Development Programme would be age appropriate and the Associate Assistant Head advised that it would be appropriate for Year groups, with resources clearly labelled for staff to access.</p> <p>Governors questioned when staff would be advised of the new planned changes and the Head Teacher advised it would be the next day after this meeting and time would be given to allow staff to be trained in relation to the new systems.</p> <p><u>Finance</u></p> <p>Governors considered the April 2025 Management Accounts. It was noted that Hurworth Schools currently had no reserves.</p> <p>In order save costs the Chief Financial Officer (CFO) was looking at potential transport savings. Governors asked if consideration was given to PSVAR (Public Service Vehicle Accessibility Regulations) when choices were made with transport? The CFO confirmed that was correct. Governors also asked if there was any potential for efficiency savings by working with bus companies on timings of coaches, so that for example after the buses had finished at QE they could be utilised by Hurworth students? The CFO confirmed this was correct.</p> <p>Governors questioned how the capital funding will be allocated, that had been triggered by Mowden Schools joining the Partnership? The CFO advised a conditions survey would be undertaken by the Trust which would inform priorities across the Partnership for allocation of funding.</p> | <p>Head Teacher</p> |
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| 9.a.) | <p><u>Risk Register</u></p> <p>Governors were advised that the Risk Register was currently being updated and had been reviewed by Hurworth's Senior Leadership Team. The Head Teacher advised that the Chair and two other Governors would be contacted to review the Risk Register further. The Risk Register would then be brought back to the next meeting of Local Governing Body for approval.</p> | Head Teacher |
| 10. | <p><u>Chief Executive's Officer's Update Report</u></p> <p>Governors noted the Chief Executive Officers (CEO) June 2025 report, which included several recent changes and developments amongst senior and Central Team personnel.</p> <p>In late May 2025 the Partnership's received more information from the DfE regarding next year's pay increases for teaching and support. Budgets are being set within assumptions and with due regard to ratios stated in the SRMA (School Resources Management Advisers) report and can already demonstrate improved ratios at all academies compared to last year's position.</p> | |
| 11. | <p><u>Approval of Term Dates 2027/28</u></p> <p>Consideration was given to school term dates for the 2027/28 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, including the Professional Development days.</p> <p>Governors RESOLVED that the 2027/28 school term dates including the Professional Development dates, as set out in the report, be approved and forwarded to Darlington Borough Council.</p> | Head Teacher |
| 12. | <p><u>Policies:</u></p> <p><u>Trust approved policies from the Spring Term 2025 were noted for Information:</u></p> <p>Trust approved policies Spring Term 2025 for Information: Finance Policy (Trust), Reserves Policy (Trust), Investment Policy (Trust), Pay Policy* (Trust), Appraisal Policy* (Trust), Staff Behaviour - Code of Conduct and Addendum* (Trust), Disciplinary Policy & Procedures (Schools), Grievance Policy (Schools), Premises Management Policy (Trust), GDPR Data Protection Policy (Trust), Data Retention & Destruction Policy (Trust), Privacy Notices (Trust), Complaints Policy (Trust) and Code of Conduct for Members, Directors and Governors (Trust).</p> <p><i>* Subject to union approval</i></p> <p><u>Hurworth School Policies:</u></p> | |

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| | None for approval Spring Term 2025 | | | | | | | | | | | | | | | |
| 13. | <p><u>Link Governors</u></p> <p>Further to Minute 14 (18th March 2025) Governors were assigned to the following areas:</p> <table><tr><td>Health & Safety/ Resources including finance</td><td>Louise McCann/Tracy Metcalfe</td></tr><tr><td>Quality of Education</td><td>Peter Snowden</td></tr><tr><td>Leadership & Management</td><td>Martin Stand</td></tr><tr><td>Safeguarding/LAC/PLAC</td><td>Martin Stand</td></tr><tr><td>Personal Development</td><td>Louise McCann</td></tr><tr><td>Disadvantaged/SEND</td><td>Aylsa Nugent</td></tr><tr><td>Welfare and Behaviour</td><td>Victoria Stone</td></tr></table> <p>It was noted that Governors Martin Stand (Safeguarding/LAC/PLAC) and Aylsa Nugent (Disadvantaged/SEND) had conducted their recent visits.</p> <p>Governors RESOLVED that the Governors be assigned to the above link Governor roles.</p> | Health & Safety/ Resources including finance | Louise McCann/Tracy Metcalfe | Quality of Education | Peter Snowden | Leadership & Management | Martin Stand | Safeguarding/LAC/PLAC | Martin Stand | Personal Development | Louise McCann | Disadvantaged/SEND | Aylsa Nugent | Welfare and Behaviour | Victoria Stone | Head Teacher/ Governance & Policy Officer |
| Health & Safety/ Resources including finance | Louise McCann/Tracy Metcalfe | | | | | | | | | | | | | | | |
| Quality of Education | Peter Snowden | | | | | | | | | | | | | | | |
| Leadership & Management | Martin Stand | | | | | | | | | | | | | | | |
| Safeguarding/LAC/PLAC | Martin Stand | | | | | | | | | | | | | | | |
| Personal Development | Louise McCann | | | | | | | | | | | | | | | |
| Disadvantaged/SEND | Aylsa Nugent | | | | | | | | | | | | | | | |
| Welfare and Behaviour | Victoria Stone | | | | | | | | | | | | | | | |
| <u>Part C: Standing Items</u> | | | | | | | | | | | | | | | | |
| 14. | <p><u>Trust Scheme of Delegation</u></p> <p>The current Board approved Scheme of Delegation was noted by the Local Governing Body.</p> | | | | | | | | | | | | | | | |
| 15. | <p><u>Trust Strategic Plan</u></p> <p>The current Board approved Trust Strategic Plan was noted by the Local Governing Body.</p> | | | | | | | | | | | | | | | |
| <u>Part D: Concluding Items</u> | | | | | | | | | | | | | | | | |
| 16. | <p><u>Approval of documents for inspection</u></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/staff.</p> | | | | | | | | | | | | | | | |
| 17. | <p>Future meetings 2025/26 Academic Year</p> <p>Governors advised that they wished the Local Governing Body Meetings to be Carouseled on Mondays, Wednesdays and Thursdays starting at 4.30 pm.</p> | Governance & Policy Officer | | | | | | | | | | | | | | |
| The meeting concluded at 6.30 pm | | | | | | | | | | | | | | | | |

Action Log

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| 6. | Governor Peter Snowden, subject to agreement, be asked to be Vice-Chair until the first meeting of the Autumn Term 2025. | Governance & Policy Officer |
| 7. | Minutes – 18 th March 2025 signed by Chair as an accurate record | Governance & Policy Officer |
| 9. | Attainment Progress – future reports where appropriate to include actual results with the predicted results. | Head Teacher |
| 11. | Approved Term Dates 2027/28 – forwarded to DBC | Head Teacher |
| 13. | Governors assigned to link Governor roles | Head Teacher/Governance & Policy Officer |
| 17. | Future Meetings 2025/26 – Meetings to be carousled – Mondays, Wednesdays and Thursdays starting at 4.30 pm | Governance & Policy Officer |

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

on: 20/11/25 date

Signature: Mt M

Print Name: MARTIN STAND

