



# Swift Academies

*Success will inspire future triumphs*

Board of Directors  
2pm, Friday 12 July 2019

Hurworth School, Croft Road, Hurworth on Tees, DL2 2JG

**Present:**

- **Directors**

Rita Rees, Jim Marshall, Ian Black, Sam Jameson (Chair),  
Dean Judson (Chief Executive Officer), Derek Bell

- **also**

Nichola Peaker, Head of School, Hurworth School  
Nick Lindsay, Head of School, Longfield Academy  
John Armitage, Head Teacher, The Rydal Academy  
Andrew Hutton, ICT Manager, Swift Academies  
Glen Hart, Chief Finance Officer, Swift Academies  
Sarah Jones, Trust Business Manager, Swift Academies  
Paul Makin, Senior Partner, Avec Partnership  
Tracey Curtis, Governance Partner, Avec Partnership

**Item:**

**Description of discussion:**

**action by:**

1

**Welcome, introductions and confirmation quorum present**

The Governance Partner confirmed that a quorum was present. The Articles of Association for Swift Academies documented that the quorum was any three Trustees, or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting. The quorum for a meeting of the Board of Directors was therefore any three Trustees. Six (6) Trustees were present.

2

**Apologies for absence and their acceptance**

Apologies for absence had been received from Keith Bernstone and Stuart Hargrove. Directors RESOLVED that the apologies for absence were accepted.

3

**Notification of items of urgent other business**

- items that the Board of Directors of Swift Academies regard are of sufficient urgency to warrant consideration at the end of the agenda

One item of urgent other business was notified: Audit Plan

4

**Governance Trust Review**

The Chief Executive Officer provided Directors with an overview of the Governance Trust Review that had taken place during summer term 2019.

Paul Makin (Senior Partner, Avec Partnership) informed Directors that the review of governance had focussed on the work of the Trust Board and Local Governing Bodies and their contribution to School Improvement. The purpose of the review was to support Directors and Governors to reflect on the current governance arrangements and ways of working, identify areas for development and improvement and develop an action plan.

Directors' attention was drawn to the circulated Governance Evaluation Report for information in respect of a summary of recommendations related to strategic planning, monitoring and evaluation, Director and Governor development and consultation.

Directors RESOLVED that the information contained in the circulated Governance Evaluation Report and information presented was noted.

A copy of the Governance Evaluation Report would be retained on file.

5

**Board of Directors & Local Governing Body Membership & appointments**

A 'pen portrait' had been shared with Directors from a prospective governor which would fill the vacancy created by the resignation of Hazel Bullock (The Rydal Academy).

Directors RESOLVED that the appointment of Bhup Singh as a Trustee Appointed Governor was approved with effect from 1 September 2019.

Directors were informed that Members had approved the appointment of Tim Fisher and Julie Cornelius with effect from 2 September 2019 as Member Appointed Directors to the Board of Directors of Swift Academies. Tim and Julie would also be appointed to the Standards Committee of the Board of Directors of Swift Academies. The appointments had been made to replace Nick Rees and Sam Jameson.

Directors were informed that this would be the last meeting for Sam Jameson, who had indicated her intention to resign after 18 years as a Governor / Director, originally with Hurworth School and then the Board of Directors of Swift Academies.

Directors thanked Sam Jameson for her support and commitment. The Chief Executive Officer presented Sam with a bouquet of flowers and gift.



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### **Declarations of personal and pecuniary interests**

- a) complete / review the Register of Interest  
Directors and those present were reminded that they should complete the Register of Interest to declare any relevant business or pecuniary interest and close family relationship between members, directors, Governors and employees. A register should be completed annually and updated during each academic year where circumstances change.
- b) to declare any personal or pecuniary interests in any matters arising from the agenda of the current meeting  
Directors 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) complete / review Automatic Disqualification Declaration  
Directors and those present were informed that the Charity Commission Automatic Disqualification rules had changed with effect from 1 August 2018. New reasons for disqualification included being in contempt of court, being named under particular anti-terrorism legislation or being on the sex offenders register.
- d) Code of Conduct  
Directors were reminded that the Board of Directors of Swift Academies had approved a Code of Conduct for Directors in March 2018. The Code of Conduct should be signed by Directors to confirm they would undertake to abide by the code of conduct for Directors across Swift Academies.

Directors RESOLVED that the Register of Interest, Automatic Disqualification Declaration and Code of Conduct should be completed as soon as possible and returned to the Governance Partner or Chief Finance Officer.

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### **Chair's report**

- a) action taken
- b) correspondence received

The Chair reported that the Chief Executive Officer had been informed of her intention to resign with effect from the end of Summer Term 2019. The resignation would be effective at the end of Friday 12 July 2019. Derek Bell would assume the role of Chair of the Board of Directors of Swift Academies (as agreed previously) with effect from 13 July 2019.

Directors RESOLVED that the information was noted.

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### **Approval of minutes / matters arising**

- Board of Directors of Swift Academies, meeting held on Friday 22 March 2019  
Draft minutes of the Board of Directors' meeting of Swift Academies held on Friday 22 March 2019 had been circulated to Directors prior to the meeting. A copy would be retained on file.

Directors RESOLVED that the minutes of the Board of Directors' meeting of Swift Academies held on Friday 22 March 2019 were approved as an accurate record of the meeting and should be signed by the Chair. The Trust Business Manager would retain the approved signed minutes.

Chair /  
Trust  
Business  
Manager

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### **Report of delegated duties**

#### **Local governing body meetings**

a) The Rydal Academy, Monday 10 June 2019

The Head Teacher, The Rydal Academy, provided Directors with an overview of the Local Governing Body meeting held on Monday 10 June 2019, including information in respect of attendance, exclusions, attainment and progress, and completion of questionnaires by stakeholders.

Directors RESOLVED that the content of the circulated minutes of the Local Governing Body meeting of The Rydal Academy, held on Monday 10 June 2019 were noted.

b) Longfield Academy, Monday 10 June 2019

The Head of School, Longfield Academy, provided Directors with an overview of the Local Governing Body meeting held on Monday 10 June 2019, including information in respect of challenge provided by the Local Governing Body and Governors' interaction with Longfield Academy.

Directors RESOLVED that the content of the circulated minutes of the Local Governing Body meeting of Longfield Academy, held on Monday 10 June 2019 were noted.

c) Hurworth School, Tuesday 11 June 2019

The Head of School, Hurworth School, provided Directors with an overview of the Local Governing Body meeting held on Tuesday 11 June 2019.

Directors RESOLVED that the content of the circulated minutes of the Local Governing Body meeting of Hurworth School, held on Tuesday 11 June 2019 were noted.

#### **Finance & Resources Committee**

d) Thursday 27 June 2019

Directors were provided with an overview of the Finance & Resources Committee meeting of Swift Academies held on Thursday 27 June 2019, by the Chief Finance Officer.

#### **Standards Committee**

e) Wednesday 12 June 2019

Directors were provided with an overview of the Standards Committee meeting of Swift Academies held on Wednesday 12 June 2019 by the Chair of the committee (Derek Bell).

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### **Admissions 2020-2021**

The Chief Executive Officer informed Directors that the Local Governing Body, Head of School and School Manager would explore the Admission Policy 2020-2021 for Hurworth School during a series of



standalone meetings. The Local Governing Body were required to make a recommendation which would be considered by the Board of Directors of Swift Academies. The decision in respect of the Admissions Policy 2020-2021 for Hurworth School was that of the Board of Directors.

Directors RESOLVED that the information was noted.

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#### **Chief Executive Officer's Report**

The Chief Executive Officer's Report had been shared with Directors prior to the meeting. A copy would be retained on file.

The Chief Executive Officer discussed with Directors the content of the circulated report and drew Directors' attention to the following specific areas:

#### **Scheme of Delegation**

The Scheme of Delegation continues to be a standing item for Local Governing Body and Director's meetings in order that it is reviewed and continues to be fit for purpose.

#### **Trust Policies**

Directors were informed that the Executive Leadership Team continue to work collaboratively to ensure that where appropriate, policies are centralised under the Swift Academies banner: to date approximately 40 policies have been centralised and uploaded to the Swift Academies website.

#### **MAT Development sessions for Members, Directors and Governors**

Directors were informed that the Autumn Term 2019 MAT Development Session would take place from 5pm on Thursday 3 October 2019 at Longfield Academy and would focus on the Ofsted framework introduced in September 2019. The Head Teacher (The Rydal Academy) would lead the session on behalf of Swift Academies.

#### **Safeguarding**

It was reported that a Trust central register had been devised to ensure that all Members, Directors and Governors complete Level 1 Safeguarding Training on an annual basis.

#### **Trust Development Plan**

Directors were informed that the Trust Development Plan had been reviewed and updated by the Executive Leadership Team. The Trust Development Plan had been shared with Governors during Local Governing Body meetings and submitted to the Board of Directors of Swift Academies for approval.

#### **Multi-Academy Trust**

The Chief Executive Officer confirmed that dialogue continues with a number of primary schools regarding the possibility of becoming part of Swift Academies.

- 12 OFSTED framework including Statement of Curriculum Intent, Academy SEF / Action Plans 2019-2020**  
Information in respect of School Self Evaluation Form, Self Evaluation Writing Guidance and Statement of Curriculum Intent had been shared with Directors prior to the meeting. Copies would be retained on file.
- Directors were informed that a new Ofsted framework would be introduced from September 2019 and that the circulated documents had been prepared by the Teaching and Learning Group, working across Swift Academies.
- Directors RESOLVED that the content of the circulated documents were noted.
- 13 Trust Dividend**  
Refer to item 11 – Chief Executive Officer’s Report for information.
- 14 Governance Visits – schedule, monitoring forms & attendance at LGB meetings**  
A pro forma, to record Director and Governor visits across Swift Academies, had been shared with Directors prior to the meeting. A copy would be retained on file.
- Directors were asked to ensure the pro forma was completed following visits to any of the schools within Swift Academies. Directors were informed that Governors were required to make one termly visit per term.
- The Chief Executive Officer asked Directors to consider attending Local Governing Body meetings during the forthcoming academic year. The Governance Partner would circulate information to Directors in order to identify which Directors would attend Local Governing Body meetings.
- Directors RESOLVED that the content of the circulated Director / Governor Visit Record and information presented were noted.
- 15 Scheme of Delegation (standing item)**  
The Scheme of Delegation for Swift Academies had been shared with Directors prior to the meeting. A copy would be retained on file.
- Refer to item 11 – Chief Executive’s Report for information.
- 16 Trust Development Plan (standing item)**  
The Trust Development Plan had been shared with Directors prior to the meeting. A copy would be retained on file.
- Refer to item 11 – Chief Executive’s Report for information.
- 17 Chief Finance Officer’s Action Plan (attached)**  
The Finance Development Plan 2018-2021 had been shared with Directors prior to the meeting. A copy would be retained on file.
- Directors’ attention was drawn to the content of the circulated Finance Development Plan for information in respect of completed areas of the



Plan. In addition, the Spring Term Audit Report had now been received and would be shared with the members of the Finance and Resources Committee of Swift Academies in due course. The Chief Finance Officer and Trust Business Manager had recently completed a three day training workshop which had explored the development of small multi-academy trusts, developing relationships and sharing best practice.

Directors RESOLVED that the content of the circulated Finance Development Plan 2018-2021 and information presented was noted.

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**Management Accounts 2018-2019 & Budget 2019-2020 (including Appendices 1 & 2)**

A report had been shared with Directors prior to the meeting which provided an update on the 2018-2019 academy trust budget as at 30 April 2019, and other budget updates. A copy would be retained on file.

Directors were reminded that the Board of Directors had agreed the original 2018-2019 revenue budget during Summer Term 2018: the original budget provided for an in-year surplus of £48k.

**Teachers' Pay Award and Teachers' Pay Grant**

The Teacher Pay Award was agreed and implemented in the Autumn Term with the first instalment of the grant received in December 2018.

**Teachers' Pensions**

The employer contribution rate of the Teachers' Pension Scheme (TPS) was reported to increase from 16.4% to 23.6% from September 2019. The Government had announced a grant which will be based on an allocation per pupil which should fully fund the increase. In the event that any school's grant allocation falls short of fully funding the actual pension cost increase by more than 0.05% of its overall budget, an application could be made to a supplementary fund.

**Contracts**

The Trust was reported to be proactive, now that information in respect of contract and supplier information had been uploaded to the 'Every' software system. Discussions and research continues into energy procurement prior to a renewal of gas and electricity contracts across the Trust in December 2019.

Directors RESOLVED that the content of the circulated update on the 2018-2019 budget and information reported was noted.

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**Academies Financial Handbook September 2019**

The Academies Financial Handbook (effective September 2019) had been circulated to Directors prior to the meeting. A copy would be retained on file.

It was reported that the changes in the Academies Financial Handbook (September 2019) were not any cause for concern across Swift Academies: processes and procedures were in place and well established. Changes were reported in respect of the maintenance of Risk Registers, ensuring that a Whistleblowing Policy was in place, information provided during Annual General Meetings and Related Party Transactions.

Directors RESOLVED that the content of the Academies Financial Handbook (September 2019) and information presented, was noted.

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**Trust Business Manager Action Plan**

The Trust Business Manager Action and Development Plan had been shared with Directors prior to the meeting. A copy would be retained on file.

**Compliance / Maintenance Records**

Directors were informed that ongoing training reviews had taken place with all site staff. Training had taken place in respect of the swimming pool at Longfield Academy with improvements implemented as a result. Annual Health and Safety audits, including checks of premises compliance took place in June 2019. Premises / estates inspections are to take place in August and September 2019.

**Condition surveys**

Condition surveys have been completed with results reviewed. Details would form part of the Estates Strategy and maintenance priorities across the Trust.

Accessibility Plans and Business Continuity Plans had been updated and published, including an overarching Trust Business Continuity Strategy. The plans would be published on the Swift Academies website.

It was reported that works to be undertaken during the Summer break would include the replacement of radiators at The Rydal Academy, maintenance work at Longfield Academy and Hurworth School. Security doors were to be installed to the front entrance at Hurworth School: this would also support lockdown arrangements.

Directors RESOLVED that the content of the Trust Business Manager Action Plan and information presented was noted.

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**Trust Business Continuity Strategy**

The Trust Business Continuity Strategy had been circulated to Directors prior to the meeting. A copy would be retained on file.

Directors RESOLVED that the Trust Business Continuity Strategy was approved and adopted with immediate effect.

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**Trust ICT Manager Action Plan**

Information in respect of ICT updates / projects and the ICT Action Plan had been shared with Directors prior to the meeting. Copies would be retained on file.

The Trust ICT Manager reported that the ICT Support Team had been restructured with new positions now in place. The Team had completed Insights and Customer Service training. A 'ticketing' system had been introduced and was working well: since the system was introduced, an average of 397 tickets were handled each month. Website compliance checks had been completed by an external company and site updates across the Trust had been completed by a member of the ICT Support



Team. The sign in system as Longfield Academy would be updated during the Summer break to the system already in place at The Rydal Academy and Hurworth School.

The Windows 10 project was progressing across the Trust and was reported as the largest project undertaken by the ICT Support Team so far and would involve a number of resources.

Directors RESOLVED that the content of the circulated ICT Action Plan and information presented was noted.

### **Standing Items**

23

#### **Risk Registers**

- a) Hurworth School
- b) Longfield School
- c) The Rydal Academy
- d) Swift Academies

Copies of the circulated Risk Registers, as listed above, would be retained on file.

The Chief Finance Officer commented that the Risk Registers had been reviewed during the recent meeting of the Finance and Resources Committee of Swift Academies. It was reported that boiler breakage would be included in Risk Registers for each school within Swift Academies: schools may close should a boiler fail.

Directors RESOLVED that the content of the circulated Risk Registers and information presented was noted.

24

#### **Feedback from governance events, including MAT Development Session for Members Directors & Governors, Chair and Vice-Chair events etc.**

No feedback was provided.

### **Concluding Items**

25

#### **Any urgent other business raised under item 3 Audit Plan**

The Audit Strategy and Planning Memorandum was shared with Directors during the meeting. A copy would be retained on file.

Directors RESOLVED that the content of the circulated Audit Strategy and Planning Memorandum (period ended 31 August 2019) provided by Clive Owen LLP was noted.

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#### **Approval of documents for inspection**

Directors RESOLVED that the agenda, supporting documents and approved minutes to be made available for public inspection, with the exception of any items in respect of personal or confidential details which would be withdrawn.

**Time, date and venue of future meetings**

Directors RESOLVED that the time, date and venue of future meetings were noted as follows:

- 2pm, Friday 8 November 2019, Longfield School
- 2pm, Friday 13 December 2019, Longfield School
- 2pm, Friday 20 March 2020, The Rydal Academy
- 2pm, Friday 10 July 2020, Hurworth School

These minutes were approved by the Board of Directors of Swift Academies as follows:

8. 11. 19. (date)

signature (Chair):



name:

D. BELL.