



# Swift Academies

*Success will inspire future triumphs*

**Board of Directors' Meeting**  
**2pm, Friday 11 December 2020**

**a virtual meeting, held via Microsoft Teams**

Present

- **Directors**

Derek Bell (Chair), Keith Bernstone, Stuart Hargrove, Tim Fisher, Julie Cornelius, Sam Hirst, Geoff Liddle, Dean Judson (Chief Executive Officer)

- **also**

John Armitage (Head Teacher, The Rydal Academy),  
 Nichola Peaker (Head of School, Hurworth School),  
 Nick Lindsay (Head of School, Longfield Academy),  
 Glen Hart (Chief Finance Officer, Swift Academies)  
 Sarah Jones (Trust Business Manager, Swift Academies)  
 Sam Kochaniec (HR Lead Partner, Avec Partnership)  
 Tracey Curtis (Governance Partner, Avec Partnership)

<u>Item:</u>	<u>Description of discussion:</u>	<u>action by:</u>
1	<p><b>Welcome, introductions and confirmation quorum present</b>            The Governance Partner confirmed that a quorum was present.</p> <p>The Chief Executive Officer highlighted housekeeping arrangements to ensure the smooth flow of the meeting, including ensuring microphones remained on mute when not speaking, the use of the chat facility to ask questions and the raising of a hand to gain attention.</p>	
2	<p><b>Apologies for absence and their acceptance</b></p>	

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Apologies for absence had been received from Michael Garmston. Apologies for absence were given for Andy Hutton. Directors RESOLVED that the apologies for absence from Michael Garmston were accepted and that the absence of Andy Hutton was noted.

**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 for consideration at the end of the agenda: early release of pension.

**Executive Pay**

The Chair drew Directors' attention to information received and guidance around the setting of executive pay from the Department for Education (DfE) in August 2020. A response had been provided by Swift Academies to the DfE at that time. Further communication was received in November 2020, requesting a virtual meeting, with a positive response given by the Trust. No further communication had been received to date.

Trustees RESOLVED that the information was noted.

**4 Declaration of personal and pecuniary interests**

a) complete 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 or Governors and/or Members, Directors or Governors and employees. A register should be completed annually and updated during each academic year where circumstances change.

It was confirmed that all Members, Directors and Governors had completed the Register of Interest for the current academic year.

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 made.

c) 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 had been signed by all Directors.

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**5 Approval of minutes / matters arising  
Friday 13 November 2020**

Draft minutes of the Board of Directors' meeting held on Friday 13 November 2020 had been shared with Directors prior to the meeting. A copy would be retained on file.

Directors RESOLVED that the circulated minutes of the Board of Directors' meeting held on Friday 13 November 2020 were approved as an accurate record of the meeting. The Governance Partner would arrange for the minutes to be shared with the Chair for signature. The signed, approved minutes would be retained by the Trust Business Manager and shared on the relevant area of the Swift Academies website.

Governance  
Partner /  
Chair

**6 Report of delegated duties**

a) Standards Committee

Wednesday 7 October 2020

Draft minutes of the Standards Committee of Swift Academies held on Wednesday 7 October 2020 had been shared with Directors prior to this meeting. A copy would be retained on file.

Directors RESOLVED that the content of the circulated minutes of the Standards Committee of Swift Academies held on Wednesday 7 October 2020 were noted.

b) Finance & Resources Committee of Swift Academies

Thursday 26 November 2020

The Chief Finance Officer provided Directors with a verbal report of the Finance & Resources Committee meeting of Swift Academies held on Thursday 26 November 2020. The Audit Report (to 31 August 2020), Annual Report and Financial Statements had been presented to the committee by Chris Beaumont of Clive Owen LLP. Directors were informed that there were no concerns in respect of the Audit Report and that the reserves position of the Trust had improved during the year.

The Chair of the Finance and Resources Committee confirmed that positive feedback had been received in the Audit Report and that recommendations contained in the previous audit report (to 31 August 2019) had been addressed. The Chief Finance Officer and finance team were congratulated on their work, especially given the challenges of 2020 in respect of the Coronavirus pandemic.

The Chair of the Finance and Resources Committee reported that the committee had recommended the Annual Report and Financial Statements for the year ended 31 August 2020 were approved by Directors.

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7 **Directors RESOLVED that the information presented was noted**  
**Approval of annual accounts and financial statements for the period ended 31 August 2020**

- a) Audit findings report period ended 31 August 2020
- b) Annual Report and financial statements for the year ended 31 August 2020

The Audit Report, Annual Report and Financial Statements for the year ended 31 August 2020 had been shared with Directors prior to this meeting. Copies would be retained on file.

Directors RESOLVED that the Annual Report and Financial Statements for the year ended 31 August 2020 were approved and should be received by the Members of Swift Academies at the Annual General Meeting arranged to take place immediately after this meeting of the Board of Directors of Swift Academies. The Chief Finance Officer would ensure that the annual report and financial statements were processed and filed appropriately.

8 **Longfield Trading, Report of the Directors and Financial Statements for the year ended 31 August 2020**

Directors were advised that the Longfield Trading, Report of the Directors and Financial Statements for the year ended 31 August 2020 had been presented to Directors of Swift Academies during the Finance & Resources Committee meeting held on Thursday 26 November 2020. The Report of the Directors and Financial Statements in respect of Longfield Trading had subsequently been shared with the Directors of Longfield Trading. Directors had approved the Report and Financial Statements to 31 August 2020. The accounts would be signed and filed.

Directors RESOLVED that the information was noted.

9 **Internal Assurance Work Programme**

The Chief Finance Officer reminded Directors that following a change in legislation, it was no longer possible to engage the same auditors to undertake internal and external audits. Directors had approved the appointment of Anderson Barrowcliffe to undertake internal audit across Swift Academies. Clive Owen LLP had been retained to complete external audit arrangements.

An introductory meeting had taken place between the Chief Finance Officer and representatives of Anderson Barrowcliffe. A standard work programme had been proposed for the Spring Term internal audit and would cover for instance, aspects of finance, HR and payment of invoices.

The work programme would be shared with Directors in due course.

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Directors RESOLVED that the information was noted.

10

**Scheme of Delegation**

The Scheme of Delegation had been shared with Directors prior to this meeting. A copy of the Scheme of Delegation would be retained on file.

Directors RESOLVED that the content of the circulated Scheme of Delegation was noted.

11

**Trust Development Plan**

The Trust Development Plan had been shared with Directors prior to this meeting. A copy would be retained on file.

Directors attention was drawn to the content of the circulated Trust Development Plan: changes to the plan were highlighted yellow for ease of reference.

Directors RESOLVED that the content of the Trust Development Plan was noted.

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**Risk Registers**

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

The Risk Registers for Hurworth School, Longfield School, The Rydal Academy and Swift Academies had been shared with Directors prior to this meeting. Copies would be retained on file.

Directors RESOLVED that the content of the circulated Risk Registers were noted.

13

**Staffing Restructure**

The Chief Executive Officer provided Directors with an overview of the arrangements needed in order to handle staffing restructures across Swift Academies. Three Directors were required to form a Staffing Committee and prepare for the start of the consultation process. The Directors not identified as members of the Staffing Committee would form an Appeals Committee, should any appeals be made by staff.

The Head Teacher (The Rydal Academy) and the Head of School (Longfield Academy) provided Directors with a brief overview of the current and proposed staffing structures at their respective schools.

*During this item, Sam Kochaniec (HR Partner, Avec Partnership) joined the meeting.*

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a) Longfield Academy

It was reported that meetings of the Staffing Committee had been planned as follows in order to commence consultation in respect of the staffing restructure at Longfield Academy:

- Friday 8 January 2021, 2pm via Microsoft Teams
- Friday 29 January 2021, 2pm via Microsoft Teams
- Wednesday 10 February 2021, 3:30pm via Microsoft Teams
- Wednesday 3 March 2021, 2pm via Microsoft Teams
- Friday, 19 March 2021, 2pm via Microsoft Teams (if required)

Directors identified as members of the Staffing Committee were required to be available for all the dates identified, other than the final meeting planned to take place on Friday 19 March 2021 which had been identified to deal with staff representations if requested.

b) The Rydal Academy

It was reported that meetings of the Staffing Committee had been planned as follows in order to commence consultation in respect of the staffing restructure at The Rydal Academy:

- Friday 8 January 2021, 2pm via Microsoft Teams
- Friday 29 January 2021, 2pm via Microsoft Teams
- Wednesday 10 February 2021, 3:30pm via Microsoft Teams
- Wednesday 10 February 2021, 4pm via Microsoft Teams
- Wednesday 3 March 2021, 2:30pm via Microsoft Teams (if required)

Directors identified as members of the Staffing Committee were required to be available for all the dates identified, other than the final meeting planned to take place on Wednesday 3 March 2021 which had been identified to deal with staff representations if requested.

Directors RESOLVED that Keith Bernstone, Stuart Hargrove and Tim Fisher would form the Staffing Committee in respect of the staffing restructure at Longfield Academy and The Rydal Academy. Derek Bell, Julie Cornelius and Sam Hirst would form the Appeals Committee.

14

**Any urgent other business raised under item 5**

- early release of pension

Directors were asked to consider the approval of early access to pension in respect of a member of staff at The Rydal Academy. It was reported that confirmation had been received recently that the member of staff should have early access to pension on the grounds of ill health.

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Directors RESOLVED that the information was noted and that the early release of the pension to a member of staff at The Rydal Academy on the grounds of ill health capability was approved. The Chief Executive Officer would confirm in writing.

**15 Approval of documents for inspection**

Directors 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.

**16 Time, date and venue of future meetings (all from 2pm)**

- Friday 26 March 2021
- Friday 9 July 2021

*Stuart Hargrove, Julie Cornelius, Sam Hirst and Geoff Liddle left the meeting.*

**Hurworth School**

Tim Fisher, Derek Bell and Keith Bernstone were asked to consider the staffing restructure that had taken place at Hurworth School recently and proposed revised arrangements.

The Head of School provided Directors with an update on the voluntary redundancies received and retracted following a period of consultation at Hurworth School. One staff voluntary redundancy request had been retracted with a second request (by another member of staff) received for voluntary redundancy. It was reported that should both requests be approved, ie that the retraction is approved and the second voluntary redundancy request be approved, there is a positive impact on the budget position of approximately £9k.

Directors considered the information and RESOLVED that the retracted voluntary redundancy request and the second voluntary redundancy request are both approved.

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

May 6, 2021 (date)

signature (chair): *Derek Bell*  
Derek Bell (May 6, 2021 12:47 GMT+1)

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# Swift Academies, Board of Directors' minutes 11 December 2020

Final Audit Report

2021-05-06

Created:	2021-05-05
By:	Sophie Bainbridge (sophie.bainbridge@avec-partnership.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwm4fgmL7o-k-mhAUnYj6JjhyBAqgmEix

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 Document created by Sophie Bainbridge (sophie.bainbridge@avec-partnership.com)


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2021-05-05 - 11:13:06 GMT

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 Sophie Bainbridge (sophie.bainbridge@avec-partnership.com) replaced signer dbl@swiftacademies.org with Derek Bell (dbl@swiftacademies.org.uk)

2021-05-05 - 11:21:54 GMT - IP address: 148.253.172.73

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2021-05-05 - 11:21:58 GMT

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2021-05-06 - 11:45:51 GMT - IP address: 81.131.123.241

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