

The Rydal Academy

Local Governing Body Meeting Minutes

Monday 2nd October 2023 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, Johanna Thurland and Troy Turner.
in attendance	Sarah Jones: Trust Business Manager, Swift Academies Glen Hart: Chief Finance Officer, Swift Academies Leon Watson: Trust ICT Manager, Swift Academies Laura Hawksby: Governance and Policy Officer, Swift Academies

Item	Description of discussion	Action by
	PART A: Procedural items	
1.	Welcome, Introductions and confirmation quorum present The Governance & Policy Officer opened the meeting in the absence of a Chair and welcomed everyone. It was confirmed that a quorum was present. The Scheme of Delegation for Swift Academies stated that the quorum for meetings of the Governors will be three voting Governors. 9 (nine) eligible Governors were present.	
2.	Apologies for absence and their acceptance Apologies for absence were received from Laura Hudson, Tracy Vaughan and Kelly Nicholson.	
3.	Election of Chair The Governance and Policy Officer sought nominations for the position of	

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	<p>Chair for the ensuing Academic Year.</p> <p>Governors RESOLVED that Mark Gray be appointed Chair for the ensuing Academic Year.</p> <p><i>(Note: Mark Gray in the Chair for the remainder of the meeting.)</i></p> <p>4. Election of Vice-Chair</p> <p>Nominations were sought and received for the position of Vice-Chair for the ensuing Academic Year.</p> <p>Governors RESOLVED that Troy Turner be appointed as Vice-Chair for the ensuing Academic Year.</p> <p><i>(Gaurav Bhatia arrived at the meeting at approximately 1.10 pm)</i></p> <p>5. Notification of items of urgent other business</p> <p>There were no items of urgent other business.</p> <p>6. Declaration of personal and pecuniary interests</p> <p>a) Register of Interest</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) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting</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>c) Code of Conduct</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>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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7.	<p>Membership Document</p> <p>The Governance & Policy Officer updated the Committee regarding the Membership Document. It was noted that Directors had agreed to the appointment of Kelly Nicholson as a General Governor and Gaurav Bhatia as a Parent Governor of The Rydal Academy at the 27th September 2023. Gaurav Bhatia was appointed by Directors in accordance with Articles 54 and Article 54A.</p> <p>Governors RESOLVED that the report be noted.</p>	
8.	<p>Approval of minutes / review of actions / matters arising</p> <p>Consideration was given to the draft minutes of the Local Governing Body meeting of The Rydal Academy held on Monday 19th June 2023 which had been shared with Governors prior to this meeting. There were no matters arising.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of The Rydal Academy held on the 19th June 2023 were confirmed as an accurate record of the meeting and should be signed by the Chair.</p> <p>PART B: Business Items for Discussion</p>	Governance & Policy Officer
9.	<p>Chair's Report</p> <p>Action Taken:</p> <p>The Chair reported that he was having regular meetings with the Head Teacher and kept up to date with current issues affecting Rydal and Swift Academies.</p> <p>Correspondence:</p> <p>The Chair had no new updates regarding correspondence.</p> <p>Governors RESOLVED that the Chair's report be noted.</p>	
10.	<p>Head Teacher's Report</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 June 2023.</p> <p>The Head Teacher advised at the end of the 2022/23 academic year there had been 564 pupils on roll (Reception to Year 6) and at the start of the 2023/24 538 pupils on roll. This was noted to be largely due to a lower intake in Reception. Nursery numbers were noted to be strong.</p>	

Authorised absence were also noted to have increased which related to exclusions and illness. Permanent Exclusions were noted to have increased compared from the previous Academic Year. *Governors noted that the percentage on roll suspensions were low however, they enquired why repeat suspensions were higher?* The Head Teacher advised this was due to a small proportion of children with persistently challenging behaviours.

It was noted that Year 1 phonics were slightly below the national average, with disadvantaged pupils performing less well. Year 2 phonics cumulative projections were above the national average, with disadvantaged pupils slightly outperforming all pupils. *Governors enquired about the impact of 'Little Wandle'* The Head Teacher advised that that it had been in place for a year and that he was pleased with the impact in relation to phonics and writing.

Attainment against national averages continues to be a key focus for all year groups. Growth is double the national rate in most year groups. Reading remains the key intervention focus for the school. *Governors questioned how growth is measured?* The Head Teacher advised it is the difference between the percentage of children at Expectation from Reception Baseline to Year 6 SATs outcomes.

The Head Teacher updated the Governing Body with regard to curriculum planning in relation to staffing and class sizes. The Computing curriculum was modified to an online safety focus for the whole school in Spring and Summer term due to the IT disruption. The Computing curriculum for the 23/24 academic year will consider the alteration to children's learning opportunities in Spring and Summer term 2023.

Governors noted the number of pupils accessing SEN (Special Educational Needs) support had increased. More children were entering the nursery with SEN needs. It was noted a SEND Audit had been completed on the 25th May 2023 by the Head Teacher and SENDCOs. The school Improvement partner had completed a visit on the 6th July 2023 to discuss complex case studies in SEND and attendance. An attendance Audit was also completed by the Head Teacher and Personal Development and Well Being Lead. Actions from the visit and audit were set out in the Head Teacher's report.

The Head Teacher reported on the current staffing structure. It was noted there were no current vacancies.

Chief Financial Officer's Report

The Chief Financial Officer provided an update report, which is held on file. The management accounts up to the 31st July 2023 were reviewed by the Governing Board. The year-end financial position was reported to be in a surplus budget position of £69k against a budgeted position of breakeven.

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It was noted that the surplus position was due to the carried forward identified money to contribute to the replacement toilets.

At 31st August 2022 the reserves figure was £337k, and it was noted this figure will increase by £69k which is the surplus from 2022/23, however there will need to be reserves used to fund the balance of the toilets.

Governors questioned whether a two-form entry was possible in the school? The Chief Financial Officer advised that decision could be taken, however consideration would have to be given to the reduction in financial capacity as opposed to the financial surety a two-form entry would provide.

The Chief Financial Officer advised Support Staff are still awaiting the proposals for the support staff pay increase from April 2023. Unions have accepted the offer of 6.5% pay award for Teaching Staff.

Trust ICT Manager Report

The Trust ICT Manager advised that a full Wi-Fi refresh has been completed, this included a new WIFI 6 solution including 32 access points and some additional internal cabling, to future proof the school's wireless systems allowing for better coverage and throughput. A full audit of the infrastructure had been undertaken at Rydal and IT were in the final stages of ordering the replacement fully managed switches with the recommended 10GB to the cabinet solutioning based on the DFE guidance.

Trust Business Manager Report

The Trust Business Manager (TBM) provided an update report, which is held on file.

Renovation of all pupil toilets has now been completed. The extensive works to remove and replace all fixtures/fittings and re-decorate the areas was completed in summer 2023. The TBM advised that the CIF (Condition Improvement Fund) 2022/2023 project to improve fire safety by introducing fire compartments and new fire doors was now complete. The 2024/2025 CIF application window for this year's round of funding is expected to open in October and close in December 2023. Results would then be published in April/May 2024.

The TBM confirmed there was no RAAC (reinforced autoclaved aerated concrete.) as verified by an external provider and that a safe certification was due to be issued.

Governors **RESOLVED** that the Head Teacher's update report, including the CFO, TBM and Trust ICT Manager's report be noted.

10 a.) Self-Evaluation Form and Strategic Action Plan

The Head Teacher advised that he had circulated with the Agenda the Rydal Academy School Self Review Map 2022/23 and 23/24. He would circulate to Governors via email the Self Evaluation Form and Strategic

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	<p>Action Plan for the last academic year (reviewed) and the 2023-24 current plan.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. b) The Head Teacher advised that he would forward to Governors the Self Evaluation Form and Strategic Action Plan for the last academic year (reviewed) and the 2023-24 current plan. <p>10 b.) Risk Register</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 RESOLVED that The Rydal Academy Risk Register be approved.</p> <p>11. Chief Executive Officer's Report</p> <p>The Chief Executive Officer (CEO) provided a verbal update to the Local Governing Body. He advised on Swift Multi Academy Trust Growth and advised the application for the coming together of Queen Elizabeth Sixth Form College and Swift Academies had been submitted to the Head Teacher's Advisory Board. It was noted that Queen Elizabeth Sixth Form College would be undergoing a public consultation process.</p> <p>11a.) Scheme of Delegation</p> <p>Governors considered the Trust Development Plan which had been approved by Directors in the Summer Term.</p> <p>Governors RESOLVED that the Scheme of Delegation be noted.</p> <p>11b.) Trust Development Plan</p> <p>Governors considered the Trust Development Plan which had been approved by Directors in the Summer Term.</p> <p>Governors RESOLVED that the Trust Development Plan be noted.</p> <p>12. Admission Arrangements 2025-26</p> <p>The Head Teacher reported on the admission arrangements for 2025-26. He advised that there were no new updates to the Admission Arrangements.</p>	<p>Head Teacher</p>
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	<p>Governors RESOLVED that the Admission Arrangements for 2025-26 be approved.</p>	
13.	<p>Nursery Admissions Arrangements 2025-26</p> <p>The Head Teacher reported upon the Nursery Admission Arrangements for 2025-26. He advised that there were no new updates to the Admission Arrangements.</p> <p>Governors RESOLVED that the Nursery Admission Arrangements for 2025-26 be approved.</p>	
14.	<p>Pupil Premium Strategy Statement 2022-23 for Review; 2023-24 For Approval</p> <p>Governors considered the Pupil Premium Strategy Statement 2022-23 which detailed the school's use of pupil premium (and recovery premium for the 2022 to 2023 academic year) funding to help improve the attainment of disadvantaged pupils. The 2023-24 statement detailed the school's use of pupil premium funding to help improve the attainment of disadvantaged pupils. It outlined the pupil premium strategy, how the school intend to spend the funding in this academic year and the effect that last year's spending of pupil premium had within the school.</p> <p>Governors reviewed the 2022-23 Pupil Premium Strategy Statement and RESOLVED to approve the 2023-24 Pupil Premium Strategy Statement.</p>	
15.	<p>Primary PE and Sports Funding Strategy 2022-23 for Review; 2023-24 for Approval.</p> <p>Governors considered the Primary PE and Sports Funding Strategy 2022-23 and 2023-24.</p> <p>Governors reviewed the Primary PE and Sports Funding Strategy 2022-23 and RESOLVED to approve the Primary PE and Sports Funding Strategy 2023-24.</p>	
16.	<p>Special Interest Governors – Feedback/Updates from School Contact</p> <p>The following Special Interest Governors feedback form was retained on file and considered by the Local Governing Body:</p> <ul style="list-style-type: none"> • Careers and Transition <p>It was noted that there was currently a special interest Governors' vacancy for Safeguarding (Including E-Safety) & Welfare. The Governance & Policy Officer was asked to approach Governor Kelly Nicholson to ascertain if she would uptake this role.</p>	

<p>17.</p> <p>18.</p> <p>19.</p>	<p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> • The Special Interest Governor Forms be noted and any resulting actions /information for the Local Governing Body. • The Governance & Policy Officer ask Governor Kelly Nicholson to ascertain if she would uptake the special interest Governors' vacancy for Safeguarding (Including E-Safety) & Welfare. <p>Single Central Record</p> <p>Governors RESOLVED that the Single Central Record for The Rydal Academy would be reviewed and signed by the Head Teacher and LGB Chair.</p> <p>Policies for approval/review/information</p> <p>a.) For Information Swift approved policies -</p> <p>Governors RESOLVED that the following Swift approved policies be noted for information: Online Safety Policy, Anti Bullying Policy, Reasonable Force Policy, Remote Education Policy, Probationary Policy, Bereavement Policy and IT Acceptable User Policy.</p> <p>b.) For Information –</p> <p>Governors RESOLVED that the following The Rydal Academy policies be noted for information: Charging and Remissions Policy; Personal, Social, Health and Relationships Education (PSHRE) Policy; First Aid and Accident Policy; Reporting to Parents Annual Policy; Allergen and Anaphylaxis Policy; Initial Teacher Education Policy; Sudden Death or Suicide Response Plan; Children Missing in Education Policy; Mental Health Policy.</p> <p>c.) For Approval –</p> <p>Governors RESOLVED that the following The Rydal Academy Policies be approved: Asthma Policy; Administration of Medication Policy; Behaviour and Self-regulation Policy; Policy for Supporting Pupils with Medical Conditions.</p> <p>PART C: Standing Items</p> <p>MAT Development Sessions Governor Feedback</p>	<p>Governance & Policy Officer</p>
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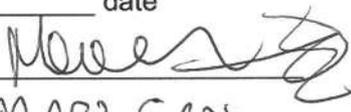
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	<p>Governors advised that they had found the MAT Development session held on Thursday 6th July and Thursday 14th September 2023 to be very helpful. A copy of the recording of the MAT Development training session held on the 14th September 2024 would be forwarded to Governors and the Designated Safeguarding lead at Rydal.</p> <p>Governors RESOLVED that the report be noted and that a copy of the recording of the MAT Development training session held on the 14th September 2024 would be forwarded to Governors and the Designated Safeguarding lead at Rydal.</p> <p>Part D: Concluding Items</p> <p>20. Approval of documents for inspection**</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.</p> <p>21. Date of Future meetings: (from 1.00 pm)</p> <ul style="list-style-type: none"> • Rydal LGB – Monday 11th March 2024 • Rydal LGB – Monday 17th June 2024 <p>MAT Development Sessions: (all 5.00 pm)</p> <ul style="list-style-type: none"> • Thursday 11th January 2024 • Thursday 25th April 2024 <p>Chairs/Vice Chairs of LGB and Executive Leadership Team (all 1.30 pm via teams)</p> <ul style="list-style-type: none"> • Friday 6th October 2023 • Friday 15th March 2024 • Friday 21st June 2024 <p>The meeting concluded at 3.00pm</p> <p>These minutes were approved by the Local Governing Body of Rydal Academy, as follows:</p> <p>on: <u>11/3/24</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>MARIE GRAY</u></p>	<p>Governance & Policy Officer</p> <p>Governance & Policy Officer</p>
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