



Board of Directors' Meeting

**Monday 15th April 2024 at 5.00 pm
at Queen Elizabeth Sixth Form College, Vane Terrace, Darlington.**

MINUTES

Directors present:	Iain Clyde, Zoe Beach, Emma Chawner, Tim Fisher (CEO), Michael Garmston, Geoff Liddle, Mavis Lord and Professor Graham Wynn.
Members present:	Keith Bernstone and Nicola Myers.
In attendance:	Dean Judson: Deputy Chief Executive Officer (Inicio Academies) Lisa Marron: Chief Operating Officer (Inicio Academies) Glen Hart: Chief Financial Officer (Inicio Academies) Sarah Jones: Operations & Business Officer (Inicio Academies) Laurence Job: Deputy Principal, QE Sixth Form College – present for discussions in relation to minutes 7 to 18 below Angela Sweeten: Head Teacher, Longfield Academy John Armitage: Head Teacher, The Rydal Academy Rachel Somerville: Head of School, Hurworth School Laura Hawksby: Trust Governance and Policy Officer (Inicio Academies)

Item	Description of discussion	Action by
1.	<p>Welcome, Introductions and confirmation quorum present</p> <p>Directors and those present were welcomed to the first meeting of the Board of Directors of Inicio Academies.</p> <p>The Governance & Policy Officer confirmed that a quorum was present.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>There were no apologies of absence.</p> <p>Directors RESOLVED that it be noted there were no apologies for absence.</p>	
3.	<p>Notification of items of urgent other business</p> <p>There were no items of any other business.</p>	

<p>4.</p> <p>a) Complete / Review the Register of Interest</p> <p>Directors and those present were reminded that they should update the Register of Interest to declare any relevant business and pecuniary interest and close family relationships between Members or Directors and/or Members or Directors and employees.</p> <p>b) To declare any personal or pecuniary interests in any matters arising from the agenda of the current meeting.</p> <p>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.</p> <p>Note: Laurence Job (Deputy Principal) did not join the meeting or take part in any discussions relating to Minute 6: Approval to the Process for the Recruitment of the Principal of Queen Elizabeth Sixth Form College.</p> <p>d) Code of Conduct</p> <p>Directors were reminded they had signed the 'Directors Code of Conduct' upon appointment.</p> <p>5. Election of Chair</p> <p>Further to Minute 28 (22nd March Swift Board of Directors Meeting) Director Iain Clyde had been elected as Chair of the Inicio Board of Directors from the 1st April 2024, in the interim period until ratification at the Inicio Board of Directors on the 15th April 2024.</p> <p>The Governance and Policy Officer therefore sought ratification of the appointment of Director Iain Clyde for the position of Chair of the Board of Directors for the remainder of the academic year and until the first meeting of the Board in the Autumn Term 2024.</p> <p>Directors RESOLVED that Iain Clyde be appointed Chair of the Board of Directors for the remainder of the academic year and until the first meeting of the Board in the Autumn Term 2024.</p> <p>6. Approval to the Process for the Recruitment of the Principal of Queen Elizabeth Sixth Form College</p> <p>The Chief Executive Officer advised that there was currently a vacancy for the post of Principal at Queen Elizabeth Sixth Form College, after the formation of Inicio Academies on the 1st April 2024.</p> <p>Directors agreed that an Acting Principal should be appointed in the interim period to a permanent appointment of a Principal. The CEO recommended that this should be the current Deputy Principal based upon continuity for staff and students at the College.</p> <p>The CEO reported upon the process for the recruitment of the Principal of Queen Elizabeth Sixth Form College. Directors reviewed the job</p>		Governance & Policy Officer
--	--	-----------------------------



	<p>description, advert and person specification for the role, as circulated with the papers for the meeting. Directors agreed that the permanent position should be advertised as per this information/draft advert and should be ring fenced to Queen Elizabeth Sixth Form College to ensure stability.</p> <p>The CEO advised on the level of salary for the position based upon the job description and responsibilities of the role based upon a similar Sixth Form College. After careful consideration Directors provided delegated authority for the CEO to further benchmark the salary and set the salary for the Principal's position.</p> <p>Directors RESOLVED that:</p> <ul style="list-style-type: none"> a) An Acting Principal should be appointed in the interim period to a permanent appointment of a Principal. b) That the Current Deputy Principal be appointed as Acting Principal in the interim period to the permanent appointment of a Principal c) That the permanent position should be advertised and ring fenced to Queen Elizabeth Sixth Form College. d) That delegated authority be given to the CEO to further benchmark the Principal's salary and set the salary for the Principal's position. <p><i>(Note: The Deputy Principal joined the meeting after the above item and took no part in consideration or discussions.)</i></p> <p>7. Approval of minutes / matters arising</p> <p>Consideration was given to the draft minutes of the Board of Directors' meeting held on Friday 22nd March 2024, a copy of which is retained on file. All actions contained within the minutes had been completed. There were no matters arising.</p> <p>Directors RESOLVED that it be noted:</p> <ul style="list-style-type: none"> a) Directors Tim Fisher and Michael Garmston (as previous Directors of Swift Academies) approved the minutes of the Board of Directors held on the 22nd March 2024 as a true and accurate record of the meeting. b) The Governance & Policy Officer would liaise with Director Michael Garmston to arrange a signed copy of the approved minutes be retained on file. 	<p>CEO/HR</p> <p>CEO/HR</p> <p>CEO/HR</p> <p>Governance & Policy Officer</p>
--	--	--



<p>8.</p>	<p>Election of Vice Chair</p> <p>Nominations were sought and received for the position of Vice-Chair of the Board of Directors for the remainder of the academic year and until the first meeting of the Board in the Autumn Term 2024.</p> <p>Directors RESOLVED that Director Emma Chawner be appointed as Vice-Chair of the Board for the remainder of the academic year and until the first meeting of the Board in the Autumn Term 2024.</p>	<p>Governance & Policy Officer</p>
<p>9.</p>	<p>Directors' Appointments to Finance & Resources Committee and Standards Committee</p> <p>The Governance & Policy Officer advised that following the formation of Inico Academies on the 1st April 2024 Director appointments were now required to the following Committees:</p> <ul style="list-style-type: none">• Finance & Audit Committee• Standards Committee <p>Directors RESOLVED that following Directors' agreement to becoming members on the committees the following Directors' appointments be approved as follows:</p> <ol style="list-style-type: none">Standards Committee - Directors Zoe Beach, Iain Clyde, Tim Fisher, Michael Garmston and Professor Graham Wynn.Finance & Resources - Directors Emma Chawner, Tim Fisher, Geoff Liddle and Mavis Lord.	<p>Governance & Policy Officer</p>
<p>10.</p>	<p>Director Specific Responsibilities</p> <p>Consideration was given by Directors to the appointment of a Director Link to the following Director Specific Responsibilities:</p> <ul style="list-style-type: none">• Safeguarding & Welfare• Special Educational Needs (SEN)/SEMH• Careers <p>Directors RESOLVED that following the Directors' agreement the following Directors appointments be approved as a Director link:</p> <ol style="list-style-type: none">Safeguarding & Welfare – Director Iain ClydeSpecial Educational Needs (SEN)/SEMH - Director Zoe BeachCareers – Professor Graham Wynn	<p>Governance & Policy Officer</p>
<p>11.</p>	<p>Strategic Plan</p> <p>The CEO reported on the new Inico Academies Strategic Plan. He advised the aim of the plan is to ensure that Inico has a clear and shared sense of why it exists and how it will develop to realise its vision.</p>	



	<p>The vision and values, intent, operating environment, lines of governance and challenges were set out in the report. It was noted that a three-year strategic action plan would be added, as the Strategic Plan was developed further. Directors noted that a Local Governing Body Strategy Alignment Group had been added to the Governance Structure of Inicio Academies.</p> <p>Directors requested more information on: Swift Academies Trust Plan, the Queen Elizabeth Sixth Form College Development Plan and Risk Registers (Swift and QE) in order to have context and understand why the objectives had been chosen. Nolan's Seven Principles of Public Life and the CST (Confederation of School Trusts) document 'Building Stronger Trusts' were also noted to be important to help form the Strategic Plan.</p> <p>Directors agreed that a unique Inicio Academies selling point was the educational pathway of primary, secondary and post-16 sectors and that this should be reflected in the Strategic Plan. Schools and Colleges students were at the heart of everything as was the community values.</p> <p>Directors RESOLVED that an updated Strategic Plan be brought back to Board.</p>	CEO
12.	<p>Longfield Staffing</p> <p>The CEO verbally reported upon the staffing implications of a restructure of a department at Longfield Academy.</p> <p>Directors RESOLVED that approval be given to the restructure of the department, as outlined by the CEO, and discussions with employees regarding the next stage of the process.</p>	CEO
13.	<p>QE Staffing</p> <p>The CEO advised that staffing decisions historically are made by QE on accurate predictions of course uptake.</p> <p>Directors requested that information be circulated to them for approval electronically regarding the rationale and historical data for making staff reduction process decisions.</p> <p>Directors RESOLVED that information be circulated to them for approval electronically regarding the rationale and historical data for making staff reduction process decisions.</p>	CEO
14.	<p>Summer Term Meeting Dates</p> <p>Consideration was given to the Summer Term Meeting dates for 2023/24 and the inclusion of dates for the QE Local Governing Body, Finance & Resources Committee, Standards Committee and Full Board of Directors.</p>	Acting Principal /Chief Operating Officer

The meeting concluded at approximately 6.40 pm.

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

on: 27 Jun 24 date

Signature: 

Print Name: JJ Clyde

