

Longfield Academy

**Local Governing Body Meeting – Monday
17th June 2024 at 5.15 pm, Longfield Academy.**

MINUTES

Present (Governors)	Angela Sweeten (Head Teacher), Dean Judson (Deputy Chief Executive Officer), Nicola Bales (Chair), Sarah Kelly, Stephen Goodman, Andrew Brown, Lisa Morehead and Suzie Kirkbride.
in attendance	Laura Hawksby: Governance & Policy Officer, Inicio Academies

<u>Item</u>	<u>Description of discussion</u>	<u>Action by</u>
	PART A: Procedural items	
1.	<p>Welcome, Introductions and confirmation quorum present.</p> <p>The Chair welcomed everyone to the meeting and new Governor Stephen Goodman to his first meeting of the Local Governing Body.</p> <p>It was confirmed that a quorum was present. Eight (8) eligible Governors were present.</p>	
2.	<p>Apologies for absence and their acceptance</p> <p>It was reported that apologies had been received from Governors Vicky Maddison, Peter Armstrong, Laura Snowdon, Julie Walker and Tanya Singh.</p> <p>Governors RESOLVED that the apologies for absence from Governors Vicky Maddison, Peter Armstrong, Laura Snowdon, Julie Walker and Tanya Singh. be accepted and noted.</p>	

3. Notification of items of urgent other business

There were no items of other business.

4. Declaration of personal and pecuniary interests

a) Register of Interest

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.

It was confirmed that all Governors present had completed the Register of Interest for the current academic year and confirmed that their respective Register continued to be accurate and up to date.

b) To declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting

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.

No declarations of interest were received.

c) Code of Conduct

Governors were reminded they had signed the Governors Code of Conduct, upon appointment to the Longfield Academy Local Governing Body. It was confirmed that signed Governors' Code of Conduct were held on file for all Governors.

5. Approval of minutes / review of actions / matters arising

Draft minutes of the Local Governing Body meeting of Longfield Academy held on Monday 13th May 2024, had been shared with the Governing Body prior to the meeting for their consideration. A copy is held on file.

It was noted there were no matters arising and all actions had been completed.

Governors **RESOLVED** that the minutes of the Local Governing Body meeting held on Monday 13th May 2024 were confirmed as an accurate record of the meeting and should be signed by the Chair.

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PART B: Business items for discussion

6. **Chair's Report**

It was noted that there were no new updates from the Chair.

Governors **RESOLVED** that the Chair's report be noted.

7. **Membership Document**

The Governance & Policy Officer updated the Committee on the membership of Longfield Local Governing Body and the terms of office for Governors was noted by the Local Governing Body. It was noted that Governor Julie Walker would be stepping down as a Governor as of the 31st August 2024 and an advert for a Support Staff Governor would be duly circulated to staff.

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The Governance & Policy Officer reported upon the removal of a representative from the Trust Executive Team Local Governing Body membership, as this position was no longer required within the Local Governing Body Structure. After careful consideration the Governors agreed to the removal of this position from the Local Governing Body membership structure. It was noted that all Local Governing Bodies would be consulted across the Trust this term and that this would be taken to the Board of Directors for their approval.

Governors **RESOLVED** that:

- a) The report be noted
- b) The Local Governing agreed to the removal of a representative from the Trust Executive Team from the Local Governing Body membership structure.

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8. **Chief Executive Officer's Report:**

a.) Scheme of Delegation

Governors noted the current Inicio Academies Scheme of Delegation.

Governors **RESOLVED** that the current Inicio Academies Scheme of Delegation be noted.

b.) Strategic Plan

Governors noted that the new Inicio Academies Strategic Plan was currently in development and was to be considered further at the Board of Directors meeting on the 27th June 2024.

Governors **RESOLVED** that the report be noted.

9. Head Teacher's Report

The Head Teacher provided a comprehensive update report to the Local Governing Body, a copy of which is held on file.

The Head Teacher advised that the school continued to work hard in bringing suspension numbers down, with a full explanation of the suspension figures provided in her report. Governor Lisa Morehead, who had undertaken a recent school Governor monitoring visit advised that the behaviour of pupils while she had been in school had been impeccable.

Governors noted the Alternative Provision provided as set out in the Head Teacher's report and questioned whether all providers had been visited by the school? The Head Teacher confirmed this was correct and all Alternative Providers have been visited by herself and the SENDCo, with all relevant Health & Safety checks are completed by the LA to ensure guidance and policies are adhered to.

The Head Teacher provided a comprehensive safeguarding update and advised that all child-on-child allegations were investigated thoroughly.

Governors noted that progress towards the Ofsted priorities continued and were now rag rated green across all areas within the Head Teacher's report.

Chief Financial Officer's Report

Governors noted the Chief Financial Officers report and the overview of the Management Accounts provision as of April 2024.

Operations and Business Manager Report

Governors noted the Operations and Business Manager's Report. A second round of Condition Data Surveys (CDC) was completed nationwide throughout 2023 and 2024. A Longfield site survey was completed in April 2024. Results of this survey would further enable items of prioritisation for Estates Management and the future planning of funding applications. A separate, independent survey was also completed in December 2023 as part of a due diligence process.

Trust ICT Managers Report

Governors noted the Trust IT Manager's report. A new phone system has been installed at Longfield, to replace the old system.

Governors **RESOLVED** that the Head Teacher's Report, Chief Financial Officer's report Operations and Business Manager's report be noted.

9. **a.) School Improvement Partner Report**

Governors carefully considered the Summer Term School Improvement Partner's visit report which had focused upon science, a copy of which is held on file. The Governors noted the positive main findings and actions to consider.

Governors **RESOLVED** that the report be noted.

b.)The Longfield Academy Risk Register

Governors reviewed the current Longfield Academy Risk Register and requested that the level of risk regarding 'Category 1 – Strategic Risk' should be reduced in relation to Ofsted grading as the level of risk had been mitigated due to the work of the Academy. Governors requested that this be taken back to the Standards Committee to look at further in relation to the likelihood of occurring.

Governors **RESOLVED** that that the level of risk regarding 'Category 1 – Strategic Risk' should be reduced in relation to Ofsted grading as the level of risk had been mitigated due to the work of the Academy and that the Risk Register be taken back to the Standards Committee to look at further in relation to the likelihood of occurring.

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10. **Approval of Term Dates 2026/27**

Consideration was given to school term dates for the 2026/27 Academic Year, a copy of the report is retained on file. After careful consideration it was agreed by the Local Governing Body that the 22nd October, 23rd October and 30th November 2026 should be a Disaggregated Training Days and the 1st September 2026 and 30th June 2027 Personal Development Days.

Governors **RESOLVED** that the school term dates as set out in the report be approved and forwarded to Darlington Borough Council, with the inclusion of the 22nd October, 23rd October and 30th November 2026 being Disaggregated Training Days and the 1st September 2026 and 30th June 2027 Personal Development Days.

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11. **Special Interest Governors- Feedback**

Behaviour and Attitudes – Governors noted that following on from her previous visits undertaken this Academic Year Governor Laura Snowdon suggested that it would be a good idea for her to obtain pupil's view next term.

Safeguarding – Governor Sarah Kelly had completed her visit and advised it was clear from observations, meetings and the evidence provided, that safeguarding was a priority for Longfield. Child Protection figures have reduced due to the positive work that has been completed alongside other agencies.

It was also noted that the Chair of Directors had also undertaken a visit during the Summer term to the School and discussed safeguarding with the Head Teacher

and DSL (Designated Safeguarding Lead) and had advised that managing safeguarding was dealt with well within the school.

Early Careers Framework – Governor Sarah Kelly had completed her visit and advised that all ECTs (Early Career Teachers) were making good progress.

Disadvantaged - Governor Lisa Morehead reported back following her visit that disadvantaged pupils were having their needs assessed and met and that the school was investing in their future and ensuring that they had opportunities to realise their own and the school's ambitions for them. It was noted that the systems and processes all link up with the child at the heart of them.

Looked After Children & Previously Looked After Children - Governor Lisa Morehead reported back following her visit that children were receiving a high standard of support and guidance from the school and that their needs are being assessed and met. Their experiences and what was being offered to them by teachers correlated with the schools' plan.

Quality of Education – The Chair advised that she had undertaken a learning walk around the school and could see the work undertaken by the School in this area.

12. Single Central Record

It was noted that the Single Central Register external audit had been completed, with no issues of concern.

Governors **RESOLVED** that the report be noted.

13. Policies:

Trust approved policies from the Spring Term 2024 for information:

Governors **RESOLVED** that the following Trust Policies were noted for information:

Assets and Disposal Policy, Code of Conduct Directors, Code of Conduct LGB, Curriculum Policy, Cyber Security Policy, Drugs Education Policy, No Smoking at Work Policy, Political Indoctrination and Visiting Speaker Policy, Pupil Premium Policy, GDPR Data Protection Policy, Infection Control Policy, Freedom of Information Policy, Flexible Working Policy, Family Friendly Policy, Redundancy, Restructuring & Redeployment Policy and Cyber Response and Recovery Plan

The Longfield Academy Policies for consideration and review:

a.) For information: Governors noted and **RESOLVED** to approve small updates to the School Uniform Policy and Child Protection Policy.

b.) For approval: Governors **RESOLVED** to approve the Provider Access Policy

PART C: Standing Items

14. Feedback MAT Development Session – 25th April 2024

Governors advised that the MAT Development Session held on the 25th April 2024 had been very informative, with the event focusing on the vision and strategic direction of Inicio Academies.

Governors **RESOLVED** that the report be noted.

15. LGB Strategy Alignment Group - 26th June 2024 at 5.15 pm

Governors noted that the next Local Governing Body Strategy Alignment Group was scheduled to be held on the 26th June 2024 at 5.15 pm for all Chairs & Vice Chairs of the Trusts Local Governing Bodies.

PART D: Concluding Items

16. Approval of documents for inspection**

Governors **RESOLVED** that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of any information concerning identifiable pupils and/or teachers and staff.

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17. Dates of Future Meeting:

Governors requested that from September 2024/25 the Longfield Local Governing Body should move from two to one meeting per term, as the two meetings were no longer required in one term.

Governors **RESOLVED** that the Longfield Local Governing Body as of the September 2024/25 be moved to one meeting per term and that this be considered by Directors when approving the 2024/25 schedule of meetings.

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The meeting concluded at 6.50 pm.

These minutes were approved by the Local Governing Body of Longfield Academy,
as follows:

on: 7/10/24 date

Signed by: (Chair) N Bales

Printed name: NBALES

APPROVED