

**FINAL Minutes Northampton International Academy**  
**25th of January 2023 18.00**  
**Meeting held at NIA**  
**The second meeting of the academic year 2022-2023**

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action
1. Present.	<p><b>Jane Hadlow</b> (Executive Headteacher)  <b>Jo Daniels</b> (Deputy Headteacher – Behaviour &amp; Attitudes and Personal Development)  <b>Kathryn Wright</b> (Deputy Headteacher – Attendance)  <b>Alex Oldham</b> (Assistant Headteacher - Head of Primary Phase)  <b>Laura Ward</b> (Deputy Headteacher - Quality of Education)  <b>Lorna Beard</b> (Deputy Headteacher - Head of Safeguarding, Inclusion and SEND)</p> <p><b>Zahro Abdirizaq</b> (Parent Governor)  <b>Andrew Hill</b> (Co-opted Governor).  <b>Russell Norton</b> (Co-opted Governor)  <b>Maqsd Ahmed</b> (Co-opted Governor)  <b>Jenny Nimmo</b> (Co-opted Governor)  <b>Bruce McDonald</b> (Parent Governor) joined at 18.30  <b>Kayleigh Incles</b> (Staff Governor) 📞 joined via Teams</p> <p><b>John Lawson</b> (Head of Education)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Juliette Pierson</b> (EMAT Compliance / Governance)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions made. JN reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	
2. Apologies.	Apologies received and accepted from <b>Olaseni Alaka</b> (Co-opted Governor).	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to the agenda that had not already been declared on the annual register of interests or governors highlighted verbally.	
5. Appointment of Vice-Chair.	<b>AH</b> was unanimously appointed Vice-Chair.	
6. Minutes from the meeting held	The minutes of the meetings held on the 13th of October 2022 were agreed to be an accurate representation and signed by <b>JN</b> .	

on the 13 <sup>th</sup> of October.		
7. Action Log from the meeting held on the 13 <sup>th</sup> of October 2022.	<p><b>The Chair asked PO to chase up anyone with an action that did not provide and update in the meeting to do so post-meeting.</b></p> <ol style="list-style-type: none"> <li>1. Vice-Chair vacancy to be added to the agenda for meeting no two. <b>Done.</b></li> <li>2. The governors to sign a letter regarding the desire for fencing at the front of the school and for this to be sent to the relevant stakeholders. <b>Done.</b></li> <li>3. JD to share the final First Aid Risk Assessment with PO. <b>Ongoing.</b></li> <li>4. AO/LB to add commentary where applicable to all future performance reports. PO</li> <li>5. JD to conduct a lockdown. <b>Taken from the performance report. New protocol for lockdown was practiced 14th December. EMAT estates in attendance. to give feedback.</b></li> <li>6. PO to send out AIP visit dates as soon as they are known to the relevant governors. <b>Done.</b></li> <li>7. PO to investigate if a Governor Teams calendar would be beneficial. <b>Ongoing PO.</b></li> <li>8. i. JD to review the survey questions “the change to the school day has helped my learning to improve.”</li> <li>ii. JD/LB to review the survey questions were unsure had the highest percentage.</li> <li>iii. JD to consult with the student council regarding the questions and there wording. <b>Done. The feedback was incorporated into the November surveys were applicable.</b></li> <li>9. PO to add to the next agenda an Ofsted update item including classroom behaviour. <b>The governors agreed this was no longer required.</b></li> <li>10. Attendance action plan to be on the next meeting’s agenda. <b>Done.</b></li> <li>11. Comparison information to be added to the Performance report where appropriate. <b>Done.</b></li> <li>12. JH to investigate if the use of staff Christian names in parental communication can be used/expanded upon. <b>JH advised that the NIA email addresses include first names. Some other systems i.e., Edu link/Class chart do not include first names. These are external systems so there is limited action the school can take to change the settings.</b></li> <li>13. JD to investigate the level of information on detention reports sent to parents is comprehensive and explains what the detention is. <b>Ongoing.</b></li> <li>14. JD to investigate the delays caused by the electronic entry system and seek improvements. <b>Ongoing.</b></li> <li>15. LB to give a breakdown of the access arrangements in future presentations. <b>Ongoing.</b></li> <li>16. Pupil numbers to be added to future Analysis and Actions: Subjects reports. <b>16. JD</b></li> <li>17. LW to investigate if the data presented for the Student Destinations: Y11 is accurate as the total does not add up to 100%. <b>17. LW</b></li> <li>18. PO to add the SEND Annual report 2021/22 to the next meeting’s agenda. <b>Done with a more up to date report shared.</b></li> </ol>	<p><b>3. JD</b></p> <p><b>7. PO</b></p> <p><b>13. JD</b></p> <p><b>14. JD</b></p> <p><b>15. LB</b></p> <p><b>16. JD</b></p> <p><b>17. LW</b></p>

	<p>19. PO to arrange for governor lead areas to be allocated outside of the meetings and report back at meeting 2. <b>Done.</b></p> <p>20. PO to manage the following outside of the meeting and report back at meeting number 2. <b>All done.</b></p> <p>i. KCSiE. Governors to sign to confirm they have read and understood the 2022 version.</p> <p>ii. Declaration of Interest.</p> <p>iii. Code of Conduct.</p> <p>iv. Governor survey results and next steps</p> <p>v. Updated governors visit report.</p> <p>21. PO to share the new terms of reference to the governors which is for information only. <b>Done.</b></p>	
<p>8. i. School Improvement Plan 2022-23 document Underneath which sits the following:</p> <p>Teaching &amp; Learning Strategy document 2022-23</p> <p>Behaviour &amp; Personal Development Strategy document 2022-23</p> <p>ii. Performance report (for questions only)</p>	<p>i. School Improvement Plan 2022-23. JH highlighted the following.</p> <ul style="list-style-type: none"> <li>The SIP has been RAG rated and quality assured by the trust. White not yet started. Yellow started but not complete (NB: some will be ongoing throughout the year and not completed until July). Green complete.</li> </ul> <p><b><u>SIP 1. Behaviour and Attitudes.</u></b> JD highlighted the following.</p> <ul style="list-style-type: none"> <li>Many of the actions are ongoing or not entirely embedded so will remain as yellow.</li> <li>Tom Bennet is working closely with the school his recommendations and those of Ofsted after their October visit have been incorporated into the SIP.</li> <li>There has been strong progress. Leaders have implemented robust systems to monitor data that is valid and reliable in measuring improvements in behaviour and informing future strategy. CL has led on this and has made strong progress.</li> </ul> <p><b>A governor asked if there any areas that JD thinks will not be achieved.</b> JD advised that the plan to launch a new revised pupils' rewards strategy to complement the behaviour policy is delayed. There will be an improvement to the existing strategy in place by March 2023. The addition of pupil voice is crucial to the completed strategy.</p> <p><b>The governor followed up and asked if there is a risk if this is priority is not met.</b> JD advised there is a risk of some pupils not feeling valued and their voices heard.</p> <p>JH added that a vast amount of data is analysed for SIP 1 and JL and CL have met to discuss this. JH pointed out that fixed term suspensions have decreased by 50% year on year and the overall behavior in the school has improved and continues improving.</p> <p>JD added that the use of data is more responsive, strategic especially around a therapeutic approach to the pupils.</p>	

**A governor noted that she has spoken to some pupils, and they advised they understand the benefits of exhibiting good behaviour and the rewards they could receive.**

JL added that he agrees attendance and behaviour have improved the next step is the quality of teaching.

- Feedback and actions from external visit have been incorporated into the SIP where appropriate including behaviour and attitudes.

**A governor noted the improvements and asked if the school is confident they will be maintained at the current level if not improved.**

JH advised she is because.

1. Constant review of practices and when not suitable they are changed / improved.
2. Reviews on going to ensure the right staff are in the right posts.
3. Some areas could be seen to be moving backwards an example being PEX this is because they are being challenged.
4. Data is constantly reviewed and used to change practices if required.
5. The pupils can see more consistency across the school which is changing their mindset.
6. The SLT are picking up more operational as well as strategic tasks.
7. Improvements in the communication/team work to avoid any silo working.

**A governor noted in the past some focus areas have slipped once they had achieved the level required.**

JH replied by re-iterating the points from her previous answer and that the SLT are receiving support, training, guidance to a higher level than ever before. Learning walks demonstrate this and does not think the improvements seen will be reversed.

JD added that an example of the training available is the pastoral team receiving training, guidance to help pupils cope with exam stress.

**A governor noted the improvements, and this is filtering out into the community which is a big step forward.**

### SIP 2. Quality of Education (Primary Phases).

AO highlighted the following.

- 40% of the staff last year were ECT. They have and are receiving full support.
- From the end of February there will be no vacancies for class teachers
- Two assistant heads in place which has enabled more mentoring, sharing of best practice and drive consistency.
- There is a focus on quality of education in primary and secondary.

### SIP 3. Reading (EYFS/Primary Phase).

AO highlighted the following.

- Progressing well and evidenced in various external report.
- Most impact seen in early years.

JL noted the YR1 autumn 2 milestone of target 76% actual 54% and asked what the end of year projected outcomes are.

AO advised that YR1 has had a great deal of influx and is a focus year. At the end of foundation stage they had 58% GLD which indicated the level of future support required. The Phonics teaching has been targeted and of good quality to ensure progress is made. Many of the in year admissions require significant support and their needs are being analysed and the relevant support implemented. This influx could impact the end of year outcomes.

**A governor asked if there is a particular reason some pupils new to the school have struggled.**

AO advised there have been 29 pupils join the primary phase since October. Within this there are 13 new to country some with little or no previous schooling, there are some with unidentified SEND needs, 3 had significant safeguarding concerns and some require extensive one to one support.

**A governor asked out of the 29 are they in a particular year.**

AO advised they are spread out across primary.

- Teaching is more consistent and stronger than previous and external visits support this.

**SIP 4. Early Years Foundation Stage Action Plan.**

AO highlighted the following.

- Significant work has gone into EYFS, and progress has been made.
- General environment has improved.
- The approach to meeting the pupils with SEND has improved and includes targeted work and one to one.
- This area is fast becoming an area of strength with primary.

**SIP 5. Quality of Education (Secondary/6th Form Phases and all-through where relevant).**

LW highlighted the following.

- Consistency is a focus and is being helped by stability in staffing.
- There has been some issues achieving consistency due to the number of supply teachers that have been required. In September 2022 21% of lessons were taught by day to day supply teachers. It is currently 4%. Recruitment continues to reduce the need for supply teachers.
- Investments being made in the MLT and curriculum leaders to strengthen consistency.
- The environment within the school has calmed but there is still more to do, and this work will continue.

- Staff are challenged, supported when required.

**A governor asked for an update on recruitment.**

LW advised that there are currently 10 teaching staff vacancies which equates to 12 subject specialist vacancies.

**The governor followed up and asked for an update regarding year 11 science.**

LW advised that due to long term sickness the two classes have amalgamated with two teachers and are currently taught primarily in the theatre.

**The governor followed up and asked if this means there are limited practical lessons taken place.**

LW replied no, there are a lot of practical lessons taking place and if required the class can be moved back to the science laboratories.

**A governor asked if there will be a point all vacancies are filed.**

LW expects this to happen and when done will allow for an expanded timetable.

**The governor followed up and asked if there are any subject areas at risk due to staffing issues.**

LW advised the risk area is English. There is a new curriculum lead starting at Easter.

**The governor followed up and asked if there are any other subjects that would be at risk if a staff member was to leave.**

LW advised Maths and Science.

**JC advised there are currently 238 vacancies in Northampton and the recruitment challenges facing NIA are being faced locally and nationally.**

LB reiterated the importance of upskilling staff.

**A governor asked if the MLT with the issues regarding staff shortage and a focus on active learning still able to visit classrooms to complete monitoring visit.**

LW advised that systems have been put into place to give them more time to complete class visits and they are teaching to the maximum. Group coaching has been used to allow further upskilling including in their meeting time and consistent one to ones with their line managers.

**The governor followed up and asked if this is the same approach for the primary phase.**

LW advised that this is the next stage and the first session started last week.

**SIP 6. Reading (Secondary Phases).**

LW highlighted the following.

- Extensive support and interventions in place.
- Literacy strategy being reviewed.

**SIP 7. Sixth Form Action Plan.**

LW highlighted the following.

- Offer has been revised following recruitment analysis and the current year 11 options.
- The latest figures for sixth form intake is 70 pupils, and this number is expected to increase.

### SIP 8. Promoting Personal Development.

JD highlighted the following.

- JL working with the school to help establish and embedded the improved curriculum.
- The teaching of PHSE is more intertwined in the school than previously.
- Next steps include consistency of the delivery, the quality of the work in pupils books and to ensure these lessons are valued by the pupils.

**A governor asked if the teaching of this timetabled.**

JD yes.

**A governor asked if JD is confident staff are trained to the required standard and confident they can answer any complex questions.**

JD advised that she works closely with the team and staff are moved around to best suit their area of expertise. Staff cover is used if required to ensure the most suited teacher are available. There is a stronger training and meeting system in place than previous and is proving productive.

Pupil voice feedback is used, and feedback is given to them on the actions from their comments.

### SIP 9. Leadership and Management, including safeguarding (10) and governance.

JH highlighted the following.

- The school has appointed additional resources into the SLT and an Executive Headteacher.
- Strategic leaders in place to continue the progress that has been made.
- Each key judgement area has a deputy head and two assistant heads.
- The MLT has been strengthened with the addition of a new PHSE Co-Ordinator, Head of English and there is an advert for a Head of Science.
- In house career progression is vital and is a focus area.
- Pastoral team will be fully staffed in the near future.
- Restructure proposal for inclusion and behaviour will be shared with the new Executive Headteacher.
- Plans in place for equality across the TLR structure.
- Leadership objectives go across the key Ofsted judgements.

### SIP 10. Safeguarding Action Plan.

LB highlighted the following.

- Inclusion and SEND have been woven into the SIP.

	<p><b>A governor asked if all leaders are leaders of SEND.</b> LB yes, and all good teachers are good teachers of SEND.</p> <ul style="list-style-type: none"> <li>• The longer term aims are amber due to staff turnover and too some are soon to demonstrate evidence to allow them to be moved to green.</li> <li>• Everything that should have been done has been done.</li> </ul>	
<p>9. Attendance action plan.</p> <p>i. Responses to Thompson Teams recommendations actions and impacts.</p> <p>ii. Changes to school practice related to attendance</p> <p>iii. Safeguarding in attendance.</p>	<p>KW highlighted the following.</p> <ul style="list-style-type: none"> <li>• Attendance has grown from 2 in September to currently 5 with plans to go to 9.</li> <li>• Close collaboration with the safeguarding team helped by moving offices.</li> <li>• Weekly meetings with JD, the TT and PWS.</li> <li>• Local authority attendance support office visits once a fortnight as is standard in all schools.</li> <li>• NIA is the only local school with places and her team work closely with the admission team from the LA.</li> <li>• 30 pupils currently in the admissions process with an additional 8 allocated this week.</li> </ul> <p><b>A governor asked what year group these 38 pupils would go in.</b> KW advised it is across the board and once these pupils are in the school NIA will be operationally full and not able to take any more pupils.</p> <ul style="list-style-type: none"> <li>• Systems are strong, adaptable and the team use them to their full capacity.</li> <li>• A door knock is completed if a pupil is absent with no contact for 3 days.</li> <li>• Census was accurate.</li> <li>• Quality assurance policies are strong.</li> <li>• Outreach starts tomorrow following delays caused by staffing issues. Hard to reach parents are a priority.</li> </ul> <p><b>A governor asked who will attend the outreach event tomorrow.</b> KW advised it will be the attendance officer, assistance attendance officer and two support workers.</p> <ul style="list-style-type: none"> <li>• External agencies are attending coffee mornings to help parents these include CAB, Barclay's life skills, foodbank.</li> <li>• Additional failsafe's in place.</li> <li>• Weekly reporting to the SLT.</li> <li>• Rewards programme in place.</li> <li>• Regular communication to parents.</li> <li>• Vulnerable 101 pupils identified.</li> <li>• Multiple language support letters work is still ongoing.</li> </ul>	



	<ul style="list-style-type: none"> <li>Plans in place to go out into the community include pick up.</li> <li>Parental contracts work ongoing.</li> <li>Challenges include.             <ol style="list-style-type: none"> <li>Staffing.</li> <li>SIMs settings.</li> </ol> </li> <li>6.69% /137 pupils are PA at 19 days and not recoverable. SIMs states it is 32.84% / 717 pupils. Power of the eye states it is 29.68% / 612 pupils. SIMs is counting pupils who are new to school, on alternative provision and other anomalies. The school is working with the relevant stakeholders to try and rectify these issues within SIMs.</li> </ul> <p><b>A governor asked if SIMs was installed correctly.</b> JH confirmed it was not and in September the school will use another system called Arbor. In the meantime the school is in close collaboration with Capita who manage SIMs.</p> <p><b>A governor asked if the school knows all pupils whereabouts when they are not in schools.</b> JH yes.</p> <p><b>For PA pupils is there a particular issue they cite why they are not in school.</b> KW noted there is not one particular issue.</p> <ul style="list-style-type: none"> <li>The whole school attendance last week was 91.53% just below national same week last year 84.29% and shows the impact the attendance team is having.</li> </ul>	
<p>10. Governor, AIP, and External visits</p> <p>i. Governors to feedback from their recent visits for items for boards attention.</p> <p>ii. AIP visits for questions only.</p> <p>iii. External visits for information only.</p>	<p>i. MA highlighted the following from her December safeguarding visit.</p> <ul style="list-style-type: none"> <li>Home visit plan viewed.</li> <li>Self-harm policy discussed.</li> <li>In her next visit more time will be spent with the pupils.</li> </ul> <p>ii. <b>A governor noted the increase in restraints and asked if staff are trained and how are these incidents recorded.</b> LB advised that they are recorded in the red book, signed off by the relevant SLT. Team teach is used regarding training.</p> <p>The governors noted the detail in the AIP and external reports and had no questions at this time.</p>	<p><b>JP/ TT/PO</b></p>
<p>11. School reports</p>	<p><u>SEND overview</u> LB highlighted the following.</p>	

<p>i. SEND Review 09.01.2023</p> <p>ii. Pupil Premium Strategy Report 2022-2025</p>	<ul style="list-style-type: none"> <li>• Number of pupils on a reduced timetable reduced from 52 to 13.</li> <li>• The number of pupils in some form of alternative provision has reduced from 57 to 33. Plans are in place to reduce this figure further; it is still relatively high primarily due to the number of YR11 pupils who were in Prospect and are now in alternative provision. They will come off role in July.</li> </ul> <p><b>A governor asked how the ex-Prospect pupils in alternative provision are doing.</b></p> <p>LB advised that it is a mixed picture, some of them will leave education with some form of qualifications.</p> <p>RN offered to meet with LB post meeting to go through the report. LB welcomed the suggestion.</p> <p><b>A governor asked why wont all of these pupils achieve at least one qualification.</b></p> <p>LB advised that 2 are on reduced timetables and an update will be provided at the next meeting.</p> <ul style="list-style-type: none"> <li>• Risk assessment with a vulnerability in March 2022 250 now 103 which demonstrates the hard work done on identification and support offered.</li> </ul> <p><u>i. SEND Review 09.01.2023.</u></p> <p>LB highlighted the following.</p> <ul style="list-style-type: none"> <li>• Improvements to the SEND provision are evidenced inside and outside the classroom the majority being seen outside the classroom.</li> <li>• Next steps include.             <ol style="list-style-type: none"> <li>1. Leaders to ensure the quality of teaching and learning for pupils with SEND is consistent across the school through a continued focus on high quality teaching as part of the whole Academy teaching and learning strategy.</li> <li>2. Support teachers to adapt teaching and learning from the planning stage onwards to meet the needs of all pupils, leading to more tangible progress.</li> </ol> </li> <li>• SEMH offer has been a focus and is a strength.</li> <li>• Obtaining the St Andrews light bulb mark is a target for the end of the academic year.</li> </ul> <p>JL added that the trust will offer extensive training support regarding mental health training.</p> <p>LB shared the annual SEND report 2022 and highlighted the following.</p> <ul style="list-style-type: none"> <li>• Due to staff leavers some of the information in the report is now obsolete.</li> <li>• The schools SEND reputation is strong and are receiving enquiries for pupils with high level needs.</li> </ul>	<p>RN</p> <p>LB</p>
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	<p>LB shared the SEND nutshell Secondary and Primary reports.</p> <p><b>A discussion followed if there was any comparative data available to compare NIA to a similar school. It was agreed this will be difficult due to NIA being a new school, a through school, and a big school</b></p> <p>LB added that the data shows how well the school is doing compared to previous years.</p> <p>JL added that the schools progress measures is re-assuring and is backed up by evidenced obtained in school visits. Teaching and books are inconsistent and are being worked on.</p> <p><b>A discussion followed how the school can celebrate this success and it was agreed the pupils are the best advocates, but all have a part to play. ZA gave examples of the conversations she has had with parents and pupils and show the progress being made and how this is being celebrated within the community.</b></p> <p><u>Pupil Premium Strategy Report 2022-2025</u></p> <p>LW highlighted the following.</p> <ul style="list-style-type: none"> <li>• The plan was updated as its in its second year.</li> <li>• Attendance is more prominent in the updated version.</li> <li>• The majority of the PP funding goes on staffing.</li> <li>• Final report to be added to the website as the version shared is draft.</li> </ul>	<b>LW</b>
<p>12. Parents and Pupil Survey Outcomes and Analysis – November 2022</p>	<p>JD highlighted the following.</p> <ul style="list-style-type: none"> <li>• The progress the school is making can be seen in the results but not as quickly as hoped for.</li> <li>• Parent surveys more positive than the pupils.</li> <li>• The SIP and other documents shared at the meeting show the feedback received is incorporated and being worked upon.</li> <li>• Pupil voice is becoming stronger, and they will be more active in school decisions going forward.</li> </ul> <p>JL asked why JD thinks the answer to Bullying is dealt with effectively has worsened compared to the summer survey.</p> <p>JD noted that following a parental event it is perception of bullying. The event was poorly attended so additional advice and information has been sent out.</p> <p><b>A governor congratulated the school on the higher return rate for the parent survey.</b></p> <p><b>A discussion followed about pupil break times, and it was noted that only years 8 and 9 separated and this helps these year groups to be closely monitored which is required at the moment.</b></p>	

	<p><b>It was agreed to review the feedback to parents to ensure it includes you said we did.</b></p> <p>JH noted that she has held 9 come and meet the Headteacher sessions one a fortnight and are still ongoing.</p>	JD/JH
<p>13. Policies for governors to view and vote to adopt i-ii.</p> <p>i. First Aid policy</p> <p>ii. Positive Mental Health Policy</p> <p>Policy for information only.</p> <p>iii. Safeguarding policy</p>	<p><b>i. A governor noted in the policy on page 4 the wording “We believe all school pupils should be taught basic first aid such as dealing with head injuries, CPR, the purpose of defibrillators and how to call the emergency services “to teach basic first aid to all pupils” and asked if this was correct.</b></p> <p>JH thanked the governor and will remove this aim.</p> <p><b>The governors unanimously approved this policy and once the following has been actioned it can be uploaded onto the website.</b></p> <ul style="list-style-type: none"> <li>• Draft watermark removed.</li> <li>• Dates on page 2 to be accurate.</li> <li>• Wording on page 4 to be removed.</li> </ul> <p><i>Post-meeting note actioned.</i></p> <p><b>ii. A governor asked if the medical officer should be added to the list of key staff members.</b></p> <p>LB advised that the medical officers role is operational and not required to be listed on the policy.</p> <p><b>The governors unanimously approved this policy.</b></p> <p><i>Post-meeting note PO asked NIA to use the draft template policy form and once done send through for uploading onto the website.</i></p> <p><b>iii. The governors noted the policy.</b></p> <p>KW advised that the Attendance policy has been updated with changes in structures in systems.</p> <p><b>The governors unanimously approved this policy.</b></p> <p>JD advised that the Behaviour policy has updated with the addition of screening guidance.</p> <p><b>The governors noted the addition.</b></p>	Inclusion team
<p>14. EMAT Updates (for information only) to include.</p> <p>i. Financial overview inc site works</p> <p>ii. H&amp;S overview.</p>	<p>i. JC advised there is a year to date deficit. In the next quarter the expectation is that this deficit will be smoothed out and there are no concerns.</p> <p>ii. JC advised the primary H&amp;S issues relates to the height of the balustrade. Designs and contracts are in place but there is a delay with the manufacturing but will be completed as soon as possible. The school is compliant.</p> <p>JC advised that the main back doors do not have a mag lock, and this is being investigated.</p> <p>JH added that the school has completed its first primary and secondary lockdowns.</p>	

<p>15. Any other business</p>	<p><b>i. The Chair reminded the governors of the list of training packages they have been asked to complete by the 31<sup>st</sup> January.</b></p> <p><b>ii. A governor asked if there were any issues in retrieving the Maths mock exam papers.</b> LW advised there was a delay due to staffing issues. There are plans in place to future proof and these have been passed to the parents.</p> <p><b>iii. JH highlighted her concerns regarding the quality of the catering from Aspens and some of the labelling.</b> JC noted that the catering procurement contract is in progress and will change. The current issues are being highlighted to the Aspens MD on a regular basis. JP advised that from September the school days will need to increase following government guidance. JC noted that this extra time could go into lunchtime and with a different contractor will improve the current situation. <b>The governors asked if an update regarding catering could be given at the next meeting.</b></p> <p><b>iv. LB gave an update on some recent Ofsted complaints, following investigations there were no concerns.</b> LB gave a brief update on a safeguarding concern with a pupil. <b>A governor asked if the school has the resources in place to support the pupil.</b> LB advised they do.</p> <p><b>v. JH advised that the current plan for next weeks strike is to keep all of the primary open and close years 8, 9 and 10. The plans could change depending on how many staff strike and this will not be known until the day.</b> Plans are in place for the remaining strike days including plans for pupils eligible for free school meals. The governors thanked JH for the update and offered to help as much as they can. <b>The governors thanked BM for his support during his term in office and wish him all the best for the future.</b></p>	<p>PO</p>
<p>18. Dates of meetings for the year:</p>	<p>Governor meetings 2022-2023. Invites have been sent 25/01/2023 18.00hrs NIA meeting 3 will be held in school 15/03/2023 18.00hrs NIA meeting 4 On Teams. TBC 26/04/2023 18.00hrs NIA meeting 5 will be held in school 21/06/2023 18.00hrs NIA meeting 6 On Teams. TBC 17/07/2023 18.00hrs NIA meeting 7 will be held in school</p>	<p>Calendar appointment sent.</p>

The meeting closed at 20.40

Minutes agreed as a true representation and signed
Signature
Print Name
Date

### Actions from meeting number one held at NIA on the 25/01/23

Action	Owner
1. JD to share the final First Aid Risk Assessment with PO. Page 2.	JD
2. PO to investigate if a Governor Teams calendar would be beneficial. Page 2.	PO
3. JD to investigate the level of information on detention reports sent to parents is comprehensive and explains what the detention is for. Page 2.	JD
4. JD to investigate the delays caused by the electronic entry system and seek improvements. Page 2.	JD
5. LB to give a breakdown of the access arrangements in future presentations. Page 2.	LB
6. Pupil numbers to be added to future Analysis and Actions: Subjects reports. Page 8.	JD
7. LW to investigate if the data presented for the Student Destinations: Y11 is accurate as the total does not add up to 100%. Page 8.	LW
8. PO/TT/JP to investigate is there is a benefit of instigating a Self-harm policy. Page 9.	PO/TT/JP
9. RN to meet with LB to go through the SEND review report. Page 10.	RN/LB

10. LB to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alternative provision. Page 10.	LB
11. LW to update the final Pupil Premium Strategy Report 2022-2025 to the website with all finance information added. Page 11.	LW
12. JH/JD to manage a you said we did communication to parents. Page 12.	JH/JD
13. The inclusion team to ensure the Mental Health policy is sent to PO using the EMAT/NIA policy template. Page 12.	Inclusion team
14. PO to add catering update to the next meeting. Page 13.	PO