

FINAL Minutes LAB: NIA
8th March 2022 18.00
Meeting held at NIA and virtually
The third LAB meeting of the academic year 2021-2022

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Jo Trevenna (Headteacher & joined the meeting virtually at 18.35) Fuzel Choudhury (Executive leader & joined the meeting virtually at 18.35) Jo Daniels (Deputy Headteacher) Alex Oldham (Assistant Headteacher - Head of Primary Phase) Matthew Edwards - Assistant Headteacher - Teaching & Learning Richard Hanson (Deputy Headteacher: Whole School Behaviour) Connor Leason (Assistant Headteacher - Behaviour & Attitudes) Ben Shirley (Co-opted Governor/Chair) Liz Dormor (Co-opted Governor & joined the meeting virtually at 18.20) Zoe McIntyre (Co-opted Governor & joined the meeting virtually at 18.20) Jenny Nimmo (Co-opted Governor) Andrew Hill (Co-Opted Governor) Russell Norton (Co-Opted Governor) John Lawson (Head of Education) Joshua Coleman (CEO: EMAT & joined the meeting at 18.15) Monica Juan (EMAT Compliance/Governance & joined the meeting at 18.15) Paul Osborne (Clerk – Minutes)</p> <p>Introductions made, BS reminded the board that all items discussed at this meeting remain confidential until the minutes are approved and signed off.</p>	
2. Apologies.	<p>Apologies received from Jon Musgrove (Co-opted Governor) No apologies received & Kejvi Xhemali (Co-opted Governor). Bruce McDonald (Parent Governor) could not access the building and was unable to join virtually.</p>	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests or governors highlighted verbally.	
5. Minutes from the last meeting.	The minutes of the meeting held on the 12th of January 2022 were agreed to be an accurate representation. The minutes will be signed when in-person meetings restart.	<i>Minutes on Teams</i>

<p>6. Action Log from the meeting held on the 12th of January 2022</p>	<p>1. JL to advise PO when the next Phonics training session is, PO to them pass this information onto the governors. Ongoing. PO to arrange a date and inform all EMAT governors.</p> <p>2. ER to investigate if there is a benefit to using the DFE CV-19 absence data. JD advised that ER has left NIA and KR (Head of Standards and Performance) is the new owner. Post-meeting note KR supplied the reasoning and PO passed this onto the governors.</p> <p>3. CL to obtain data to show the gender split with fixed-term exclusions. Ongoing.</p> <p>4. JT to clarify if the school had visibility of the consultation undertaken by EMAT around RSE. Ongoing.</p> <p>5. ER to send PO the attendance policy for PO to share with the board for adoption. Ongoing JT is now the owner. PO to add this to the next LAB agenda.</p>	<p>PO</p> <p>CL</p> <p>JT</p> <p>JT</p>
<p>7. EMAT update to include;</p> <p>i. Management Accounts for information</p> <p>ii. Health & Safety update</p>	<p>i. JC advised that currently NIA is running with a small surplus but is in a healthy position. .</p> <p>ii. BS advised that there were five risks on the risk register these have been amalgamated down to three. BS/PO to share the risk register with the board.</p>	<p><i>Reports on Teams</i></p> <p>BS/PO</p>
<p>8. Headteachers report to include;</p> <p>i. Safeguarding</p> <p>ii. Curriculum</p> <p>iii. Attendance / Behaviour</p> <p>iv. Staffing</p> <p>v. Navy Cadet</p> <p>vi. Race Charter/ LGTBQ+ inclusion in education award.</p> <p>vii. Ofsted response</p>	<p>JT asked if there were any questions regarding the performance report.</p> <p>A governor noted that ER had left and asked for an update regarding her replacement and who is covering the DSL role.</p> <p>JT noted that a replacement is being sought as a matter of urgency and in the interim, she and EH-A (senior DDSL) are managing this area.</p> <p>JT highlighted how proactive and supportive the safeguarding team have been.</p> <p>A governor asked if EH-A is overseeing the looked after pupils.</p> <p>JT advised they are.</p> <p>The governors thanked JT for the detail in the performance report and had no further questions regarding items 8i – 8iv.</p> <p>JD/JC advised that NIA had received an Ofsted visit on the 1st and 2nd of February. The final report is not yet in the public domain.</p> <p>A discussion followed regarding the feedback shared.</p> <p>JT noted that following the feedback received from Ofsted the subsequent actions/changes have/will be implemented.</p> <ul style="list-style-type: none"> • Fuzel Choudhury joining NIA. 	<p><i>Reports on Teams</i></p>

- Review Behaviour policy to add 'Red card' layer for key behaviours. Automation of detention notification to ease staff workload.
- DNA of NIA embedded via the House system and curriculum.
- Change of timetable in secondary to switch from 60 mins to 100 mins lessons for greater depth in implementation of curriculum and minimise transitions.
- Remove dual-purpose function of the secondary building by having all children on break and lunch at the same time. This means no longer having lessons and breaks on at the same time. Logistical difficulties being supported.
- PSHE taught as a discrete lesson in secondary. FBV focus in primary. New curriculum lead for PSHE.
- Training on early reading and embedding reading as core to the all-through curriculum.
- A new system for internal registers developed and QA of register accuracy with HR follow up if needed.
- Appointment of school nurse and counsellor to bolster MH and physical health team.
- Community engagement support post to assist in communications and outreach.

The governors thanked JT/JD/JC for the feedback and asked for the school's response to added to the next LAB agenda for a more detailed discussion.

PO

A governor asked if there has been any feedback from the staff regarding the immediate response.

ME advised that most of the feedback received revolved around the 100-minute lessons and on the whole was supportive as staff could see the significant benefits. Any concerns were listened to, discussed and it was highlighted the pupil needs is key.

Data will be gathered to ascertain if there is any link between a dip in behaviour, the curriculum and actioned accordingly.

A governor asked if student voice have seen the immediate response.

ME advised they had along with the parents and the feedback received has been positive. Any queries/concerns are listened to and managed appropriately.

A governor asked if what else the school could do to be more pro-active regarding NIA's use of social media.

CL advised that the school is working closely with AB (EMAT PR & Communication Manager).

AO highlighted the information that went onto social media regarding world book day.

JC reminded everyone that any request for information regarding the Ofsted report from parents, media etc. must be passed to BS or JT who will pass onto AB.

JD gave an update highlighting;

- The curriculum is fully compliant.
- The curriculum is more secure and robust.
- The secondary curriculum is currently being reviewed and will be completed before Easter.
- There have been new roles for the Race Charter and LGBTQ+.
- KS4 Year 11 and KS5 have undertaken many interventions, which have been well attended.
- Work is ongoing to improve the way the curriculum is presented on the school's website.
- EMAT teaching and learning strategy launched
- Investigations have taken place into how pupils remember their learning and seek out any possible improvements. One development will start on the 11th March which is a detailed recap of the learning from the lesson, last week and last year.
- Reviewing the KPIs, which includes looking at reducing the number to make it more fit for purpose.

The governors noted that JM has been absent from the board for several months due to sickness and asked if there is anything, the other board members can do to support the school regarding curriculum.

JD highlighted that the school knows the strengths and development areas including the curriculum interconnectivity. JD thanked the board and will be in touch if required.

A governor asked if the Operations managers' role had been filled.

JT advised it has.

v. Navy Cadet

HA highlighted;

- NIA will be launching a Combined Cadet Force (CCF) contingent in September 2022.
- The MOD sponsored Cadet Forces are widely recognised as one of the most successful uniformed youth organisation in the UK.
- Cadet units within schools provide a unique range of activities and opportunities for personal development, for learners and staff alike. Cadets have the opportunity to develop self-discipline and improve their social, problem solving, teamwork and leadership skills. Cadet units in schools also play a major role in bringing benefits not only to cadets themselves but also to the wider ethos and performance of the schools in which they parade.

- Headteachers often cite the positive impact the unit has across the entire school and the improvements in leadership, confidence, resilience and discipline within their cadets.
- Much like our DNA, the Royal Navy core values underpin the very essence of what it means to be a cadet, but also a student at NIA.
- HA will be leading the launch of the Navy Cadet Unit as the Contingent Commander, alongside NB and VJ as our Adult Volunteers. These staff will be undertaking a week-long training programme with the Navy.
- On the 10th and 11th of May, we will be having a taster day for all Year 8 students to experience what the cadet programme can offer. In the following week, an information meeting will be held with parents of Year 8 students and a Navy representative. After which, applications will open to Year 8 students in the summer term who may wish to join the programme.
- There will be a two-pronged approach to the recruitment of cadets at NIA; whilst we are keen to identify those amongst the Year 8 cohort that are passionate about the programme and aspire, we will also be targeting personalised invitations for our 'second-tier behaviour' cohort who would greatly benefit from the transformative power of the programme to improve their choices and life chances.
- NIA will be looking for a LAB link to support the launch and development of the CCF programme to work closely with HA and the newly appointed SSI throughout the summer term and next academic year.

A governor asked if older years would be invited to join.

HA advised that the advice received is to start with the year 8 who will then be the ambassadors.

The governors congratulated HA for sourcing and managing this initiative and are confident it will be a great benefit to NIA.

vi. Race Charter/ LGTBQ+ inclusion in education award.

JD advised that she has met with the relevant leaders to go through the action plan and benchmark what the school currently does. Once this has progressed, JD will arrange a meeting with the governors to give them an update.

The governors noted they are happy to support this work as much as possible.

JD noted that the RSE policy is now represented within the primary phase with surveys planned for staff and pupils/parents to gain feedback.

A governor asked if world women's day was celebrated.

JT advised it was.

JD

9. SIP/SEF Update	<p>JT to share the updated SIP/SEF with the governors as soon as possible. JL reminded the board of the importance of being aware of the SIP/SEF priorities, how the school is progressing with them and what support is required from the governors.</p>	JT
<p>10. Governors.</p> <p>i. Position on monitoring visits.</p> <p>ii. Proposal of Governor lead areas inc Race Charter / LGTBQ+ / Navy Cadets.</p> <p>iii. Governor training expectation</p> <p>iv. Stakeholder feedback</p>	<p>i. The governors agreed to pause school visits and to restart after the launch of the new school model.</p> <p>ii. Race Charter & LGTBQ+ AH / Navy Cadets RN</p> <p>iii. BS reiterated his expectation that governors should make every effort to attend centrally arranged training and reminded governors of the wealth of training available on NGA</p> <p>iv. The presentations shared and feedback was invited.</p> <p>A discussion followed regarding the number of replies received and the benefit of obtaining more replies for future surveys.</p> <p>A governor asked if the survey results had been shared with parents/pupils. MJ advised that this would be done once the action plan is finalised.</p> <p>HA highlighted that a more detailed pupil survey has gone out today to secondary and sixth form pupils. An appropriate survey for primary pupils is planned.</p> <p>MJ to share the template from an EMAT primary school.</p> <p>CL highlighted the additional communication from teachers including contacting all parent/carers to introduce themselves and pass on contact details for the pupils head of department and head of house. This has received positive feedback from the parents/carers.</p> <p>A governor asked how long will the open forums continue. JT advised until they are no longer required.</p> <p>The governors noted the feedback received from pupils and parents and wondered if a similar survey had been sent to staff. JT advised it had and is being managed centrally by HR.</p> <p>BS/JN to arrange a new survey to go, parents, post-Easter including were appropriate you said / we did section.</p> <p>JL noted the importance of the surveys to help triangulate information.</p>	<p>MJ</p> <p>BS/JN</p>
11. Feedback from AIP visits.	The governors had no questions at this time.	
12. Policies for review.	<p>i. CL highlighted the following;</p> <ul style="list-style-type: none"> • Increase in sanctions at C2 (20 to 30 minutes) and C3 (30 to 45 minutes). 	<i>Reports on Teams</i>

<p>i. Behaviour Policy. Governors to be aware of the policy especially appendix 1-8 which are NIA specific. For governors to view and adopt the policy.</p> <p>ii. Attendance policy</p>	<ul style="list-style-type: none"> • Revised process for C3 lesson removal. Re-engage has been removed and clear removal process. Learners provided a yellow removal slip. Removal rooms on the back of each classroom door. • Centralised communication for sanctions. • IEU capacity increased and runs until 16.20. RED card: • Failure to follow a reasonable request from staff. • Behaviour prejudicial to the good order of the academy. • Internal truancy <p>A governor asked if this work takes into account the needs of SEN pupils. RH Yes.</p> <p>A governor asked if the sanctions had been used correctly. CL noted that in the vast majority of cases they had, when not training is provided.</p> <p>A governor asked if a sanction had been handed out incorrectly is the pupil made aware of this. CL advised they are.</p> <p>The governors unanimously agreed to adopt the policy.</p> <p>ii. JT advised that the attendance policy would be ready for the next LAB meeting. PO to add to the agenda.</p>	<p style="text-align: center;">PO</p>
<p>13. AOB.</p> <p>i. EMAT strategy day 28th March. Information was sent to governors on the 23rd of February.</p>	<p>i. PO reminded the governors of the EMAT strategy day and encouraged all governors who have not responded to confirm if they can attend as soon as possible.</p> <p>ii. RH highlighted the current ongoing review regarding the exclusion process. A discussion followed regarding the school's suggestion to have a group of governors coming into school to meet with pupils and parents who have had an exclusion between 6-10 days. There were some concerns about this suggestion. Richard to contact PO if he wants to discuss further. <i>Post-meeting note actioned.</i></p>	
<p>14. Dates of future meetings</p>	<p>04/05/2022 S&P 18.00 On Teams. 27/06/2022 LAB 18.00 In school 14/07/2022 S&P 18.00 On Teams</p>	<p style="text-align: center;">Calendar appointment have been sent</p>

The meeting closed at 20.20

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

Actions from the virtual S&P meeting for NIA held on 08/03/22

Action	Owner
1 PO to arrange a Phonics training session for all governors. Page 2.	PO
2. CL to obtain data to show the gender split with fixed-term exclusions. Page 2.	CL
3. JT to clarify if the school had visibility of the consultation undertaken by EMAT around RSE. Page 2.	JT
4. ER to send PO the attendance policy for PO to share with the board for adoption. Ongoing JT now the owner and PO to add this as an agenda item to the next LAB meeting. Page 2.	PO
5. Risk register to be shared with the governors. Page 2.	BS/PO
6. Ofsted the schools response to be added to the next LAB agenda. Page 3.	PO
7. JD to arrange a meeting with the governors to feedback on the Race Charter/ LGTBQ+ inclusion in education award before the end of the Summer term. Page 5.	JD
8. JT to share the SIP/SEF with the governors. Page 6.	JT
9. MJ to share the primary school survey template with HA. Page 6.	MJ

10. BS/JN to manage a post-Easter survey to parents. Page 6.	BS/JN
11. PO to add attendance policy to the next agenda. Page 7.	PO