

Final Minutes Local Advisory Board: NIA
16th September 2020 18.00
Meeting held virtually via Microsoft teams
The first LAB meeting of the academic year 2020-2021

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Jo Trevanna (Headteacher) Jo Daniels (Deputy Headteacher) Emma Ruffles (Deputy Headteacher) Ben Shirley (TB appointed) Jon Musgrove (Co-opted Governor) * Martin Thompson (TB appointed) Lipsa Salt (Co-opted Governor) Bruce McDonald (Parent Governor) Alexis Castillo-Soto (TB appointed)</p> <p>Giles Osborne (EMAT Lead AIP) Monica Juan (EMAT Compliance / Governance) Joshua Coleman (CEO: EMAT) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. PO reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	* JM joined the meeting at 18.35
2. Apologies.	Apologies, received and accepted from Paul Wheeler (Finance and Operations Director & Chief Financial Officer)	
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.	
5. Appointment of Chair and Vice-Chair	BS was elected unopposed as Chair for the LAB. LS was elected unopposed as Vice-Chair for the LAB.	

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	xiv. JT to add the SEND lead governor to the SEND report. Emma Ruffles gave an update at today's meeting.	
<p>8. Constitution of Board:</p> <p>i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; Website, RSE, Careers, H&S.</p> <p>ii. Allocation of governors to Standards committee & any working parties</p> <p>iii. Request for Governance training. Safer Recruitment 28/09/2020 or 05/10/2020 - 9.30am to 4.30pm. SEND 21.09.2020 or 25.01.2021 - 4.00pm to 6.00pm</p>	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> ▪ SG. BS. ▪ SEND. AC-S ▪ PP. MT. ▪ Wellbeing lead. LS. ▪ Website. BM. ▪ RSE. PO to contact JM to see if he wants to be RSE lead. ▪ Careers. BM/AC-S. ▪ H&S. BS. <p>ii. No working parties at present. All governors agreed to attend S&P meetings with Claudia Wade as Chair.</p> <p>iii. PO advised that the dates/times for safer recruitment training have changed due to COVID-19 restrictions. The new dates are 12th November – 09:30 – 13.00 and Friday 13th November – 09:30 – 13.00 both via Teams. PO noted that attendees need to be present at BOTH sessions to complete the training. PO to send the new dates for safer recruitment to all governors and a reminder of the SEND training to those governors who haven't confirmed attendance.</p> <p>A governor asked for more information regarding the safer recruitment (SF) training. MJ advised that the SF training allows those who have completed it to sit in on recruitment panels and also encompasses a great deal of safeguarding information. MJ advised that if the demand is there she will arrange additional SF training dates including evening sessions.</p>	<p>PO</p> <p>PO</p>

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	<p>since the start of term with replacement employed.</p> <ul style="list-style-type: none"> • All staff leavers were invited to complete an exit questionnaire and an exit interview. The data from these is being processed and will be shared. • JD noted that she was happy with the number of staff NIA retained. • One teacher returned during lockdown • JD advised that the recruitment process has been revised with input from EMAT HR to conduct all interviews over Teams during lockdown. This process is likely to continue for the foreseeable future. • All interviews included a student panel, SLT panel and where appropriate they included a written task. • A Covid amendment has been included in all contracts to give NIA the option to extend the probationary period if necessary. <p>JD went through the new staff and roles that have been recruited. All of these staff have started their probation period.</p> <p>JD went through the Trainee teachers and NQTs who have started this year.</p> <p>JD went through the systems used to help with evidence gathering.</p> <p>JD gave an update regarding the cover plans in place for the teachers coming from overseas who will be late starting due to Covid-19.</p> <p>A governor noted that there have been two resignations from the SLT. How does this impact the makeover of the SLT going forward.</p>	
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	<p>JT advised that the appointment of ER into pastoral has been crucial. JT went through how the SLT split works with the school divided into pastoral and quality of teaching and learning led by JD with Assistant Heads reporting to them.</p> <p>JD advised that due to injury and illness there are two members of the SLT absent this is being picked up within the SLT and she is keen to use talent management going forward.</p> <p>The governors noted it was good to see staff given an opportunity to develop within EMAT.</p> <p>JD advised on the current vacancies. JD highlighted the number of staff who are pregnant and the plans in place to manage the maternity leave including succession planning.</p> <p>JD highlighted that there have been 21 support and interventions needed. These included:</p> <ul style="list-style-type: none"> • Risk assessments for staff who had been medically shielding / members of family were medically shielding • Risk assessments for BAME staff • Risk assessments for pregnant staff • Conversations with staff who were anxious about returning to work / self-isolating • Flexible working around childcare. <p>Return to work plans implemented for these staff.</p> <p>A governor asked how many permanent members of staff work at NIA.</p>	
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	<p>JD advised that the number of teaching staff last year was 74 it is now 101. JD did not know the exact number of support staff but it has increased by approximately 10. JD reiterated that the curriculum planning tool is used for managing staffing.</p> <p>JD gave an update on the (to date) only staff member who has tested positive for Covid-19. This incident allowed us to test the protocols in place including risk assessment and these are all fit for purpose if subsequent incidents occur. This incident led to a higher staff absence as some staff have been off with Covid-19 symptoms. All staff who show symptoms are advised to get a test and only allowed back once a negative result is confirmed.</p> <p>A governor asked if staff absence figures are communicated to parents. Any positive test is communicated to parents. non-positive tests aren't.</p> <p>A governor asked to help stop any rumors could additional communication go out with an update. JD thanked the governor for the feedback and will investigate if additional communication would be beneficial.</p> <p>A governor asked if staff wellbeing is a focus area. JD advised that it is always a focus especially now and during recent staff meetings cover was discussed to ensure any teacher who is under allocation picks up additional cover without having to use rarely cover. JD advised there were also four cover teachers in school today to assist.</p>	
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	<p>A governor asked how many teachers are absent with Covid-19 symptoms and is there a particular subject that has been affected more than another.</p> <p>JD advised that the figure changes daily but over the last week there have been 11 staff off. JD advised that her focus is on the amount of lessons missed not the amount of staff. There is no area vastly more affected than another.</p> <p>iii. JT advised that this is still in the initial draft stages due to the requirement for more data and the need for routines to be bedded in.</p> <p>iv. JT advised that NIA has been asked to host a parliamentary style debating event and will send out invitations to governors once the date is confirmed.</p> <p>v. JT went through the English and Maths Resits – Year 12 highlighting;</p> <p style="padding-left: 40px;">Maths</p> <ul style="list-style-type: none"> • All pupils achieved a minimum grade 4 which means they won't continue with resit. <p style="padding-left: 40px;">English</p> <ul style="list-style-type: none"> • Many of the pupils will continue into Year 13. Staffing for the year 13 resit will be strategic. • Entry requirements for level 3 courses will be strictly adhered to. The current year 12 cohort has secured the required grade not to need a resit. <p>vi. ER highlighted the following;</p> <ul style="list-style-type: none"> • Attendance 92% today (Children missing education not included in this figure). 	
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	<ul style="list-style-type: none"> • 18 pupils absent with Covid symptoms or a family member with symptoms. • 3 pupils absent awaiting a test. • 10 pupils abroad who will need to isolate upon return. • 14 pupils back from holidays isolating. • 15 pupils not returning to NIA awaiting to hear from their new school before they can be removed from role. • 5 pupils absent who are anxious about returning due to Covid-19. These pupils have/will receive support to assist them upon return including phased returns if needed. • 3 pupils school refuses. <p>The focus area for non Covid-19 related absence is for those pupils under 90%. This includes letters home informing parents of their child's absence figure.</p> <p>ER advised that the new attendance officer will ramp up the use of letters home to inform particular parents of their child's attendance if required.</p> <p>vii. ER advised that since September there has been 21 exclusions totaling 47.5 days.</p> <p>viii. 16. Investigations ongoing with the local authority.</p> <p>ix. ER went through the safeguarding information highlighting the following;</p> <ul style="list-style-type: none"> • The new team. • 9 pupils on CIN plan. • 10 pupils on CP plan. • 9 private fostering 	
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	<ul style="list-style-type: none"> • 6 LAC pupils. • 32 EHA. • 9 TSS. • 1 adolescence plan <p>ER went through the actions taken and the next steps.</p> <p>x. JT advised that the current PP spend document is being reviewed to ensure it can be used as a tracking tool for staffing.</p> <p>A governor asked if there can be visibility of other funding I.E sports. JT will present this at the next LAB meeting. PO to add this item to the agenda.</p> <p>xi. ER went through the SEND governors report highlighting;</p> <ul style="list-style-type: none"> • One pupil in Early years SEND/EHCP. • 28 in Primary with SEND needs. There is upskilling of staff to support these pupils along with quality first teaching. • Secondary KS3 and KS4 year 7 have the highest number of pupils with EHCP. There are two new TAs who are predominantly working in year 7 to support these pupils. • Very experienced secondary TA supporting EHCP pupils in years 8,9 and 10. Risk assessments being followed as this TA is working across bubbles. • SEND across the school is 8.1% national average 14.9%. ER advised that she is working on an identification program. 	PO
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	<p>A governor asked as NIA SEND average is so much lower is there a chance some pupils have been missed.</p> <p>ER advised that clear and effective mechanisms will be used to identify students in all key stages who are SEND and shared with the staff to ensure students are not missed and that they receive the support that they require. This is possible but with the work ongoing regarding sharpening of practices and teacher training this will help ensure all pupils who are SEND are identified and supported.</p> <p>ER went through the actions taken by NIA since the report and the next steps</p> <p>The governors thanked ER for the detailed report.</p> <p>A governor asked if Edukey is a one off or annual cost.</p> <p>ER advised that it is an annual cost and is a very useful tool.</p> <p>JC advised that the cost for this comes from a central fund and is used across all EMAT schools</p> <p>ER/JC to get the cost for the Edukey license.</p>	ER/JC
11. Jo Trevenna to give an update ref her vision and strategy for the school	<p>JT went through her vision report highlighting the following: <u>COVID-19</u></p> <ul style="list-style-type: none"> • Establishing and embedding new routines with 5 new timetable models. • Maintaining health & safety standards. • Keeping our community safe • Delivering an appropriate curriculum. • High expectations despite the context. 	

	<ul style="list-style-type: none"> Managing staff absence and budget management. Year 11 and Year 13 outcomes. <p><u>The DNA of NIA</u></p> <p>High Expectations</p> <ul style="list-style-type: none"> Teaching behaviour and attitudes. Establishing high standards of politeness and appropriateness Hard work is the 'norm'. Tightened MER cycle, Learning & Teaching policy and Behaviour & Attitudes policy Character Drivers. When the house system is launched these will be the cornerstone for this. <p>One of the largest schools in the country but with a small school culture:</p> <ul style="list-style-type: none"> Key stage model for academic progress and pastoral support Vertical House system. <p>Policy and Procedure.</p> <ul style="list-style-type: none"> Learning & Teaching policy. Behaviour & Attitudes policy. Mental Wellbeing policy – being drafted. Assessment & Feedback policies – being drafted. Lockdown policy – being drafted. Attendance policy – being drafted. Staff Dress code – with Trust. <p><u>Three Year Vision</u></p> <ul style="list-style-type: none"> 2020-2021 – policy review and implementation/pastoral restructure; character drivers and House system established. 2021-2022 – Curriculum Leader talent management/potential curriculum restructure to 	
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	<p>rebalance staffing from humanities/Ofsted 'Outstanding' preparation.</p> <ul style="list-style-type: none"> 2022-2023 – Learning & Teaching is consistently 'Good/Outstanding'; Behaviour & Attitudes are 'Outstanding'. <p>JC and the governors thanked JT for the feedback and commended her and her team on the work done so far.</p> <p>A governor asked how is the strategy work going to be communicated to parents/carers.</p> <p>JT advised that the DNA branding used will be displayed around the school with a large version displayed near the theatre.</p> <p>The DNA branding will also feature on social media.</p> <p>A governor asked what are the plans for open evenings.</p> <p>JT advised that there will be videos similar to the one used for welcome to post 16.</p> <p>A governor wanted to know how these videos will be shared with prospective parents and could we send the link to current parents asking them to share it with any friends who have appropriate age children.</p> <p>JT advised that the videos will be hosted on the website and social media but thanked the governor for the idea to contact existing parents and will investigate this.</p>	<p>JT</p>
12. COVID-19 Risk assessment (RA).	<p>JC advised that there are fortnightly meetings to review the RA ensuring it is up to date and fit for purpose. The RA is a live, dynamic document and JC thanked BS for his input and support.</p>	

	<p>JC advised that the main update from the previous version for NIA concerned BAME and staff no longer shielding but still have some vulnerabilities.</p> <p>JC reiterated that the RA caters for a local lockdown and gave details around the four tiers set out by the government. JC highlighted the plans in place for online working to cover closures including the use of Edukey and enhanced use of the website.</p> <p>A governor asked if there is a way the latest RA can be shared outside of LAB meetings to enable the governors to help and support.</p> <p>JC thanked the governors for the offer of support and will ask MJ to post the latest version of the RA onto GovernorHub.</p> <p>A governor asked when information regarding Edulink will be shared with parents/carers.</p> <p>JT advised that communication will go out on the 18th September highlighting the move from epraise to Edulink.</p> <p>A governor asked if we no longer use epraise and have started to use Edulink could communication have gone earlier out.</p> <p>JT advised that Edulink was primarily purchased to aid learning during lockdown. To ensure only one system was used we have moved over to Edulink. The communication going out on the 18th will highlight why we have moved over to Edulink.</p> <p>JT will take onboard any lessons that can be learnt concerning the communication between NIA and parents/carers during lockdown and thanked the governor for their feedback.</p>	MJ
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	<p>JC highlighted the benefit Edulink has over Epraise including communicating with parents/carers. With epraise approximately 50% of parents were on the system with Edulink we have 100%.</p> <p>A governor asked how the school is coping if a pupil advises them that they have a cough or cold.</p> <p>JT Advised that every such case is treated as a worst case scenario. The government guidelines always followed</p>	
13. Governor Monitoring cycle and allocation of governors to priority areas on SDP.	<p>The governors offered to start monitoring visits after October half term.</p> <p>JT felt this would work and thanked the governors for their understating.</p>	
14. Governance action plan / self-evaluation review 2019/2020.	<p>It was agreed to add this item to the next LAB meeting agenda.</p> <p>BS advised that the draft is on GovernorHub for all to view.</p>	PO
15. Any other business i. Behaviour attitudes policy. ii. Learning & Teaching Policy	<p>PO advised that JT has taken the feedback received from the governors and has rewritten the policies where required.</p> <p>PO asked if the governors are happy with the updates and do they ratify them.</p> <p>The governors ratified both policies.</p>	
16. Dates of meetings for the year:	<p>03/12/20 at 18:00 S&P</p> <p>18/01/21 at 18:00 Full Board.</p> <p>08/03/21 at 18:00 S&P*</p> <p>14/04/21 at 18:00 Full Board.</p> <p>24/06/21 at 18:00 S&P*</p> <p>14/07/21 at 18:00 Full Board</p> <p><i>* Due to uncertainty around the dates for next year's data drops the last two S&P dates may be subject to change</i></p>	

The meeting closed at 20.15

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

Actions from the virtual meeting for NIA held 16/09/20

Action	Owner
1 JT/JD to investigate if the high vis jackets purchased are waterproof. Page 2.	JT/JD
2. PO to add the NIA trip planning process to the next meeting's agenda. Page 2.	PO
3. JD to give an update on the staff governor vacancy. Page 2.	JD
4. PO to contact JM to see if he wants to be RSE lead Page 3.	PO
5. PO to send the new dates for safer recruitment to all governors and remind all those who haven't replied regarding the SEND training. Page 3.	PO
6. PO to send out guidance on how governors virtually sign to confirm they have read and understood the EMAT Code of conduct 2020, Safeguarding Policy 2020 and Keeping children safe in education (KCSiE) on GovernorHub. Page 4.	PO
7. PO to contact the governors who are still to return their DOI & disqualification forms. Page 4.	PO

8. PO to add additional funding spend including sports to the next LAB agenda. Page 10.	PO
9. ER/JC to obtain the cost for the Edukey license. Page 11.	ER/JC
10. JT to investigate if there is a benefit in contacting existing parents with a link to the open evening videos asking if they can share with their friends who have appropriate aged children. Page 13.	JT
11. MJ to post the latest version of the Risk Assessment onto GovernorHub. Page 14.	MJ
12. PO to add Governance action plan / self-evaluation review 2019/2020 to the next LAB agenda. Page 15.	PO