East Midlands
Academy Trust

FINAL Minutes Local Advisory Board: NIA
4th February 2021 18.00
Meeting held virtually via Microsoft teams
The second 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.	**Jo Trevanna** (Headteacher) **Jo Daniels** (Deputy Headteacher) **Emma Ruffles** (Deputy Headteacher) **Anthony Rogerson** (Interim SLT and SENCo) **Charlotte Lavelle** (Assistant Headteacher - Behaviour & Welfare) **Hannah Auger** (Assistant Headteacher - Teaching & Learning) **Cheryl McCanaan** (Interim SLT) **Andrew Johnson** (Assistant Headteacher - Data & Outcomes) **Ben Shirley** (Chair / TB appointed) **Jon Musgrove** (Co-opted Governor) * **Martin Thompson** (TB appointed) **Lipsa Salt (**Co-opted Governor) **Giles Osborne** (EMAT Lead AIP) **Monica Juan** (EMAT Compliance / Governance) **Paul Wheeler** (Finance and Operations Director & Chief Financial Officer) **Joshua Coleman** (CEO: EMAT) **Paul Osborne** (Clerk – Minutes) Introductions were made. BS reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.	* JM joined the meeting at 18.25
2. Apologies.	Apologies, received and accepted from **Bruce McDonald** (Parent Governor) **Alexis Castillo-Soto** (TB appointed)	
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. Minutes from the last meeting.	The minutes of the meeting held on the 16th September 2020 were agreed to be an accurate representation. BS signed these electronically on GovernorHub.	
6. Action Log from the meeting held on the 16th September 2020.	i. JT/JD to investigate if the high vis jackets purchased are waterproof. **Ongoing.** ii. PO to add the NIA trip planning process to the next meeting's agenda. **Done, added to the last S&P meeting.** iii. JD to give an update on the staff governor vacancy. **Closes 10th February. PO to obtain an update.** iv. PO to contact JM to see if he wants to be RSE lead. **JM is Teaching and Learning lead RSE vacancy still exists. PO to contact governors to see if anyone wants to become RSE lead.** v. PO to send the new dates for safer recruitment to all governors and remind all those who haven't replied regarding the SEND training. **Done.** vi. 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. **Done.** vii. PO to contact the governors who are still to return their DOI & disqualification forms. **Done.** viii. PO to add additional funding spend including sports to the next LAB agenda. **Done.** xi. ER/JC to obtain the cost for the Edukey license. **Done.** x. JT to investigate if there is a benefit in contacting existing parents with a	**i. JT/JD** **iii. PO** **iv. PO**

	link to the open evening videos asking if they can share with their friends who have appropriate aged children. **Parent forum will be used to investigate if there is a benefit.** xi. MJ to post the latest version of the Risk Assessment onto GovernorHub. **Ongoing.** xii. PO to add Governance action plan / self-evaluation review 2019/2020 to the next LAB agenda. **Due to other priorities this was not added to the agenda. PO to add to April's agenda.**	**xi. MJ** **xii. PO**
7. Safeguarding: Ofsted feedback and next steps • Progress with Rapid Improvement Plan for Safeguarding • Staff training and impact • Risk assessments for vulnerable learners • Implementation of, and compliance with, safeguarding policy • Safeguarding during school closure • Cultural shift • Attendance • Trust support for safeguarding improvements	ER went the Safeguarding training highlighting the following; • Towards the end of 2020 EMAT purchased Edu-care and the following packages have already been started and training will continue until all relevant staff are trained. Level 2 Safer Recruitment Training 11 Staff – Senior & Middle leaders. Level 2 Reflective Safeguarding Training 163 Staff. Level 2 Prevent Awareness 101 staff. Level 2 FGM 65 staff. The last 3 training packages will form part of a new staff members' induction pack. • My Concern training. Webinar – using my concern 149 staff. Advanced DSL Training - 6 staff (Safeguarding Team). • Safeguarding briefings Secondary Case Study – Online Safety 128 Staff. Primary Case Study - emotional abuse/neglect 125 Staff. Keeping Children Safe in Education/ Early Help 123 Staff. Staff voice is one tool used to ascertain what training is required.	*Full reports on GovernorHub*

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| | | A training plan for safeguarding is in place up to the end of the academic year and it's flexible and can be updated if required.

ER went through the Safeguarding reviews – Trust and HMF highlighting the following;
Impact.
• Induction for the new DDSL team was comprehensive and effective.
• Staff updates and weekly briefings are very productive.
• Improved awareness of local issues.
• Improved communication between Pastoral Staff and Safeguarding Team.
• 88% of January Milestones met. These will all be met by the 8th February.
• Training has improved rapidly and the majority of staff are openly offering positive feedback.
• Attendance processes are strong.
• Risk Assessments and Medical Plans are being reviewed. **LS agreed to visit and check these reviews.**
• Vulnerable list – Live and updated regularly.

Further actions needed.
• Whole Staff - more understanding around Early Help, KCSIE, Peer on Peer abuse
• PSHE curriculum – developing Fundamental British Values. The house system will help with this.
• Raising awareness of Safeguarding Governor, School involving Governance in | **LS** |

	Safeguarding - Rigour and Challenge. Single Central Record Checks.	
	• Policy updates – especially around Peer-on- Peer Abuse. The governors asked for this policy to be shared at the next LAB meeting.	ER
	• Safeguarding page on website - Policy location.	
	• Tracking systems need to be further increased.	
	• Bullying Logs to be tracked on SIMs – data needs to be more robust.	
	• Lockdown and Fire Evacuation processes.	
	The safeguarding lead governor asked if the updates/outputs of the reviews can be passed onto him if he is unable to attend. ER agreed and will action ER will present an update on the review at the next LAB meeting.	ER
	A governor asked if the separation of bullying from my-concern is to help clarify with staff what is a safeguarding issue and what isn't. ER advised that the number of entries raised on the my concern system is high and work is ongoing to train staff to use the system correctly and record the correct issues on the appropriate systems.	
	MJ reminded governors to record all visits whether they are in person or virtual onto the EAMT governor visit form and then passed to PO for uploading onto GovernorHub.	
	A governor asked if an external company was used for the training if so is the cost for this known.	

	ER advised that she doesn't know the cost but the training was excellent and very beneficial. JT will pass this information on during the governors next visit and the judgement used to demonstrate its cost effectiveness. ER went through the Safeguarding data highlighting the following. • Secondary phase has the majority of the vulnerable pupils. • 10 pupils on CPP with 4 in year 7, 3 in year 9 and 3 in year 10. • CIN plans 20 pupils. • Looked after, 6 pupils potentially moving to 7. • No students in years 12 and 13 are in any of the categories in the report. The Pastoral manager is working alongside some of the pupils in these years who may move into the early help category. **A governor asked what is the engagement like between the school and external agencies and are the pupils being well supported by the social services team. Also how many of the pupils listed on the safeguarding data report are in school under the vulnerable children provision.** ER advised that on the whole the engagement is positive and constructive and we challenge them when required. All meetings arranged by NIA or social services are 100% attended by NIA staff. The number of pupils in school under the vulnerable children's provision was initially relatively low for CP this has increased to 6. For CIN it's 8. Any pupil not attending we work closely with	

	social services to support them to attend this includes the opportunity for split days. The pupils not attending school receive a daily phone call from the school and if there's no reply this information is passed onto social services. ER advised that the local authority has been asked to come in to complete a review to add another layer of scrutiny. Date for this is TBC. **BS pointed out that he will be involved in the upcoming local authority audit and will give feedback at a future LAB meeting.** **A governor noted the quality and benefit of the safeguarding training carried out by EMAT last week and urged all governors to attend.**	**BS**
8. Head Teachers Report to include: i. Performance Report ii. Pastoral Restructure and impact • Update on new model • Impact of new model • Staff training for new model iii. Remote Learning • Quality assurance • Staff training • Impact (with evidence) iv. Update regarding teachers' grades to replace A-levels & GCSEs	i. JT asked if the governors had any questions regarding the performance report. **A governor noted that in Autumn 1 there were 4 exclusions and in Autumn 2 there were 7, was the 4 included in the Autumn 2 figure.** CL advised that the 4 was carried over and these were a priority. **A governor asked for more information regarding the high rise of bullying incidents going from 12 in Autumn 1 to 46 in Autumn 2.** ER advised that prior to Autumn 1 the figures were going through the my concern system and the majority of those recorded were not bullying. Some staff were being over cautious and some incidents should have been passed to the Pastoral team. Work is ongoing to ensure future data is robust and accurate.	*Full reports on GovernorHub*

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	ii. CL highlighted the following from the Pastoral Re-structure and Impact update. Impact of the new model. • Capacity to contact 161 vulnerable learners per week which is a higher number than could have been managed previously. The increase is predominantly due to the pastoral team now being non-teaching. • Implemented AS tracking which offers a means of early identification of a child's social-emotional patterns and risks. Using this tracking tool has allowed us to identify an additional 20-30 pupils (on average per week) who we can offer support to on top of the standard welfare support they receive. • Weekly year group attendance tracking which is more rigorous than the previous system. • Due to the new process in place the daily online attendance and engagement tracking – increased by 9%. Staff training. • Weekly CPL team training - enable most vulnerable 5% of learners per year group to have IBPs in place prior to their return allowing staff to put in place strategies to circumnavigate previous triggers. These developments once again are possible due to the restructure and have allowed staff to have ownership of their area. • Emergency First Aid (January 2021).	

	• Educare safeguarding specific courses. **A governor asked if there is any impact seen with the restructure regarding behaviour and the Autumn 2 behaviour incidents, and is the character values having an impact** CL advised that it is too early to have any concrete data but her experience going by the pupils currently in school indicates it has levelled out. As the pupils return and the new house system continues to be embedded with staff and pupils the character values and mutual respect will only increase/improve. **The governors thanked CL for the feedback and see the restructure as a positive development.** iii. Remote learning. HA /CM highlighted the following from the remote learning update. • The strategies differ slightly for Primary and Secondary phases. • The most notable improvement and impact seen is the engagement and feedback model for both phases. • Remote learning engagement for secondary KS3 65% (up from 60%) KS4 90% and KS5 97%. KS3 is a focus area with a target of raising the % to 75% by February half term. CM has completed over 140 remote learning lesson observations. • Remote learning engagement for Primary. Overall engagement increases by 17%: w/e 15.1.21 - average engagement 65% w/e 29.01.21 - average engagement 82%. This has been achieved with	

| | the use of one to one tuition and supporting parents with twice weekly contact and if engagement was good contact reduced to once a week. As a result of feedback we are aware of the families who require additional support including parents and pupils. Support has been given to parents primarily in year 4 on how best to interpret a lesson and assist their children learn. With the support provided the target is to see + 5% engagement in year 4 by the end of this week.
• Pastoral support has been utilised to encourage engagement.

GO asked how will the school ensure this information is correct and who are they using to get a second opinion thus allowing governors to challenge and support.
HA advised that there is close collaboration with the AIP along with external support focusing on the quality of education, teaching and learning. HA advised that parental feedback has been extensive and proactive to help quality assure the learning, on top of this a meeting is planned with Katy Russel when the remote learning provision will be reviewed via a rigorous Q&A session.

• 5 members of staff have been identified to receive support from the Learning and Teaching coaches with the specific focus on remote learning. Work is ongoing to collate the impact of this work but the initial feedback is very encouraging | |

	allowing best practices to be shared.
	
	JT invited any governors who want to be involved in a virtual lesson walk to contact her.
	The governors thanked JT for the offer and will look at their availability.
	MJ advised that if a governor wants to visit the school please contact her as she can arrange for them to receive a lateral flow test.
	
	A governor asked for clarification regarding the amount of resources expected from parents for the online videos.
	HA advised that whenever possible these videos are resource light to ensure all pupils/families can complete the work. If any family does struggle with resources, there is a centralised contact system they can use and the school will send out the required resources. Currently there are 21 families in the Primary phase who have requested and receive hard copies of the work.
	CM noted that from seeing over 50 of these videos the quality is high and are family centric and offer support for parents and pupils.
	
	• Remote learning is more targeted, focussed and is now looking at gaps in knowledge and closing these.
	
	iv. AJ highlighted the following from the centrally assessed grades (CAG) flow chart.
	    • NIA didn't complete CAG last year due to no Years 11 and 13.
	    • CAG work for this year is being completed using the staff who have gone through CAG in the	

		past and best practice form a school with a similar demographic to NIA.	
		• NIA have mock data for all subjects apart from Spanish writing and computer science 2 which will be done when pupils return.	
		• Currently identifying examiners and those with examiners experience within NIA, PWS and a carefully selected group of local schools to help with cross moderation.	
		• Information has gone out to staff ref staff CPD with an objective of having a department lead in each faculty who will undertake training from the exam board.	
		• Growing confidence in the judgements will be done by use of external verification.	
		• Opportunity at Easter for pupils to attend an intensive programme and the possibility of running more invigilated mocks to strengthen the data.	
		• PIXL wave will be used.	
		• Guidance on how to RAG presented to middle leaders who then meet with department heads to discuss each student.	
		• Data added to SIMS to allow for scrutiny and collection.	
		• If required AJ will ask the Head of department to collect more evidence or adjust grades.	
		• AJ then reports the results to Deputy Head and Headteacher.	
		AJ went through the proposed dates TBC – OFQUAL announcement information.	

	A governor asked if no year 11 and 13 return to school what are the plans in place to manage this. AJ advised that the mock papers completed so far have been done in school only. Pupils are completing work on a digital notebook and are working at -0.33 progress 8 which is slightly higher than PWS. Currently on track for a positive progress 8 and evidence is constantly being gathered to support this. Staff are assisting pupils with regular phone calls and other supportive tools ensuring pupils are attending the lessons. There is a list of pupils who would be a priority to receive additional learning support to help impact their progress 8 score. **A governor asked for an explanation as to the differences between progress 8 and progress to target.** AJ highlighted that in the past a pupil would have been measured against a set target and thus giving a percentage of pupils above, on or below that target but only using the data from the one school. The Progress 8 score is based on pupil's performance score across 8 subjects and is compared against other schools. If a progress 8 score is above that should mean, we are above national.	
9. Covid-19 Update inc; i. Catch Up funding plan, expenditure and impact monitoring. ii. In school CV-19 testing.	i. JD highlighted the following from the CV-19 catch up report. • The fund is ring fenced and the plan in November was to use it to instigate strategies to help identify vulnerable learners and help them catch up. • Due to the improvement in provisions the number of pupils who would require this catch up with is lower than expected.	Full report on GovernorHub

	• The fund will be targeted at the most vulnerable learners and to help, laptops and Wi-Fi dongles have been distributed to those who require them. • Pupils who won't engage receive support from the pastoral team to remove any barriers to learning. • The CV-19 catch up grant plan is a live document and will be updated every two weeks. This document is on the school's website. • All year 11 pupils received a revision guide before their mock exams. ii. JT highlighted the following from the CV-19 in school testing. • Operating very smoothly. • Upscaling required for pupils return. This will be planned in more detail once a return date and number of pupils returning is known. GO agreed with JT regarding the smooth operation of the testing procedures. **A governor asked if there have been any positive test results.** JT advised that there has been one non NIA staff member and all of the correct procedures were followed	
10. PP report. Impact of spend and planned actions for the new academic year.	AJ highlighted the following from the PP report. • January review with Daniel Sobel Completed, CPL for AJ and MTN. • More impacts of spending added using September 19 –20 comparisons as a benchmark. • New plan for 2021 reviewed, rewritten and collaborated on	Full report on GovernorHub

	with Martin Thompson with 8 specific barriers to measure impact against. • Monthly meetings arranged to review impact of the plan. • PP impact document created for progress leaders to manage alongside heads of year. • Website updated with contextual information. • All parents asked to check eligibility through the school newsletter with live link and how to videos created. **MT noted the document is clearer than the previous version and allows for more accountability but the priority must always be ensuring any gaps / barriers are closed for PP pupils. AJ agreed and the new PP report will assist with this and the monthly meetings will help prove the impact the report is having.** AJ went through the PP gaps for each year highlighting that overall the current PP gaps are low and below the national average apart from year 11 which is a focus area and these pupils receive NTP provision. **A governor asked for an update regarding free school meals.** AJ advised that EMAT has a coordinated response with an electronic voucher sent to those who are eligible and not in school. This is done weekly. During half term NCC are supplying vouchers and NIA has issued guidance to parents on how to access these.	
11. Additional funding including sports premium.	JT highlighted the following; • Change in leadership and management of PE & Sport. The new lead reports directly	Full report on GovernorHub

	to a member of the SLT and together they will drive this area forward. • SLT strategic LM to ensure impact is captured regularly and updated on the website. • The format is good but work is ongoing to demonstrate impact. **JT offered and the governors agreed to review this at the next LAB meeting.**	JT
12. Management Accounts for information.	PW advised that NIA currently has a surplus and the December accounts show the surplus is increasing. The reason for the surplus are primarily; • Not attracting the number of pupils anticipated. This money will be refunded to the ESFA. • Non-pay spend less than expected partly due to CV-19 forcing the school's closure. • Pay underspent, mainly due to the delay in implementing the restructure. PW advised that over the coming months the surplus will reduce and fall back in line with budget. **A governor asked for an update regarding the new staircase.** PW advised that last week the design was approved and the manufacturing slot for the steel has been secured. There are two options for installation. 1. Work to start just before Easter and complete over the Easter holiday and if required running into the first week after. These dates though could tie in with a potential Ofsted visit and if the school was fully re-opened the work couldn't be done.	Full report on GovernorHub

	2. Completing the work over the summer holiday this though could incur a storage charge for the stairs. The pros and cons of both dates are currently being discussed. **A governor asked if CV-19 has any bearing on the decision.** PW advised that the school is set up to manage being fully open with the existing access routes. **A governor asked if the cost of the installation could increase and is the storage of the stairs in the budget.** PW advised that the cost could increase but this would not be picked up by EMAT and the storage cost is included in the budget. PW advised that a feasibility study is taking place with NCC to see if NIA can take a bulge year. A contractor has been appointed to manage this, the feasibility cost is being picked up by NCC. **PW offered and the governors agreed to report back at the next LAB with an update on study.**	**PW**
13. Governance matters Monitoring visits Training Safeguarding Audit	MJ advised that there is a second safeguarding trading session taking place on the 8th February and encouraged any governor who didn't attend the first session to attend on the 8th. MJ highlighted that the audit has taken place and she will liaise with BS to draw up an action plan. This will be presented at the next LAB meeting. MJ reminded the governors to arrange visits either in person or virtually and record these on the EMAT governor visit form and once agreed by all	**BS/MJ**

	stakeholders send these reports to PO for uploading onto GovernorHub. MJ offered to contact all governors advising them of their school lead contact details.	**MJ**
15. Any other business i. Ofsted follow up feedback: NQTs – HAR	i. JT gave an update on some of the feedback received from two NQTs in which they highlight that certain areas of the provision weren't effective for them. A detailed survey was conducted and the conclusion shows that the provision is good with positive feedback. JT highlighted that NIA is working with the EMAT wide NQT programme. **The governors thanked JT and her team for getting all of the paperwork across to the governors in good time prior to the meeting.** JC gave an update regarding the no notice Ofsted inspection on the 4th December and advised that the report will be published tomorrow. JC advised that Ofsted will return in the near future to complete a full section 5 two-day inspection. JC/JT highlighted that the school had already started work on the pastoral support provision and has worked hard putting procedures in place using the feedback received in the report. **The Chair advised governors to pass any queries / questions they may receive from the media onto EMAT.** JC/JT offered to meet the governors after the report is published to discuss in more detail if they want. **The governors thanked JC/JT for the offer.**	

	BS highlighted that the rapid improvement plan key areas align to the Ofsted report.	
16. Dates of meetings for the year:	08/03/21 at 18:00 S&P* 14/04/21 at 18:00 Full Board. 24/06/21 at 18:00 S&P* 14/07/21 at 18:00 Full Board *Due to uncertainty around the dates for next year's data drops the last two S&P dates may be subject to change*	

The meeting closed at 20.11

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

Actions from the virtual meeting for NIA held 04/02/2021

Action	Owner
1 JT/JD to investigate if the high vis jackets purchased are waterproof. Page 2.	JT/JD
2. PO to liaise with JT to for an update regarding staff governor.	PO
3. PO to see if a governor wants to become the RSE lead. Page 2.	PO
4. MJ to post the latest version of the Risk Assessment onto GovernorHub. Page 3.	MJ
5. PO to add Governance action plan / self-evaluation review 2019/2020 to the next LAB agenda. Page 3.	PO

6. LS to visit NIA and check the Risk Assessments and Medical Plans. Page 4.	LS
7. ER to share the Peer-on- Peer Abuse policy updates at the next LAB meeting. Page 5.	ER
8. ER to share at the next LAB meeting the updates / outputs from the safeguarding review and to ensure these are passed to BS if he is unable to attend. Page 5.	ER
9. BS to report back from the local authority audit. Page 7.	BS
10 JT to report back regarding the sports premium funding. Page 16.	JT
11. PW to report back regarding the feasibility study for the bulge year. Page 17.	PW
12. MJ / BS to report back at the next LAB meeting regarding their safeguarding action plan. Page 17.	MJ/BS
13. MJ to let the governors know the contract details for their school lead areas. Page 18.	MJ