

Minutes Northampton International Academy
21st of June 2023 18.00
Meeting held at NIA
The fifth 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>Martin Serráo (Executive Headteacher) Alex Oldham (Assistant Headteacher-Head of Primary Phase) Connor Leason (Assistant Headteacher - Behaviour & Attitudes) Matt Lee (DHT DSL) Hannah Owen (Operations Manager) Nigel Marimba (NIA pupil parliament member) left at 18.15 after item 2. Carrie-Anne Hall (Parent Governor) Russell Norton (Co-opted Governor) Andrew Hill (Co-opted Governor) Jenny Nimmo (Co- Chair / Co-opted Governor) Maqsud Ahmed (Co-opted Governor) Hannah Litt (Observer/potential governor) Joshua Coleman (CEO: EMAT) Paul Osborne (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. Pupil parliament (pp)	<p>NM went through their role including the pp priorities this year and gave an update on NIA's podcast NIA.</p> <p>A governor asked what the best thing is about being a pp member. NM advised that working in a team, taking on additional responsibility and being a member will help with UCAS application.</p> <p>The governor followed up and asked is there anything the governors can do for you. NM replied that he would like the governors to understand the importance of listening to the pupils and seek improvements in communication wherever possible.</p> <p>The governors thanked the pp member for their feedback and were in admiration for the work the pp is doing at NIA and across EMAT.</p>	
3. Apologies.	<p>Apologies received and accepted from and Zahro Abdirizaq (Parent Governor), Olaseni Alaka (Co-Chair / Co-opted Governor), Kayleigh Incles (Staff Governor), and Tari Okoye (Co-opted governor).</p> <p>PO advised the governors that OA is resigning from the board in August.</p>	

4. Quoracy.	The meeting was quorate.	
5. 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.	
6. Minutes from the meeting held on the 26 th of April.	The minutes of the meetings held on the 26 th of April 2023 were agreed to be an accurate representation and signed by JN.	
7. Action Log from the meeting held on the 26 th of April 2023.	<p>i. JD to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alternative provision. Ongoing. MS new owner. MS to give an update in the July LAB meeting.</p> <p>CL shared an update regarding AP.</p> <p>A governor asked if the pupils taking qualifications are following a designated establish route.</p> <p>CL confirmed yes and the plan is to reduce the number of pupils attending AP if appropriate in the future.</p> <p>The governor followed up and asked if they are dual role.</p> <p>CL yes.</p> <p>A governor asked if all of these pupils many are doing a core role.</p> <p>CL advised all in either AP or NIA.</p> <p>The governor followed up and asked if all of the pupils are completing numeracy or literacy.</p> <p>CL advised that most are those not are known and supported by the LA.</p> <p>A governor asked if attendance while at AP tracked.</p> <p>CL confirmed it is. Some pupils attendance is better at AP than at NIA and investigations ongoing to ascertain why this is.</p> <p>The governor followed up and asked what happens to the pupils when they finish at the AP.</p> <p>CL confirmed they come back to NIA with applicable support.</p> <p>A governor asked if there is any demographic data available.</p> <p>ML noted not at the moment but there are plans to include this data in the future.</p> <p>MS added there are plans to improve the data for next year and plan to use DFE academy providers a more blended approach in 6 week blocks and plans to develop the curriculum even further for AP pupils.</p> <p>A governor asked if NIA's plans to reduce pupil numbers going to AP comes to fruition could the school struggle to obtain places in the future if required.</p> <p>ML confirmed this would not be the case as AP spaces do not work that way. You can pay to hold AP spaces but that's not something that EMAT do.</p> <p>The governor followed up and asked if NIA visit AP to complete compliance checks.</p>	i. MS

	<p>CL confirmed they do and it is important to note that each pupils time at AP is managed on an individual basis.</p> <p>A discussion followed regarding the now closed Prospect Unit.</p> <p>ii. The latest staffing and curriculum model to be shared at the next meeting. Ongoing. MS to give an update in the July LAB meeting.</p> <p>iii. MS to share an updated list of why staff are leaving (for those who have left since the April meeting) and staffing concerns for September 2023 at the next meeting. Ongoing. MS advised that there is detail in the EHT report but will give as more detailed update in September.</p> <p>iv. JD to share with PO the date for the summer community event so this can be passed onto the governors. Done. MS advised this is a week-long event but the best day for governors to attend is the 14th July.</p> <p>v. ML to send PO the recent safeguarding action plan for PO to send to the governors. Done. Report shared with the governors.</p> <p>vi. MS to give an update on the progress of the revised SIP at the next meeting including linking the Teaching and Learning with the curriculum leaders. Done. MS advised that there is detail in the EHT report.</p> <p>vii. PO to manage vacant governor lead areas outside of the meeting and bring an update to the next meeting. Done. JN to be PP lead until the end of term.</p>	<p>ii. MS</p> <p>iii. MS</p>
<p>8. i. Headteacher report to include.</p> <p>a. School context and behaviour inc updates on staffing and the reasons why staff are leaving.</p> <p>b. Data headlines.</p> <p>c. Progress/barriers in relation to SIP priorities / including linking Teaching & Learning with the curriculum leaders.</p> <p>d. Curriculum development.</p>	<p>i. MS/AO/CL/ML highlighted the following.</p> <p><u>School context and behaviour.</u></p> <ul style="list-style-type: none"> There are some concerns regarding the relatively high number of pupils being removed from classrooms. An example is one pupil who has been removed 8 times. There are plans in place to tackle this including improving staff, parent communication. <p>A governor asked how if required the relationship is rebuilt with the pupils who has been removed from class.</p> <p>CL advised that analytical work is done by the curriculum leaders, the pastoral team, and then restorative meetings. The pupil is always the focus and one of the priorities is the pupil to have a voice. Close collaboration with the curriculum leaders continues.</p> <p>MS added that building relationship with all stakeholders is key with hearing the pupil a priority. Adapting classroom practice has improved and is improving and TB (Government behaviour advisor) is supporting the school.</p> <p>MS noted that work continues to ensure all pupils can access the 100 minute lessons as recent data suggest some struggle to.</p> <p>MS added that staff receive an extra period for non-teaching work which includes training and meetings.</p> <ul style="list-style-type: none"> Following the announcement on the 19th May that JD (ex-Deputy Headteacher) had left the school CL is fulfilling some of JD responsibility. Plans are being drawn up for the SLT structure taking NIA into the future. 	

<p>e. Safeguarding.</p> <p>ii. Update regarding the qualification expectations for pupils in year 11 who are currently in alternative provision.</p> <p>iii. Latest staffing and curriculum model.</p> <p>iv. Access arrangements</p> <p>v. Performance report. For questions only.</p>	<p>A governor noted the persistent absence figures are above national and asked what the plans are to reduce these.</p> <p>MS advised that re-structuring work is taking place and is making an impact and there will be even greater impact seen from September. This work includes re-structuring and defining of certain roles.</p> <p>MS added that the work around improving attendance is more holistic than in the past include the pastoral team and is across the whole school.</p> <p>MS noted there is a strive within the school to reduce the use of supply teachers as much as possible and pupils having a consistent teacher will help improve attendance.</p> <p>JC highlighted the introduction of Arbor over the summer at NIA will help with parental communication and engagement and improve the quality of the data the school can utilise.</p> <p>HA added that Arbor will help alleviate any problems regarding language barriers.</p> <p>A governor asked if the staff have received training regarding barriers to pupil attendance.</p> <p>MS confirmed they have, and the school is always seeking improvements how attendance can be improved even more.</p> <p>The governor followed up and asked if there is enough resource in the outreach programme.</p> <p>ML confirmed there is. Attendance is the primary agenda item, and the head of year and safeguarding team are integral to this work and work closely with all stakeholders.</p> <p><u>Data headlines.</u></p> <p>AO highlighted.</p> <ul style="list-style-type: none"> • KS2 completed SATs • Writing is being moderated today and expect an improvement. • All data will be analysed, and next steps agreed with timelines. • RWI assessments overview of attainment. • Phonics assessment. Yr1 61% below last year but +10% on the previous term. Yr2 76% <p>A governor noted that year 6 arithmetic data is below the other EMAT schools are asked what is being done to help these pupils.</p> <p>AO advised that there is close collaborative work with the secondary team to help with transition.</p> <p>ML added that there are short and long term plans in place to help all pupils which include drop in sessions.</p> <p>MS highlighted.</p> <ul style="list-style-type: none"> • Year 10 is a risk and staff are being moved into year 11 to help the current year 10's from September. There are also waves of interventions planned from July 5th. The SEND team are also supporting along with adapting the 	
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curriculum for certain pupils. The subjects on offer for KS4 are being reviewed to ensure what the school does is done well.

A governor asked if a pupil shows aptitude in a subject will they be fully supported.

MS confirmed they will, and the curriculum will be adapted for them.

A governor noted the EBACC numbers are decreasing.

MS confirmed this is the case and the curriculum is being adapted as required and close communication with the pupils and parents will continue.

MS added that teachers are supporting pupils and the curriculum is flexible.

The governor followed up and asked for an update regarding staffing for September.

MS advised that the plan in place would cover the worst case scenario, the curriculum will be flexible, full and with no gaps.

A governor asked when the year 10 mocks were completed.

MS advised they have just finished, and screening work is underway.

MS added that the areas of concern are core and humanities and are areas of focus. The FFT target currently 50 will be changed to FFT20. Book looks have been completed and the feedback received is being reviewed and improvements will follow.

The governor followed up and asked if the JCQ has been completed.

MS confirmed it has and the feedback received was good. The GCSE pod is being used extensively and the school is in the top 10% of usage nationally.

MS added that a handwriting seed test is being instigated and the results will be analysed.

A governor asked if there will be a greater focus on access arrangement.

MS confirmed there will be and the 100 minute lessons will assist with this.

SIP/ASEF

- The SIP has been reviewed and is more robust than its predecessor and aligns to the website and the appraisal process.
- Vision statement.
As part of our united community, our all through school celebrates the uniqueness and diversity of individuals so that all can flourish and thrive. Opportunities are created through challenge to develop a life-long love of learning. We raise aspiration by harnessing passion, promoting engagement, and in striving for excellence.

Our outward facing approach prepares our community for success in the modern world and our ethos prepares our students for life in modern Britain. The school's culture strongly supports the promotion of values such as tolerance, respect, democracy, and the rule of law. Our aim is for

every pupil to access a wide range of opportunities in order to develop their full potential.

- Updates given since the October monitoring visit.
- NIA core improvement priorities. 1. The quality of education. 5. Sixth-form provision highlighted as they are graded amber. Remaining priorities are green. Safeguarding sits across all 7 priorities.

A governor noted the strength of the updated SIP and asked how often it is reviewed.

MS advised every half term, and the new layout of the SIP is easier for all to follow.

A governor asked how the SIP is monitored.

MS advised that the SIP is monitored via surveys, parental feedback including the local authority, external experts including the Thompson Team.

The governor followed up and asked is there any weaknesses in the process.

MS noted that getting the SIP embedded so all staff buy into it is a priority and a lot of work is ongoing to achieve this. All staff understand the pupils at NIA are the priority and the SIP is for them.

A governor asked if there is any staff planned to help the work on the SIP land effectively and quickly.

MS noted that time has been set aside on the 7th July to focus on the SIP.

The governor followed up and asked if new starters will receive information regarding the SIP.

MS confirmed they would and most of NIA's new starters are attending the upcoming training day.

A governor asked how NIA will receive feedback about how the SIP is landing.

MS highlighted that curriculum leaders will complete walkarounds and drop in sessions to gather feedback and the pastoral team will participate in this work. Staff are eager to engage with CPD and share best practice.

Curriculum development.

Please see item 8.iii

Safeguarding.

ML highlighted the following.

- Improvements in this area have continued and the school is in a good place and strives to improve even further.
- Parental engagement continues to strengthen and improvements have always been sought to improve even further.
- Mental health cases are still high as is being seen nationally. From September the school will move to a three tier approach to elevate some of the issues faced by the long wait for external support.
- There is a school councillor in place with another planned.

A governor asked for some more detail regarding pupil mental health.

ML advised that the work/support the school and external agencies offer is effective and this includes PHSE. The plans for September should benefit the pupils even more.

ML added that the safeguarding team are aware of the pupils who need the support.

The governor followed up and asked if self-harm cases increase/decrease at certain times of the year.

ML noted no and support is always available.

A governor asked if mental health increases around exam times.

ML highlighted that there are increases in exam anxiety for which the school has systems in place to support the pupils. An example of this support is that some year 11 pupils who are in the cadets took their exams in their uniform to help reduce anxiety.

The governor followed up and asked does the support the school offer carry on over the summer break.

ML advised that the school has some vulnerable learners who receive extensive support over the summer.

A governor asked for some examples of the training the TT conduct.

MS gave some examples which included Mental Health, all areas of safeguarding and feedback to the school of any improvements they found, they also support staff on a one-two-one basis.

A governor asked how the SCR is audited.

MS advised that the MS and HO go through it on a regular basis along with JL (EMAT Head of Education), the TT completing checks. The last check was done by MS, HA on the 14th June.

A governor asked if the SLT know who the most vulnerable pupils are.

MS yes and advised that he met with all relevant leaders and an audit was completed by the trust. MS added that the appraisal process will take place in October.

The governors if one of them could be invited to this.

MS yes.

ii. Update regarding the qualification expectations for pupils in year 11 who are currently in alterative provision and iv. Access arrangements

- MS shared the exam access arrangements and delivering access arrangements and asked for questions.

A governor asked who signs off the access arrangements.

MS/PO

	<p>MS advised it is KM (Office Manager). KM has completed year 10 and is now moving onto year 11.</p> <p>MS noted there are improvements that have been identified and will be worked on which includes how the data is used. There will be training conducted for appropriate staff.</p> <p>A governor noted in the delivering access arrangements document there is no mention when parents become involved.</p> <p>MS noted that the arrangements are shared with the parents and in the past have not been as robust as they could have been in the past. MS highlighted the pupils at NIA have a huge degree of talent and the schools job is to harness and develop this.</p> <p>MS thanked the governor for the observation and will action.</p> <p>A governor asked if all pupils who need access arrangements for exams have them.</p> <p>MS yes.</p> <p>MS added that reviews have taken place when/where the exams including mocks took place this year and any improvements will be incorporated into next year's plans.</p> <p><u>iii. Latest staffing and curriculum model.</u></p> <p>The governors had no question at this time but asked for this item to be added to the July LAB meeting.</p> <p>A governor asked for the Academy leadership line management meeting template if safeguarding attendance should be in the report.</p> <p>MS to investigate and action if required.</p> <p><u>v. Performance report. For questions only.</u></p> <p>The governors were happy that items in the performance report has been covered in items 6.i-iv and had no questions at this time.</p>	<p>MS</p> <p>PO</p>
<p>9. Governor visit / AIP visits</p> <p>i. Governor visit reports received since the last meeting.</p> <p>ii. AIP reports.</p> <p>iii. End of year review. Was 4th July 13.30-15.30.</p>	<p>The Chair asked MA if she had anything she would like to highlight to the governors regarding her visit looking at safeguarding from the 10th May.</p> <p>MA noted that the visit was very positive, and she observed calm behaviour and can see the work the team are doing, their actions are clear and followed up.</p> <p>MA noted in her report that the TT audit report, highlighted that many risk assessments have not been reviewed or uploaded on the systems for staff to access.</p> <p>ML explained that it was, for different reasons, such as RA completed but not signed by relevant staff (for various reasons) or a RA that sits across different</p>	

<p>Now 30th June 14.00-16.00hrs</p>	<p>departments and both needing to sign off. A deadline has been agreed for this to be completed and to have a clear new process which KL is leading.</p> <p>ii. The governors had no questions regarding the latest AIP reports.</p> <p>iii. PO advised that all governors had been invited to attend the end of year review. C-A H has accepted the invite and will represent the governors at the meeting.</p>	
<p>10. EMAT update. i. H&S report ii. Finance report iii. Survey updates inc Parent/Carer, Pupil, Staff and LAB</p>	<p><u>i. H&S report.</u> PO shared the latest H&S report which is positive and shows no concerns and asked if there were any questions. The governors thanked the trust for the report and had no questions at this time.</p> <p><u>ii. Finance report</u> JC advised that there is some variation, the agency costs are positive, and the end of year target of break even is very achievable and the finances through CV-19 and up to the latest reports are very good. A governor asked for an update on the balustrade installation. JC advised the current projection is for them to be installed ready for the re-opening in September. A discussion followed regarding agency cost, who picks this up, the amount of time MS spends on recruitment and the potential investment planned for NIA.</p> <p><u>iii. Survey updates inc Parent/Carer, Pupil, Staff and LAB</u> PO advised that the LAB survey has finished and there was some good suggestions received and these will be reviewed. Overall the survey was very positive and shows the governance/compliance team and LAB are moving together in the right direction. PO highlighted the Parent/Carer, Pupil and Staff surveys will be shared in more detail in the July LAB meeting.</p>	
<p>11. Any other business.</p>	<p>The governors had no points to raise at this time</p>	
<p>12. Dates of meetings for the year:</p>	<p>Governor meetings 2022-2023. Invites have been sent 17/07/2023 18.00hrs NIA meeting 6 in school</p>	

The meeting closed at 20.10

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

Actions from the meeting held at NIA on the 21/06/23

Action	Owner
1. JD to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alterative provision. Page 2.	MS
2. The latest staffing and curriculum model to be shared at the next meeting. Page 3.	MS
3. MS to share an updated list of why staff are leaving (for those who have left since the April meeting) and staffing concerns for September 2023 at the next meeting. Page 3.	MS
4. PO to diary for October governor to be invited to view the appraisal process. Page 7.	PO
5. Parent information to be added to the Assigning Access Arrangements showing when they are involved from. Page 8.	MS
6. Latest staffing and curriculum model to be added to the July agenda. Page 8.	PO