

Minutes Northampton International Academy
22 January 2024 18.00
Meeting held at NIA
The Third meeting of the academic year 2023-2024

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

NAME	LEAD AREA	TYPE OF GOVERNOR	TERM FROM & TO	PRESENT	NO. OF MEETINGS ATTENDED
<i>Martin Serrao MS</i>	<i>Headteacher</i>	<i>Headteacher</i>	<i>20/02/23 -</i>	YES	<i>3/3</i>
<i>Russell Norton</i>	<i>SEND/PP/EAL</i>	<i>Co-opted</i>	<i>26/04/21 – 25/04/25</i>	YES	<i>3/3</i>
<i>Andrew Hill</i>	<i>Chair Safeguarding Careers and Sixth Form</i>	<i>Co-opted</i>	<i>27/01/22 – 26/01/26</i>	YES	<i>3/3</i>
<i>Tariro Okoye</i>		<i>Co-opted</i>	<i>23/03/23 - 22/03/27</i>	YES	<i>2/3</i>
<i>Paul Freeland</i>		<i>Staff</i>	<i>22/01/24 – 21/01/28</i>	YES	<i>1/1</i>
<i>Becca Williams</i>	<i>Attendance; Personal Development</i>	<i>Observer/Potential Governor</i>	<i>13/11/23 – 12/11/27</i>	YES	<i>2/2</i>
<i>Carrie-Anne Hall</i>	<i>Behaviour and Attitude</i>	<i>Parent</i>	<i>07/03/23 – 06/03/27</i>	YES	<i>3/3</i>
VACANCIES	<i>Staff Governor – 0</i>		<i>Co-opted – 4</i>		
			<i>Parent – 1</i>		

OTHER PRESENT AT THE MEETING

NAME	ROLE
<i>Josh Coleman</i>	<i>Chief Executive Officer – EMAT</i>
<i>Roheel Ahmed</i>	<i>EMAT Trust Board member</i>
<i>Stephen Morales</i>	<i>EMAT Trust Board member</i>
<i>John Lawson</i>	<i>Head of Education – EMAT</i>
<i>Paul Osborne</i>	<i>Governance Support Officer – EMAT – left meeting at 6.30pm</i>
<i>Alex Rigler</i>	<i>EMAT – Head of Governance and Compliance</i>
<i>Barry Wardle</i>	<i>Clerk – EMAT</i>
<i>Hannah Owen</i>	<i>Operations Manager</i>
<i>Mathew Lee</i>	<i>Deputy Headteacher – Inclusion and Safeguarding</i>
<i>Connor Leason</i>	<i>Deputy Headteacher - Behaviour and Attitudes</i>

Jennifer Nimmo	Education Consultant
Dan Lugg	Executive Leader – Primary – 3 days week, (Head of Castle school)

Agenda item	Discussion	Action
1. Apologies Welcome and introductions	<p>Apologies were received and accepted from Ms Tiroro Okoye. The Board was informed that Hannah Litt had resigned for personal reasons as a Governor.</p> <p>The Board welcomed Mr Paul Freeland (Teaching Assistant) as the new Staff Governor. Governors also welcomed two Trustee Board members to the meeting.</p>	
2. Quoracy.	The meeting was quorate.	
3. 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.	
3A. Training on GovernorHub	<p>The Board was given a presentation on GovernorHub which would be used from this meeting as the main communication method for all Board matters. All Board members were encouraged to register for GovernorHub which would contain all information required for every Board meeting; it would also be useful for improved communications between the Board and NIA staff.</p> <p>ACTION: The Board asked that the recent updated Ofsted Inspection Book and the Ofsted EMAT Folder be uploaded to GovernorHub.</p>	<p>ALL</p> <p>PO</p>
4. Minutes of 13/11/23	The minutes of the meeting held on 13 th November 2023 were agreed to be an accurate representation.	
5. Role of the EMAT Trustees	<p>Mr. Roheel Ahmed and Mr. Stephen Morales explained their roles as Trustees of the East Midlands Academy Trust. Mr. Morales had been a Trustee for six years and Mr. Ahmed joined the Board in 2023. Governors were informed that discussions at Trust Board level were open, honest, transparent, collegiate and decisions taken by consensus.</p> <p>The Trustees stated that EMAT was professionally run and showed advanced thinking in relation to strategy and had developed innovative ways of working with integrated financial management, estate management and the management of data and risk.</p> <p>The Nine Trust Board members had considerable and relevant experience and all Trustees shared the same vision of delivering the very best outcome for all children in EMAT schools. Four of the Trustees had also been members of one of the EMAT school's Local Board of Governors and a Governor from a Local Board was always invited to a Trust Board meeting.</p>	

	At the end of the meeting the Trust Board members thanked the Board for their work and commented that Governance at Northampton International Academy was strong, impressive, supportive and appropriately challenging.	
6. Action Log from the meeting held on 13 November 2023	<p>From Meeting held on 13 November 2023</p> <ol style="list-style-type: none"> 1. All Governors to complete at least one visit per term – ongoing 2. Information on Prevent to be made available to Governors – DONE 3. Communication Protocol for Lockdown Policy/Procedure to be reviewed – DONE 4. All Communication policies and protocols to be reviewed with support from EMAT – still in process, -ongoing 5. Review Parental Code of Conduct – discussions taking place with Hardingstone, Stimson and Castle Senior Leaders – ongoing 6. EMAT provide training for staff on dealing with parents – DONE 7. Changes to be Early Years Leadership at NIA to be reported after Easter 2024 – to be an agenda item for 29 April 2024 8. Update on numbers of children on a reduced timetable and number of Children Missing Education – DONE 9. Data on Student Suspensions/Exclusions to be reported according to Primary or Secondary status – DONE 10. Feedback to be given to Parents on recent surveys – DONE in recent newsletter 	<p>GOVS</p> <p>MS & EMAT</p> <p>MS</p> <p>MS</p>
<p>7. A. Headteacher report to include</p> <p>i. School Context and Behaviour</p> <p>ii. Data headlines</p> <p>iii. Curriculum Development and enrichment</p> <p>iv. Safeguarding</p>	<p><u>A .EXECUTIVE HEADTEACHER’S REPORT</u></p> <p>I.SCHOOL CONTEXT AND SUMMARY</p> <p>IMMEDIATE CHALLENGES</p> <p>The Board were given information by the Headteacher about the impact and actions taken in school as a result of the sudden death of a Secondary teacher before Christmas 2023. Governors noted that staff had been devastated by this tragic matter and that two children of the family were being educated in Years 5 & 6. The actions of all staff, students, parents and the community had been very supportive – whilst the unexpected death was tragic, the caring and concern showed by all was a good reflection on the supportive and collaborative working approach of everyone at the Northampton International Academy.</p> <p>Governors noted that discussions were still taking place with the Department For Education on actions that were required to be taken to ameliorate the loss of 18 classrooms as a result of Reinforced autoclaved aerated concrete. The Board noted the letter from Baroness Barran, Minister for the School System and Student Finance which stated her thanks “to the Trust for its efforts and dedication in ensuring quality face to face education despite the challenges posed” by RAAC.</p> <p>A Governor asked what were the continuing consequences for NIA of the closure of areas of the school due to RAAC.</p> <p>MS: Room Timetables were still being amended; some classrooms that normally held 15 students now were used for classes of 30 children; use of Stairwells at certain times</p>	

of the school day were carefully monitored to reduce overcrowding; two Eating Serveries had been lost; the school had 6 fewer toilets; permission had been received to install moveable walls to divide the Ark into three teaching spaces which would then be withdrawn when this space was used for public examination; a Year 12 of at least 100 students would need to be housed from September 2024 and the school was aware that the Local Authority believed that at least 240 places were still required for students in Northampton.

A Governor asked if information had been received on the possible return of closed RAAC areas to school use.

MS: It had been indicated by professional engineers that the affected top floor of the NIA building was likely to be out of action for at least three years.

A Governor asked had the closure of so many classrooms and areas of the school impacted on the number of students seeking a place in Year 12 in September 2024?

MS: No, at present the school has just under 100 applications to join the Sixth Form in the next academic year.

A Governor asked what arrangements were being made to provide a base for the Sixth Form from September 2024.

MS: Negotiations were currently taking place with the Department for Education for funding to acquire a local building (20 minute walk from present site) which would be used as Sixth Form Centre from September 2024. It was hoped a final decision would be made by 2024 Spring Half term.

A Governors asked if there was a Contingency Plan to provide appropriate space for the Sixth Form if the extra building was not available?

MS: A range of plans, many of them very creative, were currently being discussed including the use of mobile classrooms. A Project Director had been appointed and the Board will be provided with the Project Plan at this next meeting.

**MS &
EMAT**

A Governor asked whether the NIA Sixth form offer was academic or vocational

MS: The school did not have the resources, equipment of space to compete with local colleges who offered wide ranging vocational courses. NIA Sixth form offer was a traditional academic offer.

EXCLUSIONS AND SUSPENSIONS

The Board noted that NIA had been invited to take part in a Local Authority Multi-Agency Education Task Force which also included Malcolm Arnold Academy. The Brief of this Task Force was to review exclusions and suspensions, which were particularly high in the area serviced by NIA. Governors also were informed of the high numbers of vulnerable but influential learners and families that were known to the Police.

A Governor asked if NIA was no longer the school with the greatest number of exclusions and suspension.

CL: In the recent past NIA was always at the top of the table of schools with the highest number of exclusions and suspensions. The work undertaken in the last year has resulted in NIA now being in the centre of the table which shows a significant improvement and a reflection of the hard work and professionalism of all staff.

The Board agreed with the following assessment of the Executive Headteacher in preparation for any Ofsted inspection on Overall Effectiveness – “Leaders have made progress to improve the school, and the school no longer has serious weaknesses. School leaders, Trust leaders and Governors/Trustees continue to improve the school. Sustainable improvement and any barriers that may prevent improvement from happening have been removed.”.

The Board noted that the ongoing priorities for NIA were Safeguarding; Attendance; SEND and Quality of Education.

LEADERSHIP STRUCTURE

Governors were given details of changes made to the roles of some of the Senior Leadership Team and the continuation of Leadership coaching support and in particularly the involvement of Ms. Sharon Waterman, an accredited Leadership Trainer from EMAT.

STAFFING

New appointments had been made in Primary phase, Administration, Safeguarding and Attendance. Teaching staff shortages remained both in the Primary and Secondary phase but changes had been made to the curriculum to ensure that such temporary vacancies had minimal impact on the education of children at the school. Planning for September 2024 was currently central to the strategic work of the Senior Leadership Team.

PRIMARY PHASE

The recent changes to Primary Leadership at NIA were having a very positive effect. Behaviour in Early Years was better and changes had been introduced to reduce teacher workload and allow them to work more efficiently. Despite the challenges – the example given related to two Year 5 groups being taught by Supply Teachers – the morale of the Primary Team was good. Recent appointments to manage Safeguarding, Attendance and Family Support had been very useful.

Changes had been made to the support offered to SEND students and these had resulted in a very noticeable reduction in the number of challenging behavioural incidents. The Board was informed that Primary Teachers and Higher Learning Teaching Assistant were now commenting that they could actually teach students and not act as “fire fighters” in the classroom.

A Governors asked why it was difficult to recruit teachers for Year 5?

DL: This is not an issue solely at NIA, many schools both locally and nationally had found it difficult to recruit teachers for Year 5. No specific reason could be identified by teachers seemed to prefer to work with younger children than those in Year 5.

A Governor asked what was the long term plan to deal with teacher shortages?

MS: The plan is for NIA to “grow its own” teachers; the example was given of an Unqualified Teacher now being supported at the school on the Early Career Teacher pathway. The current ECT program at NIA has already been praised as exemplary by both staff and other professionals. As the reputation of NIA continued to improve it would have a positive effect on the number of applications to work at the school at any level. EMAT itself also has plans to be directly involved in teacher training and the provision of supply teachers.

DATA HEADLINES

EYFS

The collaborative work with other Trust Primary schools was proving to be very positive. Last year 26 children did not pass their Phonics Test in Year 1. Staff clearly predicted that 17 of those children would pass the Phonics Exam in the summer term of 2024.

A Governor asked what interventions are being made to improve Primary results?

DL: A lot of staff training, staff coaching and support; Daily Book Looks by Senior Leaders; collaborative work with colleagues from other EMAT schools; the weekly support from Ms. Ruth Baker, English Consultant. Discussions with Primary teachers and Primary Leaders has resulted in bespoke Action Plans for every child.

A Governor noted that the predictions for final attainment by Primary students had increased dramatically and asked if this was actually realistic?

DL: The predicted outcomes have been set to be ambitious and staff have a clear plan and route to achieve them. Staff now knew what needed to be done for each child and detailed intervention strategies had been created and staffed to achieve these ambitious targets.

A Governor asked if the targets might be too ambitious and have the consequence of demotivating children and staff if they were not achieved?

DL: No, the view of teaching professionals is that these targets are stretching the pupils but staff are confident that they can be achieved. Children are aware of the targets and that has proved motivational for many children.

JC: One of the cornerstones of EMAT is that every child deserves to be the best they can be. Education is only delivered once and the Trust owes it to all its children to offer the best possible educational experience.

MS: The strategies being used at NIA have all been shown to work very successfully in other local EMAT primary schools; the support of those colleagues has been invaluable. The targets are ambitious; incremental targets are set for every child each half term; there is a very well resourced and planned Interventions Program and the successes of children was celebrated with a variety of actions and activities.

JL: the targets are appropriate – NIA should be ambitious and it has a legacy to overcome which will partially achieved when these targets are met.

KEY STAGE 4

Governors were given details of the actions and the intervention support being delivered to Key Stage 4 students. Key Stage 4 staff had received Assessment and Moderation training; the way targets were set for children had been changed; Subject booklets had written and Curriculum leads given more training and support. The school had created a “road map to success” for its Year 11 students – this had also been shared with parents. Examples of activities included:

- A detailed learning action plan had been created for every Year 11 student
- To run classes on a Saturday for three hours (funded by the National Tutoring Scheme).
- A recorded Master Class in each subject to be made available to students prior to any mock or real examination
- Extra classes will be provided in February Half term and the Easter vacation
- The Senior Leadership Team are fully aware of which subjects need some extra support and this is being provided
- All students on the SEND register have their books checked at least once a week
- To improve their professional skills and knowledge staff are being encouraged to become examiners for different Exam boards
- Every Year 11 student has had a personal meeting on their progress and attainment
- Individual mentoring is available and will be used extensively with some learner until the exams are over

The Board received information and an explanation of recently made changes to the leadership of Early Years Foundation Stages due to concerns over leadership, routines, expectations and continuous provision. Considerable support has been received from other EMAT schools, in particular from Castle school and a change had successfully been made to the Primary Leadership at NIA. The Board was pleased to be informed that the changes made would have a very positive effect on outcomes.

PERSONAL DEVELOPMENT

The eight Gatsby Benchmarks of Good Career Guidance would be met by the end of the 2024 Spring Term. Information provided within the documentation for the meeting clearly showed that the Personal Development was good across the school.

BEHAVIOUR

Governors noted that the number of incidents awarded “Behaviour” points had decreased dramatically – by 50% for Year 8 with other large decreases in Years 7 and 9. This improved behaviour was having a very positive effect on learning outcomes and also had contributed to the decrease in number of suspensions. The amount of interventions to support children had dramatically increased – these were obviously time consuming and costly but their existence and use was having a very powerful positive effect of improving behaviour across the whole school.

A recent visit by the Local Authority School Improvement Partner stated that pupil behaviour was good, movement around the school appropriate, uniform was good and that students were respectful.

The Board was reminded that a few years ago over 50 NIA students were recipients of Alternative Provision (i.e.. Not being educated on the NIA site). This figure was now just 7 students. Governors noted that the school now had NHS support staff working on site and actively worked on the provision of personalised curriculum for those learners who found school life most challenging.

Students who displayed persistent defiance and out of control behaviour could be suspended but this action was only taken as a last resort. It was noted that 3 Primary learners had been permanently excluded (1 had moved to another school; 1 had been given off site provision and 1 student was attending Castle school). Information on number of Secondary Exclusions was requested to be sent before February Half term.

CL

ATTENDANCE and SCHOOL ROLL

Considerable actions had been taken to improve attendance across the school. Ms. J Bray, Admissions assistant was specifically thanked for her work last term in enrolling 112 students into NIA.

SIP UPDATED VERSION

Governors received an amended School Improvement which now stated “We are aware of the changes needed but NIA now has an environment where children feel safe; if feeling unsafe all students are now confident that they can speak with a member of staff and action would be taken – there is a new, better and much safer culture and ethos at NIA”.

PERFORMANCE REPORT

The Board received information on the following :

- Pupil Numbers and Attendance
- Staff Numbers and Attendance
- Exclusions and Suspensions
- Personal Development, Behaviour and Welfare data
- Governance
- Parental Complaints
- Community and Parent Engagement

Governors were reminded that they could table questions on any aspect of this information prior to a Board meeting.

PO and Gvs

<p>8. <i>Ofsted Monitoring Visit LAB expectations</i></p>	<p>OFSTED INSPECTION VISIT</p> <p>The Board was reminded that an inspection by Ofsted was expected before Easter 2024. Governors were informed by EMAT Head of Education that this Inspection should be welcomed as it would show the tangible improvements made at NIA since the last inspection. The changes were clearly evidenced in the data on behaviour and there was a genuine culture of learning across all Year Groups. Children at NIA now felt safe and that they now had a well planned sequenced curriculum. Personal Social and Health Education had improved dramatically, data showed that racism, gender bias and homophobia were no longer accepted. Governors also commented on the amount of evidence that showed the impact of the changes that had improved the Quality of Teaching and Education across all Year Groups.</p> <p>The Board agreed that successful changes had been introduced to deal with the areas identified at the last Ofsted inspection requiring improvement. Governors asked that a short document be provided with some urgency for all Board members by February 2024 half term which would provide examples of the changes introduced and the evidence to show how these solutions had eradicated those areas requiring improvement.</p>	<p>MS</p>
<p>9 <i>Governor Updates and Visits</i></p>	<p>The Board agreed the following areas of interest for each Governor:</p> <p>Andrew Hill – Safeguarding, Sixth Form, Careers Russell Norton – Pupil Premium, SEND Carrie-Anne Hall – Behaviour and Attitudes Tari Okoye – Early Years, Quality of Education, Leadership and Management Becca Williams – Personal Development, Attendance Paul Freeland – to be agreed</p> <p>It was agreed that the following Governor visits would occur before March 2024:</p> <p>Andrew Hill – Safeguarding Russell Norton – SEND Becca Williams – Personal Development</p> <p>Governors noted the Governor Visit Report from Mr. Norton – Pupil Premium – 9 November 2023 and that the report from Ms. Hall on Behaviour and Attitudes would be presented at the next meeting.</p>	<p>All Govs</p>
<p>10. <i>Improvement Partner and External reports</i></p>	<p>The Board received and noted the updated Academy Improvement Plan (updated 14 January 2024); report from EMAT Head of Education 5 December 2023; Reports on Quality of Education and School Improvement Plan from Ms. S Waterman – 17 November 2023, 5 December 2023, 12 December 2023; 8 January 2024.</p>	

11 Policies for Review	<p>The Board unanimously approved the following policies which had been “personalised” to suit the needs of NIA: Child Protection & Safeguarding</p> <p>The Board also received and noted a wide range of policies approved by the East Midlands Academy Trust Board.</p>	
12. Ideas for Agenda items	<p>All Governors were encouraged to contact the Chair if they had ideas or thoughts on how the agenda for Board meetings could be further improved.</p> <p>The Board was again encouraged to submit questions and comments to the Clerk prior to any Board meeting. Whenever possible such questions would be answered in writing and that information included in the minutes of the meeting.</p>	All Govs
13 Any Other Business	<p>The Board received and noted the correspondence from Baroness Barran, Minister for the School System and Student Finance on discussions relating to the purchase of building to house the NIA Sixth Form.</p> <p>Governors were given information about a Prevent East Midlands Workshop.</p>	
14. Dates of future meetings	<p>11th March 2024 18.00hrs meeting 4 in school 29th April 2024 18.00hrs meeting 5 in school 8th July 2024 18.00hrs meeting 6 in school</p>	

The meeting closed at 20.15

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

Actions from meeting Number Three held at NIA on the 22/01/24

Action	Owner
1. Ofsted information folder for Governors to be transferred from Teams to GovernorHub. Page 2	Paul Osborne
2. Updated Ofsted Inspection Book to be uploaded to GovernorHub. Page 2	Paul Osborne
3. Governors to register on GovernorHub. Page 2	All Governors

4. Governors with oversight of specific subject or area expected to complete at least one visit per term . Executive Headteacher to liaise with all Governors on focus and timing of visits. Page 3	ALL GOVERNORS and EXECUTIVE HEADTEACHER
5. All Communication policies and protocols to be reviewed with support of EMAT. Page 3	MS and EMAT
6. Review of Parental Code of Conduct – discussions ongoing with HCS Academy schools. Page 3	MS and Hardingstone, Stimson and Castle Academies Headteachers
7. Report on Changes to Early Years Leadership to be Agenda item for meeting on 29/04/24. Page 3	Paul Osborne and MS
4. Becca Williams to complete Governor Visit with focus on Personal Development; Andrew Hill to complete Governor Visit focus on Safeguarding; Russell Norton to complete Governor Visit focus on Pupil Premium.	Becca Williams, Andrew Hill, Russell Norton – Paul Osborne and Matt Lee
8. Timeline and Project Plan to be provided on arrangements for opening of new Sixth Form facilities for September 2024. Page 4.	Executive Headteacher and EMAT
9. Data and information to be provided on Permanent Exclusions to all Governors as soon as possible. Page 8	Connor Leason
10. Information to be provided by February half term 2024 for all Governors which will allow them to talk with any Ofsted Inspector about the great improvements at NIA in the last year – “Evidence of the Journey so far” . Page 9	Executive Headteacher
11. Becca Williams to complete Governor Visit with focus on Personal Development; Andrew Hill to complete Governor Visit focus on Safeguarding; Russell Norton to complete Governor Visit focus on Pupil Premium. Page 9.	Becca Williams, Andrew Hill, Russell Norton – Paul Osborne and Matt Lee
12. Governors encouraged to provide written questions on information/data pack for each Board meeting to the Clerk before meeting takes place, and contact the Chair with suggestions for future agenda items. Page 10.	All Governors