

Minutes Northampton International Academy
13th November 2023 18.00
Meeting held at NIA
The Second 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
Martin Serrao MS	Headteacher	Headteacher	20/02/23 -	YES	2/2
Zahro Abdirizaq		Parent	26/06/22 – 25/06/26	NO Left Country	0/2
Jennifer Nimmo JN	Chair – Quality of Education/ Early Years	Co-opted	24/06/21 – 23/06/25	YES	1/1 (Not a Governor from 19/9/23 to 01/01/24)
Russell Norton	SEND/PP/ EAL	Co-opted	26/04/21 – 25/04/25	YES	2/2
Andrew Hill	Vice Chair Safeguarding Careers and Sixth Form		27/01/22 – 26/01/26	YES	2/2
Tariro Okoye		Co-opted	23/03/23 - 22/03/27	YES	2/2
Hannah Litt	Personal Development; Behaviour and Attitude	Co-opted	17/07/23	YES	2/2
Carrie-Anne Hall	Personal Development; Behaviour and Attitude	Parent	07/03/23 – 06/03/27	YES	2/2
VACANCIES	Staff Governor – 1		Co-opted – 3 Parent – 2		

OTHER PRESENT AT THE MEETING

NAME	ROLE
Josh Coleman	Chief Executive Officer – EMAT
John Lawson	Head of Education – EMAT
Paul Osborne	Governance Support Officer – EMAT
Barry Wardle	Clerk – EMAT

<i>Hannah Owen</i>	<i>Operations Manager</i>
<i>Mathew Lee</i>	<i>Deputy Headteacher – Inclusion</i>
<i>Connor Leeson</i>	<i>Assistant Deputy Headteacher - Behaviour and Attitudes</i>
<i>Josh Edmonds</i>	<i>Assistant Headteacher – Quality of Teaching and Learning; Data and Standards</i>
<i>Dan Lugg</i>	<i>Support Lead – Primary – 3 days week, Head of Castle school</i>
<i>Jenny Nimmo</i>	<i>Working with NIA for 2023 Autumn term</i>
<i>Becca Williams</i>	<i>Observer – potential new Co-opted Governor</i>

<i>Agenda item</i>	<i>Discussion</i>	<i>Action</i>
<i>1. Apologies.</i>	<p><i>There were no apologies. The Board was informed that Zahro Abdirizaq had gone abroad and was no longer a Governor.</i></p> <p><i>The Board noted that Mr A Hill would Chair the meeting as Ms J Nimmo had taken up a paid position at NIA for the 2023 Autumn Term.</i></p>	
<i>2. Quoracy.</i>	<i>The meeting was quorate.</i>	
<i>3. Declarations of interest.</i>	<i>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.</i>	
<i>4. Minutes of 18/09/23</i>	<i>The minutes of the meeting held on 18 September 2023 were agreed to be an accurate representation.</i>	<i>Clerk and Chair</i>
<i>5. Appointment of Chair</i>	<i>Mr Russell Norton was unanimously elected to be Vice Chair until 22 January 2024.</i>	<i>Clerk</i>
<i>6. Action Log from the meetings held on 21 June 2023 and 17 July 2023</i>	<p><i>From Meeting held on 21 June 2023</i></p> <ol style="list-style-type: none"> <i>1. Two Governors to complete quality check on appraisal process. Done</i> <i>2. KCSIE Quiz for Governors. Alternative arrangements made by Thompson Team – done</i> <i>3. Outcome of 150 papers remarked. Done – some changes made which had caused a slight increase in Progress 8 data</i> <i>4. Governors to complete one visit per term. Agreed and noted</i> <i>5. SEND report on agenda for 13 November 2023. Done</i> <i>6. More information on impact of Pupil Premium Funding. Done in Performance Report tabled for 13 November 2023 meeting</i> <i>7. Information on PREVENT to be made available to all Governors – to be completed</i> <i>8. All Governors to be invited to EMAT Strategy Day 18/10/23 – done</i> 	<i>MS</i>

<p>7. A. Headteacher report to include</p> <p>i. School Context and Behaviour</p> <p>ii. Data headlines – to include information on Alternative Provision information for this and last years Year 11.</p> <p>iii. Curriculum Development and enrichment – including Teaching and Learning Review</p> <p>iv. Safeguarding – to include recent Review</p>	<p><u>A . HEADTEACHERS REPORT</u> <u>I.SCHOOL CONTEXT AND SUMMARY</u></p> <p>New and Ongoing Conflicts The Board were given information on the school’s actions to ensure that the recent conflict in the Middle East and ongoing conflicts in the Ukraine and Africa did not impact on pupils welfare, learning and behaviour.</p> <p>The school used a wide variety of actions and interventions to ensure that all staff communicated a neutral stance and focused on the need to promote Inclusion across the school. Governors were informed that parents had informed the school that they were appreciative of the staff’s approach and that the focus was on ensuring that all students were happy and safe at Northampton International Academy.</p> <p>Detail was provided on work taking place in PSHE lessons, the Anti Bullying Week of Activities, the direct involvement of outside organisations, the recently held Remembrance Service and the continued approach of celebrating diversity and difference. The PSHE Curriculum had built in flexibility to allow staff to tailor lessons to immediate needs. The school’s Inclusion Committee had been involved in all these matters and produced information for the use of all staff, especially during the new Tutor Time periods.</p> <p>The Board was informed that EMAT had yet to issue guidance for staff but clearly was neutral in all these matters and supported the need for pupils to be able to express and helped to understand their individual points of view.</p> <p>Lockdown due to police activity in the community On the advice of the police the school recently had a total lockdown due to concern about two persons on site armed with machetes. The incident took 40 minutes to resolve and the Senior Management Team’s decisions were based appropriately on police information. The nature of the incident did cause some issues and unease in the Primary section of the school. The following questions were asked:</p> <p>A Governor asked if the school was happy with how the Lockdown went. MS: Yes</p> <p>A Governor commented that there was considerable confusion and some panic amongst parents waiting to pick up their primary pupils, in particular there had been mixed messages about pupil use of mobile phones MS: Staff were trying to assist Primary Pupils parents but clearly there was considerable anxiety and also incorrect information relating to the possible involvement of a fire arm. Staff have since been informed that pupils must not use their mobile phones in a lock down</p> <p>A Governor asked if the school had a Communication Protocol for a Lockdown MS: A protocol did exist but for incident Senior Management were reliant on police information which did take some time to come through.</p>	<p>MS</p>
--	--	-----------

	<p>A Governor reminded the Board that some children at NIA had come from war zones and that staff should be mindful of their backgrounds and experiences in such situation as a Lockdown MS: Staff are clearly aware of these issues and the school will and has learnt lessons from this unexpected Lockdown.</p> <p>A Governor asked if Parents could be informed that this had been an isolated incident, the schools actions had been totally dependent on information from the police and the safety of all children was the priority of all the schools staff and actions MS: The school will be providing all parents with this evaluation of the incident and thanking them and the children for their positive approach to a potentially very dangerous incident</p> <p>A Governor asked if EMAT could work with NIA on re-examining the Communication Protocol of the Lockdown Policy MS & JC : This will happen before the end of the Autumn 2023 term</p> <p>RAAC The Board was informed that the school had lost 18 classrooms due to the issues relating to Reinforced Autoclaved Aerated Concrete. Discussions were currently taking place with EMAT, the Local Authority and the Department for Education on how to mitigate, repair or replace. The Board noted that initial talks had begun concerning the possible purchase of part of Boswell College. Governors were reminded that Ofsted would not visit the school during the 2023 Autumn Term due to RAAC issues.</p> <p>Behaviour of Parents/Carers Governors were disappointed to be informed that a small but growing number of parents were acting aggressively with staff. It was noted that some parents had been barred from coming onto the campus and that the purchase of body cams for staff was being actively considered.</p> <p>A Governor asked if staff received training in dealing with difficult parents. MS: Training was offered and more would take place centering on dealing with difficult conversations and de-escalating conflict</p> <p>A Governor asked if parents were being difficult to staff in front of other students MS: Sadly this happened; staff accept that challenge may come from pupils but to receive such behaviour from a parent/carer was completely wrong. Governors needed to note that it was only a very small minority of parents who caused such difficulties.</p> <p>A Governor asked if EMAT could provide training for staff on this issue JC: This inappropriate behaviour of parents/carers has been an increasing trend in all schools; the Trust will provide training for all staff on this matter</p> <p>A Governor asked if there was a Parent Code of Conduct MS: This information was available to all parents and the school would appropriately remind Parents/Carer of the expectations regarding their behaviour and attitudes. The Board was reminded that Protocols were in place for dealing with Parents, signage was displayed about the need to treat staff with respect and that whilst difficult for staff, it was still a very small number of parents who fell into this category of unacceptable behaviour.</p>	<p>MS & EMAT</p> <p>EMAT</p> <p>MS & EMAT</p>
--	--	---

A Governor asked that any communications to Parents on the Code of Conduct and their expected behaviour should be positive and not simply a list of what they should not do.

MS: The school would ensure that any communication with parents on this matter was positive and a gentle reminder of the need for all parents to show respect to every adult and child at Northampton International Academy

Teaching and Learning

All staff aspire to achieve a good standard of teaching. Whilst at present this was not being achieved in every subject or lesson the focus on the delivery of good teaching was clearly having a very positive effect on the learning of pupils across all years.

Leadership Structure

Governors were given details of changes made to the roles of some of the Senior Leadership Team, the collaborative work with other Trust schools and the restructuring of the SEN team.

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.

Staff Training

The Board supported the provision of an extra INSET day – 8th December 2023 which would focus on standardization, planning and progress – all of which would help teachers to deliver good quality teaching in every lesson. The day would also be used to give Support Staff additional training.

Ongoing Evaluation and Monitoring

The Board noted the Local Authority School Improvement Partner had visited the school on 15 November 2023; the Safeguarding Audit completed on 26 and 27 September 2023; the Whole School Review completed 16th and 17th October 2023 and the SEN Review of 15th November 2023.

Risks and Challenges

Governors noted that staffing changes had required a further re-write of the timetable and issues relating to response to current affairs, staff recruitment and retention and the consequences of RAAC were all ongoing challenges for the Senior Management Team.

DATA HEADLINES

The Board noted that the recent Teaching and Learning Review had resulted in a re-focus on the curriculum and a review of the way in which progress was linked to the expectations of what was being taught in every lesson.

	<p>EYFS</p> <p>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 Primary Leadership at NIA. The Board was pleased to be informed that the changes made would have a very positive effect on outcomes.</p> <p>A Governors asked when the changes made to the Leadership of Early Years Foundation Stage would be evaluated</p> <p>DL: The changes would be informally monitored at all times and formally evaluated by Easter 2024</p> <p>A Governor asked how the changes would impact on children</p> <p>DL: All the changes recently introduced will have a very positive impact on teaching and learning in Key Stage One and Foundation – this will be evident in the next data review.</p> <p>Key Stages 1 and 2</p> <p>Year 6 children had just taken their first mock SAT exams, this had resulted in staff setting ambitious targets and predicting that the school was on track for very positive 2023 SATs results. Governors though were made aware that the current Year 5 with 21% of children with SEN needs would need considerable support and input to their 2025 SATs.</p> <p>The Board noted that support from Castle school was being given to Key Stage 1 and 2 staff, especially relating to the collection of evidence of children’s progress and attainment. The shared practice, moderation and planning across primary schools within the Trust was proving very useful for NIA teachers and children.</p> <p>Key Stage 4</p> <p>Governors noted that Progress 8 score had improved to 0.78. The school had put in place earlier its strategies and interventions to support the learning of all Key Stage 4 children</p> <p>Destinations for full time Alternative Provision Learners</p> <p>The Board received the requested information on the final destination of children on Alternative Provision.</p> <p>Year 13</p> <p>Governors were very pleased to be informed that 17 Year 13 students had received offers from the Russell Group of Universities. At present 71 Year 11 students had shown interest in joining the NIA Sixth form in September 2024. It was predicted that this number would rise over the coming months. Support was being received from the Head of Sixth Form at Prince William school and the Year 12 curriculum would be tailored to meet the needs of NIA Year 11 students.</p>	MS
--	--	----

The Headteacher emphasized to the Board that the stability of staff and the delivery of good quality teaching at all times were central to all the work and actions of the Senior Management Team.

CURRICULUM DEVELOPMENT AND ENRICHMENT

The Board was informed that the Curriculum was now in place at NIA and that the challenge was to deliver it consistently. Changes had been made to allow a much more effective collection of evidence of progress and the delivery of quality teaching was the focus of all lessons. Considerable resources had been allocated to staff development including the creation of time for every teacher to have coaching. The NIA summary report had included some very useful recommendations and there were being put into practice at all levels and in every subject.

Governors were informed that all staff were aware of what needed to be done to ensure good quality teaching and learning. They also were being resourced and trained so that they had the skills and knowledge to deliver such good teaching. Training had also been given on Student Behaviour for Learning. Considerable support was offered by Curriculum Leads and Members of the Senior Leadership Team to all staff and “hot spot” lessons where extra support might be required were identified and actioned.

A Governor asked what support was given to Supply Teachers?

CL: Members of the Senior Leadership and Curriculum Leads support, when required, Supply teachers. These staff are also provided with information about children who might require extra support in the classroom and all supply staff are made aware of the expectations on every member of staff at NIA

Information was shared on the growing number of school trips and the enriched curriculum being offered to all children.

It was confirmed that changes had been made to the recording of student attendance and that the data was now robust. Attendance of students had improved and new systems put in place would further boost student attendance across all year groups.

SAFEGUARDING

The Board noted the recent very positive Safeguarding Audit and received detailed information on Child Protection(11)/Child in Need (10)cases; 93 learners currently identified within vulnerable categories; 115 open cases on Myconcern system and 3 Looked After Children. The following questions were asked:

A Governor asked if all staff understood how to use MyConcern system

ML: Training is offered to all staff to understand the nature, purpose and use of the Myconcern system. Staff are much more aware of the need to assess an issue as either Behaviour or a Safeguarding concern.

	<p>A Governor asked if there was both formal and informal communication between staff on safeguarding? ML: Team Around the Year meetings have proved very successful as they include the Safeguarding and Attendance Manager, Head of Year, SENCo and held bi weekly.</p> <p>A Governor asked if the information on Children Missing in Education (35) was correct? ML: The school is constantly in contact with the Local Authority on this matter. 19 have now been taken off roll, further work and investigations are taking place on the other 16 children.</p> <p>A Governor noted that there had been a reduction in the number of suspensions and whether this data could now be differentiated as Primary and Secondary children? DL: Yes this will be possible.</p> <p>A Governor asked why had bullying incidents increased? CL: This data is being investigate. One reason is that as children are more confident and comfortable with our staff, they feel they can report more incidents as something will be done about them.</p> <p><u>B. PERFORMANCE REPORT</u></p> <p>The Board received and noted the Initial Conference Review report arising from the meeting held on 19 September 2023.</p> <p><u>C. SIP</u></p> <p>The Board noted the School Improvement Plan, a 3 Year strategy document, which would further updated from the Teaching and Learning Review and the Inclusion Audit due to take place on 15 November 2023. IT was further noted that the school would produce an appendix to the School Improvement Plan which would identify the evidence used within the report. An update would be provided at the next meeting of the Local Board of Governors.</p>	<p>MS</p> <p>MS</p>
<p><i>9.Survey Results for Question</i></p>	<p>The Board received the Staff, Parent/Carer and Student Survey results from October 2023.</p> <p>Staff: The school employed over 200 members of staff and whilst there were only 77 responses, this was an increase from previous surveys. Governors agreed with the conclusions of the Headteacher that the results of this survey were more positive and showed that staff were feeling safe. It was further noted that information placed on Social Media by staff working at the school was no longer negative. JC reminded the Board that EMAT had worked hard on making staff understand their own accountability whilst using social media and its impact on the school's reputation. The Board noted</p>	

	<p>that the Union Representative at NIA had also commented on the improved attitude and positive approach of staff at the school.</p> <p>Parents and Children: The surveys indicated that children did feel safe at NIA and that they were enjoying their learning and making progress.</p> <p>Governors were informed that the results of the surveys were explained to parents and students. Future summaries of the surveys would also show previous data to allow the Board to understand areas of progress and change.</p>	MS
<i>9 SEND Report</i>	The Board received and noted the Annual SEND Governor report 2022 – 2023 completed on 13 th September 2023.	
<i>10 Governor Updates</i>	<p>The Board received a report from Mr. Hill on his visit to NIA on 5 October 2023 which had focused on Careers. Other Governors had visited the school and would produce their reports for the next Board meeting. A Governor who recently visited the school commented that the behaviour of the children was great and that they were focused on their learning.</p> <p>The Board was given information about Exclusion Training for Governors on 7 and 14 December 2023. Governors were reminded that all Governors with an oversight of a specific subject or area were expected to complete one visit per term.</p>	All Govs
<i>11 Improvement Partner and External reports</i>	The Board received and noted the Ofsted Inspection Data Summary Reports, the ICR yearly review and the report of the visit to the school by S Waterman.	
<i>12 Policies for Review</i>	<p>The Board unanimously approved the following policies which had been “personalised” to suit the needs of NIA: Behaviour; Admissions; Safeguarding and Child Protection, Careers Guidance and Mental Health.</p> <p>The Board also received and noted a wide range of policies approved by the East Midlands Academy Trust Board.</p>	
<i>13 Any Other Business</i>	<p>The Board received details of the professional background and skills of Ms Becca Williams and unanimously agreed to co-opt her as a Governor of the Northampton International Academy with immediate effect.</p> <p>The Chair thanked the Headteacher for his hard work, professionalism and dedication which was clearly having a very positive effect on moving NIA forward and being able to offer a quality education to all its children and a stable, happy and enjoyable working atmosphere for all its employees.</p>	

14. Dates of future meetings	22 nd January 2024 18.00hrs meeting 3 in school 11th March 2024 18.00hrs meeting 4 in school 29 th April 2024 18.00hrs meeting 5 in school 8th July 2024 18.00hrs meeting 6 in school	
------------------------------	--	--

The meeting closed at 20.05

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

Actions from meeting number one held at NIA on the 13/11/23

Action	Owner
1. Governors with oversight of specific subject or area expected to complete one visit per term . Page 9	ALL GOVERNORS
2. Information on PREVENT to be made available to all Governors .Page 2	MS
3.Communication Protocol for Lockdown Policy/Procedure to be reviewed. Staff to be informed that pupils must not use phones in a lockdown. Page 3	MS
4. All Communication polices and protocols to be reviewed with support from EMAT. Page 4	MS & EMAT
5. Parental Code of Conduct – to be reviewed with support from EMAT and communicated to all parents. Page 4	MS & EMAT
6. EMAT to be asked to provide training for all staff on Diffusing Difficult Conversations with Parents/Carers. Page 4	EMAT
7. Changes to Leadership of Early Years to be evaluated and reported back to the Board after Easter 2024.Page 6	MS

8. Update required at next meeting on number of pupils on a reduced timetable and number of Children Missing Education. Page 8	MS
9. Data on Student Suspensions/Exclusions to be reported in two sections – Primary and Secondary. Page 8	MS
10 Feedback to be given to Parents from information gained from the Parental Survey. Page 9	MS