

Minutes Northampton International Academy
18th September 2023 18.00
Meeting held at NIA
The First 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	1/1
Zahro Abdirizaq		Parent	26/06/22 – 25/06/26	APOLOGIES	0/1
Jennifer Nimmo JN	Chair – Quality of Education/ Early Years	Co-opted	24/06/21 – 23/06/25	YES	1/1
Russell Norton	SEND/PP/ EAL	Co-opted	26/04/21 – 25/04/25	YES	1/1
Andrew Hill	Vice Chair Safeguarding Careers and Sixth Form		27/01/22 – 26/01/26	YES	1/1
<i>Maqsd Ahmed</i>			<i>RESIGNED</i> <i>18/09/23</i>	<i>NO</i>	
Tariro Okoye		Co-opted	23/03/23 - 22/03/27	YES	1/1
Hannah Litt	Personal Development; Behaviour and Attitude	Co-opted	17/07/23	YES	1/1
Carrie-Anne Hall	Personal Development; Behaviour and Attitude	Parent	07/03/23 – 06/03/27	YES	1/1
VACANCIES	Staff Governor – 1		Co-opted – 3		

OTHER PRESENT AT THE MEETING

NAME	ROLE
Josh Coleman	Chief Executive Officer - EMAT
John Lawson	Head of Education – EMAT
Alexandra Rigler	Head of Governance and Compliance - EMAT
Paul Osborne	Governance Support Officer - EMAT
Barry Wardle	Clerk - EMAT
Hannah Owen	Operations Manager

Mathew Lee	Deputy Headteacher - Inclusion
Connor Leeson	Assistant Deputy Headteacher - Behaviour and Attitudes
Josh Edmonds	Assistant Headteacher – Quality of Teaching and Learning; Data and Standards
Alex Oldham AO	Assistant Headteacher – Head of Primary Phase
Aimee King	Acting Assistant Headteacher – Personal Development, PSHCEE and Student Voice

Agenda item	Discussion	Action
1. Apologies.	Apologies received and accepted from Maqsud Ahmed (Co-opted Governor). The Board was informed that Maqsud Ahmed had resigned – 18 September 2023.	
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.	
4. Appointment of Chair and Vice Chair	Ms J Nimmo was elected unanimously and unopposed to be Chair of the Local Board of Governors of Northampton International Academy until the first Board meeting of the 2024 – 2025 academic year. Mr A Hill was elected unanimously and unopposed to be Vice Chair of the Local Board of Governors of Northampton International Academy until the first Board meeting of the 2024 – 2025 academic year.	
5. Minutes of 21/06/23 and 17/07/23	The minutes of the meetings held on 21 June 2023 and 17 July 2023 were agreed to be an accurate representation.	Clerk and Chair
6. Action Log from the meetings held on 21 June 2023 and 17 July 2023	<p>From Meeting held on 21 June 2023</p> <ul style="list-style-type: none"> i. Update on Year 11 qualification expectations in alternative provision. Done ii. Staffing and curriculum model to be shared at July meeting. Done iii. Explanations on reasons for staff leaving and staffing concerns for September 2023. Done iv. Governor to be invited to October Appraisal process. Done v. Parent information to be added to Assigning Access Arrangements. Done <p>From Meeting held on 17 July 2023</p> <ul style="list-style-type: none"> i. Minutes of 21 June to be presented. Done ii. Destination information to be provided on Year 11 pupils in Alternative Provision and numbers of children in Year 11 in September 2023 that will be in Alternative Provision – Done iii. Dates to be set by MS for Governor Involvement in appraisal process. Done 	

	<p>iv. KS2 results to be provided for September 2023 Board meeting. Done</p> <p>v. All communications sent to Parents regarding closure of Year 12 for academic year 2023 – 2024 to be made available to all Governors. Done.</p> <p>vi. School Improvement Plan to be made available for September Board meeting. Done</p> <p>vii. Areas of responsibility and timetable of Governor Visits to be included on September Board meeting agenda.</p> <p>viii. Governors invited to spend afternoon of 18 September 2023 in school and focus on one SIP priority. Done but cancelled due to RAAC issues</p> <p>ix. Updates on actions arising from Parent/Carer; Pupil and Staff surveys. Done</p> <p>x. KCSIe quiz to be shared with the Clerk. Done</p>	
<p>7. A. Headteacher report to include</p> <p>i. School Context (RAAC mitigations) and operational planning</p> <p>ii. Data headlines</p> <p>iii. Curriculum Development</p> <p>iv. Safeguarding</p>	<p><u>A . HEADTEACHERS REPORT</u> <u>I.SCHOOL CONTEXT AND SUMMARY</u></p> <p>The Board were informed of the following actions that had taken place regarding Reinforced autoclaved aerated concrete (RAAC) and its presence in NIA:</p> <ul style="list-style-type: none"> • The school is safe – parents, students and staff have been informed • The structural integrity of the building is correct, there is no risk of progressive collapse • The Sports Hall has been checked by engineers and deemed safe to use – the changing rooms have been temporarily put out of action – students with a timetabled PE lesson now come in PE kit on that day • PE Staff have received a Health and Safety Briefing and instructions on how to ensure that children can access the Sports Hall safely • With the absence of any Year 12 students it has been possible to accommodate all NIA students on the campus • The whole school was re-timetabled which resulted in a more staggered start for some students at the beginning of the 2023 Autumn Term • By relocating all Floor 3 operational activities to lower floors, the capacity exists to deliver face to face teaching for all learners at NIA <p>LEADERSHIP STRUCTURE</p> <p>Changes had continued, Geraldine Tanoh and Aimee King had joined the Senior Leadership Team and Mr D Lugg would support Primary Leaders for three days a week. NIA continues to work closely with other EMAT schools - Castle, Hardingstone, Stimson and Prince William.</p> <p>A Governor asked who is the Designated Safeguarding Lead? MS: Matt Lee</p> <p>A Governor asked who is responsible for the Early Career Teachers? MS: Andrew White</p>	

A Governor asked is the school confident it has a good support package in place for Early Career Teachers (ECT)?

MS: Yes; NIA has worked closely with EMAT training hub to ensure a good support system has been put in place. Two members of staff have now been appointed to act as Mentors for ECT staff

STAFFING ISSUES

The Board noted that 3 teachers and 3 HLTA's were required in the Primary Phase and 2 teachers awaiting work visas for the secondary phase and one staff disciplinary was in process. Governors were reminded that the school had been short of 18 teachers (20% of the teaching work force) in September 2022.

A Governor asked for reasons why the staffing challenges face last year had improved.

MS: The adjustments to the curriculum had significantly helped with staffing matters, including reduction in subjects offered.

A Governor asked were there any particular subjects at risk due to staffing shortages?

MS: Social Science had required some extra support and assistance had been received from Prince William school. NIA had also reached out to other local educational establishments for support with the teaching of sociology and criminology. All core subjects were being taught by appropriately qualified staff.

A Governor asked were there support systems for Unqualified teachers

MS: Yes these staff had received considerable support and relevant coaching. Videos were also used so these staff were cognizant of how students learn, know and remember information and skills.

A Governors asked for a comment on the relationship between the Senior Leadership Team and Teaching and Support Staff Trade Unions.

MS: Yes – Union representatives meet with the Senior Leaders and no member of staff works longer than the nationally agreed 1265 hours.

ii. DATA HEADLINES

Early Years Foundation Stage: The Board noted that in Early Years 72% of children had a Good Level of Development (the national average for this data in 2022 had been 65.2%) AO stated that considerable progress had occurred in Early Year despite ongoing issues relating to their Personal/Social Development, communication and language skills.

Key Stage One : AO stated that 2023 results were in line with teacher predictions. Teachers would continue to concentrate of improving learners reading and phonics skills. Writing skills had improved for these learners and the targetted intervention program that had begun by Easter 2023 had clearly had a positive impact on results and improved retention of information and skills.

AO stated that **Multiplication Tables** Check results were very pleasing due to the quality of teaching of tables to Year 4 learners. The results exceeded the 2022 national average.

AO stated that at **Key Stage 2** reading results had showed improvement but writing remained below the national average. Work had already begun on the identification of students from last years' Year 5 learners who would need targeted intervention support in their current Year 6. The intervention program for learners was clearly starting much earlier in this current academic year and it was expected to improve the 2024 Key Stage Two results.

A Governors asked what work was being done to improve Key Stage Two results for Year 6?

MS: Changes had been made so that the Year 6 Teaching Team was strong and worked together more consistently; this shared consistent approach would benefit the progress of learners. Good practice was shared between staff. Work was also already in hand to ensure that disappled learners were not included in final results data. Last year the Year 6 had over 20% of learners on the SEND register, the present Year 6 has only 10.5% of SEND learners. Resources and time had been allocated to Year 6 staff to ensure that the quality of teaching and learning for these students remained consistently good throughout the current academic year. The key words for staff were Consistency and Relentless. Teachers remained focused on basic skills in all lessons, managers also regularly monitored the teaching and learning in Year 6.

Key Stage Four: MS stated the results were not as good as in 2022. However, 150 papers had been resubmitted for remarking and it was hoped that some of these would be upgraded. Data did show that the staff predictions arising from the mock examinations had been much lower than the final outcomes, this change was the result of the structured intervention program put in place in the three months before learners did their GCSE's. The intervention sessions held in April and May 2022 had a major impact on the final results. The Board was reminded that for the previous academic year NIA had three different Heads of English and a new Head of Maths was only appointed at Easter 2023.

Key Stage 5: Governors were reminded by MS that for Year 13 learners their A level exams were their first ever public examinations due to the Covid – 19 pandemic. This lack of experience and a tougher national marking scheme had contributed to the disappointing results. It was again noted that some Advanced Level subjects were not taught by specialists.

A Governor asked what had the school learnt from the results?

MS: There had been some very good results for some individual learners but clearly there was still much to do – so consistency of teaching was the key to future success and considerable resources had been put in place to support teachers. A targeting and relevant intervention program had already started for those learners who needed extra

support – for example 30 Year 11 learners already had an academic mentor. Our interventions are much earlier and will be more successful.

III. CURRICULUM DEVELOPMENT

A Governor asked what planning was taking place in relation to the new Year 12 learners in September 2024?

MS: Actions and discussions were happening now. Consideration was being given to entry requirements for Year 12 and the type of curriculum that would be on offer. Work was already happening with Year 10 and 11 learners on their aspirations and career hopes.

A Governor asked what fundamental action would turn around all the results?

MS: The key would be consistency of teaching, the continued support received from EMAT and the refinements that had been made to the curriculum and consequent Action Plans. We have ensured that our strongest teachers are working with Year 11 learners and all staff now receive a weekly coaching session. Time had been created for all staff to improve their teaching.

MS stated that the current Year 11 learners were considered to be stronger than previous years and their curriculum was more balanced and relevant to their needs. Considerable work had also taken place in relation to attendance; more resources and staffing were now being used to improve attendance as learners who don't come into school will clearly not make appropriate progress. The extra registration period added in the afternoon had already had a positive impact and the new curriculum enrichment program was making attendance at school even more attractive for all NIA learners. The work also being undertaken with Inclusion and Diversity was further improving the culture of the school and helping learners get the best out of their time at NIA.

iv. SAFEGUARDING

MS gave the following information: 20 Learners were Child Protection/Child in Need cases, a further 90 learners were currently identified within vulnerable categories. At present 58 learners had engaged with external agency support. In the last academic year 2,374 entries had been made by staff on My Concern; changes had been put in place to ensure that such entries were appropriate and this had resulted in the number of open safeguarding cases being reduced from 179 in February 2023 to 20 in September 2023.

MS further stated that work had taken place to improve support available for learners experiencing mental health issues with the recent appointment of a School Counsellor. Safeguarding processes were now more robust and a recent audit on vulnerable learners had shown that the changes have been welcomed and beneficial.

The Board was informed by MS that the new ARBOUR system for attendance had been very useful in improving attendance and allowing more immediate actions to be taken

to support learners with poor attendance. The merging of the Attendance and Safeguarding Teams had also allowed more effective and immediate actions in relation to behaviour, attendance and any safeguarding issues.

A Governor asked if part time time tabled learners were time limited?

MS: No – all evidence clearly shows that part time timetabled learners are being appropriately managed

A Governors asked how do exclusions and suspensions compare to the national average?

MS: At present NIA excludes more than the national average; it is expected that as our support systems continue to be embedded and the learning culture of the school further improved then suspensions and exclusions will reduce. Information was shared on a recent recommended permanent exclusion for a Year 8 learner.

A Governor stated that the data provided in the Head Teacher report had been excellent but could further consideration be given to ensure that data is either percentages or numbers – not a mixture of the two

MS: Yes, this would be rectified

A Governor asked if there had been a lockdown?

MS: Yes with staff, a whole school lock down would take place in the week before the Autumn Half Term

A Governor asked if there had been a Fire alarm test

MS: Yes

A Governor asked for further information on the two incidents recorded for RIDDOR?

MS: Both involved a broken limb -one on the playground, the other in a PE lesson

B. PERFORMANCE REPORT

The Board received and noted the Academy Improvement Plan 2023 – 2025 which confirmed that the focus of the school would be on consistency and quality teaching. MS stated that further additions would be made to the Senior Leadership Team and that the fundamental requirement of creating a Teaching cohort fit for purpose was the basis of all SLT discussions and actions.

A Governors asked what work was taking place in relation to the new 2024 Year 12?

MS: At present there were 360 learners in Year 11 and it was hoped that between 80 – 100 of them would join Year 12 at NIA in September 2024. Discussions were currently taking place on the courses they would like to study. The Head of Sixth Form was also looking locally at what courses were offered in other educational establishments and also at Prince William school.

MS stated that the Senior Leadership Team was also discussing the nature of the Year 12 new curriculum – whether it would be fully academic or a blended curriculum. This decision will have been made by December 2023. It is imperative that any course offered in Year 12 in September 2024 will be taught by a member of staff with the relevant skills and knowledge.

C. SIP PRIORITIES UPDATE AND GOVERNOR LEAD AREAS

The Board noted and endorsed the SIP updated priorities and agreed the following areas of responsibility for individual Governors:

Chair – J Nimmo	Quality of Education: Early Years; Leadership and Management
R Norton	Pupil Premium, EAL, SEND
A Hill	Careers, Sixth Form; Safeguarding
H Litt and C Hall	Personal Development; Behaviour and Attitudes

8. School
Annual
Reports

i. SPORTS PREMIUM

Governors received the annual report on Sport Premium and noted that £18,930 had been spent on a wide range of activities and resources to enhance sports teaching at NIA. Detailed information was provided on swimming, lunch/breaktime activities; equipment; actions taken to encourage physical activity; sports clubs, sporting achievements and extra curricular sports.

A Governor asked how many teachers were there in the PE Department

MS: 13.4 full time equivalent

A Governor asked was the core PE curriculum delivered by PE trained staff?

MS: Yes

A Governor asked if the school had any elite athletes?

MS: Yes – in wrestling and in basket ball

ii. PUPIL PREMIUM STRATEGY STATEMENT

The Board received the Pupil Premium Strategy Statement for 2022 – 2025 and how the allocation for Pupil Premium (£591,880) had been allocated in the previous academic year.

Governors noted the report contained considerable detail on the interventions put in place to support Disadvantaged Learners. The Board asked that future reports give

	<p>more detailed costings and show more evidence of the impact on learners of this funding.</p> <p>iii. SEND REPORT</p> <p>The Board agreed to defer this item until its next meeting on 13 November 2023</p> <p>iv. ANNUAL SAFEGUARDING REPORT</p> <p>The Board received the Annual Safeguarding Report relating to 01.09.22 to 01.09.23. Considerable information on safeguarding had already been provided in the report of the Headteacher – Minute 7. The report contained information on the number of Designated Safeguarding Leaders, their training; Safer recruitment training for all staff; the Single Central Record; Data relating to Vulnerable children; Data on referrals and incidents. A very detailed Summary and Improvement Plan relating to Safeguarding was included within this report.</p> <p>Governors asked for more information on PREVENT at a future meeting of the Board.</p>	<p>MS</p> <p>Clerk</p> <p>MS</p>
9. Summer Housekeeping Items	<p>The Board was reminded that all Governors must:</p> <ul style="list-style-type: none"> i. Confirm that they had read Keeping Children Safe in Education ii. Completed their Declarations of Interest iii. Abide by the Code of Conduct for Governors iv. Consider if they wished to do any courses offered by the Northamptonshire Governor Training Programme Academic Year 2023 – 2024 v. Note the Governor’s Guide to EMAT Educational Abbreviations and Acronyms vi. Note the information provided on Effective Questioning – A Resource for Governors vii. Note the NIA Community Newsletter dated 21 July 2023 	<p>PO to ensure points i, ii ,iii are actioned</p>
10 Any Other Business	<p>EMAT STRATEGY DAY – 18^T October 2023 – The Clerk reminded all Governors that they were invited to this all day event.</p> <p>POST MEETING NOTE: <i>JN took up a paid position within NIA on the 21st September and thus stepped down from the board. This will be reviewed in January 2024 when her paid position ends.</i></p>	
10. Dates of future meetings	<p>13th November 2023 18.00hrs meeting 2 in school 22nd January 2024 18.00hrs meeting 3 in school 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>	<p>PO to send invites</p>

The meeting closed at 20.14

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

Actions from meeting number one held at NIA on the 18/09/23

Action	Owner
1. At least two Governors required to quality check the appraisal process week beginning 16 October 2023. Names to PO and MS as soon as possible. 6 iv – Page 2	PO/MS
2. KCSIE Quiz for Governors being reviewed, to be completed by all before next meeting. 6.x – Page 3	MS/All GOVERNORS
3. Information required on outcome of the 150 Exam papers from Key Stage 4 being remarked. Page 5	MS
4. Governors with oversight of specific subject or area expected to complete one visit per term . Page 8	ALL GOVERNORS
5. SEND Report to be discussed at Meeting 2 – 13 November 2023. Page 9	PO/Clerk
6. More information required on the actual impact of Pupil Premium Funding on pupils learning and achievements. Page 9	MS
7. Information on PREVENT to be made available to all Governors . Page 9	MS
8. All Governors invited to EMAT Strategy meeting on 18 October 2023 Page 9	ALL GOVERNORS

9. Clerk to contact Zahro Abdirizaq to seek confirmation of continuing as a Parent Governor. Page 9	PO/Clerk
10. All Governors to be invited to scheduled 2023 – 2024 Board meetings Page 9	PO/Clerk
11. Summer Housekeeping Items I,ii,iii – Page 10	PO/Clerk