

FINAL Minutes LAB: Northampton International Academy
27th June 2022 18.00
Meeting held at NIA and virtually
The fourth LAB meeting of the academic year 2021-2022

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Jo Daniels (Deputy Headteacher) Fuzel Choudhury (Executive leader) Kathryn Wright (Deputy Headteacher) Alex Oldham (Assistant Headteacher - Head of Primary Phase) Lorna Beard (EMAT Head of Inclusion) Anthony Rogerson (Deputy Headteacher: Inclusion and SENCo) Charlotte Lavelle (Assistant Headteacher - Head of Upper School Phase) Hannah Auger (Assistant Headteacher - Head of Middle School Phase) Connor Leason (Assistant Headteacher - Behaviour & Attitudes) Adam Otulakowki (Designated Safeguarding Lead) Jane Hadlow (Observer & attended virtually from 18.25 to 18.40)</p> <p>Ben Shirley (Co-opted Governor/Chair) Bruce McDonald (Parent Governor) Zahro Abdirizaq (Parent Governor) Liz Dormor (Co-opted Governor & attended virtually) Zoe McIntyre (Co-opted Governor & attended virtually) Jenny Nimmo (Co-opted Governor joined at 18.10) Andrew Hill (Co-Opted Governor) Russell Norton (Co-Opted Governor & attended virtually joined at 18.07) Olaseni Alaka (Potential new Co-Opted governor) Max Maqsud (Potential new Co-Opted governor)</p> <p>Joshua Coleman (CEO: EMAT) Monica Juan (EMAT Compliance/Governance) Fiona Wheeler (EMAT Trustee joined virtually at 19.00) Paul Osborne (Clerk – Minutes)</p> <p>Introductions made, BS reminded the board that all items discussed at this meeting remain confidential until the minutes are approved and signed off.</p>	
2. Apologies.	Not applicable.	
3. Quoracy.	The meeting was quorate.	

4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests or governors highlighted verbally.	
5. Minutes from the last meeting.	The minutes of the meeting held on the 8th of March 2022 were agreed to be an accurate representation. The minutes will be signed in the new academic year.	<i>Minutes on Teams</i>
6. Action Log from the meeting held on the 8th of March 2022	<p>i. PO to arrange a Phonics training session for all governors. PO to arrange for September/October.</p> <p>ii. CL to obtain data to show the gender split with fixed-term exclusions. Done. CL advised for the academic year it is 66% boys 34% girls. More information is in agenda item 7.</p> <p>iii. JT to clarify if the school had visibility of the consultation undertaken by EMAT around RSE. Done.</p> <p>iv. ER to send PO the attendance policy for PO to share with the board for adoption. Ongoing JT now the owner and PO to add this as an agenda item to the next LAB meeting. PO advised the policy is on today's agenda.</p> <p>v. Risk register to be shared with the governors. Done.</p> <p>vi. Ofsted the school's response to be added to the next LAB agenda. Done.</p> <p>vii. JD to arrange a meeting with the governors to feedback on the Race Charter/ LGTBQ+ inclusion in education award before the end of the summer term. Done and actioned by KW.</p> <p>viii. JT to share the SIP/SEF with the governors. Done.</p> <p>ix. MJ to share the primary school survey template with HA. Done.</p> <p>x. BS/JN to manage a post-Easter survey to parents. Done. BS advised that he canvassed for feedback including additional survey questions, but the replies received were limited those received were incorporated into the summer survey.</p> <p>xi. PO to add attendance policy to the next agenda. Done.</p>	PO
7. EMAT update to include. i. Management Accounts for information ii. Health & Safety update iii. First Aid Risk Assessment (RA)	<p>i. JC advised that there had been increase in spend in the following areas.</p> <ul style="list-style-type: none"> • Tutoring and there are legal discussions ongoing. • Additional staffing to add capacity. <p>JC noted that pupil number adjustments are ongoing, and the current end of year financial projection is for a surplus.</p> <p>ii. JC advised that work has progressed regarding compliance around Legionella and weekly PAT testing. During the summer work there is work planned to improve the acoustics. Overall compliance has significantly improved, and the input of BS welcomed.</p> <p>JC/JD gave an update regarding the possibility of having a fence in front of the school near the road to help with pupil safety.</p>	<i>Reports on Teams</i>

	<p>A governor asked if there was a fence installed would there be a gap for pupils to walk through. JC advised that the plan is for a suitable gap in the fence.</p> <p>A governor asked for an update regarding the use of a parking attendant ticketing illegally parked cars. JD advised in September there was a parking attendant, but the frequency had dropped off. PO to ask DU (EMAT Head of Shared Services) to give an update at a future meeting for the fence and parking issues.</p> <p>iii. LB/JD advised the document shared is a draft and asked for any questions.</p> <p>A governor asked for the pupils who have medication in school how confident is the school with the current process. JD/LB advised that this has been reviewed including input from the school nurse and includes medicines that have originated overseas, and the RA has made the process more robust.</p> <p>A governor asked for an update regarding defibrillators. JD advised that a defibrillator was in situ in the main reception but due to the constant training and replacement of certain pieces of equipment it was costly, but it will be added to the RA.</p> <p>A governor asked if the pupils going off site for PE can be included in the RA. JD advised it will be added.</p> <p>A governor asked if the updated RA can be shared with the board. JD advised it will.</p>	<p>DU/PO</p> <p>JD</p> <p>JD</p> <p>JD</p>
<p>8. Headteachers report to include.</p> <p>i. Safeguarding</p> <p>ii. Curriculum</p> <p>iii. Attendance / Behaviour</p> <p>iv. Staffing</p>	<p><u>Personal Development, Behaviour and Welfare.</u> JD highlighted that today was the second day of the local authority (LA) safeguarding review and the feedback received so far is incredibly positive including praise for the systems in place for safeguarding. The LA have highlighted the importance of succession planning and ensuring the work done so far is embedded. The NIA team will ensure this happens.</p> <p>LB/AO highlighted the following from the performance report.</p> <ul style="list-style-type: none"> • A few of the key figures in the latest report have changed significantly this is due to previous figures being inaccurate. Detailed work has been conducted to ensure the figures are accurate. • Number of concerns reported to MASH for primary is five and for secondary it is twenty-six. These figures are more realistic for a school such as NIA. 	<p><i>Reports on Teams</i></p>

- Number of Pupils with On-Going Early Help Assessments for secondary is thirty-eight. Support is offered to these families and the help offered is more proactive than previously.
- Number of Pupils Registered as Child in Need and Number of Pupils Registered on Child Protection Plans are stable.
- More capacity has been put into the school and operational procedures are in place to ensure the data presented in the future will be accurate and the safeguarding system at NIA has moved forward and this will continue.

A governor asked if there had been any examples where incorrect procedures were followed and if these have been rectified to ensure pupil safety.

LB noted that at Easter there were over 280 open files for safeguarding which is not appropriate. Robust investigations took place, and the latest figure is 128 this number will continue to fall to the expected figure of approximately 100.

Regular management meetings take place and AO challenges the team. There are weekly phone calls with the MASH team. This work will ensure the systems in place are robust, fit for purpose and put the pupil's safety at the heart of what the school does.

The governor followed up by stating the previous team were confident the situation had improved and asked if the school is meeting its statutory obligations and the system is robust and working.

AO advised that an open discussion was held with external agencies, and their support was sought. He is confident all statutory obligations have been and are being met.

A governor asked if commentary could be added to future reports for this section.

AO/LB advised why this was not done for some of the categories in the report but will ensure commentary is added where possible to future reports.

At this point JH joined the meeting, introduced herself, and informed all what her role at NIA will be from September. JH left the meeting.

Curriculum.

JD/CL highlighted the following.

- Continue to develop the intent, impact, and implementation.
- The intent across the school is clear there is work being done regarding curriculum mapping with assistance from KR (EMAT Head of Standards and Performance). The only areas left to map are Psychology, Physiology, Criminology, RE and Geography. These should be mapped by the end of the week.
- Learners from KS2-5 have been identified as learning Ambassadors. The first role that they are completing is to support the transition days for

LB/AO

each key stage. In this capacity they will be able to explain learning routines and expectations to both yr6 and incoming yr7.

- Investigate the processes that are in place to seek improvements to aid parents view the work the pupils are doing.
- PSHE lead in place.

A governor asked for the parents/pupils where English is not their first language how are they being supported.

AR advised there have been additional staff members employed who speak additional languages and continue to actively try and recruit staff members with the same language skills. The screening new pupils receive has been reviewed and improved allowing tailored support. The services the school will offer are planned to increase over the short to medium term.

LB noted that the exclusion strategy will be developed further and be more flexible.

Attendance / Behaviour.

Behaviour.

CL highlighted the following.

- Suspensions have reduced by 76% compared to Spring 4. This correlates with positive trend across the school behaviour: SEND learners (10) / PP learners (15) / EAL (5) / Male (15), Female (6) Prospect learners (5).
- Behaviour. Total Behaviour Points. Spring 2 16463, Summer 1 11745. A reduction of 4718 (29%)
- Behaviour. Lates. Spring 2 2109, Summer 1 980. A reduction of 1129 (54%)
- Behaviour. Truancy (inc 10+ minutes late to lesson). Spring 2 350, Summer 1 193, a reduction of -157 (45%)
- Taking the starting point from post Ofsted visit the reduction are even greater.
- Feedback from external experts has been encouraging including a recent LA visit who noted. *“The uniform is smart and consistent; pupils are punctual and the routine for arrivals are clearly embedded. The pupils arrive at lessons on time and well within the transition time. Key staff drive this effectively. Pupils were exceptionally quick to lessons and the behaviour was appropriate. There were no incidents of disruptive behaviour, it is clear to see the level of challenge is commonplace. There is a huge positive impact of the culture and atmosphere of the school where compliance can be seen. The behaviour observed at break time was exemplary. The focus now is maintaining the improvements set.”* This feedback is encouraging there is still work to be done around the behaviour and attitudes of some pupils.
- Final governors warning for ten learners with CW (EMAT non-NIA Governor).

A governor asked for an update on the surveys completed to gather pupil feedback following on from the new lesson duration and some years being split up.

CL advised that surveys had been completed and support is in place for any pupil who requires it.

The governor followed up by asking if most of the pupils replied by saying there were for or against the changes.

CL advised the results were mixed but most of the pupils are positive towards the changes.

The governor asked if there is a danger of splitting up friendship groups with pupils who have no behaviour issues to accommodate pupils with behaviour issues.

JC noted that some of the year groups are struggling more than others. Most but of the secondary pupils are positive towards the change. The mental health hub is available for all pupils who require it.

The idea for the changes was to improve the behaviour of the whole school and for pupils to have a safe, calm environment and the approach is holistic.

MJ gave an update on when the survey results will be shared with parents and governors as there is some compilation work to do first.

MJ noted that during her visits she will speak to as many pupils as possible and the overwhelming feedback is positive.

A governor noted that the feedback she receives is that the vast majority of pupils feel safer, but some do struggle with the longer lessons.

A governor asked if the survey results will show how staff feel during transition and duty time.

MJ noted that a staff survey was completed and should show feedback on these areas.

The Chair encouraged any governor who wants to investigate this further to visit the school and speak to pupils.

JD noted that there are regular parent tours and governors are welcome to join one of these.

Attendance.

KW highlighted the following.

- Absence across all areas is below national.
- Since Easter tracking on or above the national trend.
- Attendance strategy in place for September with input from AO and LB which includes various stages of support and interventions. As per safeguarding attendance is everyone's responsibilities.
- The attendance team will include two child and family support workers to enable more in-depth support work for applicable families.

MJ

	<ul style="list-style-type: none"> Advice from the children commissioner includes a target of every pupil to attend school on the first day back in September and the attendance and behaviour policy to be written in “child speak.” <p>A governor asked if the PA pupils are a primary focus group. KW confirmed they are.</p> <p>A governor asked how many of the PA pupils are receiving alternative provision. AR advised that currently there are fifty-one pupils authorised not to attend school full time. Twenty-eight of these are on reduced timetable to support them back into school. The remaining twenty-three are on alternative provision. There is one pupil attending hospital and outreach. The criteria for attending this provision have changed and has reduced the number of pupils who can attend it.</p> <p>The governor followed up and asked if information goes out to parents to help them understand the alternative provisions available. AR advised it does.</p> <p>A governor asked at 09.30am did you know where every pupil was. KW advised she did.</p> <p>A governor asked if NIA is aware of the attendance of pupils who are in alternative provision. KW noted that it is the alternative provisions responsibility to inform NIA of a pupil’s attendance.</p> <p><u>Staffing</u> JD highlighted the following.</p> <ul style="list-style-type: none"> Although there has been a downturn in staff absence, it remains higher than expected. Staff turnover and resignations not as high as expected. 	
<p>9. SIP/SEF General update to include.</p> <p>i. Any areas not on target.</p> <p>ii. Ofsted school response update.</p> <p>iii. Verbal update regarding the potential priorities for 2022-23</p>	<p>i & ii JD highlighted the following.</p> <ul style="list-style-type: none"> The SIP/SEF is a live document and updated on a regular basis. Whole school reading has not made the expected progress and will be included into 2022-2023 SIP. Feedback from external experts noted that the extensive work done on safeguarding should be incorporated into the SIP more than it is. <p>A governor asked why the Race Charter is behind. JD advised that this was due to staff lead being off.</p> <p>The governor followed up and asked if anyone else could have led this in the interim. JD noted that this was not possible but if the absence continues an interim lead will be sought.</p>	

	<p>The governor followed up and asked if there is a plan for managing the absence of critical staff members. JD advised that CPD is crucial in ensuring the smooth running of the school when staff are absence and while this is good there is always room for improvement.</p> <p>A governor asked if there is any area currently red or amber that will not be green by the end of the school year. JD/JC noted the only area at risk is the satisfaction targets in the surveys.</p> <p>iii. Potential priorities for 2022-23</p> <ul style="list-style-type: none"> • Safeguarding will remain a priority with a focus on embedding and sustaining the work done so far. • PSHE. • Phonics • Embedding the Paedology approach in early years. • Behaviour including being responsive to the data. • Teaching and learning strategy. • Quality first teaching. • Parental engagement. • Reading strategy. • United workforce. <p>A governor asked for an update regarding the library. JD advised that a librarian has been appointed and the library will be relocated to the heart of the school over the summer to help the Reading strategy.</p>	
<p>10. Governors to feedback regarding the most recent visit with items for the board's attention.</p>	<p>AH highlighted the following.</p> <ul style="list-style-type: none"> • Observed a good level of order during visits including at transition time. • PSHE discussed as it was highlighted in the Oftsed report. • Parent charter to include race and inclusion. • Take all opportunities to highlight good news at NIA to support with its public relations. <p>BS highlighted the following.</p> <ul style="list-style-type: none"> • Behaviour was good. <p>RN highlighted the following.</p> <ul style="list-style-type: none"> • Internal support to help pupil decide on there next steps whether that be education or other was strong. • Ensuring that all work experience opportunities that ceased due to CV-19 and have reopened are aware of and used if appropriate. <p>JD advised that a work experience plan is in place but due to CV-19 is not as extensive as it was.</p>	<p><i>Reports on Teams</i></p>

	<p>ZM highlighted the following.</p> <ul style="list-style-type: none"> Met with AO shortly after his appointment and he went through his plans including a back-to-basics approach, the Thompson team, and the use of IT systems. <p>JN noted that her visit report will be done over the coming weeks.</p>	
<p>11. Annual reports.</p> <p>Sports premium report Applicable for Primary only.</p>	<p>JD highlighted the following.</p> <ul style="list-style-type: none"> The expenditure against the plan will be updated over the coming weeks and then added to the school's website. <p>The governors asked for JD to let PO know when the final document is live so the governors can be made aware.</p>	JD
<p>11. Housekeeping items for the Summer including:</p> <p>i. Chair and Vice-Chair nominations plus BS stepping down from the board.</p> <p>ii. Declaration of Interest (DoI) and Code of Conduct (CoC) forms</p> <p>iii. Keeping Children Safe in Education</p> <p>iv. Skills audit</p> <p>v. Governor survey</p>	<p>i. PO advised the board that over the summer invites will be sent to governors for them to nominate themselves or a colleague (after discussing it with them first) for the role of Chair or Vice-Chair. Voting for these positions will be held in the first meeting back in September.</p> <p>PO highlighted to the board that BS is stepping down from the board after his term of office runs out in September.</p> <p>The governors thanked BS for this commitment to NIA.</p> <p>JC thanked BS for his commitment to EMAT.</p> <p>All present wished BS well for the future.</p> <p>ii / iii.</p> <p>PO advised the board that he will be sending out information regarding the 2022-2023 DoI and CoC and these are to be completed ready for the first meeting in September.</p> <p>iv. PO advised the board that the results from the recent skills audit will be used to partly determine the training which will be offered to governors in 2022-2023.</p> <p>v. PO reminded any governors still to complete their survey to do so as soon as possible.</p>	
<p>12. Feedback from AIP visits Questions only</p>	The governors had no questions at this time.	
<p>13. Policies for review.</p> <p>i. Attendance policy.</p> <p>ii. First Aid Policy</p>	The governors viewed and unanimously agreed to adopt all the policies.	<i>Reports on Teams</i>

iii. Positive Mental Health iv. Intimate Care policy. v. Careers policy vi. Therapy dog policy vii. Asthma Policy		
14. Any other business	<p>A governor asked for an update on the house system to be shared at the next meeting.</p> <p>PO asked Olaseni Alaka and Max Maqsud if they want to continue to be Co-Opted governors. Olaseni Alaka and Max Maqsud confirmed they do. Olaseni Alaka and Max Maqsud left the meeting.</p> <p>The governors unanimously voted Olaseni Alaka and Max Maqsud onto the board.</p>	PO/JD
14. Dates of future meetings	<p>Dates of meetings for the year 14/07/2022 S&P 18.00 On Teams</p> <p>Next year's meeting dates 28/09/2022 18.00 NIA meeting 1 23/11/2022 18.00 NIA meeting 2 25/01/2023 18.00 NIA meeting 3 15/03/2023 18.00 NIA meeting 4 26/04/2023 18.00 NIA meeting 5 21/06/2023 18.00 NIA meeting 6 17/07/2023 18.00 NIA meeting 7</p>	Calendar appointment sent

The meeting closed at 20.01

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

Actions from the virtual S&P meeting for NIA held on 27/06/22

Action	Owner
1 PO to arrange a Phonics training session for all governors in September / October. Page 2.	PO
2. PO to work with DU to give an update on the parking issues, and the proposal to install a fence to aid pupil safety at the front of the school. Page 3.	PO/DU
3. First Aid Risk Assessment (RA). Page 3. i. JD to add defibrillator to the RA. ii. JD to add pupils going off site for PE to the RA. iii. JD to share the final RA when ready.	JD
4. AO/LB to add commentary where applicable to all future performance reports. Page 4.	LB/AO
5. MJ to share the latest survey results. Page 6.	MJ
6. Sports premium report to be shared with PO once complete. Page 9.	PO
7. An update on the house system to be shared at the next meeting. Page 10.	JD/PO