

Northampton International Academy

**Minutes of the Local Advisory Board meeting held on the 4th of February at 18:00 NIA,
Barrack Road, Northampton, NN1 1AA**

Agenda item	Discussion	Action
1. Present and introductions	<p>Present: David Todd (TB appointed member; Chair) Ben Shirley (TB appointed member) Martin Thompson (TB appointed member) Alexis Castillo-Soto (TB appointed member) Adaeze William-Gauntlett (Elected Staff member) Bruce McDonald (Observer)</p> <p>Tim Marston (Principal) John Shannahan (Interim Deputy Principal)</p> <p>Joshua Coleman (CEO: EMAT) Giles Osborne (Lead Academy Improvement Partner: EMAT) Paul Wheeler (Finance & Operations Director: EMAT)</p> <p>Carole Kirby – minutes – (Head of Governance: EMAT)</p> <p>DT welcomed everyone and reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. Introductions were made. BMcD attended as an observer and potential new parent governor.</p>	
2. Apologies	There were no apologies.	
3. Quoracy	The meeting was quorate with at least three governors present.	
4. Declarations of interest	There were no new declarations of interest pertaining to this agenda that had not been declared on the annual register of interests.	
5. Minutes of the NIA Local Board meeting held	The minutes of the meeting held on the 27 th of November 2018 were reviewed and were	

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27.11.18 and matters arising not appearing on the Action Log	<p>agreed to be an accurate representation of the meeting. The minutes were duly signed.</p> <p>There were no matters arising not appearing on this agenda.</p>	
6. Action Log from the meeting held on the 11 th of September 2018	<p>Actions from the meeting held on the 27th of November 2018 were reviewed:</p> <ul style="list-style-type: none"> i. CK send DOI form to JS. Done. ii. CK print minutes for signature. Done. iii. CK send details of the Chairs development programme to all. Done. iv. CK print minutes 8/5/18 for signature. Done. v. CK to create summary document showing LAB responsibilities and roles. Done. vi. RM to provide governors with access to ASP. Ongoing. vii. CK print minutes of 05/06/18 for signature. Done. viii. Send dates of school working parties – TM. Invites went out and governors have been into school. ix. HA share support model for staff with LAB. C/F x. TM to send out a copy of the risk Register. BS is looking at the register and it will be shared as soon as it can be updated. PW is also meeting with a Trustee to review how it is used. xi. TM & JS to provide dates for governors to attend for monitoring visits. Done. xii. CK to deliver monitoring session for governors. CK and BS met. CK will deliver this session after Easter. 	

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	xiii. CK to email reminders re skills audit and housekeeping forms. Done and ongoing.	
7. Principal's Report	<p>The Performance Report for Autumn term 2 had been distributed with the agenda for this meeting. TM asked if the LAB had any questions.</p> <p>A governor asked about trends in pupil attendance. Last year terms one and two were very strong but this year there had been a lot of sickness in the last weeks of term two. This has pushed the persistent absence rate up to 10% or above which is unusual. If a pupil is absent for two days, then the school carries out a home visit to take some catch up work and check on the family for safeguarding purposes.</p> <p>A governor asked what impact the home visits had made. Absence rates are improving although the caveat is that this half term is very short. The school wants to reduce absence as much as possible and the school community is now realising that we take absence very seriously.</p> <p>A governor asked if the pastoral team have capacity to deal with this. Yes, as long as it is well planned. Did this approach start in term two? No, in term three – from January 2019. Are you already seeing an impact? Yes. JS stated that there had been a meeting today to discuss the process. The school has a contract with the parents and if this fails to improve attendance then an EHA is raised. If that doesn't work because there is a refusal to engage, then there is a referral to MASH.</p> <p>Has the school communicated this new strategy? Yes. Our attendance policy refers to it but the strategy needs to retain flexibility. All parents and pupils are aware of it. Some families are unaware of the impact of absence on pupils so it is good to reinforce the messages.</p> <p>A governor noted that persistent absence is currently sitting at 15% and asked what this means. In term two, 15% of pupils were absent for 10% or more of the available days they could have attended.</p>	

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	<p>A governor referred to pupil exclusions and asked how the fact that some pupils are excluded for serious breaches of behaviour gets reported to others, if at all, to reinforce messages about expectations. We do not use individual children's situations as a mechanism to "set expectations"</p> <p>However, students are aware of others who do not return to school after a serious behaviour breach and this reinforces the types of behaviours that are unacceptable. Behaviour expectations are revisited several times in assemblies and TM has highlighted the fact that the school is likely to be over subscribed for year 7 places. Overall, behaviour is generally good.</p> <p>JS noted that the number of days lost to FTE (fixed Term Exclusions) this half term is 12.5 days which has reduced dramatically.</p> <p>A governor asked if it is possible to understand if any of the bullying incidents reported are repeat incidents. There are no repeat incidents.</p> <p>A governor asked how many of the FTE were for the same pupil i.e. repeat FTEs? One in term one and seven in term two: this is the number of pupils who were excluded more than once.</p> <p>A governor pointed out that the number of CME on the performance report is 12 whereas TM's commentary refers to 11. TM explained that the correct figure is 11 and the entry on the Performance Report is a typo. All children are now accounted for.</p> <p><u>Update on DfE visit:</u> On the 21st of January the DfE advisor returned to school as part of the planned support visits for all Free school post completion and before the first Ofsted inspection. TM talked through a set of slides which were displayed to report on the findings of the visit.</p> <p>The DfE Advisor was pleased to see that structures are now embedded with new staff and governors in place. TM reported that</p>	

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	<p>interviews for the new Deputy Heads will also be taking place this Friday.</p> <p>The school is well regarded in the local community with 541 applications for 300 places in Year7.</p> <p>The school had 111 expressions of interest so far, and 72 applications, for Year 12. There will be 150 places in Year 12 and it is envisaged going forwards that these will be taken by NIA students from year 11.</p> <p>GO and TM had visited another recently opened Free school, Finham Park 2, to explore the journey there. That school is two years ahead of NIA and it was very useful to understand the potential challenges.</p> <p>The DfE Advisor had been pleased with the scrutiny of the board and the work the school has done to engage with other schools within the Trust.</p> <p>The DfE Advisor saw a calm and purposeful environment.</p> <p>The QTLA in KS3 seen in a small number of lessons was considered to less than good. Some of the staff seen had only been with the school a matter of weeks or days.</p> <p>A governor asked what is being done to address this?</p> <p>The school has formulated an action plan. The DfE report was received less than a week ago and we have already started planning our approach. The School AIP (Academy improvement Partner) is visiting this week and we will use that visit to focus now on KS3 T&L. The following points were noted:</p> <p>Teachers need to utilise assessment data to meet the needs of individual pupils especially in Maths, Science and Humanities. The feedback loop needs strengthening in Maths. The school is very strong in English, MFL, Art and PE. The STAR assessment is consistent across all books leading to accurate assessment records.</p> <p>A governor asked if the DfE Advisor will visit again. If Ofsted do not arrive before May/June then, yes.</p> <p>JS distributed a 'Rapid Improvement Plan'. There has been a meeting at Trust level to</p>	

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	<p>discuss the way forward. It has been agreed to provide intensive support for some staff over a 6-10 week period.</p> <p>A governor asked who is delivering the coaching for the staff? The AIP function is providing mentoring and coaching for SLT and ML to model best practice for new intakes of staff This has already started. We need to be consistently good as quickly as possible. We will have fortnightly check-ins with the Trust and the AIP will review monthly.</p> <p>A governor asked who are the action owners? They will be key members of the SLT.</p> <p>A governor asked how the plan will be measured. There will a triangulation of data with book scrutinies and lesson observations. DT will be joining the Trust reviews of the improvement plan.</p> <p>A governor asked what the LAB can do to contribute. Conduct monitoring visits. Governors requested updates once a fortnight to check progress against actions. JC confirmed that all Principals update him each Friday and added that the coaching of staff will ensure an improvement over time. Governors agreed and stated that they wanted to check progress so that actions are kept on track.</p> <p>A governor asked if staff are aware of the expectations. Yes, and we need to ensure the non-negotiables are clear.</p> <p>A governor asked if improvements should be made to staff induction as the school is still recruiting heavily. Yes, this is within the plan.</p> <p>Governors asked if it would be helpful to allocate governors to each priority area within the plan. Yes, this can be done.</p> <p>Governors asked if CK can send out the governor visit monitoring form again. Yes.</p>	<p>TM – keep LAB informed of progress against actions in improvement plan</p> <p>Send Plan to LAB</p> <p>TM/LAB – allocate governors to each priority area</p> <p>CK – send out monitoring visit form</p>
8. Forward planning: Future PAN ICFPT	The PAN for the school is 300 pupils in Year 7 and 150 pupils for Years 12 and 13. At a recent LA Head Teachers briefing NCC had informed the room that even if every school is full in year 7 there will still be another 180 pupils without places. TM has modelled an increase in pupil numbers for year 7 with JC and PW. There is extra space at NIA in areas designated as	

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	<p>commercial use; this could be used to accommodate some extra year 7 pupils. The school would receive some additional funding if we can take an extra class or two above our PAN (30 or 60 pupils). PW reported that the LA has asked if NIA can take 60 additional pupils. We are under capacity in years 8 and 9 but in two years time we will be at full capacity. We will need to convert the unused areas.</p> <p>PW stated that he has spoken with the LA and informed them that the extra funding needs to be in place no win order to prepare the building and recruit extra staff. It would not be possible to accommodate the building work in two years time when the school is at capacity; if the work is done now than it minimises any disruption. We need to ensure there is a robust agreement and funds are guaranteed before we commit.</p> <p>A governor asked what is the role of the LAB in this decision? JC replied that this discussion is for information to keep the LAB informed and an opportunity to take questions and hold us to account to make sure quality is maintained with the increased pupil numbers.</p> <p>Will the governors see a feasibility study? Yes, the board need to be assured that the quality of teaching and learning will not be affected in a detrimental way. PW has put forward an offer in principle to the LA on the basis the funding is available now. We will need to start recruiting now to ensure staff fall into the resignation window. The LA is meeting next week. If the funding is available, then they will conduct a feasibility study and draft costings will be made.</p> <p>A governor asked if he extra 60 pupils would be drawn from the 500 that have</p>	

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	<p>applied to NIA as their first or second choice. Yes. The LA have also agreed not to overload the school with admissions in other years where we are carrying capacity e.g. 8 and 9.</p> <p><u>ICFPT:</u> The Integrated curriculum financial planning tool was discussed. This will look at curriculum ambition, income and resources to map the best use of people and curriculum available to pupils. A governor asked if this approach is considered best practice. Yes, it has been used in the Higher and further Education sectors for some time. The trust will be reporting on this through the management accounts.</p>	
9. Ofsted readiness: update	<p>This item had been discussed in depth under items 7 and 8.</p> <p>Training for governors on Ofsted expectations and readiness is being delivered by CK on the 25th of February at 19:00. Please let CK know if you would like to attend. Another session will be planned later in the year.</p>	
10. Governor visits/monitoring Reports: BS: H&S walk MT: PP update	<p><u>H&S:</u> BS had conducted a H&S monitoring visit and his report had been distributed with the agenda for this meeting. JS distributed a document showing the response to observations made. The report was discussed. BS covered the top priority items: Early Years parents are accessing the building using the side road which is dangerous. TM confirmed that there are staff supervising this and marshalling at the moment and an alternative provision for access will be in place for after half term. Governors noted that in the morning cars are backing out onto Barrack road and causing traffic hazards. Parents should be dropping in</p>	

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	<p>the car park rather than using the roadside at the front of the building. TM stated that he is evaluating whether the school has sufficient marshalling; the Trust is also reviewing whether staff can use the parking next door at the cadet building.</p> <p>A governor asked how the evacuation route in EY is monitored. The site team are monitoring every morning before school opens to ensure it is clear of obstructions.</p> <p>It was agreed that progress towards actions should be checked at the next LAB meeting and BS was invited to re-visit the school to conduct an additional H&S walk.</p> <p>It was also agreed that BS will come into school to review the Risk Register.</p> <p>BS reported that his visit revealed that the completion of EHAs is a concern due to the low capacity of the staff and asked if he family support worker role might become full-time? TM replied that CD started at the school in early January and is full-time. He is an experienced Family support worker who can help with EHAs. It was acknowledged the sixth form may also require a DSL; this will depend on pupil numbers recruited and will be reviewed once that is known.</p> <p>BS proposed that an alternative to lanyard ID might be necessary for some staff who find the lanyard a hazard e.g. in Dance and PE. BS would like to see an electronic system in school to record visitors. Some of the other Trust schools have this already.</p> <p><u>Pupil Premium:</u> MT will visit the school on Thursday the 7th of February to meet the PP Lead. JS reported that the school has analysed the PP data and is putting interventions in place with an individual action plan for each child.</p>	<p>CK – add H&S findings to next agenda</p> <p>BS – review risk Register</p>
11. Standards and Performance committee	It was agreed to move the next Standards meeting to a date in April.	CK – move next S&P meeting

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12. Management Accounts	The management accounts for period 4 had been distributed with the agenda for this meeting. PW went over the highlights. The YTD figures are coming out ahead of budget at the moment with a small surplus. There had been a high level of spend on staff agency costs but this is now reduced. There have been a lot of costs around catering and security as we have moved into the new building but it is a very good achievement not to have a deficit budget. There will be a re-forecast in January.	
13. Governor monitoring cycle	JS and TM will send out dates for governors to come in for a monitoring visit aligned to current priority areas.	JS/TM send out dates for governors to conduct monitoring visit aligned to a priority area
14. AOB	<p>Parent elections were run with no nominations coming forward. Bruce McDonald had agreed to become a parent governor if the board are happy with that and subject to TB approval.</p> <p>MT stated that he had seen an increase in the number of NIA students exposed to the theatre which was really positive.</p> <p>Governors asked for clarity about the school's approach to British Values. TM will share a brief summary.</p>	TM share summary of school's approach to British Values
15. Date of meetings for the next year	<p>Calendar appointments have been sent for the following:</p> <p>05/03/19 at 18:00 – Standards cancelled</p> <p>24/04/19 at 18:00 – Standards NEW</p> <p>13/05/19 at 18:00 – Full Board</p> <p>16/07/19 at 18:00 – EOY Full Board</p>	

Actions from the meeting held at NIA on 04/02/19

Action	Owner
1. Keep LAB informed of progress against actions in rapid improvement plan	TM
2. Send rapid improvement plan to the LAB	TM
3. Allocate governors to each priority area	TM/govs
4. Send out monitoring visits form again.	CK
5. Add H&S findings to next agenda for review	CK
6. Review risk Register	BS
7. Move next S&P meeting	CK (done)
8. Send out dates for governors to conduct monitoring visit aligned to a priority area	JS/TM
9. Share summary of school's approach to British Values	TM