

**Northampton International Academy**

**Minutes of the Local Advisory Board meeting held on the 11<sup>th</sup> of September 2018, 18:00 at  
NIA, Barrack Road, Northampton, NN1 1AA**

Agenda item	Discussion	Action
1. Present and introductions	<p><b>Present:</b>  <b>David Todd</b> (TB appointed member; Acting Chair)  <b>Tim Marston</b> (Principal)  <b>Alexis Castillo-Soto</b> (TB appointed member)  <b>Ben Shirley</b> (TB appointed member)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Martin Thompson</b> (TB appointed member)  <b>Carole Kirby</b> – minutes – (Head of Governance: EMAT)</p> <p>As there were three new members of the board, introductions were made. The new members were welcomed to the local board and JC gave a brief outline of the governance function explaining that the school and Trust would welcome the challenge and support that the new members would bring. CK and JC reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. It is intended that all future minutes, once approved, would be kept at the school in hard copy format and that they would also appear on the school's website. CK explained that individual governor names would not be recorded against comment and questions and that items of a confidential nature within any meeting should be agreed at the time and would be separated from the minutes on public display.</p>	
2. Apologies	No apologies had been received. It was noted that Keen Dol had not attended any of the meetings last year and it was decided to recommend to the Trust Board that he should be removed as a local governor from the NIA board for non-attendance.	CK

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3. Quoracy	The meeting was confirmed as quorate with at least three governors present.	
4. Declarations of interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
5. Appointment of Chair and Vice-Chair	<p>The board is currently operating with an Acting Chair in Dan Walker, who was Vice-Chair of governors. David Todd has agreed to Chair on an interim basis. The board unanimously agreed that David should take the Chair on a temporary basis until another Chair can be found.</p> <p>A governor asked what role the Chair has outside of these meetings?</p> <p>CK and JC outlined the role of the Chair and CK explained that she could also deliver some governor training around 'taking the chair' to Chairs of governors and aspiring Chairs.</p>	<p>CK to organise Chairs' training</p> <p>Trust Board (TB) to consider Charing of this LAB</p>
6. Notification of AOB items	<p>The Chair invited notifications of any AOB items so that they could be considered in plenty of time or moved to another meeting.</p> <p>TM raised an item regarding the requirement for an Exclusions Panel. It was agreed that if a panel is needed then it would comprise MT, ACS and BS. CK to co-ordinate.</p>	CK to co-ordinate panel if required.
7. Minutes of the meeting held 08/05/2018 and matters arising	<p>The minutes of the meeting held on the 8<sup>th</sup> of May 2018 were reviewed and were agreed to be an accurate representation of the meeting. CK to print the minutes for signature by DT.</p> <p>There were no matters arising.</p>	CK print minutes for signature
8. Action points	Actions from the meeting held on the 8 <sup>th</sup> of May 2018 were reviewed:	

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	<p>i. A Pastoral Head has been appointed and started at Easter: Lee Towers. TM will organise opportunities for the Leadership Team to meet with governors in a future meeting. Governors noted that they would also like the opportunity to visit the school for monitoring and familiarisation purposes. TM will arrange this - a monitoring cycle appears later on this agenda.</p> <p>ii. Governors would like training on the use of data and its interpretation in order to allow them to fulfil their role effectively. CK will facilitate this. There was a discussion about the timing of data points within the school year and a very brief overview of progress and attainment measures.</p> <p>iii. The action on page 6 appears on this meeting's agenda.</p> <p>iv. Governor profiles for website: CK had received a few profile which she will forward to TM so that these can go onto the school website. Reminder: please send short profile for the website to CK or TM.</p> <p>v. The Risk Register appears on the agenda for this meeting. The board was reminded that it is a 'living' document which changes on a regular basis and as the new building is now operational it is changing rapidly on an almost daily basis.</p> <p><b>A governor noted that the risk register had not received the attention it deserved and asked when it would be ready for the local board to view.</b></p>	<p>TM – co-ordinate SLT attendance at future governor meetings</p> <p>CK – data training for governors</p> <p>Governors – email profiles for website</p>

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	<p>TM responded that there is an expectation that all contractors would be off-site for internal works by October the 26<sup>th</sup>, although this is subject to change. It is expected that by the next local board meeting there will be a register which is a more stable document which can be presented then.</p>	<p>TM update Risk Register and present to board at next meeting</p>
<p>9. Constitution of board</p>	<p>i. Lead Governor Roles: PP, SG, SEND, website. CK explained the role of a Lead Governor and asked for volunteers to take the positions outlined above. It was agreed that MT would become the Lead for Pupil Premium; BS would become the Lead for Safeguarding; ACS would become the Lead for SEND and DT would monitor the school website and audit it against statutory requirements once a year. CK to send DT statutory requirements for the website and send relevant materials to other Lead governors to assist them in their role.</p> <p>ii. Standards and Performance committee. CK, JC and TM outlined the purpose of this committee of the local board and reiterated that the local board's focus was on standards, performance and outcomes for pupils. It was agreed that whilst the board is small all current members should sit on the S&amp;P committee: MT, BS, ACS, DT and DW.</p> <p>iii. CK explained the role of the Chair of the Standards and Performance committee and ACS proposed that he takes the position of Chair. This was unanimously agreed.</p>	<p>CK – Email DT statutory requirements for website and email materials to all Lead governors</p> <p>All – note members of S&amp;P committee</p> <p>All – note Chair of S&amp;P committee</p>

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	<p>iv. CK reported that she had recruited the three new members of the local board through Inspiring Governance and the Teach Northamptonshire web platforms, all were Trust Board appointed. The TB had agreed to the appointment of all three unanimously and were impressed with the calibre of the new governors. Under the new Scheme of Delegation, which would be adopted by the Trust Board on the 20<sup>th</sup> of September, the local board will consist of ten people:</p> <ul style="list-style-type: none"> <li>5 TB appointed governors</li> <li>2 Elected Parent governors</li> <li>1 Elected Staff governor</li> <li>2 co-opted by the local board</li> </ul> <p>This allowed local representation and was large enough to cope with the work but small enough that a focus could be retained and for meetings to be productive. The board is therefore carrying vacancies for 2 Elected parent governors, 1 Elected Staff governor and 1 co-opted governor (2 subject to the TB's approval to remove KD).</p> <p>TM and CK will organise the parent and staff elections ASAP. The board were asked to consider whether they knew of anyone within their communities who might make a good governor and if so, speak to TM or CK so that they can be invited for a meeting and to see the school.</p> <p>CK also informed the board that RQ had resigned as a governor earlier this month.</p>	<p>CK/TM organise staff and parent elections</p> <p>All – consider personal contacts &amp; introduce to TM /CK</p>

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	<p>v. JC gave an outline of the governance functions across the Trust and key personnel. There are three Members and eight Trustees. The Trust Board holds overall accountability for the schools and delegates some of that to the local boards who are known as 'Local Advisory Boards'. The LAB's focus is on Standards and Performance. Boards will receive the Management Accounts but will not have to work out the budget as budgetary responsibility will sit at Trust Board level; the executive team will conduct the operational elements and the Trust Board will monitor and evaluate. This does not preclude any local board asking questions about budgets and finance or requesting further information and Principals will have a portion of delegated budget which they may seek local board views on with regard to expenditure. The new Scheme of Delegation will be emailed to all governors on local boards once the Trust Board has formally adopted it.</p> <p>CK reported that the hyperlinks on the agenda for this part of the meeting would take governors to the Governance Handbook and Competency Framework which were useful reference tools and should be bookmarked and read as people had time.</p> <p>vi. Governor Training: CK planned to roll out some governor training across the Trust to cover safeguarding for governors; an introduction to the role; taking the Chair; understanding data and</p>	<p>CK – email SoD</p> <p>All – save links to Governance Handbook &amp; Competency Framework and read at future point.</p> <p>CK – organise governor training dates.</p>

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	<p>effective monitoring. Governors were asked to consider whether an evening or daytime slot would be preferable. All agreed a twilight session would be most manageable. CK will offer a choice of dates to ensure maximum participation.</p>	
<p>10. Board Housekeeping</p>	<p>i. Code of Conduct – CK had distributed the NGA Code of Conduct to all board members to read. CK explained that the code is based on the Nolan Principles of Public Office and it was important to retain confidentiality and challenge in a respectful manner. All governors signed a pro-forma to indicate that they had read the Code of Conduct and would adhere to its principles.</p> <p>ii. CK reminded all governors to return the skills audit to her so that future recruitment can be tailored to skills gaps and so that a training needs analysis can be created. The audit will be conducted on an annual basis to ensure training is relevant and new governors are recruited to skills required.</p> <p>iii. CK collected outstanding Declaration of Interest forms for 2018-19.</p> <p>iv. KCSiE 2018 – CK had placed a hyperlink in the agenda for this meeting so that all governors can read Keeping Children Safe in Education Part One and Annex A. Those that had read the document signed a pro-forma and others were asked to read the documentation as a matter of urgency before they sign. CK</p>	<p>All – return skills audit if not already done</p> <p>All – send Declaration of interest form if not returned</p> <p>All – read KCSiE part One and Annex A</p>

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	<p>reminded the board that although there was a Lead governor for Safeguarding governor, safeguarding was everyone's concern and all needed to be aware of it.</p>	
<p>11. Performance Report: Summer 2</p>	<p>The report had been distributed before the meeting and TM gave an overview of the absence figures. Persistent absence has reduced; items in a green box indicate that the figure is within national tolerance. Two families from Romania did not return at the start of the school year but are here now. There had been a spike in parents taking pupils out of school for holidays in terms 4 and 6.</p> <p><b>A governor asked how the absence figures were calculated.</b> TM explained the average differs for each term as it is an average taken over the number of days per term which fluctuates.</p> <p><b>A governor noted that the figures for EY and KS1 are consistently above average.</b> TM commented that there had been some movement within that cohort which would affect figures as there is level of mobility within the local population. The DfE have praised the robustness in the way the school monitors attendance as NIA uses an accurate measurement and follows up very quickly if a pupil is not in school.</p> <p><b>A governor asked what is the definition of 'persistent absence' and do the persistent absence figures include the absence figure in rows above in the table or is persistent absence an addition to the absence in general?</b></p> <p>TM explained that all schools across the Trust complete this document and absence is defined as persistent when it equates to 10% or more of missed sessions. The figures for persistent absence represent the percentage of missed sessions where the absence equates to more than 10% in one term.</p>	

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	<p><b>Governors asked if they can access some training to better understand the performance report.</b> CK will ask KR for input into governor training to explain the document fully. CK will also investigate access to ASP (Analyse School Performance) for governors.</p> <p><b>A governor asked TM if he can explain the outlier of 6.92% in term 5 for EYFS/KS1 persistent absence.</b> TM responded that he will need some time to investigate that. CK suggested that for future meetings it may be helpful if governors can submit questions after reading the associated paperwork to her to allow staff time to investigate matters where possible. If questions could be submitted three days before the meeting that would provide a window of time for staff to examine data and conduct some research. This is not a prerequisite of meetings and does not preclude the discussion and Q&amp;A within a meeting; all questions submitted will still be minuted.</p> <p>Post meeting response to GQ: The answer is simply that very few pupils missed 10% or 3.5 days during that half term. This could be put down to the length of the term, the better weather or the in school assessments that were being conducted but the anomaly is an accurate one.</p> <p>TM reported that teaching within the school has improved. <b>A governor commented that this part of the document is not rag rated so an overview was more difficult to discern.</b> TM explained the summary.</p> <p><b>A governor asked how many teachers are currently below 'good'.</b> TM replied that approximately 20% would fall into this category.</p>	<p>CK liaise with KR and look at access to ASP</p> <p>All – consider submitting questions beforehand after reading paperwork for future meetings if possible</p>

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	<p><b>A governor asked TM what he would like the quality of teaching grid to look like.</b> TM replied that he would like to see all teaching at good or better. TM explained the how the box containing the summary under 'Quality of T&amp;L' expressed the figures in a different way with any numbers appearing in the amber, orange and red boxes sitting below the expected standard. Whilst the middle light green box was acceptable is was not aspirational and it would be reassuring to have all T&amp;L within the blue and dark green boxes.</p> <p>The board looked at the exclusion figures on page 6 and TM reported that one student had received a 5-day exclusion based on video evidence and that the parents had been supportive of the school.</p> <p>TM then explained that within the CME figures term 1 will show pupils who accepted a place at the school but who did not show up. The school has to keep these children on roll until such time as their whereabouts is known for safeguarding reasons. <b>A governor noted that the figures do not indicate the number of 'repeats' so that a safeguarding concern might be missed.</b> This is a good point and JC will raise with KR for review.</p> <p>TM outlined the progress with the new building. A representative from the Local Authority and an MP had visited to see the building in action. Everyone was mindful of the risks posed by occupation as parts of the building are closed off and work continues with snagging in some areas. There is a site meeting every day to update everyone and staff have been offered extra pay to take on additional duties so that pupils remain as safe as possible through close monitoring. Pupil behaviour is very good.</p>	<p>JC raise design of form with KR</p>

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	<p>There is an expectation that the contractors will not be on site for internal works during school hours beyond October the 26<sup>th</sup>. There was a discussion about the provision of lunch as the contractor had installed an incorrect pipe so that hot lunches could not be prepared. The school was providing packed lunches until this can be remedied.</p> <p><b>A governor asked if TM is able to prioritise the many things happening in the environment.</b> TM assured the board that everything is under control and he is able to prioritise.</p> <p>Governors noted that the first day of school appeared to go very well and was well managed.</p> <p><b>A governor asked when the temporary cabins would be moved away from the school site.</b></p> <p>JC and TM replied that this would happen within the next 2 to 3 weeks and some had already moved. JC assured governors that the entire organisation is driving a successful delivery of the building. TM commented that with present pupil numbers 40% of the building is required to function normally and in fact 75% of the building had already been delivered.</p> <p>The school events calendar will be emailed to governors so that they can add some of them to their diaries.</p> <p>There are open evenings in a few weeks which governors are welcome to attend: 25/09/18 between 5.00 and 7.00 03/10/18 between 4.00 and 6.30</p> <p><b>A governor asked if the school improvement plan is available.</b></p> <p>JC explained that at the beginning of each academic year there would be a meeting with the Lead Academy Improvement Partner, the Head of School Development, the CEO,</p>	<p>TM email school events to CK for distribution</p> <p>Govs to review calendar for attendance</p> <p>CoG (or another governor) to</p>

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	Principal and Chair of Governors to review, plan and agree priority areas which would form the basis of the Academy Improvement Plan. This is due to take place imminently and then the Academy Improvement Plan will be shared with the board.	attend AIP meeting. TM to share AIP when drafted.
12. Management Accounts	<p>The Management Accounts up to July 2018 had been distributed before the meeting. TM raised the point that last year the school had banked a surplus but had not purchased equipment and the surplus had been absorbed into the overall budget for all schools in the Trust. JC reminded everyone that a conversation between the local board, the Principal and the Trust Board was ongoing and would continue so that everyone was fully informed of school circumstances related to finance.</p> <p>There followed a discussion about other financial matters. TM reported that the school is utilising more staff hours than it currently needs to ensure future provision is adequately covered. Many of the building running costs are unknown; the Trust has budgeted for the worst case scenario and added a large maintenance pot for upkeep of the fabric of the building. Although the current surplus looks very large, it is needed to maintain the school. <b>A governor asked who was holding the costs for the deferred parts of the building.</b> JC confirmed that this lies with the builders.</p> <p>CK explained to the board that the hyperlink at this part of the agenda would take governors to the Academies Financial Handbook which they should bookmark for reference and read when they have time as it relates to governance responsibilities.</p>	All – bookmark link to AFH for future reference/reading

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13. Finance	The minutes of the Finance committee held on the 5 <sup>th</sup> of June 2018 were accepted as an accurate record. DT to sign at the next local board meeting.	CK – DT to sign off finance minutes
14. Risk Register	The Risk Register had been discussed earlier and was not available for this meeting.	Risk register to be available at next meeting TM/CK
15. Safeguarding items	<p>CK had separated these items to draw attention to the fact that they are safeguarding matters requiring governor thought and review. The terms used were explained to the board with suggested lines of enquiry e.g. what percentage of the absence figures relate to LAC or disadvantaged pupils? The items listed had been discussed earlier in this meeting.</p> <p><b>A governor asked when the safeguarding report would be ready.</b> TM responded that the DSL was writing it and it would be circulated ASAP.</p>	TM – SG report to CK for distribution to board.
16. Governor monitoring cycle	<p>CK explained this item – SLT would prepare a monitoring schedule and governors will be invited to join SLT on some learning walks or conduct learning walks alone (where appropriate) to monitor the key academy priority areas. This will follow the production of the Academy Improvement (Development) Plan. Governors should choose which dates they can come into school to conduct monitoring activities in agreement with the Principal/SLT.</p> <p>CK will provide some governor training on monitoring between committees.</p>	TM – circulate monitoring schedule and indicate where governors can visit for monitoring purposes.
17. AOB	<p>The Exclusion panel composition was agreed if a panel is required: ACS, BS, MT</p> <p><b>A governor asked if TM is getting enough notification from the building contractors of planned work.</b> TM confirmed that this is the case.</p>	CK to email ex. Panel paperwork

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	TM to email governors dates for working party meetings so that attendance can be organised if possible.	TM send dates of working parties where governor attendance would be useful & informative
18. Date of next meeting	15/10/18 at 18:00 – Standards <b>27/11/18 at 18:00 – Full Board</b> 10/01/19 at 18:00 – Standards <b>04/02/19 at 18:00 – Full Board</b> 05/03/19 at 18:00 – Standards <b>13/05/19 at 18:00 – Full Board</b> <b>16/07/19 at 18:00 – EOY full Board</b>	All note dates

The meeting closed at 20.30

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