

NIA Academy

FINAL Minutes of the End Of Year meeting held on the 16th July 2019 at 18:00

NIA, 55 Barrack Road, Northampton NN1 1AA

Agenda item	Discussion	Action / Information
1. Present.	<p>Present: Tim Marsrton (Head Teacher) Jo Daniels (Deputy Head teacher) Ruth Ryan (Deputy Head Teacher) David Todd (TB appointed) Ben Shirley (TB appointed) Martin Thompson (TB appointed) Bruce McDonald (Parent Governor)</p> <p>Josh Coleman (CEO: EMAT) Paul Wheeler (Finance and Operations Director & Chief Financial Officer) Carole Kirby (Head of Governance: EMAT) Giles Osborne (EMAT Lead AIP) Paul Osborne (Clerk) – Minutes</p> <p>Introductions were made. DT reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	Arrived 18.10
2. Apologies.	Apologies, received and accepted from Alexis Castillo-Soto .	
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.	
5. Minutes from the last meeting.	The minutes of the meeting held on the 14 th May 2019 were agreed to be an accurate representation and were signed by the chair.	

<p>6. Action Log from the meeting held on the 14th May 2019.</p>	<p>i. Review of the risk register to be added to the next agenda. Done in AOB.</p> <p>ii. Send out dates for governors to conduct monitoring visit aligned to a priority area. Ongoing SLT adding dates to the governor hub calendar.</p> <p>iii. Look a sending link to parent view to parents mobile phone and investigate using parents phones for other school updates i.e. car parking. Done.</p> <p>iv. Look at schools who get a higher return rate on parent view to investigate how they do this and use their ideas at NIA if suitable. Done.</p> <p>v. Ensure action plans should develop from the feedback received via parent view. PTA should receive updates on how their feedback is being used by the school. Done. This has also included clinics run by the SLT for parents. TM informed all that the governors are more than welcome to attend these.</p> <p>vi. Health and safety findings to be added to the next agenda. Done in AOB.</p> <p>vii. investigate why there are cars parked in the service road at the end of the school day. Done in BS report.</p> <p>viii. Update of the broken door at the rear of the building. Done.</p> <p>ix. Investigate if there's any parking at the front of the school set aside for or could be used by the fire brigade if needed. TM reported that access is fine during the night investigations taking place for during the day.</p> <p>x. BS and TM will arrange a date for BS to visit the school. Done.</p> <p>xi. TM/JC will meet to review the current procedures for food allergies and update if required. BS will look at this during his next visit.</p>	<p style="text-align: center;">TM</p>
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	<p>xii. BS to look at food allergies procedures during his next visit. BS will look at this during his next visit.</p> <p>xiii. MT to visit the school to discuss if there's any assistance they can offer regarding the theatre space. Ongoing.</p>	
7. Items for AOB	There was no AOB raised at this point.	
8. Principals report.	<p>TM explained that Ofsted had visited the school on the 9th and 10th July. Full report to follow. Mutual thanks and acknowledgments were exchanged.</p> <p>A governor asked for a brief outline of what work, procedures that were introduced in preparation for Ofsted will continue.</p> <p>JD advised the staff inductions will continue which have been warmly received from the staff.</p> <p>JC went through the work the Trust is doing including a brief overview of the plans for the September Trust strategy day. These include;</p> <ul style="list-style-type: none"> ▪ Standards and performance data review with data drops occurring three times a year. ▪ Simon Webb academy improvement officer will continue in his role. ▪ <p>A governor asked if the inductions have been added to the diary for the NQTs starting in September.</p> <p>JD advised these have been planned and added to the diary. At the moment we have 30 new staff starting in September 2019 with 18 of these being NQTs. JD invited the board into school on the 12th of September 3.30-4.30 to meet the new staff. The board thanked JD for the offer and will look at their diaries for availability.</p>	

<p>9. End of Year Review.</p>	<p>i. What are the three key achievements of the LAB this year?</p> <ul style="list-style-type: none"> ▪ Involved with a successful Ofsted visit which was a great opportunity to benchmark our progress and validate our processes. ▪ The board has increased it's understanding of the terminology used within the academic sphere. ▪ The overall engagement has improved immensely with more visits into the school and more challenge in board meetings. ▪ The board has grown through governor recruitment and become more stable and has raised it's profile within the school and the local community. ▪ The support and training conducted by CK has been a great help in strengthening the board. <p>ii. What has been the impact of the governors' involvement at school over the last year?</p> <ul style="list-style-type: none"> ▪ Governors have looked at Health and Safety during their visits which with a fresh set of eyes has been a great help and led to tangible improvements with regard to the fabric of the building. ▪ The questions , comments raised for the new sixth form have helped ensure this is set up correctly with vigour regarding the marketing, lessons and subjects on offer. ▪ The way data is presented has been shaped to ensure it is user-friendly and presented 	
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	<p>with the understanding of the audience in mind.</p> <ul style="list-style-type: none"> ▪ Governor support at the rapid improvement meetings provided challenge to raise T&L in a short time period. <p>iii. What are the key areas for development of the board for next year?</p> <ul style="list-style-type: none"> ▪ The board would appreciate as much information as relevant regarding the budgets , expenditure for additional funding i.e. pupil premium. This will help the board understand the impact this funding is having and be able to challenge, assist if required. <p>JD gave an update on the work she is doing with how the additional funding is spent to assist the board.</p> <p>A governor asked if there is anything that could be done to help the board improve their knowledge in this area.</p> <p>TM offered any member of the board to shadow Simon Webb during his future visit to help gain more information.</p> <p>The governors appreciate they are not directly responsible for budgets, funding but would like as much information as relevant to help them improve their understanding.</p> <p>CK advised the skills audit will be repeated early in the Autumn term with the results shared with the board.</p> <p>iv. What are the key areas that the board thinks the school needs to develop next year?</p>	<p style="text-align: center;">CK</p>
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	<ul style="list-style-type: none"> ▪ To ensure presentations of data are consistent and presented at a layman’s level. ▪ Identify any trends as quickly as possible so action can be taken to help rectify them. ▪ More parental involvement in the communication they receive i.e. newsletter. This will help advertise the great work the school does to as wider audience as possible. <p>A governor asked for an update on the pastoral support. TM advised that recruitment is done and he is confident the new team is in a good position. TM thanked the governors for their continued interest, scrutiny in this area.</p> <p>v. What would make the relationship between the board and the Trust better?</p> <ul style="list-style-type: none"> ▪ The board noted how open to challenge the Trust is. ▪ A greater understanding of the wider strategy for the Trust. <p>JC explained that Trust wide strategy will be discussed at the Trust day in September. PO will add an update regarding Trust strategy to the next meeting.</p> <ul style="list-style-type: none"> ▪ When possible ensure all of the information shared with the board is aimed at a layman to assist with understanding. ▪ Maximise the use of GovernorHub so all information e.g. school events is on there. ▪ Feedback at LAB meetings on key messages from trust Board meetings. 	<p style="text-align: center;">PO</p>
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	<p>All noted the massive improvement made by the board over the last year and how it has not only helped the board move forward but the School and the Trust also.</p> <p>vi. What would improve the relationship between the school and the board?</p> <ul style="list-style-type: none"> ▪ Continue to advertise school events with all relevant parties. It was noted this has improved immeasurable over the year and needs to continue. ▪ All governors to ensure they complete their monitoring visits. <p>vii. How will we achieve this? Action Planning.</p> <p>CK will collate all of the feedback / comments received. Once the collation has been done, she would like a governor to work alongside her to compose the action plan. BS volunteered to work with CK on this.</p>	CK/BS
<p>10. Governor hub health check.</p>	<p>CK asked if over the summer the governors can look at the Governing Board Health check (located on Governor Hub) and complete as much as they can. This will enable the Trust to determine what training and support is required.</p>	
<p>11. Any other business.</p>	<p>BS gave a update regarding his recent Health & Safety / Safeguarding visit. Due to time constraints he will look at the risk register during his next visit. Date TBC.</p> <p><u>Health & Safety</u></p> <p>1. Access Road – This continues to be a risk in the author’s opinion. In this visit the author also witnessed</p>	<p><i>Full report on governor hub</i></p>

	<p>additional risk when children leave at the end of school, where they have to cross the access road whilst are also traffic movement increases at this time. TM was able to offer reasonable practicable measures to improve segregation of vehicles and pedestrians.</p> <p>2 Building security – There is a foreseeable risk around unwelcome visitors tailgating staff through the carpark automatic door entrance. The optimum solution would be to add secondary magnetic lock doors to the internal primary and stairwell doors located beyond the automatic door (two doors total). When the access road security systems are in place, this risk is greatly reduced. NIA should consider the available options and implement the most appropriate solution based the actions taken on the access road security.</p> <p>3 Lockdown procedure – staff raised concern over the safety/security of reception staff in the event of a malicious attack. The lockdown procedure should be reviewed to determine whether this risk has been suitably identified and/or managed.</p> <p>TM thanked BS for the report and informed all that item 1 and 2 are being investigated.</p> <p>TM passed on that for item 3 the reception staff have the option if they feel threatened to move behind a door that can be locked for their security.</p>	<p>TM</p>
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Minutes agreed as a true representation and signed

Signature

Print Name

Date

Actions from the meeting at NIA Academy held 16/07/19

Action	Owner
1. TM to report back regarding if there's any parking at the front of the school set aside for or could be used by the fire brigade if needed for during the day. Page 2.	TM
2. CK to report back reference the skills audit. Page 6.	CK
3. PO will add an update regarding Trust strategy to the next meeting. Page 7.	PO
4. CK will collate all of the feedback / comments received. Once the collation has been done, she would like a governor to work alongside her to compose the action plan. Page 7.	CK/BS
5. TM to supply an update on points 1 and 2 of B.S Health and Safety report. Page 8.	TM
6. TM to check all relevant reception staff are aware they have the option if they feel threatened to move behind a door that can be locked for their security. Page 9.	TM
7. PO to add to the agenda for the next meeting. Update regarding the newly opened areas of the school. Health and Safety update. Discussion regarding the position of the chair for the coming academic year.	PO