

**Northampton International Academy**

**Minutes of the Local Advisory Board meeting held on the 27<sup>th</sup> November 2018 at 18:00  
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; Chair)  <b>Ben Shirley</b> (TB appointed member)</p> <p><b>Tim Marston</b> (Principal)  <b>Lee Towers</b> (Assistant Principal)  <b>John Shannahan</b> (Interim Deputy Principal)  <b>Hannah Auger</b> (Assistant Principal)</p> <p><b>Joshua Coleman</b> (CEO: EMAT)  <b>Giles Osborne</b> (Lead Academy Improvement Partner: EMAT)</p> <p><b>Carole Kirby</b> – 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.</p>	
2. Apologies	Apologies had been received from <b>Martin Thompson</b> (TB appointed member) and <b>Alexis Castillo-Soto</b> (TB appointed member).	
3. Quoracy	The meeting was not quorate as three governors were not present. It was decided that the meeting could still progress for information.	
4. For Information: new governor	A new governor had stepped forward but had withdrawn this morning. CK reported that NIA currently has the following vacancies: Elected Parents x2 Elected Staff member x1 TB appointed x1 Co-opted x2	
5. 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. CK to send DOI form to John Shannahan	CK send DOI form to JS

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6. Minutes of the NIA Local Board meeting held 11.09.18 and matters arising not appearing on the Action Log	<p>The minutes of the meeting held on the 11<sup>th</sup> September 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
7. Action Log from the meeting held on the 11 <sup>th</sup> of September 2018	<p>Actions from the meeting held on the 11<sup>th</sup> September 2018 were reviewed:</p> <ul style="list-style-type: none"> <li>i. Take removal of KD to Trust Board for approval for non-attendance without apologies. Done. KD had resigned.</li> <li>ii. CK organise Chairs training for governors and circulate dates. CK confirmed Chairs development programme details will be shared with all.</li> <li>iii. Trust Board to consider chairing of the NIA advisory Board. D Todd will be holding the position.</li> <li>iv. Co-ordinate exclusion panel if required. Done.</li> <li>v. Print minutes of meeting held 08/05/18 for signature by DT</li> <li>vi. Co-ordinate SLT attendance at future local board meetings when appropriate and connected to agenda items. TM confirmed done and especially useful at Standards &amp; Performance Meetings.</li> <li>vii. CK to organise data training for local boards to enhance understanding. CK confirmed done</li> <li>viii. Governors to email CK or TM with pen profiles for the school website – max one short paragraph. Confirmed complete by governors.</li> <li>ix. Update risk register and present to local board at next meeting. TM confirmed this is ongoing.</li> <li>x. Email lead governor for website the link to the statutory requirements. CK confirmed done.</li> </ul>	<p>CK send details of the Chairs development programme to all</p> <p>CK print minutes 8/5/18 for signature</p>

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	<ul style="list-style-type: none"> <li data-bbox="600 282 1118 376">xi. Send lead governors useful links and info related to each role. CK confirmed done.</li> <li data-bbox="600 387 1118 481">xii. Note members of Standards and Performance Committee and Chair – Noted.</li> <li data-bbox="600 492 1118 586">xiii. Organise Staff and Parent governor elections. TM and CK confirmed done.</li> <li data-bbox="600 598 1118 692">xiv. Consider contacts to see if interested in governance role and forward to TM/CK if so. Ongoing.</li> <li data-bbox="600 703 1118 880">xv. Email new Scheme of Delegation to board once adopted by TB. Done. There was a request for CK to create a summary document for governors.</li> <li data-bbox="600 891 1118 1090">xvi. Save links in agenda to Governance Handbook, Competency Framework, Academies Financial Handbook and Safeguarding Document (KCSiE 2018). Noted</li> <li data-bbox="600 1102 1118 1162">xvii. Set dates for governor training. Ongoing.</li> <li data-bbox="600 1173 1118 1234">xviii. Return skills audit to CK – confirmed done</li> <li data-bbox="600 1245 1118 1305">xix. Return declaration of interest form to CK – confirmed done</li> <li data-bbox="600 1317 1118 1377">xx. Read KCSiE 2018 Part one and Annex A.</li> <li data-bbox="600 1388 1118 1417">xxi. Organise data training – done.</li> <li data-bbox="600 1429 1118 1500">xxii. Find out who is the Secure Approver for governor access to ASP. Hena is the Secure Approver.</li> <li data-bbox="600 1525 1118 1664">xxiii. Query inclusion of repeats within CME in performance report. KR had confirmed the figures are not double counted.</li> <li data-bbox="600 1675 1118 1792">xxiv. Email school events calendar to CK for distribution to local board – TM confirmed and can sync phone to calendar</li> <li data-bbox="600 1803 1118 1863">xxv. CoG to attend AIP meeting if possible – confirmed done by CK</li> <li data-bbox="600 1874 1118 1991">xxvi. Share Academy Improvement (Development) plan – TM confirmed done</li> </ul>	<p data-bbox="1150 824 1382 992">CK to create summary document showing LAB responsibilities and roles</p> <p data-bbox="1174 1507 1358 1601">RM to provide governors with access to ASP.</p>

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	<p>xxvii. Print finance minutes of 5<sup>th</sup> June 2018 for signature by DT</p> <p>xxviii. Update Risk Register and present at next meeting – on agenda</p> <p>xxix. Send Safeguarding report to CK for circulation to local board and Trust Board. Done</p> <p>xxx. Invite governors in for learning walks based on monitoring schedule and academy key priority areas. On agenda.</p> <p>xxxi. Send dates of working parties where governor attendance would be useful. TM.</p>	<p>CK print minutes for signature</p> <p>Send dates of school working parties - TM</p>
<p>8. Presentation from Acting Lead of Primary Phase re Early Years and Primary Phase QTL and progress measures: for discussion and information</p>	<p>Lee Towers reported on Early Years and Primary QTL (Quality of Teaching and Learning) and Progress and presented a SWOT Analysis which was distributed to the board. The document is colour coded at the top of the page for reference.</p> <p>The Primary phase of the school is receiving ongoing support from Castle, Hardingstone, Orchard and Shepherdswell Academy and Katy Russell as Head of School Development. The current figures for pupils on target are: Y2: 83% YR1: 72% Early Years: 75%</p> <p><b>A governor asked what is difference now since moving into new building? Is there confidence that you can achieve targets?</b> LT confirmed that there is confidence in achieving the targets set and also that the Academy Improvement Partner (AIP) has confirmed that leadership and management know the school well.</p> <p><b>A governor asked about the experience of staff in the primary phase.</b> There are five teachers and one HTLA. We have employed and experienced Early Years teacher on long term supply and the Primary Phase Leader joining in January will go into Yr2. Learning is</p>	

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	<p>at the expected standard but we do have some NQTs so are monitoring closely.</p> <p><b>A governor asked when the additional support will stop.</b> The intensive additional support will end at Christmas but the core AIP support will continue. We will ensure that teaching and assessment is rigorous and robust to ensure accuracy of judgements.</p> <p><b>A governor asked is if the new start in January is a new role or a replacement for someone who is leaving.</b> It is an outstanding teacher who was not available for a September start and who is relocating to join us; the role is a new one that was always in the plans.</p> <p>LT reported that 50% of the staff NQTs who are attending the Improving Teacher Programme at Castle have mentors from the Secondary phase. Development of the NIA way is progressing with support from other schools in the Trust.</p> <p>Teacher assessment in term one is being moderated and other interventions will be needed post December. <b>A governor asked if the leadership is measuring to ensure the interventions are working.</b> Yes, we have used extensive testing to validate teacher assessment.</p> <p><b>A governor asked if all primary colleagues are engaged with no more marking.</b> Yes, the provision of teaching assistants and lunchtime supervisors has freed up time for leaders to manage more effectively.</p> <p><b>A governor asked how effectively the school can articulate its curriculum choices.</b> All decisions taken about curriculum are evidence based. We are clear about the needs of the cohort. The Trust has a framework for a cohesive curriculum and we need to think in the long-term here. <b>A governor asked if the school leadership is getting the support required to enable this.</b> Yes.</p>	

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	<p>SEND has been identified as an area to develop although the school has made significant progress in this area. There are six new TAs requiring CPD in order for them to understand the school's expectations. This is in hand.</p> <p>Teacher assessment we have worked with Katy Russell to ensure targets are accurate and we are using FFT20 targets. The data sent out for this meeting shows year 1 and year 2 targets. There has been strategic recruitment to strengthen MLT (Middle Leadership Team). It has been a very positive experience to work with the teams supplied through the Trust.</p> <p><b>A governor asked what are the barriers to recruiting experienced teachers.</b> None, we are successfully recruiting but we have a preference for those with experience now to add further strength to the team.</p> <p><b>A governor asked whether the support is above that offered to other NQTs.</b> Yes</p> <p><b>A governor asked whether the complex SEND cases are unique; is there any guidance available? Will you put support in and apply for High Needs Funding?</b> LT stated that there is a lot of outside agency support in place. Interventions are set out on page two of the document.</p> <p><b>A governor asked whether all of these interventions are currently in process?</b> Yes, we using people within the Trust to benchmark progress against intervention measures.</p> <p>A Governor stated that they would like to see the progress made to ascertain what is complete and what is still ongoing. LT outlined the four priority areas:</p> <ul style="list-style-type: none"> <li>- Performance Management</li> <li>- Monitoring and Evaluation Cycle</li> <li>- Student data</li> <li>- External validation</li> </ul>	

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	<p><b>A governor asked what the key next steps are.</b> These are intertwined with ADP and set out on the slide 'Priorities for NIA Primary'. A Governor commented that the four priority areas need to be incorporated in to the ADP.</p>	
<p>9. Principal's Report for discussion and information to include:</p>	<p>The SEF (Self-Evaluation form) had been distributed with the agenda for this meeting. The DfE visit had checked the statements made in the SEF and validated their accuracy. The SEF shows the school as 'good' in all areas. TM stated that he had met with the chair of governors whilst compiling the document.</p> <p>The Performance Report had been distributed with the agenda for this meeting.</p> <p><b>A governor asked why, under quality of Teaching and Learning, the 5% figure has been highlighted.</b> TM confirmed that this was a draft document that was sent to KR for confirmation to clarify the meaning of this category (number of staff able to support others). The 5% reflects the number of staff able to support others externally. <b>A governor asked what the Trust aspiration is for this figure.</b> JC stated that the Trust wanted staff to be able to support other Trust staff across all schools within the MAT in order to have a self-sustaining system. The Trust has begun to embed a coaching model in staff CPD in order to enlarge the capacity of staff able to support other teachers or support staff. <b>A governor sought clarification about whether there are Trust targets for this.</b> No, not yet. It is also about celebrating staff strengths and about providing opportunities or staff to demonstrate and utilise their skillset.</p> <p><b>A governor asked what is the difference between informal and formal capability?</b> Informal means that coaching and support are required and this will be picked up at appraisal.</p> <p>The formal capability process involves the unions and sets targets which are designed to be met within 4-6 weeks. There are three waves of support before anyone reaches the</p>	



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	<p>informal level of capability. HA will share the model with the board to enhance their understanding.</p> <p><b>A governor asked what the criteria are for 'international' in the teaching assessment section.</b></p> <p>The school was using 'International' as one of the global pillars and is e already embedded in planning and delivery. We have slightly finessed the criteria to include literacy and numeracy in one band and British Values and SMSC have been added.</p> <p>TM reported that The large building has meant that some transitions are more challenging than they should be. The upscaling of teacher numbers, space, and pupils is, in itself challenging; strategies that worked before in the temporary buildings need to be up-scaled in the current building. We have raised standards and set clear expectations to manage behaviour issues.</p> <p>There was a meeting today to clarify what is SEND support and what is behaviour support in order to have a clear provision map with early intervention processes.</p> <p><b>HA left meeting at 19:30</b></p> <p>There followed a discussion regarding the provision of support before the stage where a permanent exclusion is reached. There was agreement that the school needs to have processes securely in place.</p> <p><b>A governor asked how the school will know when the processes are secure. TM listed the following ways:</b> Pupil engagement; behaviour data; reduced requests for support; reduced exclusion numbers.</p> <p>JC stated that pupils are keen to be in school; we just need to establish consistency of adherence to the boundaries, which is normal practice in secondary schools.</p>	<p>HA share support model for staff with LAB</p>



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	<p><b>A governor asked about exclusions as there is one pupil on repeated fixed time exclusions, can you explain?</b></p> <ol style="list-style-type: none"> <li>1. A Yr 8 pupil has persistent disruptive behaviour</li> <li>2. A Yr 8 pupil was excluded in their primary school. They have anxiety issues which have been exacerbated by the move to new building.</li> </ol> <p>TM assured governors that exclusion is avoided as much as possible.</p> <p><b>A governor sought assurance with regard to the plan for pupil number 2 in year 8.</b></p> <p>Applied for alternative provision through LA. Been told they are full. Meeting with NSTC to find an alternative. The pupil has support from outside agencies as well.</p> <p>A discussion took place regarding SG matters with exclusions and information passed to governors. These can be validated through monitoring visits from the SG governor.</p> <p>TM presented a short selection of slides to provide an overview of the last DfE visit.</p> <p>The annual safeguarding report had been distributed with the agenda for this meeting.</p> <p><b>A governor asked how often DBS checks were updated.</b> Trust would like them repeated every three years; this will be presented to the safeguarding forum.</p>	
10. Feedback from S&P committee: for information	The Chair was not present for the meeting so this item could not be updated.	
11. Management Accounts for information	<p>The Management Accounts had been distributed with the agenda for this meeting.</p> <p>PW reported that the Statutory Accounts for the accounts were agreed today for presentation to the Trust Board.</p> <p>There will be monthly scrutiny meetings set up with the CEO, PW, TM and the Management</p>	

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	<p>Accountant to monitor budgets and discuss spending requirements.</p> <p>PW stated that additional costs had been incurred at NIA due to the new building but there is still a small surplus.</p>	
12. Risk Register: Update for information	<p>A governor proposed a working party to review this in preparation for future meetings.</p> <p>JC reported that the MAT has Trustees with risk management expertise who will meet with PW to review. It was suggested that BS might like to join that meeting.</p>	<p>TM to send out a copy of the risk Register</p> <p>BS let CK know if would like to be part of the review.</p>
13. Governor Monitoring cycle and allocation of governors to priority areas on	<p>A monitoring document had been distributed with the agenda for this meeting. Governors were asked to choose a date to come in to conduct a visit for monitoring purposes. Noted that two governors were not present for this discussion.</p>	<p>TM &amp; JS to provide dates for governors to attend</p> <p>CK to deliver monitoring session for governors</p>
14. Board housekeeping reminders	<p>CK will send email updates to remind people to return the skills audit and read KCSiE 2018 Part one.</p>	<p>CK to email reminders</p>
15. AOB	<p>Parent and staff elections; please update CK when complete so that she can advise re next steps.</p> <p>School Christmas lunch is on the 18<sup>th</sup> of December and will be followed by a whole school assembly. Governors are welcome to attend.</p>	<p>TM/JS to email detail</p>
16. Date of meetings for the next year	<p>Calendar appointments have been sent for the following:</p> <p>10/01/19 at 18:00 – Standards            04/02/19 at 18:00 – Full Board            05/03/19 at 18:00 – Standards            13/05/19 at 18:00 – Full Board            16/07/19 at 18:00 – EOY Full Board</p>	