

**Northampton International Academy**  
**FINAL Minutes of the 2<sup>nd</sup> LAB meeting 2019/20 held on the 28<sup>th</sup> November 2019 at 18:00**  
**NIA Academy, NIA,55 Barrack Road, Northampton, NN1 1AA**

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

Agenda item	Discussion	Action / Information
1. Present.	<p><b>Present:</b>  <b>Tim Marston</b> (Headteacher)  <b>Jo Daniels</b> (Deputy Headteacher)  <b>Ruth Ryan</b> (Deputy Headteacher)</p> <p><b>Ben Shirley</b> (TB appointed)  <b>Emily Gent</b> (Co-opted Governor)  <b>David Todd</b> (TB appointed / Chair)  <b>Jon Musgrove</b> (Co-opted Governor)  <b>Frances King</b> (Trust Board Appointed)</p> <p><b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Paul Osborne</b> (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>	<p>BS arrived 19.10</p> <p>JM arrived 18.20</p>
2. Apologies.	Apologies were received and accepted from <b>Alexis Castillo – Soto, Bruce McDonald, Martin Thompson, Giles Osborne</b>	
3. Quoracy.	The meeting was quorate.	
4. i. Declarations of interest. ii. Clerk to ensure all Governors have signed this years Declaration of Interest form.	<p>i. There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.</p> <p>ii. All attendees had already signed the declarations of interest.</p>	

<p>5. Minutes of the last S&amp;P meeting held 24/09/19 and matters arising not on this agenda.</p>	<p>i. PO to rectify the issue with the minutes from the meeting held on the 16<sup>th</sup> July 2019 and post to Chair for signature. <b>Done.</b></p> <p>ii. PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training. <b>Done.</b></p> <p>iii. PO to add Trust strategy to the next meeting. <b>Done.</b></p> <p>iv. PO to ensure all governors have signed the code of conduct, KCSI E and Register of interest paperwork. <b>Done.</b></p> <p>v. PO to add Risk Register to the next meetings agenda <b>Done.</b></p> <p>vi. PO to add to the next full board agenda Governors to report back after their visits. <b>Done.</b></p> <p>vii. PO to correct spelling mistake on the Governance action plan. <b>Done.</b></p>	
<p>6. Minutes from the last meeting.</p>	<p>The minutes of the meeting held on the 17<sup>th</sup> September 2019 were agreed to be an accurate representation but the chair asked if clarification could be sought regarding governor lead roles. PO to action and arrange for the minutes to be signed at the next meeting (more information under agenda item 15 point vi).</p> <p>The Chair reminded all the need for data, presentations are to be shared 7 days prior to the meeting.</p>	
<p>7. Trust Strategy Requested agenda item from the 17th Sept meeting</p>	<p>TM advised on the work he has done communicating the information shared at the September EMAT strategy day with staff.</p> <p>TM highlighted this was a very interesting meeting with staff excited about the future for NIA, EMAT and elaborated on his desire for pupils to</p>	<p><i>Full report on GovernorHub</i></p>

	<p>feel confident to challenge teachers to ask “why are we learning this”. TM highlighted the benefit to all but especially NIA, PWS if a UTC and/or another secondary school was to join EMAT as the benefits would include cross training, moderating collaboration.</p> <p>TM noted this would be the same if an alternative education school was to join especially for the current NQTs.</p> <p>TM noted how well staffed have embraced the EMAT strategy vision for pupils <u>“Every child deserves to be the best they can be”</u>.</p> <p>JC gave feedback on how the growth plan had been arrived at and the benefit in having a cross section of schools including SEN schools joining EMAT.</p> <p>JC reiterated the importance of due diligence and flexibility before any school joins. JC also pointed out that the central team are resourced to meet the growth plan.</p>	
<p>8. Governors to report back from their recent visit</p>	<p>EG reported she has no update to give at present.</p> <p><b>A governor asked if TM could send an updated list of the school leads the governors need to liaise with.</b></p> <p>TM advised he will ensure this takes place.</p> <p>FK gave an update regarding her visit on the 24<sup>th</sup> October looking at careers during the 6<sup>th</sup> form parents evening. FK reported she spoke to parents and relevant staff and was very impressed with the structure in place, the links with the local community and how it stretches throughout all year groups. A discussion followed regarding the potential need for more staff hours</p>	<p style="text-align: center;"><b>TM</b></p> <p><i>Full report on GovernorHub</i></p>

	<p>and a succession plan to be put into place in this area once NIA is full with all year groups.</p> <p>TM discussed the SEM LEP (South East Midlands Local Enterprise partnership) document highlighting the feedback from SEM LEP is from interviews with head teachers during the summer term, schools which are progressing well (NIA is) against the benchmarks follow the practices below:</p> <ul style="list-style-type: none"> <li>▪ Careers viewed by SLT as an opportunity and tool for inspiration and raising aspirations</li> <li>▪ An empowered Careers Leader and access to a qualified Careers Advisor</li> <li>▪ Allocation of a budget, usually based on Pupil Premium</li> <li>▪ Strong relationship with SEMLEP Enterprise Coordinator to support Compass reviews against Gatsby Benchmarks, calls for employer engagement and sharing of best practice</li> <li>▪ Compliance with the Baker Clause, a duty to provide opportunities for access to pupils to inform them about technical qualifications and apprenticeship</li> <li>▪ An engaged a Link Governor including supporting the school policy and contributing to employer engagement</li> </ul> <p>TM mention the request he has received for NIA to be a careers enterprise hub for the East Midlands region.</p> <p>TM gave an update regarding the recent 6<sup>th</sup> form open evening which was very successful with potential</p>	<p><i>Full report on GovernorHub</i></p>
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	<p>applications for 2020 places looking very strong with +50 formal applications received already. AC-S has a SEND meeting planned for the 29<sup>th</sup> November.</p> <p>BS H&amp;S visit/report please see agenda item 13. BS gave an update regarding his Safeguarding report.</p> <p><b>A governor asked if TM has any concerns over self-harming at NIA.</b> TM highlighted he doesn't have any concerns but is always vigilant. TM highlighted the support available if required which includes staff trained to support and the use of the nurse. TM discussed the support available regarding FGM.</p>	<p><i>Full reports on GovernorHub</i></p>
<p>9. Head Teachers Report:</p> <p>i. SEND review and update on actions</p> <p>ii. Staffing update.</p>	<p><u>TM went through the NIA Autumn 1. highlighting;</u></p> <ul style="list-style-type: none"> <li>▪ Year 7 current number of pupils is 364. We interacted with 403 year 7 pupils who were either offered places, won on appeal or were in and then out of country. 364 reflects a PAN of 300 plus an additional intake of 60 and 4 through the appeal process.</li> <li>▪ In 6th form we had 142 students initially arrive in September. 17 left either through failing their trial period if grades were insufficient or through opting to return to their previous school. 3 have been added from NSB, NSG and Campion. We have continuing interest in joining but have to be cautious around class sizes with 5 subject ruining classes of more than 28 pupils in a group.</li> </ul>	<p><i>Full reports on GovernorHub</i></p>

	<p>TM added the current number of 6<sup>th</sup> form pupils is correct for the school at present.</p> <p><b>A governor asked for the subjects taught at A level.</b> TM went through the subjects including BTEC.</p> <ul style="list-style-type: none"> <li>▪ The reception number of 60 pupils is a healthy number.</li> </ul> <p><b>A governor asked if you have information regarding year 7 numbers for 2020.</b> TM advised the ongoing work regarding budgets and the collaborative work with the council. TM feels 360 is the desired number and the school is staffed for this. TM gave an update on the success of the recruitment evening held on the 29<sup>th</sup> October with over 100 people showing an interest.</p> <ul style="list-style-type: none"> <li>▪ TM highlighted that the recent fire drill was successfully completed but did not include EYFS as they hadn't started at this point.</li> <li>▪ TM gave an update regarding the parent governor elections and the number of formal complaints following procedure and parent view.</li> </ul> <p>TM thanked the governors for the inductions they gave to new staff.</p> <p>i. SEND review and update on actions. RR gave out a hard copy of the governors SEND audit overview. RR confirmed she and AC-S (SEND governor), are due to meet and once done next steps will be planned.</p> <p>ii. Staffing update. TM highlighted the following.</p> <ul style="list-style-type: none"> <li>▪ Staffing has increased significantly and all new staff</li> </ul>	
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	<p>are in process of induction and training.</p> <ul style="list-style-type: none"> <li>▪ One NQT has been released immediately following a family bereavement.</li> <li>▪ The only external cover used this year will be when funded by projects that we are taking part in such as the Erasmus DLAB project.</li> <li>▪ Staffing for this year has been completed at 70% of our income for the year which is roughly in line with projection, 4% over the initial staffing structure.</li> <li>▪ Staff / non-teaching staff absence is low.</li> </ul> <p>TM advised he has no plans for a need to recruit this year unless a member of staff leave.</p> <ul style="list-style-type: none"> <li>▪ For TLR's 43 (57%) teachers are on main scale 16 (19%) NQT's.</li> </ul> <p>TM highlighted the work JD/RR have done with the MLT so they can support NQTs.</p> <p>TM gave an update on the number of Teachers able to support each other.</p>	
<p>10. Management accounts for information.</p>	<p>PW gave an update highlighting GAG pooling (<i>GAG pooling is a flexibility given to Multi-Academy Trusts to amalgamate all funding into a central fund, which is then reallocated to any of the constituent academies as required through using a resourced based accounting model called an integrated curriculum financial planning</i>).</p> <p>PW highlighted the school is in deficit and gave reasons why this is. PW went through the recovery plan to manage the overspend.</p>	<p><i>Full report on GovernorHub</i></p>

	<p>TM explained that recruitment for 2020 is being planned now with the budgets done before recruitment starts which is a better system to last year when budgets was done during recruitment.</p> <p>PW highlighted the work he and TM have done to ensure any staff working at another school are charged to that school.</p> <p>PW advised NIA management team has been strengthen in readiness for the uptake in pupil numbers.</p> <p>PW gave an update on the draft results for the last two months which show a deficit but this has been front loaded and will come back in line with expectation.</p> <p>PW highlighted at present he has no concerns over this year’s budget.</p> <p><b>A governor asked for the 5 post currently unfilled is there the budget for these.</b></p> <p>TM outlined that these vacant roles are part of the recovery plan and won’t be filled.</p> <p><b>A governor asked if the contingency finances are being eaten into.</b></p> <p>PW confirmed they are and a close eye is being kept on this. PW advised he will give an update at the next meeting. PO to add to the next meeting’s agenda.</p> <p><b>A governor asked if the budgets for next year will be tight.</b></p> <p>PW agreed they will be but the stability now at NIA will be a big assistance.</p> <p><b>A governor noted following feedback from Ofsted the governors should have greater visibility of the expenditure of additional funding for the school (I.e. primary school</b></p>	<p>PO</p>
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	<p><b>physical education (PE) and sport funding). To support this could the school produce a report for the LAB to show how the funding was spent in 2018-19 and the plans for 2019-20 expenditure.</b></p> <p>TM/PW/JC supported this view for greater visibility.</p> <p>TM will investigate compiling a report to show the additional funding spend.</p> <p>JC advised that over the coming weeks, all Headteachers from EMAT will discuss the budgets in detail these will then be presented to the governors. In March 2020 governors will see budgets for next year before they go to the Trustees for sign off in July.</p>	TM
11. Risk register	<p>TM advised he will meet with PW over the coming weeks to review the risk register.</p> <p>PW advised the report matrix will also be reviewed.</p> <p><b>A governor asked what is the time scale for this review work to be completed.</b></p> <p>TM advised his wish for the EMAT estate manager to be involved with this review. With this in mind a read only version will be completed by the 13<sup>th</sup> December and added to GovernorHub.</p>	TM
12. Safeguarding matters inc: i. Pupil attendance ii. Exclusions iii. Children missing education iv. Private fostering v. Behaviour	<p>TM reported that;</p> <p>i. Pupil attendance 95.28% and will be a big push in half term 2 the attendance officer post is settling in and we have had in excess of 40 pupils in year 7 to track to ensure they are not missing in education (those given a place here but who have moved away, opted for another</p>	

	<p>school or simply did not take up the place).</p> <p><b>A governor asked if the 40 pupils mentioned are included in the year 7 current number of 364.</b> TM confirmed they are not.</p> <p>ii. Exclusion figure as a % of pupils is lower than last year and one reason for this is that NIA is more settled than a year ago. TM gave an update on the centralised detention system which should help reduce the exclusion figure even further.</p> <p><b>A governor asked in future could national figures be included on the data.</b> TM will investigate.</p> <p>iii. Missing in education primary 7, secondary 17. TM highlighted that the number of looked after children is 5 and gave an update on the ongoing work with social services. TM noted some of these pupils are still on role despite not being taught in the school anymore.</p> <p>iv. One v. All agreed this was covered in agenda item 8.</p> <p>All agreed the information in agenda item 12 should be added to Head teachers report for future meetings.</p>	<p style="text-align: center;">TM</p> <p style="text-align: center;">PO</p>
13. Road Safety	<p>BS went through his H&amp;S report highlighting road safety. BS was keen to gather opinion on the idea of proposing a pedestrian crossing to be installed at the front of the school.</p>	<p><i>Full report on GovernorHub</i></p>

	<p>A discussion followed where the pros and cons of this idea were put forward. BS stated that the cost of installing a crossing outside the school would probably be grossly disproportionate to the benefit gained, but was keen to suggest a physical control in the form of a barrier, as an engineered control would be more reliable than the current human controls. It was agreed that rather than the board determining the solution, the council would be approached for their view on possible solutions. BS agreed to take this action forward.</p> <p>TM advised for the rest of BS report he has RAG the items.</p> <p><b>BS noted that following on from his point regarding the recent acquisition of coats and waterproofs for staff who are expected to perform gate, entrance and egress activities are the high vis waterproof. TM will investigate.</b></p> <p>TM gave an update on the lockdown procedure highlighting the perimeter access has been greatly improved work is ongoing regarding internal procedures.</p>	<p>BS</p> <p>TM</p>
14. Annual SG report	<p>TM advised information is on GovernorHub and asked governors to read and contact him with any queries/questions.</p>	
15. Any other business. Signatures for code of conduct / KCSiE	<p>i. EG to complete KCSiE PO to manage.</p> <p>ii. JCLM gave an update regarding the new EMAT Head of Governance.</p> <p>iii. TM went through the NIA trip planning process and asked for any</p>	<p>PO</p> <p>PO</p>

	<p>feedback. All agreed to add this to the next agenda.</p> <p>iv. PO will clarify governors lead roles and will update information on GovernorHub.</p> <p>v. JD gave a brief update on the current deep dives and will discuss in more detail at the next meeting. PO to add deep dive to the agenda.</p> <p>vi. TM gave an update on the completion of works letter received from the County Council and assured the governors he will continue to chase until this is completed.</p> <p>vii. Governing board improvement plan to added to the next S&amp;P and LAB agendas.</p>	<p>PO</p> <p>PO <i>Full letter on GovernorHub</i></p> <p>PO</p>
16. Date of next meeting.	<p>24/02/20 at 18:00 -S&amp;P.</p> <p>26/03/20 at 18:00 -Full Board.</p> <p>03/06/20 at 18.00 -S&amp;P.</p> <p>08/07/20 at 18:00 -Full Board (EOY)</p>	<p>All note dates calendar appointments have been sent</p>

**The meeting closed at 20.08**

<b>Minutes agreed as a true representation and signed</b>	
Signature	
Print Name	
Date	

### Actions from the meeting at NIA held 28/11/19

Action	Owner
1. TM to send an updated list of the school leads to governors so they know who to liaise with. Page 3.	TM
2. PO to add Management accounts to the next meeting's agenda. Page 8.	PO
3. TM to investigate compiling a report to show the additional funding spend. Page 9.	TM
4. TM to add a read only version of the risk register to GovernorHub by the 13 <sup>th</sup> December. Page 9.	TM
5. TM to investigate if national figures for absence can be added to the NIA. Page 9.	TM
6. PO to add safeguarding matters to the Head teachers report for future meetings. Page 10.	PO
7. BS to draft a letter to the council regarding his idea about improving safety at the front of the school. Page 10.	PO
8. TM to investigate if the high vis jackets purchased are waterproof. Page 10.	TM
9. PO to add NIA trip planning process, deep dive, governing board improvement plan to the next meeting's agenda. Page 11.	PO

10. PO to clarify governors lead roles and update information on GovernorHub. Page 11.	PO
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