

Minutes Northampton International Academy
26th of April 2023 18.00
Meeting held at NIA
The fourth meeting of the academic year 2022-2023

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

Agenda item	Discussion	Action
1. Present.	<p>Martin Serráo (Executive Headteacher) Alex Oldham (Assistant Headteacher-Head of Primary Phase) Laura Ward (Deputy Headteacher-Quality of Education) Jo Daniels (Deputy Headteacher-Behaviour & Attitudes & Personal Development) Matt Lee (DHT DSL)</p> <p>Carrie-Anne Hall (Parent Governor) Russell Norton (Co-opted Governor) Jenny Nimmo (Co- Chair / Co-opted Governor) Tari Okoye (Co-opted governor) Maqsud Ahmed (Co-opted Governor) John Lawson (Head of Education) Joshua Coleman (CEO: EMAT) Juliette Pierson (EMAT Compliance / Governance) Paul Osborne (Clerk – Minutes)</p> <p>Introductions made. JN 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 received and accepted from and Zahro Abdirizaq (Parent Governor), Olaseni Alaka (Co-Chair / Co-opted Governor), Kayleigh Incles (Staff Governor), Andrew Hill (Co-opted Governor).	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to the agenda that had not already been declared on the annual register of interests or governors highlighted verbally.	
5. Minutes from the meeting held on the 23 rd of March.	The minutes of the meetings held on the 23 rd of March 2023 were agreed to be an accurate representation and signed by JN .	
6. Action Log from the meeting held	<p>i. JD to share the final First Aid Risk Assessment with PO. Done.</p> <p>ii. JD to investigate the level of information on detention reports sent to parents is comprehensive and explains what the detention is for. Done. MS advised that</p>	

<p>on the 23rd of April 2023.</p>	<p>the school is in the process of moving over from SIMS to Arbor. This will be live in September and will cover the points for this action. Staff will be fully trained in time for the launch.</p> <p>iii. JD to investigate the delays caused by the electronic entry system and seek improvements. Done. JD advised that a new system has been installed.</p> <p>iv. LW to investigate if the data presented for the Student Destinations: Y11 is accurate as the total does not add up to 100%. Done. Updated and shared with the governors.</p> <p>v. JD to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alternative provision. Ongoing. JD advised that a full breakdown will be shared at the next meeting.</p> <p>vi. LW to update the final Pupil Premium Strategy Report 2022-2025 to the website with all finance information added. Done.</p> <p>vii. The latest staffing and curriculum model to be shared at the next meeting. Ongoing. MS advised this is not quite ready and will be shared at the next meeting.</p> <p>viii. MS to share at the next meeting the reasons why staff are leaving. Done. On the agenda.</p> <p>ix. PO to manage the governor lead area vacancy (Behaviour and Attitudes), and (PP). Done. On the agenda.</p> <p>x. PO to ascertain which date is most popular for the FFT training. Done. Training took place on the 26th April.</p>	<p>v. JD</p> <p>vii. MS</p>
<p>7. A. Executive Headteacher report to include.</p> <p>i. School context and behaviour inc the latest staffing and curriculum model and reasons for staff leaving.</p> <p>ii. Data headlines</p> <p>iii. Curriculum development.</p> <p>iv. Safeguarding.</p> <p>B. School to report back regarding the 32.5 hour</p>	<p>A. MS/AO/JD/LW/ML highlighted the following.</p> <p><u>A. School context and behaviour.</u></p> <p><u>Staffing.</u></p> <ul style="list-style-type: none"> • If staff want to leave at the end of August they must resign by the end of May. In June we will be in a better position to know staffing requirements for September. <p>The governors asked for an update in the next meeting including staffing concerns for September 2023.</p> <ul style="list-style-type: none"> • Some of the reasons why staff have resigned so far include. <ol style="list-style-type: none"> 1. Moving overseas. 2. Leaving the profession. 3. Closer to home. 4. The unique nature of NIA and the updated standards/expectation for staff. 5. Possibility of progression. • Current vacancies include. <p>2 English, 1 Maths, 2 Social Sciences, 1 Primary Year 5 Teacher. 1 DDSL, School Councilor, Data & Exams Administrator, SEN Administrator, 1:1 LSA.</p> 	<p>MS</p>

<p>minimum school week</p>	<ul style="list-style-type: none"> • To cover the vacancies on top of the usual HR routes the school will investigate the options in recruiting from overseas including the use of tier 2. • Staff churn is slowing as they can see the benefits of the changes being made and the solidity of having a permanent Executive Headteacher. <p>A governor asked if the recruitment of a family support worker has taken place. MS confirmed it has.</p> <p>A governor asked if the number of substitute teachers currently in school known. MS advised that currently there are 8. The strategy is to reduce this number and there are plans in place to achieve this including current staff being asked to work extra hours for which they will be paid. This will be cheaper than using substitute teachers and would be better for the pupils. The quality of teaching and classroom environment is a focus.</p> <p>The governor followed up and asked if possible the substitute teachers remain within a subject. LW advised they do but is kept under constant review and the needs of the pupils are a priority.</p> <p>A governor noted the improvements in behaviour and attitude and asked what communication gone out reference this. JD thanked the governor for the comment and noted a you said we did have been shared and the school has an open house policy to encourage parents to tour the school. Local community providers are being utilised and positive news is constantly being shared via all means possible.</p> <p><u>Wellbeing.</u></p> <ul style="list-style-type: none"> • We are planning to install a staffroom in the secondary phase. • Staff surveys being used to inform 2023 planning. • The curriculum 2023-24, plan will include an additional PPA period to facilitate Quality First planning and coaching. • Staff who require additional further development have been identified and supported. • Staff have RAG rated their timetable to seek coaching opportunities and understand the benefits in this self-recollection work. • Risks; Staff vacancies, recruitment, retention, effectiveness, and consistency. Effective induction. <p><u>In year admissions.</u></p> <ul style="list-style-type: none"> • Reception numbers are low, 30. This is lower than at the same point last year. We are expecting to see an increase. Year 6 into Year 7 numbers; 295 (60 NIA, 235), 13 declined, 8 lost to new school. • Where we are under the stated Pupil Admission Number (PAN), we are obliged to accept new pupils to the school. 	
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- KWT sits on the LA Fair Admissions Panel to filter and agree in year admissions.
- We will accept pupils who are currently without a school place but have requested that we do not accept a child who is currently on roll in another school or who has been allocated a school place elsewhere.
- Review into the year 9 admissions has taken place.
- Risks: Reduced funding, allocation of students who have not chosen NIA. Legacy perception of the school due to Ofsted report.

Implementation of new Management Information System.

- Risks; In-house timetabling skills.
- Working closely with PWS regarding the curriculum model.

Parents.

- Parents have been given copies of previous exam papers used and the marking scheme.
- GSCE pods in use and data proves it increases grades by +1. The expectations is that these pods will be extensively used.
- Year 11 have prepared very well for the upcoming exams.
- We have received 4 formal complaints from parents 1 has been reported to Ofsted. The school has liaised with the LA in response to the referral from Ofsted, CB has completed an investigation and found no issues with the schools procedures and found no safeguarding concerns. 1 year 11 complaint came through via the local MP.
- Risks: Parental complaints have increased following the release of Year 11 mock examination results.

Data headlines.

- EYFS
 1. Progress has improved marginally.
 2. Maths is stronger than Reading.
 3. Overall data is stronger than in previous years.
 4. Interventions in place for all pupils who require it.
 5. Changes in practice have been implemented and are showing impact.
- Phonics.
 1. Spring 1 2023
Reception NIA 59% / EMAT 69%.
Year 1 NIA 51% / EMAT 56%.
Year 2 NIA 61% / EMAT 57%.
 2. Breakfast clubs in use and a review of the teachers has taken place to ensure the right teacher is in the right classroom for the benefit of the pupils.
 3. Progress meetings took place this week.
 4. Phonics been assessed every 3 weeks not every 6.

JL asked if NTS is used.

AO yes.

JL followed up and asked if rapid progress is being made.

AO advise yes especially those who attend the additional support on offer.

- A review has taken place into the data received from the TAs.
- Year 6 have received additional support in preparation for the SATs.

JL asked if AO would ensure any in year admission pupil is assessed to make sure they should / should not take exams.

AO confirmed they will.

JL advised the governors that he and KR will analyse data.

- Y11/13 examinations begins 14th May. 27 Y11 students have moved to a modified timetable to safeguard the learning of others.
- Post-16 progress.
Applied General VA -0.97 / Spring -1.
- Results demonstrate a drop in both A-Level and Applied General grades since the Autumn predictions. However, we know that some subject areas had shared the November mock questions with their classes ahead of the exams, making the results unreliable. This did not happen for Spring mocks, meaning current results are more reliable; there were some late marks submitted due to staff absence, but these will have negligible impact on the headlines figures. NIA is working closely with PWS in this area.
- There are currently 9 negative outliers bringing overall data down, and 4 of these are predicted to fail one or more of their subjects. Multiple messages and phone calls home plus meetings with students and parents have been used to highlight key issues and encourage appropriate levels of independent work to improve student grades. 35 students are within one grade of their target for one or more subjects and have been identified as 'potential quick wins' to target for intervention and convert grades.

Behaviour & Attitudes currently Requires Improvement.

- This is largely due to the 'attitudes' aspect of this judgement. When teaching and learning are stronger, this could quickly move to good.
- Risks: Grade 4 vulnerability.
- Pupils are keen and ready to learn.
- Curriculum model is planned and strong and the curriculum maps are in place in all classrooms and located in strategic locations around the school.
- Improving teaching practice is a focus.
- There is a back to basics approach regarding classroom environment.
- Two permanent exclusions were approved.
- Suspension have increased due to higher behaviour expectation it is anticipated that this number will start to decrease.

JL noted the importance of continuing to improve the teaching and learning and asked how staff are performing when compared to EMAT's teaching and learning framework.

MS advised it is inconsistent, there is triangulation work ongoing. Some subjects have made progress as can be seen in GSCE Mock 1 and 2. There is some excellent classroom practices, and these are being shared with colleagues. All staff who require it are being supported to improve practices.

LW added that work is being done regarding retrievals in classes and a focus on modeling and the use of Rosenshine. There is also use of cold calling (no hands up), and all have agreed that consistency of teaching is key.

Personal development.

- Progress has been made but impact is not yet secure.
- Re-launch of student council (secondary phase) who have plans to set up an action committee in the community and will seek ideas from pupils. This work will extend to the primary phase.
- One of the cornerstones for this work is a large community event planned for the summer which will include cultural diversity.
PO asked JD to share this date so the governors can be invited.
- One of the primary focus areas for the school is to improve quality of teaching.

A governor asked if any staff could leave because of the required focus on improving quality of teaching.

MS noted that this is possible. The quality of recruiting has improved and will continue. The plan from September is to give staff more PPA time with the team working smarter not harder and a curriculum that is adaptable.

The feedback from the staff is positive and they are enthusiastic and understand the need for the culture in the school to be adapted and see the benefit in this work.

A governor asked how staff wellbeing is supported.

MS advised that a few examples of the support includes.

1. Promoting best practice.
2. Praising staff when appropriate.
3. Regular quality performance management.
4. Encouraging staff to take ownership of their CPD.

Safeguarding.

- All risk assessments in place and up to date.
- The TT has worked with ML to complete and action plan which is in progress. There were no major outcomes from this work.

The governors asked when this action plan will be shared with them.

ML advised it should be ready to be shared next week.

PO

ML

	<ul style="list-style-type: none"> • The pupils can see the changes that have been made and articulate in informing the staff including feeling safer. • A review has taken place regarding the communication between the key stakeholders and seeking ways to improve it. Initial feedback from the first meeting was positive. <p>A governor asked when a pupil is suspended how do you ensure they are safe. MS/ML advised that communication is ongoing which includes home visits.</p> <p>A governor asked for an update on attendance. JD noted that attendance, 90.8%, has been improving and is currently marginally below the regional rate of 91%. Our persistent absence rate, 25.8%, remains above national average of 22.4%. An ongoing focus is to continue to and seek improvements with the communication of hard to reach parents. The TT and LA assist with this. There is a push to get pupils who are on part time-timetable into full time education when appropriate.</p> <p>The governor followed up and asked when do you know the location of pupils who are not in school. JD 9.30.</p> <p>A governor asked if during a home visit a pupil is found to be fit to come to school are they encouraged to do so. JD confirmed they are. MS added that the school needs to be a place where pupils want to come to, feel safe and valued. Positive steps have been made achieving this. MS noted the expectation is for pupils to achieve a minimum attendance target of 90%. The attendance team will follow up with any pupil who falls below this figure.</p> <p><u>B. School to report back regarding the 32.5 hour minimum school week.</u> MS outlined the following proposal.</p> <ul style="list-style-type: none"> • For Years 7, 8 and 9 - tutor time to start 10 minutes earlier at 8:20am. • For Year 10 and 11 - a new 10-minute registration period starting at 8:50am. • There are no changes required to the primary school day. <p>The governors noted the proposal and the feedback received from staff and parents and will review outside of the meeting.</p>	
8. SIP deep dive including any progress barriers.	<p>MS shared two SIPs the current version and a proposed new version which is a sharper more concise version of its predecessor. MS added the new versions priorities remain the same.</p> <p>MS highlighted the following.</p>	

	<p><u>The quality of education.</u></p> <ul style="list-style-type: none"> • Embed curriculums, delivered via strategically planned timetable. • Quality First Teaching (QTF) focusing on high quality, inclusive teaching. • Development of oracy, literacy, and numeracy. • Developing towards consistently good. • Staff have RAG rated their teaching. • Sixth form subject knowledge has been a challenge due to recruitment. <p><u>Behaviour & attitudes.</u></p> <ul style="list-style-type: none"> • Staff and learners are tolerant, respectful, and live well together. • Continue to improve SEN provision and inclusion strategies within QFT. • Create opportunities for moral and character development across the entire curriculum <p><u>EYFS.</u></p> <ul style="list-style-type: none"> • EYFS reading and rate of progress consistent across both classes with strong leadership in place to support. • EYFS foundation strong and plans in place to develop further. <p><u>Leadership and Management.</u></p> <ul style="list-style-type: none"> • PHSE is linked to school context. • There is a secure plan in place to develop this area further. • The capacity exists to maintain the improvements gained to date and to move to a smaller leadership model. • The MLT to be strengthened and developed which in turn will help develop other staff/leaders. • The plan includes linking the Teaching and Learning with the curriculum leaders. Detailed update will be given at the next meeting. <p>The governors noted the importance of completing at least one visit per term.</p> <p>The governors asked for more detail to be shared regarding the SIP at the next meeting.</p>	<p>MS</p> <p>MS</p>
<p>9. Governor visit / AIP visits</p> <p>i. Governor visits to date.</p> <p>ii. Lead area review.</p> <p>iii. AIP reports.</p>	<p>i. PO shared the list of governors visit reports received to date and reminded governors the expectation is they complete at least one visit per term. PO noted that some governors have not completed any visits this academic year.</p> <p>ii. The governors asked for this item to be managed outside of the meeting and present the outcome at the next meeting.</p> <p>iii. The governors noted the report and had no questions at this time.</p>	<p>PO</p>

10. Ofsted preparation/information for governors	<p>JL highlighted.</p> <ul style="list-style-type: none"> • The inspection will normally last 2 full days. The number of inspectors on the inspection team will vary according to the size and nature of the school. • Inspectors will spend most of their time observing lessons and gathering evidence to inform their judgements. • Inspectors will want to meet with some of the LAB. During this meeting, the inspectors will be asking questions to find out how much the LAB members know about the school including the SIP priorities, the curriculum including PHSE, the SIP and safeguarding. For NIA, the work on quality of education will form part of the visit. The LAB are not expected to be experts but to have an overall understanding of these areas. • As soon as a school receive notification of an Ofsted visit the central team will complete an Ofsted headline document and share this with the LAB members who have agreed to meet the inspectors. • Ofsted inspectors will also want to see evidence of the LAB challenging the schools within the minutes. • A list of questions Ofsted may ask has been shared and is on Teams in the Ofsted summary file. Governors are strongly encouraged to familiarise themselves with this file. 	
11. GDPR report April	<p>JP informed the LAB that a new GDPR report will be shared in future meetings. The version shared for this meeting is from April.</p> <p>LW/MS advised that staff training is a priority and staff will be given time to complete this. MS added that there are some members of staff on the report who should not be, and this will be raised with HR.</p> <p>The governors noted the content of the report and welcomed the transparency it provides and had no questions at this time.</p>	
12. Any other business.	<p>JD advised the governors of the number of pupils who have reached 15 day suspension and asked if PO could assist her in arranging for a governor to meet the pupils. PO agreed and will manage outside of the meeting.</p>	
13. Dates of meetings for the year:	<p>Governor meetings 2022-2023. Invites have been sent</p> <p>21/06/2023 18.00hrs NIA meeting 5 in school.</p> <p>17/07/2023 18.00hrs NIA meeting 6 in school</p>	

The meeting closed at 20.03

Minutes agreed as a true representation and signed
Signature
Print Name
Date

Actions from the meeting held at NIA on the 26/04/23

Action	Owner
1. JD to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alternative provision. Page 2.	JD
2. The latest staffing and curriculum model to be shared at the next meeting. Page 2.	MS
3. MS to share an updated list of why staff are leaving (for those who have left since the April meeting) and staffing concerns for September 2023 at the next meeting. Page 2.	MS
4. JD to share with PO the date for the summer community event so this can be passed onto the governors. Page 6.	JD/PO
5. ML to send PO the recent safeguarding action plan for PO to send to the governors. Page 6.	ML/PO
6. MS to give an update on the progress of the revised SIP at the next meeting including linking the Teaching and Learning with the curriculum leaders. Page 8.	MS
7. PO to manage vacant governor lead areas outside of the meeting and bring an update to the next meeting. Page 8.	PO