

Minutes Northampton International Academy
17th July 2023 18.00
Meeting held at NIA
The sixth 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 Connor Leason - Assistant Headteacher - Behaviour & Attitudes Alex Oldham - Assistant Headteacher - Head of Primary Phase Hannah Owen - Operations Manager Matt Lee - Deputy Head Teacher - Safeguarding (Designated Safeguarding Lead)</p> <p>Carrie-Anne Hall (Parent Governor) Andrew Hill (Co-opted Governor) Russell Norton (Co-opted Governor) Jenny Nimmo (Co- Chair / Co-opted Governor) – in the Chair Hannah Litt (Co-opted Governor from 17th July 2023) Tari Okoye (Co-opted Governor)</p> <p>John Lawson (Head of Education) Joshua Coleman (CEO: EMAT) Paul Osborne (Governance Support Officer – Minutes) Barry Wardle (Clerk – Minutes)</p> <p>Introductions were made and all present reminded that information discussed at this meeting remained confidential until such time as the minutes were approved and signed off.</p>	
2. Apologies.	<p>Apologies received and accepted from Maqsud Ahmed (Co-opted Governor) and Kayleigh Incles (Staff Governor) and Olaseni Alaka (Co-opted Governor).</p> <p>The Board was informed that this was the last meeting for Kayleigh Incles and Olaseni Alaka. Both Governors were thanked for their time, effort and past work as Governors and wished a successful future.</p>	
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 21 st of June.	The Board agreed to defer approval of the minutes of their meeting held on 21st June 2023 until the 18 th September 2023 meeting.	PO
6. Action Log from the meeting held on the 21 June 2023.	<p>i. Update regarding qualifications expectations for those pupils in Year 11 currently in Alternative Provision (AP). Ongoing. CL highlighted.</p> <ul style="list-style-type: none"> • A great deal of work has been done in this area particularly in obtaining data around the qualifications the pupils were doing at the AP. • One pupil is at risk of failing AP, there is close collaboration with the AP to support this pupil including the use of functional skills. <p>A governor asked for the functional skills what level is the pupil doing. CL advised level 1.</p> <ul style="list-style-type: none"> • Rushmere is a supplementary education provider and not DFE registered so sits within NIA. <p>A governor asked if the data shared for the current year 11's. CL yes and added that the school use Northampton Saints community outreach project which focusses on wellbeing and not qualifications. There is a review ongoing into the use of the Saints to ensure it is used for short 6 week blocks.</p> <p>The governor followed up and asked if all of the year 11's currently in AP have a plan for 2023-2024. CL noted that there are review meetings ongoing with the pupils and their parents/carers to discuss future plans.</p> <p>The governors asked for an update in meeting 2 on where these pupils are in September and October and if a report could be shared for pupils going into year 11 who are in AP.</p> <p>A governor noted that Saints is not DFE registered and asked if all relevant checks have been done including quality assurance. CL advised they have and included support from the Thompson Team and these checks will continue for all AP providers.</p> <p>JL asked if the school has a list of all pupils who are attending AP including if they are full time/part time and how long they have been at AP. CL confirmed he does, and regular meetings take place with the pupils and their parents/carers. Each case is dealt with on an individual basis.</p> <p>ii. Latest Staffing and Curriculum Model to be shared at this meeting. Completed. MS shared the staffing/management structure for 2023 – 2024 MS highlighted.</p> <ul style="list-style-type: none"> • There has been a lot of staff movement over the last 10-12 weeks. 	CL/BW/PO

	<ul style="list-style-type: none"> • This has provided an opportunity to review the leadership structure and the current leadership team is leaner than previously and ready for the coming months/years. • The emphasis was on a collaborative approach which would sustain present improvements and help move the school forward. • The central team is supporting relevant staff. • There are still some changes required in the primary phase and relevant support is in place. • Inclusion team has been separated into two distinct arms. SEND and Safeguarding and internal appointments are planned which will allow for more collaboration. • Plans are in place to recruit a full time literacy coordinator. • One of the primary goals of the restructure is to sustain and develop the progress made so far. <p>JL asked for more details regarding the literacy coordinator. MS advised that their role would include Phonics in primary, EAL, library and would not purely focus on the English language. It would be treated as a separate department. It will straddle teaching and learning, EAL and many other areas.</p> <p>iii. Staffing – reasons why staff have left and allocation of staff September 2023 – Completed. This information was provided in agenda item 7.</p> <p>iv. Parent Information added to Assigning Access Arrangements –Ongoing MS confirmed that it will be ready for September 2023. The governors asked for this to be reviewed in meeting two.</p> <p>v. Clerk to ensure appropriate Governor Involvement in the Appraisal process. Ongoing. MS asked if any governor would be available in September to quality assure the work. MS gave an overview of the appraisal process including. Discussions were held on an individual basis with all staff on their three year targets. All targets would be set linked to Whole School Priorities identified in the Schools’ Development Plans. During the year, a further meeting would be held to ensure the agreed targets were being met and if required support put in place to help staff. Every member of staff would have a target relating to Safeguarding. This new appraisal system was introduced after Easter 2023 and would support the evident cultural shift within the school. Considerable resources has also been allocated to INSET and Coaching support for all staff to ensure that they were able to meet their challenging but appropriate targets.</p> <p>A governor asked what software system is used for the process. MS advised it is SAM which is used trust wide.</p>	<p>MS</p> <p>MS/PO</p>
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	<p>A governor asked if the targets set align to the schools targets i.e. quality of teaching and learning. MS confirmed they are and safeguarding as always is a priority.</p> <p>The governor followed up and asked if there are any correlations with the new process and staff leaving. MS noted that all staff were happy to adopt the new process and any staff who are leaving in July would have resigned before the new process was instigated.</p> <p>JC noted that the framework had been in place in EMAT for 3 years. MS has reviewed and updated it and similar models will be used across the trust.</p>	
<p>7. Report of the Executive Headteacher : Included information on</p> <p><i>i. Curriculum Plan 2023 – 2024</i></p> <p><i>ii. Behaviour</i></p> <p><i>iii. Suspension and Exclusion Process</i></p> <p><i>iv. Leadership Structure</i></p>	<p>i. Curriculum Plan 2023 – 2024. Quality of education. MS highlighted the following. Primary Phase.</p> <ul style="list-style-type: none"> • Our curriculum will be mapped with EMAT Primary curriculum supported by the Head of School from Castle academy and the AIPs. • Timetable, staff meetings and collaborative improvement planning will be aligned with Castle’s where possible. • An adjustment to the timings within the school day will facilitate an extended delivery of Phonics and English in the mornings. • Assessment and moderation will be aligned with Castle. <p>AO highlighted the following results.</p> <ul style="list-style-type: none"> • Reading 52% at age expected. 2 papers being sent back for re-marking. The final figure may be 58%. • Writing 55%. • Maths 62%. • All three sit below national average dependent on subject between 11-16%. • Of the current cohort only 32 were in NIA at year 2. • Analysis work has started including the progress made. • Greater depth percentages is encouraging in Reading 13% and Maths 15% both higher than predicted. • More detailed data will be shared in the September meeting. <p>A governor asked if the data is in line with expectations. AO confirmed it was for this cohort although higher percentages were hoped for. For September 2023, a strong team is in place for year 6 and plans are in place to improve the data for next year. ZM (Executive Headteacher at another trust school) is working with these teachers.</p> <p>JL asked if the data for Reading contains disapplied pupils. AO confirmed it does and five pupils did not sit the paper.</p> <p>The governors thanked the staff and pupils.</p>	<p>AO/PO</p>

Secondary Phase.

MS highlighted the following.

- Where possible our curriculum and timetable will be aligned with Price William Academy.
- Curriculum has been adapted to address teaching shortages and reduce as much as possible the use of supply staff.
- Recruitment will continue in the new academic year and when candidates join the timetable will be expanded.
- PHSE and RE will have bespoke lessons from September. Some pupils will receive additional PHSE lessons.
- All lessons will adhere to the Education Inspection Framework.

KS3 subjects.

MS highlighted the following.

- Those on offer are similar to other secondary schools.
- In year 7 and 8, English and Science are reduced from periods 5 to 4 per fortnight.
- Geography has been reduced from 2 periods to 1 pr fortnight.
- Additional periods have been assigned to Art, MFL, PHSE and PE.
- EAL and additional core periods are timetable.
- Investigating ways to engage parents of EAL pupils.

A governor asked if there will be option for applicable learners to have access to GCSE's in their first language.

MS yes.

KS4.

MS highlighted the following.

- Sociology and Psychology have been removed from the year 9 options process.
- Functioning skills will be introduced for learners (approx. 50 year 11 learners) who cannot access the curriculum.

A governor asked if these learners would have the option to do a level 2.

MS yes.

JL asked if MS is confident in the assessment done for these pupils.

MS yes within the first half of the next term.

A governor asked when do work placements take place.

MS currently in year 10.

- The curriculum will be adapted to support our low level ability learners including those at AP.

A governor asked if all DFE guidance has been followed.

MS yes.

KS5.

MS highlighted the following.

- Curriculum will have a reduced subject offer due to low numbers of year 11 learners expressing an interest in KS5 at NIA.
- Two-year plan to recruit learners from the new year 10 and 11 cohorts who have 360 learners per year.
- Curriculum offer will be broadened as teachers are recruited.
- Year 12 closure proposal. The proposal is that NIA will not have a Year 12 in September 2023.

This will allow Senior management to “relaunch” the Sixth Form in September 2024 and for the school to use the intervening year to actively recruit from Years 10 and 11 – both year groups had 360 learners per year.

Many factors have been considered producing the proposal including financial factors. Governors were given information on the decision not to run a Year 12 cohort in September 2023. The rationale was that only a very small number (less than 50) of present NIA students had indicated that they wished to continue to study at the school for Key Stage 5 subjects.

To offer a broad and balanced KS5 Curriculum for these students would have been very challenging with some pupils being forced onto subjects they do not want to do.

A governor asked if there is any possibility of a 3 year, year 11 for any vulnerable pupils and how many pupils will be affected by the closure.

MS advised that he would investigate once the base line testing for the current year 11 has been analysed. Currently approximately 25 pupils will be affected by the year 12 closure.

A governor asked for the timeline for this work.

MS advised that the plan is to inform parents this week with a full explanation of why the closure is taking place including the pros and cons and that some pupils could be offered courses they do not want to do. During and post results day full support will be given to pupils including UCAS.

The governor followed up and asked for the parent communication regarding this to be shared with them.

A governor asked if the impact on staff has been considered.

MS confirmed it has, and support offered, and the closure will allow quality teaching to be in place for September 2024.

The governor followed up and asked if MS thinks the current year 12 going into year 13 would benefit from the proposal.

MS yes.

A discussion followed around the proposal and a governor noted they are aware of many schools closing their 6th form and the importance of managing the re-launch.

PO

	<p>MS thanked the governors for the feedback and understood the importance of the re-launch.</p> <p>Governors agreed with the decision to not run a Year 12 for the 2023-2024 academic year and further noted that the East Midlands Academy Trust Central Team had agreed this action.</p> <p>Behaviour and Attitudes. MS highlighted the following.</p> <ul style="list-style-type: none"> The Board was informed that all Secondary Learners would have two registrations per school day. It was suggested that this change would help further improve behaviour and learning across all year groups. <p>Leadership Staff Summary. MS highlighted the following.</p> <ul style="list-style-type: none"> Teachers leavers 28. 11 due to circumstances change, 11 due to seeking a new setting and 6 due to performance. 	
<p>8. School Improvement Priorities</p> <p>i. Review of 2022 – 2023 SIP</p> <p>ii. Draft SIP priorities update 2023 - 2024</p> <p>iii. Governor Lead Areas</p>	<p>i. The 2022-2023 SIP was not shared at the meeting. The governors were keen to focus on 2023-2024 but noted some of the comments in recent AIP reports.</p> <p>ii. Draft school Improvement Priorities. MS highlighted the following.</p> <ul style="list-style-type: none"> The 2023 – 2024 School Improvement Plan would be a Three Year Plan – Y1 – meet targets; Y2 sustain and Y3 creation of new targets. Central to the SIP was the aim to fully embed all initiatives and build a solid foundation for future success. Considerable detail was provided on how the SIP would be managed, implemented and its relevance to the needs of both staff and students at the school. An important action was that a member of the Senior Leadership Team would support all Curriculum Leads. The 2023-2024 would be shared with PO/BL as soon as completed. <p>iii. PO advised that during the September meeting governor lead areas would be finalised once the 2023-2024 SIP is confirmed. It was noted that Governor Visits were essential and that specific areas of responsibility would be given to Governors at their next meeting</p> <p>A discussion followed regarding the opportunities for governors to come into NIA during the day on the 18th September to meet staff, parents and then have a break before the LAB meeting.</p>	<p>MS/PO/BW</p> <p>PO/BW</p> <p>MS/PO/BW/ LAB</p>

<p>9. AIP/Whole School Review reports</p>	<p><u>End of year review 30th June 2023.</u> The governors noted that the school was stabilized in terms of behaviour, safeguarding, and the foundations to improve Teaching and Learning had been put in place. The changes made to the Senior Leadership Team had resulted in a clear management vision and collaborative approach. The governors noted the Whole School Review reports and commented on their usefulness and their focus on improving the quality of teaching across the curriculum.</p> <p>PO advised that he would send invites all governors to the initial 2023-2024 review meeting shortly. <i>Post-meeting note actioned on the 1st August.</i></p> <p><u>NIA school visit 10th July 2023.</u> JL highlighted.</p> <ul style="list-style-type: none"> • The visit focused on the quality of teaching and included leaders through all key stages. • Improving the quality of teaching is crucial to moving the school forward. • In September 2023 there would be 11 Early Career Teachers and 9 Unqualified Teachers. Arrangements were fully in place to support all new staff and training set up for all Curriculum leaders. <p>The governors were pleased to see the focus on ECT.</p> <p>A governor asked how many ECTs are due to start in September. MS advised 11 in total 9 of which are unqualified.</p>	
<p>10. Chair Annual Report and Yearly Review</p>	<p>The Chair informed Governors that the Draft Annual Report had been written and that all Governors now had the opportunity to input further information before the final version of the Report was completed by the end of July 2023. <i>Post-meeting note actioned.</i></p> <p>The Chair thanked the Executive Headteacher and the Senior Leadership for their hard work, professionalism and the actions taken so far to embed significant and required changes that had already improved behaviour and created a positive Teaching and Learning environment across the school. All Governors fully endorsed these thanks</p>	
<p>11. Survey updates including initial actions from the</p> <ul style="list-style-type: none"> i. Parent/Carer ii. Pupil iii. Staff 	<p>This item was deferred to the next Board meeting.</p> <p>A governor asked for a brief overview of the return rate. MS advised across the surveys the overall return rate was low and ideas are being sought to improve this. There are plans to re-do some of the surveys in September using surveys that are in bite size chunk including the use of the newsletter.</p>	<p>PO/BW</p>

	A discussion followed regarding why some parents do not complete the surveys including the wording of some of the questions and some language barriers.	
12. Summer Housekeeping	<p>PO advised that over the summer he will mail governors with several housekeeping items and asked them to reply/action as soon as possible.</p> <p>ML added that he has devised a quiz via the Key which would allow certificates of completion and will share with PO.</p>	ML/PO
13 Any Other Business	<p>A governor noted the issue regarding an unauthorized person being given access to the school by two pupils via a fire escape and the fact that the door was not alarmed. The governor asked for an update.</p> <p>JC advised that the door in question and one more were not alarmed, this is in the process of being rectified.</p> <p>PO asked HL if they wanted to continue to be considered for the role of co-opted governor.</p> <p>HL confirmed they did.</p> <p>HL left the room and the governors unanimously voted HL onto the board.</p> <p>A governor asked for future potential Co-opted governors could the governors pen portrait be shared prior to the meeting.</p> <p>PO agreed and will action.</p>	
14. Dates of future meetings	<p>18th September 2023 18.00hrs meeting 1 in school</p> <p>13th November 2023 18.00hrs meeting 2 in school</p> <p>15th January 2024 18.00hrs meeting 3 in school</p> <p>4th March 2024 18.00hrs meeting 4 in school</p> <p>22nd April 2024 18.00hrs meeting 5 in school</p> <p>10th June 2024 18.00hrs meeting 6 in school</p> <p>8th July 2024 18.00hrs meeting 7 in school</p>	Calendar invites have been sent

The meeting closed at 19.55

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

Actions from meeting number one held at NIA on the 17/07/23

Action	Owner
1. PO to present the 21st June minutes at the September meeting. Page 2.	PO
2. In meeting 2 an update to be given on where the 2022-2023 year 11 pupils who were in AP are now and a report to be shared for pupils going into year 11 (in September 2023) who are in AP. Page 2.	CL/PO/BW
3. MS to give an update reference Parent Information added to Assigning Access Arrangements in meeting 2. Page 3.	MS
4. PO to work with MS to ascertain the best dates for governors to be invited to quality check the appraisal process. Page 3.	PO/MS
5. Detailed KS2 results to be provided at next Board meeting. Page 4.	HO/PO
6. PO to share with the governors all comms sent to parents regarding the year 12 closure for 2023-2024. Page 6.	PO
7. MS to share with PO the 2023-2024 SIP. Page 7.	MS/PO/BW
8. Areas of Governor responsibility and timetable of Governor Visits to be included on next Board agenda. Page 7.	PO/Clerk
9. Governors to spend afternoon in school and focus on one SIP priority – 18 September 2023. Page 7.	PO/BL/LAB/MS
10. Survey updates including initial actions from the i. Parent/Carer / ii. Pupil / iii. Staff. Page 8.	BL/PO
11. ML to share with PO his KCSiE quiz. Page 9.	ML/PO