

Minutes Northampton International Academy
23rd of March 2023 18.00
Meeting held at NIA
The third 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)</p> <p>Carrie-Anne Hall (Parent Governor) Olaseni Alaka (Co-Chair / Co-opted Governor). Andrew Hill (Co-opted Governor). Russell Norton (Co-opted Governor) Jenny Nimmo (Co- Chair / Co-opted Governor) Kayleigh Incles (Staff Governor) 📞 joined via Teams Tari Okoye (Observer potential Co-opted governor) joined at 18.18</p> <p>John Lawson (Head of Education) 📞 joined via Teams Joshua Coleman (CEO: EMAT) Juliette Pierson (EMAT Compliance / Governance) Paul Osborne (Clerk – Minutes)</p> <p>Introductions made. OA 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 Maqsud Ahmed (Co-opted Governor) and Zahro Abdirizaq (Parent 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 25 th of January.	The minutes of the meetings held on the 25 th of January 2023 were agreed to be an accurate representation and signed by OA .	
6. Action Log from the meeting held on the 25 th of January 2023.	<p>i. JD to share the final First Aid Risk Assessment with PO. Ongoing. PO noted that the RA shared had a draft watermark and some red text. PO to clarify with JD if this is the final version.</p> <p>ii. PO to investigate if a Governor Teams calendar would be beneficial. Closed. PO advised that the need for a Teams calendar has been</p>	i. PO/JD

	<p>superseded by the plans to move away from Teams and onto GovernorHub or similar.</p> <p>iii. JD to investigate the level of information on detention reports sent to parents is comprehensive and explains what the detention is for. Ongoing. JD advised prior to the meeting that this is available to parents who have a log in to class-charts. We will be moving to a new data and information platform – Arbour towards the end of the year. This will give us an opportunity to launch with parents in July. MS asked for the action to remain ongoing.</p> <p>iv. JD to investigate the delays caused by the electronic entry system and seek improvements. Ongoing. JD advised prior to the meeting that sign in delays should now be rectified. MS advised that he would instigate a sheet that pupils record relevant information on which will then be inputted into the system by the school. MS to report back at the next meeting on the effectiveness of the new system.</p> <p>v. LB to give a breakdown of the access arrangements in future presentations. Done. KL advised she will action this.</p> <p>vi. Pupil numbers to be added to future Analysis and Actions: Subjects reports. Done. JD advised prior to the meeting the addition of pupil numbers to data noted and will be actioned.</p> <p>vii. 7. LW to investigate if the data presented for the Student Destinations: Y11 is accurate as the total does not add up to 100%. Ongoing. PO to follow up.</p> <p>viii. PO/TT/JP to investigate is there is a benefit of instigating a Self-harm policy. Done. PO advised that the Thompson Team are managing this and will work with HR to set up a policy for all pupils across EMAT.</p> <p>ix. RN to meet with LB to go through the SEND review report. Done.</p> <p>x. LB to give an update at the next meeting regarding the qualification expectations for those pupils in year 11 currently in alternative provision. Ongoing. KL advised that JD is managing AP currently.</p> <p>xi. LW to update the final Pupil Premium Strategy Report 2022-2025 to the website with all finance information added. Ongoing. PO to manage.</p> <p>xii. JH/JD to manage a you said we did communication to parents. Done. MS advised that information will be sent out at the end of term with an update regarding the feedback received.</p> <p>xiii. The inclusion team to ensure the Metal Health policy is sent to PO using the EMAT/NIA policy template. Done.</p> <p>xiv. PO to add catering update to the next meeting. Done.</p>	<p>iii. MS</p> <p>iv. MS</p> <p>vii. PO</p> <p>x. JD</p> <p>xi. PO/LW</p>
<p>7. A. Executive Headteacher report to include.</p> <p>i. School context and behaviour inc leadership diagram</p>	<p>A. MS highlighted the following.</p> <p><u>School context and behaviour inc leadership diagram.</u></p> <p><u>Staffing.</u></p> <ul style="list-style-type: none"> • High rate of turnover. • To aid with the staff recruitment challenges which is a national problem NIA has/will continue to invest and train in the right staff. • Staffing levels will be maintained with no reduction. 	

<p>ii. Data headlines and progress/barriers in relation to the SIP</p> <p>iii. Curriculum development and enrichment</p> <p>iv. Safeguarding.</p> <p>Additional papers. SIP</p> <p>B. Performance Report for information/questions.</p>	<ul style="list-style-type: none"> • If required the curriculum will be tailored to match the staffing and reduce the need for agency staff. The update staffing and curriculum model will be shared at the next meeting. • Investigations ongoing to ascertain the benefit of using recruiting agencies who specialize in overseas teachers. <p>A governor asked if there is any data to compare how NIA staffing challenges compare to local schools. JC advised that recruitment is a regional and national challenge. The scale of NIA and its current Ofsted grading are deterring some staff from applying.</p> <p>A governor asked if exit interviews are conducted. MS advised they are.</p> <p>The governor followed up and asked if MS think staff are honest in these interviews. MS advised from the ones he has conducted he thinks they are.</p> <p>A discussion followed regarding why staff may be leaving NIA and why some are leaving the profession and what level of engagement is sought from the staff. MS noted that he is keen to improve the return rate for the staff survey.</p> <p>The governor asked for MS to share at the next meeting the reasons why staff are leaving. KL added that having a permanent Executive Headteacher has been welcomed by staff.</p> <p><u>Parents.</u></p> <ul style="list-style-type: none"> • We have seen an improvement in parental attendance to our Year 9 Options evening, (260). • We have received 3 formal complaints from parents. • The feedback from parents often concerns communication/engagement with suggestions how this can be improved. These are being investigated and will be used if appropriate. • Risks include Parental complaints may increase following the release of Year 11 mock examination results. Parental surveys may not yet be positive. <p>A discussion followed how NIA is perceived within the community and ways to improve its PR including litter picking/care in the community. JC added that there is a PR representative stationed at NIA to assist with this. MS noted he is passionate about improving the reputation of NIA and the use of PR is important to achieve this. There is additional signage being installed to show the pupils and staff the school is safe that celebrates achievements of the pupils. The pupils are the best advocates for the school.</p>	<p>MS</p> <p>MS</p>
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A governor asked if more non sport achievements could be added to the newsletter/communication.

MS noted the suggestion.

Data headlines and progress/barriers in relation to the SIP.

Year 11 Mock Data.

- Grade 4+ English and Maths Mocks 2 25% which is the same as Mocks 1. The Mocks 2 data is robust, accurate, and strategies have been put into place including the use of PiXL with a target of 60%. FFT50 is currently used the plan for 2023-2024 is FFT20 and staff will be integral to ensure this succeeds. The pupils have the potential to achieve these higher targets.
There is a program of study in place for English and Maths and comprehensive interventions planned which are bespoke to the pupils ability/needs. Easter interventions are planned, and the school has purchased GCSE pod which has a proven track record of increasing grades by an average of one.

A governor asked if the work planned will have any derogatory effect on pupils pathways.

MS confirmed it would not.

A governor asked if appropriate will staff receive the required training to ensure the support work is as productive and effective as possible.

MS confirmed they will and will be targeted including the use of mentor teachers.

JL added that one of the primary focusses for the school is improving the quality of teaching and improving consistency of teaching. JL asked MS to give an update regarding this.

MS advised that the strategy is in place but there is little evidence of impact primarily due the incomplete roll out, coaches to receive additional training and general staff turnover which means strong teachers are being used elsewhere within the school. This situation will improve post-Easter when experienced staff start, and some staff return from maternity leave.

A governor noted the interventions and additional work planned to increase the 25% figure and asked what the strategies are if the interventions highlighted do not work.

MS advised that the 6th form admissions policy stated what grades are required. There is the option to introduce BTECC courses, pupils to complete resist and many pupils have received offers from local colleges. These options are discussed with the pupil during their meetings with the career advisor.

- Year 11 mock outcomes are considerably below expectations. Subject comparisons and cohort analysis where unavailable at the time of writing this report. We will not have accurate data until 2023 external

examination results. Unable to evaluate the impact of Raising Standards plan and associated actions given the unreliability of the Mock 1 data. Learnings have been made from Mock 1 to ensure this does not happen again. Unable to provide accurate KS3/KS5 progress and attainment data.

- 15% of Yr11 pupils have access arrangements and this figure is expected to increase next year.

A governor noted the comment “current year 8 and 9 have the lowest expectation based on prior attainment” and asked what the plans are to improve this.

MS advised that the introduction of FFT20 will be integral to improve the data to +70%. In addition there are curriculum maps which assist and there are plans in place to improve even further the teaching in the 100 minute lessons.

A governor asked if there is a system in place to track teacher training.

MS confirmed there is and in September relevant staff will be given time to become Exam board markers with the training being done in school time to encourage greater participation. NIA will work closely with PWS in this area.

Curriculum development and enrichment.

Alternative provision (AP).

A governor asked if NIA is satisfied a full due diligence check has been done for the schools being used for AP.

KL advised that.

A robust plan was put in place just before Christmas which requested documentation to include.

1. DBS.
2. CPD.
3. First aid.
4. Premises checks.

Two members of the SLT went out to each provision and checked the documents and checked the quality of education. The Thompson Teams visited the AP to quality assure the NIA visits. There is a plan for this to be revisited early in the next term.

Northampton Saints come into school every Monday and run the values program and the run the offsite engage program also.

A governor asked if there any concerns around staffing numbers for the plan to increase periods from 3 to 4.

MS advised that these proposed changes will not require additional staff.

A discussion followed regarding the pros and cons of 100 minute lessons and the governors are encouraged that all stakeholders have been invited

	<p>to participate in the discussion. All noted the success of 100 minute lessons at PWS but understand the difference between NIA and PWS.</p>	
<p>8. Governor visit / AIP visits</p> <p>i. Governor visit report AH.</p> <p>ii. AIP visit reports. For questions and comments.</p> <p>iii. Governor lead areas vacant and to be allocated (Behaviour and Attitudes) BM left, and (PP) ZA absent to September.</p>	<p>i. AH highlighted the following.</p> <ul style="list-style-type: none"> • Discussions he had with the staff regarding the subject options for 2023-2024. • Surprised by the limited participation from the 6th form pupils in the assembly he witnessed regarding the holocaust and the fact that the 6th form did not lead this assembly. Behaviour in the assembly was strong. • The opportunity to improve the schools PR in any way possible. <p>A discussion followed regarding the frequency of the newsletter, and it was agreed it should remain weekly for the foreseeable future.</p> <p>A governor asked if the 6th form run a newspaper or bespoke communication.</p> <p>MS noted that he has seen opportunities for 6th form and other year groups to get involved with this and plans are in place to move this forward being led by the pupils.</p> <p>MS added that there is a new parent communication system planned which will improve on the current system.</p> <p>A governor asked when this will be rolled out.</p> <p>MS advised in the new academic ear.</p> <p>ii. A governor asked if there are any common themes coming out of the visits.</p> <p>JL advised that behaviour is improving, the drive to improve teaching and learning remains and safeguarding and attendance have improved.</p> <p>iii. PO was asked to manage this outside of the meeting.</p>	<p>PO</p>
<p>9. EMAT updates to include.</p> <p>i. H&S update</p> <p>ii. New governor visit forms</p> <p>iii. Ofsted summary folder on Teams</p>	<p>i. JC highlighted the following.</p> <ul style="list-style-type: none"> • The installation date for the balustrade is still to be confirmed the current proposed date is Summer 2023. Whilst the current balustrades are not dangerous staffing are placed in strategic areas to ensure pupils safety. <p>ii. PO went through the four new governor visit forms.</p> <p>iii. PO went through the new Ofsted summary folder on Teams.</p> <p>A governor asked if when does MS think Ofsted will visit next.</p> <p>MS advised he would expect it would be in the Summer term.</p>	

<p>10. Any other business.</p> <p>i. School to give a catering update</p> <p>ii. EMAT strategy day 27th April 09.00-16.00 all governors invited</p> <p>iii. Tariro Okoye</p>	<p>i. MS/JC advised that the catering provision is out for tender. Since the last LAB meeting the catering has improved at NIA.</p> <p>ii. PO invited all governors to attend the EMAT strategy day 27th April 09.00-16.00 all governors invited.</p> <p>iii. TO, was asked if she would like to continue to be considered for the role of Co-opted governor, she confirmed she is. TO, left the room. The LAB members unanimously voted TO, onto the board.</p> <p>iv. PO, advised that the school has offered to run a secondary focused FFT training session at 17.30hrs on either the 26th April or the 21st June. PO to manage the most popular date post-meeting.</p>	PO
<p>11. Dates of meetings for the year:</p>	<p>Governor meetings 2022-2023. Invites have been sent 26/04/2023 18.00hrs NIA meeting 4 will be held in school Please note FFT training 17.30-18.00 on the 26th April or the 21st June. TBC by the LAB 21/06/2023 18.00hrs NIA meeting 5 On Teams TBC 17/07/2023 18.00hrs NIA meeting 6 will be held in school</p>	Calendar appointment sent.

The meeting closed at 20.01

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

Actions from meeting number one held at NIA on the 23/03/23

Action	Owner
1. JD to share the final First Aid Risk Assessment with PO. Page 1.	JD/PO
2. JD to investigate the level of information on detention reports sent to parents is comprehensive and explains what the detention is for. Page 2.	JD/MS
3. JD to investigate the delays caused by the electronic entry system and seek improvements. Page 2.	MS

4. LW to investigate if the data presented for the Student Destinations: Y11 is accurate as the total does not add up to 100%. Page 2.	LW/PO
5. 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
6. LW to update the final Pupil Premium Strategy Report 2022-2025 to the website with all finance information added. Page 2.	LW/PO
7. The latest staffing and curriculum model to be shared at the next meeting. Page 3.	MS
8. MS to share at the next meeting the reasons why staff are leaving. Page 3.	MS
9. PO to manage the governor lead area vacancy (Behaviour and Attitudes), and (PP). Page 6.	PO
10. PO to ascertain which date is most popular for the FFT training. Page 7.	PO