

Hardingstone and Stimpson Academies

Final Minutes Local Advisory Board

16th July 2020 18.00

Meeting held virtually via Microsoft teams

The third LAB meeting of the academic year 2019-20

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Present: Zoe McIntyre (Executive Headteacher Hardingstone and Stimpson) Luci Clapton+ (Stimpson Academy Head of school) Christina Hodges+ (Stimpson Academy Deputy Headteacher) Adrian Lett+ (Staff Governor Stimpson) Sue Neighbour* (Vulnerable Pupils' Lead and SENCo) Paul Wilkinson (Staff Governor Hardingstone) Nicky Wilson-Everett (Elected parent) Ruth Cross (TB Appointed) Jolene King (TB Appointed) Suzanne Fairey (Chair/Co-opted Governor) Joshua Coleman (CEO: EMAT) Katy Russell (Head of School Development EMAT) Monica Juan* (EMAT) Compliance/Governance) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. SF 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>+ LC, CH and AL left at 19.12</p> <p>* SN joined at 18.30</p> <p>*MJ joined at 18.35</p>
2. Apologies.	<p>Apologies received and accepted from Paul Wheeler (Finance and Operations Director & Chief Financial Officer), Alan Edge (Co-opted Governor). No apology received from Simon Roberts (Elected parent).</p>	
3. Quoracy.	The meeting was quorate.	

4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.	
5. Minutes of the last LAB meeting held 23/01/20 and matters arising not on this agenda.	i. PO to compile a list of who is left to complete skills audit information code of conduct, KCSiE, Register of interest, Prevent, Safeguarding and FGM training. Done.	
6. Minutes from the last meeting.	The minutes of the meeting held on the 23 rd January 2020 were agreed to be an accurate representation and were signed by the chair. PO had arranged for a copy of the minutes to be sent to SF. SF will sign these and send them back to Chloe Nelson at EMAT head office.	
7. COVID 19 Headteacher Presentation: i. Update on staffing for September ii. Safeguarding iii. Pupil Premium update iv. SEND update v. Early Years update vi. Curriculum update vii. Leadership and Management viii. Catch up programme xi. Staff wellbeing	<p>ZM highlighted how well both staff and pupils have dealt with lockdown. They are a credit to their schools and the relationship between both schools has strengthened even further during lock down.</p> <p>SN advised that she was on an Ofsted course today looking at SEND online focussing on legal information.</p> <p><u>Stimpson/Hardingstone</u></p> <p>i. ZM/LC highlighted the following;</p> <ul style="list-style-type: none"> • Chris Osbourne PE cover. • An opportunity has arisen to move certain TA's to assist with their personal development. • CH will be EYFS and KS1 lead. • ZM is confident Nursery will thrive in 2020/21. • ZM advised that Freestyle will be used for before and after school clubs. <p>ZM asked if there were any questions. The governors had no questions at this time.</p> <p><i>ZM asked if there are any questions regarding Stimpson's staffing plans.</i></p>	Full reports on GovernorHub

	<p><i>The governors had no questions at this time.</i></p> <p>ii. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • We currently have open seven Early Help Assessments. • There are five pupils on the Child Protection Register. • Meetings continuing virtually where required for both schools. • Our Family support worker has completed phone calls home and have been working closely with parents to encourage as many safeguarding children to attend school as often as possible. • Senior leaders have completed a huge number of home visits, logging these on Teams. • Weekly staff meetings to ascertain if any pupil is not engaging with home learning and support then given to these pupils. • The Central Team has provided IT resources to three pupils without access to the Internet and computers. <p>A governor asked if we know what percentage of vulnerable pupils attend school.</p> <p>ZM advised all but one is in school.</p> <p><i>ZM highlighted the following information;</i></p> <ul style="list-style-type: none"> • <i>There have been two referrals to social care.</i> • <i>We currently have three families with Early Help Assessments.</i> • <i>There are two pupils on the Child Protection Register, both pupils are in Year 1.</i> • <i>There are three pupils who are on a Child in Need Plan.</i> • <i>We have four looked after pupils in attendance.</i> 	
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	<p><i>ZM asked if there are any questions regarding Stimpson's data.</i> <i>The governors had no questions at this time.</i></p> <p>iii. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • Disadvantaged pupils for both schools have been provided with hampers throughout the period of lock down and this is continuing for those pupils who are not in school. Stimpson pupils received daily packed lunches also. • Northamptonshire Support have also provided both schools with donations of food and these have been delivered weekly. This has meant that we have been able to provide food to those who have found themselves in a challenging situation during this time. • Pupil Premium Strategy to be reviewed before September and new strategy to include 'catch up' plan. • Vouchers have been obtained for all relevant pupils over the summer holidays. <p><i>ZM highlighted that the information for Hardingstone was the same as Stimpson's.</i></p> <p>A governor asked if the PP funding is rolled over if it hasn't been spent due to lockdown. ZM/JC advised that some PP funding has been spent on purchasing IT equipment and the vast majority of PP eligible pupils have been in and have received quality first teaching.</p> <p>iv. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • Pupils with EHCPs at Stimpson Avenue Academy have been in school during the current circumstances. 	
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	<ul style="list-style-type: none"> • In some cases, home learning has been tailored to the needs of those pupils with additional needs. • Edukey has been used by staff to upload information relating to those pupils with additional needs and has been used to create the provision map. • Independent Educational Plans will be reviewed in October and the current targets will remain the same. • The new Senco has spent time in school familiarising herself with documentation in preparation for September. • The county council has asked us to take a higher than normal of pupils with significant needs. We don't have enough information about what these needs are. To help we have asked as many of these pupils to come into school so we can better understand their needs and work out next steps. <p>A governor asked if pupils in this group can be refused a place. JC advised no we can't and we want to be as supportive as possible.</p> <p><i>SN highlighted the following information;</i></p> <ul style="list-style-type: none"> • <i>Correspondence has been sent to all parents encouraging those who have found themselves in difficult circumstances to contact us for support. This has meant that we have been able to provide food to those who have found themselves in a challenging situation during this time.</i> • <i>In September assessment will be conducted to see what if any intervention is required.</i> • <i>Edukey being used as an additional support tool.</i> <p>JC highlighted that EMAT has advertised for a school's social worker with a planned start in</p>	
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	<p>September who will work across all EMAT schools to work with the SEND teams / assist with MASH referrals.</p> <p>v. CH highlighted the following information;</p> <ul style="list-style-type: none"> • In Reception we currently have 54 pupils who will attend in September and 34 in Nursery. • In Reception we currently have 51 pupils who will attend in September. • To assist with new pupils visiting the school we opened on certain Saturdays which proved very popular. • 55% GLD for those pupils who have been in. <p>CH noted she is very positive for the full reopening in September and highlighted the impressive job the staff have done. ZM seconded CH feedback reference and highlighted the drive CH has shown in EYFS.</p> <p>CH asked if there are any questions. The governors had no questions at this time.</p> <p><i>ZM highlighted the following information;</i></p> <ul style="list-style-type: none"> • <i>Presentation to parents uploaded to website.</i> • <i>Virtual tour created, includes Julie Stevens Head of School.</i> • <i>All parents have received induction paperwork.</i> • <i>All nursery settings have been contacted and conversations relating to transition completed.</i> • <i>Home visits booked - will need to take place in gardens if this is not possible. Virtual meetings will be the next option.</i> • <i>ZM confirmed that most parents have been into school for a visit prior to lockdown.</i> <p><i>ZM asked if there are any questions.</i> <i>The governors had no questions at this time.</i></p> <p>vi. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • All staff have provided their plans to KR in order to finalise curriculum 	
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	<p>development for September. ZM is very confident and excited about the curriculum.</p> <ul style="list-style-type: none"> • Julie Higgs (English Lead) has worked with HA English Lead to compile a recovery based English approach for the first two weeks of Autumn Term. • SLT have developed detailed timetables alongside KR which will assist with monitoring. <p>ZM/LC asked if there are any questions. The governors had no questions at this time.</p> <p><i>ZM highlighted that the information for Hardingstone was the same as Stimpson's.</i></p> <p><i>ZM asked if there are any questions. The governors had no questions at this time.</i></p> <p>KR advised that a lot of people have contributed to the curriculum which can be adapted if required in the future.</p> <p>vii. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • Head of School now appointed. • Permanent Deputy Head in place. • Transition videos and documentation. • Handover completed by all teaching staff. • Leavers' assembly Year 6 completed • Year 6 Picnic has taken place. • Behaviour policy updated and will be shared in September. • Home learning policy updated. • Management calendar completed. • Teaching and Learning documentation compiled and will be shared in September. • Staff handbook compiled and reformatted. • New staff induction completed and will be shared at both schools. • PE plan reviewed and set for next academic year and PE lead reviewing 	
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	<p>spend and will report back with quotes.</p> <ul style="list-style-type: none"> • Pupil Premium Strategy to be reviewed before September and new strategy to include 'catch up' plan. • Academy Improvement plan reviewed and new plan to be completed prior to September. • Teams are now used to engage home learners and support in class. • All staff from both schools have met virtually where the head of schools shared the presentation. <p>ZM/LC asked if there are any questions. The governors had no questions at this time.</p> <p><i>ZM highlighted the following information;</i></p> <ul style="list-style-type: none"> • <i>The Year 6 Prom has taken place.</i> • <i>PE plan reviewed and set for academic year- handover completed.</i> • <i>Close collaboration between both schools is a focus area.</i> <p><i>ZM/asked if there are any questions.</i> <i>The governors had no questions at this time.</i></p> <p>viii. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • Catch up will take place once initial judgements have been made by teachers this will include emotional catch up support if required. • After school clubs will consist of catch up if required. • Whole class catch up will not take place outside of school hours, small group catch up to be in place. • Lunchtimes will be used. These are used at Hardingstone and prove very successful. • Saturdays may be used, however possible rotation of staff and be aware of outside club's pupils may attend. 	
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	<ul style="list-style-type: none"> • Staggered start/end times planned along with bubbles ready for September. Risk assessment checked while planning these. <p><i>ZM highlighted that the information for Hardingstone was the same as Stimpson's.</i></p> <p>A governor asked when do you think assessments will be conducted upon pupils return in September.</p> <p>ZM advised that from using the 1st June return as a guide 2-3 weeks is the target. Assessments are planned for the end of September although these dates are flexible.</p> <p>ix. ZM/LC highlighted the following information;</p> <ul style="list-style-type: none"> • Staff have been able to leave at lunchtime on a Friday in order to plan for the following week. • Home learning has been shared across schools so that staff spend less time planning when teaching all day. • Some teaching assistants have remained in school on a Friday for the last couple of weeks. This is to support staff in preparing environments for September. • Each week staff have been given the opportunity to contribute their thoughts on what is going well.. and even better if... These contributions have been shared in weekly staff meetings. • Deputy Head has made regular phone calls and visits to staff. • Staff room refurbished and lunch was provided for staff the first week. • HR has supported the return to work process. <p><i>ZM highlighted that the information for Hardingstone was the same as Stimpson's</i> <i>ZM thanked SN for her help and support during lockdown.</i></p>	
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	<p>ZM asked if there are any questions regarding the presentations shared or any questions about the Summer performance reports.</p> <p>A governor asked that in the Stimpson performance report the parent feedback figure for “When I have raised concerns with the school they have been dealt with properly” is 50% do we know why this is such a relatively low figure.</p> <p>ZM advised that parent feedback can be difficult to pinpoint the exact reasons. The school is aware of this figure and is working hard to improve it for example we are using parent questionnaires to help us crystalize the feedback so we can review and action if required.</p> <p>A governor noted one improvement that could help is if we highlighted to parents what has been changed because of feedback i.e. policy updates to show parents we do listen and action.</p> <p>ZM thanked the governor for the feedback and will take this on-board for the future.</p> <p>ZM/LC advised that learnings from June 1st opening i.e. encouraging questions from staff and pupils will be used for September’s return.</p> <p>Morale at both schools is strong and the teams have pulled together superbly over the lockdown period. The staff are very supportive regarding the support EMAT have offered.</p> <p>JC praised the work the SLT have done at both schools and thanked them for their commitment, dedication over the last year. JC noted that Stimpson especially has come a long way over the last year and everyone should be rightly proud of the progress shown</p> <p>ZM showed the governors a presentation highlighting the work pupils have done during the lockdown.</p>	
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	<p>The governors thanked ZM, SN, CH, LC for the presentations and work they have carried out during lockdown.</p>	
8. Management accounts	<p>JC advised that both schools have performed excellently during lockdown.</p> <p><u>Stimpson/Hardingstone</u></p> <p>Stimpson is expected to end the year with a small surplus which is a good result.</p> <p>A governor asked if the budget spent on the roofing work came out of the school's budget or a central budget. JC advised it came out of a Capital grant.</p> <p><i>JC advised that Hardingstone is due to end the year with a small deficit. One of the reasons for this is that the anticipated capacity fund from the council was not as high as expected.</i></p> <p>A governor asked if we are trying to claim this back. <i>JC advised we are and all avenues are being investigated.</i></p> <p>A governor asked if this deficit is carried forward. <i>JC advised it isn't and schools don't need to pay this deficit back</i></p>	
9. COVID-19 Risk Assessment (RA)	<p>JC noted that the RA template was originally devised by another MAT. EMAT altered this to suit our schools and with support from governors with expertise in this field, the RA is now robust, flexible and easily adapted if required.</p> <p>JC advised that the RA was completed with the help of ZM/SF before the reopening on June 1st to ensure Hardingstone and Stimpson is a safe place to study and work. A discussion took place regarding the current local lockdown in operation in Leicester. JC pointed out that the RA is detailed enough</p>	

	<p>that it would cover a lockdown in a bubble or a whole school lockdown.</p> <p>JC advised that before September the RA will be reviewed as it was prior to the June 1st reopening. Invites will be sent to governors for them to join Paul Wheeler and relevant stakeholders at Hardingstone and Stimpson during this review.</p> <p>JC asked if the governors had any questions. The governors had no questions at this time.</p>	
10. Governance review 2019/20	<p>MJ advised that this meeting would normally be used as a self-evaluation opportunity. Due to COVID 19, this is not possible. We will though arrange a self-evaluation for September.</p> <p>PO to add self-evaluation to September's agenda.</p> <p>SF went through her report highlighting the following;</p> <ul style="list-style-type: none"> • This academic year has been difficult for Governors to carry out their normal duties due to the lack of mainstream schooling for the majority of pupils since March 2020. • During this academic year the Chair has been heavily involved with the monthly Rapid Improvement Meetings which were introduced to provide specific and targeted attention to SAA following their poor Ofsted report and to oversee/support the introduction of the new leadership structure within the school. • An English learning walk was conducted in December with the English Lead and Executive Head with a focus on the independence of learning across the school. • A Health and Safety review was undertaken with the Site Supervisor ensuring that all policies had been 	<p><i>Full report on GovernorHub</i></p> <p>PO</p>

	<p>implemented and were being followed – positive outcomes.</p> <ul style="list-style-type: none"> • One of the focus areas for next year is for all governors to visit/involve themselves in both schools. • Additional governors especially for Stimpson is key to help balance the representation on the board. SF noted she is in the process of reviewing information regarding a potential Co-Opted governor. <p>JC thanked SF and all of the board especially for the work/support they have offered during lockdown. The board has become stronger during this year.</p> <p>MJ advised on SEND, safer recruitment training in September. PO to send dates out.</p>	PO
11. Any other business	PO updated the board that Karen Glasse has resigned.	
12. Date of the next meeting.	<p>24/09/2020 FB Hardingstone 18:00</p> <p>26/11/2020 S&P Stimpson Academy 18:00</p> <p>21/01/2021 FB Stimpson Academy 18:00</p> <p>18/03/2021 S&P Hardingstone 18:00</p> <p>22/04/2021 FB Hardingstone Academy 18:00</p> <p>01/07/2021 S&P Stimpson Academy 18:00</p> <p>08/07/2021 OR 22/07/2021* FB Hardingstone 18:00 *ZM to confirm date</p> <p>MJ advised that due to uncertainty around the dates for next year's data drops the last two S&P dates may be subject to change.</p>	All note dates calendar appointments have been sent

The meeting closed at 20.00

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

Actions from the meeting at Hardingstone and Stimpson Academy held 16/07/20

Action	Owner
1. PO to add action plan to September's agenda. Page 12.	PO
2. PO to invite all LAB members to the SEND, safer recruitment training. Page 13.	PO