

Hardingstone and Stimpson Academies

Minutes of the 2nd LAB meeting 2019/20 held on the 23rd January 2020 at 18:00

SAA, Stimpson Avenue, Northampton, NN2 4LR

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Present:</p> <p>Zoe McIntyre (Executive Headteacher Hardingstone and Stimpson)</p> <p>Luci Clapton (Stimpson Academy Deputy Headteacher)</p> <p>Christina Hodges (Stimpson Academy Deputy Headteacher)</p> <p>Paul Wilkinson (Hardingstone Year 4 teacher) x</p> <p>Sue Neighbour (Elected Staff governor Hardingstone) x</p> <p>Adrian Letts (Stimpson Academy Year 3 teacher)</p> <p>Simon Roberts (Elected parent)</p> <p>Suzanne Fairey (Chair/Co-opted Governor)</p> <p>Jolene King (TB Appointed)</p> <p>Nicky Wilson-Everett (Elected parent) x</p> <p>Paul Wheeler (Finance and Operations Director & Chief Financial Officer)</p> <p>Joshua Coleman (CEO: EMAT)</p> <p>Katy Russell (Head of School Development EMAT)</p> <p>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><i>X PW/SN/ NW-E left at 19.00</i></p> <p><i>SR left at 19.30</i></p> <p><i>JK arrived 18.07</i></p> <p><i>PWH in minutes</i></p>
2. Apologies.	<p>Apologies received and accepted from Alan Edge (Co-opted Governor), Ruth Cross (TB Appointed), Karen Glasse (TB Appointed). Lyn Hart has resigned from the board.</p>	

	bullet-point information. ZM confirmed this will commence at the next meeting.	
7. ZM to provide an update if a curriculum workshop can be arranged to support the governors. Requested to be added to the agenda from 23 rd September.	<p>ZM advised that a review has been completed and shared with Jeremy Bird (<i>AIP</i>). The SLT is working in close collaboration on this work by completing the self-evaluation forms. The forms ask;</p> <ul style="list-style-type: none"> ▪ What do we want? ▪ How will we get there? <p>The idea is to make monitoring more purposeful. LC noted how exciting this work is and how helpful it will be with progression. ZM highlighted the importance of ideas between both schools being shared and developed. KR gave an update on the recent meeting with all subject leaders from EMAT when they focused on ensuring what's being taught is lesson specific.</p> <p>A governor asked what's the timeline for this work.</p> <p>ZM advised that the plan is for Hardingstone to have a visit from the AIP every term x 6 per year and twice termly for Stimpson x 12 per year. ZM suggested inviting governors to a meeting when the SEF process is being shared and planning created by KR.</p>	
8. Headteachers Report: i. Staffing ii. Pupil Numbers iii. Attendance iv. AIP and SEF v. Quality of teaching and learning vi. Early Years Provision vii. Safeguarding viii. Leadership and Management	<p><u>Hardingstone.</u></p> <p>ZM/SN highlighted the following;</p> <ul style="list-style-type: none"> ▪ ZM noted that all new staff have received safeguarding and SEN training since joining the school. A session was delivered by Sam Longden on Health and Well Being and Teachers were provided with ideas to use during their 	Full reports on GovernorHub

<p>ix. Curriculum and Enrichment x. Premises health and safety</p>	<p>lessons and thought-provoking questions were discussed. During the training day, staff went to Castle Academy, where writing across the curriculum was the focus and monitoring levels were discussed in length. Staff then returned to Hardingstone where Gill Glenn presented a workshop session on Reading across the curriculum. There are a number of trust meetings covering English and Maths and there are also Principals' meetings arranged across the whole of the academic year.</p> <ul style="list-style-type: none"> ▪ SN noted how interested the staff were with the EMAT strategy day presentation she delivered. ▪ ZM highlighted the benefits coming out of the cross training the SENCO is working on with both schools. ▪ ZM noted that attendance at the end of the Autumn Term 2019 was 96% This was mainly due to holidays and illness. All holidays are recorded as unauthorised. Those pupils whose attendance is a cause for concern are monitored closely and parents contacted. We now have an Attendance Officer who contacts parents of children whose attendance is low, this is then followed with a letter. <p>A governor asked if there is a persistent group of pupils absent. ZM confirmed this is the case.</p>	
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	<ul style="list-style-type: none"> ▪ ZM advised that the Academy Improvement Plan has now been updated and shared with all staff. Governors will be informed of any changes during subsequent meetings. All staff now have updated subject leadership action plans and these will be annotated against progress six times a year. ▪ ZM advised that in regards to Quality of Teaching and Learning Teachers have continued the new term by setting high expectations and this has already enabled behaviour for learning to be extremely positive. The quality of teaching is high, and we have appointed a new Year 5 teacher who is an NQT. He is being mentored by the Year 6 teacher who is also the Upper Key Stage leader and is highly effective in monitoring the teaching and learning in Year 5. Learning walks have taken place to ensure that classroom environments are in line with school expectations ensuring that there is a consistent approach and Maths and English learning walks have also produced good results. <p>A governor asked if the NQT mentor has had this role before.</p> <p>SN confirmed they have and are looking at additional cross training between both schools focusing on best practice.</p> <ul style="list-style-type: none"> ▪ ZM noted that for early year provision we have completed all baseline assessments and 	
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	<p>children are now working in specific groups depending on their level of ability. EYFS have continued to have an area for provision and an area for 'teaching'. This enables smoother transition when moving from adult directed time such as phonics to child-initiated learning, with the teaching room having less stimulus, therefore creating a more focused environment. EYFS staff continue to use objective led, child-initiated learning and in the moment planning. From observations there is some concern regarding a small number of pupil's behaviour in the classroom. This is being closely monitored and managed.</p> <p>A governor asked in regards to the small number of pupils exhibiting poor classroom behaviour what involvement/ communication has there been with the parents.</p> <p>ZM advised she will be discussing this in more detail over the coming weeks with the teachers to see if parents have been spoken to.</p> <p>ZM advised how the whole school uses 123 magic (behavioral tool) in all aspects of the school day every day and forms part of the behaviour policy. The notification to parents when a child has received an immediate 3 has been developed with a letter being compiled in order to inform parents</p> <ul style="list-style-type: none"> ▪ SN gave an update on the Disadvantaged Pupils (those who are in receipt of pupil 	
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	<p>premium funding) in each year group.</p> <p>A governor asked how are these plans monitored. SN advised how the plans are monitored but will add this evidence to the PP plan.</p> <p>A governor asked if the PP plan was on the website. ZM advised it's not at the moment but is complete and will be added ASAP.</p> <p>A governor asked what trips these pupils go on. SN advised a few examples are panto and residential. It is key these pupils don't feel they are missing out.</p> <p>A governor asked if a change in circumstances form has been sent out. SN highlighted that one has but no significant uptake another form will be sent out shortly. JC gave an update on the food bank recently instigated at Castle Academy and the success this is proving. ZM noted she will investigate if a similar scheme would be suitable for Stimpson and Hardingstone.</p> <p>A discussion followed regarding the possibility of adding assistance with uniform to the food bank scheme.</p> <p>A governor asked when are these assessments completed. ZM highlighted these are done at this time of the year. ZM noted how well the new SENCO has settled in and how she closely monitors this area.</p>	
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	<ul style="list-style-type: none"> ▪ For Personal Development, Behaviour and Attitudes ZM advised that since returning from the Spring term, the children have shown a positive attitude and are ready to learn. They have responded well to new initiatives regarding behaviour expectations in the playground and we have introduced new 'Play Leaders' to help children who find playtime difficult to lead different activities. Teachers continue to be consistent in their approach and practice the expected routines. PW gave some examples of how he manages behaviour with the use of monitoring. ▪ For Leadership and Management ZM advised that all new staff have had inductions in H&S and the staff handbook was shared and the Hardingstone High Expectations document. Staff were given time to review their subject areas and all staff began to develop their PowerPoint presentations to showcase the work they had completed so far and the areas to be developed further. The AIP has been updated and shared with all staff. ZM and the data lead have also updated FFT in order to ensure that aspirational targets are set for all pupils and shared with staff for review. The self-evaluation forms have been compiled in light of the new leadership structure and with the help of 	
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	<p>the AIP to make sure it is relevant. A staff questionnaire has also been sent to illicit their understanding of their subject lead. ZM has feedback on the results of the questionnaire and the proforma for subject support and development shared. The first subject leadership support meeting will take place this month alongside JB.</p> <p>A governor asked how the idea of teachers having lunch with the pupils is going.</p> <p>SN/PW highlighted how well this idea has gone down with staff and pupils. The feedback from both has been positive with staff commenting the pupils are speaking to them about non-school subjects which shows they feel confident and relaxed.</p> <ul style="list-style-type: none"> ▪ For Curriculum and Enrichments ZM advised that staff meetings will focus on the wider curriculum with subject leaders leading their own area. Activities have been planned for the whole of the academic year and shared with staff. A parents evening has taken place and there was a high number of parents in attendance. Our Freestyle sporting activities are continuing before and after school and during the lunch time period. The PTA has held a number of events for the school and are now engaging the community with film nights and quiz evenings. The PTA last year raised £4000. From September 2019- 	
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	<p>December 2019 they have already matched that amount.</p> <ul style="list-style-type: none"> ▪ SN gave an update on safeguarding advising on individual pupil's support plans. ▪ ZM went through the latest Health and Safety report and asked if there were any questions. <p>The governors had no question at this time and thanked ZM/SN for the update.</p> <p><u>Stimpson.</u> <i>ZM/LC highlighted the following;</i></p> <ul style="list-style-type: none"> ▪ <i>For staff changes and development ZM updated on staff leavers. A new member of staff has been appointed as a Behaviour Support and unqualified Art teacher. Teaching assistant, RB, was absent last term. RB was working in Year 1. During the absence, the Year 4 class teacher, BL, worked in Year 1, as due to the needs of the pupils, additional support was required. She has built up a very good relationship with the pupils and will remain with Year 1. RB has now returned to work and is working across both Year 4 classes. This term staff development has focused on teaching and learning. All staff have completed a support form listing key things they will contribute in their classes, what they need to do, specific actions and timescales. There is also a monitoring and evaluating</i> 	
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	<p><i>section and next steps. Key supporters have been identified for each teacher. This is with a view that they coach and mentor staff on their key developmental areas. Training has taken place for the reading lead and this has been organised by KR. The English Leads learning has then been shared. All teaching staff attended the writing moderation session organised by KR.</i></p> <ul style="list-style-type: none"> ▪ <i>ZM went through the pupil numbers for each year group highlighting the increase in nursery numbers which she noted is encouraging.</i> ▪ <i>ZM highlighted the latest attendance figure of 98% against a target of 96%.</i> ▪ <i>ZM advised that the AIP has been reviewed for this term and placed on Teams so that leaders are able to work together to update as an ongoing process. Action plans are in place for each area of the curriculum. The main work this term has been focused on the self-evaluation form. The form is evolving and identifies what we want to see, when we need to check this out by, what we are currently seeing and what we need to do next. This will enable us to have a document that we have not prepared for Ofsted but a tool by which to truly evaluate our school. A subject leadership questionnaire has also been created and completed by staff. Staff have received the results during a staff meeting.</i> 	
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	<p><i>ZM advised that the SEF format has been shared with the staff and has been decided that this could also be used to evaluate and inform tasks to be completed as part of subject leadership. Therefore, JB will begin work alongside the science leaders to develop their subject self-evaluation and next step tasks.</i></p> <ul style="list-style-type: none"> ▪ <i>ZM advised that teaching and learning has remained a key focus. Leaders have shared a proforma for staff to complete. The proforma links to the SEF with heading relating to what staff wish to develop and how they may achieve this. Each class teacher has been provided with a coach from the SLT. With a view to identify development pairings across school. There is more focus from pupils in class and teachers are raising their expectations in what they are expecting from pupils during lessons. The PE teacher is now on paternity leave until April. Freestyle Sports are now in place and the quality has been maintained and, in some cases, improved.</i> <p><i>A governor asked if LC/ZM/AL think the staff feel more supported.</i> <i>LC noted from feedback and general conversations they do and they are positive about the future. This is partly due to the regular visits from ZM offering support and open, honest, constructive feedback and communication.</i></p>	
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	<p><i>ZM highlighted the work the whole team has done in this regard and everyone wants it to continue and develop. ZM noted the last couple of months have been a learning opportunity for her.</i></p> <p><i>AL noted the importance of feedback being non threatening and delivered in a way staff can buy into and take on board. AL feels all staff have potential to develop and grow and the work done so far is a step in the right direction.</i></p> <p><i>ZM gave an update on the support a member of staff was receiving and in recent weeks the teaching of this staff member has improved.</i></p> <p><i>ZM also mentioned staff absence is lower than at the same period last year.</i></p> <ul style="list-style-type: none"> ▪ <i>ZM advised for Early Years Provision the parents were invited into school which received positive feedback.</i> <p><i>A governor asked if ZM feels the early years parents are engaged in the school.</i></p> <p><i>ZM feels they are and this was demonstrated by the turnout over the Christmas period and with the good engagement shown.</i></p> <p><i>ZM highlighted the recent push the school took regarding parent view and subsequently we have had over 40 responses. These will feed into the rapid improvement plan.</i></p> <ul style="list-style-type: none"> ▪ <i>ZM advised for PP pupils there are 56 in receipt of funding and the PP plan is now complete and will be added to the website</i> 	
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	<p><i>shortly. This includes action, reason for spending and desired impact. The format provided from EMAT has been used and targeted areas are identified. Academic and enrichment opportunities are included and will subsidise sporting clubs so that these pupils pay a pound to attend.</i></p> <p><i>ZM gave an update on the ongoing work regarding the PP letter currently used to see what improvements can be made to insure all applicable pupils are known and receive the support they are entitled to.</i></p> <ul style="list-style-type: none"> ▪ <i>ZM advised that she and Lorna Beard (Principal Castle) are reviewing SEN so it can be RAG rated.</i> ▪ <i>LC highlighted the recent work regarding EAL to ascertain what is and isn't working. LC also mentioned FLASH (online training) which LC is being trained on and then will roll it out.</i> ▪ <i>ZM advised for Personal Development, Behaviour and Attitude that since returning from the Autumn term, all of the children have shown a positive attitude and are ready to learn. A recent assembly linked to respect was an</i> 	
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	<p>opportunity to introduce lunchtime staff by their surnames. The pupils have responded well to new initiatives regarding behaviour expectations in the playground and although we have 'Play Leaders' this will be reviewed by the Freestyle staff. Teachers are beginning to be consistent in their approach to expected routines. The extended lunch break is working well and teachers have an opportunity to share their lunch with the children</p> <p><i>A governor asked if the play leaders are only in year 6 or in all years. CH advised the scheme is under review so a final decision is yet to be confirmed.</i></p> <ul style="list-style-type: none"> ▪ <i>For leadership and management, ZM noted that the recent staff survey return figure was not as high as hoped for. ZM will revisit and look at ways to increase the return rate. ZM pointed out that all of the points staff highlighted in the initial returns have been responded to at the employee forum.</i> ▪ <i>For Premises and Health and Safety ZM gave an update on the latest food hygiene certificate results where a grade 5 was given and</i> 	
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	<p><i>highlighted the learnings that came out of it.</i></p> <p>A governor asked who is ultimately responsible for this grade. ZM confirmed it is her and she is keen to learn all lessons from the recent inspection.</p> <ul style="list-style-type: none"> ▪ ZM advised for safeguarding that we currently have three children on a child protection plan. We have a reduction in Child in Need Plans as one case closed successfully and one case was stepped up to a Child Protection Plan. We continue to have seven families with an Early Help Assessments. Six are school led and one is led by an outside agency. 	
9. Rapid Improvement Meeting update	<p>ZM pointed out for Stimpson there will be an increased focus looking at KPI's.</p> <p>The governors were happy this item was covered earlier in the meeting.</p>	
10. Standards and Performance Meeting update	<p>ZM highlighted that she has recently met with Claudia Wade S&P Chair and it was agreed the mock SATs will be run as if they are real SATs to help pupils acclimatise and prepare.</p>	
11. EMAT update inc: i. Trust strategy implementation update ii. Management Accounts for information	<p>i. JC went through the EMAT strategy event presentation and asked governors if they had any questions. The governors thanked JC for the information and had no questions at the present moment.</p> <p>ii. PWH gave an update highlighting EMAT's use of GAG pooling (<i>GAG pooling is a flexibility given to Multi-Academy Trusts to amalgamate all</i></p>	Full reports on GovernorHub

	<p><i>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>PWH then gave an update on the financial situation for both schools;</p> <ul style="list-style-type: none"> ▪ Hardingstone has a small deficit but PWH is confident it will finish in line with expectations. ▪ Stimpson is in line with expectations. <p>PWH went through some of the additional equipment purchased and planned for purchase this year.</p> <p>The governors thanked PWH for the update and are happy the pupils at Stimpson will be receiving new equipment.</p>	
12. Risk Register	<p>PWH advised what a Risk Register is and the ones currently in use are in the process of being updated. This work will be completed ASAP. Once done they will be more focused at school level.</p>	
13. i Governor Monitoring cycle and allocation of governors to priority areas on SDP. ii. Ruth Cross to provide feedback regarding her recent visits to SAA	<p>i. SF highlighted that she needs to complete the paperwork from her visit and arrange a visit to look at H&S.</p> <p>ii. RC was absent her full reports are on GovernorHub</p>	
14. Any other business i. Code of conduct, KCSiE, Declaration of interest signatures. ii. Update on the training work Monica Juan is compiling iii. Mental Health training March reminder	<p>i. PO obtained signatures for all present.</p> <p>ii. PO highlighted the review work Monica Juan is doing in regards to training. MJ will supply further information at the next S&P meeting.</p>	

	<p>iii. SF reminded all of the governors about the mental health training taking place at Hardingstone over the coming weeks.</p> <p>iv. A discussion took place regarding the location of future meetings. All agreed to ensure both schools host LAB and S&P meetings the location of the next two meetings should be swapped. PO actioned for these minutes and future calendar entries.</p>	
15.Date of future meetings.	<p>13/02/20 at 18:00 - S&P Stimpson</p> <p>19/03/20 at 18:00 - Full Board Hardingstone</p> <p>21/05/20 at 18.00 - S&P Hardingstone</p> <p>16/07/20 at 18:00 - Full Board (EOY) Stimpson</p>	All note dates/ calendar appointment has been sent

The meeting closed at 20.15

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

Actions from the meeting at Stimpson Academy held 23/10/20

Action	Owner
1. 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. Page 2.	PO