

Hardingstone and Stimpson academies

**FINAL Minutes of the 1st LAB meeting 2019/20 held on the 23rd September 2019 at 18:00
Martins Lane, Hardingstone, Northampton, NN4 6DJ**

Agenda item	Discussion	Action / Information
1. Present.	<p>Present: Zoe McIntyre (Headteacher) Sue Neighbour (Elected Staff governor Hardingstone) Christina Hodges (Assistant Headteacher) Luci Clapton (Assistant Headteacher) Ruth Cross (TB appointed) Suzanne Fairey (Chair: Co-opted Governor) Nicky Wilson- Everett (Elected Parent) Alan Edge (Co-opted Governor) Jolene King (TB appointed) Paul Wheeler (Finance and Operations Director & Chief Financial Officer) Joshua Coleman (CEO: EMAT) Katy Russell (Head of School Development EMAT) Carole Kirby (Observer) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. PO 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.	<p>Apologies received and accepted from Lyn Hart, Karen Glasse, Simon Roberts.</p>	
3. Quoracy.	<p>The meeting was quorate.</p>	
4. Declarations of interest.	<p>There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.</p>	

<p>5. Appointment of Chair and Vice-Chair</p>	<p>SF volunteered to be Chair for LAB. A vote took place and SF was elected unanimously.</p> <p>Claudia Wade (CW) is the new Chair for S&P. CK updated the board why EMAT has chosen CW to be the Chair. A vote took place and CW was elected unanimously.</p> <p>NW-E volunteered to be Vice-Chair for LAB and S&P. A vote took place and NW-E was elected unanimously.</p>	
<p>6. Minutes from the last meeting.</p>	<p>Minutes from the meeting held on the 15th July 2019 for Hardingstone were agreed to be a true representation and signed.</p> <p>Minutes from the LAB meeting held on the 17th July 2019 for Stimpson were not brought to the meeting. They will be brought to the S&P meeting on the 24th October for review & signing.</p>	<p>PO</p>
<p>7. Action Log from the meeting held on the 15th July 2019.</p> <p>Action log from Stimpson 17th July meeting to be discussed at the S&P meeting on the 24th October</p>	<p>i. CK to update regarding Governor's skills audit. Ongoing. PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training. CK has left EMAT.</p> <p>ii. NGA learning link to be re-issued. Page 12. Done.</p> <p>iii. ZM / Sam Longden (Year 2 teacher) will investigate if a curriculum workshop can be arranged to support the governors. Ongoing. PO to add to next agenda.</p> <p>PO to arrange please see page 2 for more information.</p>	<p>i. PO</p> <p>iii. PO</p>

<p>8. Constitution of Board:</p> <p>i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; H&S lead; Careers lead; Website.</p> <p>ii. Allocation of governors to Standards committee & any working parties</p> <p>iii. Chair of Standards committee</p> <p>iv. Request for Governance training</p>	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> ▪ SG Nicky Wilson- Everett ▪ SEND Ruth Cross ▪ PP Suzanne Fairey ▪ Wellbeing lead Jolene King ▪ Website. Suzanne Fairey <p>ii. No working parties at present. The board unanimously agreed SF is now a co-opted governor. CK gave an overview how the S&P committee will work now both schools are federated. The following governors agreed to be on the S&P committee RC, JK, AE (observer). It was agreed that CW/ EMAT central team will contact the absent LAB members to see if they would like to join the S&P committee. A discussion took place regarding the positions of staff governor. There is no staff governor currently for Stimpson. Elections for Stimpson to be arranged.</p> <p>iii. CW is chair.</p> <p>iv. PO shared the training currently recorded by EMAT that has been completed by the governors. PO asked if any governor has completed training not recorded to forward certificates and the database will be updated. CK advised governors about the vast amount of training opportunities available on the NGA website SF gave an update on the Ofsted readiness training she and KG are going on and invited any other governor to join them. ZM gave an overview on the wellbeing training she has arranged and offered an invite for all governors to attend if available.</p>	<p>CW/ EMAT central team</p> <p>ZM/PO/ Chloe Nelson (EMAT)</p>
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<p>9. Board housekeeping:</p> <p>i. Code of Conduct: please read for signatures</p> <p>ii. Skills Audit: please complete</p> <p>iii. Register of Interests form collection</p> <p>iv. KCSiE Part One (please read) for signatures</p>	<p>i. PO collected signatures. All missing signatures will be picked up at the next meeting.</p> <p>ii. PO to send out the link for governors to complete the audit ASAP.</p> <p>iii. PO collected signatures. All missing signatures will be picked up at the next meeting.</p> <p>iv. PO collected signatures. All missing signatures will be picked up at the next meeting.</p>	<p>PO</p> <p>PO</p> <p>PO</p>
<p>10. Head Teachers Report:</p> <p>i. Staffing update</p> <p>ii. Pupil performance inc closing the gap</p> <p>iii. School Development Plan.</p> <p>iv. School events (governors invited)</p> <p>v. Exam results</p>	<p>ZM gave a brief update on her first couple of weeks of being Executive head teacher for Stimpson and Hardingstone. ZM then went through the Autumn 2019 report.</p> <p>i. Staffing update</p> <p><u>Stimpson</u></p> <p>ZM reported that:</p> <ul style="list-style-type: none"> ▪ All staff have received safeguarding training. They were also updated on changes within the feedback policy. ▪ Staff were provided with target sheets to be placed in Maths and English and books. ▪ Staff spent one of the training days working to ensure that classroom environments were tidy and stimulating. ▪ Staff were provided with a list of resources to be seen in classrooms. ▪ TA have been provided with an update on the teaching of mathematical operations and the methods used. ▪ The Nursery Lead has visited Castle Academy in order to look at planning templates used, with a view to 	<p><i>Full reports on Governorhub</i></p>

	<p>implement this into classroom practice.</p> <ul style="list-style-type: none"> ▪ The two Assistant Head Teachers will attend EAL training, with a view that they will disseminate their learning to others. ▪ One teaching assistant who currently works in the Nursery will attend TA training provided by Enhancing Learning. ▪ The Maths Lead will meet with the Maths Lead from Hardingstone Academy to share ideas and templates. These meetings will take place twice this term. ▪ The Maths and English leads have attended sessions prepared by KR. <p>ZM went through the expectations she set out to staff at the recent training day and gave some background on the WOW week. ZM explained that the WOW week is a great idea but must have an impact on learning.</p> <p>ZM explained the work the school is doing focussing on planning and what improvements will be introduced. ZM also advised that Maths isn't currently following the same learning scheme as English but will do shortly.</p> <p>A governor asked how long will it take before an improvement in this area is noticed. ZD explained changes should be seen almost immediately.</p> <p><u>Hardingstone</u> <i>ZM reported that staffing is stable. ZM highlighted the following for staff development.</i></p>	
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	<ul style="list-style-type: none"> ▪ <i>All staff have received safeguarding and Special Educational Needs training</i> ▪ <i>A session was delivered on Teaching and Learning and the common threads to be seen during observations.</i> ▪ <i>Questions and discussions were based around challenge, practice, modelling, explanation, feedback and questioning.</i> ▪ <i>Teachers were provided with ideas to use during their lessons and thought-provoking questions were discussed.</i> ▪ <i>Staff were reminded of the use of the knowledge organisers and how to introduce and use them with the greatest impact on pupils' progress.</i> ▪ <i>There are a variety of cluster events in order to develop staff through discussion with colleagues and to work on new initiatives being implemented in school.</i> <p>ii. Pupil Performance</p> <p><u>Stimpson</u></p> <p>ZM went through the latest pupil numbers and gave an overview of the latest results / targets for Reading, Writing, SPAG and Maths this included the lines of enquiry. ZM highlighted the work going on with staff ensuring they have a full understanding of the data.</p> <p>KR advised that FFT 50 targets will probably be used.</p> <p>ZM gave an update regarding Personal Development, Behaviour and Attitudes and Curriculum and Enrichments. Some of the highlights for C&E are:</p>	
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	<ul style="list-style-type: none"> ▪ After school clubs have been compiled and a letter has been sent home to parents. ▪ Some of the pupils will attend Sky Studios in London to learn about healthy lifestyles alongside presenting news reports. ▪ Hot Shots Basketball sessions have now started ▪ The school has delivered a Meet the Teacher Event. ▪ A drop-in session has been completed as a forum for parents to voice concerns and ask questions about the new leadership structure. ▪ The Junior Leaders have been elected and there has been an assembly where those pupils wishing to be the Head Boy and Girl have presented their mandates to the rest of the pupils and a vote is currently underway. ▪ ZM has met with a parent who is keen to help to run events in order to raise additional funds for the school. ▪ A cake and coffee session will be arranged with a view to engage parents and identify those who are willing to be a Friends of Stimpson team. ▪ The PE Lead has managed to gather evidence of activities and the school has achieved the Gold Sports Mark. <p>ZM reported that. All staff have received EVC training and are now secure in the completion of risk assessments. The PE Coordinator will be provided with additional training in order for him to be able to review and evaluate risk assessments for signing. This will</p>	
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	<p>enable this additional responsibility to be removed from the admin staff.</p> <p>ZM reported pupils in the Early Years environment have settled well. The SENco also works in the EYFS. She has release time four afternoons a week therefore the class will be covered by a higher-level teaching assistant. The EYFS environment is stimulating and activities are engaging at present. The Nursery environment has been improved since the summer term. Resources are more organised and accessible to the Nursery pupils. However, there are still further improvements needed and an advert has been placed to appoint a Nursery teacher for three days a week.</p> <p>A governor asked what is the closing date for this vacancy. ZM advised two applicants have applied closing date is today.</p> <p>EYFS is not full ZM explained the open events planned to look at increasing pupil numbers. Thanks to increasing the profile of Twitter followers have increased from 20 to 40. ZM explained that one of the focuses of the school is for children to stay at Stimpson throughout their primary school phase.</p> <p>ZM gave an update regarding disadvantaged Pupils (those who are in receipt of pupil premium funding) Year 1. 8 pupils. Year 2. 2 pupils. Year 3. 9 pupils. Year 4. 9 pupils. Year 5. 13 pupils. Year 6. 15 pupils. To help move this area forward following feedback from the recent</p>	
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	<p>Ofsted report LC, CH and ZM will lead on this with all information based on pupil premium being shared and understood. The current plan will be reviewed by the previous lead and the new action plan being created by the new leads.</p> <p>ZM advised that a review is taking place regarding interventions to ensure they are used correctly.</p> <p>A governor asked if all of the TA are aware of this review. ZM advised they are and they are open and very positive to the work taking place.</p> <p><u>Hardingstone</u> ZM went through the latest pupil numbers and gave an overview of the latest results / targets for Reading, Writing, SPAG and Maths this included the lines of enquiry. ZM supplied feedback regarding the open events that have taken place. These have proved very successful with several children putting Hardingstone as their first choice. ZM pointed out that one of the focuses for all staff is to seek out every opportunity to raise the schools within the local community and wider afield. SF offered to come into school to assist with the twitter feed and help raise the profile as much as possible.</p> <p>A governor asked for some more information regarding the data for Writing. ZM went through in detail the data Writing highlighting there is more work planned in moderating along with cross training at Stimpson. ZM confirmed the year 4 targets will be reviewed due to the high number of new pupils starting.</p>	<p><i>CH&LC left at 19.12 after they had presented the Stimpson data.</i></p>
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	<p><i>ZM gave updates on:</i></p> <ul style="list-style-type: none"> ▪ <i>Quality of Teaching and Learning.</i> ▪ <i>Early Years Provision, Disadvantaged Pupils (those who are in receipt of pupil premium funding).</i> ▪ <i>Personal Development, Behaviour and Attitudes.</i> ▪ <i>Leadership and Management.</i> ▪ <i>Curriculum and Enrichments.</i> ▪ <i>Premises health and safety.</i> <p><i>For disadvantaged pupils ZM highlighted that the PP lead has helped start a breakfast club for the most vulnerable pupil premium pupils. This is helping to ensure a positive start to the school day.</i></p> <p><i>Governors asked the following questions on the updates above.</i></p> <p><i>A governor asked if PP extends to PTA events.</i> <i>ZM advised it does but she is always looking at ways to improve this area. The PTA run a story time every Friday for all year groups. The PTA Chair is very proactive.</i></p> <p><i>A governor commented how impressed they were with some of the presentations they've seen in school.</i> <i>ZM appreciated the comments and agrees although consistency with presentations is the next step and they need to be seen as an opportunity to celebrate success.</i></p> <p><i>A governor asked if the site supervisors will work together to share best practice.</i> <i>ZM confirmed this is in the pipeline. Close collaboration between both schools is a focus in all areas.</i></p>	
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	<p>iii. School Development Plan. <u>Stimpson.</u> The plan has now been completed and shared with all staff. The key priorities within the document link to all of the areas within the Ofsted report and the areas as identified as requiring improvement. A number of the actions have already been completed and the two Assistant Head teachers are keen to support in working towards improving the school's provision. All staff have now been tasked with creating subject action plans.</p> <p><u>Hardingstone</u> <i>The Academy Improvement Plan has now been completed and shared with all staff. Additions will be made throughout the year and the document will be reviewed at the end of each half term. Governors will be informed of any changes during subsequent meetings. All staff have now completed subject leadership action plans and these will be annotated against progress six times a year.</i></p> <p>iv. School events <u>Stimpson & Hardingstone</u> ZM advised the template currently used at Hardingstone works very well and will be used at Stimpson.</p> <p>v. Exam results To be discussed at the first S&P meeting. SF gave a brief overview on the rapid improvement plan for Stimpson.</p> <p>The governors thanked ZM for the reports and despite the short time frame the work taking place with regards to the new federation is very encouraging.</p>	
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<p>11. Management Accounts for information</p>	<p>PW explained that the final accounts are not quite complete these should be finalised over the coming weeks. Top line info is available. Hardingstone will finish on a surplus. Stimpson has recovered from a deficient in 2018 and is now in a very strong financial position.</p> <p>ZM explained there is some additional information ref accounts in the head teachers update presentations.</p> <p>JC gave an update regarding what the board are responsible for in regards to finance.</p>	
<p>12. Risk Register</p>	<p>JCLM advised that EMAT will be rolling out new software shortly for the Risk Register to help streamline the process. Once done the RR will be revisited focusing on the top 10. PO to add RR onto the next agenda.</p>	<p>PO</p>
<p>13. Safeguarding matters inc: i. Pupil attendance ii. Exclusions iii. Children missing education iv. Private fostering v. Safeguarding report to TB</p>	<p>i. Pupil attendance <u>Stimpson</u> Attendance at the end of the academic year was extremely positive 96+%. The attendance remained at 96% or above for the duration of the academic year. <u>Hardingstone.</u> <i>Attendance at the end of the academic year 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.</i></p> <p><i>A discussion followed regarding the fines imposed for unauthorised absence.</i> <i>ZM pointed out that at Stimpson the attendance figure is announced</i></p>	

	<p><i>weekly. ZM may look at doing this at Hardingstone.</i></p> <p><i>A discussion took place reference the pros and cons of doing this. ZM pointed out she is keen to award good attendance as a collective. The attendance lead at Stimpson will visit Hardingstone shortly to look at best practice sharing. There is a possibility of the lead working one week in one school one week in the other.</i></p> <p><i>A governor asked what % figure are you aiming for regarding attendance. ZM advised 95% or above is good. The target for Hardingstone is 96%.</i></p> <p>ii. Exclusions <i>Stimpson / Hardingstone Zero</i></p> <p>iii. Children missing education. <i>Stimpson / Hardingstone Zero</i></p> <p>iv. Private fostering. <i>Stimpson / Hardingstone Zero</i></p> <p>v. Safeguarding report. SN gave an update regarding Safeguarding. NWE will arrange to meet the Safeguarding lead at Stimpson.</p>	
<p>14. Governor Monitoring cycle and allocation of governors to priority areas on SDP.</p>	<p>ZM explained that the calendar for both schools are very similar and invited governors to view the calendar and arrange visits as they are always welcome.</p>	
<p>15. Any other business.</p>	<p>The Chair asked if the current format for these meetings work now both schools are federated.</p> <p>All agreed this was a productive meeting and the format worked well. All agreed when possible SLT should present data at these meetings. ZM will investigated for future meetings.</p> <p>The governors asked for future meetings could the head teacher</p>	

	<p>presentations be in a more bullet point format to aid ease of understanding.</p> <p>ZM will investigated for future meetings.</p> <p>A discussion took place regarding the locations of future meetings. Please see agenda item 16 for more information.</p> <p>The Governors thanked ZM and her teams for the work they have done over the last couple of months to help the federation of Hardingstone and Stimpson take place as smoothly as it has and they look forward to the future for both schools.</p>	ZM
16. Date of next meeting.	<p>24/10/19 at 18.00 – S&P <i>Hardingstone</i></p> <p>23/01/20 at 18:00 -Full Board. Stimpson</p> <p>13/02/20 at 18.00 –S&P. Hardingstone</p> <p>19/03/20 at 18:00 -Full Board. Stimpson</p> <p>21/05/20 at 18.00 –S&P. Hardingstone</p> <p>16/07/20 at 18:00 -Full Board (EOY). <i>Stimpson</i></p>	All note date and location calendar appointment has 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 Academies held 23/09/19

Action	Owner
1. Minutes from the LAB meeting held on the 17 th July 2019 for Stimpson to be brought to the S&P meeting on the 24 th October for review & signing. Page 2.	PO
2. PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training Page 2.	PO
3. PO to add to the next LAB agenda an update from ZM / Sam Longden (Year 2 teacher) reference their investigations to see if a curriculum workshop can be arranged to support the governors. Page 2.	PO
4. CW / EMAT central team to contact the absent LAB members to see if they would like to join the S&P committee. Page 3.	CW/EMAT central team
5. Staff elections to be arranged for Stimpson ASAP. Page 3.	ZM/PO/Chloe Nelson (EMAT)
6. PO to ensure all governors have signed the code of conduct, KCSiE and Register of interest paperwork. Page 4.	PO
7. PO to add Risk Register to the next meeting's agenda. Page 12.	PO
8. ZM will investigate if presentations for future meetings can have more bullet point information. Page 14.	ZM