

East Midlands Academy Trust

Hardingstone Academy: Minutes of the Local Advisory Board meeting held on the 26th of February 2019, 18:00 at Hardingstone Academy, Martins Lane, Hardingstone, NN4 6DJ

Third LAB meeting of academic year 2018-19

Agenda item	Discussion	Action
1. Welcome	<p><u>Present:</u> Zoe McIntyre (Principal) Joan Martin (TB appointed) Suzanne Fairey (Elected Parent) Nicola Wilson-Everett (Elected Parent) Sue Neighbour (Staff Governor)</p> <p>Joshua Coleman (CEO: EMAT) Paul Wheeler (Finance & Ops Director: EMAT) Carole Kirby – minutes – (Head of Governance: EMAT)</p> <p>SF reminded the board that items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	
2. Apologies	Apologies had been received, and were accepted, from Katy Russell and Jolene King.	
3. Quorum	The meeting was confirmed as quorate.	
4. Declarations of Interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
5. Minutes of Local Board meeting held on 29th of November 2018 & matters arising not appearing on the Action Log	<p>The minutes of the meeting held on the 29th of November 2018 were reviewed and agreed to be an accurate representation of the meeting. The minutes were signed by SF.</p> <p>There were no matters arising that do not appear on this agenda.</p>	
6. Action Log from the meeting held on the 29th of November 2018	<p>i. Present figures for pupil punctuality with absence figures: ZM. Done. There were seven children on the school's radar for punctuality; this is now reduced to two. One child who was repeatedly late has improved hugely. The remaining two pupils who are persistently late have transport issues and live some distance away.</p>	

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	<ul style="list-style-type: none"> ii. ADP - add columns to RAG box to represent each term: KR/ZM. Done. iii. Report to LAB on risk register software post meeting between Trustee and PW: JC. PW had met with AS (Trustee) to review the risk register software across the Trust. We will be revising how the risk register is used and accessed and will provide training. iv. Volunteer for a monitoring activity: contact ZM to arrange – all governors. NWE has arranged a visit to monitor Safeguarding; SF has visited school to monitor attendance; a learning walk is planned for SF to look at challenge and Writing. v. Invite SF to AIP Meetings for feedback: ZM. Ongoing. vi. Send out acronyms document: CK/GO. Done. vii. Send skills audit to JM: CK. Done. 	
<p>7. Principal's Report for discussion and information to include:</p> <ul style="list-style-type: none"> • Academy Development Plan: for review • Safeguarding matters: <ul style="list-style-type: none"> i. pupil attendance ii. exclusions iii. Children missing education iv. Private fostering • School events (governors invited) 	<p>The Principal's Report had been distributed with the agenda for this meeting. ZM reported the following:</p> <ul style="list-style-type: none"> • There are no changes to staffing. • Staff have attended an inset day linked to mental health and wellbeing and this has resulted in a wellbeing team being formed. There have been positive developments with regard to staff workload: no emails are sent after 6pm, additional time is provided for pupil progress meetings, planning time replaces some staff meetings and subject leadership time is arranged where monitoring tasks are to be completed. All staff have received training linked to the introduction of Zones of Regulation and the children are now familiar with the zones. This is having a positive impact on mental health and wellbeing. • Staff have attended training on mental health first aid, Real PE and MLT CPD. SN has almost completed her NPQSL and ZM has enrolled on the NPQEL. • All staff CPD is logged and reviewed to evaluate impact. • Pupil Numbers – there have been four new pupils to EYFS; one pupil has left and one 	

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	<p>has joined in Years 1, 3 and 4; two have left in Year 2. Almost all new pupils have additional needs or the families have needs. The school has been informed that 64 children have selected Hardingstone for admission to Reception in September 2019 although this does not mean that the school is their first choice. The current Reception year has 32 pupils and when they move into Year1 they will be split into two classes. JC has spoken with the Trust's PR and communications Manager to promote the school. There followed a general discussion about primary school provision in the locality.</p> <ul style="list-style-type: none"> • Andrea Leadsom MP will be visiting the school to speak with children about Law. • Attendance is currently at 95.9%. The school had issued two letters to parents and one pupil's attendance has subsequently improved. The other child is persistently late. • The ADP was reviewed. • There is a plan to expose NQTs to curriculum planning and other curriculum matters earlier in their school career. A governor asked how this will be monitored. ZM suggested that the AIP might interview staff about a subject area to ensure staff can articulate the curriculum intent, implementation and impact. In addition, governors can monitor this through their questioning when they come into school for a monitoring visit. All staff meetings in the summer term will be based around planning. • There are 33 PP children on roll. The PP Strategy has been reviewed and 'rock Steady' has been added as an intervention. • The school has been in line or above for teacher assessments based on 'no more marking'. A review of barriers to learning is underway. • Personal Development and Behaviour: this is very positive around the school. ZM talked through the Behaviour Policy and mental health and well-being were discussed. The school has introduced a 'positive start' to 	

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	<p>each morning, meditation and zones of regulation.</p> <ul style="list-style-type: none"> Year 6 have been to Duxford air Museum and Year 2 have been to the Coventry Transport Museum. School provides lots of extra curricula activity such as yoga, sports and arts. Premises: The Site Supervisor is no longer at the school. ZM thanked the Trust for supporting the school with staff from NIA. A governor asked if the school is making a contribution to that support. No. There is an advert out for a new site manager. <p>The Safeguarding Report was distributed. One child has moved to CP. Prevent training for staff will be refreshed. There are 36 records of concern and 8 EHAs in process. There were no exclusions, no CME and no private fostering arrangements. There are 6 LAC children; three will move to post-LAC shortly. The Safeguarding Report was discussed.</p> <p>ZM informed the board that parents evenings will be held on April the 1st and 2nd and governors are very welcome to attend to support staff and promote participation with Parentview.</p>	
<p>8. Governor monitoring:</p> <p>Feedback from governor visits: SF (attendance)</p> <p>Allocation of lead roles: PP/SEND/SG</p> <p>Feedback from AIP visits (ZM)</p>	<p>The monitoring report from SF's visit to look at attendance had been distributed with the agenda for this meeting. There were no questions about the visit.</p> <p>The following Lead roles were clarified: Safeguarding: NEW Pupil Premium: SF SEND: JM</p> <p>ZM displayed the plan for the AIP visits across the year and it was agreed that SF (or another governor in her place) will attend feedback when appropriate. ZM will be visiting an Outstanding school in Luton to see what can be learned and disseminated here.</p>	
<p>9. Management Accounts for information</p>	<p>The Management Accounts for period 4 had been distributed with the agenda for this meeting. There are regular monthly finance meetings across all Trust schools with PW/JC, the Principal and Bursar.</p>	

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	Hardingstone currently has a surplus and is forecast to retain a surplus at the end of the financial year. There were no questions.	
10. Governor Vacancies	CK suggested writing to local businesses to recruit governors to the board and will send a flyer to briefly explain the role to SF for distribution. It may also be possible to produce a FAQ about the role. CK will consult with JA about promotion of the role.	CK – send flyer on role to SF and speak with JA
11. Any other Business	ZM raised a staff request to work compressed hours. There was a discussion and it was agreed that compressed hours could only work if they fit the business model of the school and therefore continue to meet the needs of the employer.	
12. Dates of meetings for the year:	23/04/19 at 17:30 – Standards 21/05/19 at 18:00 – Full Board 15/07/19 at 18:00 – EOY full Board	Calendar appointments have been sent