

East Midlands Academy Trust

Hardingstone Academy: Minutes of the Local Advisory Board meeting held on the 29th of November 2018, 18:00 at Hardingstone Academy, Martins Lane, Hardingstone, NN4 6DJ

Second LAB meeting of academic year 2018-19

Agenda item	Discussion	Action
1. Welcome and Introductions	<p>Present: Zoe McIntyre (Principal) Joan Martin (TB appointed) Suzanne Fairey (Elected Parent) Angie Milne (TB appointed) Nicola Wilson-Everett (Elected Parent) Sue Neighbour (Staff Governor)</p> <p>Joshua Coleman (CEO: EMAT) Katy Russell (Head of School Development: EMAT) Carole Kirby – minutes – (Head of Governance: EMAT)</p> <p>AM 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	No apologies had been received. Post meeting note: Jolene King (TB appointed governor) had sent apologies due to illness. The apologies were accepted.	
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 17th of September 2018 & matters arising not appearing on the Action Log	The minutes of the meeting held on the 17 th September 2018 were reviewed and agreed to be an accurate representation of the meeting. The minutes were signed by SF. There were no matters arising that did not appear on this agenda.	
6. Action Log from the meeting held on the 17th of September 2018	Actions from the meeting held on the 17 th of September 2018 were reviewed: <ul style="list-style-type: none"> i. Note resignation of MP. Done. ii. CK to organise Chair's training. Ongoing iii. JC, CK and Trust Board to consider chairing of this LAB. Ongoing. 	

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	<p>iv. ZM to contact Joni Ager to discuss school publicity. Done</p> <p>v. CK to email statutory requirements for website and emailed useful material to all Lead governors. Done.</p> <p>vi. Parent elections are not necessary. CK has confirmed.</p> <p>vii. All introduce contacts to ZM and CK for potential new governors. Ongoing.</p> <p>viii. Email new SoD. Done.</p> <p>ix. All save links to Governance Headbook & Competency Framework to read at future point.</p> <p>x. CK to organise governor training dates. Done.</p> <p>xi. All to return Skills Audit if not done. Ongoing.</p> <p>xii. All to return Declaration of Interest form. Done.</p> <p>xiii. All read KCSiE part One and Annex A. Ongoing.</p> <p>xiv. Marketing strategies have been considered by JC and Joni Ager</p> <p>xv. Facebook has been very busy.</p> <p>xvi. JM sent letter of thanks to Sam Longden.</p> <p>xvii. AD spoke to finance regarding variance. They have had some scrutiny meetings. There are no financial issues and there is a small surplus which has been allocated.</p> <p>xviii. Bookmark link to AFH for future reference/reading</p> <p>xix. ZM has passed SG reports from last year to CK for distribution.</p> <p>xx. Monitoring schedule has been circulated to indicate where governors can visit for monitoring purposes</p> <p>AOB: an item of AOB was discussed at this point. AM is stepping down as chair of the LAB and a new Chair is required. SF put herself forward for the position. This was proposed by AM and seconded by NWE. AM handed the meeting to SF. ZM and JC thanked AM for her long service and contribution to governance at the school. AM then left the meeting at this point.</p>	

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<p>7. Principal's Report for discussion and information to include:</p> <ul style="list-style-type: none"> • Pupil progress overview • Quality of Teaching, Learning and Assessment • 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 v. Safeguarding report to TB • School events (governors invited) 	<p>The Principal's Report had been distributed with the agenda for this meeting. ZM reported the highlights:</p> <p>There are two new members of staff to Year 3: SN and SC (TA). It has been a smooth transition with a very positive start.</p> <p>LP in YR1 would like to do a Foundation Degree in Teaching and would need one day out a week to complete this. She is currently a HLTA.</p> <p>Staff Development: staff have attended CPD sessions on the knowledge based curriculum and the Middle Leadership Programme in Luton. Sam Longden has attended a session at St Andrews Hospital on Mental Health. Two members of staff are attending a mental health training course which will give them a qualification.</p> <p>The 'no more marking' outcomes for YR3 are positive with moderation demonstrating that judgements are reliable and consistent.</p> <p>The Writing workshop was an excellent opportunity to moderate.</p> <p>A governor asked how accurate the teacher assessments were in moderation for Writing.</p> <p>We are confident that the YR6 judgements are accurate and it was also useful to explore best practice.</p> <p>ZM reported that the pupil numbers document shows pupil mobility but overall numbers are quite static.</p> <p>Attendance is currently 96.1%. The office staff produce a report for presentation to SN who follows up any persistent absence. Three children were persistently absent in Sept/Oct. We are concerned about one child – the relevant letter has been sent. SN also monitors the lateness book.</p> <p>A governor asked if the board can have the percentage figures for punctuality.</p> <p>Yes.</p> <p>The school needs to remain proactive and question when parents call in to say the child is 'poorly' as this is insufficient detail to monitor accurately; the school wishes to encourage parents to send their child to school whenever possible.</p>	<p>ZM – present figures for punctuality with absence figures.</p>

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	<p>The board looked at the Academy Development Plan(ADP); this was RAG rated in October. The impact statements may not be accurate at the moment as they are due to be updated after Christmas. Action plans will be annotated rather than rewritten.</p> <p>A governor asked whether there are any concerns with regard to the ADP. ZM stated that the items in red haven't happened yet however, we have some very proactive teachers, which is excellent, and we feel very proud of the staff who have embraced ownership of a lead area with enthusiasm and purpose. ZM reminded the board that the ADP is a live document subject to revision updates throughout the year.</p> <p>A governor asked if the table could split within the RAG box into six small columns to represent each term and show progress across the year. This was discussed and it was agreed that KR would look at adapting the document this way.</p> <p>ZM presented the pupil data: as all governors also sit on the Standards & Performance committee this information is 'high level' and will be interrogated in detail in the S&P committee. There was a discussion regarding entry points for pupils and staff being brave enough to register pupils at expected or great depth now. ZM confirmed that the school does not need to be over cautious. Data which was entered yesterday looks positive. PIRA & PUMA looks in line with teacher assessment.</p> <p>A governor commented that this is a better approach and will be welcomed by parents.</p> <p>The data reports for parents were given at parents evening with an explanation of the way the data is recorded to encourage conversation with teaching staff about pupil progress.</p> <p>SEN: Twenty-three pupils are on the SEN register. There is a mix of need between all four SEND areas. Two pupils fall within the physical category (one has hearing loss and the other has brittle bones). One pupil has SEND requirements in YR1; there are three</p>	<p>KR – add columns to RAG box to represent each term.</p>

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	<p>pupils under observation in YR 2; ten pupils on the register in YR 3; two pupils in YR4; four pupils in YR5 and five in YR6.</p> <p>A new pupil recently admitted is quite behind and has communication difficulties so is currently under observation.</p> <p>A governor asked whether the SEND pupils in YR3 are split evenly across both classes.</p> <p>No, there are seven in one class and three in another but this is not a problem.</p> <p>SN reported that 94% of new pupils admitted last year had a need of some kind. One in Reception is waiting for appointments with outside agencies for a diagnosis and will probably need a EHCP. It may be that this pupil needs to move to specialist provision.</p> <p>Pupil Premium: ZM reported that there are currently six PP children in YR1; seven in YR2 and five in YR4 with other year groups having no change in PP numbers.</p> <p>Breakfast club is offered five days a week and this has been opened up to low income families not just PP families. The school provides a retreat club for pupil premium pupils who need help with social and emotional development and a homework club for those pupils who do not have support at home to enable them to complete weekly homework.</p> <p>Quality of Teaching and Learning: the teacher with support in place is improving and is meeting with Senior Leaders every two weeks in order to review targets regularly. SLT have suggested the teacher visits another school to see the best practice there too.</p> <p>Development, Safeguarding and Welfare: behaviour remains positive. There was a safety issue with one child who was locked in a toilet cubicle. We have changed the locks and are being vigilant. We are still recording all accidents.</p> <p>Leadership and Management: data information on pupil targets has been shared with staff including the TAs. We looked at identifying those pupils who had not made sufficient progress since the summer to bring in interventions at an earlier point. SN has</p>	

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	<p>met with staff to discuss the SEND pupils at the pupil progress meetings. The English Lead presented to the staff body on 'no more marking'.</p> <p>Curriculum and enrichment – The pupils have taken part in anti-bullying week. The Year 6 and Year 5 pupils have both delivered class assemblies and these were well attended. There have been events organised to encourage parental engagement including an EYFS Stay and Play event where parents were able to view their child's profile books and a year 2 event where the children were able to present the knowledge they had gained about the United Kingdom through the theme of 'All things British'. The Year 1 pupils invited parents to a British Tea Party. There have also been many sporting events including tag rugby and football. The Year 6 pupils attended a residential to Kingswood in Doncaster and the Year 3 pupils have recently visited Cadbury World. All teachers deliver enrichment clubs. These take place at lunchtime and after school and range from board game club to yoga and mindful colouring. The academy was featured in the local newspaper for the teaching and learning of music. The academy was recently awarded the Music Mark. A fortnightly afternoon tea with ZM enables one pupil from each class who has worked hard to improve to have tea with ZM and share their work with others. One child from each class was sent with a workbook of their choice – which is discussed with ZM.</p> <p>A governor asked if staff members were qualified to deliver yoga to children. Yes, and we will roll this out to KS2 now.</p> <p>A governor asked if a record was kept of who attends the clubs and extra-curricular activities. For sports, yes. We try to ensure fairness so everyone has an opportunity to attend. We need to look at which children do not come to any.</p> <p>A governor advised that the school would need to check whether the child is doing something outside of school on those nights.</p>	

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	<p>We have a vulnerable child in YR6 and we have arranged for him to visit a police station as he is fixated on being a police constable. We took 13 children to the station and met the dogs, visited the cells, showed them the control room and travelled in a police van. Children have been able to stand up and present this to the class.</p> <p>A governor asked if the school has any other links to other professions. ZM responded that the school would like to have an 'Aspiration Day' with lots of different professions represented and workshops for the children.</p> <p>Premises: as we now have electricity outside we will investigate the installation of electronic gates. Parents have been using the car park and sometimes staff cannot park. The School site supervisor has attended Fire Marshall training.</p> <p>Finance: there is a small surplus due to staff changes. We have therefore purchased a trolley for iPads and a new handwriting scheme.</p>	
<p>8. Feedback from S&P committee: for information</p>	<p>Feedback from the Standards and Performance committee was not necessary as all governors had attended the committee meeting.</p>	
<p>9. Management Accounts for information</p>	<p>The period 12 management accounts had been distributed with the agenda for this meeting.</p> <p>ZM had met with Paul Wheeler and Joshua Coleman for a financial scrutiny meeting. We would like to send the YR6 teachers on Maths mastery course. We have asked the teachers to sign a document regarding repayment should they leave the school within a set time frame. £4k had moved category due to executive leadership training.</p> <p>A governor asked whether the finance system is now live. Yes: PS financials. ZM commented that the new system is a lot quicker.</p> <p>Ideas for the spend of the school improvement budget have been discussed and include such things as the Maths mastery course. The remainder will be allocated depending on what is required.</p>	

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10. Risk Register: for information	JC reported that the Risk Register software was purchased by EMLC AT. It should be a live document, monitored and updated by HTs and SBMs but has proved difficult to use. The MAT has a Trustee with a risk and compliance specialism and they are meeting with Paul Wheeler to review the system.	JC report to LAB on risk register software post meeting
11. Governor Monitoring cycle and allocation of governors to priority areas on ADP: Action	<p>The governor monitoring calendar was distributed and reviewed. Governors should note which dates they are available to come into school to conduct monitoring activities and let ZM know.</p> <p>SF stated that she would like to monitor attendance and will arrange to meet with SN. There was a discussion regarding how to encourage punctuality and use of school signals to let parents and children know that school is starting, for example, the bell.</p> <p>JM had met with SN to discuss SEND.</p> <p>It was noted that SF, as Chair, should now be invited to AIP meetings with JC and ZM.</p> <p>Governors requested an acronyms document: CK and GO to send document.</p>	<p>All – volunteer for a monitoring activity</p> <p>Invite SF to AIP Meetings</p> <p>CK and Giles to send document</p>
12. Board housekeeping reminders: <ul style="list-style-type: none"> i. Skills Audit: please complete ii. KCSiE Part One for signatures 	<p>CK reminded the board to email her the skills audit if it had not already been completed.</p> <p>Governors were also reminded to read Keeping Children Safe in education Part One and annex A 2018.</p> <p>CK to send JM KCSiE document.</p>	<p>CK to send to JM</p>
13. Any other Business	<p>Please see the note at item 6 within these minutes.</p> <p>There was no other business.</p>	
14. Dates of meetings for the year:	<p>12/02/19 at 18:00 – Standards</p> <p>26/02/19 at 18:00 – Full Board</p> <p>23/04/19 at 17:30 – Standards</p> <p>21/05/19 at 18:00 – Full Board</p> <p>15/07/19 at 18:00 – EOY full Board</p>	<p>Calendar appointments have been sent</p>