

Hardingstone Full Board Meeting

FINAL Minutes of the Fourth Full Board meeting held on the 21st May 2019 at 18:00

Hardingstone Academy, Martins Lane ,Northampton, NN4 6DJ

Agenda item	Discussion	Action / Information
1. Present.	<p>Present: Zoe McIntyre (Principal) Suzanne Fairey (Chair: elected chair) Sue Neighbour (Elected Staff governor) Ruth Cross (TB appointed) Jolene King (TB appointed)</p> <p>Joshua Coleman (CEO: EMAT) Carole Kirby (Head of Governance: EMAT) Katy Russell (Head of School Development EMAT) 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>	
2. Apologies.	Apologies, received and accepted from Nicola Wilson-Everett , Joan Martin.	
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 from last meeting.	The minutes of the meeting held on the 26 th February 2019 were agreed to be an accurate representation and were signed by the chair.	

6. Action Log from the meeting held on the 26 th February 2019.	CK to send SF flyer for governor recruitment. DONE.	
<p>7. Principals Report: Brief look at data as this will be discussed in the S&P meeting. Item's in the report included</p> <p>i. General update.</p> <p>ii. SG update.</p> <p>iii. Staffing picture for September.</p>	<p>ZM.</p> <p><u>Pupil numbers.</u></p> <ul style="list-style-type: none"> ▪ EYFS 35 pupils - 16 boys 19 girls Increase 1 pupils. ▪ Year 1 29 pupils – 16 boys and 13 girls. ▪ Year 2 25 pupils - 12 boys and 13 girls. ▪ Year 3 47 pupils - 27 boys and 21 girls – Increase 1 pupil and 1 decrease. ▪ 3a - 24 pupils -12 boys and 12 girls. ▪ 3b - 24 pupils -15 boys and 8 Girls. ▪ Year 4 32 pupils - 15 boys and 17 girls. Remained the same. ▪ Year 5 32 pupils - 17 boys and 15 girls. Remained the same. ▪ Year 6 32 pupils – 18 boys and 14 girls. Remained the same. <p><u>Attendance.</u></p> <p>96.1%. We continue to monitor monthly attendance and letters are sent to those parents whose children's attendance falls below 90%. We also monitor lateness via the academy inventory system. At the end of each week, reasons for lateness are printed and provided to ZM who then follows up on any anomalies. These are then filed and show that we are being proactive in monitoring the lateness of all pupils.</p> <p>A governor asked if absence is mainly due to illness and holidays.</p> <p>Yes and we are proactively contacting parents. For holidays a pro forma needs to be completed.</p>	<p><i>Full report's on governor hub</i></p>

	<p>A governor commented how effective having the main entrance gate closed at 8.50 ready for the 09.00 start. ZM agreed and confirmed the gate is open at 8.40 and closed at 08.50.</p> <p>A governor commented the persistent absence figure seems a little high do you have any more data on this. ZM we are very proactive regarding persistent absence. More data is currently being compiled and will be shared shortly. There are some pupils who are on roll but have never attended Hardingstone.</p> <p><u>Academy Improvement Plan.</u> The AIP has been updated along with the SEF, including evidence based. All key staff have annotated action plans with updates linked to actions carried out and desired impact. Middle Leaders have compiled PowerPoint presentations which contain all of their work towards achieving targets set out in the school development plan and this is now with a view that this will be an electronic version of their subject file. It is anticipated that we will share the presentation with all staff and enable there to be time to put together something similar as a tool to share with outside agencies and if asked to present to governors. Some of our two year actions have been completed. We now have funding provided by Sports Premium and the PTA to ensure a teacher attends Forest Schools Training in September. We are keen for Hardingstone to be an academy with a difference and we are confident the Forest School will be a huge step in achieving this. We have also gained</p>	<p style="text-align: center;">ZM</p>
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	<p>the Foundation International Award for our cultural work across the Academy, we are now on track to achieving the Intermediate Award.</p> <p>A governor asked if the Forest School is being funded by sports PP and how could we publicise this fantastic addition to the academy. ZM yes as it's outdoor learning. Regarding publicity we will be using the Hardingstone's website. A discussion followed regarding what other avenues could be used these including using resources at EMAT. All agreed using EMAT expertise would be beneficial. Joni Ager PR and Communications Manager will be approached to see what support she can offer.</p> <p>A governor asked if one member of staff will be trained to manage the Forest School and will the Forest School be open to all years. ZM yes for both questions.</p> <p>A governor asked if we would look at expanding the Forest School into a small farm. ZM we will see how it lands first but it is something to think about.</p> <p><u>SG Update.</u> Pupil Premium</p> <ul style="list-style-type: none"> ▪ EYFS 2 ▪ Year 1. 5, one of which is also on the SEN register ▪ Year 2. 2 ▪ Year 3. 8, five of which are on the SEN register. ▪ Year 4. 4, one of which is on the SEN register ▪ Year 5. 6, one of which is on the SEN register. ▪ Year 6. 7, four of which are on the SEN register. 	
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	<p>The Pupil Premium Plan has been updated and the budget aligned. Enrichment opportunities are still available to all pupils in receipt of pupil premium and there are a range of clubs which they are able to attend. AR, the Pupil Premium lead has met with all class teachers to discuss pupils targets and she has a clear understanding of the progress made by disadvantaged pupils in all year groups. This work is visible when the SLT speak to the pupils and they can recall the work they have done.</p> <p>SN there have been no major changes with Safeguarding. Two support staff and the site supervisor have had SG training .</p> <p>Assessments are up to date. Serena Henriques EMAT HR Advisor will visit the school to conduct an audit on our HR files.</p> <p><u>Curriculum and enrichment.</u></p> <ul style="list-style-type: none"> ▪ Year 1 Twycross Zoo visit. ▪ Year 4 Grendon visit / class assembly / visit to Northampton Saints. ▪ Year 3 delivered a class assembly and the performing arts and dance groups performed routines. ▪ KS2 Choir trip to Wembley arena. ▪ Year 2 and Year 6 Parent information events have included English and information regarding SATs. ▪ KS2 some of our children took part in a countrywide gymnastic completion and during Active Week, the children were able to participate in curling, fencing, judo and boccia. 	
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	<ul style="list-style-type: none"> ▪ KS2 children have visited St Edmunds Church in Hardingstone, taking part in Easter activities. During the Easter holidays, some of the children represented the academy during a visit by The Archbishop of Canterbury. ▪ The Parent Teacher Association have organised cakes sales and mothers' day gift events. They have also started to deliver Ice-Lolly Friday, all of which have raised much needed funds for the academy. ▪ Parents' Evening has taken place and all parents have been provided with a data report outlining the progress of their child. Two parents were unable to attend parents evening during to medical reasons. We are planning to meet with these parents shortly to ensure all parents meet their children's class teachers. Healthy Eating specialists were present at the evenings with Aspens sharing food in order to encourage more parents to sign up for hot meals. <p>The new site manager has settled into their role very well and is very proactive regarding compliance. They could also help regarding the Forest school.</p> <p>ZM is very impressed with PTA and site manager and will send a thank you to both.</p>	
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	<p>Quality of teaching and learning. The quality of teaching and learning is positive. There has been an improvement in the teaching of foundation subjects and assessments have been completed in all of these subjects and this has enabled subject leaders to have a good understanding of the progress within their subjects including vulnerable groups' attainment. There is a need to develop confidence of some subject leaders when presenting to others and this will be developed through a shared pro-forma and exposure to governor meetings.</p> <p>ZM / KR discussed how they have focused on staff coaching and will visit this in more depth after the half term with the implementation of a coaching trial scheme. KR discussed how coaching best practice will be used for this trial.</p> <p>On top of this ZM explained how she will record all classroom visits and supply feedback to teachers. Teachers are observed three times a year.</p> <p>A governor asked for more information on what follow up will be used during the trial. ZM went through in detail regarding follow up procedures and explained that it's important the staff are aware that this is a trial and see it as a positive opportunity to shine. The current peer buddy system will remain.</p> <p>The governors feel this trial could be a big benefit to the quality of teaching and learning.</p>	
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	<p>A governor asked if teachers will have a journal / feedback document from ZM visits.</p> <p>ZM verbal feedback is provided after informal and spontaneous learning walks. For formal observations documentation is completed providing feedback on areas of strength and areas to develop. These are always shared with staff and a copy provided for staff to keep.</p> <p><u>Behaviour and welfare.</u></p> <p>The behaviour and welfare of pupils has remained positive. Expectations relating to behaviour remain high and all serious behavioral issues are recorded in SIMs and monitored half-termly. Zones' of Regulation remains in use and there is now a whole school display to promote this further. The playground layout has been changed and after a visit to another school by one of our lunchtime staff the activities are even more focused and activities include mini marathons Wednesday and dance and music on a Friday. The Year 6 play leaders are doing an excellent job and their leadership is having a positive impact. The first aid station has been moved and this is now in the library rather than the staffroom with a rota in place to ensure that this is manned. This enables staff wellbeing to be improved with first aid issues no longer being addressed in the staffroom.</p> <p>A governor asked for some additional information on how the school deals with poor behaviour.</p> <p>ZM went through the schools policy , this includes every ½ term viewing data and if needed meet with parents.</p>	
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	<p>A governor asked if they could come in and discuss this in more detail. ZM welcomed this and a date will be arranged.</p> <p><u>Budget.</u> Currently in surplus. JC budgets are well managed. Curriculum based financial planning is being used for next year.</p> <p>A governor asked if any surplus could be carried over to next year. JC this is not possible.</p> <p><u>Staffing.</u> Two members of staff will not remain with us this September. Our Year 5 class teacher will commence her maternity leave at the end of July and our EYFS lead has resigned.</p> <p>Governors asked for some information regarding what qualifications teachers / TA's need to be able to teach a class. ZM explained in detail who can and can't teach a class and explained whoever teaches a class must never be at the detriment of the children.</p> <p>A governor asked if the school is developing NQT / TA's as expected. ZM although never complacent I'm happy the development staff make at Hardingstone and the training / support they receive.</p>	RC/ZM
8. March management accounts. For information only.	These were shown and discussed in agenda item 7.	
9. Curriculum updates.	ZM all year groups at Hardingstone Academy have been using the knowledge based organisers since September. However cross Trust planning has been shared for this	

	<p>Autumn term and Hardingstone Academy staff will plan for Years 5 and 6 across the Trust.</p> <p>A governor asked what data are you using for knowledge based organisers. ZM we will use data from February / July 2019.</p> <p>A governor asked if you could use no more marking data ZM will look into this.</p> <p>A governor asked if you could use SIM's. ZM yes.</p> <p>Next year we will ask subject leaders to attend governor meetings where they can present data / reports etc. CK agreed this was a good idea and will help governors understand what they should look for on their learning walks.</p> <p>ZM will gather more information regarding the knowledge enhanced scheme so we can cherry pick what's best for Hardingstone and along with KR is keen the curriculum is used to engage pupils in their learning. The mini quiz scheme is working well and staff have enjoyed the new updates in the curriculum.</p> <p>KR gave an overview of the academy REACH work.</p>	<p style="text-align: center;">ZM</p>
<p>10. Governor visits / monitoring reports.</p>	<ul style="list-style-type: none"> ▪ SF gave an update for her recent visit. ▪ NW-E visited the school during SAT's looking at safeguarding with which she was very impressed. A report to be completed. 	<p style="text-align: center;">NW-E</p>

	<ul style="list-style-type: none"> ▪ JM visited looking at SEN in year 3. 	JM
11. Any other business.	<p>Governor recruitment. CK gave an update on the latest governor vacancies. ZM highlighted she is looking to add an advertisement in a local publications to hopefully drive more interest in becoming a governor at Hardingstone.</p>	
12. Date of next meeting	15/07/19 at 18:00 – EOY full Board	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 Academy held 21/05/19

Action	Owner
1. ZM to gather further data regarding persistence absence. Agenda point 7.	ZM
2. ZM and RC to arrange a date for RC to visit looking at behaviour policy. Agenda point 7.	ZM/RC
3. ZM to investigate if no more marking can be used to assist the data going into knowledge organisers. Agenda point 9	ZM
4. Governor visit feedback forms to be completed. Agenda point 11.	NW-E / JM