

**Minutes Hardingstone, Stimpson & Castle Academies**
**21 September 2023 17.30hrs**
**Meeting held at Hardingstone Academy**
**The first meeting of the academic year 2023-2024**

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

<b>NAME</b>	<b>ROLE/AREA OF INTEREST</b>	<b>TYPE OF GOVERNOR</b>	<b>TERM FROM &amp; TO</b>	<b>PRESENT</b>	<b>NO.OF MEETINGS ATTENDED</b>
Zoe McIntyre	Executive Headteacher	Headteacher		YES	1/1
Dave Hood	<b>Chair –</b>	Co-opted	22/04/21 - 21/04/25	YES	1/1
Joseph Eyiaro		Co-opted	09/03/23 – 08/03/27	APOLOGIES	0/1
Mostafa Miah		Co-opted	13/03/23 – 12/03/27	APOLOGIES	0/1
Sandra Akhigbe		Co-opted	11/01/23– 210/01/27	YES	1/1
Mayowa Oriyoe		Co-opted	19/01/23 – 18/01/27	APOLOGIES	0/1
Gillian Innocent-Labija		Parent	16/03/23 – 15/03/27	YES	1/1
Ornela Mato		Parent	21/09/23 – 20/09/27	YES	1/1
Adrian Lett		Staff - Stimpson	23/01/20 – 22/01/24	YES	1/1
Bethany Harnes		Staff - Hardingstone	28/02/23 – 27/02/27	YES	1/1
VACANCIES  3 Co-opted  1 Staff (Castle)					

## OTHERS PRESENT AT THE MEETING

NAME	ROLE
Joshua Coleman	Chief Executive Officer - EMAT
John Lawson	Head of Education – EMAT
Alex Rigler	Head of Governance and Compliance - EMAT
Paul Osborne	Clerk - EMAT
Barry Wardle	Clerk - EMAT
Luci Clapton	Head of School - Stimpson
Dan Lugg	Head of School - Castle
Alex Holdsworth	Acting Head of School - Castle

Agenda item	Discussion	Action / Information
1. Welcome and Introductions	Introductions made. The Clerk reminded the board that all items discussed at the meeting remain confidential until such time as the minutes are approved and signed off.	
2. Apologies	Apologies received and accepted from Joseph Eyiaro, Mostafa Miah and Mayowa Oriyoe. The Board was informed that Michelle Betts had resigned	
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 or governors highlighted verbally.	
4. Appointment of Chair and Vice Chair	Mr Dave Hood was unanimously elected unopposed as Chair of the Local Governing Board of the Hardingstone, Stimpson and Castle Academies until the first meeting of that Board in the 2024 – 2025 academic year.  The Board agreed that the position of Vice Chair would be decided at its next meeting on 16 November 2023.	Clerk
5. Minutes of the Board meeting held on the 5/06/23 & 13/07/23	The Board received and <b>agreed</b> the minutes of the meetings held on 15 June 2023 and 13 July 2023.  All actions arising from these minutes had been completed or included as an agenda item for this meeting.	

<p>6. Report of the Executive Headteacher and Head of School</p>	<p><b>HARDINGSTONE ACADEMY</b></p> <p>22 Children have joined the school since the start of the 2023 Autumn term. The Board received information relating to the ongoing discussions on placements available for children currently learning in the Butterfly/Meadow pod. The issues concerned demand greater than number of places available and the destination of these students.</p> <p>Information was given on new staff and changes recently made to the management team.</p> <p><b>Gov: Has the school got enough Teachers and Teaching Assistants?</b> EHT: yes – the school has the capacity and the space required</p> <p><b>Gov: Is the school reaching the position where it needs to be two form entry?</b> EHT: At present there are not enough children to warrant a two form entry, but class size is high – e.g Year 5 has 34 children CEO: There is considerable housing development in the area and at present there is no commitment to build a new school. The Department for Education have agreed that EMAT would be consulted if permission for a new school was granted.</p> <p><b>Gov: What is an Absence Review meeting?</b> EHT: As part of managing staff absence an Absence Review meeting can be held and it is used to support those staff whose absence has been a concern.</p> <p><b>CASTLE ACADEMY</b></p> <p>Mr Lugg will be working with N I A for the current academic year and the Acting Head of School, Mr Holdsworth gave this report. Links with NIA have been strengthened – Years 3 &amp; 4 of Castle and NIA had a joint session meeting an author. There had been a calm and purposeful start to the term; Safeguarding support remains strong and further improved by the appointment of Ms Emma Gray who is working at both Hardingstone and Castle Academies.</p> <p>Four new teachers have started at the school and they were being appropriately supported and doing well. A vacancy currently for a Year 4 teacher in January 2024 has been advertised.. Due to a current £40k deficit a Business Case had been produced to restructure Teaching Assistant and Lunchtime Supervisors. Consultation on this Business Plan were ongoing, the underlying criteria for this change was to ensure value for money and high quality lunchtime supervision.</p> <p>The Board received information on staff currently on maternity leave (2); Paternity Leave (1) and expected 2024 Maternity Leave (2). It was noted that management was aware of the issues relating to an increase in part time teaching contracts, but these were outweighed by the total commitment of these teachers to the school.</p>	
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**Gov: Does the Acting Head of School require anything extra?**

AHT: No, the transition has been very good and Mr Lugg currently supports two days a week before working full time support at NIA . The behaviour of children is good and quality teaching is taking place. It had been a very positive start

**Gov: Is there a waiting list for the Caterpillar pod?**

AHT: Yes – places have been requested by the Local Authority and some families seek a placement at Castle as a way of getting into this SEND unit. There were 60 children seeking the 10 available places for September 2023.

**STIMPSON ACADEMY**

The report was presented by Ms L Clapton, Head of School. The school roll was very healthy – Reception Class had 54 children (usually 40). Three of the current Year Groups had no vacant places. Information was shared on staffing - 2 Teaching Assistants appointed and two more positions advertised, 2 new Teachers had started and were being appropriately supported and new Leads in place for English and Maths. The term had started very well

**Gov: Are the schools affected by the current NAS/UWT industrial action of working to rule?**

EHT: No, only a handful of teachers are members of this Trade Union and none have, to date, expressed a view that they will take such action.

**DATA HEADLINES**

The Board received information which showed what current Year 6 children achieved at the end of their Year 5. This information was used by staff to create intervention strategies for individual learners who required extra support. The Executive Headteacher would shortly meet Heads of Schools to review 2023 – 204 academic targets and Mock SATS would also shortly take place and that information used to help identify children needing individual support. The Board requested information on current progress and attainment of Year 6 at every Board meeting.

EHT

**Gov: What actions are happening to achieve improvements in writing outcomes, especially in Years 5 and 6?**

EHT: Staff are closely monitoring writing and the focus is on basic skills and presentation. The first two weeks of the term saw staff working with all children on basic skills . Writing and Reading targeted interventions have been created for all children in Key Stage 2

**Gov: Why does Hardingstone get better results?**

EHT: Largely due to demographics. A simple example is that Hardingstone had only one child with an Education Health Care Plan.

**Gov: Does the intervention program also target children to achieve Greater Level of Depth**

EHT: Yes, the program is aimed at all our learners

**Gov: What is being done at Castle Academy to improve reading standards?**

HOS Castle: Improvement in reading is a whole school priority – every day each learner has either 30 minutes of Phonics or reading comprehension. The Lead English teacher has produced a Reading Program and all staff received relevant training. The intention is to foster a love reading for pleasure.

**Gov: At Stimpson what is a Phonics Tea Party**

HOS Stimpson: Parents are offered tea and cake and receive information on how they can help their child progress with Phonics.

**Gov: Can future reports on Data include information on EAL and Pupil Premium children's progress and development.**

EHT: Yes this information will now be included in data reports

EHT

**What is the focus at each of the schools for 2023 – 2024**

EHT: Last years results for Hardingstone and Castle were good but they could have been better, especially for those children working at greater depth – that is the focus for this academic year. The focus of Stimpson is to work on maintaining the recently awarded Good grading from its July 2023 Ofsted inspection.

#### **PERFORMANCE REPORT**

**Gov: Are there more parents taking their children on holiday in term time?**

EHT: Yes there has been an increase in holiday requests – these are refused and absence marked as unauthorised

**Gov: What is the difference between Formal and Informal capability?**

EHT: Informal is used when a member of staff who might be having some personal difficulties affecting their work receives short term help and guidance. Formal Capability is when a specific program is put in place to help a member of staff overcome work related problems.

**Gov: Is the SENCo being replaced at Castle?**

HOS Castle: This role will be fulfilled by an experienced and fully trained member of staff

**Gov: Is the Ofsted report on Stimpson Academy public?**

HOS Stimpson: Yes this Good report is now on the schools website and in the public domain. The report was a very positive outcome. The Inspection showed the curriculum was ambitious and well sequenced, that learning was good, behaviour was positive and Pupil Premium work outstanding.

	<p><b>SIP PRIOTIES AND GOVERNOR LEAD AREAS</b></p> <p>The Board noted the Five Key School Improvement Priorities for each of the schools. The Board agreed the following Lead Governor Areas:</p> <table border="1" data-bbox="264 389 1163 591"> <thead> <tr> <th>GOVERNOR</th> <th>LEAD AREA</th> </tr> </thead> <tbody> <tr> <td>S Akhighbe</td> <td>SEND</td> </tr> <tr> <td>D Hood</td> <td>Pupil Premium and Safeguarding</td> </tr> <tr> <td>O Mato</td> <td>Phonics</td> </tr> <tr> <td>M Oriyoe</td> <td>EYFS</td> </tr> </tbody> </table>	GOVERNOR	LEAD AREA	S Akhighbe	SEND	D Hood	Pupil Premium and Safeguarding	O Mato	Phonics	M Oriyoe	EYFS	
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7. SCHOOL ANNUAL REPORTS	<p><b>SPORTS PREMIUM: PUPIL PREMIUM STRATEGY STATEMENT; SEND REPORT; ANNUAL SAFEGUARDING REPORT</b></p> <p>The Board noted the Sports Premium and Pupil Premium reports. Governors asked that the SEND report and the Annual Safeguarding report be deferred to the 16 November 2023 meeting.</p> <p>Governors commented on the excellent information contained within the reports and the creative and imaginative ways Sports and Pupil Premium funding was used by all three schools.</p>	Clerk										
8. POLICIES	The Board received and <b>agreed</b> Behaviour, Feedback, Attendance and Home Learning policies for all three schools.											
9. Summer house keeping	<p>The Board was reminded that all Governors must</p> <ul style="list-style-type: none"> <li>• confirm that they had read Keeping Children Safe in Education</li> <li>• Completed their Declarations of Interest</li> <li>• Abide by the Code of Conduct for Governors</li> <li>• Consider if they wished to do any courses offered by the Northamptonshire Governor Training Programme Academic Year 2023 – 2024</li> </ul>											
10. Any other business.	<b>EMAT STRATEGY DAY – 18<sup>T</sup> October 2023</b> – All Governors were invited to this all day event.											
11. Dates of meetings for the year:	<p><b>Dates of meetings for the year: 2023-2024.</b></p> <p><b>Please note one meeting to be removed.</b></p> <p>16th November 2023 17.30hrs meeting 2 in school</p> <p>18th January 2024 17.30hrs meeting 3 in school</p> <p>7th March 2024 17.30hrs meeting 4 in school</p> <p>2<sup>nd</sup> May 2024 17.30hrs meeting 5 in school</p> <p>11th July 2024 17.30hrs meeting 6 in school</p>											

The meeting closed at 19.20

Minutes agreed as a true representation and signed

Signature

Print Name

Date

**Actions from meeting no 1 Hardingstone, Stimpson & Castle academies held on  
21/09/2023**

Action	Owner
1. Position of Vice Chair to be agenda item for 16 November 2023	Clerk
2. Data on performance of Year 6 to be included in all Board meetings	EHT
3. Data reports to include specific information on EAL and PP students	EHT
4. SEND and Annual Safeguarding Reports to be re-presented to Board on 16 November 2023	Clerk and EHT