

**Minutes Hardingstone, Stimpson & Castle Academies**  
**20<sup>th</sup> April 2023 17.30hrs**  
**Meeting held at Stimpson Academy**  
**The fifth meeting of the academic year 2022-2023**

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

Agenda item	Discussion	Action / Information
1. Present.	<p><b>Zoe McIntyre</b> (Executive Headteacher Hardingstone, Stimpson and Castle Academy)  <b>Luci Clapton</b> (Head of school Stimpson)  <b>Dan Lugg</b> (Head of school Castle)  <b>David Hood</b> (Co-opted Governor)  <b>Jo Daniels</b> (Co-opted Governor) Joined at 18.02  <b>Bethany Harmes</b> Staff Governor Hardingstone)  <b>Joseph Eyiara</b> (Co-opted Governor)  <b>Michelle Betts</b> (Co-opted Governor)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>John Lawson</b> (EMAT Head Of Education)  <b>Juliette Pierson</b> (EMAT Governance &amp; Compliance Manager)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions made. DH reminded the board that all items discussed at the meeting remain confidential until such time as the minutes are approved and signed off.</p>	
2. Apologies	<p>Apologies received and accepted from <b>Sandra Akhigbe*</b> (Co-opted Governor), <b>Bryony Nester</b> (Staff Governor Castle), <b>Mayowa Orioye</b> (Co-opted Governor).  * SA tried to join the meeting via Teams but was unable to.</p>	
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.	
5. Minutes of the Academy Local Board meeting held on the 9 <sup>th</sup> of March 2023.	The minutes of the meetings held on the 9 <sup>th</sup> of March 2023 were agreed to be an accurate representation and signed by <b>DH</b> .	
6. Action Log from the LAB meeting held on the 17 <sup>th</sup> of November.	<p>i. PO to meet with MO to go through the role of Vice-Chair. <b>Ongoing.</b>  ii. The governors to add an article into certain newsletters helping stakeholders understand their role and who they are. <b>Ongoing. The LAB asked PO to share the versions other boards have used.</b>  iii. PO to ensure JD completes her CoC. <b>Done.</b>  iv. DH to attend all three schools to encourage parents to find out more about the role of parent governor. <b>Done.</b></p>	<p><b>i. PO</b>  <b>ii. PO/LAB</b></p>

	<p>v. JS to update at meeting 4 reference the new teaching of fluency strategies. <b>Done. ZM advised that some groups continue to follow speedy read process. We now have two volunteers who will head readers from classes where pupils reading is not fluent enough to move them from the yellow RWInc group into blue. We will also increase 1:1 reading with these pupils using class TAs.</b></p> <p>vi. PO to explain his ideas regarding staff governor lead areas with BN, AL and BH. <b>Done.</b></p> <p>vii. LC to complete a survey to ascertain what level of homework parents think is appropriate. <b>Done. LC advised that the feedback will be shared at the next meeting.</b></p> <p>viii. PO to investigate what systems can be used for future surveys to help with translation. Page 4. PO to investigate if he can add information into future surveys to clarify what constitutes bullying. PO to investigate if the word fun is appropriate for the question “are your lessons interesting and fun. <b>“Ongoing.</b></p> <p>ix. The governors agreed to visit as many events as possible in school to help improve this figure. <b>Done. A discussion followed if governors should be allocated to events to help spread the opportunities across all board members.</b></p> <p>x. DL to RAG rate the impact statements on Castle’s SIP. <b>Done.</b></p> <p>xi. Milestone data to be RAG rated in SIPs as much as possible for governor clarity. <b>Done. ZM noted that milestone data has now been RAG rated, many of these are amber as they are ongoing.</b></p> <p>xii. ZM to investigate if SEND Phonics data can be added to the capture so governors can view progress 8. <b>Done. ZM noted that all of the Butterfly Meadow pupils have completed a phonics assessments. The staff are now using Bsquared as an assessment tool, highlighting statements relating to what the pupils have achieved in each curriculum area. At the end of this term, ZM will work with the Senco and the class teacher to compile a proforma for data reporting to governors during the next LAB meeting.</b></p> <p>xiii. JD to complete a SEND lead governor visit. <b>Done.</b></p> <p>xiv. PO to allocate a governor to be the lead for SIP no 4. <b>Done JE is the lead governor.</b></p> <p>xv. JP/PO to arrange for Amey H&amp;S reports to be shared with the LAB at future meetings. <b>Done. The reports will be shared once they are ready.</b></p>	<p>vii. LC</p> <p>viii. PO</p>
<p>7. 1. Headteacher report to include.</p> <p>i. School context and behaviour.</p>	<p>i. Headteachers report. <u>Castle Academy.</u> DL highlighted the following. <u>School Context and behaviour.</u></p> <ul style="list-style-type: none"> <li>PS, SEND teacher in the Caterpillar Pod, resigned from her post effective of 31/03/23. BN, SEND HLTA, was covering the</li> </ul>	

<p>ii. Data headlines.</p> <p>iii. Curriculum development.</p> <p>iv. Safeguarding.</p> <p>2. Change of hours consultation.</p>	<p>SEND teacher post in PS' absence and will now cover the post for the rest of the academic year.</p> <p><b>A governor asked was PS resignation a surprise.</b> DL advised it was, PS wanted to remain in school in a new role but there were no suitable roles available. <b>The governor followed up and asked if there were any other roles within EMAT that would be suitable.</b> DL advised that PS only wants to work at Castle.</p> <ul style="list-style-type: none"> <li>• Long term absence of TA (over 19 years)- another Occupational Health assessment is to be completed.</li> <li>• KC, SENCO, starts her maternity at the end of Term 5 (Summer 1). TH, Assistant Headteacher, will take up the role in KC's absence and plans are in place to support TH teaching role.</li> <li>• SD, English Lead and Year 5 teacher, starts her maternity leave at the end of this academic year.</li> <li>• Vacancy in the office from May 15<sup>th</sup> until the end of the year.</li> </ul> <p><b>A governor asked if PS could be approached for the office vacancy.</b> DL thanked the governor for the suggestion and will investigate.</p> <ul style="list-style-type: none"> <li>• Building works update include the completion of the SEND unit and soft surfaces flooring installation in the EYFS. The HUB replacement is now called the community space and is due to complete mid-May. Information will be shared with all stakeholders about who can use it.</li> </ul> <p><b>A governor noted the comment regarding immediate 3s and particularly regarding the use of inappropriate hand gestures and asked for more information.</b> DL advised that the hand gestures were used instead of a swear word and dealt with accordingly. <b>A governor noted a concern they have been made aware of regarding a potential volunteer and agreed to discuss their concerns with DL and ZM outside of the meeting.</b></p> <p><u>Data Headlines.</u> ZM noted for all schools updated data input was shared with staff and deep dive investigations are starting. Pupil progress meetings are continuing.</p> <p><u>Curriculum developments and enrichment.</u></p> <ul style="list-style-type: none"> <li>• Walkthrus CPD resources introduced at a staff meeting in Spring 1. Senior leaders chose Live Modelling as whole school</li> </ul>	<p>DL/ZM</p>
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	<p>focus following outcomes of Autumn term monitoring. Throughout the term all teachers invited senior leaders into their classrooms to showcase their learning around Live Modelling. All teachers received formal feedback and in the cases of some, 1:1 coaching.</p> <ul style="list-style-type: none"> <li>• An enrichment timetable for 2023-24 is being developed. Head of School and Operations Manager have reviewed curriculum trips and enrichment activities and have met the RE leader and PSHE leader to map out activities /trips /experiences for the coming academic year. Consideration has been made to the spacing out of events and financial implications on school and families.</li> </ul> <p><b>A governor asked if staff have their own training plans.</b> DL confirmed they do and is recorded centrally. Staff have greater ownership of their individual training needs. ZM added that an aspiration matrix has been shared so staff can highlight where they are and where they want to get to.</p> <p><b>The governor followed up and asked if there is a talent management policy.</b> ZM noted not at present but it is being looked into.</p> <p><b>A governor asked regarding the walkthrough work are the majority of staff on board with this.</b> DL/ZM/LC confirmed they are.</p> <p><u>Safeguarding.</u></p> <ul style="list-style-type: none"> <li>• We have a child in Year 1 whose older brother (14 years old) has been charged with wounding with intent following an incident on the Racecourse in Northampton in March 2023. The police have informed us that he has disclosed that he is part of a Romanian gang linked to the high-profile murder in Northampton. Thompson Team are aware.</li> <li>• Update given ref a male who has been placed on the sex offenders register following an incident in 2010.</li> </ul> <p><b>A governor asked if required will there be restrictions in place.</b> DL advised there will be and risk assessments are being reviewed.</p> <p><b>The governor followed up and asked if all staff are aware of the identity of the individual.</b> DL confirmed they are. ZM added that staff will be constantly updated regarding this case and pupils safety is always the schools top priority.</p> <ul style="list-style-type: none"> <li>• Operation Sceptre (knife crime) are holding a week of events.</li> <li>• The next safeguarding audit is due soon.</li> </ul>	
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### Stimpson.

LC highlighted the following.

#### School Context and behaviour.

- Year 6 teacher resigned with immediate effect. As a result, the Phase Lead and current Year 5 teacher will move into Year 6 to ensure consistency and stability during Summer 1. There will be a long-term supply and HLTAs covering the Year 5 class. The Year 5 teacher will then return to teach Year 5 for the remainder of the Summer Term, to prepare the pupils for their transition to Year 6.
- One of our HLTAs has been offered a new position but we are yet to receive her resignation. Once received, we have another TA who wishes to train to be a HLTA so this vacancy will be covered.
- Member of the Admin Team has been recuperating following an operation and is due to return after Easter, which will ease the pressure within the office, particularly with the implementation of Arbor.

#### **A governor asked for more information regarding Arbor.**

LC advised that Arbor MIS brings everyone together, from office staff and teachers to parents and school leaders, joining up the school. The feedback from staff has been positive and all EMAT schools will use the system by September.

#### **The governor followed up and asked if this will reduce any GDPR breaches.**

JC confirmed it will.

#### Curriculum developments and enrichment.

- Walkthrus and coaching have been positively received, with staff being reflective upon practice. The next steps will be for staff to approach SLT to visit lessons where they feel they need further support.
- ECT will receive coaching and support using the behaviour walkthrough to address behaviour and classroom management. This will be provided by HOS.
- Attendance for boosters has been very positive due to the change in timetables, however there is one pupil who is identified for additional support whose absence is causing concern. This is being addressed through an EHA and support within school and is an ongoing issue.

#### Safeguarding.

- We have a pupil in Reception whose older brother, 14 years old, has been charged with wounding with intent, for an incident involving a samurai sword in January. He is currently

released on bail. He is known to the associates of the current murder investigation suspects and will be returning to Romania during the Easter Holidays. The case will be proceeding to Child Protection. This case links to Castle.

### Hardingstone.

ZM highlighted the following.

#### School Context and behaviour.

- HLTA resigned – they have a new job as a pastoral lead in a secondary school –position will be covered by 2.5 days teacher (from SAA) until May when a new member of SAA will join HA until the end of the Summer term.

**A governor noted this is a great example of cross school collaboration.**

- HOS of school – spinal surgery. Transition has happened between HOS and leadership team to ensure consistency and no impact on school improvement.
- Parental complaint following a MASH referral made by school regarding parents’ emotional stability – has been investigated and parents are happy with the outcome.
- New SENDCo – transition meetings held including meeting the parents.

**A governor asked if the SENDCo has met the parents.**

ZM advised they have.

- Two staff members will be on maternity leave shortly, cover plans in place.

#### Curriculum developments and enrichment.

- Walkthrus positive approach to CPD – next needs to focus on scaffolding, it will be important to maintain the modelling element.
- New enrichment clubs led by teachers will start again in the Summer term. Focus to target PP children to increase attendance. Look at the clubs offered, and the skills needed. Ensure one club focuses on mental health e.g. mindfulness.
- Booster – positive attendance and targeted children.
- Metal health lead has started a weekly drop in for pupils.
- Increase best practice between the three schools.
- Subject leader support programme to be developed in light of recent Ofsted visit. TA training will also be a focus.

**A governor asked for a time frame regarding the subject leader support programme.**

	<p>ZM noted that the plan is to share this with staff in September. The plan is for new subject leaders to train the rest of the staff in a particular subject.</p> <p><b>A governor asked if parents receive information to explain what topics their child will be taught in a term.</b> ZM confirmed they do and is called curriculum news.</p> <p><u>Safeguarding.</u></p> <ul style="list-style-type: none"> <li>• CP case that was going down to CIN remains at CP due to Mum's choice in friends and allowing them to visit the house.</li> <li>• CP case. Social worker seems keen to step this down. Both schools are not in agreement with this. Both parents not engaging with the process.</li> </ul> <p><b><u>2. Change of hours consultation Hardingstone and Stimpson academies.</u></b> <b>The governor unanimously agreed with both schools proposal.</b></p> <p><b>A governor asked if Stimpson's hours needed reviewing.</b> LC advised that Stimpson hours already matched the new guidelines, and no action was required.</p>	
<p>8. SIP deep dive including any progress barriers.</p>	<p><b><u>All schools.</u></b> ZM highlighted the following for all three schools.</p> <ul style="list-style-type: none"> <li>• The leaders are proactive in seeking ways to improve pupils outcomes.</li> <li>• Some pupils have some issues with fluency, support is in place which includes encouraging more reading at school and home.</li> <li>• Phonics screening checks done.</li> <li>• Review completed on the suitability of using the NTS data and if appropriate NTS data will not be used.</li> <li>• Volunteer readers being used with certain pupils chosen by the TA's.</li> <li>• School council leaders will work closer together across the schools.</li> </ul> <p><b><u>Hardingstone.</u></b> ZM highlighted the following. <b><u>Quality of Education</u></b></p> <ul style="list-style-type: none"> <li>• In some areas data results are disappointing.</li> <li>• Phonics.</li> </ul>	

	<p>1. EYFS data is positive          2. Year 1 satisfactory but there are potential improvements.          3. The strongest teachers are with the pupils who have the greatest need.          4. Booster session and interventions in place and reminders have been sent to parents of the virtual classroom and the support they can offer at home.</p> <ul style="list-style-type: none"> <li>• Pupil interviews show that pupils, including those with SEND, have positive attitudes to reading.</li> <li>• Reading.            Year 5 results are looking strong, and the teacher will continue to push this year group.</li> </ul> <p><b>A governor asked if a reason is known why some of the data is not as expected.</b>          ZM advised that it could be due to a change in the class teacher. Further detailed investigations into the data are ongoing and actions will follow.</p> <p><u>Behaviour and Attitudes.</u></p> <ul style="list-style-type: none"> <li>• Class teachers identification of pupils with poor attendance means that they have built supportive relationships with particular families leading to improved attendance. This impact remains yellow.</li> <li>• Weekly attendance information is used by class teachers, resulting on pupils' attendance improving and class teachers having more of an impact on this. This impact remains yellow.</li> <li>• One year 5 class is showing some low level poor behaviour. The teacher, TA and the central team are working together to improve this.</li> </ul> <p><u>Personal Development.</u></p> <ul style="list-style-type: none"> <li>• School and British values remain a focus. NSPCC visits are planned.</li> </ul> <p><u>Leadership and Management, including Safeguarding and Governance.</u></p> <ul style="list-style-type: none"> <li>• There is a need for a EAL induction pack, GT from Stimpson will support with this work.</li> </ul> <p><u>Castle.</u>          DL highlighted the following.</p> <p><u>Quality of Education</u></p> <ul style="list-style-type: none"> <li>• Phonics.            Target revised Feb 2023 in light of pupil needs.</li> <li>• There has been extensive use of oral comprehension and increasing the opportunities for writing.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Writing. Year 6 spring 2023 64%. Plans in place to support pupils.</li> </ul> <p><b>A governor asked if the expectation is that the June data drop will be near national.</b> JL advised that is correct.</p> <p><u>Behaviour and Attitudes.</u></p> <ul style="list-style-type: none"> <li>• The action. <i>There is a consistent approach in how staff are recording behavioral incidents reported to parents on Edukey</i> is currently red. Arbor will be a massive help in moving this to amber then green.</li> <li>• Milestones for Immediate 3s: Revised target- Feb 2023. Autumn 1 62. Autumn 2 46. Spring 1 32 Spring 2 (38 up to Wk 4)</li> </ul> <p><u>Personal Development.</u></p> <ul style="list-style-type: none"> <li>• Pupil interviews show that pupils in all year groups have an age-appropriate understanding of e.g. FBV, RSE, protected characteristics and how to keep themselves safe. This impact remains red, and all openings are being used to improve this including opportunities presented by the Kings coronation. The NSPCC have recently visited the school.</li> </ul> <p><b>A governor noted that the “All pupils have a greater respect and tolerance for others” is green and asked is there will be a delay in this moving into an impact seen.</b> DL advised that is correct. Overall pupil behaviour is good.</p> <ul style="list-style-type: none"> <li>• Staff have met to clarify what is needed to be taught for RSE. Information will be sent out to parents shortly.</li> </ul> <p><b>A governor asked for certain RSE lessons what number of parents have withdrawn their children.</b> DL advised none since he started at Castle. LC advised that only a couple due to religious beliefs. ZM advised that there has been one at Hardingstone. All three advised they communicate openly to parents on this subject and have a good relationship with them.</p> <p><u>Stimpson.</u> LC highlighted the following. <u>Quality of Education</u></p> <ul style="list-style-type: none"> <li>• <u>Phonics.</u></li> </ul>	
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	<p>Year 1 – whilst currently not on track, we are still expecting to reach targeted outcome of at least 75%. Progress remains strong.</p> <ul style="list-style-type: none"> <li>• The staff know the needs of each pupil so they can support pupils at a granular level to improve progress and final outcomes.</li> <li>• Maths. Year 2 NTS dropped. The Maths lead has returned and expects the gap to be bridged.</li> <li>• Reading. Year 3 saw a dip. Pupil progress meetings are ongoing to ascertain why and what procedures will be used to improve the data.</li> <li>• Writing. Year 6 spring 2023 65% it was 35%, interventions will continue. JL added the national figure for year end was 69% so 65% in spring is a good result.</li> </ul> <p><u>Behaviour and Attitudes.</u></p> <ul style="list-style-type: none"> <li>• Staff to be introduced to Zones of Regulation and begin to use these within the classroom. Zones of regulation is reducing adult talk, enabling pupils to self-regulate more quickly..</li> </ul> <p><u>Leadership and Management, including Safeguarding and Governance.</u></p> <ul style="list-style-type: none"> <li>• <i>“Governors are developing a more in-depth understanding of the academy are confident to support and challenge leaders”</i> remains red. All agreed the challenges from the board has improved since Christmas, but the board understand their need to complete school visits.</li> <li>• <i>“Parent representation to be appointed to join the board”</i> remains red. The school continues to encourage parents to join the board using all options available to them.</li> </ul> <p><u>Early Years.</u></p> <ul style="list-style-type: none"> <li>• <i>“EYFS consultant to work alongside EYFS Lead to develop key priorities”</i> remains red. The school will use all opportunities to expose the EYFS to Phonics whenever possible.</li> </ul>	
9. Governor visit / AIP visits	<b>The governors noted the reports and had no questions at this time.</b>	
10. Ofsted preparation / information for governors	<p>JL highlighted.</p> <ul style="list-style-type: none"> <li>• The inspection will normally last 2 full days. The number of inspectors on the inspection team will vary according to the size and nature of the school.</li> <li>• Inspectors will spend most of their time observing lessons and gathering evidence to inform their judgements.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Inspectors will want to meet with some of the LAB. During this meeting, the inspectors will be asking questions to find out how much the LAB members know about the schools, the curriculum, the SIP and safeguarding. The LAB are not expected to be experts but to have an overall understanding of these areas.</li> <li>• As soon as a school receive notification of an Ofsted visit the central team will complete an Ofsted headline document and share this with the LAB members who have agreed to meet the inspectors.</li> <li>• Ofsted inspectors will also want to see evidence of the LAB challenging the schools within the minutes.</li> <li>• A list of questions Ofsted may ask has been shared and is on Teams in the Ofsted summary file.</li> </ul> <p>ZM gave a brief update on the recent Ofsted visit to Hardingsstone noting the report will be shared with all stakeholders as soon as it is released.</p>	
<p>11. Any other business.</p> <p>i. EMAT annual awards</p> <p>ii. Friday 28th April Castle governor invite</p>	<p>i. PO reminded the LAB of the EMAT annual awards and encouraged them all to view the categories and nominate.</p> <p>ii. PO reminded the LAB of the governor invite to Castle on the 28<sup>th</sup> April and if they are interested in going to contact DL.</p> <p>iii. PO informed the LAB that a new GDPR report will be shared in future meetings and the version shared is from April. PO asked if there were any questions for the April report.</p> <p><b>A governor asked what the major breaches in the April report were.</b></p> <p>JC advised they were primarily from emails being sent to the wrong recipient. The new Arbor system will help elevate these issues. ZM added that GDPR training will be added to staff induction pack.</p>	
<p>12. Dates of meetings for the year:</p>	<p><b>Governor meetings 2022-2023. Calendar appointments sent</b></p> <p>15/06/2023 17.30hrs at Castle.</p> <p>13/07/2023 17.30hrs Castle, Stimpson, Hardingsstone 7 in School</p>	

The meeting closed at 20.03

Minutes agreed as a true representation and signed	
Signature	
Print Name	
Date	

**Actions from meeting no 5 Hardingstone, Stimpson & Castle academies held on  
20/04/2023**

Action	Owner
1. PO to meet with MO to go through the role of Vice-Chair. Page 1.	PO
2. The governors to add an article into certain newsletters helping stakeholders understand their role and who they are. Page 1.	PO/BN/AL/BH
3. LC to update at meeting 6 the feedback she received from the level of homework parents think is appropriate. Page 2.	LC
4. PO to investigate what systems can be used for future surveys to help with translation. Page 4. PO to investigate if he can add information into future surveys to clarify what constitutes bullying. Page 2. PO to investigate if the word fun is appropriate for the question "are your lessons interesting and fun." Page 2.	PO
5. DL and MB to meet outside of the meeting to discuss MB points ref potential volunteer. Page 3.	DL/MB