



Minsthorpe Academy Trust

Meeting of the Full Governing Board

15<sup>th</sup> March 2022 @ 4:30PM

Via Zoom

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	Member Appointed	✓
Miss L Allen	Staff Governor	APOLS	Miss C Key	Member Appointed	APOLS
Miss D Cook	Staff Governor	APOLS	Mrs R Merritt	Principal (Ex-officio)	✓
Mr M Gilmore	Principal (Ex-officio)	✓	Mr M Scott	Member Appointed	APOLS
Mr R Hames	Member Appointed	✓	Mr P Simmons	Parent Governor	✓
Miss E Hitchins	Staff Governor	✓	Mr C Turner	Parent Governor	✓
Mrs A Jarratt	Member Appointed	✓			
9/13 Governors present. This meeting is quorate.					

Mrs J Germain	Clerk to the Governors
Mr S Watson	Allotts Accountants



Welcome by the Chair

Clerk thanked all for their attendance.

1. Conflicts of Interests and business interest amendments

Governors were notified of the agenda prior to the meeting and were asked to inform the meeting of any conflicts of interest, of which there were none.

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2. Apologies for Absence

Apologies for absence received from Miss Allen, Miss Cook, Miss Key and Mr Scott.

Mr Dickinson proposed the absences were approved.

Seconded by Miss Hitchins

**RESOLVED #19**

The Governors resolved to consent to the absence of Miss Allen, Miss Cook, Miss Key and Mr Scott.

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The running order of the agenda was changed to allow Mr Watson (Allotts Accountants) to deliver his presentation.

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10. Benchmarking Presentation – Allotts Accountants

Chair welcomed Mr Watson (Allotts Accountant) to the meeting.

This item deemed confidential - Content Removed

Chair thanked Mr Allott for the presentation.

Governors noted the content of the presentation.

Mr Watson left the meeting at 5:15pm

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3. Minutes of the Meeting held on Tuesday 7th December 2021

Chair sought confirmation all had received and read the above minutes. Corrections were requested by the Chair.



Miss Hitchins proposed that the minutes of the meeting held on Tuesday 7<sup>th</sup> December 2021 be signed as a correct record.

Mr P Simmons seconded this proposal.

**RESOLVED #20**

The Governors resolve that the minutes of the meeting held on Tuesday 7<sup>th</sup> December 2021 be signed as a correct record.

4. **Matters Arising from the Minutes (not included below)**

There were no matters arising.

5. **Correspondence**

No correspondence received.

6. **Chairs Actions**

Chair (and Vice Chair) had recently attended a planning meeting regarding the training and development of the Governing Body, discussing the outcome of the Skills Audit. To be discussed further in agenda item 11A.

Chair had attended the Standards and Students Committee meeting and had been a panel member for a review of a 5-day suspension (exclusions) of a child in care.

7. **Membership Changes**

There were no Member changes to date. Clerk updated Governors with a possible change in the near future when Mr Johnson could move from Member to Governor status. Clerk will keep Governors updated.

8. **Board Changes**

Miss Key had submitted her resignation as a Member Appointed Governor due to relocation and additional work commitments. Miss Key had agreed to remain as a Governor until such time as a replacement could be secured to ensure the appropriate category of Governor percentages were maintained.

Clerk proposed to Governors Miss Key could be invited to become a Member and Mr Johnson (currently a Member) could be invited to return as a Governor. Governors agreed this could be proposed, Clerk to contact Miss Key in the first instance.



## 9. Statutory Books and Filing

The Company Secretary confirmed all necessary entries into the Company's statutory books and file all returns at Companies House had been completed, including:

- Updating the registers of members and directors
- Filing form(s) TM01 and AP01

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## 10. Benchmarking Presentation – Allotts Accountants

See page 2 of these minutes.

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## 11. Safeguarding

### I. Termly update

Governors had been provided with the above termly update and Mrs Collins had kindly included any new data in blue text for Governors to question or be aware of. There were no questions at this point. Mrs Merritt continued to explain the data is an indication of the College, students and agencies starting to get back to some sort of normality and so there is more activity, more visits from external agencies into College and so more work for the College's Safeguarding Team engaging with these visits, attending meetings and working on behalf of the College's students to address some of the issues starting to emerge at this post pandemic time. Certainly not in any kind of crisis but just a matter of more proactive work taking place which will be encouraging to see from the perspective of Governors.

Actions and areas for development remain as they were and Governors were directed to the SEF Summary in terms of Governors' responsibilities as a key area for development, looking towards Governors interrogating the termly update and checking in more detail, asking for evidence which Governors need to be able to do.

### Question and Response

Miss Hitchins raised an observation from the Standards and Students Committee where Governors discussed the follow up when a bullying incident has been dealt with in College, the paperwork to be completed and Governors were told there was only a handful of incidents where bullying was the cause of a CPOMS report whereas on the Termly Safeguarding Report it states 43 incidents (although alleged) and this figure seems more than 'a handful'. Mrs Merritt confirmed Miss Hitchins was correct and this is evidence of more reporting. This has also been discussed by College Leadership at their meeting today. There is to be a review of CPOMS reporting and Mr Lloyd (College Lead for anti-bullying) is to look into this. Confirmation 43 is a high figure for allegations and Mrs Merritt offered to provide more details around these figures and how these look comparative to previous



years. Miss Hitchins added the figures at the last discussion were from quite early in the academic year, and year-upon-year figures would help to see trends. Mrs Merritt to provide the information. College had a push in November with students and staff to report allegations of bullying and College would expect to see more than a handful of allegations in a large college such as Minsthorpe. Comparative data and trends to be provided.

Chair asked for further questions of which there were none.

## II. Safeguarding Audit

This is the full audit and had been loaded onto the Central Information System (CIS) for Governors to read prior to the meeting.

Chair to sign a hard copy for submission to the LA. Clerk to arrange signing.

**Governors noted the content of the reports.**

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### 11A Training and Development

Chair and Vice Chair met with Clerk and Mrs Merritt regarding the data collated after the skills audit completed by Governors before Christmas. The anonymised skills audit would have been circulated had the meeting been in person but will be sent out after the meeting. Looks positive overall, however there were a number of areas with an average response of 1 and 2. Governors had highlighted where additional training was required. The aforementioned meeting had set out a plan of action and as part of the Governing Board Development Plan and Annual Planner 2022-23 (emailed out just before the meeting).

Mrs Merritt asked Governors to look at the document ahead of the July meeting. The first sections are information which will help Governors understand their role. The document then goes into detail about the board and it's make-up.

Chair and Vice Chair had completed their section of the Governing Board Responsibilities, Skills and Experience. College didn't want to be presumptuous and think that they know all Governor skills and experience and so are requesting Governors provide Clerk with three key skills and experiences ahead of the July meeting, that they bring to the board. Governors are a varied group and from a range of backgrounds and with valuable inputs and this summary will give a clear picture of the board.



Chair and Vice Chair example:

Name	Category of Governor	Responsibilities	Skills and Experience
Beverley Semper	Member Appointed	Chair	Retired Police Officer, Safeguarding (inc Children in Care) Behaviour and Attendance (former EWO)
Brian Dickinson	Member Appointed	Vice Chair	Retired Education Professional Trade Union Experience Staff Wellbeing

Governors have previously been linked to curriculum areas of College, however now Governors are to be linked to OFSTED areas.

The areas are:

- Quality of Education - curriculum
- Behaviour and Attitudes – includes attendance
- Personal Development
- Sixth Form (Post 16)
- Disadvantaged and SEND

Again for the July meeting, please email Clerk with the areas you would like to be linked to. Leadership and Management is the responsibility of all Governors.

Visits to School

Visits into College are to be reintroduced and the aim is to have one visit per half term with a focus agreed before-hand and based on the OFSTED Sections the Governors are linked to. The visit would involve a Learning Walk around the College, visiting classrooms or a department. There are currently 12 Governors and so these Governors could pair up to cover the 6 visits per year. Governors can join other visits also if they wish to.

Training

One of the lower responses on the Skills Audit was: *I have experience and expertise in developing a strategy.*

College have managed to secure some time with Mr Barry Found who has been working with College around QA and the CSP and will deliver some training to all Governors. See agenda item 12iii.

Governor Challenge

Clerk had circulated a long list of exemplar questions prior to the meeting for Governors to discuss and choose from in the first instance, as an initial way of encouraging all Governors to ask questions for the next section of the meeting – the Principal’s Report (presentation of the SEF and SEF summary). The Principals left the meeting and Governors discussed and practised challenging the Principals.



Governors had a long, confidential discussion around training and expectations, discussed the exemplar questions and chose the questions best fit what they already had in mind to challenge the Principals.

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The Principals returned to the meeting.

## 12. Principal's Report

### I. SEF and SEF Summary

Mr Gilmore gave Governors the background to the process of developing the new SEF and SEF Summary. Mr Found had been in College working with senior and middle leaders around QA. Mr Found is the lead for QA across all Delta Academies Trust schools and a known HMI. He knows us as a school and was also developing systems and structures for a large multi academy trust. College is coming to the end of the 3-year College Strategic Plan (CSP) and SLT were beginning to look at a plan for the next 3 years. Mr Found guided College in how to do this differently which is to write the SEF first before the CSP. Mr Found gave SLT an exemplar SEF which was based around the new OFSTED Education Inspection Framework (EIF) and this is the model for the new documents. The Principals modelled a section for the rest of the SLT, who then worked in smaller groups to write their relevant sections of the SEF based on their areas of responsibility. All content links back to the EIF throughout and SLT identified strengths, areas for development and next steps. This created the Whole College Self Evaluation Form (SEF) which is a very lengthy and comprehensive document and has been made available on CIS for Governors to look at. It is always recommended to have a SEF summary document which is more widely read. All members of SLT presented their areas to the whole team over a number of weeks and Mrs Adams (Assistant Principal - Quality and Impact) was given the task of summarising into the SEF into the SEF Summary which was the QA'd by the Principals and then again by the wider SLT. These are very much collaborative documents.

Chair asked for questions from Governors.

### Question and Answer

Miss Hitchins asked what potential blockers did College see to making the plan a success? Mrs Merritt replied the documents being looked at today are the College's self-evaluation forms, where College is today, and will eventually feed into the CSP, which will be the next task to write and to bring to Governors in July. This biggest challenge that everyone faces at the present time is the context in which College is working – the post pandemic time. In reality on the ground College is still facing many challenges around staffing in particular. If College wants to move forward and want to take its Middle Leaders with it, and support College in making the plan a reality – then this is the biggest challenge and blocker at this current time. Mr Gilmore added MCC is working as a single academy trust and in some isolation, and although College works collaboratively with many other schools and providers, one of the external pressures MCC may face in terms of the Government's agenda is their ambition for all schools to be part of a family of schools. Other external pressures, the



budget and staffing for example, are areas which could cause issues if they are not in place. One other external pressure is the OFSTED judgement. College is producing these documents to ensure it is in the correct place for the next OFSTED Inspection. If the inspection and resulting judgement doesn't go the way College hopes then this could derail some of the ideas and plans College has.

### Question and Response

Chair asked College whether there were any gaps between children and if there are, what are College doing to close the gaps? Mrs Merritt confirmed on all measures (academic outcomes, other outcomes data, attendance, behaviour data) College always analyse looking at student groups. These groups are disadvantaged students (disadvantaged plan raised at Standards and Students), comparing these to non-disadvantaged, and SEND students as a priority. There is always a gap between disadvantaged and non-disadvantaged, and SEND and non-SEND. For students who are disadvantaged and also have SEND there is even more challenge. College is aware of the gaps and is addressing them in various ways through the disadvantaged plan. The biggest priority is to know all students and that is everyone at every level (leaders, middle leaders, teaching and support staff) and to address their needs through quality first teaching every day. If the teaching alone isn't sufficient support for some students then College looks at separate interventions and it is very much personalised for each young person. It comes through all structures and systems at MCC, Progress Team Meetings, Inclusion Team Meeting (behaviour and support) EWO (attendance) and all are always looking at how College can meet a student's needs. A big focus this term has been training of staff from one of the Lead Practitioners and involves strategies for staff to put in place in the classroom to support these students who are struggling. The Minsthorpe Way for SEND and disadvantaged threads throughout all College does and not just one strategy. This will be raised again when Governors and the Principals discuss the proposed CSP in July. Mr Gilmore added College staff were working hard to ensure the structures were correct and the systems in place to support particular groups of students. College has had a focus on SEND and the student support provisions this term, and getting these right so there are clear provisions and interventions that students are able to access. Once this is clear to all then it helps in terms of where the support needs to be put in.

### Question and Answer

Chair continued to ask – What proof do you have that the strategies and support you are putting in place are working? Mr Gilmore confirmed in terms of monitoring and evaluating what College are doing, this has been discussed at SLT Meeting today in terms of where the SEF has taken us and what College has done. College is looking at the possible actions to put in place to move the College forward. The College's SLT has produced 'Key Performance Indicators' and these are not just the outcomes but making sure the curriculum is in place, the NEET figures are low as can be, progression, retention, recruitment to Post 16, behaviour and beyond. There is a wide range of data College can use to demonstrate gaps are closing between groups. Again, these key performance indicators will be raised at the July meeting when the CSP is discussed. Mrs Merritt referred to OFSTED and advised there has been a shift from being outcomes driven to much more holistic evaluation of the curriculum – intent, implementation and impact. This will be an adjustment and this adjustment in thinking will need to be made by SLT, Governors and all staff to this holistic model. College and Governors





need to be able to talk confidently about how the curriculum looks for every student and the impact of it on every student. SLT are trying to balance the workload of staff with the need to QA and know about the College. Mr Gilmore confirmed there are many new measures to take account of, although outcomes will still play a part.

### Question and Answer

Mrs Jarratt asked College how the information from a document as large as the SEF and SEF Summary is disseminated to staff. Are staff aware of the strengths and areas for improvement? Mrs Merritt advised staff were not aware of the new SEF or SEF summary as yet as this is a process. SLT have done the rigorous self-evaluation at LT level, it has been brought to Governors tonight and the next step is to put together the CSP as a response to the SEF. The College Priorities, which have been in place a long time, will be reviewed and will look different in September. Currently staff will confidently be able to tell Governors College is looking at the curriculum as this has been driving all their work in Curriculum Teams. They know that from their own appraisal targets, they know that College will always be looking at student outcomes to enable them to move onto next steps. There will be a significant piece of work to do to get MCC staff to fully understand where College is in terms of the new Education Inspection Framework. Middle Leaders will already be somewhere along that line but the staff body as a whole will need to move along that line. This will form part of the QA processes and College SLT will involve staff in conversations around these documents. There is a way to go with this but SLT feel there is time. College was last inspected in 2018 and so without the pandemic, College would have been reinspected March 2022 as part of the 4-year cycle. OFSTED have suggested they are 6 terms behind but are hoping to catch up and so MCC could be in the inspection window from Summer Term 2023 to the end of the Summer Term 2024. Once approved by Governors at the July meeting, the priorities, CSP, SEF and SEF Summary will then be shared with staff in September 2022. It has to be there every time SLT speak to staff, to run through everything that College does from September, and needs to be embedded with every member of staff.

### Question and Response

Miss Hitchins was interested to know the communication College has with parents and carers about the new processes regarding curriculum plans for example, and how College ensures that they are well informed. Do parents know of the changes?

Mr Gilmore confirmed College is working towards the new website and on there will be the new curriculum plans, the overview and then the breakdown of these. This will be shared with parents. College spends a lot of time, especially during the options process, sharing plans for curriculum areas but this will be a dedicated curriculum section that will have the journeys on for each subject from Year 7 through to Year 11 and on to Post 16 (separate section of the website). Miss Hitchins asked if parents will be able to map their child's journey as well? This was confirmed. Mrs Merritt confirmed after each Parents' Evening College collects "Parent Voice" and sharing more of the Curriculum information came through as a clear area of development following the most recent Parents' Evening for Post 16.

In the Spring MCC Newsletter an introduction the curriculum intent was raised, but in terms of going into the detail of each subject area that will come through the website and the curriculum journey being developed.



There were no further questions.

Mrs Merritt sought confirmation that in terms of the SEF and SEF Summary, that these have been read and considered. Mr Merritt appreciated the SEF was a lengthy document and the SEF Summary was written with Governors in mind and will be the go to document when discussions take place. The SEF Summary details the main strengths, the main areas for development and the main next steps.

**There is no requirement to approve these, however an acknowledgement was given by Governors these have been read and discussed and their content noted.**

## II. College Strategic Plan – timeline update

This will be brought to the July meeting for approval. This is currently being worked on by SLT and Governors will need to follow a similar process to the SEF and SEF summary and be ready to interrogate and challenge the Principals and hopefully approve following the discussion. It will be launched to all staff in September.

## III. Barry Found

College have managed to secure some time with Mr Found who has been working with College around QA and the CSP. Mr Found is a current HMI and was lead HMI for MCC's last inspection, as well as being lead for QA for Delta Academies Trust. The training has been arranged for **Tuesday 21<sup>st</sup> June at 4pm – 4:45pm**. This is directly before the Governors' Resource Committee meeting. All Governors will be invited to take part in the training.

The Principals will circulate the CSP prior to the training and when Governors meet with Mr Found he will guide then on the best way to interrogate College on the 5<sup>th</sup> July and so serve as a training session. Mr Found will pick up on the issues OFSTED will focus on these areas and guide Governors along that route.

## Governors noted the contents of the report

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### 13. Policies

#### 1. College Complaints Policy

Governors had been provided with a copy of the updated policy prior to the meeting. All amendments were in red text and included:

- Change from working days to school days for clarity. This will account for INSETs and school holidays.
- The addition of a deadline for complainants to proceed to the next level for clarity, and to avoid open ended complaints as has happened since the policy was last reviewed. Complainant is required to respond by a set date.
- Amend any reference from 'pupils' to 'students'.
- Gender neutral terms i.e. his/her to their.



**Question and Answer**

Mrs Semper enquired if the complainant would be informed of a clear date by which to respond, and by whom. Mrs Merritt confirmed the Clerk would be clear in her communication with complainants of the expectations and deadlines as appropriate.

Mrs Merritt mentioned Assistant Principal (Behaviour and Attitudes) Mr Yates for his hard work dealing with the majority of complaints at the lowest level. It is testament to his hard work and that of other Leadership at Level 2, and the clarity of the policy before Governors that complaints rarely get to Governors at level 3. The policy is referred to on many occasions.

Chair sought a proposer and seconder for the approval of the MAT College Complaints Policy

Mrs Jarratt proposed Governors approve and adopt the MAT College Complaints Policy with effect from March 2022

Mr Hames seconded.

This was supported by a full show of hands.

**RESOLVED #21**

**Governors resolved to approve and adopt the MAT College Complaints Policy with effect from March 2022.**

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14. Reports of Committees

I. Review of a Permanent Exclusion	09.09.21
II. Review of a Permanent Exclusion	09.12.21
III. Review of a Permanent Exclusion	14.12.21
IV. Review of a 5-day exclusion	24.01.22
V. Standards and Students Committee	01.02.22
VI. Resources Committee	15.02.22

Governors noted the content of the minutes of the above.

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15. Confirmation of Time and Dates of the Summer Cycle of Meetings:

07.06.22	4:30pm	Standards and Students
21.06.22	4:30pm	Resources
05.07.22	4:30pm	FGB (inc budget approval)

Mr Hames requested Clerk circulated a list of items to be completed – Clerk confirmed.

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16. Other Business

There were no items of other business.

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17. Identification of Confidential Items.

10 Benchmarking presentation.

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The meeting closed at 6:30 pm

Signed as a correct record.

*Beverley L Semper*

Mrs B Semper  
Chair of Governors

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