



Minsthorpe Academy Trust

Meeting of the Full Governing Board

7th December 2021 @ 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	✓	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	✓			
10/13 Governors present. This meeting is quorate.					

Mrs J Germain	Clerk to the Governors
Mr S Watson	Allotts Accountants
Mrs C Green	Director of HR and Associate Teams



Welcome by the Chair

Clerk thanked all for their attendance tonight.

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.

2. Apologies for Absence

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

Mr Dickinson proposed the absences were approved.

Seconded by Mrs Semper

RESOLVED # 06

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

3. Minutes of the Meeting held on Tuesday 28.09.21

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

A request from Miss Hitchins for the minutes to be circulated as soon after the meeting as possible. Clerk will do so.

Mr Simmons proposed that the minutes of the meeting held on **Tuesday 28.09.21** be signed as a correct record.

Mr Turner seconded this proposal.

RESOLVED # 07

The Governors resolve that the minutes of the meeting held on Tuesday 28.09.21 be signed as a correct record.

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

There were no matters arising.



5. Correspondence

College had received two complaints which had been addressed to the Chair of Governors however these had been addressed through the College's Complaints Policy and had been resolved at Stage 2 (Stage 3 is the level at which Governors become involved).

6. Chairs Actions

- Standards and Students Committee Meeting
 - Review of the Single Central Record with HR Director, Mrs Green
 - Principals' Performance Review with the Vice Chair and external Professional Partner Mr Worrall.
-

7. Membership Changes

Following Mr Johnson's resignation as a Governor due to his change of employment and new work commitments, it had been proposed and accepted to appoint Mr Johnson as a Member of Minsthorpe Academy Trust.

This appointment was confirmed by Members at a General Meeting on Monday, 18th October 2021. The Academy Trust now has the full complement of 5 Members – Mrs Semper, Mr Scott, Mrs Evans, Mr Henshaw and Mr Johnson.

8. Board Changes

Following processes in school and their approval at a previous Full Governing Body meeting, Mrs Angela Jarratt and Miss Donella Cook had both been approved and appointed by Members at a General Meeting on Monday, 18th October 2021.

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

The Business Manager will be submitting the Accounts to Companies House once approved by Governors and Members (December 2021)



10. Accounting Officer's Report
 - i) Minsthorpe Academy Trust End of Year Accounts 2019/2020

Presentation to Minsthorpe Academy Trust by Allotts Accountants

Agenda item deemed confidential – content removed.

Mr Hames proposed Governors accept the audited accounts of Minsthorpe Academy Trust for 2020/21.

Mr Simmons seconded this proposal.

This was supported by a full show of hands.

Resolved # 08

The Governors resolved to accept the audited accounts of Minsthorpe Academy Trust for 2020/21

- ii) Ratification of the MAT End of Year Accounts 2020/21

Agenda item deemed confidential – content removed.

Miss Hitchins proposed the accounts be referred and recommended to the Members of Minsthorpe Academy Trust for approval at their AGM (December 2021).

Mrs Jarratt seconded this proposal.

This was supported by a full show of hands.

Resolved # 09

Governors resolved the accounts be referred and recommended to the Members of Minsthorpe Academy Trust for approval at their AGM (December 21).

- iii) Appointment of Accountants for 2021/2022

Mr Dickinson proposed Allotts Accountants were appointed as the accountants for Minsthorpe Academy Trust for the 2021/22 financial year.

Mr Hames seconded this proposal.

This was supported by a full show of hands.

Resolved # 10

The Governors resolved to appoint Allotts Accountants as the Academy's accountants for the financial year 1st September 2021 to 31st August 2022.



11. Safeguarding

i) Termly update

Governors had been provided with a copy of the termly update prior to the meeting. Mrs Merritt highlighted key points to Governors.

- A slight increase in concerns logged on CPOMS (222 from 177) Difficult to compare the two time periods.
- Continued development of our extended support offer for students by working closely with external agencies
- Committing to attend external meetings to ensure young people and College have a voice in the support offered.
- Staff have now completed their Safeguarding training for this academic (PREVENT reminders, Sexual Harassment and Violence, Online Safety, Mental Health First Aid). Additionally, staff have completed Safer Working Practice training.
- Governors to complete and return certificates - [Prevent Awareness Online Training](#)
- Single Central Record checked by the Chair of Governors
- Recent activities include the review and approval of the Antbullying policy by the Standards and Students Governors, this has now been rolled out to students and staff over the last 2 weeks.
- Continuing work to ensure safeguarding across the curriculum. This has been reviewed and will be included in the new audit for 2021-2022. This will include how to deliver wider curriculum, character education and how to function in society and not only on academic results.

ii) Safeguarding Audit

This had been provided electronically to Governors. As College is still awaiting the issue of the LA of the latest audit, Governors had been provided with a copy of the previous year's audit with added progress updates, completed and ongoing areas. Some items will be carried forward into the audit for the new year such as training for all Safeguarding matters.

Governors have an important role in terms of safeguarding. The College's Designated Safeguarding Lead (Mrs Collins) advise Governors of courses to be completed, and provides videos to watch (e.g., Sexual Violence and Sexual Harassment SVSH video on CIS). The Governors' role and level of accountability is different from in their own employed role. As a Governor it is to 'check the checkers' are fulfilling their responsibility.

Governors requested their thanks to be passed onto Mrs Collins and the Safeguarding Team for the hard work, which is relentless when safeguarding is concerned.

Governors noted the content of the report.



12. Principal's Report

i) College Self-Evaluation Form (SEF) and College Strategic Plan (CSP)

Mr Gilmore reminded Governors College was now in the final year of the current CSP and as such the priorities have not changed for this final year. Next year will be the time to update the priorities and this review has started already.

The CSP forms the Action Plan and will be based around the 4 OFSTED categories:

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

A review of and training on the College's QA systems has taken place with Mr Barry Found (QA lead for Delta Academies and current HMI). Mr Found shared how the Delta SEF links into the new inspection framework, and this will be adopted for the College's new SEF and CSP.

With current timescales, OFSTED is expected towards the end of next academic year and the new CSP and SEF will be based on the most recent framework in preparation.

The whole Leadership Team is working on the new SEF and are holding meetings within their specialism before presenting to the full Leadership Team around strengths, areas for development and next steps, with the final section for each category having links to OFSTED Framework documents, evidence sources and referenced in the CSP.

One slight change will be that this will all be in one document, referencing the Inspection Framework and hopefully provide the answers for OFSTED.

The intention is to present to new CSP and SEF to Governors at the Spring Full Governors meeting.

Chair requested questions:

Mrs Merritt confirmed the process to date and to finalise has been a huge team effort in terms of the work by middle leaders and their department action plans. The Principals had met with all CTLs and CCTLs regarding their priorities going forward for this year, and Mrs Adams had also met all CTLs and CCTLs to review their action plans from the previous year. The Leadership Team will cross examine presentations as an OFSTED inspector would.

The document will be circulated to Governors and the aim is for Governors to challenge Leadership on the points and evidence raised in the CSP and SEF. The document will be sent out before the 15th for Governors to become familiar with it.



Question and Response

Mr Turner requested the document was sent out earlier and then Governors could review it together prior to the meeting. Mrs Merritt suggested Governors could take part in some training with an external party. Mr Found would be an ideal candidate to deliver the training.

Miss Hitchins informed the Governors she had completed some e-training modules on the SEF/CSP. One of the units had been around driving the school forward and so she would like to take part in the review.

Governors requested Mrs Merritt contract Mr Found to arrange training.

Governors noted the contents of the SEF and CSP

13. Policies

i) Admissions Policies

The Clerk informed Governors the LA had not made any amendments to the Year 7 Admissions Policy. This policy was for admissions in September 2023. Mr Gilmore confirmed there were currently 304 applications with MCC as their first choice registered at the LA.

Question and Response

Miss Hitchins queried the pan number of 300 and whether that related to a benchmark number of P&A groups and class size. Mr Gilmore confirmed 300 would mean a 10-form entry. The numbers in year groups can dip over the 5 years due to in year transfers etc and so class sizes would change accordingly. Over 300 would mean an 11-form entry but that is not the plan for this policy. The average class size for a 10-form entry is 30.

Mrs Merritt added that Mr Gilmore looks at Curriculum Analysis to see if College could afford an 11-form entry with additional teaching groups in Year 7, 8 and 11.

Question and Response

Miss Hitchins queried the intake and form entries at other local secondary schools and Mr Gilmore confirmed most other local schools have a PAN of 210 and a 7-form entry and always calculated on multiples of 30. Year 11 was a low intake year of 240 (PAN was still 300) and staffing was adjusted accordingly. This summer we will lose 240 in year 11 but gain 300 in year 7.

Chair sought a proposer and seconder for the approval of the College Admissions Policies for 2023/24, noting the Admissions numbers of 300 for Year 7.

Mrs Jarratt proposed Governors approve and adopt the College Admissions Policy for 2023/24, noting the Year 7 Admissions number of 300.

Miss Hitchins seconded.



RESOLVED # 11

Governors resolved to approve and adopt the College Admissions Policy for 2023/24, noting the Year 7 Admissions number of 300.

College Admission Policy for Post 16 - 2023/2024

The Clerk informed Governors this policy was based on a template from the LA but admissions to the Post 16 at MCC was managed by the College itself, rather than by the LA as is the case with Year 7 – 11. There were no amendments to the Post 16 Admissions Policy. This policy was for admissions in September 2023.

Clerk asked Governors to note the admission limit of 400 into Post 16, with 25 with external students limited to 25.

Chair sought a proposer and seconder for the approval of the College Post 16 Admissions Policies for 2023/2024, noting the Admissions numbers of 400.

Mr Simmons proposed Governors approved the College Post 16 Admissions Policies for 2023/2024, noting the Admissions numbers of 400.

Mr Dickinson seconded.

RESOLVED # 12

Governors resolved to approve and adopt the College Post 16 Admissions Policy for 2023/24, noting the Admissions number of 400.

Clerk to inform the LA of the Policy Acceptance.

ii) MAT Pay Policy

Mrs Merritt reminded Governors College brought this policy for approval each year and followed the School Teachers' Pay and Conditions Document. Any delay to the national release of the STP&C document would delay the presentation at Governors, however any pay changes would be back dated to September 2021. The policy had been updated by Mrs Green (HR Director) and approved by Teaching Unions.

Amends from previous years:

- Appendix 7 – Gatekeeping Guidelines - has an amendment to move from payment in time (time in lieu). College is in a different financial climate now and where previously the budget would not accommodate overtime payments and this can now be addressed. In addition, staff absence is, as expected, quite high currently, and so arranging time in lieu is not a viable route. For example, the Premises Team have accrued a massive amount for time in lieu and are only a small team and so is not this is not a viable route. The policy amend is to allow overtime payments rather than all time in lieu. College requests Governors agree to the amendments to Appendix 7.



- Associate Staff pay Scales - a small number were at national minimum wage and have now been moved to match national living wage. The National Joint Council has been negotiating since April 2021 and have not yet agreed an increase. As such the pay increases are in limbo and Union members are being balloted for strike action. Governors asked to note that College does not pay below national minimum wage. National living wage is a higher amount.

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

Miss Cook proposed Governors approve and adopt the MAT Pay Policy.

Mr Hames seconded.

This was supported by a full show of hands.

RESOLVED #13

Governors resolved to approve and adopt the MAT Pay Policy above with effect from September 2021.

iii) MAT Appraisal Policy

Mrs Merritt updated Governors with the amends to the MAT Appraisal Policy.

Page 4 of the policy – 3.4.1 Observation. College has changed the QA process in line with the new OFSTED Framework. College has replicated how an inspector would look at College into the new QA processes. QA of teachers includes observations. Leadership will also carry out 'Deep Dives' (OFSTED terminology). Teachers will be observed teaching and the policy reflects that. In addition, there will be a maximum of 3 lesson visits. Peer observations form part of the Appraisal Policy. Observations can be by their appraiser or a respected colleague.

The changes in the QA process have resulted in the changes to the Appraisal Policy. There are no more or less observations than in the previous version of the policy – this remains at 120 minutes.

Page 5 of the policy - 3.4.4 Feedback and Informal Support and page 12 (Appendix B – Continuum of Support for Teachers/HLTAS). This has been amended to make sure it is explicit. This is not new but has not previously been included in the policy. College will always want to support staff to be their best in terms of their teaching practice. The support will begin as a light touch and increase over time and as necessary. These aspects are clearly linked to appraisal. The incremental steps move from Stage 1 (initial curriculum area support) through to Stage 4 (Formal).

Miss Hitchins (Teaching Staff Governor) confirmed the amendments on page 4 were not additional.



Question and Response

Confirmation also sought that although there is the maximum of 3 lessons visits, could this mean that some teachers and HLTAs did not have any visits at all? Mrs Merritt confirmed this was the case and could be as a result of could the planning and focus of these visits, and the part time hours of some staff. This will be monitored centrally by Mrs Adams (Assistant Principal – Quality and Impact). Miss Hitchins added a teaching and learning responsibility focusses on the delivery of lessons and not just the schemes and construct of the curriculum. Mrs Merritt confirmed observations will involve everyone, lesson visits may miss some staff.

Miss Cook (Teaching Staff Governor) added, as a CTL, it would be her preference that every member of her team would be seen once, and that she would not want anyone to be missed. Mr Gilmore added to remember there were deep dives on top of the visits and observations and so any issues would be picked up through any number of QA processes.

Professional Partner

On a related point, Mrs Merritt informed Governors the Principals' Performance Management Review is conducted by 2 or three Governors not employed by the College (normally Chair and Vice Chair) and the meeting is clerked and supported by the College's Professional Partner, Keith Worrall, and was completed on Wednesday, 1st December 2021. Mr Worrall informed all at the meeting on the 1st December of his intention to retire and could no longer fulfil this role going forward.

The Mid-Year Review will be carried out by Chair and Vice Chair, but the end of year review should be with a Professional Partner who will give external validation and help set the Principals' objectives for the following year. This appointment is made by the Governors and some thought will be required for a replacement for Mr Worrall.

The Professional Partner should know the College and the wider educational landscape. Chair asked College for recommendations and to produce a range of candidates for Governors to review. Chair asked College to enquire who other local schools were to appoint, as most currently work with Mr Worrall.

Enquiries to be made a Castleford Academy and Northern Ambition (Airedale).

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

Mrs Semper proposed Governors approve and adopt the MAT Appraisal Policy.

Mr Dickinson seconded.

This was supported by a full show of hands.

RESOLVED #14

Governors resolved to approve and adopt the MAT Appraisal Policy above with effect from September 2021.



iv) MAT Accessibility Plan

Mrs Merritt informed Governors this is a statutory requirement and sits alongside the Equality Policy. Mr Orr (Associate Assistant Principal – Director of Student Support). Key points were highlighted:

- the first section is the preamble (introduction and aims etc)
- the Action Plan is divided into sections in terms of
 - Access to Curriculum
 - Access to wider Curriculum
 - Access to work
 - Premises
 - Attitudes
 - Administration
- Section 3 (page 7) had a list of stakeholders involved in the process.

Chair sought a proposer and seconder for the approval of the MAT Accessibility Plan

Miss Hitchins proposed Governors approve and adopt the MAT Accessibility Plan

Mr Dickinson seconded.

This was supported by a full show of hands.

RESOLVED #15

Governors resolved to approve and adopt the MAT Accessibility Plan above with effect from September 2021.

v) MAT Isolation Policy

Mrs Merritt gave the background to a complaint recently processed relating to a student placed in isolation in the MID Room and refusing to serve the sanction. The parent challenged the College's approach and policy. The student had effectively refused the educational offer and sent home, parent challenged this. Parent has met with Mrs Adams as a Stage 2 complaint and as part of the outcome College will review the policy.

Mrs Merritt informed the meeting of the 'Quick Call' service College has bought into with Browne Jacobson. Advice sought from on this issue advised if a student refuses the sanction (i.e., MID Room) then they should be excluded for the day and not simply sent home. The current policy was approved but no longer meets the current statutory position.

The College does not wish to exclude students but cannot simply ask a student to leave site. The issue remains for that particular student that the sanction will not go away, that he will choose exclusion over the MID Room. Mrs Merritt added context in that this situation does not happen often, parents are usually massively supportive and students are compliant. This particular parent is going to great lengths to support their child.



The policy is currently under review and not yet ready for approval. The main change will be that if the MID Room is refused and the student is excluded for the day, the original sanction will still have to be served. This review will be completed in the new year and will be brought to Standards and Students committee in February 2022.

14 Risk Registers - review

Governors were reminded the three risk registers had been circulated at the September FGB Meeting with the opportunity to give feedback at the current FGB meeting.

Governors were asked for and questions or any areas they were not clear. Chair commented they were in depth and obviously updated as the result of a rigorous procedure.

Miss Hitchins requested the colours in the probability and Impact columns matched the H/M/L level of threat. This will be amended.

Miss Cook proposed Governors approve and adopt the three Risk Registers (Academy, Payroll and IT) with immediate effect.

Mr Dickinson seconded.

This was supported by a full show of hands.

RESOLVED #16

Governors resolved to approve and adopt the three Risk Registers (Academy, Payroll and IT) with immediate effect.

15 Reports of Committees

Prior to the meeting Governors had been provided with minutes for each committee meeting. The Chair gave the Governors the opportunity note each of the separate committee minutes and raise questions or discuss matters arising.

Carried over from Summer 2021

- | | | |
|------|----------------------------------|----------|
| i) | Standards and Students Committee | 08.06.21 |
| | Autumn Meetings | |
| ii) | Pay and Personnel Committee | 05.11.21 |
| iii) | Standards and Students Committee | 09.11.21 |

Mrs Merritt thanked the Governors who had taken part in the recent Pupil Premium Diagnostic Review.



Mrs McGowan had been very complimentary about their contribution to the process. College is currently awaiting the report, but the initial feedback had been very positive. the report will be shared with Governors once received.

Content of all meeting minutes were noted by Governors.

16 Confirmation of Time and Dates of the Spring Cycle of Meetings:

18.01.22	3:30pm	Pay and Personnel for Associate Staff (Chair and two other Governors only)
18.01.22	4:30pm	Resources
01.02.22	4:30pm	Standards and Students
15.03.22	4:30pm	FGB (inc Benchmarking)

Dates and times noted by Governors

17. Training and Development of the Governing Body

Clerk thanked Governors for completing the skills audit.

Next steps - The returns will be collated and used as a basis to recruit additional Governors and to train existing Governors where we have skills gaps. The Principals and Clerk will meet with Chair and Vice Chair to plan the next steps.

Initial thoughts are

- to work with Mr Found (agenda item 12) with regards training Governors to challenge College. With Governors' permission, Mrs Merritt will approach Mr Found.
- Clerk will circulate details of the online training modules raised by Miss Hitchins

Mrs Jarratt suggested Governors could be allocated specific areas of responsibility within College (i.e., Safeguarding), or linked to curriculum areas.

Mr Gilmore and Mrs Merritt (Principals) left the meeting.

18. Other Business

Agenda item deemed confidential – content removed.

Resolved #17

Agenda item deemed confidential – content removed.



Agenda item deemed confidential – content removed.

Resolved #18

Agenda item deemed confidential – content removed.

19. Identification of Confidential Items.

- 10. Accounting Officer's Report
 - i) Minsthorpe Academy Trust End of Year Accounts 2020/2021
 - ii) Ratification of the MAT End of Year Accounts 2020/21

 - 18 Other Business Items
-

The meeting closed at 6:30 pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors

FOR PUBLICATION