



Minsthorpe Academy Trust

Meeting of the Full Governing Board

28th September 2021 @ 4:30PM

Via Zoom

| | | | | | |
|---|---------------------------|-------|--------------------------------|---------------------------------|-------|
| Mrs B Semper (Chair) | Member Appointed | ✓ | Mr B Dickinson (Vice Chair) | Member Appointed | ✓ |
| Miss L Allen | 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 | ✓ |
| Miss C Key | Member Appointed | APOLS | | | |
| 9 /11 Governors present. This meeting is quorate. | | | | | |

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|---------------|--|
| Mrs J Germain | Clerk to the Governors |
| Mrs J Collins | Assistant Principal (Safeguarding and Wellbeing) |
| Mrs k McGowan | Assistant Principal (Assessment and Outcomes) |



Welcome by the Clerk

Clerk thanked all for their attendance tonight.

1 Election of Chair - in accordance with the Articles of Association, point 83

In accordance with Article 83:

83 The Governors shall each school year, at their first meeting in that year, elect a chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.

The names of those proposed for Chair, those proposing and those seconding the proposals were requested.

Proposed Beverley Semper

Proposed by Richard Hames

Seconded by Colin Turner

As there had been only one proposed and seconded nominee, Mrs Beverley Semper was duly elected as Chair of the Governing Body for Minsthorpe Academy.

The remainder of the meeting was be chaired by Mrs Semper.

2 Election of Vice Chair - in accordance with the Articles of Association, point 83

In accordance with Article 83:

83 The Governors shall each school year, at their first meeting in that year, elect a vice chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.

The names of those proposed for Vice Chair, those proposing and those seconding the proposals were requested.

Proposed Brian Dickinson

Proposed by Beverley Semper

Seconded by Richard Hames

As there had been only one proposed and seconded nominee, Brian Dickinson was duly elected as Vice Chair of the Governing Body for Minsthorpe Academy.



3. Apologies for Absence

Apologies for absence received from Caroline Key and Mark Scott.

Paul Simmons proposed these absences were consented to.

Seconded by Colin Turner

RESOLVED # 01

The Governors resolved to consent to the absence of Caroline Key and Mark Scott.

4. Conflicts of Interests and business interest updates

Governors were notified of the agenda prior to the meeting, and were asked to inform the meeting of any conflicts of interest.

Clerk to reminded Governors to return their Business Interest forms for the financial year September 2021 to August 2022.

The agenda moved directly to the Results Review (Item 10)

10. Results 2021 (inc Attendance Analysis)

The content of this item was deemed confidential – content removed

Chair requested College continue to update Governors.

Chair thanked College for their update.

Mrs McGowan left the meeting at 5:10pm.

Governors to note

11. Safeguarding Annual Report

- Annual Report (inc required reading of KCSIE Part one, Annex B, Part two)

The content of this item was deemed confidential – content removed



- OFSTED Report into Sexual Harassment and Violence in schools

Mrs Collins had provided a short video for Governors to watch. Governors decided this could be watched after the meeting in their own time. The video is on CIS in the Governors area for all to access.

Mrs Collins reminded Governors of the online Prevent training to be completed by Governors
– Clerk will re-send the link.

Mrs Collins requested a meeting with Chair to review the College's Single Central Record (SCR) – Clerk to arrange.

Mrs Collins left the meeting at 5:40pm.

- Children in Care Report (CiC)

At a previous meeting Miss Allen (Deputy Safeguarding Lead and Staff Governor) had offered

The content of this item was deemed confidential – content removed

The Chair of the meeting thanked the Safeguarding Team for their work, which has been noted as excellent.

Governors to note the content of the report and presentations by Mrs Collins (DSL) and Mrs Allen (DDSL)

5. Minutes of the Meeting held on Tuesday 5th July 2021

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

Louise Allen proposed that the minutes of the meeting held on Tuesday 5th July 2021 be signed as a correct record.

Brian Dickinson seconded this proposal.

RESOLVED #02

The Governors resolve that the minutes of the meeting held on Tuesday 5th July 2021 be signed as a correct record.

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

There were no matters arising.



7. Membership Changes

Members are currently Mrs B Semper, Mr M Scott, Mrs W Evans, and Mr R Henshaw.

Mr Johnson has resigned as a Governor due to work commitments (see agenda item 8) and has agreed to becoming a Member, subject to Governor and Member approval.

Brian Dickinson proposed Governors approve and recommend to Members the appointment of Mr Johnson as a Member of Minsthorpe Academy Trust.

This was seconded by Beverley Semper

RESOLVED # 03

Governors resolved to approve and recommend to Members the appointment of Mr Johnson as a Member of Minsthorpe Academy Trust.

8. Board Changes

Mrs Jarratt has resigned as a Staff Governor following her retirement in July 2021. Mrs Jarratt has agreed to return as a Member Appointed Governor, subject to Governor and Member approval.

Following a recent process in College, Miss Donella Cook has been successfully appointed as a Staff Governor (to replace Mrs Jarratt).

Paul Simmons proposed Governors approve and recommend the appointments of Mrs Jarratt and Miss Cook to the Members for appointment.

This was seconded by Richard Hames

RESOLVED # 04

Governors resolved to recommend to Members the appointments of Mrs Jarratt and Miss Cook to the Members for appointment as Governors of the Minsthorpe Academy Trust.

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
-



10. Results 2021 (inc Attendance Analysis)

This agenda item was moved to earlier in the meeting

11. Safeguarding Annual Report

This agenda item was moved to earlier in the meeting

12. Policies

- MCC Pay Policy – postponed until December
- MCC Appraisal Policy – postponed until December

The above agenda items are now postponed until a later meeting as the national School Teachers' Pay and Conditions document has not yet been released.

- MCC Equality Policy

Rachael Merritt informed the meeting this was a statutory policy and College was required to publish this on the website.

The first few sections were standard for such policies (Introduction, Aims, Scope, Values, Principles and Standards). Section 5 (Objectives) and Section 6 (Responsibilities and Accountabilities) should be reviewed annually, these should reflect the College and not simply be statements.

The policy has 9 objectives.

Mrs Collins' Safeguarding presentation to Governors reflected these same objectives. Governors have had the policy in advance of the meeting and should suggest any amends at this point. There were no amends to the objectives. Mrs Merritt drew Governors' attention to the responsibilities and accountabilities for the Governing Board. Governors will have noticed the word 'Fair' is used countless times. It is important anyone connected to Minsthorpe feels they are being treated fairly. This policy aims to encapsulate this.

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

Brian Dickinson proposed Governors approve and adopt the MAT Equality Policy.

Beverley Semper seconded.

RESOLVED # 05

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



13. Risk Registers (distribution of only)

- Academy
- IT
- Payroll

The Director of HR and Associate Teams had worked over the Summer with the appropriate Associate Team Leaders to update the three risk registers. This agenda item was to distribute these only, giving Governors plenty of time to review these over the next three months and return to their approval at the next full governors' meeting in December.

Distribution only, to approve at the FGB in December.

14. Development of the Governing Body

Chair had spoken to the Principals regarding the Governing Body and the three gave a little context to this agenda item. The last two academic years have been limited by the pandemic, and Governors have supported College throughout this time with risk assessments etc.

The Governors now need to move to a new stage and return to operating strategically. The Principals have recently presented to Staff around their aim to remain as a Single Academy Trust (SAT) and this was also mentioned at the previous FGB meeting. The Secretary of State would like to see the number of Multi Academy Trusts increase.

To retain our status as a SAT we need to:

- retain financially viable
- continue with good results
- retain our Good OFSTED rating (due again in 2 years)
- have strong Governance

Academy Trust Handbook

When the new Academies handbook has been reviewed there are a number of sections referring to Governors and Governance, and it is very clear there needs to be strategic direction.

Clerk has circulated the full document and a separate document detailing only the sections relating to Governance. Mrs Merritt requested Governors read these and retain them for future use. Paper copies of both documents will be posted out to all Governors.

When OFSTED visited previously the Governors were scrutinised as much as the school.

Mr Gilmore added there is quite a high profile around schools and the Secretary of State's intention to increase the number of MATs.

Mr Gilmore continued to explain the Principals had been approached by two local MATs, not a hard sell but a sell none the less. The Principals stance is to remain as a SAT. Mr Gilmore continued to explain his conversations with the Regional Schools Commissioner (RSC)



throughout COVID regarding updates on case numbers but recently she requested to meet both Principals on Zoom and MATs and SATs were raised in the conversation.

The Principals explained the three possible scenarios:

- Join another MAT
- Remain as a SAT
- Become the lead school in our own MAT.

Ultimately it is Governors' decision as to which route is taken.

Comment and Response

Mr Hames told the meeting he believed in what we do at MCC and other schools might not have the same values, not pull in the same direction. Mr Hames asked what would happen if MCC established it's own MAT. Does that give the strongest schools moral responsibility for the less stronger ones? Mr Gilmore replied MCC did look into developing a MAT a few years ago, with MCC as a lead secondary and a few of our feeder schools but the RSC declined the application. There is a collaborative approach to weaker schools and the other schools in the MAT have a responsibility to take the weaker ones forward.

Mrs Merritt continued whilst this is the Governors decision, at the current time we need to get MCC back on its feet after lockdowns and closures and then take a longer view. The next major goal for College is OFSTED. The Principals considered the issue of SATs and MATs should be returned to annually.

Mr Hames added Governors are protective of what MCC has, we are good and getting better, joining with weaker schools could weaken MCC.

Skills Audit

Mrs Merritt returned to the need to have strong governance and to show Leadership and Governors are moving College forward. As part of this process Clerk will forward a skills audit for Governors to complete. The first step the strengthening our current Governors is to complete and return the audit when the collated results will show if we have any skills gaps and train or recruit additional Governors accordingly.

Comment and Response

Mr Turner commented he is not of an education profession and so does not understand fully the education system and so it is not within his skillset but is something he is willing to learn.

Governors were interested in more training, and to meet in person. Training sessions suggested included:

- Induction
- OFSTED
- Curriculum
- Results/Progress/Data



Discussions continued around having an external trainer to give a different perspective, rather than the Principals and wider MCC staff delivering sessions.

Comment and Response

Mr Hames commented Governors need to complete an honest and open audit, and that way Governors can all move forward together.

Mrs Merritt suggested now COVID measures are allowing visitors onto site, Governors can ask to visit school and this will help from the OFSTED perspective also.

Comment and Response

Miss Hitchins commented she had completed her first walkabout of the term recently and it had been a really worthwhile use of her time. There was a really good feeling around the lessons, showing the ethos and values of MCC. Miss Hitchins recommended a visit to College to other Governors.

Miss Allen also added Governors should call in to visit Associate Staff and see some of the work non-teaching staff do – the EWO (attendance), Miss Allen (Safeguarding), Admin, Finance and Data Teams, described as the backbone of the school.

Mrs Merritt requested the skills audits were completed by October half term returned to Clerk for collation.

Further development items will be:

- Training to cover skills gaps (January onwards)
- Code of Conduct
- Governors Self Evaluation Form (SEF)

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

Governors had been supplied with a list of the meeting dates for the next academic year. The remainder of the meeting dates and times for the coming term were as below:

Autumn Term 2021

| | | |
|----------|--------|--|
| 28.09.21 | 4:30pm | FGB Results review |
| November | | Principals' PMR (Chair and Vice Chair) |
| November | | Pay and Personnel for Teaching Staff (Chair and two other Governors only) |
| 09.11.21 | 4:30pm | Standards and Students |
| 07.12.21 | 4:30pm | FGB |
| December | 4:30pm | AGM (Ratification of Accounts) |

Mr Hames commented he very much preferred in person meetings than Zoom meetings. Hopefully in December the meeting will be face to face.

Dates and times noted by Governors



16 Other Business

College Open Evening – Thursday, 7th October 2021

College is to hold a combined Year 7 and Post 16 Open Evening on the above date. Governors are invited to and most welcome to join parents and staff at this event. This is the first time since March 2020 that parents have been allowed on site.

Please advise Clerk if you wish to attend.

17 Identification of Confidential Items.

The following items were deemed confidential:

- Review of the Results (data not publicised)
- Safeguarding Review

The meeting closed at 6:35 pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors