



Minsthorpe Academy Trust

Meeting of the Full Governing Board

10th December 2024 @ 3pm

In Person

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair 1)	Member Appointed	✓
Miss D Cook (8)	Staff Governor	✓	Mr L Wood (3)	Parent Governor	✓
Mr M Gilmore (PR1)	Principal (Ex-officio)	✓	Mrs R Merritt (PR2)	Principal (Ex-officio)	✓
Mr B Johnson (2)	Member Appointed	✓	Mr M Scott (1)	Member Appointed	Apols
Mrs S Adams (7)	Staff Governor	✓	Mrs K Smith (Vice Chair 2)	Vice Chair	✓
Mrs A Jarratt (4)	Member Appointed	✓	Mr C Turner (5)	Parent Governor	Apols
10/12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Miss E Sykes	Clerk to the Governors
Mrs C Green	Director of HR and Associate Teams
Mr M Garrison	Allotts Accountants



Welcome by the Chair

Chair 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 Governor 1 and Governor 5.

Governor 4 proposed the absences were approved.

Seconded by Governor 2.

RESOLVED 09

The Governors resolved to consent to the absence of Governor 1 and Governor 5.

3 Minutes of the Meeting held on Tuesday 8th October 2024.

Chair sought confirmation all had received and read the above minutes. Corrections were requested by the Chair, of which there were none.

Vice Chair 2 proposed that the minutes of the meeting held on Tuesday 8th October 2024 be signed as a correct record.

Governor 2 seconded this proposal.

RESOLVED 10

The Governors resolved that the minutes of the meeting held on Tuesday 8th October 2024 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)

There we no matters arising.

5 Correspondence



6 Chairs Actions

The Chair explained that she had attended the following meetings:

- Policy into Practice Visit – Behaviour & Attendance
- Complaints Committee Meeting
- Meetings with HR
- Principals’ Appraisal Meeting

7 Membership Changes

We have received an expression of interest from Rebecca Turner Loisel to become a member.

Governor 8 approved Rebecca Turner Loisel to become a member.

Seconded by Vice Chair 2.

RESOLVED 11

The Governors approved to appoint Rebecca Turner Loisel as a member.

8. Board Changes

There are no current board changes.

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 , including the addition of a new member.

10 Accounting Officer's Report

This item has been removed as content was deemed confidential.



11 Safeguarding Termly Update

PR2 explained that Mrs Collins attended the FGB meeting in October to deliver the Annual Safeguarding Update to Governors. This termly update is based on data up to October half term.

PR2 highlighted key points in the document provided to Governors, these included:

- Statutory responsibilities have been met by College
- The Single Central Record is up to date
- The Safeguarding Team meet weekly to discuss any updates and to identify emerging issues.
- Multi-Agency work with agencies such as Teams Around Schools (TAS) and Future in Minds (FIM)
- We have appointed a new SSPO – PC Mark McClellan
- The ethos of care runs through the College
- Clear strengths highlighted in the document

PR2 explained we continue to complete Student Voice and listen to the students concerns, it is clear that students feel safe in College, and they know how to report any concerns if needed. Regarding next steps, we are currently waiting on the DfE guidance to finalise the RSE Policy.

Chair reminded Governors to complete the Prevent Online Training if they have not already. The Clerk will send reminders to Governors.

Chair asked PR2 to pass on her thanks to Mrs Collins for the Safeguarding Report.

Governors noted the content of the report.

12. Principals' Report

i Published Performance Tables 2024

PR1 presented the Published Performance Tables which were released on 5th December.

Slide 2 – Progress 8 Score

This slide showed that our KS4 results were above average with a score of 0.21. PR1 and PR2 expressed their happiness about the results and how proud they were of the KS4 cohort for achieving these results.

Slide 3 – A Levels



This slide shows the Post 16 results. PR1 explained we are slightly below average, but the average has risen. The average result for Post 16 students was a C-. PR1 and PR2 are happy with the results and proud of the Post 16 cohort.

Slide 4 – Vocational Qualifications

This slide shows the Post 16 results for vocational courses. This is above average. Minsthorpe Community College's average result was a Distinction with 33.51 points.

Questions were welcomed.

Governor 3 asked what the 0.21 means on slide 2?

PR1 explained that 0 is what you expect and not many schools achieve above 0.5, this score shows we are overall above average.

Governor 3 asked what the confidence interval means?

PR1 explained the confidence interval depends on what type of school it is and the size of the school.

PR1 explained that Governors are able to access the performance tables online if they wish to see comparisons to other schools.

Questions were welcomed

Vice Chair 2 asked if recruitment is across all subjects or specific ones?

Governor 8 explained that there are bigger classes in Vocational subjects this year. Last year classes consisted of 6 – 7 students however, this year there are 20 – 25 students in a class.

Governor 3 asked the what the career pathways are for Criminology?

Governor 8 explained staff have to be very careful with students' expectations. Students work closely with departments and Mr Dowey to find the correct path for them.

Governor 8 added that we have a work skills provision this year which consists of 10 vulnerable students who are flourishing.

PR1 added that we have well established Level 2 courses which is increasing the Post 16 numbers.

Governor 8 highlighted that we are also keeping students for longer as we are able to provide that extra support for students.

Governor 2 recognised that College is making courses more accessible for students and the results are proving this.



Governors noted the Published Performance Tables 2024 presentation.

ii SEF update and CSP Review

PR1 explained the College has a 3-year strategic plan and the top priority is Attendance.

PR1 explained the table presented to Governors:

- Progress 8 is currently above average
- There has been an increase in the gap of Pupil Premium, but this is still in line with national
- The NEET figures for Year 11 are yet to be confirmed

Governor 7 presented the Year 2 Review of the College Strategic Plan. The focus areas of the College Strategic Plan are:

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

Governor 7 explained that all objectives and actions are on target. All actions have been documented on SchoolIP.

Governors noted the SEF Update and CSP Review

lii Attendance Action Plan 24/25

PR2 explained that due to Attendance being a whole College priority, we have put an action plan together.

The Attendance Team have been working hard to improve Attendance, this has included:

- Identifying barriers
- Putting support in place for families
- Improving overall attendance
- Rewarding attendance

The objectives of the action plan are:

- Increase understanding and effective use of national and contextual attendance data to inform challenge and expectations around attendance
- Establish a whole college culture around attendance
- Identify and reduce the impact of barriers to 'Good' attendance
- Maintain high expectations and rewards around 'Good' attendance
- Enhance the framework of effective inclusion support, attendance monitoring and legal intervention



Students have an individual target of 96%. The whole College attendance is currently 91.3% which is up by 1.2% compared to last year. The amount of sickness is reducing, and the Attendance Team are following up absence messages with a phone call to speak to parents.

Questions were welcomed.

Governor 3 asked what College's responsibility was regarding attendance?

PR2 explained that we have a statutory responsibility to students regarding their attendance. College needs to show that we are doing all we can.

PR1 added that we have looked at what we have been doing previously and doing things differently.

Governor 3 asked if we had an example of this?

PR2 explained the change to the role of the Assistant Head of Year. This role was previously dedicated to attendance in the Year Office. However, we now have a dedicated Attendance Team which consists of the following:

- Head of Attendance
- Educational Welfare Officer
- Attendance Officer
- Attendance Admin

We have added more capacity through a dedicated Attendance Team. This also allows for the Assistant Head of Year to focus more on other pastoral issues.

Chair added that it is good to see the relationships between the Year Office and the Attendance Team sharing information regarding students in regular meetings.

Governors noted the Attendance Action Plan 24/25

iv. Multi Academy Trust – Regular Update

PR1 explained that there is currently no change to the trust status. There has been no contact made by the regional school commission.

Governor 3 asked if it was an ambition to take on Primary Schools in the future?

PR1 explained not at the moment.

Governors noted the Multi Academy Trust Update



Feedback on Autumn Visit

As part of the Governors' Annual Action Plan, Governors are to feedback to FGB regarding their recent visits into College.

i. 08.11.2024 – Bev and Donella – Behaviour & Attendance

Chair explained that herself and Governor 8 took part in the Behaviour and Attendance Policy into Practice Visit on Friday 8th November.

Chair explained she experienced going out on the Attendance Bus. There were 6 students identified that needed collecting on the Attendance Bus. Four of these students decided they were going to make their own way into College. One student got on the bus and Chair asked her several questions. The student confirmed that she would make her own way into College. There was 1 student who was a persistently absent student. There were meetings set up with the Attendance Team for this student and their parents. Chair explained that she saw how students knew where they were going when they arrived at College and how they must sign in, but they are not given an unauthorised absence mark. Chair added she thought even though the bus has impact, it may be expensive to run.

PR2 explained that College lease the bus for Sports Fixtures. There is always two members of staff on the bus due to Safeguarding.

PR1 added that there is a stigma around the bus collecting students and some students do not want to be collected on the bus. It therefore acts as a deterrent for non-attendance.

Governor 3 asked if there are any common denominators with the students being collected?

Chair explained not at all. The Attendance Bus collects all different types of students.

Chair explained she thought the 1-year Action Plan was a good idea as it gives the Attendance Team time to embed as a team and learn how to work with each other. Chair also added that she wants the Attendance Team to have defined roles to enable parents/carers to understand and know who they need to speak to regarding different issues. Chair asked if the Head of Attendance could come to the FGB meeting next year to present the attendance data to Governors.

The behaviour part of the visit was really positive. Chair and Governor 8 took part in a walk around and lesson visits. Students were all aware of BE FAIR and were able to tell governors about this. Governors visited lessons in Science and Technology and all students were engaged in the lessons and enjoying the topics being covered. All classrooms visited were well managed and all students were very polite.

Overall, the visit was extremely positive.

ii. Planning for Visits 2



- 31st January 2024 – Safeguarding – Angela and Katie

Feedback from the above visits will be given during the FGB meeting on Tuesday 25th March 2025.

14. Reports of Committees

Governors had been provided with a copy of the minutes for the meetings listed below. Chair confirmed these had been received and read.

- | | | |
|-----|----------------------------------|------------|
| i) | Standards and Students Committee | 04.06.2024 |
| ii) | Resources Committee | 18.06.2024 |

Chair confirmed that the above minutes have been read and agreed are correct.

- | | | |
|------|----------------------------------|------------|
| iii) | Standards and Students Committee | 12.11.2024 |
| iv) | Resources Committee | 26.11.2024 |
| v) | Pay and Personnel Committee | 08.04.2024 |
| vi) | Pay and Personnel Committee | 11.11.2024 |

Everyone agreed that the minutes are accurate.

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

- | | |
|----------|--|
| 25.02.25 | Standards and Students Committee (in person) |
| 11.03.25 | Resources Committee (via Zoom) |
| 25.03.25 | FGB Meeting (in person) |

Governors noted the dates for the Spring 24/25 cycle of meetings.

17. Other Business

There were 3 items of other business:

17i. Service Level Agreement between Minsthorpe Academy Trust and Happy Days Children Centre

PR2 explained that all changes are highlighted in yellow on the document provided to Governors.

17ii. Service Level Agreement with Minsthorpe Academy Trust and The Sports and Fitness Centre, there were no changes to this document.



All Governors approved the Service Level Agreements.

17iii. Principals Appraisal Meeting

This item has been removed as content was deemed confidential.

18 Identification of Confidential Items.

10. Allott Accounts

17iii. Principals Appraisal Meeting

The meeting closed at 17.15pm

FOR PUBLICATION