



Minsthorpe Academy Trust

Meeting of the Full Governing Board

Tues 1<sup>st</sup> July 25 @ 3pm

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair 1)	Member Appointed	APOLS
Miss D Cook (8)	Staff Governor	Apols	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	✓
Mrs S Adams (7)	Staff Governor	✓	Mrs K Smith (Vice Chair 2)	Parent Governor	✓
Mrs A Jarratt (4)	Member Appointed	✓	Mr C Turner (5)	Parent Governor	APOLS
Mr T Baynham (6)	Parent Governor	✓			
10/13 Governors present. This meeting is quorate. (need 1/3 = 4)					

Miss E Sykes	Clerk to the Governors
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FOR PUBLIC



## Welcome by the Chair

Chair thanked all for their attendance tonight.

Chair welcomed Governor 6 as this is the first meeting he has attended since his appointment onto the Full Governing Board. Introductions were made.

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### 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 Vice Chair 1, Governor 5 and Governor 8.

Governor 2 proposed the absences were approved.

Seconded by Vice Chair 2.

#### RESOLVED 21

The Governors resolved to consent to the absence of Vice Chair 1, Governor 5 and Governor 8.

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### 3 Minutes of the Meeting held on Tuesday 25<sup>th</sup> March 2025.

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

Governor 4 proposed that the minutes of the meeting held on Tuesday 25<sup>th</sup> March 2025 be signed as a correct record.

Governor 3 seconded this proposal.

#### RESOLVED 22

The Governors resolve that the minutes of the meeting held on Tuesday 25<sup>th</sup> March 25 be signed as a correct record.

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

There were no matters arising.



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## 5 Correspondence

Chair explained that she had received a letter from the DfE regarding the Financial Management and Governance Review.

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## 6 Chairs Actions

Chair explained that she has been involved in the following visits to college:

- 2 Permanent Exclusion Meetings
  - Completing a questionnaire for the Financial Management Governance Review
  - Regular visits to College
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## 7 Membership Changes

There were no Member changes to date.

Members remain as Mrs Evans, Mr Henshaw, Mr Scott, Mrs Turner and Mrs Semper.

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## 8. Board Changes

Governor 1 explained that he will now be stepping down from his Governor role and Member role at Minsthorpe Academy Trust. Governor 1 explained that this has been a hard decision for him to make as he has been involved with Minsthorpe Community College for 10 years which has been a big part of his life. Governor 1 explained since being involved with Minsthorpe Community College he feels that the college has grown and strengthened throughout the years from education to leadership. Governor 1 explained the reason for his decision.

PR2 explained that she wanted to thank Governor 1 for his years and expertise provided to the Governing Board. PR2 explained that she values the challenge Governor 1 brings to the Governing Board meetings and hopes this challenge will continue throughout the meetings.

Chair also echoed the comments made by PR2 and explained she is extremely grateful for the support from Governor 1 throughout the years.

PR1 added that he would like to say a personal thank you to Governor 1 for providing ongoing support to the Principals.



PR2 added that Governor 1 will always be welcome to attend events at Minsthorpe Community College.

Governor 1 term of office is due to expire in July 25, Governor 1 will not be continuing as a member appointed governor.

Governor 3 proposed.

Governor 7 Seconded this proposal.

#### RESOLVED 23

Governors resolved and approved that Mark Scott will no longer be a member appointed governor.

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### 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 Principals' Report

#### 10i. Trust Status

Governors confirmed that they are happy for Minsthorpe Academy Trust to remain as a single academy trust.

PR1 explained that there has been an enquiry from Waterton Academy Trust as they are looking at expanding to secondary schools. We have explained that this is not something that we are interested in at the moment.

Vice Chair 2 asked if there are a lot of schools in Wakefield that are within a trust?

PR1 and PR2 both explained that yes there are a variety of schools within different trusts, but this offer would mean Minsthorpe Community College joining their trust. This would not be of benefit to us as a college, and we are happy to remain as a single academy trust if governors are happy with this decision.

PR1 added that within our 6 feeder primary schools, there are 3 that are under different trusts and 3 under the Local Authority.



Governor 4 asked if Minsthorpe Community College are the only single academy trust in the local area?

PR1 explained that Minsthorpe Community College is the only single academy trust and Kettlethorpe High School is a maintained school. Others are in a multi-academy trust.

Governor 1 asked if there would be anything in regard to funding if we were to join a trust?

PR1 explained that the DfE provide more funding to secondary schools rather than primary schools due to their size. A primary trust would benefit financially taking on a secondary school.

Governor 3 asked if the decision to join a trust would be taken out of the hands of governors?

PR1 explained that no nothing is on the horizon. In the past this decision could have been made for schools.

Vice Chair 2 asked if Minsthorpe Community College would look at starting a trust?

PR2 explained that this is not something we would look at currently as we do not have the expertise to take responsibility for a primary school.

PR1 added that there was a discussion with the regional school commissioner regarding Northfield Primary School, however, they have since joined Pontefract Academies Trust.

Governor 1 added that establishing a trust would need to be carefully considered as this would put extra pressure on the leadership and management of Minsthorpe Community College.

PR2 agreed and explained that the leadership within Minsthorpe Community College are very hands on and if we were to establish a trust, we would have to consider our leadership structure.

PR1 added that there would be no reason for us to change regarding our trust status as we are fully staffed, financially secure, achieve good outcomes and our Ofsted is good.

PR2 explained that we were contacted by the DfE to attend a round table meeting, schools were selected as they were looking at progress data from white working-class pupils. PR1 and PR2 attended this meeting and were able to share what we do at Minsthorpe Community College and gain knowledge of how other schools work. During the meeting they discussed themes which will then be taken to the RISE (Regional Improvement for Standards and Excellence) conference. This was our formal contribution which was recognised by the DfE for our achievements.



#### 10ii. Staffing Update

PR2 presented the New Starters and Leavers document.

PR2 explained that we have consistent staffing with no high turnover. PR2 explained that we have 5 members of staff leaving us this year, 1 member of staff due to promotion, 1 member of staff is now going travelling, 2 members of staff due to family reasons and 1 member of staff due to moving area. No staff are leaving due to college issues.

We have made 5 appointments for September 2025; these appointments consist of experienced and ECT teachers. This is an even turnover in terms of budget.

Chair asked why there is not a high turnover of staff?

Governor 7 explained that Minsthorpe Community College is a well-established environment to work. Staff workload and wellbeing are the centre of our values. We also have staff voice as part of QA to allow us to respond to concerns.

Governor 2 added that he believes staff are well supported within Minsthorpe Community College and staff are always able to speak to a member of the leadership team if they need support.

Vice Chair 2 agreed and added that she believes staff are also able to positively challenge any decisions.

PR2 highlighted to governors that associate staff are also fully staffed.

PR1 added that our Motivation, Commitment and Care values run throughout the college, we believe that turnover in staffing is good to enable new ideas to come through the college.

Governor 3 asked if governors are able to open trading businesses under Minsthorpe Academy Trust?

PR2 explained that we have service level agreements, but we cannot set up another school. Details regarding trading businesses would be available to read in the Academy Trust Handbook.

PR1 added that trading businesses would need to be completely separate from the college.

Discussion held between governors regarding assets and transfer of assets.

#### 10iii. Admissions Update

PR2 explained that the admission numbers (PAN) allocated to us each year from the Local Authority are approved each year at the Full Governing Body Meeting. The admission



number agreed is usually 300. This year, 18 students in our feeder primary schools applied for a place with us on time but have not received a place. We have made the decision in collaboration with the LA to take these students as we are able to sustain this. In September 2025, we will now be expecting 320 Year 7 students to join us. The two extra students are due to one being out of area and the other student having an EHCP. This will have a positive impact on the college as we will also receive funding for these students.

Governor 3 asked if the 300 students allocated are based on catchment area?

PR2 explained that college cannot make the decision regarding admissions. The Local Authority allocate admissions.

PR1 added that the Local Authority must follow a criteria when allocating admissions.

Governor 1 highlighted that there are no new schools in local area planning.

PR2 added that we have seen an increase in asylum seeker families from Year 8 to Year 11. This decision is out of our hands and these students are allocated a place through the Fair Access Panel.

PR2 highlighted that this change is a 1 year agreement. This agreement will also help college due to the relatively low Post 16 numbers.

Discussion held between governors regarding birth rate, houses of multiple occupants and shared ownership.

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## 11 Policies – For Approval

PR2 explained that the Minsthorpe Community College Provider Access Policy and the Careers Guidance and Education Policy are closely linked.

PR2 explained all changes are highlighted in yellow, PR2 directed governors to page 3 as destination data has now been updated and Appendix 1 – CEIAG Journey, this curriculum journey is a well-established journey and a real strength of the college.

Vice Chair 2 asked if Castleford College and Wakefield College are now separate?

Governor 7 explained that both colleges are under Heart of Yorkshire. Castleford College provides more vocational courses whereas, Wakefield College are more academic courses.

PR2 explained that Wakefield College is becoming increasingly popular.

### i. Minsthorpe Community College Provider Access Policy

Governor 2 proposed Governors approve the MCC Provider Access Policy.



Governor 4 seconded.

**RESOLVED 24**

Governors resolved and approved The MCC Provider Access Policy.

ii. **Careers Guidance and Education Policy**

Governor 2 proposed Governors approve the Careers Guidance and Education Policy.

Governor 4 seconded.

**RESOLVED 25**

Governors resolved and approved The Careers Guidance and Education Policy.

iii. **First Aid and Supporting Students with Medical Conditions**

PR2 explained that all changes are highlighted in yellow, PR2 directed governors to page 13, this page shows section 11, this section has been added following a review of our Complaints Policy.

PR2 highlighted this is a practical policy which is implemented every day.

Governor 3 asked if students complete training for First Aid?

Governor 7 explained that all Year 9 students complete First Aid training during L4L lessons including CPR.

Governor 2 proposed Governors approve the policy for First Aid and Supporting Students with Medical Conditions.

Governor 4 seconded.

**RESOLVED 26**

Governors resolved and approved the policy for First Aid and Supporting Students with Medical Conditions.

iv. **Equality Policy**

PR2 explained that all changed are highlighted in yellow.

PR2 explained that we have had our website audited and they have suggested that we are clear on how we put the Equality Policy into practice. Section 5 of the policy has now been written by the leadership team meeting statutory requirements.



Section 6 of the policy – 3 bullet points are highlighted due to being added to the policy.

These bullet points have been added due to the diversity of students we have at Minsthorpe Community College. Our Know Who Know How will also be extended to cover cultural diversity. Our Designated Safeguarding Lead has been working hard to provide accessible resources for all cultures including our multi faith room.

Governor 3 asked what the Fertility Journey Policy was?

Governor 4 explained this policy is for staff members undergoing IVF treatment.

PR2 added that the new Keeping Children Safe in Education policy is due to be released in July. PR2 also added that we have had our Pride flag out due to June being Pride month, students have been spoken to regarding this. PR2 explained how proud she was that Minsthorpe Community College has inclusive students.

PR2 also explained that point 5 has been added to the policy following a suggestion from governors regarding communication being accessible for all families.

PR1 added that we have been looking at a new management information system which would automatically change text into different languages if needed.

Governor 3 asked why the onus is on us as a college to make communication accessible to all families?

Vice Chair 2 explained this is law, Governor 7 added that it is part of the Equality Act 2010.

Governor 2 proposed Governors approve Equality Policy

Governor 4 seconded.

#### **RESOLVED 27**

**Governors resolved and approved The Equality Policy.**

#### **v. Biometric Policy**

PR2 explained this is a policy which is annually approved and there are no changes to the policy.

Governor 2 proposed Governors approve The Biometric Policy

Governor 4 seconded.

#### **RESOLVED 28**

**Governors resolved and approved The Biometric Policy.**



## 11. Policies – To Note

### vi. Emergency Procedures

PR1 explained that all changes are highlighted in yellow throughout the policy. PR1 pointed out the majority of the changes are updated staff members and dates.

We have added an appendix for the Sports and Fitness Evacuation Policy and Procedures.

Governors noted the policy.

PR2 made the suggestion that due to the number of statutory policies for governors to read that these are allocated to 1 or 2 governors to read carefully and bring challenge. This was accepted by governors.

Governor 1 suggested that changes to the policies are logged on page 1 for easier reference for governors.

PR2 explained this is something we could look into.

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## 12. Development of the Governing Body

### i. School Resource Management Self-Assessment Checklist Feedback from Governor 7

Governor 7 explained she joined PR1, PR2, Director of HR and Associate Teams and the Finance Associate Team Leader as an observer of the School Resource Management Self-Assessment Checklist on 12<sup>th</sup> February 2025.

Governor explained that this checklist was to check compliancy with the Academy Trust Handbook. During the checklist, 46 questions were answered on the following categories:

- Financial Management and Governance
- Trust Financial Strategy
- Setting the Annual Budget
- Staffing
- Value for money
- Protecting the Public Purse

This visit links to point 4.4 of the College Strategic Plan – Explore all possibilities in regard to academy status in order to secure the long-term financial position and future development of the college.

Thorough and transparent discussions held regarding each question of the self-assessment tool, drawing on the expertise of the staff present. 44 questions responses recorded as 'Yes'.



There was an action plan generated for the college, this was based on two responses that recorded as 'in part'; Financial Management and Governance.

Question 2 – Has the board assessed its composition in terms of skills, effectiveness, leadership and impact?

This has been done on a rolling programme, we have some new trustees who will undergo induction and a skills audit due 31.12.2025.

Question 25 – Does the trust have an appropriate business continuity plan, including adequate insurance cover?

Adequate insurance in place, business continuity plan is to be updated this year.

PR2 added that the DfE have now released the Academy Trust Handbook 2025, PR2 asked if governors could read this and note the changes ready for the first meeting next academic year.

PR2 added that the Financial Management and Governance Review will be taking place on Thursday 3<sup>rd</sup> July.

ii. Confirmation of Policy into Practice Visits 25/26

Governors discussed the Policy into Practice Visits they would like to complete next academic year, governors decided on the following visits.

BE FAIR Everywhere – This visit will take place in the Autumn Term

Attendance – This visit will take place in the Spring Term

Safeguarding – This visit will take place in the Summer Term

Clerk to update the Governors Development Plan and share with governors.

Governors to note.

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### 13 Termly Safeguarding Report

Governors had been provided with a copy of the termly update prior to the meeting via CIS.

PR2 highlighted key points to governors.

- Any changes/updates to the document are highlighted in blue
- Updated figures
- Ongoing multi agency work
- Age-appropriate curriculum delivered



- Year 9 students have been involved in a PREVENT workshop, this has been implemented during Drama lessons
- Summer safety videos for students are currently being produced by Designated Safeguarding Lead and PC McClellan regarding water safety, road safety and a video regarding vapes and illegal substances within vapes.

Governor 1 commented that the report produced by Assistant Principal/Designated Safeguarding Lead is fantastic.

PR1 explained that the full L4L team are excellent at embedding curriculum and engaging students.

Chair asked if we know how many students, we have that have family members in prison and if this affects students' attendance?

PR2 explained that we cannot give a definite number, we would need to check this with Safeguarding and update governors.

Governor 3 asked if we found out indirectly that a student has a parent in prison would this be a data protection breach?

Chair and Governor 7 both explained that this is controlled confidential information.

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## 14. Reports of Committees

### i. Pay and Personnel Committee – 04.04.25

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

Chair proposed that the minutes of the meeting held on 4<sup>th</sup> April 2025 be signed as a correct record.

Vice Chair 2 seconded this proposal.

#### RESOLVED 29

The Governors resolved that the minutes of the meeting held on Friday 4<sup>th</sup> April 2025 be signed as a correct record.

### ii. Standards and Students Committee – 03.06.25

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



Chair proposed that the minutes of the meeting held on 3<sup>rd</sup> June 2025 be signed as a correct record.

Vice Chair 2 seconded this proposal.

**RESOLVED 30**

The Governors resolved that the minutes of the meeting held on Tuesday 3<sup>rd</sup> June 2025 be signed as a correct record.

- iii. Resources Committee – 17.06.25

This item has been removed as deemed confidential.

Chair proposed that the minutes of the meeting held on 17<sup>th</sup> June 2025 be signed as a correct record.

Vice Chair 2 seconded this proposal.

This was supported by a full show of hands.

**RESOLVED 31**

The Governors resolved that the minutes of the meeting held on Tuesday 17<sup>th</sup> June 2025 be signed as a correct record.

**RESOLVED 32**

The Governors approved the 3 Year Budget for Minsthorpe Academy Trust.

- 15. Confirmation of Time and Dates of the 2025/2026 meeting cycle.

<b>Standards and Students</b>	<b>Resources</b>	<b>FGB</b>
		Tuesday 7 <sup>th</sup> October 2025 – 3pm
Tuesday 11 <sup>th</sup> November 2025 – 4pm	Tuesday 25 <sup>th</sup> November 2025 – 4pm	Tuesday 9 <sup>th</sup> December 2025 – 3pm
Tuesday 24 <sup>th</sup> February 2026 – 4pm	Tuesday 10 <sup>th</sup> March 2026 – 4pm	Tuesday 24 <sup>th</sup> March 2026 – 3pm
Tuesday 2 <sup>nd</sup> June 2026 – 4pm	Tuesday 16 <sup>th</sup> June 2026 – 4pm	Tuesday 30 <sup>th</sup> June 2026 – 3pm

Governors noted the dates for the 25/26 cycle of meetings.

- 16. Other Business



PR1 explained that he now had the assessment point data from March 2025.

PR1 provided this data to governors. PR1 explained that this year and next year are COVID years and therefore we have no KS2 data to compare to outcomes and provide progress scores.

We are currently in a similar position to last year, we will be looking at Attainment 8 this year due to us not having any national data to compare to.

PR2 added that Year 11 have conducted themselves well during the exam season. Both staff and students have done all that they can. We are looking forward to celebrating with students at Prom and results day.

PR2 explained that all governors have received an invite to the opening of the new PE block. We hope governors are able to attend this event.

Clerk reminded governors to complete their identity checks that have been previously emailed out. If anyone has any problems completing these, please contact us.

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17. Identification of Confidential Items.

- 3 year budget

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The meeting closed at 5:10pm

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