



Minsthorpe Academy Trust

Meeting of the Full Governing Board

Tues 7th Oct 25 – 3pm

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair 1)	Member Appointed	✓
Miss D Cook (8)	Staff Governor	✓	Mrs K Smith (Vice Chair 2)	Member Appointed	Apols
Mr M Gilmore (PR1)	Principal (Ex-officio)	✓	Mrs R Merritt (PR2)	Principal (Ex-officio)	✓
Mr B Johnson (2)	Member Appointed	✓	Mr T Baynham (6)	Parent Governor	No Apols
Mrs S Adams (7)	Staff Governor	✓	Mr C Turner (5)	Parent Governor	No Apols
Mrs A Jarratt (4)	Member Appointed	✓	Mr L Wood (3)	Member Appointed	✓
8/12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Miss E Sykes	Clerk to the Governors
Mrs J Collins	Designated Safeguarding Lead

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Welcome by the Chair

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 Mrs B Semper

Proposed by Governor 4

Seconded by Governor 2

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

The remainder of the meeting was be chaired by Chair.

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 Mr B Dickinson and Mrs K Smith

Proposed by Governor 2

Seconded by Governor 7

Both Mr B Dickinson and Mrs K Smith were duly elected as Joint Vice Chairs of the Governing Body for Minsthorpe Academy Trust.



3. Apologies for Absence

Apologies for absence received from Vice Chair 2.

No apologies received from Governor 5 or Governor 6.

Vice Chair 1 proposed the absences were approved.

Seconded by Chair.

RESOLVED 01

The Governors resolved to consent to the absence of Vice Chair 2, Governor 5 and Governor 6.

4. 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.

Governors given Business Interest Forms and NGA Skills Audit to complete.

Governors were asked to complete the Business Interest Forms ASAP and the NGA Skills Audit to be completed and returned to the next FGB meeting in December.

5. Minutes of the Meeting held on Tuesday 1st July 2025

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

Governor 3 proposed that the minutes of the meeting held on Tuesday 1st July 2025 be signed as a correct record.

Governor 8 seconded this proposal.

RESOLVED 02

The Governors resolve that the minutes of the meeting held on Tuesday 1st July 2025 be signed as a correct record.

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



There were no matters arising.

7. Membership Changes

Approve the resignation of Wendy Evans as a member.

Governor 7 proposed the resignation is approved.

Seconded by Governor 3.

RESOLVED 03

The Governors approved the resignation of Wendy Evans as a member.

Approve the appointment of Barry Johnson as a member.

Chair proposed the resignation is approved.

Seconded by Vice Chair 1.

RESOLVED 04

The Governors approved the appointment of Barry Johnson as a member.

Approve the appointment of Steven Parkinson as a member.

Vice Chair 1 proposed the resignation is approved.

Seconded by Chair.

RESOLVED 05

The Governors approved the appointment of Steven Parkinson as a member.

8. Board Changes

Angela Jarratt and Donella Cook's term of office expires at the end of October 2025, both governors would like to continue as governors.

Approve Angela Jarratt to continue as member appointed governor

Chair proposed.

Seconded by Governor 7.



Approve Donella Cook to continue as staff governor

Chair proposed.

Seconded by Governor 7.

RESOLVED 06

The Governors approved the continuation as a governor for Angela Jarratt and Donella Cook.

We have had an expression of interest to become a member appointed governor by Alex MacIntyre, who is an ex-colleague at Minsthorpe Community College.

Approve Alex MacIntyre as a member appointed governor.

Vice Chair 1 proposed.

Seconded by Governor 2.

RESOLVED 07

The Governors approved the appointment of Alex MacIntyre as member appointed governor.

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. Academy Trust Handbook inc Terms of Reference

PR2 directed governors to the Academy Trust Handbook 2025, PR2 explained that there were 3 key changes to the Handbook which are:

- New guidance on financial support and oversight
- Ban on paying cyber ransom demands
- Stronger expectations for meeting the 6 core digital and technology standards

Governors confirmed they had read and noted the changes in the Academy Handbook 2025.

PR2 then directed governors to the Minsthorpe Community College Governing Body Committees & Selection Panels Terms of Reference, PR2 explained that there were changes



on page 3 and page 8 highlighted red for governors. These changes were added following the Financial Management and Governance Review.

Governors confirmed that they note and approve the changes to the Terms of Reference.

11. Principals Report

i. Financial Management and Governance Review

PR1 explained that as governors are aware, Minsthorpe Community College were randomly selected to take part in a Financial Management and Governance Review. The review required a lot of work and information to be pulled together. Following the in person review we received a letter (which was displayed for governors) along with an Annex A document with the findings. The letter stated that Minsthorpe Academy Trust are working towards full compliance.

The Annex A document listed actions and recommendations which we have now responded to.

We have since received written confirmation that the review is now closed.

ii. Results 2025

This item has been removed as deemed confidential.

iii. Attendance Update

PR2 displayed a RAG rated document relating to attendance. PR2 explained that the DfE provide attendance data every half term. The data shows Minsthorpe Community College attendance compared to similar schools, nationally and year on year. Overall, our attendance is not great when compared to national however, the data shows our attendance has improved year on year. PR2 directed governors to page 2 which listed our strengths and areas for development. PR2 explained that we must continue to promote attendance and focus on positives. Our Attendance Team are monitoring attendance every day and removing barriers.

Governor 3 asked if the attendance is due to the level of deprivation in the community?

PR2 explained that our attendance is higher than similar schools, however, our goal is to match national data. The Attendance Team are having regular meetings to work on each individual students attendance. PR2 explained that the Y8 cohort is a big area to focus on as it seems that attendance in Y8 seems to drop off.

Chair asked how many parents had received a Fixed Penalty Notice for absence?



Governor 7 explained that we do not have the exact figure, but we are able to provide this for the next meeting.

Governor 4 asked is college refers to the EPS for EBSA?

PR2 explained that Mr Orr, Director of Student Support is our link with the EPS. We will be looking at training with staff and how we implement and embed the training into day to day practice.

Governor 7 highlighted that attendance is our main priority and attendance will increase outcomes.

iv. Trust Status

PR1 explained the trust status is a standing item and with regards to Minsthorpe Community College, there has been no change.

PR1 informed governors that within the local landscape, Castleford Academy have merged with Airedale, Acord has merged with Maltby Academy and Pontefract Academy Trust will not be coming under Arc. PR1 explained that Castleford Academy have completed the merger however, the other two are still in the process.

Governor 3 asked what the reason for the merges are?

PR2 explained that it will be mainly funding, the schools merging will be financially more stable.

12. Safeguarding Annual Report

This item has been removed as deemed confidential.

Governors to note

13. Cyber Security Report

PR2 explained the Cyber Security will now be a standing item on the agenda.

PR2 explained that this report has been collated by our IT Team Leader – Matt Wood. PR2 explained we have had a 'Secure Schools' audit. This audit has 3 phases; Phase One: Information Gathering, Phase Two: Gap Analysis & Audit Conversations, Phase Three: Reporting & Debrief. Following the audit we have been given a list of actions; this is a table of action points and progress. The points are categorised into in place, partially in place or not in place.



PR2 explained that Mr Wood would be able to attend a future meeting in order to explain the report fully.

PR2 suggested that we have an allocated governor for Cyber Security. This governor would be able to meet with Mr Wood and talk through the Cyber Security gaining a better understanding. PR2 asked for volunteers.

Governor 8 and Governor 3 both volunteered for this role.

It was confirmed that Governor 8 and Governor 3 will be allocated as nominated governors for Cyber Security.

Governors to note

14. Policies – For Approval

i. Charging and Remissions Policy 2025

PR2 explained that there has been a minor change on page 2, the music tuition fee.

Chair sought a proposer and seconder for the approval of the College Charging and Remissions Policy 2025.

Governor 3 proposed Governors approve The Charging and Remissions Policy 2025.

Governor 2 seconded.

This was supported by a show of hands.

RESOLVED 08

The Governors approved The Charging and Remissions Policy 2025.

ii. Health and Safety including Employee Handbook

PR2 explained there has been no change to this policy.

Chair sought a proposer and seconder for the approval of the College Health and Safety including Employee Handbook.

Governor 3 proposed Governors approve The Health and Safety including Staff Handbook.

Governor 2 seconded.

RESOLVED 09



The Governors approved The Health and Safety including Staff Handbook Policy.

iii. Pay Policy

PR2 explained there has been minor changes to this policy, which are highlighted in yellow; page 10 – 14, teaching salary changes are in line with national pay scales, page 19, TLR roles and page 26, associate staff salary changes.

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

Governor 3 proposed Governors approve The Pay Policy.

Governor 2 seconded.

This was supported by a show of hands.

RESOLVED 10

The Governors approved The Pay Policy.

iv. Staff Recruitment Policy and Procedures

PR2 explained there has been no change to this policy.

Chair sought a proposer and seconder for the approval of the College Staff Recruitment Policy and Procedures.

Governor 3 proposed Governors approve The Staff Recruitment Policy and Procedures.

Governor 2 seconded.

RESOLVED 11

The Governors approved The Staff Recruitment Policy and Procedures.

v. Whistleblowing Policy

PR2 explained there has been no change to this policy.

Chair sought a proposer and seconder for the approval of the College Whistleblowing Policy.

Governor 3 proposed Governors approve The Whistleblowing Policy.

Governor 2 seconded.



RESOLVED 12

The Governors approved The Whistleblowing Policy.

vi. Finance Policy inc Scheme of Delegation

PR2 explained there has been no change to the policy, just a change in presentation.

Chair sought a proposer and seconder for the approval of the College Finance Policy.

Governor 3 proposed Governors approve The Finance Policy.

Governor 2 seconded.

This was supported by a show of hands.

RESOLVED 13

The Governors approved The Finance Policy.

vii. Safeguarding Policy

Mrs Collins explained that this is an updated policy with minor changes. Mrs Collins explained that all changes are highlighted within the document:

- Page 27, the use of AI and how we will use AI but in a safe and controlled way, this links to the Online Safety Policy.
- Misinformation/Disinformation, this may be harmful. The information is to support the Police.
- Page 56, requirements for alternative providers and the measures we put in place to ensure providers are fully compliant.

Governor 4 asked what Martin's Law is?

Mrs Collins explained that following the terrorist attacks it is a safety measure that has been put in place. The process is an emergency evacuation put in place including lockdown procedures. We will be having further training on this.

Chair sought a proposer and seconder for the approval of the Safeguarding Policy.

Governor 3 proposed Governors approve The Safeguarding Policy.

Governor 2 seconded.

RESOLVED 14



The Governors approved The Safeguarding Policy.

viii. Accessibility Plan 25/26

PR2 explained that we have created a 1 year accessibility plan. This plan gives clear actions to review. PR2 explained that there will be a 3 year plan in place from September.

Chair sought a proposer and seconder for the approval of the Accessibility Plan 25/26.

Governor 3 proposed Governors approve The Accessibility Plan 25/26.

Governor 2 seconded.

RESOLVED 15

The Governors approved The Accessibility Plan 25/26.

ix. SEND Policy

PR2 explained there has been a minor change on page 32, this is a change in wording to align with JCQ guidance.

Chair sought a proposer and seconder for the approval of the SEND Policy.

Governor 3 proposed Governors approve The SEND Policy.

Governor 2 seconded.

RESOLVED 16

The Governors approved The SEND Policy

x. Risk Policy and Risk Register

PR2 explained this relates back to the Financial Management and Governance Review, it explains that the Responsible Officer report that is reviewed with the Resources Committee will be fed back to the FGB meeting.

Chair sought a proposer and seconder for the approval of the Risk Policy and Risk Register.

Governor 3 proposed Governors approve The Risk Policy and Risk Register.

Governor 2 seconded.

RESOLVED 17



The Governors approved The Risk Policy and Risk Register

14. Policies – To Note

xi. Online Safety Policy

Minor changes to this policy, addition of Appendix D – use of AI and Appendix F – filtering and monitoring.

xii. Visitor Policy

Minor changes to this policy, highlighted yellow, section 5.1 - Where visitors/volunteers are invited into college on a regular basis, there is a need to comply with Keeping Children Safe in Education statutory guidance regarding relevant checks. A key extract from that guidance follows below. 'For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check or the visitor's employers have confirmed that their staff have appropriate checks.'

Governors noted the policies.

Governors were made aware that the following policies are also to note but copies not included due to minimal/no changes.

- Gift Hospitality and Fraud Policy
- Cover Policy
- Leave of Absence Policy
- Menopause Policy
- Personal Harassment Policy
- Staff Sickness Absence Policy
- Wellbeing Policy

15. Other Business

There were no other business.

16. Confirmation of time and date of the Autumn Cycle of Meetings

Standards and Students - Tues 11th Nov at 4pm – In person
Resources – Tues 25th Nov at 4pm – via Zoom
FGB – Tues 9th Dec at 3pm – In person

Governors noted the dates for the next cycle of meetings.

17. Identification of Confidential Items.



- 11ii. Results
- 12. Safeguarding Report

The meeting closed at 17.25pm

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