



Minsthorpe Academy Trust

Meeting of the Full Governing Board

Tues 9th Dec 2025 @ 3pm

In Person

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	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 A MacIntyre (1)	Member Appointed	Apols
Mrs S Adams (7)	Staff Governor	✓	Mrs K Smith (Vice Chair 2)	Member Appointed	✓
Mrs A Jarratt (4)	Member Appointed	✓	Mr C Turner (5)	Parent Governor	✓
Mr T Baynham (6)	Parent Governor	✓			
12/13 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
Mark Garrison	Allotts Accountants

- * Present for item 10 only
- Mr S Parkinson MAT Member*
- Mrs R Turner MAT Member*



Welcome by Vice Chair 1

Vice Chair 1 thanked all for their attendance tonight.

Vice Chair 1 explained members were present for the accounts. Members will be leaving after the accounts are presented.

The members present for item 10 were Mr Parkinson and Mrs Turner.

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. Staff governors and the Joint Principals will leave for AOB.

2 Apologies for Absence

Apologies for absence received from Governor 1.

Vice Chair 2 proposed the absences were approved.

Seconded by Governor 4.

RESOLVED 18

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

3 Minutes of the Meeting held on Tuesday 7th October 2025

Vice Chair 1 sought confirmation all had received and read the above minutes. Corrections were requested by Vice Chair 1, of which there were none.

Governor 2 proposed that the minutes of the meeting held on Tuesday 7th October 2025 be signed as a correct record.

Governor 3 seconded this proposal.

RESOLVED 19

The Governors resolved that the minutes of the meeting held on Tuesday 7th October 2025 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)



There we no matters arising.

5 Correspondence

- Letter from Principal (PR2)
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6 Chairs Actions

The Chair explained that she had attended the following meetings:

- Permanent Exclusion Meeting
 - Letters to Governor re attendance/welfare
 - Standards and Students Committee
 - Resources Committee
 - Principals Review
 - Meeting with Principals and HR
-

7 Membership Changes

There have been no membership changes.

Members are, Mrs Semper, Mr Henshaw, Mr Parkinson, Mr Johnson and Mrs Turner.

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
 - Filing form(s) TM01 and AP01 for new Governors appointed
-

10 Accounting Officer's Report

Minsthorpe Academy Trust End of Year Accounts 2024/2025



Presentation to Minsthorpe Academy Trust by Allotts Accountants

This item has been removed as deemed confidential.

11 Monthly Management Account

This item has been removed as deemed confidential.

12 Policies

PR2 explained that the Admissions Policy has been provided by the Local Authority (LA) which we have adopted. There has been no change. PAN remaining at 300.

i. Minsthorpe Community College Admissions Policy 2027 – 2028

Vice Chair 1 Proposed the MCC Admissions Policy 27/28

Chair seconded this proposal.

Resolved 26

The Governors resolved to approve the Minsthorpe Community College Admissions Policy 2027/28

ii. Minsthorpe Community College Admissions Post 16 Policy 2027 – 2028

Vice Chair 2 Proposed the MCC Admissions Post 16 Policy 27/28

Governor 8 seconded this proposal.

Resolved 27

The Governors resolved to approve the Minsthorpe Community College Admissions post 16 Policy 2027/28

13 Safeguarding Termly Report

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
- Statutory Safeguarding Training has been delivered and completed by all staff.



- Additional Safer Working Practice Training has been delivered.
- Multi-Agency work with agencies such as Teams Around Schools (TAS) AND Future in Mind (FIM) is detailed.
- RSE promoted across the curriculum including healthy relationships.
- Fundamental British Values promoted throughout lessons.

PR2 explained that during the Standards and Students Committee meeting, questions were asked regarding Sexual Violence and Sexual Harassment (SV/SH). We have logged 12 incidents and currently have 3 Safety Plans in place.

PR2 then requested Governors read the areas of development.

Governor 3 asked who provides the document on the Fundamental British Values?

Governor 7 explained that this document is provided by the DfE.

Governors noted the content of the report.

14. Principals' Report

i Published Performance Tables 2025

PR1 presented the Updated Outcomes 2024/25.

PR1 explained these outcomes are unvalidated. The validated outcomes are due to come out in January/February.

PR1 explained there are no Progress 8 scores due to no KS2 data. PR1 explained that compared to last year, English and Maths 4+, are better and the Attainment 8 is on par with last year.

PR1 displayed the KS4 Headlines for Governors to note.

Governors noted the Published Performance Tables 2025 presentation.

ii CSP Annual Review 2024/25 inc KPI data

Governor 7 presented the College Strategic Plan Annual Review 2024/25 presentation.

Slide 1 – Governor 7 explained all actions on the CSP were reviewed by the Leadership Team in November 2025. This included submitting a summary of the progress made since the mid-year review. The vast majority of actions were given the status of met Year 3 – ongoing with a small number of actions being completed. This is the reason the college have now decided to roll the CSP and current objectives into a fourth year.



Governor 7 explained there are 5 objectives:

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

She gave an update on the actions below.

Governor 7 directed Governors to the points on slide 1 under Quality of Education:

- Middle and senior leaders systematically quality assure the quality of education and the impact on all learners at all key stages.
- Deliver a structured programme of CPD.
- Implement a strategy to increase the number of students studying Ebacc at KS4.

Governor 7 then directed Governors to the points under Behaviour and Attitudes:

- Implement a behaviour curriculum which teaches students how to behave well in lessons and across site.
- Implement the roll out of Knowledge Organisers to ensure students are remembering what they are taught.
- Embed and review the revised Bullying Policy.

Slide 2 – This slide showed Personal Development Objectives, Leadership and Management Objectives and Sixth Form Objectives.

Governor 7 directed Governors to the points under Personal Development:

- Deliver a holistic personal development curriculum.
- Routinely revisit Fundamental British Values
- Review the programme of enrichment and student leadership on offer through student voice.

Governor 7 directed Governors to the points under Leadership and Management:

- Ensure the curriculum intent, implementation and impact are delivered and understood by all through the vision and shared values.
- Maintain the ambitious CPD offer.

Governor 7 directed Governors to the points under Sixth Form:

- Formalise KS5 medium and long term curriculum plans.
- Deliver targeted CPD to enhance subject knowledge.
- Identify and swiftly support student wellbeing through the development of the Post 16 Inclusion Team.



Governor 7 then explained, in addition to the CSP, we have a Whole College one year attendance action plan that forms an appendix to the CSP outlining 28 actions that have been allocated to members of the Leadership Team and Erica Chamberlain (Head of Attendance) to support the college top priority of attendance.

Governor 7 then displayed the Attendance Team Action Plan for Governors to view.

Governors noted the CSP Review.

iii. Attendance Action Plan

Governor 7 also provided Governors with a presentation on attendance.

Governor 7 displayed a flow chart which shows Governors the process if a student's attendance drops below 90%.

Governor 7 then displayed the Term Time Holidays attendance flyer. This shows the fining process for students that are removed from education for a holiday.

Governor 7 highlighted that this flyer is sent to all parents.

PR1 added that this process is also highlighted to parents from Primary School. This is to ensure all schools are getting the same message.

Governor 7 then showed Governors the legal attendance data that was requested at the previous governors meeting.

Governor 7 then showed the Inclusion Toolkit to Governors. This table shows the Prevention, Early Intervention and Targeted Interventions we have in place for students. Governor 7 explained that if you were to click on one of the interventions it would display a comment.

Governor 7 then explained to Governors the Attendance Elf Sleigh Competition that has been promoted to Year 7 to 10 students.

Governor 3 asked if long term sickness would go against a student if genuine?

Governor 7 explained that after a period of time, parents would be asked to provide medical evidence to support absence.

Governor 3 asked what type of medical evidence college would require?

Governor 7 explained that this could be a prescription from medication or medical notes.

Governor 7 explained that every school's priority is attendance. This is due to the clear link between attendance and attainment.



Governor 3 asked what a Chewable Pen Toy was that he noticed on the Inclusion Toolkit?

Governor 7 explained this is similar to a Fiddle Toy. These are for students with a specific learning need.

Governors noted the Attendance Update

iv. Multi Academy Trust – Regular Update

PR1 explained that there has been no change in regard to the trust status.

15 Development of the Governing Body

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. 06.11.25 – Vice Chair 2 and Governor 3 – BE FAIR Everywhere

Governor 3 explained that both him and Vice Chair 2 took part in the BE FAIR Everywhere Policy into Practice Visit on Thursday 6th November.

Governor 3 explained he thought the visit was brilliant. He explained that both Governors were given a real picture of what the college is and how it runs on a daily basis. Governor 3 explained that behaviour of students around site was excellent. Governor 3 added that it was good to see staff based on around site at key points whilst students were moving to lessons.

Both Vice Chair 2 and Governor 3 agreed that the school dinner they had was excellent and it was clear that students have an excellent choice of meals when deciding what to have for their lunch.

Governor 3 explained that he personally doesn't agree with the biometrics, however, he could see when he visited how effectively it worked with ensuring all students are served in a set amount of time.

Vice Chair 2 added that she was impressed to see that all food provided for students is cooked fresh and the produce is sourced locally.

Governor 3 added that he would like to attend more visits.

ii. Planning for Visits 2

- Attendance



The next Policy into Practice Visit to be arranged will be attendance for the Spring Term.

Chair explained she would like to attend this visit, Governor 6 also volunteered.

Clerk will be in contact with both Governors to arrange the visit for March.

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

24.02.2026	Standards and Students Committee (in person)
10.03.2026	Resources Committee (via Zoom)
24.03.2026	FGB Meeting (in person)

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

17 Identification of Confidential Items.

- 10. Accounts
- 11. Monthly Accounts
- AOB – Point 1

Both Principals and Staff Governors left the meeting whilst AOB was discussed.

AOB

1. Review of Joint Principals Pay Scale

This item has been removed as deemed confidential.

2. Retirement of PR2

Mrs Green explained that staff were informed on Monday that PR2 will be retiring in August 2026. Mrs Green explained she had previously met with the Chair to discuss options moving forward. Clerk had previously sent out a document which detailed the proposed new structure, the rationale for change, operation of the model, strengths and opportunities, and potential cost savings/implications.

Mrs Green explained that it has been discussed that having Joint Principals has worked really well as both PR1 and PR2 both have complimentary skills and qualities and work really well with each other. Mrs Green added that bringing in an external person as Joint Principal could be very difficult.



Mrs Green explained that we are proposing that PR1 continue as sole Principal and two Vice Principals be appointed, one Vice Principal focussing on Inclusion and the other Vice Principal focussing on Curriculum.

Governors discussed this proposal, and all agreed this would be the best decision for the college moving forward.

Governor 2 proposed PR1 to continue as sole Principal from September 2026.

Governor 3 seconded this proposal.

Vice Chair 2 proposed to appoint two Vice Principals.

Governor 3 seconded this proposal.

The meeting closed at 5:20pm

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