



Minsthorpe Academy Trust

Meeting of the Full Governing Board

24th March 25 @ 3pm

In Person

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	Member Appointed	✓
Miss D Cook (8)	Staff Governor	Apols	Mr L Wood (3)	Parent Governor	Apols
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	✓
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	Apols
Mr T Baynham (6)	Parent Governor	✓			
10/13 Governors present. This meeting is quorate. (need 1/3 = 4)					

Ebony Sykes	Clerk to the Governors
Cath Green	Director of HR and Associate Teams



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 3, Governor 5 and Governor 8.

Vice Chair 2 proposed the absences were approved.

Seconded by Governor 4.

RESOLVED 28

The Governors resolved to consent to the absence of Governor 3, Governor 5 and Governor 8.

3 Minutes of the Meeting held on Tuesday 9th December 2025

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

Governor 2 proposed that the minutes of the meeting held on Tuesday 9th December 2025 be signed as a correct record.

Vice Chair 2 seconded this proposal.

RESOLVED 29

The Governors resolve that the minutes of the meeting held on Tuesday 9th December 2025 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

- Letter to Parents/Carers
- Vice Principal Interviews
- Congratulations Letters to Vice Principals
- Policy into Practice Visit

7 Membership Changes

There are no current membership changes.

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

8. Board Changes

There are no current board changes.

9 Statutory Books and Filing

It was 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

10 Financial Management Update

This item has been removed as deemed confidential

- i. Changes to terms and conditions of employment for Associate Staff

This item has been removed as deemed confidential

11 Policies



i. Data Protection Policy

PR2 explained that we use a model policy from Veritau to ensure our Data Protection Policy aligns with this.

PR2 directed Governors to page 24 of the Policy which details updates to the Policy.

Governor 6 proposed the Data Protection Policy.

Governor 4 seconded.

RESOLVED 35

Governors resolved to approve the Data Protection Policy.

ii. Complaints Policy

PR2 explained that the Complaints Policy was reviewed last year following Complaints Training by Browne Jacobson. PR2 explained that college would like to keep the Complaints Policy how it is throughout the Summer Term.

Governor 7 will then be updating the Complaints Policy ready for September following the changes to the Leadership structure.

Governors noted and accepted to extend the current Complaints Policy to the Summer Term.

iii. Grievance Policy

PR2 explained there has been no change to the Grievance Policy.

Chair proposed the Grievance Policy.

Vice Chair 1 seconded.

RESOLVED 36

Governors resolved to approve the Grievance Policy.

iv. Disciplinary Policy

PR2 explained there has been no change to the Disciplinary Policy.

Vice Chair 2 proposed the Disciplinary Policy.

Governor 2 seconded.



RESOLVED 37

Governors resolved to approve the Disciplinary Policy.

12. Safeguarding Report – Termly Update

Governors had been provided with a copy of the termly update prior to the meeting via CIS. PR2 highlighted key points for Governors.

- Any changes/updates to the document are highlighted in blue.
- All statutory duties are met.
- Staff are up to date with all relevant training.
- Staff are tested following training and key areas are addressed.
- Ongoing multi-agency work.
- All policies are up to date.
- Social Care involvement remains high but well managed.
- Development of Mental Health to be explored further next term.
- Vulnerable students supported.
- CPOMs up to date and data tracked.

PR2 also explained that we have now been given the RSHE draft policy, this has been sent out to parents for consultation. PR2 explained that Vice Chair 2 and Governor 6 have also been into college to meet with the DSL to discuss the draft policy as parents.

The RSHE policy will be brought to the next FGB meeting.

Vice Chair 2 and Governor 6 explained it was a good and interesting meeting with the DSL; it is good to see the relevance in the policy to the local area and current context.

Governor 1 asked if college has a good communication with feeder schools in terms of transfer of Safeguarding records?

PR2 explained that the newly appointed Vice Principal would like to strengthen this communication. The transition process is strong, but we do find gaps. PR2 explained that Primary Schools put a lot of information on CPOMs. The new Vice Principal would like to use AI to pull out key information. PR2 explained this is something that we can update Governors on in September.

PR1 added that we are looking to improve communication on all Year 7 students rather than just vulnerable students.

Governor 6 added that he thought the idea of working with AI is good to gather specific information.



PR2 added that we have also amended the admission form to enable the College to get further information from parents/carers. We will also be carrying out diagnostic testing earlier.

Governors then had a discussion around AI and other uses for this.

Governors noted the Safeguarding Report.

13 Principals' Report

i. Projected Outcomes for Y11 and Y13

PR1 presented the Outcome Predictions 2025/26.

Slide 1 – KS4

PR1 explained to Governors that the table shows the 2025 validated results and the 2025/26 AP2 results, as shown on the table. We are predicting improved outcomes compared to 2024/25.

PR1 explained that there are no Progress 8 scores for the current Year 11 due to no KS2 data. PR1 added that college are hoping for higher grades due to better engagement and attendance in the current Year 11 cohort.

PR1 added that Ebacc entry and outcomes are currently higher due to having a bigger cohort directed to take these subjects.

PR1 explained that Pupil Premium data is also positive with 5+ and 4+ Maths and English both higher than in previous years.

Slide 2 – P16

PR1 explained that P16 is a similar picture to KS4. PR1 highlighted to Governors that we only have data from AP1 2025 for P16 due to the latest data not yet ready. However, we are hoping for similar or higher results.

ii. College Strategic Plan – Mid Year Review

Governor 7 explained that the College Strategic Plan is currently in the final year and it is now at the point of a mid-year review.

Governor 7 explained there are 5 key areas which are:

- Quality of Education



- Behaviour and Attitudes
- Personal Development
- Leadership and Management
- Post 16

Governor 7 explained that the vast majority of objectives are in progress or met. Governor 7 explained that actions in the College Strategic Plan are now embedded into Minsthorpe Community College practice.

Governor 7 explained that middle leaders and the Leadership Team will be undertaking self-evaluation and put plans in place for the new College Strategic Plan in line with the evaluation area of the Education Inspection Framework.

iii. **Whole College Attendance Action Plan 2025/26 – Mid Year Review**

Governor 7 presented the Whole College One Year Attendance Action Plan.

Governor 7 explained that all action are in progress or completed, Governor 7 added that the actions that are completed will still be ongoing to continue to improve attendance.

Governor 7 explained next steps, which included:

- Data developed half termly to ensure accessibility.
- Rolling weekly programme of attendance data released for analysis.
- Data used fortnightly.
- Ongoing collation.

Governor 7 explained the Attendance Action Plan will sit within the new College Strategic Plan from September.

PR1 explained that there is a new Ofsted framework and the Leadership Team will complete self-evaluation which Governor 7 will be leading on. We will be writing a new CSP ready for September.

PR1 then presented the Attendance Report.

Slide 1 – End of Autumn Term 2026

This slide shows attendance up to the Christmas break. PR1 explained that as Governors can see from the information provided, 2024/25 our overall attendance was 90.50% and at the point the data was collated for 2025/26 our overall attendance was 90.40%. PR1 explained our attendance is currently below national average.

Slide 2 – Attendance comparison for the first half of the Autumn Term



This slide contains a graph showing overall attendance percentage each week during the first half of the Autumn Term compared to similar schools. As shown in the graph, our attendance was slightly above similar schools.

Slide 3 – Attendance comparison for the second half of the Autumn Term

This graph shows the overall attendance percentage each week during the second half of the Autumn Term. As shown in the graph, our attendance dipped due to the spike of illness during this half term.

Slide 4 – Attendance comparison for the first half of the Spring Term

As shown in the graph, for the first half of the Spring Term, our attendance is slightly higher than similar schools.

Slide 5 – Attendance Data

This slide shows attendance year to date and the break down of year to date over different year groups.

PR1 explained we are continuing to work with Year 7 and 8 due to their attendance being down compared to last year's cohort however, for the older year groups, attendance is higher compared to last year.

PR2 added that we continue to keep the final week of terms normal, normal lessons and also the removal of non-uniform days.

Governor 2 explained he thinks keeping things normal in the final week of term is beneficial as it keeps in routine for students and helps attendance.

Chair asked if we have data to compare with local schools.

PR1 explained that similar schools are based on demographics, it gives the 4 top schools but no other data.

Governor 4 explained that the school she works at sends out daily attendance to staff.

PR1 explained we send attendance out weekly to key staff, however, when we move to Arbor, attendance is on the home page for all staff.

iv. Leadership Team Structure

This item has been removed as deemed confidential

v. Trust Status



PR1 explained there is no change in regard to the trust status.

PR1 explained that within the White Paper, the ambition is for schools to be in a trust or to form a new trust, however no time scales have been given.

PR1 highlighted that there is the possibility to look at forming a trust in the future if this is something Governors would like to do.

PR2 added that collaboration is expected either, working with the LA or other schools.

Governors noted the content of the Principals' Report.

14. Development of the Governing Body

Feedback on Spring Visits

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

i. 24.03.26 – Attendance Visit – Chair and Vice Chair 2.

Chair and Vice Chair 2 were both asked to give feedback on their Policy into Practice Visit for Attendance.

Both Chair and Vice Chair 2 explained how impressed they were with the Attendance Team and the impact they have had on the whole college attendance so far.

Vice Chair 2 explained they met with Head of Attendance, EWO, Director of Student Support and the Attendance Team which was really positive and it was recognised that they are working hard to improve attendance on a daily basis.

Vice Chair 2 explained they are able to see how dedicated the Attendance Team are in building relationship with students and parents to ensure students are attending every day.

Vice Chair 2 explained when they met with EWO and Director of Student Support, it was clear to see the personalised plans for each student. There are currently 104 students that are SEND and Persistently Absent (PA). These students are known to both the EWO and Director of Student Support and they meet in order to put a plan in place to support these students. The knowledge they have of the students is phenomenal. Vice Chair 2 explained she was impressed college are offering twilight sessions to students that may not be able to manage to come into college during the normal college day and staff are giving up their time in order to support those students.

The Attendance Team now have designated year groups. Both Chair and Vice Chair 2 think this works really well to enable one person to focus on one- or two-year groups to have the



most impact. Vice Chair 2 explained it was clear to see the hard work and dedication from the Attendance Office. Vice Chair 2 explained she was impressed with the following:

- Texts to inform parents that students are PA and if they attend for so many days, they will no longer be PA.
- Trackers that are up to date and available to pull data from
- Attendance incentives.
- Usage of the Attendance bus.
- Relationships with parents/students.
- Attendance concern meetings.
- CIS folder available for all staff to access.

Vice Chair 2 explained that it is clear to see that the Attendance Office have good record keeping with lots of information available for staff, parents and students.

Vice Chair 2 explained that it was discussed with Head of Attendance that they would like attendance to be more visual and Head of Attendance is currently speaking with IT regarding attendance being the focus on computers in the IT suites.

Vice Chair 2 and Chair raised questions regarding the working practice of the EWO. The Chair believes there should be an escalation to the EWO above the work of the Attendance Office.

Governor 7 explained that the Attendance Officer is currently training in order to help with the EWO role. Governor 7 also added that by each person having a designated year group enabled them to contact parents when students are off and follow up on absences, this has reduced the number of unexplained absences on registers.

Both Chair and Vice Chair 2 agreed that the Attendance Team is small with a big workload.

PR2 explained that we are unable to expand the Attendance Team due to the budget at this time.

Chair explained she is pleased to see that everything is tracked, and processes are adapted to ensure there is a consistent approach.

Both Chair and Vice Chair 2 thanked the Attendance Team for the work they are putting in every day to ensure improvements are made.

Governors noted the content.

15. Other Business

There were no other business.



16. Identification of Confidential Items

10. Financial Management Update

10v. Changes to the terms and conditions of employment for Associate Staff

13iv. Leadership Team Structure

The meeting closed at 16.17pm.

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