Minsthorpe Academy Trust

Meeting of the Full Governing Board

Tues 30th June 26 @ 3pm

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair 1)	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	Apols
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	✓
Mr T Baynham (6)	Parent Governor	✓			
10/13 Governors present. This meeting is quorate. (need 1/3 = 5)					

Miss E Sykes	Clerk to the Governors
Mrs J Collins	Assistant Principal (Safeguarding & Wellbeing)

FOR PUBLICATION

Welcome by the Chair

Chair thanked all for their attendance tonight.

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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 Governor 1, Governor 3 and Governor 8.

Governor 4 proposed the absences were approved.

Seconded by Vice Chair 2.

RESOLVED 38
The Governors resolved to consent to the absence of Governor 1, Governor 3 and Governor 8.

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3 Minutes of the Meeting held on Tuesday 24th March 2026.

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

Governor 2 proposed that the minutes of the meeting held on Tuesday 24th March 2026 be signed as a correct record.

Vice Chair 2 seconded this proposal.

RESOLVED 39
The Governors resolve that the minutes of the meeting held on Tuesday 24th March 2026 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

- Vice Chair 1 retirement letter
- Communication with Associate Staff
- Communication with Unions

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6 Chair's Actions

- Letters to Associate Staff
- PEX Meetings
- Communication with HR

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7 Membership Changes

There were no Membership changes to date.

Members remain as Mr Henshaw, Mr Parkinson, Mr Johnson, Mrs Turner and Mrs Semper.

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8. Board Changes

Rachael Merritt will be retiring as Principal effective September 2026 and therefore will no longer be an Ex-Officio.

Vice Chair 1 proposed.

Chair seconded this proposal.

RESOLVED 40
Governors resolved and approved that Rachael Merritt will no longer be Ex-Officio from September 2026.

Brian Dickinson will be retiring as Vice Chair of Governors and Member Appointed Governor at Minsthorpe Community College, therefore will no longer be on the Full Governing Board.

Governor 7 proposed.

Governor 6 seconded this proposal.

RESOLVED 41
Governors resolved and approved that Brian Dickinson will no longer be a Member Appointed Governor from September 2026.

FOR PUBLICATION

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 Financial Management Update

This item has been removed as deemed confidential.

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11 Principals' Report

i. Trust Status

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

PR1 explained the CEO at New Collaborative Learning Trust has approached him regarding our trust status, however we are not in a position to discuss at this time.

PR1 explained that he attended an CST briefing for Single Academy Trusts and it is clear that the Government would like all schools to be in a trust however, there are no timescales on this or any legal responsibility.

PR1 explained that we are working with the LA in regard to the SEND reform plans and continue to encourage collaboration to support locality models.

ii. Staffing Update

PR1 displayed the starters and leavers presentation.

PR1 explained that as Governors are able to see we have an established staff body and the turnover of staff is reducing each year.

PR1 explained the colour coding on the spreadsheet:

- Green indicates promotions of staff
- Red indicates staff leaving teaching

PR1 explained that as Governors could see the staff leaving Minsthorpe Community College for 2025-26 is minimal, 3 staff members are leaving due to promotion, and 2 members of staff are leaving due to retirement.

FOR PUBLICATION

PR1 added that we have appointed one member of teaching staff for September 2026 which means that we will be fully staffed. There are currently 2 vacancies on the website for an Office Assistant and Admin Assistant.

iii. Inclusive Mainstream

PR1 explained that Mr Orr attended the Standards & Students Committee on Tuesday 2nd June to discuss the Resource Provision, PR1 explained that he would like to expand on that and give all Governors an update.

PR1 explained that it is important for all schools to have an inclusive provision, PR1 explained that we currently have the following:

- Inclusive Mainstream – we have provisions such as the Step Back Bungalow and RESET.
- Specialist – this provision is the Resource Provision which is LA funded.

PR1 then directed Governors to the presentation.

Slide 4 – PR1 explained that there is a thematic curriculum delivered to KS3 and KS4 Resource Provision with personal development as the key focus.

Slide 5 – PR1 explained that we have now appointed a Head of SEND who will oversee internal support we offer as Mr Orr – SEND Strategy and Partnership will oversee the Resource Provision as part of his new role. PR1 explained that we want to create a distinction between the Resource Provision and the internal support that we offer.

Slide 6 – PR1 explained that the LA have approached us, and we have agreed to offer 6 places for students who would normally have attended a special school for children with severe learning difficulties. These students will join the KS3 Resource Provision in a hybrid model for next year whilst we explore medium to long term outcomes. We will receive £23400 per student. We will have additional support services and will appoint additional staffing of a HLTA and TA. We will also receive capital funding of £28285 to build a new internal classroom.

The LA have also agreed to expand the KS5 Resource Provision and have agreed to six places. This will be for £19200 per student.

Slide 7 – PR1 explained that we have capital funding bids totalling £237500 to develop our onsite SEMH provisions. This funding will help develop our Step Back Bungalow as it will allow for an additional classroom, development of the kitchen area and an outside space. The funding will also enhance the RESET provision to allow for a kitchen area, improved toileting, breakout area and developing a horticultural break out space.

Governor 7 asked if we receive any funding for non-SEND students?

PR1 explained the funding we receive for non-SEND students is around £5000/£6000.

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Slide 8 – PR1 explained the staffing structure for the RP3 and SEND Unit. PR1 explained that there will be an additional classroom with a teacher in charge and we will appoint a new HLTA to support. This will allow us to split classes if needed. PR1 also displayed the cost breakdown for the new staffing structure.

iv. Attendance Update

PR1 displayed the Attendance presentation.

Slide 1 – PR1 explained that as Governors are able to see all figures are green and our attendance has improved from previous years. The current ABIE is 90.30% and our current attendance up to 30th March is 91.4%. PR1 also added that that our current figure for persistently absent students is lower than similar schools.

Slide 4 – This slide shows a graph of the attendance comparison for the first half of the Spring Term compared to similar schools. PR1 explained that as Governors were able to see from the graph, Minsthorpe Community College have consistently stayed above similar schools.

Slide 5 – This slide shows a graph of the attendance comparison for the second half of the Spring Term compared to similar schools. PR1 explained that as Governors are able to see from the graph, Minsthorpe Community College continue to stay above similar schools, however there was a dip, we believe this is due to illness and also the social media trend.

PR2 added that we are pleased that attendance is rising however, we are still below national.

Governor 2 explained that it is evident that attendance has always been the number one priority.

Governor 5 explained that he believes attendance is a cultural problem.

The Assistant Principal then displayed the Attendance Bus Analysis.

The Assistant Principal explained that the attendance bus is used to help bring students into college. The Assistant Principal displayed data for Governors and explained that it is 15 weeks of data from 24th November to 27th March. This data shows 50% success rate.

The data tracks the following information:

- Number of students on the list
- Total house calls made
- Doors answered
- College attended on that day

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Vice Chair 2 asked if the attendance bus only collects students that are persistently absent?

The Assistant Principal explained that there are a range of different reasons as to why the attendance bus will collect students, some of these are:

- Transport difficulties
- Safeguarding reasons
- Offsite directions

The Assistant Principal also added that we also use the bus to deliver important documentation such as Permanent Exclusion letters.

The Assistant Principal then provided Governors will case studies of students that have been brought into college on the attendance bus.

The Assistant Principal explained that when staff are going out to families on the attendance bus it maintains the message that students should be in college and keeps the face-to-face contact with both student and parents. The Assistant Principal also stated that the Attendance Bus represents good value for money.

Governor 5 asked if there is a tracker to track the reasons as to why the attendance bus is collecting particular students?

The Assistant Principal explained that at the moment the Attendance Team use an excel spreadsheet, we have a new MIS system that we are still trialling things on at the moment.

Governor 5 explained it would be beneficial to see and be able to change strategies if a certain one is having no impact.

The Assistant Principal explained that there is half termly PTM meetings that look at students whose attendance is currently between 90% and 92%. In this meeting, interventions and strategies are put in place to support that student and their family.

Governors then discussed the stigma around the attendance bus.

PR1 explained that we will be starting to use A Star Attendance which will enable us to track attendance more effectively. It will also automatically send out text messages and letters to parents.

PR2 explained that we now have a well-established Attendance Team with defined roles based on governor challenge and they are able to maintain a tracker for each student.

Governors noted the Principals' Report

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12 Policies – For Approval

FOR PUBLICATION

i. MCC Provider Access Policy

PR2 explained that the Provider Access Policy is updated annually and there are no significant changes.

Governor 5 proposed Governors approve the MCC Provider Access Policy.

Governor 7 seconded.

RESOLVED 45
Governors resolved and approved The MCC Provider Access Policy.

ii. Careers Guidance and Education Policy

PR2 explained that the Careers Guidance and Education Policy is updated annually and there are no significant changes.

Governor 5 proposed Governors approve the Careers Guidance and Education Policy.

Governor 7 seconded.

RESOLVED 46
Governors resolved and approved The Careers Guidance and Education Policy.

iii. First Aid and Supporting Students with Medical Conditions

PR2 explained that any changes to the First Aid and Supporting Students with Medical Conditions Policy are highlighted in yellow. These are minor changes and changes in terminology.

PR2 added that references to the Allergy Policy has also been added.

Governor 5 proposed Governors approve First Aid and Supporting Students with Medical Conditions.

Governor 7 seconded.

RESOLVED 47
Governors resolved and approved First Aid and Supporting Students with Medical Conditions.

iv. Equality Policy

PR2 directed Governors to certain sections of the Policy that has been updated:

FOR PUBLICATION

Section 2 – There have been 5 Policies and Procedures relevant to equality of students added.

Section 5 – Our Policy into Practice. This now reflects the revised Ofsted framework.

Section 6 – Equality Objectives. There are no major changes with these objectives.

PR2 directed Governors to page 10 of the Policy. PR2 explained that in all policies we have an 'Equality Assessment'. There have been minor changes to the wording of this statement. PR2 explained that if Governors are happy, College would like to use this wording throughout all policies going forward.

Governor 5 proposed Governors approve the Equality Policy

Governor 7 seconded.

RESOLVED 48
Governors resolved and approved The Equality Policy.

v. Biometric Policy

PR2 explained there are no changes to the Biometric Policy.

Governor 5 proposed Governors approve The Biometric Policy

Governor 7 seconded.

RESOLVED 49
Governors resolved and approved The Biometric Policy.

vi. Relationships Sex Health Education (RSHE) Policy

Mrs Collins presented the RSHE Policy and explained that there had been a robust timetable of consultation for the policy. Mrs Collins explained College have conducted consultations with both parents and students. College have sent out a questionnaire regarding different sections of the policy and have had 51 responses from parents.

Mrs Collins explained that we have not significantly changed the curriculum as College already deliver an extensive age-appropriate curriculum. College carefully implements contextual curriculum to students during their L4L lessons.

Mrs Collins explained some parents raised questions regarding withdrawal from RSHE lessons; Mrs Collins has now added more information regarding this for parents.

FOR PUBLICATION

Mrs Collins explained that during the consultation period with students, students were very happy and clear that curriculum is appropriate, and they feel confident to share their views.

Mrs Collins added that the policy is fit for purpose but will be adapted and changed as appropriate.

Mrs Collins explained that the Year 7 – Year 11 Relationships & Sex (Health) Education Journey has also been updated. These documents along with a sample of presentations delivered to students in L4L lessons are available for parents on the website.

Governor 5 proposed Governors approve The RSHE Policy

Governor 7 seconded.

RESOLVED 50
Governors resolved and approved The RSHE Policy.

vii. Mobile Phone Policy

PR2 explained this Policy was presented at the Standards and Students Committee meeting in February as part of the Behaviour Policy and was discussed at length.

PR2 explained that the Mobile Phone Policy is now statutory and will be implemented for September 2026.

PR2 explained that the aim of the Mobile Phone Policy is to ensure College is a mobile and device free site.

Governor 5 proposed Governors approve The Mobile Phone Policy.

Governor 7 seconded.

RESOLVED 51
Governors resolved and approved The Mobile Phone Policy.

FOR PUBLICATION

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13. Development of the Governing Body

i. Safeguarding & Cybersecurity Feedback 05.06.26 – Governor 8 & Governor 3.

This item has been deferred to the next meeting due to Governor absence.

ii. Confirmation of Policy into Practice Visits 26/27

Governors discussed and confirmed that they would like to continue to complete Policy into Practice Visits. Governors decided that the following 3 visits would be completed next academic year:

- Safeguarding including the Single Central Record
- SEND Provisions
- Quality Assurance

Governors also asked for Ofsted framework training as a whole Governing Board. This will be explored.

Governors noted.

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14. Termly Safeguarding Report

Mrs Collins displayed the Safeguarding Report and explained that all changes are in blue, Mrs Collins then explained the following changes:

- The introduction to the report has now been changed to 'Safeguarding is judged to be met'. This has been changed in line with the new Ofsted framework.
- College continue to have an open positive safeguarding culture.
- The Single Central Record remains updated which was also shared with Governors at their Policy into Practice Visit.
- Operation Encompass continues to evolve. Mrs Collins explained that Operation Encompass is a tool that is used to inform College when there has been domestic violence in the household. There is now a new system whereby College will get information direct from the Police Officer attending the home. Mrs Collins explained this is difficult as there is very little information given and we may not always know who is involved in the domestic violence.
- Domestic abuse continues to be a priority nationally.
- Future in Mind (FIM) meetings have now been allocated to another member of the safeguarding team and a member of the student support team.
- Team Around the Schools (TAS) consultations continue to run however, there has been a change in threshold.
- There has been information received that College may be receiving allocated Youth Engagement Workers however, we are currently waiting for clarification.
- Staff and Governor training is up to date.
- CPOMs logs continue to be high. This is positive as it shows staff are sharing their concerns.
- There are no new significant trends however, the waiting list for CAMHs remains high.
- Sexualised Contact/Harassment – 19 incidents have been logged, and we currently have 3 safety plans in place, Governors will be provided with a breakdown in the annual report.

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- Online Safety – students demonstrated at the Policy into Practice visit that they are very clear and confident that they know where to report any incidents.
- College will be looking at introducing a Safeguarding page into the Knowledge Organisers, students will then be tested on this as part of the Knowledge Assessment. This will evidence that students have taken in and understood the information given.
- Mrs Collins explained there has been a push back from College to complete Young Carer assessments. Mrs Collins explained she will continue to push this back as it is not the responsibility of the College to determine what responsibilities a student undertakes at home.
- Mrs Collins then directed Governors to the RAG rated areas of development and next steps.

PR2 thanked Mrs Collins for her presentation and Mrs Collins left the meeting.

Governors noted the Safeguarding Report.

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15. Reports of Committees

i. Pay and Personnel Committee – 01.12.25

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

Vice Chair 1 proposed that the minutes of the meeting held on 01.12.2025 be signed as a correct record.

Chair seconded this proposal.

RESOLVED 52
The Governors resolve that the minutes of the meeting held on 01.12.25 be signed as a correct record.

ii. Pay and Personnel Committee – 10.03.26

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

Vice Chair 2 proposed that the minutes of the meeting held on 10.03.2026 be signed as a correct record.

Chair seconded this proposal.

RESOLVED 53
The Governors resolve that the minutes of the meeting held on 10.03.2026 be signed as a correct record.

FOR PUBLICATION

iii. Standards and Students Committee – 11.11.25

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

Governor 2 proposed that the minutes of the meeting held on 11.11.2025 be signed as a correct record.

Chair seconded this proposal.

RESOLVED 54
The Governors resolve that the minutes of the meeting held on 11.11.2025 be signed as a correct record.

iv. Standards and Students Committee – 24.02.26

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

Governor 2 proposed that the minutes of the meeting held on 24.02.2026 be signed as a correct record.

Vice Chair 2 seconded this proposal.

RESOLVED 55
The Governors resolve that the minutes of the meeting held on 24.02.2026 be signed as a correct record.

v. Standards and Students Committee – 02.06.26

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 02.06.2026 be signed as a correct record.

Chair seconded this proposal.

RESOLVED 56
The Governors resolve that the minutes of the meeting held on 02.06.2026 be signed as a correct record.

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16. Confirmation of Time and Dates of the 2026/2027 meeting cycle.

FOR PUBLICATION

Standards and Students	Resources	FGB
		Tuesday 6th October 2026 – 3pm
Tuesday 10th November 2026 – 4pm	Tuesday 24th November 2026 – 4pm	Tuesday 8th December 2026 – 3pm
Tuesday 23rd February 2027 – 4pm	Tuesday 9th March 2027 – 4pm	Tuesday 23rd March 2027 – 3pm
Tuesday 8th June 2027 – 4pm	Tuesday 22nd June 2027 – 4pm	Tuesday 6th July 2027 – 3pm

Governors noted the dates for the 26/27 cycle of meetings.

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17. Other Business

There was no other business.

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18. Identification of Confidential Items.

Item 10 – Financial Management Update

The meeting closed at 16.42pm.

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