



Minsthorpe Academy Trust

Meeting of the Full Governing Board

27th September 2022 @ 4:30PM

Main Conference Room

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	Member Appointed	✓
Miss D Cook	Staff Governor	✓	Miss C Key	Member Appointed	APOLS
Mr M Gilmore	Principal (Ex-officio)	✓	Mrs R Merritt	Principal (Ex-officio)	✓
Mr R Hames	Member Appointed	APOLS	Mr M Scott	Member Appointed	APOLS
Miss E Hitchins	Staff Governor	✓	Mr P Simmons	Parent Governor	APOLS
Mrs A Jarratt	Member Appointed	✓	Mr C Turner	Parent Governor	APOLS
7/12 Governors present. This meeting is quorate. (need 1/3)					

Mrs J Germain	Clerk to the Governors
Mrs C Green	Director of HR and Associate Teams
Mrs J Collins	Assistant Principal – Safeguarding and Wellbeing



Welcome by the Clerk

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 Mrs A Jarratt

Seconded by Miss D Cook

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 chaired by Mrs Semper.

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

Proposed by Mrs B Semper

Seconded by Mrs A Jarratt

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



3 Apologies for Absence

Apologies for absence received from Mr Hames, Miss Key, Mr Scott, Mr Simmons and Mr Turner.

Mrs Jarratt proposed the absences were approved.

Seconded by Mrs Semper

RESOLVED 01

The Governors resolved to consent to the absence of Mr Hames, Miss Key, Mr Scott, Mr Simmons and Mr Turner.

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.

Clerk reminded Governors to return their Business Interest Forms for the next financial year.

5 Minutes of the Meeting held on Tuesday 5th July 2022

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

Miss Cook proposed that the minutes of the meeting held on Tuesday 5th July 2022 be signed as a correct record.

Mrs Jarratt seconded this proposal.

RESOLVED 02

The Governors resolve that the minutes of the meeting held on Tuesday 5th July 2022 be signed as a correct record.

6 Matters Arising from the Minutes (not included below)

There were no matters arising.

7 Membership Changes

There were no Member changes to date.

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



8. Board Changes

Clerk has two interested prospective Parent Governors from the leaflet circulation at the Year 6 Open Evening. Now their children are students on roll at MCC the process will begin to secure references, including one from their child's primary school, and to arrange a meeting in college with the Principals and Chair/Vice Chair of Governors. Clerk to organise.

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 Results 2022

The content of this item was deemed confidential – content removed

Governors to Note

11 Safeguarding Annual Report

The content of this item was deemed confidential – content removed

Governors noted the content of the report.

12 Governors' Annual Plan

As part of the Governors' Annual Action Plan, Governors are to visit College to take part in Policy into Practise visits. Discussion around the first two visits, these are to be switched around to accommodate governor schedules.

Visit 1 – SEND Focus with Mrs Jarratt and Mr Hames

Visit 2 – Curriculum Focus with Mr Turner plus one other Governor.

Clerk to communicate with all parties to confirm a suitable date.



13 Policies

MAT Pay Policy

This policy is reviewed annually and in line with the School Teachers' Pay and Conditions (STP&C) document. At the time of this meeting the STP&C had not yet been formally agreed and so the pay scales detailed in the policy have not been formalised. Once the pay awards have been agreed, these will be applied and back dated to 1st September 2022.

The Associate Staff pay scales are also provisional and should be applied from next April, however the increases due April 2021 were only finalised in March 2022 and so a further delay is likely. Union members are being balloted whether to accept the pay offer, Unite union is pushing for strike action.

The policy is in line with the appraisal policy. Union Representatives within College have had sight of these policies and are in agreement.

The content of this item was deemed confidential – content removed

College requested Governors approved the policy, with instructions to apply the pay scales for Teaching and Associate Staff once agreed.

Chair sought a proposer and seconder for the approval of the MAT Pay Policy with the above condition.

Mrs Jarratt proposed Governors approve and adopt the MAT Pay Policy.

Mr Dickinson seconded.

Full show of hands

RESOLVED 03

Governors resolved to approve and adopt the MAT Pay Policy (with instructions to apply the pay scales for Teaching and Associate Staff once agreed) with effect from September 2022.

MAT Appraisal Policy

There were no changes to the MCC Appraisal Policy. At their FGB Meeting in July 2022 Governors had approved an Addendum to the Policy for Appraising Staff Performance and this still applied.

All staff set three appraisal objectives, and for teaching staff these contribute towards recommendation for pay progression or not. The individual teacher's work towards meeting these objectives is viewed 'in the round' and any pay progression is formally approved at the Governors' Pay and Personnel Committee meeting late November. This has been such a strange time in schools and colleges to base pay progression solely on outcomes. This year schools are being asked to reflect this in their pay policy. Unions have not objected as this is in their members' favour.



Chair sought a proposer and seconder for the approval of the MAT Appraisal Policy

Mrs Jarratt proposed Governors approve and adopt the MAT Appraisal Policy.

Mr Dickinson seconded.

Full show of hands

RESOLVED 04

Governors resolved to approve and adopt the MAT Appraisal Policy with effect from September 2022.

MAT Relationship and Sex Education (RSE) Policy

Mrs Collins has updated the policy with minor changes. The policy includes the curriculum offer and genuinely reflects what we do, rather than being generic. The policy has been written and reviewed in line with statutory guidance and is a statutory policy.

Chair sought a proposer and seconder for the approval of the MAT Relationship and Sex Education (RSE) Policy

Miss Hitchins proposed Governors approve and adopt the MAT Relationship and Sex Education (RSE) Policy.

Miss Cook seconded.

RESOLVED 05

Governors resolved to approve and adopt the MAT Relationship and Sex Education (RSE) Policy above with effect from September 2022.

MAT Suite of HR Policies

Governors had been provided with all the policies listed below which were due for review prior to the meeting.

- NEW Fertility Journey Policy
- NEW Menopause and the Workplace Policy
- NEW Wellbeing Policy
- Cover Policy
- Employee Safety Handbook
- Grievance Policy
- Leave of Absence Policy



- Staff Recruitment Policy and Procedures
- Visitors Policy
- Whistle Blowing Policy
- Work Life Balance policy

There are three new HR policies for Governors to consider – Fertility Journey, Menopause and the Workplace Policy and Wellbeing Policy. These are all issues which are high on the HR agenda. Each of these areas has always been dealt with sympathetically even if there has not been a specific policy in place. Mrs Green has regular conversations with staff. Governors added it was good to see these issues in writing and formalised in a policy. These issues can be raised in Return to Work interviews with staff returning from sick leave i.e. menopause symptoms.

These policies are not lengthy but should have an impact for staff.

Question and Response

Mrs Semper asked if there could be an amendment in the section at the top of page 3. Could these be an addition of “tell your manager *or a trusted person who could advocate on your behalf*”. Mrs Green noted.

Question and Response

Miss Hitchins referred to Appendix1 of the Cover Policy and requested how this was set out was amended.

Chair sought a proposer and seconder for the approval of the above range of policies.

Mrs Jarratt proposed Governors approve and adopt the suite of HR Policies.

Miss Cook seconded.

RESOLVED 06

Governors resolved to approve and adopt the suite of HR Policies with effect from September 2022.

14 Confirmation of Time and Dates of the Autumn Cycle of Meetings

27.09.22	4:30pm	FGB Results review/Safeguarding Annual Report
November/December		Principals' PMR
(Chair and Vice Chair)		
November		Pay and Personnel for Teaching Staff (Chair and two other Governors only)
08.11.22	4:30pm	Standards and Students
22.11.22	4:30pm	Resources
06.12.21	4:30pm	FGB
December	4:30pm	AGM (Ratification of Accounts)



Remote or Face to Face Meetings

A discussion took place regarding the preferences of face to face or remote meetings.

Standards and Students Committee prompted more discussions over policies etc. whereas Resources was a more factual and questioning meeting.

Decision taken the Resources will be via Teams (Zoom expires after 40 minutes) and Standards and Students will be Face to Face.

Full Governing Board meetings will be decided each term, with the upcoming December one being remote – dark nights and bad weather to be taken into consideration for this longer meeting.

Principals' Performance Management Review

Following the retirement of the College's previous Professional Partner (Mr Worrall), Chair had requested College investigate options for a new Professional Partner. Mr Gilmore has approached the Headteacher of Kettlethorpe High School, Mr Tudor Griffiths, who has agreed to be the external appraiser for the performance reviews in the first instance, before discussions taking place regarding the wider role of Professional Partner. Mr Griffiths' is also a current OFSTED Inspector. Proposed dates for the review offered and Tuesday, 22nd November 2022 at 9am agreed by Chair and Vice Chair. Clerk to confirm with Mr Tudor's PA.

Governors noted the dates for the Autumn 22/23 cycle of meetings.

15 Other Business

There were no items of other business.

16 Identification of Confidential Items.

10 Results

11 Safeguarding

The meeting closed at 6:30pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors