



## Minsthorpe Academy Trust

## Meeting of the Full Governing Board

5<sup>th</sup> July 2022 @ 4:30PM

Main Conference Room

|                                                             |                           |       |                                |                           |       |
|-------------------------------------------------------------|---------------------------|-------|--------------------------------|---------------------------|-------|
| Mrs B Semper<br>(Chair)                                     | Member<br>Appointed       | APOLS | Mr B Dickinson<br>(Vice Chair) | Member<br>Appointed       | ✓     |
| Miss D Cook                                                 | Staff<br>Governor         | APOLS | Miss C Key                     | Member<br>Appointed       | APOLS |
| Mr M Gilmore                                                | Principal<br>(Ex-officio) | ✓     | Mrs R Merritt                  | Principal<br>(Ex-officio) | ✓     |
| Mr R Hames                                                  | Member<br>Appointed       | ✓     | Mr M Scott                     | Member<br>Appointed       | APOLS |
| Miss E Hitchins                                             | Staff<br>Governor         | ✓     | Mr P Simmons                   | Parent<br>Governor        | APOLS |
| Mrs A Jarratt                                               | Member<br>Appointed       | ✓     | Mr C Turner                    | Parent<br>Governor        | ✓     |
| 8/12 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 |



Welcome by the Chair

Vice Chair thanked all for their attendance.

### 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.

Clerk had provided Business Interest Forms to be completed in readiness for the next financial year.

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### 2. Apologies for Absence

Apologies for absence received from Miss Cook, Miss Key, Mr Scott, Mrs Semper and Mr Simmons.

Mrs Jarratt proposed the absences were approved.

Seconded by Miss Hitchins

#### RESOLVED #22

The Governors resolved to consent to the absence of Miss Cook, Miss Key, Mr Scott, Mrs Semper and Mr Simmons.

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### 3. Minutes of the Meeting held on Tuesday 15<sup>th</sup> March 2022

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

Mr Hames proposed that the minutes of the meeting held on Tuesday 15<sup>th</sup> March 2022 be signed as a correct record.

Miss Hitchins seconded this proposal.

#### RESOLVED #23

The Governors resolve that the minutes of the meeting held on Tuesday 15<sup>th</sup> March 2022 be signed as a correct record.

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#### 4. Matters Arising from the Minutes (not included below)

Agenda Item 11 (page 8 of the minutes) - Miss Hitchins had asked for clarification for a discrepancy in the number of bullying incidents reported as a 'handful' but as '43' in a later report. Mrs Merritt had suggested improved data to show trends. Governors had been provided with the headline data, with more in depth details on CIS. Mrs Merritt spoke briefly to the headline data. Key points were:

- The data provided for this meeting is the baseline for 2021/22 from which College and Governors can draw year-on-year comparisons.
- The data is taken from CPOMS and SIMS (Child Protection Online Management System and School Information Management System)
- Allegations peaked in the Autumn Term, however 8 of the 66 allegations were sanctioned
- Some of the allegations were peer-on-peer fallouts when investigated.
- Allegations dropped to 36 in the Spring Term, of these 19 were sanctioned. This indicates a better understanding, but an increase in issues.
- The number of allegations were highest in Years 7 and 8, but the number of sanctions remain low.
- There is good evidence of reporting and sanctioning but bullying is not endemic.

#### Question and Response

Mr Hames asked College what evidence does College look for when allegations are made? Does College have CCTV? Mrs Merritt replied the evidence was mostly from the statements taken from the friendship groups but also other independent sources. College does have a lot of CCTV, but the whole site is not covered. The issue for whole site coverage relates to the licences required. For online bullying, screen shots of messages are taken.

- Allegations are higher in the younger year groups and fewer in the older year groups.
- There is a good level of reporting by staff and these are followed up but by no means is this a major problem. When the number of staff and students on site each day are taken into account, and the number of interactions this produces, the number of incidents whilst not significant, is not a 'handful'.

#### Question and Response

Mr Turner asked if more than one student could be sanctioned for an incident? This was confirmed. An example is in Summer 1, Year 9, there were 2 allegations and 4 sanctions.

#### Comment and Response

Miss Hitchins commented the year on year figures will be more revealing, and adding when an incident is reported, and resolved – how many are resolved positively? Do parents get correspondence to this effect? Mrs Merritt confirmed this was the case.

**ACTION – Mrs Merritt to arrange for the relevant data to be provided as part of the Safeguarding Annual Report.**



The content of this item was deemed confidential – content removed

The table with details of the teaching staff who have left / due to leave this academic year has only 7 leavers. College has a stable staff body, with only 2 temporary teachers in Technology in the new year. One of these was an ECT and given a temporary contract and the other was a late resignation (day before the deadline day) with not enough time to replace. One of the promoted staff has not been replaced but the team he is leaving is large enough to absorb his teaching commitment. College is fully staffed for the new academic year.

Early Career Teachers (ECT) – Mrs Merritt gave background to the document provided to Governors regarding the significant change around newly qualified teachers – now Early Career Teachers. This is a key part of the Government's White Paper for Education which states there should be 'an excellent teacher for every child', with high quality training which is now over two years and follows the ECT Framework. This is a planned resources training programme, involving College leaders. Each Mentor is allowed additional non-contact time at an initial cost to College. These funds will be reimbursed at the end of the training. College is investing in this fully but will be reimbursed with £15K. College have to find the funding first to release the staff. NQTs are no more, ECTs replace them with training over two years.

#### Governors to note to above information

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#### 5. Correspondence

No correspondence received.

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#### 6. Chairs Actions

Chair has attended the Standards and Students Committee Meeting and chaired the recent permanent exclusion meeting.

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#### 7. Membership Changes

There were no Member changes to date. Clerk updated Governors regarding Miss Key / Mr Johnson swap. Miss Key did not wish to remain as a Member.

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

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#### 8. Board Changes

Miss Allen had left the employment of MCC due to ill health and as a result was no longer able to continue as a Staff Governor. Miss Allen had been removed from Companies House and the DfE Register.



Mr Simmons had submitted his resignation as a Parent Governor. Mr Simmons had agreed to remain as a Governor until such time as a replacement could be secured to ensure the appropriate category of Governor percentages were maintained.

Clerk had publicised the Parent Governor vacancy on Social Media without a single response. Clerk and Miss Hitchins had handed out flyers at the Yr 6 Parents Information Evening in an attempt to recruit for September with 2 interested parents. These will be acted upon as soon as their children are on roll at MCC.

Mrs Merritt suggested Governors speak to these new Governors over the coming months to keep their interest and to explain a little about MCC and its Governing Board. Clerk to coordinate the exchange of contact details.

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#### **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. Terms of Reference Update**

The Governors Terms of Reference (TOR) are due to be reviewed. Clerk is checking daily for the release of the Academy Trust Handbook (formerly Academies Financial Handbook) to ensure any updates or amendments are compliant. Clerk's intention is for the updated TOR to be sent on to the Allotts Accountants for approval before coming to Governors for their approval. The handbook is usually released early June, however nothing to date. Agenda item to be moved to the September meeting.

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#### **11. MAT Out Turn (Sep 21 – May 22)**

This agenda item has been moved to the end of the agenda.

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12. MAT Proposed 3 Year Budget (Sep 22 - Aug 25)

This agenda item has been moved to the end of the agenda.

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13 Responsible Officer (Feb 22)

This agenda item has been moved to the end of the agenda.

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14. Safeguarding

i Termly Update

Mrs Merritt presented this item on behalf of the College's DSL (Mrs Collins). Mrs Collins had kindly updated the previous report and had highlighted any changes in blue.

Mrs Merritt informed Governors this summary reflects the significant amount of reactive and proactive work undertaken by the Safeguarding Team.

The Team has seen a number of changes to its personnel. Miss Allen (Deputy Designated Safeguarding Lead and Staff Governor) has left Minsthorpe due to ill health. To support Mrs Collins, College has taken the decision to introduce a more strategic role, with a salary and responsibility equivalent to a Cross Curriculum Team Leader (CCTL). Mrs Amanda Lloyd has been appointed to this new role – CCTL Safeguarding. Mrs Lloyd is an experienced Middle Leader, Head of Year and will fulfil the requirements of this new strategic role. This is a good development opportunity for Mrs Lloyd.

College has a lot of involvement with agencies, families and students, but also with a focus on the education of these students. Mrs Merritt touched on the educational aspects of the summary – Road Traffic Awareness, Knife crime assemblies and the explanation and work around the Pride Flag to name a few.

Safeguarding training for staff is always a high priority. Post pandemic this is key and includes: weekly short videos for staff to watch, Team Teach (safe restraining techniques) for appropriate staff, and mental health awareness training.

Areas for Development

Mrs Merritt referred to the second bullet point in this section:

- Refer to the College SEF Summary for focus areas within **Leadership and Management** including statutory Governor responsibilities **which include essential strategic training and additions for KCSIE Sept 2022.**



The newly released Keeping Children Safe in Education (KCSIE) Guidance has changed to require Governors are all appropriately trained when it comes to Safeguarding. Rachael read out the following quote from the KCSIE 2022 Guidance.

*81. Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.*

Mrs Merritt continued that the College had purchased an SLA with the LA to enable access to appropriate Safeguarding Training. The dates have been added to the Governors Development plan (circulated before the meeting) but were:

|          |            |            |
|----------|------------|------------|
| Thursday | 20.10.2022 | 1 – 3:30pm |
| Tuesday  | 10.01.2023 | 6 – 8:30pm |
| Tuesday  | 06.06.2023 | 1 – 3:30pm |

Mr Merritt informed Governors College would be 'in the OFSTED window' one year from now – Summer Term 2023. OFSTED will be able to see from the minutes that you receive this report but will want to know how do you challenge? Show Me. Prove it.

Mrs Merritt has asked Mrs Collins to change to format of the report to reduce the amount of text to read but to add in comparative data and RAG ratings to allow more questioning.

Mrs Merritt stressed the need for Governors to complete the training.

### Questions and Response

Mrs Jarratt noted that the data shows an increase following the return to school after closures. Mrs Merritt advised this was not a surge in cases, not a major influx. The ongoing staff training has seen a good level of reporting, including the reporting of mental health concerns.

Student Support is busy, the use of ST Passes is high, behaviour sanctions are up. College has also raised expectations of students.

Miss Hitchins (in relation to the second from last bullet point) It is good to see a switch in focus for these issues with Turning Point, really positive. Confirmation of the final sentence - *We have not noted a significant increase in the sharing of nudes/semi-nudes but have reminded students of the importance of reporting any concerns.*

**ACTION POINT – the Annual Report in September should include comparable data over time.**



## ii Single Central Record Monitoring and Checklists

Mrs Green reminded Governors of the purpose and importance of the Single Central Record (SCR). Whilst Mrs Green and her HR Assistant have oversight of the SCR, Mrs Collins checks the contents twice yearly (Autumn and Summer Terms) using the template checklists from The Key website. Copies of these checklists had been provided to Governors prior to the meeting. The Governing Body are responsible for carrying out spot checks on Mrs Green and the data kept in the spreadsheet. Any additions for the summer term were highlighted in green.

Enhanced DBS check/certificate – Mrs Green explained the note regarding DBS checks (formerly CRB). Guidance is that College does not have to retrospectively move to a DBS check for the adults who currently have a CRB. As there are only a handful of staff in this position, College has taken the decision to process a DBS check for these staff. This will eliminate this 'gap'.

Three teaching staff and 1 member of associate staff - everyone else has an enhanced DBS and a Barred List check.

Mrs Green explained the difficulties in ensuring all those who are regular visitors to the College site are included on the spreadsheet. Volunteers are difficult to police, visitors would be supervised all day, as are work placements.

### Question and Response

Mr Hames asked about the checks on the bus drivers who take children to school. Mrs Green advised that although the buses are not 'school buses' (they are allowed to pick up and drop off at school) the College have taken the decision to take confirmation from the bus companies that all their drivers have a DBS, and this is a catch all document. Drivers are not named but must have a DBS as part of their pre-employment checks with the bus company. If the companies do not provide the confirmation, their buses will not be allowed on site.

### Question and Response

Mrs Jarratt enquired about when taxis are sent to collect students, do the LA carry out the checks? Mrs Green explained if this is a taxi organised by the LA, this is a grey area. Taxis can also be booked by parents to collect children from school. Mrs Green advised a proforma was sent to the LA for completion. All taxis have to be registered and so all drivers should have the necessary advanced check. Mrs Jarratt added the children collected in the taxis organised by the LA are very often vulnerable. Mrs Merritt added when OFSTED visit they will carry out spot checks of the SCR and will not take our word for it. Mrs Green confirmed all Alternative Providers have checks and these are in files. These are the checks Governors can carry out. Staff are reminded if they have a regular visitor to site, Mrs Green needs to know. For example – former students (recent leavers) were being considered to help out with the Sports Day, however these are no longer used as they do not have a DBS check and are no longer students.





### Question and Response

Mr Turner asked if the DBS checks have an expiry date or lapse after a period of time. Mrs Green advised if the person is continually employed, and if not signed up to the update service, there will be no expiry date. If they find themselves in trouble, College would expect the member of staff or (depending on the offence) the Police to inform the College. Mrs Merritt explained the role of the Local Authority Designated Office (LADO) in offering advice, information and investigations on safeguarding issues, passing on allegations College may not be aware of. College does have to rely on other agencies to inform.

Mr Hames commented the form should treat 'School Governor' the same as a 'Member of Staff'. Mrs Green confirmed if Governors are not in College unsupervised on a regular basis, they do not require an enhanced check.

Mrs Merritt thanked Governors for their questions, adding it is really important Governors are aware of their responsibilities and the importance of Safeguarding.

**Governors noted the content of the reports.**

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## 15 Training and Development

Governors' Development Plan.

This was reviewed at the meeting in March and Governors were asked to send any amends to Clerk, along with their Skills and Experience and OFSTED Focus information. Thanks for doing this.

Amends made to the basic information.

Section 3 - now has a log of the training Governors took part in this year as a basis. For the coming year Clerk has already plotted on the Safeguarding Training available via the SLA with the LA. This training is led by Vicky Mabin, an experienced LADO and will deal specifically with the strategic aspect of Safeguarding training. This is different from the Safeguarding training you will have had as part of your employment.

Governors took the decision all training through the SLA should be booked via the Clerk. Clerk to distribute the dates for the training.

Section 4 – related to the CSP and page 14 has plotted in the basic information around the visits into College for Governors. One visit per half term is plotted with a focus on CSP and the College Priorities. Mrs Merritt described the format of the visit days.

Mr Hames expressed his concerns around coming into school to give opinions on areas he does not understand. Mrs Merritt explained this coming year could be used as a time to get to know the College more, before more in depth visits the following year.



By coming into College for visits is how Governors will learn about the College and see what is mentioned in meetings actually happening in College. Governors will visit in pairs.

The idea behind the visits is that during a meeting with staff who lead on an area, Governors will be given the information and then will go out into College and see it in action on a Learning Walk. This will contextualise some of the information given at the Governors' meetings.

Governors booked for the first 2 visits – dates and times TBC.

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## 16. Principal's Report

### i College Strategic Plan

Mr Gilmore talked Governors through the process undertaken by College Leadership:

- SEF/SEF Summary details what College found out about itself
- The SEF informed the next steps and what College needs to do to move forward
- This formed the CSP.

Mr Gilmore continued by explaining the format of the CSP, including the Vision, the new priorities and a new addition – Key Performance Indicators (KPIs) – which is how College and Governors will know the CSP is making an impact.

Mr Gilmore continued by informing the Governors the Curriculum is the key issue and will be a focus for OFSTED. Mr Gilmore referred to the diagram on page 1 which has been displayed to parents, staff and visitors and explained:

- Curriculum Intent – What MCC is delivering
- The Minsthorpe Way – How we are delivering it.

The key goal from the CSP is to achieve and retain the 'Good' OFSTED judgement. Mr Gilmore advised the current year is the baseline year and College will need to show progress from this.

### Question and Response

Mr Turner asked if College set targets for the actions to ensure progress is being made? Mr Gilmore confirmed this was the case. Progress should be in line with or above national figures. Data shows Progress 8 is currently above national. Mrs Merritt informed Governors the Data Team had been asked to provide this information and up to date data is passed on each term.

Mrs Merritt continued student attendance is a cause for concern, both nationally and at MCC. The Principals have written to all parents regarding the importance of good attendance. Governors will receive a data sheet at the next meeting detailing the baseline figures (attendance and results).



Mr Turner added targets are really important. If these are missed then Governors can ask College what is being done to make sure changes are made to ensure areas are moving in the right direction.

#### **Question and Response - CSP page 2(Quality of Education (1.4) )**

Mr Hames referred to EBACC subjects. He appreciated College is under pressure to increase the number of students studying EBACC subjects. Mr Hames had asked Mr Gilmore at the Year 8 Options Evening for his son about whether he advised his son to study EBACC subjects (which were not his strong subjects) or whether to follow his stronger subjects. Mr Gilmore had been unable to answer at the time what the impact would be on university applications etc. Mr Hames considered students would perform better and receive better results if students enjoyed subjects. College results might drop if students are forced to take subjects they do not prefer.

Mr Gilmore directed Governors to the second document for this agenda item 'Top Level View of the Curriculum'.

Mrs Merritt replied the choices are motivated by the child but has to be a balanced curriculum to be judged to be 'Good' or better by OFSTED. The Government ambition is for 90% of students to be following the EBACC pathway in every year group. College has to reconcile this as MCC has currently less than 10% on this pathway. Mrs Merritt confirmed the College believes there is a balance between a varied curriculum and good grades.

Mr Gilmore continued the worst case would be College did not follow the recommendations, received a poor OFSTED grade and became the subject of interest for an academy chain, who would impose their own curriculum and this would follow the EBACC Pathway. If College can show it is 'moving towards' this figure, that would be positive. From next year a number of students will be placed on the EBACC pathway and this number will increase year on year. This will be called the 'Aspire pathway' for our students, will be built around EBACC but will include visits to universities, broaden aspirations, showing what doors will open for them when following this pathway and will then be opened up to the remaining cohort through the 'Aspire Option Pathway'. MCC is behind other schools with its 2 year KS3 and EBACC levels. The Principals explained with the new CSP and the post pandemic approach they believe it is the right time to begin to move on these key issues.

Reference to subjects embedded at primary schools in KS2. In September, the current year 6 (our new Year 7) will be the first students in the programme to reintroduce a 3 year KS3 and so will study a broader curriculum for longer including History, Geography and French. French uptake is currently low and this is believed to be because students have studied this for a maximum of 2 years and they feel better at subjects they have studied for longer. The 3 year KS3 and the Aspire pathway will broaden the curriculum.



### Question and Response

Mr Turner asked how long students have started KS4 in Year 9? Mr Gilmore replied since 2007 and for a long time it has worked well, both for OFSTED and results. Where College gave students free choice of options, these have not materialised into EBACC students. OFSTED could consider the current 2 year KS3 and low EBACC numbers as a lack of ambition for learners. College has held on for as long as possible. Post pandemic, a new CSP, a new CTL for MFL, a change in the MFL Team and so now is the time to build up the EBACC students. As a language specialist, Mrs Merritt considered studying a language added to life chances, life experiences, and develops a skill set worth preserving.

### Question and Response

Mrs Jarratt considered the choosing of options in Year 8, particularly for students with SEND, can be difficult, even for capable students. Students can struggle to make the right choices.

Mrs Merritt added the College would have scored 2 own goals if these changes weren't introduced. Introducing a 3 year KS3 with Year 7s will take 5 years to roll out. These changes are fundamental to the plan and will be a massive change for students and staff.

### Question and Response

Mrs Jarratt enquired how staff would manage the extra workload of adjusting the curriculum? Mr Gilmore informed Governors how members of departments will be taken off timetable to enable them to plan collaboratively. One day per subject and directed time usually used for other meetings have been allocated back to departments to plan.

### Questions and Responses

Mrs Jarratt asked how the change would affect timetables. Mr Gilmore explained the timeline leading to 3 years before additional French teachers to be in place.

Mr Hames asked if OFSTED would have been by then? Would we be 'in the window' still? Mr Gilmore confirmed by the time MCC is in OFSTED window it will have a 3 year KS3 for year 7 in place and the following year (still in the window) years 7 and 8 will be following the new 3 year KS3.

Miss Hitchins commented it will take time to increase the EBACC uptake from 10%. Mrs Merritt confirmed the issue had been identified and the decision taken to roll the changes out slowly. To do nothing would have been to fall foul.

Mr Hames proposed Governors resolve to approve the College Strategic Plan Sep 2022 - Aug 2025.

Mrs Jarratt seconded

This was supported by a full show of hands

**RESOLVED #24**

Governors resolve to approve the College Strategic Plan Sep 2022 - Aug 2025.



- ii Year 11 and Post 16 projected grades / outcomes

The content of this item was deemed confidential – content removed

Governors noted the contents of the report

- iii DfE Rebuild Update - verbal

Following the last Governors' meeting the DfE representatives have carried out a full feasibility survey of the old PE block, the Sports Hall and the required fire safety and asbestos remedial work. Mr Gilmore confirmed the DfE have approved the work to be carried out – including the extra fire safety and asbestos work.

Late June saw a meeting on site where invited contractors were given a tour of the site and the areas involved and were then invited to submit tenders. Preferred contractors would then be chosen. Over the summer weekly meetings are planned to look at the plans.

It is progressing slowly but it is now confirmed that it is going to happen.

Due to the additional work and the Sports Hall requirements, the budget has doubled from £4M to £8M. Shaun Cuthbert has done a huge amount of work to support the DfE with their feasibility survey and has helped to secure this really positive outcome.

The fire safety and asbestos work which would have taken MCC 5 / 6 years will now be completed within a year.

Governors noted the contents of the report

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## 17. Policies

### i Appraisal Addendum

Mrs Merritt referred Governors to the addendum and the additional ASCL Union documentation.

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.

Vice Chair requested questions from Governors, of which there were none.



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

Miss Hitchins proposed Governors approve and adopt the MAT Appraisal Addendum with effect from September 2022

Mr Dickinson seconded.

This was supported by a full show of hands.

**RESOLVED #25**

Governors approve and adopt the MAT Appraisal Addendum with effect from September 2022

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**ii Whole College Numeracy Policy**

Mrs Merritt directed Governors to the draft Numeracy Policy provided prior to the meeting, advising this formed part of the warp and weft of the curriculum at MCC. Students must be numerate as well as literate, with functional numeracy skills for life, and progress in line with national outcomes.

The Numeracy Policy before Governors for approval summarises how College will achieve this with a three year plan.

The policy has 3 priorities:

- 1 – Ensure a consistent approach through all curriculum areas (example given of a graph in science also using maths skills)
- 2 – Intervention given and a personalised curriculum followed for those who need to further develop basic numeracy skills
- 3 – Encourage students to think like a Mathematician, a problem solver.

Vice Chair requested questions from Governors, of which there were none.

Vice Chair sought a proposer and seconder for the approval of the MAT Whole College Numeracy Policy

Mr Turner proposed Governors approve and adopt the MAT Whole College Numeracy Policy with effect from September 2022

Mr Dickinson seconded.

**RESOLVED #26**

Governors approve and adopt the MAT Whole College Numeracy Policy with effect from September 2022



### iii Good Attendance Policy

Mrs Merritt referred Governors to the draft Good Attendance Policy. Attendance is to be a massive focus for the DfE. There are new guidance documents (Working Together to Improve School Attendance), webinars and case studies provided for Schools and Colleges to access. The Good Attendance Policy has been re-written in line with this guidance.

The policy shows rigour and resources (staffing – Education Welfare Officer (EWO), Pastoral Staff), along with additional roles for a member of staff with responsibility for Attendance for Disadvantaged Students and an Admin role to respond quickly to chase absences.

Mrs Merritt directed Governors to page 8 (Sections 3 and 4) of the draft policy, which has a key change. Term time holidays have always been at the Principals' discretion. Currently these will only be authorised if there are exceptional circumstances. From September, these will not be authorised. However, parents may apply for a Leave of Absence. Mrs Merritt gave an example, adding that term time holidays are the biggest drain on attendance figures and on a student's learning.

Vice Chair requested questions from Governors.

#### Comment and Response

Mr Hames contributed some professions have their holiday dates allocated (Fire Service etc.) and the only option for a family holiday is to take them out of school. Mr Hames understood both sides of the issue adding College should treat each application for leave on its own merits. Mr Gilmore confirmed College was not stopping parents taking students out of college, but the absences would not be authorised. Families could request a leave of absence if the circumstances were appropriate.

Mr Turner commented families will weigh up the cost of the fines against the cost of a term time holiday. The cost of the fine is not a deterrent and some may be willing to pay.

#### Question and Response

Mr Turner asked how students with COVID were now recorded in the registers. Is there a way of recording the effects of long COVID? Mr Gilmore confirmed COVID is now recorded as an illness, without any separate coding. Current recommendations for students is for 3 days of isolation following a positive test, but not to return until well enough to do so, as with any other illness.

#### Question and Response

Miss Hitchins referred to page 9 for a question. Details given for lateness and detentions is not consistent - suggestion to remove the word 'persistent' and to swap around bullet points 1 and 2.





It was explained by a Governor that the mindset of some students meant the current system of only issuing a detention after 2 lates resulted in some students believing they were 'allowed' to be late once as no sanction would be applied.

Full discussion took place around punctuality and the recording and sanctioning for it.

- Transport issues – record but not sanction
- Parents' fault – will be discussed with parents and will be kept as a judgement call whether to sanction or not.

Suggested amends to the practical aspects (gates close/use of code U) listed on page 9 were noted by Mrs Merritt.

Governors were referred to the second bullet point on page 8 which referred to the Punctuality Penalty Notice which the LA could be issued after 10 instances of lateness.

Vice Chair requested further questions from Governors.

Vice Chair sought a proposer and seconder for the approval of the MAT Good Attendance Policy

Mrs A Jarratt proposed Governors approve and adopt the MAT Good Attendance Policy Good Attendance Policy with effect from September 2022

Miss Hitchins seconded.

#### RESOLVED #27

Governors approve and adopt the MAT Good Attendance Policy with effect from September 2022

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### 18. Reports of Committees

Prior to the meeting Governors had been provided with minutes for each committee meeting. Governors were given the opportunity to raise questions or discuss matters arising.

The Resources Committee Meeting was cancelled on 21.06.22, with key agenda items being moved to this FGB agenda (11, 12, 13)

From the Spring Term

- i Pay and Personnel Committee 29.03.22

From the Summer Term

- ii Permanent Exclusion – Year 7 16.06.22

Governors noted the content of the minutes of the above





Minutes to be approved at the Autumn Term 2022 FGB meeting:

- Standards and Students Committee 07.06.22

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## 19. Confirmation of Time and Dates of the 2022/2023 Cycle of Meetings

Governors had been provided with the dates of the meetings for the following academic year. Clerk explained these have been changed slightly to ensure each second half term would hold the Resources, Standards and Students and Full Board meeting in a 6 week cycle. This would ensure there is an even spread of the timings of the meetings.

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

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## 20. Other Business

There were no items of other business.

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## 21. Identification of Confidential Items.

16ii Predicted Grades for KS3 and KS4

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Governors on the Standards and Students Committee left the meeting at 6:30pm.



The Governors who make up the Resources Committee remained behind and addressed the key agenda items from their cancelled meeting (21.06.22).

This section of the meeting began at 6:30pm

|                                                  |                           |       |                                |                  |   |
|--------------------------------------------------|---------------------------|-------|--------------------------------|------------------|---|
| Mrs B Semper<br>(Chair of Governors)             | Member Appointed          | APOLS | Mr B Dickinson<br>(Vice Chair) | Member Appointed | ✓ |
|                                                  |                           |       |                                |                  |   |
| Mr M Gilmore                                     | Principal<br>(Ex-officio) | ✓     | Mr C Turner                    | Parent Governor  | ✓ |
| Mr Hames                                         | Member Appointed          | ✓     |                                |                  |   |
| 4 /5 Governors present. This meeting is quorate. |                           |       |                                |                  |   |

|               |                                    |
|---------------|------------------------------------|
| Mrs J Germain | Clerk to the Governors             |
| Mrs C Green   | Director of HR and Associate Teams |

#### 11. MAT Out Turn (Sep 21 – May 22)

The content of this item was deemed confidential – content removed

#### RESOLVED #28

Governors resolved to note and approve the MAT Outturn to date (September 21 – May 22)

#### 12. MAT Proposed 3 Year Budget (Sep 22 - Aug 25)

The content of this item was deemed confidential – content removed

Mr Dickinson proposed Governors approve the MAT Budget Sep 2021 - Aug 2025.

Mr Hames seconded

This was supported by a full show of hands

#### RESOLVED #29

Governors resolved to approve the MAT September 2022 - August 2025 budget.



- 13 Responsible Officer (Feb 22)
- Termly Report
  - System checks (payroll and purchases)

The content of this item was deemed confidential – content removed

Governors noted the Responsible Officer's Reports and findings.

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The Resources section of the meeting closed at 6:55pm.

Signed as a correct record.

*Beverley L Semper*

Mrs B Semper  
Chair of Governors

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