



Minsthorpe Academy Trust

Meeting of the Full Governing Board

6th December 2022 @ 4:30PM

Via Zoom

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	APOLS	Mr C Turner	Parent Governor	✓
7 /12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Mrs R Simmons	Acting Clerk to the Governors
Mrs C Green	Director of HR and Associate Teams
Mr S Watson	Allotts Accountants



Welcome by the Chair

Chair thanked all for their attendance tonight.

Mrs Semper explained that the meeting was being recorded for the purpose of the minutes. Once the minutes had been approved, the recording will be deleted. Everyone agreed to continue with the meeting.

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 Mr Hames, Mrs Jarratt, Miss Key, Mr Scott, and Mr Simmons.

Mr Dickinson proposed the absences were approved.

Seconded by Miss Hitchins.

RESOLVED 07

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

3 Minutes of the Meeting held on Tuesday 27th September 2022

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

Miss Hitchins proposed that the minutes of the meeting held on Tuesday 27th September 2022 be signed as a correct record.

Miss Cook seconded this proposal.

RESOLVED 08

The Governors resolve that the minutes of the meeting held on Tuesday 27th September 2022 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)



There were no matters arising.

5 Correspondence

Mrs Semper explained she has not had any correspondence.

6 Chairs Actions

- Principals' Reviews with Professional Partner
 - Teaching staff pay reviews
 - Permanent Exclusions Review Meeting
 - Meeting to discuss interim arrangements for clerking of meetings.
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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

Governors had been provided with the pen portraits for both proposed new Governors prior to the meeting. Following a process in College spanning the Summer and Autumn Terms, two possible new Governors came forward.

Meetings with the proposed candidates, Principals and Vice Chair of Governors - 03.11.22

References sought and received.

Mr Dickinson explained that he has met with the proposed new Governors and feels they will be a good asset for the college. Mrs Smith's background is within the Data sector and Mr Wood is involved in various governance roles and has professional knowledge of Construction.

Mrs Merritt explained that colleges are awaiting to receive their business interest forms and documents that colleges need to upload to allow them to join the board from next term.

Parent Governor



Mr Dickinson proposed Governors approve and recommend the appointment of Mrs Katie Smith as Parent Governor to the Members for appointment. Mrs Katie Smith is to replace Mr Paul Simmons.

This was seconded by Mrs Semper.

RESOLVED # 09

Governors resolved to recommend to Members to appoint Mrs Katie Smith as Parent Governor of Minsthorpe Academy Trust.

Member Appointed Governor

Miss Hitchins proposed Governors approve and recommend the appointment of Mr Lee Wood as Member Appointed Governor to the Members for appointment. Mr Lee Wood is to replace Miss Caroline Key.

This was seconded by Miss Cook

RESOLVED # 10

Governors resolved to recommend to Members to appoint Mr Lee Wood as Member Appointed Governor of Minsthorpe Academy Trust.

Mrs Merritt would like to pass on her thanks on behalf of the Governors to both Miss Key and Mr Simmons for their involvement with the Governors over a significant time. We understand their reasons for resignation but appreciate their involvement prior to this point.

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

The content of this item was deemed confidential – content removed

11 Safeguarding Annual Report

- i) Termly Update



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

- Any changes/updates to the document are highlighted in blue.
- Mrs Collins, Safeguarding Assistant Principal, is updating Governors of work being done this term including keeping the Single Central Register up to date.
 - Curriculum delivery and focus for students.
 - Staff training that has been delivered at the start of term as well as the online test to check understanding and address any misconceptions
 - Mrs Collins herself has completed a Senior Mental Health Lead training, which allows her to do her role and college to meet obligations with regards to student mental health.
 - List of Curriculum covered and responded to any trends that may be picked up via referrals.
- It is clear, that staff are doing a phenomenal job at reporting any safeguarding issues.
- Mrs Collins is working with quite a new team but working well with a good ethos with addressing referrals and following up suitable education for our students.

Mrs Merritt spoke about Ofsted preparation and explained that the full report will be presented to Ofsted.

Mrs Semper confirmed it is a very thorough report.

ii) Safeguarding Audit 21 - 22 (brief update only)

Mrs Merritt explained that the Safeguarding Audit is available on CIS. Mrs Merritt spoke about how college are meeting its statutory obligations.

It was agreed that Mrs Semper is happy with the report and is to sign the Safeguarding report on Thursday 8th December when in college.

Governors noted the content of the report.

12. Principals' Report

The content of this item was deemed confidential – content removed

Governors noted the AP3 and Baseline Data Presentation.

ii Multi Academy Trust – Regular update

Mr Gilmore gave the Governors an update on where college was with regards to the Multi Academy Trust status.



The three options remain for long term consideration:

- Stay as a Single Academy Trust
- Form MCC own Multi Academy Trust – preferred with local primaries.
- Join another Multi Academy Trust – If this outcome is something we have to do, is to have this in our own hands and decide which MAT to join.

Mr Gilmore spoke about the research that has taken place, attended conferences, and listened to what the Government are saying / wanting. Mr Gilmore spoke about a number of other schools and colleges that have shown an interest but mainly informal conversations. Our priority at this time is to maintain a 'good' Ofsted judgement.

Mr Gilmore spoke about how Mrs Merritt and himself have met with the 3rd Relationship Manager from the ESFA at the beginning of term. Another discussion and update was due to happen last Friday, but the meeting was cancelled. This was to look at Minsthorpe starting our own Multi Academy Trust. Discussions are still taking place with various people and Governors asked to keep an open mind and bear in mind things may change and develop.

Comments and Responses

Mrs Semper wanted to say that this has been discussed in the Principals' reviews with Mr Dickinson and herself. It is at the forefront of conversation when it needs to be. Mr Gilmore confirmed that this is also an ongoing Appraisal objective for the Principal.

Governors noted the content.

iii Appointment of Professional Partner – Tudor Griffiths

Mr Gilmore spoke kindly of Mr Keith Worrall, who was the Professional Partner but has now retired. Tudor Griffiths is the Head of Kettlethorpe High School. He is a current Ofsted inspector and leads a Local Authority School. This was brought to Governors last time, and it was felt he would be a good choice as the college's Professional Partner if he agreed. Mr Tudor Griffiths has been in recently and has spoken to Mr Gilmore and said he is prepared to spend more time in Minsthorpe and do some work with us. He said he would like to be known as the School Improvement Partner rather than Professional Partner. Mr Tudor Griffiths has supported the Chair of Governors with the Principals' appraisal review and if Governors are happy with this, college would like to continue working with Mr Griffiths.

Mrs Semper added that Mr Griffiths is very engaging, he brought a different view to things, and he was happy to come in and work with Governors regarding Ofsted and any other training Governors or college feel they may need.

Chair sought a proposer and a seconder for the appointment of Tudor Griffiths as the Academy's 'Professional Partner'.

Mrs Semper proposed Tudor Griffiths was appointed as the Academy's School Improvement Partner.



Mr Dickinson seconded.

This was approved with a full show of hands.

Resolved #14

Governors resolved to appoint Mr Tudor Griffiths as the Schools Improvement Partner for Minsthorpe Academy Trust.

lv Proposed changes to the College Day

Mrs Merritt needed to make Governors aware that college need to review and make changes to the college day by September 2023 at the latest. This has come from the Government Education White Paper released in March 2022. It was very clear that we will introduce a minimum expectation on the length of the school week of 32.5 hours for mainstream funded schools. Minsthorpe are currently open to students 29 hours and 10 mins per week, which falls considerably short. We have to make the changes. Some research has been undertaken with local trusts and what they are considering. This is being discussed at their trust boards as an agenda item and are looking at making the changes.

If Ofsted were to visit next academic year and Minsthorpe we not at 32.5 hours per week, questions would be raised about the college's ability to deliver the curriculum.

The addition we are looking to add to the day is a quality addition, looking at adding a quality 20-minute tutorial curriculum. Looking at enhancing the Period 1 reading session to included guided reading, to help support reading skills. Knowledge organisers have been introduced to Year 7 and this will roll over to Year 8. For older students, time to look at strategies to support independent learning and revision for examinations, build in assemblies and attendance monitoring.

Continuation of successful practice at Minsthorpe Community College (post pandemic)

- 3 x 100-minute lessons (in line with current curriculum plans)
- Student Supervision at unstructured time (in-lesson break & split snack break 2)
- The introduction of a 5-minute comfort
- Staggered end times for KS3 & KS4
- Enrichment programme before & after college, including Commitment sessions for Year 11 students and Knowledge Organiser Commitment Sessions for Year 7 & 8

The above changes (originally due to COVID restrictions) have led to a safe, calm, orderly and supportive environment across site and in lessons, which allows the curriculum to be implemented through effective teaching, impacting positively on learning and progress.

Consultation Timeline

- Leadership Team – 22/11/22
- Full Governing Body – 06/12/22



- Staff and Unions – Spring 1
- Students and Parents – Spring 2
- Finalised by 21/04/23

Mrs Merritt said though this is an operational change for college, we need to make Governors aware that this is being looked at. She asked for Governors agreement to proceed with the consultation. It needs to be actioned on quickly due to the consultation timeline and getting the information out to parent to make them aware by the start of the summer term for their planning.

Question and Response

Mrs Semper wanted to ask if this will actually affect the hours of the school day – start and finish times? Mrs Merritt explained that yes, inevitably so but trying to minimise this, but yes this will be affected. Mrs Merritt spoke about staff and unions, how teachers directed time will also need to be reviewed and there will need to be some concessions. Mrs Semper was happy with the response.

Mrs Merritt explained that Governors will be kept updated including communication with parent/carers.

Chair sought a proposer and a seconder for the approval of the proposed changes to the College Day.

Mr Turner proposed the approval of the proposed changes to the College Day.

Mrs Semper seconded.

Resolved #14

Governors resolved to the approve the proposed changes to the College Day.

13 Development of the Governing Body

Feedback on Autumn Visits

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

- 11.11.22 – Mrs Jarratt and Mr Hames – SEND Focus

Mrs Merritt explained that a report was provided but due to their absences it was felt not appropriate to discuss at this meeting. It was agreed to deferred to the next meeting.

- 24.11.22 – Miss Cook and Mr Turner – Curriculum Focus.



Mr Turner reported back both Miss Cook and his findings from the Policy into Practice Visit for Curriculum focus. Mr Turner reported back what worked well and what they felt could work better, what support could be provided by the wider team and the impact on staff workload / wellbeing.

What went well?

- There is a really clear policy that is seen in practice every day in every lesson
- The documentation is simple, easy to follow and translatable – and it is always live ready for the next iteration. The original policy was out-dated and too long.
- The curriculum changes have been logically thought out, with purposeful timely steps taken
- This has been a whole school project and not “done” to staff. This has allowed all staff to hook into the policy. Worked from the bottom up.
- The policy is not in place to tick boxes – it is there to define a positive and supportive culture.
- It is helping define the end point and the steps required to get there.
- The planning has an impact on the quality of education for every student in every lesson
- MTPs show a consistency across all lessons
- The policy is entwined with the ‘Minsthorpe Way’

What could be better?

- Can we report against measurable targets – create a dashboard for each CTL with a focus on supporting implementation and consistency? Identify and help escalate areas that require more work. (Plan, execute, measure and correct)
- More cross-directorate collaboration and maybe even audit so best practice can be shared.
- I would like more staff reviewing the medium-term plans – I feel a lot is completed by Susie and I could not see any other review point external to the section.
- The consistency of equipment in classrooms is not quite there and some of the screens I found difficult to read.

What support could be provided by the wider team?

- With an increased understanding of the curriculum planning this could inform decisions at governing body level. E.g., funding for interactive white boards and visualisers.



- More training days and visits will really help get the understanding quicker. I think this will also help us define what we want updating on in the meetings and help us drive the agenda better.
- I think the school can look to call upon the areas of expertise we each have now this has been defined?

Impact on staff workload / wellbeing?

- Inclusive approach in which all members of staff are involved and have their say
- All staff feel personally invested and “hooked in” to the quality of the curriculum intent, implementation, and impact.
- Although QA is rigorous it is supportive and takes staff workload into consideration at all points
- What is the route for staff to raise any issues/concerns?

Overall, Mr Turner and Miss Cook thought that it was an extremely positive and beneficial visit. All the work in preparation was brilliant, came out of it feeling very positive environment.

Miss Cook responded that as a staff Governor, having an outsider from a different profession, having their point of view and the conversations were useful. She found having Governors in college, like Mr Turner is so beneficial. It works both ways and is extremely useful.

It was agreed that the visits form format and questions that was completed was a good guide, and nothing needed adding.

Questions and Response

Mrs Semper asked college if they were happy with this kind of review from Governors. Mrs Merritt feels it is excellent and surpassed her expectations. Mr Turner and Miss Cook summarised it really well. Mrs Merritt said college needs to come back now with a response to the points. Mr Turner offered his support if it was needed further.

This document is available on CIS – 13ii – Visit 2 Policy into Practice – Curriculum.

iii. Planning for Visits 3 and 4

SPRING TERM	<p>Priority 1: ‘Deepen Understanding’</p> <p>The provision of quality curriculum intent, implementation, and impact for all</p>	<p>Meetings with LRU, GMI, Yr 7 students and then a learning walk</p>	<p>Name: Mr Turner</p> <p>Name: Mrs Smith /Mr Wood – Proposed if available</p>
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Priority 2: 'Disadvantaged' The consistent delivery of the policies and procedures of The Minsthorpe Way	Meetings with KMC, students and then a learning walk	Name: Mrs Semper Name: Miss Cook
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It was agreed rather than making a date for the next visits, Mrs Merritt asked for Volunteers. College will speak to the relevant Governors to arrange a mutually convenient time. The visits take half a day.

It was also agreed that Visit 4 – 'Disadvantaged' will take place before Visit 3 – 'Deepen Understanding'. It was spoken about asking one of the new Governors to attend as they are both parents of year 7 students and may find Visit 3 very useful. It was agreed that Visit 3 will take place after February half term. Colleagues will sort dates and speak to the relevant staff / Governors to arrange.

Miss Cook gave an update on the Browne Jacobson Training she has completed. It looked at a Governors role within permanent exclusions and how people voice their decisions on exclusions. The main part she had taken from this, is that whenever there is an appeal, the biggest scrutiny is the Governing Body decision to uphold the permanent exclusion. Miss Cook has met with Mrs Merritt, and it has been decided to look at process again to strength this in terms on what is recorded. Miss Cook proposed starting a working party where she can talk through the presentation and key points to then look at college's proformas to look at refining them. Miss Cook explained that as Governors, we need to be really confident in the decisions we are making. Mrs Semper, Mr Dickinson, and Mr Turner are to join Miss Cook for the working party. Miss Cook is to email out with potential dates and time for the working party to start working on this before the next Governors' meeting in March 2023.

Mrs Merritt is to add the training Miss Cook attended onto the Governor training plan on page 7. Mrs Merritt also reminded the LA Safeguarding Training for Governors that Mrs Germain has already booked people on the 10th of January 2023, Mrs Semper and Mr Turner are to attend.

14 Policies

i. MAT Admissions Policies

i) Admissions Policies

The Clerk informed Governors the LA had not made any amendments to the Year 7 Admissions Policy. This policy was for admissions in September 2023. Mr Gilmore confirmed there were currently 304 applications with MCC as their first choice registered at the LA.

Chair sought a proposer and seconder for the approval of the College Admissions Policies for 2024/25, noting the Admissions numbers of 300 for Year 7.



Mr Turner proposed Governors approve and adopt the College Admissions Policy for 2024/54, noting the Year 7 Admissions number of 300.

Mrs Semper seconded.

RESOLVED # 15

Governors resolved to approve and adopt the College Admissions Policy for 2024/25, noting the Year 7 Admissions number of 300.

College Admission Policy for Post 16 - 2024/2025

The Clerk informed Governors this policy was based on a template from the LA but admissions to the Post 16 at MCC was managed by the College itself, rather than by the LA as is the case with Year 7 – 11. There were no amendments to the Post 16 Admissions Policy. This policy was for admissions in September 2024.

Clerk asked Governors to note the admission limit of 400 into Post 16, with 25 with external students limited to 25.

Chair sought a proposer and seconder for the approval of the College Post 16 Admissions Policies for 2024/2025, noting the Admissions numbers of 400.

Miss Hitchins proposed Governors approved the College Post 16 Admissions Policies for 2024/2025, noting the Admissions numbers of 400.

Mr Dickinson seconded.

RESOLVED # 16

Governors resolved to approve and adopt the College Post 16 Admissions Policy for 2023/24, noting the Admissions number of 400.

Clerk to inform the LA of the Policy Acceptance.

15. Reports of Committees

Governors had been provided with a copy of the minutes for the meetings listed below. Chair confirmed these had been received and read.

Carried over from Summer 2021

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|-----|--|----------|
| i) | Standards and Students Committee | 08.06.22 |
| ii) | Behaviour and Discipline (Over 5 days) | 12.07.22 |

Mrs Semper confirmed that the above minutes have been read and agreed are correct.

Autumn Meetings

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|------|----------------------------------|----------|
| iii) | Permanent Exclusion Review | 18.10.22 |
| iv) | Standards and Students Committee | 08.11.22 |



v)	Pay and Personnel Committee	22.11.22
vi)	Resources Committee	22.11.22

Mrs Semper and Mrs Merritt confirmed all have been seen except for the Resources Committee minutes. Mrs Green confirmed these have not been completed yet, and this is to be carried over to the next FGB meeting.

Everyone agreed that the minutes are accurate.

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

21.02.23	Standards and Students Committee (in person)
07.03.23	Resources Committee (via Zoom)
21.03.23	FGB Meeting (Via Zoom)

Mr Gilmore asked the Governors their thoughts about which is their current preference regarding meeting. A discussion was held and agreed that the FGB Meeting in March is to be held by Zoom. This is to be reviewed again for the summer term at a later date.

The Exclusions meeting once arranged is to be added to the meeting lists. Mrs Merritt confirmed that this meeting will be in college for a face-to-face meeting to help with training and building relationships with members. Also, to help the two new Governors to meet people before the next meeting if possible. Mrs Semper explained we'll get in touch with them to see if they can commit to a walk and talk meeting.

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

17 Other Business

There were no items of other business.

Mrs Semper wanted to note that Mrs Germain is in everyone's thoughts and that she is in contact with her along with college.

18 Identification of Confidential Items.

- 10. Accounting Officer's Report
- 12.i Assessment Point 3 and Baseline Data Update

The meeting closed at 18.15pm and Mrs Semper wished everyone a very Merry Christmas.