



Minsthorpe Academy Trust

Meeting of the Full Governing Board

21st March 2023 at 4.30pm

Via Zoom

Beverley Semper (Chair)	Member Appointed	✓	Brian Dickinson (Vice Chair)	Member Appointed	✓
Donella Cook (8)	Staff Governor	✓	Lee Wood (3)	Member Appointed	✓
Mark Gilmore	Principal (Ex-officio)	✓	Rachael Merritt	Principal (Ex-officio)	✓
Richard Hames (2)	Member Appointed	No Apols	Mark Scott (1)	Member Appointed	Apols
Emma Hitchins (7)	Staff Governor	Apols	Katie Smith (6)	Parent Governor	✓
Angela Jarratt (4)	Member Appointed	✓	Colin Turner (5)	Parent Governor	Apols
6 /12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Ebony Sykes	Acting Clerk to the Governors
Catherine Green	Director of HR and Associate Teams
Steven Watson	Allotts Accountants



Welcome by the Chair

Chair thanked all for their attendance tonight.

Chair 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 Governor 1, Governor 7 and Governor 5.

Governor 4 proposed the absences were approved.

Seconded by Governor 8.

RESOLVED 17

The Governors resolved to consent to the absence of Governor 1, Governor 7 and Governor 5.

3 Minutes of the Meeting held on Tuesday 6th December 2022.

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

Chair proposed that the minutes of the meeting held on Tuesday 6th December 2022 be signed as a correct record.

Governor 8 seconded this proposal.

RESOLVED 18

The Governors resolve that the minutes of the meeting held on Tuesday 6th December 2022 be signed as a correct record.



4 Matters Arising from the Minutes (not included below)

There were no matters arising.

5 Correspondence

Chair explained that she had received a letter from the Union regarding Strike Action, Chair also received a letter from college regarding the Strike Action.

6 Chairs Actions

Chair outlined the actions she had taken, these included: meeting with college regarding the Strike Action, completing Safeguarding training, making amendments to the PEX paperwork, meeting with an Assistant Principal regarding Policy and Practice and attended online Prevent and Safer Recruitment training.

7 Membership Changes

There were no Member changes to date.

Members remain as Governor 10, Governor 9, Governor 11, Governor 1, and Chair.

8. Board Changes

Chair welcomed Governor 6 and Governor 3.

9 Statutory Books and Filing

It was confirmed all necessary entries into the Company's statutory books and file all returns at Companies House had been completed, including:

- Updating the registers of members and directors
 - Filing form(s) TM01 and AP01
-

10 Benchmarking Presentation – Allotts Accountants

The content of this item was deemed confidential – content removed



Resolved 19

The Governors resolved to accept the audited accounts of Minsthorpe Academy Trust for 2022/23

11 Safeguarding Termly Update

Termly Update

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

- Any changes/updates to the document are highlighted in blue.
- The Principal explained our CPOMs system that we use in college to report any incidents.
- Our report meets all statutory requirements.

The report includes:

- Working with outside agencies, parents, and students to provide the best support to all students.
- Staff and Governors training is a high priority.
- Monitoring any safeguarding concerns and how we address them with students – through assemblies and one to one.
- Sexualised contact and harassment/online – high priority – safeguarding team follow this up immediately.

Question and Response

Chair asked what has been put in place in regard to the Student Voice comments regarding sexual harassment and sexual violence.

The Principal addressed this question and explained that this can be sometimes viewed as low-level banter which we can address to all students through assemblies. We also do need to do one on one sessions with outside agencies like the Police. The culture is talked about through assemblies, although we have decided that it is not the right place to go into detail. We have decided that instead we will be addressing these issues through L4L lessons. From the Student Voice, we have also identified a group of students to work with more closely regarding this issue.

Chair asked if during the Standards and Students meeting, we could have a report of the actions in response to both Staff and Student Voice. The Principal said we would bring the report to the next Standards and Students meeting.

Governors to note the content of the report.

12. Principals' Report



i. Ofsted Plan of Action

The Principal explained that we were last inspected by Ofsted in May 2018, and we are now in the window to be inspected again. Minsthorpe received 'Good' in the last inspection.

We will be having an ungraded inspection which will last for 2 days. When we receive the call to inform us of the day we will be inspected, the Principals will email the Governing Board to request their availability during the inspection.

The Principals will provide any documentation needed to the governors to ensure they are well informed when meeting inspectors.

All governors will be invited to the final feedback from the inspectors.

Governors noted the content.

ii. College Strategic Plan Mid-Year Review

The Principal presented a document and explained the process.

The Mid-Year Plan is split into 5 sections:

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management
- Sixth Form

Each section has objectives and actions. Previously each member of leadership had objectives and they would go away and work on their own section. This year, the Principals decided to do it differently and work collectively as a Leadership Team. Each objective has a member of leadership assigned to it, although they are not the only staff member looking and working on the objective, they are the main member of staff. This gives a wider perspective of every item, and it is easier to see where every member of leadership is with each action. All members of leadership have been involved in this process.

There will be 2 points in the year when the College Strategic Plan will be reviewed, mid-year and at the end of the academic year.

Governors noted the content.

iii. Projected outcomes for Y11 & Y13

The content of this item was deemed confidential – content removed



Governors noted the content.

iv. Student and Staff Voice

The Principal explained that formal collection of Student Voice hadn't been high priority during the pandemic.

We are wanting to reinvigorate the Student Voice. Students from Y7-10 took part in an online Ofsted Student Voice questionnaire as part of their L4L lesson in Summer 2022. All the data was pulled together and analysed. There were 5 main areas that were identified as areas for further investigation:

- Students feeling safe
- Students knowing they have an adult to talk to
- Areas where behaviour is poorer
- Areas where bullying could occur
- Awareness of Sexual Harassment

On Tuesday 31st January, the Leadership Team spoke to 250 students. Students were asked the following 5 questions:

- Do you feel safe in college?
- Is there an adult you can talk to?
- Where is behaviour poorest?
- Where does bullying occur?
- Have you been taught about sexual harassment?

A member of leadership pulled the data together. These results were positive. The Principal picked out that she was exceptionally happy with the 96% of students that said they feel safe whilst in college.

Moving forward, the Principal explained that we would like to develop Student Voice into Student Leadership. This would enable students to feel more involved in the decision making and enable them to put their views and thoughts across to the Leadership Team and others.

Question and Response

Governor 6 asked the Principal if there are more behaviour issues in an afternoon. The Principal confirmed this. Period 3 is a more challenging part of the day. The Principal also added that there are other factors that influence the students' behaviour such as, Y7 having mixed ability groups and temporary/cover staff. We are able to use behaviour data to identify if there are patterns such as times, lessons, and classmates. We are also able to put a Key Worker in place for any students that are struggling. We prioritise support in the identified 'hot spots'.

Mrs Green presented the Staff Voice presentation.



Mrs Green explained that it was decided to do the Staff Voice anonymously. By doing this it was hoped to get a better response. Staff were able to be more open and honest as it was anonymous.

There was a really good response from the staff overall. There was a 53% response rate of which there were 9% senior leaders, 24% middle leader, 40% teacher, 5% associate staff – teaching, 17% associate staff – other, 2% other. There are slightly lower numbers from associate staff, but this is expected due to the style of questions being more teacher based.

Overall positive results were received.

Mrs Green talked through the questions that were asked as part of the Staff Voice and highlighted the number of staff that strongly agree, agree and strongly disagree, disagree.

Mrs Green went through the next steps after Staff Voice which included:

- Increased Curriculum Area Planning Time
- Encourage staff to raise individual concerns regarding workload
- Review of how staffing is allocated for exam invigilation
- Review how we manage pastoral issues
- College Day

Question and Response

Governor 8 asked if we think that the time of year, we ask for Staff Voice could lead to negative responses. Governor 4 agreed with Governor 8 and explained that doing Student Voice at the start and end of the year and then comparing the two may give a better indication to staff's views. Mrs Green acknowledged this.

Chair asked as we do a Student and Staff Voice, do we do anything for parent/carer voice? The Principal explained that after every Parents Evening there is a questionnaire for parents/carers to fill out to give their views. Both the Principal and Chair agreed that the parent/carer voice would be brought to the Autumn Term meeting.

Chair thanked Mrs Green for her presentation.

Governors noted the content.

v. College Day – September 2023

The content of this item was deemed confidential – content removed

Resolved 20

Governors resolved to the changes made to the College Day from September 2023.



i. College Curriculum Policy – For Approval

The Governors have previously approved this policy. There are minor changes to this policy. The Curriculum Implementation has been changed to explain that there will be 3 years of KS3 and 2 years of KS4 for current Year 7 onwards. The Implementation section of the policy has also been condensed.

Chair sought a proposer and seconder for the approval of the College Curriculum Policy for 3 years.

Governor 4 proposed Governors approve and adopt the College Curriculum for 3 years.

Vice Chair seconded.

Resolved 22

Governors resolved to approve the College Curriculum Policy for 3 years.

ii. Emergency Procedure – For Discussion

The Principal explained that there have been multiple changes to the Emergency Procedure Policy but there have been no changes to the contents. This policy has been looked at and condensed due to the old document being such a lengthy document. The Principal and Assistant Principal have looked at each section of the document and formalised each section bringing it up to date.

Governors noted the content.

iii. Review of Accessibility plan 2021 – 2024

One of the Associate Assistant Principals Mr Orr leads on the Accessibility Plan. The only change to the Accessibility Plan is under Section 2. There has been a review column added on the right which shows when each action will be reviewed and any other comments.

Governors noted the content.

Clerk to inform the Associate Assistant Principal of the Policy Acceptance.

14. Reports of Committees

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

Autumn Meetings

i) Standards and Students Committee

08.11.22 for Approval



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

Vice Chair proposed that the minutes of the meeting held on 08.11.22 be signed as a correct record.

Governor 4 seconded this proposal.

ii) Resources Committee

22.11.22 – for Approval

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

Vice Chair proposed that the minutes of the meeting held on 22.11.22 be signed as a correct record.

Chair seconded this proposal.

iii) Pay and Personnel Committee

TBC

Governors noted the content.

15.

Training and Development

Chair gave an update on training and development that had taken place this included:

- Policy and Practice visits.
- Safeguarding Training – it was discussed that Governor 6 and Governor 3 would need to be added onto the next available date for the Safeguarding Training.
- Governor 4 gave feedback on her recent visit to college – Governor 4 explained how happy she and Governor 2 were to have the chance to do a learning walk around college and be able to speak to both staff and students who gave positive feedback. They prepared a written and verbal report for governors.

Governors to note

15A Update from Policy into Practice Visits

Reports will follow for the two visits in the Spring Term 2023. During the Summer Term there are 2 further visits that will need to take place.



Priority 1 – Realise Potential – Vice Chair and Governor 8 agreed to attend this.
Priority 2 – Pastoral Care – Chair and Governor 4 agreed to attend this.

Governors noted the content.

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

13.06.23	4.30pm	Standards and Students Committee - (In person)
20.06.23	4.30pm	Resources Committee - (Zoom)
04.07.23		FGB Meeting (inc - Budget Approval) - (In person)

The Principal asked the Governors their thoughts about which is their current preference regarding meeting. A discussion was held and agreed that the FGB Meeting in July is to be held in person.

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

Mrs Green left the meeting after item 16.

17 Other Business

The content of this item was deemed confidential – content removed

Resolved 23

The Governors accepted the continuation of the governors in post.

18 Identification of Confidential Items.

- 10. Benchmarking Presentation – Allotts Accountants
 - 12.3. Projected outcomes for Y11
 - 12.5. The College Day – September 2023
 - 17. Any other business – Update regarding the Clerk
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The meeting closed at 18:57pm.