



## Minsthorpe Academy Trust

## Meeting of the Full Governing Board

4<sup>th</sup> July 2023 @ 4.30pm

In Person

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	Member Appointed	✓
Miss D Cook (8)	Staff Governor	✓	Mrs R Merritt (PR2)	Principal (Ex-officio)	✓
Mr M Gilmore (PR1)	Principal (Ex-officio)	✓	Mr M Scott (1)	Member Appointed	✓
Mr R Hames (2)	Member Appointed	Apols	Mr C Turner (5)	Parent Governor	✓
Mrs A Jarratt (4)	Member Appointed	✓	Mrs K Smith (6)	Parent Governor	✓
Miss E Hitchins (7)	Staff Governor	Apols	Mr L Wood (3)	Member Appointed	✓
10/12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Miss E Sykes	Clerk to the Governors
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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 2 and Governor 7.

Governor 8 proposed the absences were approved.

Seconded by Governor 5.

**RESOLVED 24**

The Governors resolved to consent to the absence of Governor 2 and Governor 7.

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3 Minutes of the Meeting held on Tuesday 21<sup>st</sup> March 2023

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

Governor 8 proposed that the minutes of the meeting held on Tuesday 21<sup>st</sup> March 2023 be signed as a correct record.

Governor 4 seconded this proposal.

**RESOLVED 25**

The Governors resolve that the minutes of the meeting held on Tuesday 21<sup>st</sup> March 2023 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



The Chair explained that she had received a letter from the Union regarding Strike Action on 5<sup>th</sup> and 7<sup>th</sup> July, Chair also received a letter from college regarding Strike Action.

The Chair also added that she had been notified that the college advertised for a Parent Governor and have since recruited.

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## 6 Chairs Actions

The Chair outlined recent actions that she has been involved in, this includes:

- Policy into Practice Visits
- Principals' Mid-Year Review
- Finance Meetings
- Telephone calls/correspondence with college

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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.

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## 8. Board Changes

The Chair informed governors of the appointment of a new Staff Governor and reappointment of Governor 5 as Parent Governor.

Governor 4 proposed these board changes.

Governor 8 seconded this proposal.

### **RESOLVED 26**

**Governors resolved to recommend to Members to appoint Governor 7 as Staff Governor and Governor 5 as Parent Governor of Minsthorpe Academy Trust**

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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 Principals' Report

### 10.1 Professional Partner Visit

Principal 1 explained that Tudor Griffiths attended college to prepare college for the next Ofsted inspection. Principal 1 explained that Tudor has spoken to the Leadership Team previously but wanted to visit college and see us in action.

During the visit, the Principals received training on the 2-hour conversation that they will have with the Lead Ofsted Inspector. Tudor also completed a learning voice activity and a learning walk.

During the learning voice activity, four pre-prepared questions were being asked to all year groups:

1. What have you been learning today?
2. How does this link back to your previous lesson?
3. What do you enjoy?
4. Pin down what you have been learning – give a summary.

All students spoke confidently and were positive about what they have been learning in class.

During the learning walk with a member of Leadership, Tudor was given the opportunity to visit lessons and see and speak to students during social times. During lessons, Tudor observed that students' behaviour in lessons was good, students looked smart in their uniform, students were engaged in their learning and we had an open-door culture. When Tudor was present during social times, he observed that students were well supervised, there were positive working relationships between both staff and students and all students were polite and keen to speak to visitors.

Principal 1 explained that Tudor gave them lots of advice regarding Ofsted. Tudor explained that we need to be upfront and honest with the inspectors, be open about our Ebacc being low due to changes in MFL and options, we can also show them what we are doing and putting in place to ensure we address this. Principal 2 added that we are on the right track, we are working on more case studies as this shows our progress. Tudor did point out that he thinks we should encourage students to answer more loudly due to them being quiet and hard to hear with some responses. This aligns with our focus on oracy.

Questions were then welcomed.

### Question and response

Governor 1 explained that he feels what we have done since COVID is positive and shows we are making progress. Governor 1 asked if it has helped students to see visitors in the



classroom? Governor 1 also added that he feels students will be more settled as they will be used to seeing visitors in the classroom.

Principal 1 explained that we have been having external people in to join the Deep Dives, this is giving the students and staff the opportunity to become used to having an external eye in the classroom.

Governor 4 and Governor 6 both agreed that students are polite and welcoming to external visitors as they witnessed when they participated in a Policy into Practice visit.

Principal 2 added staff are usually made aware when we have an external visitor, but they are not given an itinerary on where they will be going. It is a positive that we are able to work like this and external visitors are able to go in and out of lessons.

**Governors noted the content**

## **10.2 Staffing Update**

Principal 2 gave a presentation on Staffing for September 2023.

Principal 2 explained that we are fully staffed for September in terms of Teaching Staff, we are aware of the current recruitment issue, and we don't usually have many applications for posts we advertise but we are in a positive position to be fully staffed for September.

We have 11 new teachers starting with us, some of which are maternity cover. We will have a total of 5 ECT's, 3 of which are 1<sup>st</sup> years and 2 which are 2<sup>nd</sup> years. We currently have one outstanding vacancy to fill for a Music teacher. We will be advertising again in September.

Principal 1 explained that due to the popularity of Geography, we have now decided to split Geography and History into two Curriculum Teams. There will now be a CTL for Geography and a CTL for History rather than a CTL for Humanities. We have also appointed an ACTL for History and an ACTL for Geography.

There have been no changes to staffing in Science and we have appointed 3 new staff in Maths. We are positive about this as these have been the two departments in the past where we have struggled to appoint.

In terms of associate staff, we have appointed a new Cover Supervisor, who has previously worked with us on supply. We currently have a vacancy for a Finance Assistant due to retirement, but we are struggling to recruit for this position at the moment. We have had a vacancy for a Student Support Team Leader, for which we have had 21 applications. The interviews for this position will take place on Friday 14<sup>th</sup> July.

Questions were welcomed.

**Question and response**



Governor 1 asked where is Minsthorpe at in terms of staffing compared to other schools?

Principal 1 explained that they are in touch with a lot of different heads from other schools and compared to other schools we are in a really good position. Some schools are not fully staffed for September, so we are in a fortunate position. We have loyal staff that work at Minsthorpe, and we have a turnover of 7 – 10 staff per year, which is positive when we have over 100 teaching staff.

**Governors noted the content**

### **10.3 School Rebuilding**

Principal 1 presented the School Rebuilding Programme.

Principal 1 explained that we have now received planning permission for the New Sports Hall and the temporary accommodation. The DfE are awarding contracts to Henry Boots and work will start soon after they have been awarded.

The first part of the School Rebuild will be the to remove the asbestos from Carnegie. There will be temporary accommodation built next to the Post 16 block to minimize any disruption to staff, students, and lessons. The next block that will be having work completed will be the English block, whilst the work is taking place the English block will move to the temporary accommodation next to the Post 16 block. The work will then move to the ST and Humanities block, which these two blocks will then move to the temporary accommodation.

Principal 1 talked through the presentation and pointed out key blocks which were colour coded. Governors were also shown the plan for the final build and how it will look.

Principal 1 also explained that there will be 2 small studios that will replace the gym and have changing facilities with individual showers and toilets.

Questions were welcomed

### **Question and response**

Chair asked what impact will the building work have on PE when it is taking place?

Principal 1 explained that students will have access to the Old Sports Hall and will also make use of the facilities at the bottom of site such as the Astroturf and Field. There is also a Dance Studio in the Creative block which can be used for PE.

Governor 4 asked what changing facilities will students have whilst the building work is taking place?



Principal 1 explained that there will be 2 containers provided for students. The students will then use the temporary accommodation.

Governor 4 also asked if exams will move into the New Sports Hall when built?

Principal 1 explained yes as there will be additional spaces and the flooring that will be used is more appropriate for exams.

Governor 1 asked if Henry Boots has given a team of contractors yet?

Principal 1 explained that Katrina is currently in charge of the designs, but we haven't yet received a team. We have a meeting at the end of term so will hopefully be given more detail.

Governor 3 asked if we had contingency planning incase the time frame is not met?

Principal 1 responded by outlining that if this happens, we have the capacity and facilities to resolve this. We are hoping that this will not be the case as we have planned this effectively.

Governor 3 asked if we knew if the contractors will be using steel framing or cladding?

Principal 1 said he is unable to answer that at the moment.

Principal 2 added that when our site is finished it will be something to celebrate and will be exciting for the community.

**Governors noted the content**

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## **11 Policies**

Principal 2 explained that this policy has previously been approved, however, there had been a slight change to the College Day from September. We have increased contact time for staff and students by adding in P&A time.

Governor 1 and Chair had comments on the policy. Amendments for the policy will be sent to college and will be amended.

Chair sought a proposer and seconder for the approval of the College Good Attendance Policy for 3 years post amendments.

Vice Chair proposed Governors approve and adopt the Good Attendance Policy for 3 years.

Governor 8 seconded the proposal.



RESOLVED 27

Governors resolved to approve the Good Attendance Policy for 3 years.

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## 12. Training and Development

### 12.1 Feedback from Policy into Practice Visits

Governor 3 and Governor 5 participated in the Knowledge Organiser Policy into Practice visit on 9<sup>th</sup> March and Governor 8 and Governor 6 participated in the Disadvantaged Students Policy into Practice visit on 17<sup>th</sup> March.

#### Visit 3 – Knowledge Organisers

Governor 3 talked through his written report on the visit. Some of the key things Governor 3 outlined was how he had an excellent visit, and it gave a fantastic impression of Minsthorpe as it was his first visit. It was clear to him that there was good behaviour in lessons, staff and students both engaged in the learning and staff loved working at Minsthorpe.

Governor 5 added that he observed supportive and enthusiastic staff and students. Students knew what they had to do with their Knowledge Organisers and all students had them in front of them in lessons. It is clear that the Knowledge Organisers follow the Minsthorpe Way.

Governor 5 also commented on the Careers Fair that he visited. He explained that he saw students engaged and speaking to the stall holders. He could see there was positive conversations taking place.

There was a discussion between Governors and the Principals regarding the cost of the Knowledge Organisers.

Principal 2 explained that the production of the packs are cheaper compared to the Literacy programme as this is external. Students will also be given workbooks next year to complete their Knowledge Organiser in and their P&A mentor will be able to see and check the books during P&A time rather than students uploading work to Satchel One.

Governor 3 explained that the Knowledge Organisers are positive therefore the budget will be found, the programme works, and it promotes attainment.

Principal 1 added that the Knowledge Organisers supports parents, and they can keep track of students' home learning. Students are also engaged due to the rewards.

Governor 6 expressed that she feels the paper-based work is better for disadvantaged families that may not have access to a device or internet.





Questions were welcomed

#### **Question and response**

Governor 1 asked if the Knowledge Organisers are something we can offer to students at other schools?

Principal 2 explained that there would be pros and cons to this idea due to the curriculum being different.

Governor 8 also added that exam boards may be different in other schools and may not all follow the same curriculum.

Principal 2 outlined that this is a strength of Minsthorpe and how we monitor, track and reinforce is positive, we embed it into the Minsthorpe Way.

#### **Visit 4 – Disadvantaged Students**

Governor 8 talked through her written report of the visit.

Governor 8 explained that they were impressed with how overwhelmingly positive students were about the support they receive from staff. Students were positive about staff that worked at Minsthorpe and explained that the staff are the best thing about Minsthorpe. There is clear evidence that student voice actions have been put in place and is clear that staff know their students.

Questions were welcomed.

#### **Governors noted the content**

### **12.2 Governing Board Development Plan 23/24**

Principal 2 wanted to recognise and thank the Governors for all the work they have done this academic year. It is apparent that they know Minsthorpe so well. We appreciate all the feedback they are able to give us.

The Principals and Governors talked through the Policy into Practice Visits for 2023/24, some ideas that the Governors were interested in were:

- Alternative Provision Reset and Behaviour
- Attendance
- Safeguarding
- Extra-Curricular Activities
- Budget/Finance
- Curriculum – Particularly how middle leaders are given the opportunity to collaborate and using a Governor as an observer in a Deep Dive

Governors were happy with these options, these will be added to the Development Plan and circulated to Governors.



Governors noted the content

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### 13. Termly Safeguarding Report

Governors had been provided with a copy of the termly update prior to the meeting via CIS. Principal 2 highlighted key points to Governors.

- Any changes/updated to the document are highlighted in blue.
- There are 4 areas of development which we are currently working on.
- We are looking deeper into Student Voice.

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.

Questions were welcomed.

Governors confirmed that Safeguarding would be a priority for the next Policy into Practice Visit.

Governors noted the content.

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### 14. Confirmation of Time and Dates of the Cycle of Meetings for 23/24:

Governors were provided with a copy of the planned meetings for 2023/24.

There was 1 change requested by the Chair, this was to move Standards and Students from 14<sup>th</sup> November 2023 to 21<sup>st</sup> November 2023.

Governors were happy to change this date.

Governors noted the meeting cycle for next academic year.

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### 15. Other Business

There were no items of other business

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16. Identification of Confidential Items

There were no confidential items.

The meeting closed at 18.25pm

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