



Minsthorpe Academy Trust

Meeting of the Full Governing Board

26th September 2023 @ 4.30pm

The Hub Meeting Room

Mrs B Semper (Chair)	Member Appointed	✓	Mr B Dickinson (Vice Chair)	Member Appointed	APOLS
Miss D Cook (8)	Staff Governor	✓	Mr L Wood (3)	Member Appointed	✓
Mr M Gilmore (PR1)	Principal (Ex-officio)	✓	Mrs R Merritt (PR2)	Principal (Ex-officio)	✓
Mrs S Adams (7)	Staff Governor	✓	Mr M Scott (1)	Member Appointed	✓
Mrs A Jarratt (4)	Member Appointed	✓	Mrs K Smith (6)	Parent Governor	✓
			Mr C Turner (5)	Parent Governor	APOLS
9/12 Governors present. This meeting is quorate. (need 1/3)					

Miss E Sykes	Clerk to the Governors
Mrs J Collins	Assistant Principal – Safeguarding and Wellbeing



Welcome by the Clerk

Clerk thanked all for their attendance tonight.

1 Election of Chair - in accordance with the Articles of Association, point 83

In accordance with Article 83:

83 The Governors shall each school year, at their first meeting in that year, elect a chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.

The names of those proposed for Chair, those proposing and those seconding the proposals were requested.

Proposed Mrs B Semper

Proposed by Governor 4

Seconded by Governor 1

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

The remainder of the meeting was be chaired by Mrs Semper.

2 Election of Vice Chair - in accordance with the Articles of Association, point 83

In accordance with Article 83:

83 The Governors shall each school year, at their first meeting in that year, elect a vice chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.

The names of those proposed for Vice Chair, those proposing and those seconding the proposals were requested.

Proposed Mr B Dickinson

Proposed by Governor 4

Seconded by Governor 1

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



3 Apologies for Absence

Apologies for absence received from Vice Chair and Governor 5.

Chair proposed the absences were approved.

Seconded by Governor 4.

RESOLVED 01

The Governors resolved to consent to the absence of the Vice Chair and Governor 5.

4 Conflicts of Interests and business interest amendments

Governors were notified of the agenda prior to the meeting and were asked to inform the meeting of any conflicts of interest, of which there were none.

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

5 Minutes of the Meeting held on Tuesday 4th July 2023

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

Governor 8 proposed that the minutes of the meeting held on Tuesday 4th July 2023 be signed as a correct record.

Governor 4 seconded this proposal.

RESOLVED 02

The Governors resolved that the minutes of the meeting held on Tuesday 4th July 2023 be signed as a correct record.

6 Matters Arising from the Minutes (not included below)

There were no matters arising.

7 Membership Changes

Mr Johnson has now resigned as a member; he will now take on the role of a governor as a member appointed. All governors agreed to this change.

Current members are Mrs Evans, Mr Henshaw, Mr Scott and Mrs Semper.



8. Board Changes

We have received a letter of resignation from Governor 2, this has been accepted by the Chair and all governors present in the meeting.

This change has been updated on Company House.

9 Statutory Books and Filing

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

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

10 Results 2023

The content of this item was deemed confidential – content removed.

Governors to Note

11 Safeguarding Annual Report

Mrs Collins explained the Annual Safeguarding Report to governors.

Mrs Collins started by explaining to governors the training that staff have participated in this academic year. Staff have recently participated in the Annual Safeguarding Training on Monday 25th September, following this training a quiz has been sent out to staff to check staff understanding. This data will be collated and available to view for Ofsted.

Mrs Collins explained that the data provided in the presentation has been taken from the end of the summer, and this data is subject to change.

Mrs Collins outlined that we have a high number of students with a social worker at the moment or students that are involved with outside agencies.

Mrs Collins pointed out to the governors the Safeguarding Incidents that have been reported on CPOMs, this data has been separated into year groups and clearly shows the number of incidents reported for each individual category on CPOMs.



Mrs Collins explained the categories on CPOMs. Each category on CPOMs has a sub-category, this helps with pulling through data to be given to specific members of staff. E.G. Mr Lloyd deals with bullying, the data will then be pulled from CPOMs and given to Mr Lloyd to collate.

Mrs Collins talked through the Sexual Violence and Sexual Harassment logs from Autumn Term to the Summer Term. This included a table with the following categories:

- Child on Child/Student on Student
- Online Safety
- Sharing of nudes/semi nudes
- Sexual Activity
- Sexualised behaviour/contact/harassment

Mrs Collins gave anonymised details regarding students in each year group that have been reported in these categories. Mrs Collins also explained that we currently have 2 students in Y10 and 2 students in Y11 that have current risk assessment in place due to a variety of reasons which include Police bail conditions.

Mrs Collins explained the Online Safety incidents that have been logged on CPOMs. Although these numbers are not high, this does not mean that it is not happening. Mrs Collins also added that for Prevent referrals due to online searches, there has to be an evidence trail.

There has been a key change around data with sexual harassment and sexualised behaviour particularly in younger students. This is usually students messing around and they need to be educated rather than sanctioned. Individual students will be spoken to if reports increase, however, certain topics will be spoken about during L4L lessons and assemblies.

We have focused on 3 main areas:

- During the summer term, repeated incidents have been looked into and we will now involve external agencies.
- Online Safety – incidents in college are not high, however, it does happen. We have focused on educating students on how to stay safe online.
- Education of personal development – informing students to take less risks or how to deal with risks if they do occur.

Mrs Collins added that a key focus of the Safeguarding training were allegations against staff. Mrs Collins made it clear that we are open and transparent and will contact the local authority designated officer with any incidents that may occur. College will also monitor low level concerns, e.g. inappropriate comments, this can be seen as the professional boundary being blurred.

Questions were welcomed.

Question and response:

Governor 3 asked for an example of Prevent.

Mrs Collins explained that it would be gang affiliation, graffiti in books and fixed agendas during group discussions. We would then have to triangulate evidence in order to make a



referral. General searches such as how to make a bomb, we will follow this up internally and the student will then be on the radar.

Question and response:

The Chair asked about students going missing, and if there are certain groups of students, for example, Child in Care (CiC).

Mrs Collins explained that missing children is a concern, and this is on the increase. The more worrying issue is that the students that are going missing are getting younger. Mrs Collins explained that there may be issues with certain groups of students as one of our Y7 students that went missing was a CiC and the other was under special guardianship. We also have to look at the students that are coming into college and then leaving. The reason students go missing is unknown but could be a variety of different reasons. Physical abuse has spiked at the moment, mental health has increased with persistent absence as students cannot manage with the school environment. This is difficult as some parents do not view education as important.

Question and response:

Governor 1 asked if students are using mental health to cover up other things?

Mrs Collins outlined that we would log and monitor these, but we are not mental health specialists, but we do put a lot of interventions in place and will exhaust all internal options before referring a student to an outside agency. We do have a lot of mental health incidents within our Y10 cohort. This year group is a priority year group, and we will continue to monitor this.

Question and response:

Governor 3 explained that he feels that society seem to teach students to be the victim in a way and this is embedded into students. It needs to be made clear to students that sometimes we are sad, but this is not always down to mental health.

A discussion took place between governors and Mrs Collins regarding mental health.

Governor 8 stated that she was happy that all referrals are followed up.

Mrs Collins outlined that we do inform students about self-care and discipline, feeling stressed and worried is normal.

The Chair explained that herself and Governor 4 visited a group of KS4 students, and it was a positive experience. The students were talking openly and positively, students are happy they are able to communicate with outside agencies like Spectrum and feel that if something happened that they are able to talk with staff and it is dealt with. During the Y10 assembly the students were worried about being judged and they didn't want parents to know things



that they disclose to staff. Students suggested they would feel better if they were able to disclose information anonymously.

Question and response:

Governor 6 asked if we do have anything for students where they can disclose anonymously?

Mrs Collins explained that not at the moment, it would be hard for us to follow issues up if something high level was to be reported.

The Chair thanked Mrs Collins for her presentation.

Mrs Collins left the meeting.

Governors noted the content of the report.

12 Policies

12.1 – Online Safety Policy

PR2 explained the main changes to this policy were on pages 3 and 4, the responsibility of governors regarding filtering and monitoring.

Page 17 also gives a list of inappropriate activities; suggestions were made by Governor 6 to add information regarding Artificial Intelligence. This has now been added to the policy.

Page 20 onwards shows the Acceptable Use Agreement on and offsite.

Governors noted the Policy.

12.2 – Minsthorpe Community College Supporting Students with Medical Conditions/Emergency First Aid

Chair sought a proposer and seconder for the approval of the Minsthorpe Community College Supporting Students with Medical Conditions/Emergency First Aid.

Governor 1 proposed Governors approve the Minsthorpe Community College Supporting Students with Medical Conditions/Emergency First Aid Policy.

Governor 6 seconded.

RESOLVED 03

Governors resolved to approve the Minsthorpe Community College Supporting Students with Medical Conditions/Emergency First Aid for 1 Year.

12.3 – Minsthorpe Academy Trust Pay Policy



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

Governor 4 proposed Governors approve and adopt the Minsthorpe Academy Trust Pay Policy.

Governor 6 seconded.

Full show of hands

RESOLVED 04

Governors resolved to approve and adopt the Minsthorpe Academy Trust Pay Policy (with instructions to apply the pay scales for Teaching and Associate Staff once agreed) with effect from September 2023.

12.4 – Minsthorpe Academy Trust Appraisal Policy

Chair sought a proposer and seconder for the approval of the Minsthorpe Academy Trust Appraisal Policy

Governor 3 proposed Governors approve and adopt the Minsthorpe Academy Trust Appraisal Policy.

Governor 1 seconded.

Full show of hands

RESOLVED 05

Governors resolved to approve and adopt the Minsthorpe Academy Trust Appraisal Policy with effect from September 2023.

12.5 – Equality Policy

Chair sought a proposer and seconder for the approval of the Equality Policy.

Governor 4 proposed Governors approve the Equality Policy.

Governor 8 seconded.

RESOLVED 06

Governors resolved to approve the Equality Policy for 1 Year.

12.6 – Minsthorpe Academy Trust Disciplinary Policy

Chair sought a proposer and seconder for the approval of the Minsthorpe Academy Trust Disciplinary Policy.



Governor 8 proposed Governors approve the Minsthorpe Academy Trust Disciplinary Policy.

Governor 3 seconded.

RESOLVED 07

Governors resolved to approve and adopt the Minsthorpe Academy Trust Disciplinary Policy with effect from September 2023.

12.7 – Minsthorpe Academy Trust Sickness Policy

This is a new policy, which will make the monitoring and intervention due to sickness absence more straightforward.

Governors noted the Policy.

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

21.11.23	4.30pm	Standards and Students – In Person
28.11.23	4.30pm	Resources – Via Zoom
12.12.23	4.30pm	FGB – In Person

Governors noted the dates for the Autumn 23/24 cycle of meetings.

14 Other Business

PR2 wanted to make governors aware of a high-risk offsite visit that was happening on 27th to 31st October 2023. We have 14 students and 2 members of staff going to New York. All checks have been completed and Calder Associates have approved all paperwork.

15 Identification of Confidential Items.

Item 10 – Results 2023

The meeting closed at 18.10pm