



Minsthorpe Academy Trust

Meeting of the Full Governing Board

2nd July 2024 @ 4.30pm

In Person

Beverley Semper (Chair)	Member Appointed	✓	Brian Dickinson (Vice Chair)	Member Appointed	✓
Donella Cook (8)	Staff Governor	✓	Lee Wood (3)	Member Appointed	✓
Mark Gilmore (PR1)	Principal (Ex-officio)	✓	Rachael Merritt (PR2)	Principal (Ex-officio)	✓
Barry Johnson (2)	Member Appointed	APOLS	Mark Scott (1)	Member Appointed	APOLS
Sarah Adams (7)	Staff Governor	✓	Katie Smith (6)	Parent Governor	✓
Angela Jarratt (4)	Member Appointed	APOLS	Colin Turner (5)	Parent Governor	APOLS
8/12 Governors present. This meeting is quorate. (need 1/3 = 4)					

Ebony Sykes	Clerk to the Governors



Welcome by the Chair

Chair thanked all for their attendance tonight.

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 2, Governor 4 and Governor 5.

Governor 6 proposed the absences were approved.

Seconded by Governor 8.

RESOLVED 18

The Governors resolved to consent to the absence of Governor 1, Governor 2, Governor 4 and Governor 5.

3 Minutes of the Meeting held on Tuesday 19th March 2024

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 Tuesday 19th March 2024 be signed as a correct record.

Governor 8 seconded this proposal.

RESOLVED 19

The Governors resolve that the minutes of the meeting held on Tuesday 19th March 2024 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)

This item has been removed as content was deemed confidential.

5 Correspondence



Chair explained she has had various correspondence including:

- LEA Letters
 - Sub Station Letters
 - Regular contact with governors via email
-

6 Chairs Actions

The Chair explained that she has been involved in numerous visits to college and also PEX meetings.

7 Membership Changes

There were no Member changes to date.

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

8. Board Changes

There were no Board changes to date.

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
-

10 Principals' Report

- i. Building Works Update

PR1 presented a PowerPoint on the School Rebuilding Programme.

Slide 2 – Highlighted in green shows completed building works, this includes Carnegie downstairs and upstairs and the English block. The New Sports Hall highlighted in yellow is ongoing however, there has been some delays. The delays have been due to increase in capacity requirements and Northen Powergrid will need to have a new substation. This



caused delay as we have been working with our solicitors, the LA and DfE to change our lease agreement. PR1 explained that the New Sports Hall should be open by Christmas.

We have currently lost the use of the Main Hall, KS3 Dining Area and Student Support (ST) due to the building works, we have temporary kitchens and the ST staff have moved to the temporary accommodation at the bottom of site. In September, we will be losing the Humanities and RE block, these subjects will move to the temporary accommodation.

The last stage of the building works will begin in January 2025, during this stage the Old Sports Hall will be removed.

ii. Trust Status

PR1 displayed to governors an overview document of Wakefield Secondary Schools. This document displayed the trust, the school and their Ofsted grade. PR1 explained as you can see from the document, there are two Outwood Academies and Airedale Academy that 'require improvement'. Also displayed on the documents are Minsthorpe Primary Pyramid, 3 of the primary schools are within a trust and 3 are LA maintained.

Governor 3 asked if students from feeder primary schools have to attend Minsthorpe.

PR1 explained that no they have a choice, some students go to Hemsworth, and Catholic schools. We gain more students we loose.

PR2 added that the LA admissions appeals meeting is on 18th July to which we have previously had 8 appeals and now have a further 6.

PR1 outlined that we do have a waiting list and students could be allocated a place if other students do not arrive.

iii. Staffing Update

PR1 explained that we are fully staffed for September, PR1 displayed a document to governors which shows how the turnover of staff is low.

PR2 added that the college works hard to recruit, we do have a Computer Science vacancy that we would have liked to appoint however, we are able to cover these lessons for September.

PR1 outlined that from the document this is for teaching staff only and the highlighted green show promotion and the highlighted red shows the staff that have now left education.

Chair asked about the number of applicants that we get.

Governor 8 explained that there are more jobs than applicants and it is hard to recruit.



PR1 explained that we do not just recruit as we need to fill a position, if the right applicant does not apply, we will repeat the recruitment process. We also give staff opportunities to progress internally as we are always trying to improve.

Core Subjects Staffing Structure

PR2 explained our focus is Maths, English and Science as these subjects are half of the students' curriculum offer. We need strong staff and curriculum delivered across these areas. College lost a leading practitioner last year in Maths and it was decided that we would replicate this role in all core area. A meeting took place with the CTL of English, Maths and Science, and we made changes in these subjects to ensure these teams are strengthened.

The changes were to appoint a Core Subject Lead Practitioner in Maths, English and Science to strengthen the curriculum implementation and also give opportunities to staff in those areas.

Behaviour and Attendance Staffing Structure

As governors are aware attendance is priority within college and we have decided that we need a dedicated Attendance Team. In previous years we had the CCTL and the ACCTL, the CCTL dealt more with the behaviour of the year group and the ACCTL dealt with the attendance. However, going forward we will now be going back to Head of Year and Assistant Head of Year, and they will be working together on the behaviour and support of the year group. We have appointed a Head of Attendance, our EWO as we have always had, the Attendance Support Officer has been promoted to Attendance Officer and a member of the Admin Team has been promoted to Attendance Support Officer. These changes have been in place since Easter.

Governor 3 explained that he has seen things on social media regarding a change in the Attendance Policy from September, Governor 3 asked about the changes.

PR2 explained that this is not our policy, this has come from the LA, they are putting in place a faster route to fining and a rapid response regarding holidays.

PR1 added that we do not issue the fixed penalty notice, the LA issue these however, we provide the data to the LA.

Governor 3 asked if a student illness is an absence.

PR2 explained that illness is an absence as they are not present in college however, this absence is authorised.

- iv. Warp Filming

This item has been removed as content was deemed confidential.



Governors noted the Principals' Report

11 Policies for Approval

i. Emergency Procedures

Changes made to the policy are, lead names have been updated and the policy now covers the blocks that have been temporarily closed.

Governor 3 proposed the Emergency Procedures Policy September 2024.

Governor 8 seconded.

RESOLVED # 20

Governors approved the Emergency Procedures Policy for September 2024.

ii. MCC Provider Access Policy

Changes made to the policy are highlighted in yellow.

Governor 3 proposed the MCC Provider Access Policy September 2024.

Governor 8 seconded.

RESOLVED # 21

Governors approved the MCC Provider Access Policy for September 2024.

iii. Careers Guidance and Education Policy

Changes made are highlighted in yellow.

Governor 3 proposed the Careers Guidance and Education Policy September 2024.

Governor 8 seconded.

RESOLVED # 22

Governors approved the Careers Guidance and Education Policy for September 2024.

iv. First Aid and Supporting Students with Medical Conditions

Changed made are highlighted in yellow, the reason for the change is due to the amount of paracetamol we were giving out to students.



Governor 3 proposed the First Aid and Supporting Students with Medical Conditions September 2024.

Governor 8 seconded.

RESOLVED # 23

Governors approved the First Aid and Supporting Students with Medical Conditions for September 2024.

- v. MCC Staff Grievance

Changes made are highlighted in yellow.

Governor 3 proposed the Staff Grievance Policy September 2024.

Governor 8 seconded.

RESOLVED # 24

Governors approved the Staff Grievance Policy for September 2024.

- vi. MCC Capability Procedures

Changes made are highlighted in yellow.

Governor 3 proposed the Capability Procedures September 2024.

Governor 8 seconded.

RESOLVED # 25

Governors approved the Capability Procedures for September 2024.

- vii. MCC Disciplinary Policy and Procedures

Changes made are highlighted yellow.

Governor 3 proposed the Disciplinary Policy and Procedures September 2024.

Governor 8 seconded.

RESOLVED # 26

Governors approved the Disciplinary Policy and Procedures for September 2024.

11. Policies – To Note

PR2 explained the below policies are for governors to note, college wanted to show governors the range of policies we have to support staff wellbeing.



viii. MCC Financial Procedures

There is a minor change to the Financial Procedures in section 8. This change was recommended by governors during the Resources Committee meeting.

Governor 3 proposed this change.

Governor 8 seconded.

This was supported by a show of hands.

RESOLVED # 27

Governors approved the change made in the Financial Procedures.

ix. MCC Leave of Absence Policy

x. MCC Carers Leave Policy

xi. Flexible Working Policy

xii. Staff Handbook

xiii. MCC Work Life Balance

Governors noted the content of non-statutory policies.

12 Training and Development

Feedback on Policy Into Practice Visits

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

i. 28.02.24 – Chair and Governor 6 – Enrichment

Chair and Governor 6 took part into a Policy into Practice Visit on 28th February 2024 to which they gave feedback.

Throughout the day we spoke to the Director of Transition, a group of students who attended a wide range of different clubs/activities, PE CTL, DT ACTL and Science CTL. All staff we spoke to showed real passion for ensuring enrichment is part of every child's experience at Minsthorpe whether that be through attending extra-curricular activities and external trips or through enrichment being embedded into lessons. We saw and heard



about a range of activities across all departments from sports clubs and fixtures to science clubs, STEM activities, history trips to the Holocaust Museum, activities involving the University of York, longer visits to Barcelona, Paris and New York, language clubs, drama and dance productions, music lessons. We also visited drama rehearsals for the upcoming Addams Family show as well as a basketball practice and spoke to students there.

It was good to see that there was lots of data held around attendance and to monitor the mix of students, particularly looking to identify those students that might not attend any extra-curricular activities as well as attendance of students with SEND.

We discussed funding, how it's allocated etc. Each department decides how to incorporate enrichment into their curriculums whether through external visits, bringing in visitors, running after school clubs etc and that there isn't necessarily specific funding for each department. We also spoke about how help is available for students to attend trips where they may need assistance with the cost – some activities, particularly visits overseas can be particularly expensive but help is given when requested and available.

We asked about feedback on enrichment activities and how this is acted on. One of the examples we saw was that a Polish club had been established after a group of students had asked to set this up.

It was really good to see the start of work experience/shadowing being brought back into the curriculum with several Year 9 students completing a work shadowing day this year.

It was also good to see that Post 16 is also included with links to Frickley Football Academy as one example.

Governors raised questions regarding things that could be better would be is there anything we can do to lighten the load for Y10/11? Heavily focussed on booster/study sessions for these years, and with good reason, but is there anything else we can do for these years to avoid burnout while supporting revision? Are there other organisations we can link with to further enrich curriculums? Is there anything else we can do to target those children who perhaps don't/can't attend clubs?

Overall, though a fantastic offering and we both really enjoyed our visit. It was great to see the passion displayed by everyone we spoke to and anything we could do 'better' would actually only be enhancing an already rich programme of enrichment offerings.

Chair suggested Post 16 students possibly setting up an after-college club.

PR1 agreed and said we are looking for every department to get involved in setting up trips and after college clubs.

PR2 added that we will be looking at developing a student leadership team, Henry Boots has been working with students. PR2 suggested that students make a video for governors regarding the construction work and working with Henry Boots. Governor 6 recommended that College investigates 'Youth Leads' to support this focus.



Governor 3 added that construction is a great opportunity for all students, boys and girls.

- ii. 20.06.24 – Vice Chair and Governor 7 – QA of the Curriculum

Vice Chair and Governor 7 took part into a Policy into Practice Visit on 20th June 2024 to which they gave feedback on.

The QA Policy was clearly evident in practice. The CTL's QA findings are available to view in the Curriculum Book. An intensive Deep Dive of the Creative Arts curriculum (Music, Art, Drama, Photography) was held on the 20th June and involved the following QA activities:

- Curriculum Discussion held with CTL, AP and Staff Governor Vice Chair and an External Evaluator (Deputy Headteacher and Drama specialist from Westborough High School).
- 8 Lesson visits paired with Creative TLR holders visits: Year 8 x 4, Year 9 x 2, Year 10 x 2 of Music, Art & Drama.
- Student Discussions: Year 9 x 8 students, Year 10 x 3 students plus in-lesson discussions.
- Work Scrutiny: Year 7, Year 8, Year 9, Year 10, Post 16 (Music, Art Drama, Photography)
- Staff Discussion: whole team

The Deep Dive identified the following strengths:

- The CTL has ensured the curriculum intent is secure and shows ambition for all, including students who are disadvantaged and / or SEND.
- The sequences of learning and associated planning of all subjects are clearly and confidently articulated by the CTL and are in line with the National Curriculum and KS4 & KS5 specification requirements.
- Summative assessment processes are appropriate and used consistently at timely intervals, with clear aims and ambition.
- Teachers' subject knowledge is secure and supported by high quality resources. They can articulate clearly sequences of learning (past, current and future).
- Booklet learning in Music supports students with barriers to learning.
- Activities are appropriate and allow all students to meet the intended learning goals and development of skills.
- The climate for learning is positive due to the high expectations of staff and consistent application of BE FAIR. Consequently, students are respectful, co-operative, and safe.
- Student enjoyment and engagement is evident in all subjects and across all key stages, resulting in high standards of work being produced.

Recommendations for the CTL and the team to address the following areas for development over the next academic year:

- Follow consistently the College's practice of Know Who Know How: All staff to routinely revisit and update during the calendared directed time their individualised welfare notes on the Satchel: One seating plans, with adaptive teaching strategies for SEND and / or disadvantaged students.



- Teachers can clearly articulate the support for SEND and / or disadvantaged students, however evidence of the implementation of those strategies and the impact on students' learning is variable across all subjects.
- Revisit opportunities to allow students to develop their ability to articulate fluently their learning in Creative subjects.
- Continue to develop the use of explicit instruction and modelling to assist all students in understanding the objectives, relevance, and application of skills in lessons.
- Enhance the quality and consistency of the formative assessment of students, including, High Prior Attainers, through deeper questioning techniques.
- Plan carefully any groupings of students to ensure maximum participation in verbal tasks.
- Review the expectations of the quality of presentation in the KS3 Drama journals.

iii. 17.06.24 – Chair and Governor 1 – Behaviour and Attendance

This visit has been deferred to next academic year.

iv. Development Plan 24/25 – Confirm Policy into Practice Visits for 24/25

PR2 suggested to governors that they take part in three Policy into Practice Visits per year. PR2 added that if governors would like to do more, we would try our best to accommodate that and it would be the governors' decision to how many they would like to do.

Governors suggested the following Policy into Practice Visits, their aim would be to do three next academic year, however, if they are available to do more, we could plan those as needed.

Potential focus for the visits were discussed:

- Safeguarding
- Behaviour and Attendance
- Budget and Finance
- Staff Development and CPD
- Post 16
- HR – looking at staff wellbeing

Safeguarding, Behaviour and Attendance and Budget and Finance will be added to the Development Plan. More visits will be added when planned.

Governor 3 asked if visits can be unstructured.

PR2 explained that this is not possible as we need to inform staff of the visit in terms of staff availability.

Governor 3 asked how they know this is a true representation if visits are planned.



Vice Chair added that from the visits attended you can see how happy staff and students are and how well the curriculum is implemented across areas. Governors are there to support the college in developing areas of improvement.

Governor 8 added that governors can see the consistency through books, resources and talking to students.

Governor 3 asked if governors can attend college to have a school dinner with students.

PR1 explained yes this is possible, however, not at this moment in time due to the building works and college currently having a temporary kitchen.

Governor 3 asked about Sports Day.

PR2 explained that governors are more than welcome to attend events such as Sports Day, Sports Day is on 12th July this year. PR2 wanted to make clear to governors that they must let the Clerk know if they intend to attend these events and the Clerk will plan for governors to be escorted.

Governors noted the content.

13 Termly Safeguarding Report

This item has been removed as content was deemed confidential.

Governors noted the content.

14. Confirmation of Time and Dates of the 24/25 Cycle of Meetings:

Standards and Students	Resources	FGB
		Tuesday 8 th October 2024 – 4.30pm
Tuesday 12 th November 2024 – 4.30pm	Tuesday 26 th November 2024 – 4.30pm	Tuesday 10 th December 2024 – 4.30pm
Tuesday 25 th February 2025 – 4.30pm	Tuesday 11 th March 2025 – 4.30pm	Tuesday 25 th March 2025 – 4.30pm
Tuesday 3 rd June 2025 – 4.30pm	Tuesday 17 th June 2025 – 4.30pm	Tuesday 1 st July 2025 – 4.30pm

Governors noted the dates for the Summer 24/25 cycle of meetings.



15. Other Business

Governor 3 wanted to add that he is extremely happy that his child attends Minsthorpe Community College, he explained that the engagement of students is great, the Parents Evening and the staff engagement is amazing, correspondence to parents is fantastic. The leadership is amazing, and it is a pleasure to be a governor.

This was supported by Governor 6.

16 Identification of Confidential Items

- 4 – EHCP Consultations
- 10iv – WARP Filming
- 13 – Safeguarding Report

The meeting closed at 18.36pm.

FOR PUBLICATION