



Minsthorpe Academy Trust

Meeting of the Full Governing Board

8th October 2024 @ 3pm

In Person

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

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 2

Seconded by Governor 3

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 B 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. The Chair requested that we will now be having joint Vice Chairs due to career progression, this was supported by all governors.

Proposed Mr B Dickinson and Mrs K Smith

Proposed by Governor 4

Seconded by Governor 2



As there had been two Vice Chairs proposed, Mr B Dickinson and Mrs K Smith were elected as joint Vice Chair of the Governing Body for Minsthorpe Academy Trust.

3 Apologies for Absence

Apologies for absence received from Vice Chair 1, Governor 1, Governor 5 and Governor 8.

Governor 4 proposed the absences were approved.

Seconded by Governor 3

RESOLVED 01

The Governors resolved to consent to the absence of Vice Chair 1, Governor 1, Governor 5 and Governor 8.

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 2nd July 2024

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

Governor 3 proposed that the minutes of the meeting held on Tuesday 2nd July 2024 be signed as a correct record.

Vice Chair seconded this proposal.

RESOLVED 02

The Governors resolved that the minutes of the meeting held on Tuesday 2nd July 2024 be signed as a correct record.

6 Matters Arising from the Minutes (not included below)

There were no matters arising.

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

The changes to the board were electing two Vice Chairs – Mr B Dickinson and Mrs K Smith, Chair also asked Governor 3 if he would now become a Parent Governor rather than Member Appointed. This was agreed by Governor 3.

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 Principals' Report

10.1 School Rebuilding

PR1 explained the summer developments:

- Continuation of the New Sports Centre
- Start of Humanities and RE works
- Creative student toilets
- New ICT suite in Creative
- New Drama studio in Creative
- Attendance Hub based in Carnegie
- ICT Suite PC refresh

Governor 3 asked if governors would be able to have a tour of the New Sports Centre.

PR1 explained yes, possibly after half term when more of the work has been completed and it is not a building site.

Both Principals and governors agreed a tour to go ahead before the start of the next meeting in December.

Governor 3 asked if governors are involved in decisions regarding the expenditure of the building works.



PR1 explained this is not paid for by college. This has been paid for by the DfE. We are able to make decisions as Principals but regarding the expenditure for the building works, the DfE have arranged this.

A discussion took place regarding the Warp filming that had taken place over the summer.

Vice Chair 2 asked if there was a location fee for the Warp filming.

PR2 explained that there was a location agreement that was checked by Browne Jacobson. The money from the filming production is separate to the school budget. College would like this money to go back to the students. There are a few ideas of how the money could be spent for example, sound systems and lighting in the Main Hall. This cannot be completed until the work on the Main Hall has been completed.

PR1 wanted to inform governors that over the October half term, college will be having a shutdown to enable the new substation to be installed. Hub staff will be working from home during this period.

Governors noted the content

10.2 Trust Status

PR1 explained that there has been no update regarding the trust status. We have had no contact from other schools at the moment.

10.3 Results 2024

This item has been removed as content was deemed confidential.

11 Safeguarding 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 23rd September, following this training a quiz has been sent out to staff to check staff understanding. This data will be collated, and staff will be spoken to individually if needed.

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 pointed out specific parts of the document shown to governors. There are currently 9 students on a Child Protection plan. 18 of these cases have been closed over the



academic year. There are 4 current Child In Need cases with an additional 4 waiting on assessments.

Mrs Collins highlighted on page 3 of the document; the RAG rated table indicates logging concerns on CPOMs. Mrs Collins expressed that staff should never shy away from reporting incidents and the increased numbers displayed on the table indicated staff vigilance. CPOMs can flag a variety of different categories from emotional welfare to neglect. there is training for staff on how to categorise the referrals made on CPOMs.

Mrs Collins explained that drugs is a concern at the moment, however, the Safeguarding Team struggle to make referrals as the Police do not want to criminalise children and a lot of the information we receive is hearsay. We will continue to log all concerns relating to drugs as this is intelligence and can be used with the Early Help Hub and Team Around the School.

Mrs Collins directed governors to page 4 of the document – Sexual Violence and Harassment Logs. Mrs Collins explained that the boxes that are highlighted red are external incidents that may include the Police and court proceedings. The data on this type of abuse is interrogated each term in order to get the more accurate and up to date data.

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, students may feel that they do not need to report this if it is not happening inside of school, however, all incidents should be reported.

Mrs Collins briefly spoke about nudes and semi nudes. The numbers for this type of incidents are currently low, however, like the Online Safety, this does not mean it is not happening. All staff at Minsthorpe Community College continue to educate all students on risks.

Mrs Collins informed governors that the Government have not yet released the RSE Guidance, Mrs Collins explained that she will not yet be reviewing this policy until the DfE guidance has been finalised.

Mrs Collins welcomed any questions.

Question and response:

Governor 3 asked how students are placed on a Child Protection Plan.

Mrs Collins explained that it is usually categorised as neglect, however, this is not always the parents not being able to meet the child's basic needs. It is usually regarding domestic violence, drug and alcohol misuse, emotional support, or anti-social behaviour. The struggle at the moment is that the child must have a social worker to be referred to the Children Vulnerable to Exploitation Team where we have concerns around exploitation, this is separate to neglect. There are barriers but we do keep trying.

The Chair thanked Mrs Collins for her presentation.



12. Policies – For Approval

12.1 – Equality Policy

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

PR2 explained this Policy is reviewed annually and all changes are highlighted in the document.

Governor 4 proposed.

Governor 2 seconded.

RESOLVED 03

Governors resolved to approve the Minsthorpe Community College Equality Policy.

12.2 – Safeguarding and Child Protection Policy

Mrs Collins explained changes are highlighted. The two changes that have been made are the definition to Safeguarding stated on page 3. Another addition to the Policy is a flow chart for the internal processes for managing an allegation.

PR2 added that this is a response to the governors following a complaint.

PR1 asked if there has been an increase in funding for Social Workers.

Mrs Collins explained not currently. We currently must take information to Team Around School as we are unable to make direct referrals to the Early Help Hub. The staffing capacity at the moment is stretched. We are hoping for investment.

Governor 3 asked if governors can do anything to help.

Mrs Collins explained that not at the moment. Mrs Collins explained that she has raised a complaint with Team Around the School and their process. Mrs Collins explained that all governors can do at the moment is support our decisions.

Governor 3 asked if governors would be asked about Safeguarding by Ofsted.

Mrs Collins stated yes, governors are expected to have a strategic overview of Safeguarding and have knowledge of the Keeping Children Safe in Education.

Vice Chair 2 asked if there are any extra information available such as Keeping Children Safe in Sport which Childline have now published.



Mrs Collins explained that we as a college have a standalone policy for changing rooms.

Chair sought a proposer and seconder for the approval of the Safeguarding and Child Protection Policy.

Vice Chair 2 proposed.

Governor 2 seconded.

RESOLVED 04

Governors resolved to approve the Safeguarding and Child Protection Policy.

12.3 – Accessibility Plan 24 – 25

PR2 explained that this plan is a 1-year plan at the moment as we plan to complete a 3-year plan from 2025 – 2028 to fall in line with our college strategic plan.

There was a discussion between governors regarding accessibility for deaf/blind parents and also parents whose first language is not English. PR2 explained this is something that was picked up at Parents Evening and something we would need to look at.

Principals' and governors decided not to approve this policy at the moment. The plan will be presented to governors at a later stage once our communication with parents has been considered.

RESOLVED 05

Governors agreed not to approve the Accessibility Plan at this meeting. This plan will be presented to governors at a later date.

12.4 – SEND Policy

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

Chair proposed.

Governor 4 seconded.

RESOLVED 06

Governors resolved to approve the SEND Policy.

12.5 – Appraisal Policy

PR2 explained all changes to the Appraisal and Pay Policy are due to the updated DfE guidance. They have now removed performance rated pay.



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

Chair proposed.

Governor 2 seconded.

This was supported by a show of hands.

RESOLVED 07

Governors resolved to approve the Appraisal Policy.

12.6 – Pay Policy

This has removed references to performance related pay and added the recent pay increase.

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

Governor 3 proposed.

Vice Chair seconded.

This was supported by a show of hands.

RESOLVED 08

Governors resolved to approve the Pay Policy.

Policies – To Note

12.7 - Online Safety Policy

Mrs Collins explained all changes to the Policy are highlighted in yellow. Mrs Collins explained that comments regarding mobile phones have been added to the Policy. We as a college are not banning mobile phones as students use their mobiles to access their timetable on Satchel One and in lessons with staff permission. If students refuse to hand phones over if they are doing something they should not be. The refusal sanctions will still apply.

Filtering and monitoring have been a concern during COVID when issuing students with laptops to work from home. The government wanted schools to monitor and filter internet use at home. We do not yet have access to filter and monitor what students are accessing offsite. Mrs Collins has asked the IT Manager to investigate this and see how affordable this would be.

Governor 3 asked when we are giving laptops to students if we could ensure they use college servers to enable us to monitor their usage offsite.



PR1 and PR2 explained that this is not on a big scale, there are few students that have college laptops. Mrs Collins added that we are looking at giving vouchers for laptops rather than students being loaned a college laptop.

Governors noted the Policy.

13. Other Business

13.1 Changes to the timings of the meetings

Chair explained to governors that it has been decided to change the timings for the FGB meeting to 3pm as this works better for all and allows for an earlier finish for the meeting.

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

- Standards and Students – Tues 12th Nov 24 @ 4pm – Face to face
- Resources – Tues 26th Nov 24 @ 4pm – Via Zoom
- FGB – Tues 10th Dec 24 @ 3pm – Face to face

Governors noted the meeting cycle for Autumn Term.

15. Identification of Confidential Items

10.3 – Results 2024

The meeting closed at 16.35

FOR PUBLICATION