



**MINSTHORPE ACADEMY TRUST**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**

**11<sup>th</sup> December 2012 @ 4:30PM**

**THOSE PRESENT OR ABSENT**

Mr S Parkinson Chair of Governors	✓	Mrs A-M Spencer Vice Chair of Governors	Apologies
Mrs T Boughen	Apologies	Mr B Johnson	Apologies
Mr T Cawthorne	Apologies	Mrs S Lewis	Apologies
Mrs G Earith	✓	Mr S Newton	Apologies
Mrs W Evans	Apologies	Mr I Oxley	✓
Mrs V Gilmore	✓	Ms A Parkinson	Apologies
Mr J Gregory (Principal)	✓	Mrs B Semper	✓
Mr N Hawkins	✓	Mr T Rutter	Apologies
<b>8 /16 Governors present. This meeting is quorate.</b>			

**ALSO IN ATTENDANCE**

Mrs J Germain	Clerk to the meeting
Mrs E Fairhurst	Associate Governor
Ms H Williams	Associate Governor
Mr B Dickinson	Associate Governor
Mrs C Yates	Assistant Principal HR & CPD

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## **Welcome by the Clerk**

The Clerk thanked Governors for attending. Clarification was given that she would be chairing the meeting until the Chair had been elected, in accordance with Article 89:

*89 The Secretary shall act as chairman during that part of any meeting at which the chairman is elected.*

## **Election of Chair**

In accordance with Article 83:

*83 The Governors shall each school year, at their first meeting in that year, elect a chairman and 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 Chair, those proposing and those seconding the proposals were requested.

Proposed                      Mr S Parkinson

Proposed by                 Mrs G Earith

Seconded by                Mrs B Semper

As there had been only one proposed and seconded nominee, Mr S Parkinson was duly elected as Chair of the Governing Body for Minsthorpe Academy. The remainder of the meeting was chaired by Mr Parkinson.

## **Election of Vice Chair**

The names of those proposed for Vice Chair, those proposing and those seconding the proposals were requested. Mrs AM Spencer had indicated her wish to stand for Vice Chair.

Proposed                      Mrs AM Spencer

Proposed by                 Mr S Parkinson

Seconded                     Mr J Gregory

## **1 Conflicts of Interests**

There were no conflicts of interest.

## **2 Apologies for Absence**

Apologies for absence were received from Mrs Spencer, Mrs Boughen, Mr Cawthorne, Mrs Evans, Mr Johnson, Mrs Lewis, Mr Newton, Ms Parkinson and Mr Rutter.

Chair proposed these absences were consented to.

### **RESOLVED#1**

**The Governors resolved to consent to the absences of Mrs Spencer, Mrs Boughen, Mr Cawthorne, Mrs Evans, Mr Johnson, Mrs Lewis, Mr Newton, Ms Parkinson and Mr Rutter.**

## **3 Minutes of the Meeting held on 17<sup>th</sup> July 2012**

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the 17<sup>th</sup> July 2012. Corrections were requested by the Chair, of which there were none.

All Governors present confirmed the receipt and accuracy of the minutes, resulting in their approval to be signed as a correct record of the meeting.

### **RESOLVED #2**

**The Governors resolve that the minutes of the meeting held on 17<sup>th</sup> July 2012 be signed as a correct record.**

## **4 Matters Arising from the Minutes (not included below)**

There were no matters arising.

## **5 Correspondence**

The Governors were informed of the communications between Mr Cawthorne and Mrs Germain, regarding his illness and resulting absence from the Resources Committee meeting and the Full Governors meeting tonight.

## **6 Chair's Actions**

Chair had attended the following events since the previous meeting in July 2012;

- Behaviour and Discipline meetings
- Presentation Evening for Post 16 and Year 11 students

## **7 Membership Changes**

Membership changes since the July Meeting were confirmed. These included:

- Retirement – Mr Ray Tonge
- Appointment – Mr Tim Rutter

## 8 Board Changes

Board changes since the July Meeting were confirmed. These included:

- Retirement – Mr Ray Tonge
- Appointment – Mr Tim Rutter

## 9 Statutory Books and Filings

The Secretary was instructed to make all necessary entries into the Company's statutory books and file all returns at Companies House arising from the business transacted at the meeting, including:

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

## 10 Principal's Report

### i) Connecting Classrooms

Mrs Fairhurst (Vice Principal – Leading Learning) delivered a presentation to Governors detailing the background, aims and work currently underway.

Connecting Classrooms is a global programme that creates partnerships between clusters of schools in the UK and others around the world. These partnerships bring an international dimension to young people's learning, to improve their knowledge and understanding of other cultures and prepare them for life and work as global citizens.

Partnerships typically last for three years, depending on the countries involved. Colleagues from Minsthorpe met staff from the Lebanese school in London and travelled back to Minsthorpe with them for a visit to Minsthorpe for the day.

The Year 1 Project Plan:

- Has to have an overarching theme and clear objectives.
- Must be 3 collaborative activities and be linked to a relevant global theme.
- Must evidence the project outcomes.
- Needs to show a timeline and who will be taking part in what, when etc.

The three collaborative activities are detailed below.

**'Getting to know you'** – To raise awareness of cultural differences and historic events. Students will make mini documentaries and displays/culture boxes about their region, giving information on the history, culture etc. These will then be sent to the partner school where students will watch them and complete a self-reflection sheet, summarising what they have seen and learnt. Students will then devise a series of questions that they would like to ask the partner school students. This was completed in the summer term

**‘Our Celebrations’** – This will involve an in-depth look in to how both countries celebrate a variety of different occasions. Students will send each other photos and written pieces. Lebanese students will write in French and our students will write in English, this way both will gain linguistically. This was completed on ACE Day 1 – 21/11/12

**‘Making a Difference’** – Students will choose a national or local issue which they will present to the partner school for their students to research. They will look at possible solutions/ideas/advice and will deliver these via interviews, SKYPE or video conferencing as well as questionnaires.

The Beirut schools choice of project is to be road safety, which is a massive issue for them. Ours is yet to be decided, but could be litter.

Part of the timeline was for a member of our staff to visit the school in Beirut. The volatile situation in the area meant the British Council initially refused to allow the visit to go ahead. However eventually, Alex MacIntyre, a Humanities teacher visited Beirut from 24<sup>th</sup> November to 1<sup>st</sup> December 2012. Alex had a fantastic week and was made to feel very welcome, and developed the plan further. Alex is keen for students to exchange visits; however student safety will always be paramount.

Our Lebanese colleagues will visit again in the New Year, probably in London again. The Beirut school is keen for the project to last longer than 3 years. When these visitors are back at Minsthorpe, Governors will be invited into College to meet them.

When asked, Mrs Fairhurst advised the meeting the Beirut school was a French speaking school, with students from affluent backgrounds. It was suggested this connection could be utilised within the College’s Languages department, Mrs Fairhurst confirmed this was a possibility in the year 2 plan.

ii) Appraisal / CPD / Consortium Update

Mrs C Yates (Assistant Principal – Human Resources) reminded the meeting of the Appraisal Policy approved by Governors in July 2012, and detailed changes introduced by the Government to the appraisal process (formerly known as the Individual Performance Review IPR) and the steady introduction of these to all staff since September 2012, through various INSET and training sessions. Teaching staff objectives within their appraisals must now be linked to relevant professional standards, and College priorities.

Mrs Yates advised the meeting part of her role in the appraisal process was to read and collate key information and trends from every member of staff’s completed appraisal form. Mrs Yates believed the process had gone smoothly and with professional conversations taking place and the commitment of all staff to meeting College priorities was evident in their objective setting.

Recurring themes from appraisals included:

- How much staff value the Advanced Skills Teachers (ASTs) within College, with many staff requesting their support.
- A number of staff have requested visits to other establishments. As Mrs Yates is currently working with 80+ establishments as part of her consortium work, it is hoped these could become a vehicle to arrange these visits and vice versa

- 23 colleagues are undertaking their Masters degrees through action/classroom based research.
- Many colleagues have suggested working with the College's Data Manager

Further training for staff will begin in January to enable electronic portfolios to be developed.

Mrs Yates requested questions regarding the appraisal process and CPD, of which there were none.

Background information was given to the meeting regarding the Consortium. This is an integral part of Mrs Yates' work in College. College receives a small amount for each student studying for their Master's degree through the Consortium. Mrs Yates now has a database of excellent practitioners. A hand out was circulated to the Governors detailing the Edgehill University and Consortium initiatives and these included:

- Minsthorpe has worked with Edgehill since November 2010
- The Consortium now has over 200 colleagues, from 80 schools in 5 different LAs
- Several of the schools involved are accessing CPD for Support Staff in the form of Certificate for Undergraduates (CUGs).
- The first Early Years Foundation Degree to be delivered at Minsthorpe will begin in the new year
- Edgehill has also secured the NCSL license to deliver Chair of Governor training. Richard Brown (former Principal at Minsthorpe is the main facilitator in this area).
- The Schools University project to inspire primary students
- Promethean Project, supporting Learning and Teaching in Maths
- Subject Knowledge Enhancement (SKE) for colleagues who are good teacher to be retrained in other subject areas (e.g. ICT to Maths).
- Tomorrow's Teachers, an enrichment programme for Post 16 students interested in a career in teaching, with 10 Minsthorpe students currently taking part.
- Leadership Development Programmes 'badged' by Edgehill such as Aspiring Middle Leaders, Aspiring Senior Leaders, and NPQH. Mrs Yates is a subject expert for NPQH.
- The SCITT (School Centred Initial Teacher Training) is the biggest undertaking and will hopefully be rolled out in September 2014. Edgehill have been invaluable with their support in developing this venture, however there are still a number of hoops to jump through. Access is being sought to Schools Direct, to secure places for Support Staff who would like to enter the teaching profession.

The Principal added the work undertaken and developed by Mrs Yates was viewed with envious eyes at a time when Teaching Schools were due to come online, however our 'Satisfactory' status is not in our favour. We aim to work with Edgehill, an 'Outstanding' establishment, and under their licence. If Governors agree, College would like to continue with the bid until it are advised it can go no further.

iii) Student Safety and Wellbeing Update

The Principal directed the Governors to the data provided prior to the meeting and asked Governors to note the pleasing range of activities undertaken during the Autumn term and already planned for upcoming weeks. Governors will be updated regularly on the trips and visits programme.

In addition, Governors had been issued with a Safeguarding report detailing the numbers of students families receiving support from both school and external agencies to address three areas of need (Child Protection Plan, Child in Need Plan and CAF). Again this will become a regularly updated document for Governors, with previously issued statistics providing context.

iv) Professional Partner Visit - Day 1

John Gregory (Principal) updated Governors on the work undertaken with Anthony Smith, the College's Professional Partner. This role was formerly known as the School Improvement Partner, or SIP.

Anthony has already spent one day in College meeting key members of the Leadership Team. John thoroughly enjoyed the dialogue with another Head of an establishment similar to ours. Key areas discussed with Anthony included:

- Raise Online and Pupil Premium, with statistics to be placed on the website detailing how the Pupil Premium finding is spent.
- QA Systems, showing rigour but with a recommendation for more regular feedback.
- Learning and Teaching, Anthony is still familiarising himself with our plans and at his next session we will show him what we do.
- Data and systems, Anthony was highly impressed with the systems the Data Manager had produced. He was impressed to such an extent that he would like to purchase the system to use in his own College. This issue is currently being investigated and a meeting has been arranged in January with an appropriate consultant.

The differences between the relationship and roles of the current Professional Partner and the previous SIP were detailed. The SIP was very much based upon the judgemental LA format; however the Professional Partner prefers dialogue, and gives the impression we could learn from each other.

Additional days are yet to be confirmed but will be arranged for early February, March, May and June 2013. Two of these days Anthony will spend time in a Curriculum Area, see how the data is used and view a few lessons (by invite). This will enable him to see how departments work.

Overall, the first day of working with Anthony was very worthwhile and John is looking forward to the remaining four.

Chair advised the meeting he had met with Anthony and spoken with him over the phone and found him to be frank, and he made himself available when Chair needed to speak with him.

## 11 Reports of Committees

The Chair gave the Governors the opportunity to note each of the separate committee minutes and raise any questions or discuss matters arising.

- i) Pay and Personnel Committee 18.09.12
- ii) Behaviour and Discipline Committee 24.10.12 (Over 5 Day Review)
- iii) Behaviour and Discipline Committee 06.11.12 Year 11 Student
- iv) Resources Committee 27.11.12
- v) Standards and Students 4.12.12

Representatives of Allotts Accountants had been invited to the Resources Committee meeting to inform the members of the committee of key points within the draft accounts, to assist with understanding the content and as such have been included in the minutes of the Resources Committee and made available to all Governors prior to this meeting. Mrs Earith, Business Director, highlighted key pages and information from the accounting documentation which had also been made available prior to the Full Governing Body minutes. Information was given to Governors relating to:

- The Structure, Governance and Management
- The Governors' scope of responsibility
- The signatories on the accounting documentation (Accounting Officer etc.)
- Statement on Regularity, Propriety and Compliance
- Restricted and Unrestricted Funds
- Headline accounting figures (page 19 onwards in the accounts).

Mrs Earith concluded that whilst the carryover appeared healthy, to put the figure in context, and based on current spending levels, the carryover was approximately 8 weeks spending, or two-and-half paydays.

Mrs Earith sought the formal approval of Governors of the accounts presented to the Resources Committee and before the Full Governing Body.

Mr Gregory proposed Governors resolve to approve the accounts of Minsthorpe Academy Trust, Mr Parkinson seconded this proposal. This was supported by a full show of hands.

### **Resolved #3**

**Governors resolved to approve the accounts of Minsthorpe Academy Trust.**

## 12 Governor Training and Development

Mrs Germain informed the meeting that following the Government's introduction of new guidance on exclusions, all Governors on the Behaviour and Discipline Committee had to undergo additional training by the LA. Mr N Hawkins had undertaken the training on Thursday, 22<sup>nd</sup> November and confirmed to the meeting he had found the process useful. Mrs W Evans, Mrs B Semper and Mr B Johnson were scheduled to undergo level 2 training

next term with Mr J Gregory, Mr S Parkinson and Mrs AM Spencer scheduled to undergo level 3 training also in the spring term 2013.

### **13 Confirmation of Time and Date of Next Meeting**

Governors were requested to note the date of the next meeting of the Full Governing Body.

**Governors noted the date of the next meeting of the Full Governing Body (Tuesday, 26<sup>th</sup> March 2013).**

### **14 AOB**

#### Admission Policies 2014/2015

The Principal referred to the policies made available to the Governors prior to the meeting, and advised as an Academy it is possible to manage admissions protocols and processes directly; however in previous years the LA have conducted this on our behalf, at a cost of £1000. As there are no intentions to amend the admission process the Principal suggested a continuation of this service.

The Principal advised there were no changes to the policies from previous years and the documents provided were the LA admissions policies formatted to Academy templates. The admission numbers were identical to previous years with Year 7 to a maximum of 300 and Post 16 to a maximum of 400 (25 out of catchment area).

The Principal recommended both the admission policies to the Governors, allowing the LA to manage the whole process.

Mr I Oxley proposed both the admission policies were adopted. This was supported by a unanimous show of hands.

#### **Resolved #4**

**Governors resolved to adopt the admission policies for both Year 7 and Post 16 entry in 2014/2015.**

### **15 Identification of Confidential Items.**

There were no confidential items.

The meeting closed at 6:15pm

*Beverley Semper*

Signed as a correct record  
Mrs B Semper - Chair