

MINSTHORPE ACADEMY TRUST
MINUTES OF THE FULL GOVERNING BODY MEETING

16th July 2013 @ 4:30PM

THOSE PRESENT OR ABSENT

Mrs B Semper Chair of Governors	✓	Mrs A-M Spencer Vice Chair of Governors	Apologies
Mrs T Boughen	Apologies	Mr N Hawkins	Absent
Mr T Cawthorne	✓	Mr B Johnson	✓
Mrs D Cornwell	Absent	Mrs S Lewis	✓
Mrs G Earith	✓	Mr S Newton	✓
Mrs W Evans	✓	Mr I Oxley	✓
Mrs V Gilmore	✓	Ms A Parkinson	Apologies
Mr J Gregory (Principal)	✓	Mr T Rutter	Apologies
10 /16 Governors present. This meeting is quorate.			

ALSO INVITED

Mrs J Germain	Clerk to the meeting	✓
Mrs E Fairhurst	Associate Governor	Apologies
Ms H Williams	Associate Governor	✓
Mr B Dickinson	Associate Governor	✓
Mrs K McGowan	Assistant Principal (Support for Achievement)	
Mrs S Bishop	Assistant Principal (Director of Post 16)	
Mr A Smith	Professional Partner	

	ITEM	Page N ^o
	Welcome by the Chair	
1	Conflicts of Interests	
2	Apologies for Absence	
3	Minutes of the Meeting held on Tuesday 26.03.13	
4	Matters Arising from the Minutes (not included below)	
5	Correspondence	
6	Chairs Actions	
7	Membership Changes	
8	Board Changes	
9	Statutory Books and Filings	
10	Professional Partner Report	
11	1 Principal's Report i) Student Safety and Wellbeing Update ii) SFA continuum iii) Dates for 2013/14 Meeting Cycle	
12	Reports of Committees i) Behaviour and Discipline Committee 22.04.13 ii) Pay and Personnel Committee 11.06.13 iii) Behaviour and Discipline Committee 12.06.13 (Review) iv) Resources Committee 02.07.13 v) Standards and Students 09.07.13	
13	Ratification of the Minsthorpe Academy Trust Budget	
14	Governor Training and Development: Exchange of Information with the Training Link Governor	
15	Notification of an additional AGM – Tuesday, 17 th September 2013 at 4:30pm	
16	Confirmation of Time and Date of Next FGB Meeting – Tuesday, 10 th December 2013 at 4:30pm	
17	Confirmation of Time and Date of scheduled AGM – Tuesday, 10 th December 2013 at 6pm	
18	AOB	
19	Identification of Confidential Items.	

Welcome by the Chair

The Chair opened the meeting by thanking all for their attendance and welcomed Mr Anthony Smith (Professional Partner) to the meeting.

1 Conflicts of Interests

There were no conflicts of interests.

Mrs Earith (College Business Director) requested Governors complete a 'Register of Business Interests' form, which is required by College auditors to be updated annually.

2 Apologies for Absence

Apologies for absence were received from Miss A Parkinson and Mr T Rutter. Absences were also recorded for Mr N Hawkins and Mrs D Cornwell.

Clarification was given to the meeting regarding Miss A Parkinson's repeated absence. Clerk to the Governors was in contact with Miss Parkinson who had advised her working commitments were making it difficult to attend meetings. As a result her resignation will be offered and accepted in due course.

Other possible changes to the Governing Body membership were also referred to. These changes could take place in September 2013.

Chair proposed these absences were consented to.

RESOLVED#9

The Governors resolved to consent to the absences of Mr N Hawkins, Mrs D Cornwell, Miss A Parkinson and Mr T Rutter.

3 Minutes of the Meeting held on Tuesday 26.03.13

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the 26th March 2013. 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.

Mrs Evans proposed the minutes were approved and signed as a correct record of the meeting. Mr Johnson seconded this.

RESOLVED #10

The Governors resolve that the minutes of the meeting held on 26th March 2013 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)

There were no matters arising.

5 Correspondence

Chair advised the meeting she had received correspondence from various sources, including:

- teaching unions (regarding model pay policies)
- Pinderfields Hospital School SLA
- Paperwork relating to the Catering Tender Process
- The Principal's letter of resignation.

Mrs Earith updated the meeting on the progress of the catering tendering process, and that the successful company was Chartwells. Governors had previously been advised the companies involved in the process had been reduced to two, following additional information gathering and presentations by these companies to some staff, Governors and members of the Student Council.

Visits had taken place to two schools for each of the companies still under consideration, to establish the accuracy of their proposed services. The cost of the contracts for both companies was lower than the current Kingswood costs. From September 1st 2013, all three dining areas will be re-branded, Post 16 and Carnegie will have Costa Coffee points, and the Carnegie area will have a complete new servery, the KS3 dining areas will also have branded 'pods' to replace the old out dated sandwich bars.

With regards to the employees' pensions, Chartwells are applying for Admitted Body Status, resulting in the pensions being protected.

The Area Manager for Chartwells has been out to speak to the current catering staff in individual meetings, along with Kingswood, LA HR and Unison.

Mr Cawthorne added how Chartwells were a national company and had conducted themselves in an impressive, professional manner at all times. They are to bring £75k to the project.

All correspondence has been responded to as appropriate.

6 Chairs Actions

Chair advised the meeting of her involvement in the process to appoint a new Principal. Meetings have already taken place with Mr Smith (Professional Partner) and Mrs AM Spencer (Vice Chair), and a separate meeting with Leadership. The content of both the application pack and three day interview process were discussed. Chair has taken on board what has been suggested by Mr Smith, although not all suggestions have been adopted. The decision was taken to advertise before the Summer break to enable interested parties to look over the Summer. The advertisement has gone to press, with two requests for application packs by the next morning.

The closing date is 17th September 2013, giving both time for the successful applicant to resign before the Headteacher resignation cut-off date of 30th September 2013 and to enable College to re-advertise should no appointment be made.

The process is on-going and Governors will be updated as it develops.

7 Membership Changes

There were no changes to membership

8 Board Changes

There were no changes to the board.

9 Statutory Books and Filings

Both the Annual Return and accounts have been lodged with Companies House, fulfilling our statutory requirements.

The Annual Return is confirmation of the Academy's Directors and their personal information (addresses and dates of birth etc.). Dates of terms of office which Governors may be unsure of will be completed by Mrs Earith.

10 Professional Partner Report

Mr Smith (the College's Professional Partner) delivered a presentation to the Governors, detailing all aspects of his work with the College over the academic year. Mr Smith had visited college four times, looking at various areas of the College's work, with some areas revisited more than once. Mr Smith had met with all members of Leadership to discuss their roles and work taking place. The content of the days were as follows:

- 1 Strategic Planning, Quality Assurance, SEF, Teaching and Learning, Data, Middle Leadership, Ofsted
- 2 SEF, T&L, Post 16, Pastoral, SEN
- 3 Assessment and Achievement, Safety, HR, Science
- 4 HR & Personnel & Finance, T&L, Strategic Planning, SEF, Maths

Mr Smith reported to Governors on each section discussed in detail, with each section concluding with an area for development.

Strategic Planning

The College Plan had previously been ratified by Governors, and had been refined to two key targets, resulting in a plan focussed on the 'core business'. Plans are in place for this document to be informed by key data, for example students' progress. Governance needs to be reflected in the document.

A4D

The plan will need to develop and have milestones linked to the self-evaluation framework and raise online and be rooted in measurable outcomes.

Quality Assurance

Mr Smith was aware the QA process had been amended significantly recently and was now a good system, broad and with rigour. QA will now be part of a rolling programme rather than a one-off QACS week. Staff had previously indicated they thought QA was 'done to them' rather than 'done with them'.

These documents are now live and rooted in OFSTED criteria.

A4D

Can be even less detailed and will link to quality of T&L and Outcomes for pay progression.

Mr Gregory added the Performance Related Pay (PRP) consultation had just closed and will link to teaching and Learning (T&L). This is a national issue and most amendments around this have been accepted. Unions are now looking at how the process will be measured. The working party involved in PRP have produced a process which looks at the member of staff 'in the round' rather than one strict measure.

Self-Evaluation

This was previously a large document to collate, took a number of months to produce resulting in up to an 18 months 'lag' in data and was not a 'live' document upon completion. Work was undertaken to ensure the SEF reflected students' progress and achievement now and based on real data. Subject inspections can result in judgements changing and work will continue to ensure judgements are secure.

A4D

Needs to inform the strategic plan explicitly – e.g. The targets to be the same / run through the document

Some level of moderation moving forward – e.g. In subjects where there are pockets of poor teaching can this be good?

Data and Achievement.

Mr Smith advised Governors that the College was very 'data rich' and praised the work undertaken by our Data Manager, Peter Atherton. The college was becoming 'data smart' with a focus on progress by both staff in the classrooms and all middle leaders, which was absolutely key. Mr Smith referred again to the importance of the links between Raise/SEF/Action Plan. Overall, a really positive picture.

A4D

In time the other documents will need to reflect this

Teaching and Learning

During Mr Smith's discussions, Curriculum Team Leaders had advised him they 'couldn't remember' when they had last observed a member of their own team. This has already been addressed by College and is now a much more paired observation process.

Previously plans had indicated observations could take on a two year cycle, resulting in a lag in accurate data. The introduction of a new tracking system will provide appropriate data for OFSTED.

The Securing Good programme is having a real impact on teaching standards, new observations and feedback processes have been adopted, and the quality of performance is improving. New staff will be picked up in the first two weeks ready for an early inspection.

A4D

**Can become more paired observations with less SLT as the system evolves
Maybe consider 3 observations per annum?**

Mr Gregory sought to reassure Governors that as part of the amendments to the aforementioned PRP consultation document which informs teaching staff they will be observed three times per year.

TLR holders currently observe lessons with members of the Leadership Team or Advanced Skills Teachers (ASTs). TLR holders are remunerated to improve the quality of teaching. It is vital we know accurately the quality of the teaching taking place. OFSTED will triangulate this information.

Subject/Middle Leadership

Mr Smith advised these leaders were varying in quality, with Maths and English CTLs being good, competent leaders with their focus rooted in progress and teaching and learning. There has been a lot of change in core subjects and staffing issues adding to difficulties. Post 16 has strong leadership and this is having significant impact.

Mr Smith acknowledged the appointment of a new CTL for Science, however did suggest the previous ethos of Science pervading the College may no longer be correct.

A4D

ALL (e.g. 3rd in science) Middle Leaders need to be involved with QA and T&L especially

Science needs a “revamp”

- **Does science still pervade the college?**

The Next Steps

Mr Smith outlined proposed plans for the Autumn term, which included two or three days in College to continue this year's work, and to further embed the systems introduced this year. College should ensure the following groups are prepared for an OFSTED visit:

- All middle leaders
- Governors
- Teaching staff / unions – linked to Pay progression
- Spend some more time in Core subjects

Mr Smith's proposed areas for development are detailed above. Following the appointment of the new Principal the relationship will continue as a partnership, resulting in them having the opportunity to:

- Refine the improvement plan
- Allow them flexibility to amend / adapt / develop systems we have mentioned
- Allow the new systems to work

Mr Smith concluded his presentation by requesting questions of Governors, of which there were none.

The Principal advised Governors he had enjoyed the professional engagement and relationship with Mr Smith, and added his work with Leadership had an almost immediate impact. Mr Smith's ideas and suggestions have been well worth investing in, with significant moderations already made to systems.

Mr Oxley thanked Mr Smith for his clear and illuminating presentation.

The Principal sought the Governors authorisation to re-engage Mr Smith as the College's Professional Partner for one further year.

Mr Oxley proposed Mr Smith was re-engaged as the College's Professional Partner for one further year. Mrs Semper seconded this. This was supported by a full show of hands.

RESOLVED #11

Governors resolved to re-engage Mr Smith as the College's Professional Partner for one further year.

Chair thanked Mr Smith for his work over the last year. Mr Smith left the meeting at 5pm.

11 Principal's Report

i) Student Safety and Wellbeing Update on behalf of Sarah Adams

Prior to the meeting, Mrs S Adams (Assistant Principal, Student Safety and Wellbeing) had provided Governors with a 'Safeguarding Report' which detailed the number of students who were the subject of Child Protection (CP and highest level of need) plans, Child in Need (CIN and second highest level of need) plans or Common Access Framework (CAF and initial level of process). All these meetings involved a number of other professionals.

Students requiring CP plans are generally low numbers, whereas students having difficulties will initiate a CAF, which is very time consuming. If costed, for the number of experts and professionals involved in these meetings, it would be very expensive. Involvement in these meetings results in a knock-on effect for the Safer Schools Partnership Officer (SSPO), Sarah Adams, Education Welfare Officer (EWO) and Heads of Year of time taken away from their main role.

No identifying details were supplied and comparisons can be made by Governors to equivalent information provided for previous meetings.

Mrs Adams had also provided Governors with information relating to both the onsite activities and offsite visits record.

The onsite activities record gives teachers the ability to contribute to activities outside of the norm, and take place during the working day. Within the onsite visit record, entries were identified as being either enrichment (E) or as contributing to the course (CR).

The offsite record is only possible because of the very significant amount of time given by staff. The Principal would challenge any school to match the adventurous and overseas programme undertaken by College.

The offsite visit record illustrated College continued to have a full armoury of trips and visits for students. Data provided indicated College had a raft of enrichment activities to cater for all students, including our most vulnerable.

Particular attention was given to the Fishing Nationals to which College would be attending as defending champions, and the Watersports trip due to depart during the Summer holidays.

Mr Cawthorne asked if there was a charge to take part in some activities and it was confirmed there was, for some.

Mr Cawthorne also asked if Pupil Premium could be used towards these trips and it was confirmed it could.

These documents are for information only and Governors were asked to note the content of these.

Mr Oxley proposed the staff were informed of the Governors' thanks for their time in ensuring such a high number of activities took place, and of the appreciation of the students for their time and efforts. Mr Cawthorne seconded this.

ii) SFA continuum - Annual summary to include RPA

Kim McGowan and Sally Bishop

SFA continuum - Annual summary

Mrs McGowan referred Governors to the information provided prior to the meeting and advised that the support continuum is constantly evolving. The presentation to be delivered tonight will remind Governors of the different strands and levels of support available to students at Minsthorpe.

At their conference in January, Leadership attended a session to consider the assessment and data processes and the support available to students to achieve and make progress. The work undertaken within curriculum areas is vital, with support never ending. The impact of all these efforts should be central to our considerations.

Universal Support – this includes:

- Intelligent accountability – on-going training sessions, more in September.
- After college activities and revision
- Minsthorpe Access Point (both universal and targeted)
- Library Learning Centre
- Learning to Behave, Behaving to Learn
- Progress and Achievement Framework

Targeted Support – Mark Gilmore co-ordinates this and it includes:

- Support For Achievement mentoring
- Aspiration raising activities
- Gifted and Talented activities
- Prospects support and MAP advice and guidance
- Curriculum intervention
- I read anywhere – this is a LA project where iPads are loaned to Year 6 and 7 students, and contact is with English teaching staff.

Specialist Support – this includes:

- HLTA in English, Maths and Science
- Curriculum based TAs – now embedded and working alongside key teachers.
- Joint Consultancy meetings
- Consultancy with Educational Psychologist
- FLEX curriculum development (the number of students achieving basic skills qualifications has doubled from last year)

Pupil Premium

Mrs McGowan advised the Governors that whilst the funding for Pupil Premium was new, the ethos was nothing new to Minsthorpe. OFSTED will want to ascertain the level of knowledge Governors have regarding our Pupil Premium students and the use of the funding we receive for them. Possible questions could include:

- Do the Governors know how many Pupil Premium students there are in the College?
- Do Governors know how much money is allocated to the school for the Pupil Premium?
- Do Governors know how the school spends this money? What improvements has the allocation brought about? How is this measured and reported to governors and parents via the school's website?
- Do Governors know whether leaders and managers are checking that the actions are working and are of suitable quality?

Mrs McGowan informed the Governors of the ideology behind the Pupil Premium Funding of 'A specific policy targeted on disadvantaged pupils – giving schools extra funding to enable them to take the most effective action to raise attainment and close the gap'. Mrs McGowan gave key national statistics to confirm the above point.

The underlying principle is simple: extra funding is provided and schools will decide how to use it. The eligibility criteria for Pupil Premium are:

- Those pupils known to be eligible for free school or who have been eligible in the last 6 years
- Children who are looked after
- Children of service families

In 2012/2013 College received £619 per student, rising in 2013/2014 to £900 per student or £420,000 in total.

Mrs Bishop advised the Governors the Pupil Premium provision in Post 16 was different from main school as the funds are paid to the student (via College) and known as Post 16 Bursary (replaced EMA 2011). The College adopted the LA criteria of FSM students and 'vulnerable' learners. In 2012 -13 £37,643 was allocated to Minsthorpe Community College, with 49 students eligible for payment. Eligible students were paid £72 per month per student pro rata linked to attendance. Governors were asked to note this money goes directly to the eligible student to support them staying on in education and is not allocated for provision for them in college.

Support in College for these students includes:

- SFA / CEG appointment
- All of Year 12 and 13 underachieving students received Assertive Mentoring support in addition to SFA support and P&A Mentor support

OFSTED Actions in Relation to Pupil Premium Students

New guidance is constantly being released regarding this aspect of inspections, however College is already aware that from 25 February 2013, inspectors will report specifically on the performance in English and Mathematics of pupils supported through the pupil premium compared to all other pupils in the school. Inspectors will highlight any differences between the average point scores for English and Mathematics and whether gaps are narrowing.

Alongside the Pupil Premium is the Year 7 'catch-up' premium for English and Maths. College has allocated these funds to employ mentors/tutors in these subjects for 1 session per week in addition to timetabled lessons for those students who are eligible. Inspectors will also scrutinise the schools own assessment data and evaluate the progress made by those pupils who are eligible for the Year 7 catch-up premium. OFSTED have produced a list of successful characteristics for schools on regards to Pupil Premium Funding:

- **Ring-fenced** the funding so that they always spent it on the target group
- **Never confused eligibility for the pupil Premium with low ability**, and focused on supporting disadvantaged pupils to achieve the highest levels
- Thoroughly **analysed which pupils were underachieving** and why.
- **Drew on research evidence** and their own and others' experience **to allocate the funding to the activities that were most likely to have an impact on achievement.**
- Understood the importance of **ensuring that all day-to-day teaching meets the needs of each learner**, rather than relying on interventions to compensate for teaching that is less than good.
- **Used achievement data frequently** (not retrospectively) to check whether interventions or techniques were working and made adjustment accordingly
- Made sure that support staff (particularly **TA's**) **were highly trained** and understood their role in helping pupils to achieve
- Ensured that a **designated senior leader had a clear overview of how the funding was being allocated** and the difference it was making to the outcome for pupils
- Ensured that **teachers knew which pupils were eligible for the Pupil Premium** so that they could take responsibility for accelerating their progress.
- Included **discussions** about pupils eligible for the Pupil Premium **in performance management meetings**
- **Thoroughly involved governors** in the decision making and evaluation process
- Were able, through careful monitoring and evaluation, to **demonstrate the impact of each aspect of their spending on the outcomes for pupils**

Governors were informed of the number of pupils in each year group currently eligible for Pupil Premium funding:

Year Group	Total
Year 7	95
Year 8	94
Year 9	97
Year 10	81
Year 11	96
(Year 12)	38 (-5)
(Year 13)	23 (-1)
Total in Year 7 - 11	463

This resulted in additional funding to the College of £290,318 from April 2012 to March 2013.

As mentioned previously, the work to develop the allocation of these funds is on-going, with new guidance being release frequently, as a result the Leadership Team have again discussed the Pupil Premium policy at a meeting today. The work undertaken by the College for each student eligible is logged on a spread sheet via the Minsthorpe Access Point (MAP Office). From this spread sheet it has been calculated that the EWO already works with 20% of these students. Strategies' being employed to ensure appropriate work is undertaken show the breadth of the approach and include:

- Data Tracking that identifies the gaps- [Intelligent Accountability](#)
- High profile of pupils eligible for free school meals- [Staff Meeting 11/3/13](#)
- Vertical tutoring- [Strong Pastoral System with CCTLs tracking PP students](#)
- Effective teaching and learning- [constant drive, securing good, workshop T&L Insets](#)
- Strong careers information, advice and guidance- [our own guidance advisor who knows our students alongside targeted support from external agency](#)
- Literacy support- [Year 7 Catch up premium, Maths and English Tuition, Core HLTAs, Pupil premium Summer School](#)
- Targeted support- ['No child left behind'](#)
- Engagement and enjoyment- [abundance of on and offsite learning, ACE Days](#)
- Good attendance- [our own EWO and attendance officer](#)
- Good facilities for support self-study-[Library, homework clubs, after College support, P16 Study Centre](#)

Statistics were displayed graphically to illustrate how the college's efforts were 'closing the gap'. These will be loaded onto Sharepoint for the Governors to access at their convenience. These graphs demonstrate how the gap between the national figures and College figures is predicted to narrow significantly this year, not only is this an improvement on last year, but shows all but one aspect being below national averages. The exception to this is the Overall Value Added which is still above national but the gap is reducing.

Feedback from the Professional Partner on the work undertaken in College regarding the allocation of Pupil Premium funds has been very positive and includes:

- MCC has a very clear plan for the pupil premium. This is shared with all staff and they are all clear about the moral and financial obligations on them and the school to close the gap
- The website has clear OFSTED ready links to pupil premium and this is easy to understand
- All interventions for all students are logged across the college – this is excellent practice. **What is needed is the impact of these interventions**
- The strategic plan of Pastoral, Intervention and Achievement is well planned and coherent. This **planning needs to be reflected in documentation**

The Professional Partner's feedback for Post 16 was as follows.

- Progression
- Progression from Y11 – Y12 is good and demonstrates good IAG
- All Year 11 students applying for a place at MCC have a Post 16 Taster Day in the Autumn Term, a follow up interview to discuss choices and pathways, and an Induction Day after GCSE exams
- Progression Y12-Y13 is good and accounts for AS results and more importantly builds on Y12 results in a significant way

- The biggest barrier for Post 16 at MCC is the expectations from the students of what Post 16 education is and what it can lead to – the transition starting in Y10 addresses this (Progression Event)
- The accountability systems within school have improved – this is particularly true at Post 16 since the current team have been in place

Mrs McGowan informed the Governors of the intended work for the next academic year and included:

- Refined documentation-Pupil Premium and Intervention Policy, case studies
- Curriculum area funding allocations
- Refinement of Intelligent accountability and data collection in order to further monitor impact
- Closing the gap TLR holder in English Maths and Science
- Development of Maths and English tutors
- Closing the gap calendared meetings

In addition to the presentation regarding Pupil Premium, Mrs McGowan advised Governors of the expected changes to the funding for SEN. SEN funding now comes direct to schools and academies. College is expected to contribute the first £6k of additional support provision for high needs students from the notional SEN budget. High needs students are young people who need educational provision that costs more in total, including basic provision given to all students, than about £10k per year. If students require a statement, College has to demonstrate we have spent £10k on the students' provision to date.

Raising the Participation Age (RPA)

Mrs McGowan informed Governors that during the Progression Event taking place tonight (16.07.13) at Burntwood Court Hotel, students and parents will be reminded of the changes to be introduced by the Government relating to raising the participation age of young people in education and training. The Education and Skills Act 2008 states:

From 2013, all young people (16-17 years old) will be required to participate in Education or training until the end of the academic year they turn 17 and from summer 2015 onwards until their 18th birthday.

When applied to our students, the current Year 11 will have to take part in education or training until they are 17, with the current Year 10s and following year groups extending to 18. This does not mean all students have to remain here at Minsthorpe. Their options are:

- Full time education
- Work based learning (such as an apprenticeship)
- Full time (20+ hours and more than 8 consecutive weeks) work or volunteering alongside part time training (at least one day a week) which will lead to a qualification

Employers must check young people are enrolled in training programs and that their working hours accommodate attendance at this training. The LA is currently developing systems to identify those not participating. The College is constantly developing its career guidance, in line with its obligation to offer impartial careers advice.

Alongside the changes to the requirement for students to remain in education or training longer, the Government are introducing more rigour to the funding for Post 16. These changes include:

- Students need to be on 540+ hours to draw full time funding
- Ensure ALL students at ALL levels are on robust programmes:
- Level 1&2 – Public Services/Childcare/Sport, Tutorial, Enrichment, GCSE General Studies, Maths and English*
- Level 3 – 4 A Levels (or BTEC) PLUS General Studies, ASDAN CoPE, Enrichment

*students must study Maths and English at Post 16 if they have not achieve GSCE already.

To achieve 540 hours, students must be studying 4 A Level subjects during Year 12, 3 in Year 13, attend tutorial and study General Studies, Enrichment and ASDAN CoPE. The balance to strike is to ensure they are studying enough courses to secure full funding, in addition to being prepared for the world of work.

Mrs Bishop updated the Governors with current figures (dependant on the Summer exam results) for enrolment in September 2013.

	2011/12	2012/13	2013/14	Accepted
Year 12	127	106	189?	Level 3 – 156 + Level 2 – 13 + Level 1 – 10 +
Year 13	121	111	91?	
TOTAL	248	217	280	

Whilst Minsthorpe have historically had a low NEET (Not in Education, Education or Training) figure, the introduction of the RPA has resulted in amendments to the calculation of this figure. As an example, should one of our students leave at the end of Year 11 to enrol on a course at Wakefield College, and then drop out mid-way, this will impact on our NEET figures. College will need to ensure robust systems are in place for September to track these students.

Mrs McGowan and Mrs Bishop asked Governors for any questions.

Mr Cawthorne asked their opinion of the outlook for the incoming cohort, following previous concerns raised regarding the levels students achieved at Primary schools. Mr Gregory advised the meeting the cohort were believed to be stronger than previous years, with Mrs McGowan adding she understood they were a good, bright cohort.

Mr Oxley asked whether, considering Mr Gove's recent announcements regarding the national curriculum, was the College's ethos of 'No Child Left Behind' going to become easier or harder?

Mr Gregory advised that changes to examinations and the curriculum will be detailed to Governors, but for the moment it is really up in the air and is to be looked at imminently.

Mr Oxley enquired whether FSM eligibility addressed temporary and agency work, who would probably qualify for FSM. A discussion followed regarding the efforts undertaken in College to encourage parents to apply, and the stigma still attached to the application in some pockets of the community. Mr Gregory advised the meeting the letter given to parents

to address this included a phrase to clarify a successful application attracted funding for the College, whether or not the meals were taken. Hopefully the increased choices provided by Chartwells, the successful catering company from the catering process, will encourage more meal uptake. Chartwells staff are willing to carry out demonstrations on Open Evenings. Mrs Evans asked how many students were eligible for FSM and was advised approximately a third. And that it is difficult to tell how many more there may be. Mrs Semper wondered if more work to encourage take-up could be done.

Thanks were given to Mrs McGowan and Ms Bishop for their presentations.

iii) Dates for 2013/14 Meeting Cycle

Governors had received details of the proposed dates for the 2013/14 meeting cycle prior to the meeting. The proposed cycle ran on the same weeks as the current schedule with the exception of an additional meeting of the Full Governing Body on the 17th September 2013.

The additional meeting was required to ensure an early review of the School Teachers' Pay and Conditions document was approved and in place prior to the commencement of the appraisal cycle in October.

Also required at this first meeting, and in accordance with the Articles of Association, the Chair of Governors is to be elected.

One further proposed amendment to the cycle is to move the Performance Management Committee meeting (Principal's appraisal process and involving only Chair, one other Governor and the Professional Partner) in line with the whole College appraisal cycle, during w/c 21st October 2013. The date proposed by the Professional Partner is Thursday, 24th October 2013.

Governors were also asked to note the proposed date of the AGM. Upon transfer to Academy status, the Inaugural General Meeting had to be held within a set period of transfer however this did not sit well with the meeting cycle. The timing of the AGM is reliant on Governors approving the Academy accounts. The suggested date for the AGM is Tuesday, 10th December at 6pm, immediately after the scheduled Full Governing Body Meeting.

The Principal sought confirmation all present were satisfied with the amendments to the meeting cycle, and all confirmed they were.

The meeting cycle will now be amended and re-issued via Sharepoint.

12 Reports of Committees

Governors had been provided with the minutes prior to the meeting. Chair gave all present to raise relevant points arising from each set of minutes from the committees below:

i)	Behaviour and Discipline Committee	22.04.13
ii)	Pay and Personnel Committee	11.06.13
iii)	Behaviour and Discipline Committee	12.06.13
iv)	Resources Committee	02.07.13
V)	Standards and Students	09.07.13

There were no points raised and all were satisfied with the content of these minutes.

13 Ratification of the Minsthorpe Academy Trust Budget 2013 - 14

As part of the Resources meeting (02.07.13 - minutes provided as part of agenda item 12) the Resource Committee resolved to approve and recommend the 2013-2014 budget to the Full Governing Body.

Mrs Earith asked additional Governors to note the slight overspend on additional staffing and refreshing of resources (books etc.) in the College's OFSTED Year, which had been approved during the Committee meeting. Additional Governors were asked for any questions, of which there were none.

Mrs Evans proposed the MAT Budget 2013 – 2014 be approved by the Full Governing Body; Mr Johnson seconded this proposal. This was supported by a full show of hands.

Resolved #12

Governors resolved to approve the MAT Budget 2013 – 2014.

14 Governor Training and Development

Mr Cawthorne advised the meeting he has recently attended a meeting of the Wakefield Association of School Governors (WASG), to which Chair had also been invited, however a late change to her commitments prevented her from doing so.

The LA still dominates proceedings at WASG meetings and appears to be waiting for the new director to take office. The meeting of the WASG have decided the schedule and expected attendance at future meetings will be decided by the new Chairman, and will possibly not follow the current monthly cycle. Governors and Chair will be updated as information is received.

Chair advised the meeting other training undertaken included:

- OFSTED training at Kettlethorpe School
- Chair enrolled on the NCSL Chair of Governors training
- On-going OFSTED training available through the College.
- Mr Cawthorne and Mr Johnson attended the Staff INSET OFSTED workshop
- Mr Cawthorne attended the OFSTED based Open Morning in College, led by Ms Williams.

Mrs Fairhurst is devising a training programme to complement those already in place and will be announced in due course. Technically, OFSTED could visit during the second week of the academic year, and Governors will be called upon to speak with Inspectors, and need to advise whether they are available in September.

Thanks were given to those Governors who attended the training at Kettlethorpe, which was led by Tudor Griffiths, who is both a serving Headteacher and Inspector.

15 Notification of the additional meeting of the Full Governing Body Tuesday, 17th September 2013 at 4:30pm

Governors noted the date of the additional meeting of the Full Governing Body of Tuesday, 17th September 2013 at 4:30pm.

**16 Confirmation of Time and Date of Next Full Governing Body Meeting
Tuesday, 10th December 2013 at 4:30pm**

Governors noted the date of the next regular agenda meeting of the Full Governing Body of Tuesday, 10th December 2013 at 4:30pm.

**17 Confirmation of Time and Date of scheduled AGM
Tuesday, 10th December 2013 at 6pm**

Governors noted the date of the next AGM meeting of Tuesday, 10th December 2013, at 6pm.

18 AOB

Governors' OFSTED Briefing Sheet – Mr Gregory

Following his attendance at the INSET and Open Morning, Mr Cawthorne had requested a document of key fact regarding College and OFSTED. This document aims to answer a series of questions and from September will include hyperlinks to other relevant information. Data relating to achievement will be updated with actual results.

This has been produced by Ms Williams and is now available on Sharepoint for all Governors to access.

The Principal reminded Governors they had been informed of all the work College have done and were doing, all of which should be coming to fruition this Summer. The gradings College receive during any Inspection will still be down to the subjectivity of the inspectors. Governors should be aware College Leadership has its own pre OFSTED Action Plan. Governors available to speak to inspectors will be given a briefing session the evening prior to the inspectors' arrival.

Acronym List – Mr Gregory

Again at Mr Cawthorne' s request, Ms Williams updated a previously compiled document and this is now available on Sharepoint for all Governors to access.

Year 10 Progression Event – Mr Gregory

John advised the Governors of the above event for Year 10 students and their parents, taking place from 6pm this evening, the Burntwood Court Hotel.

Staff Leavers Event – Mr Gregory

John reminded Governors to their invite to a College event in Thursday, 18th July at 3pm at the Burntwood Court Hotel.

Seventeen members of staff are leaving Minsthorpe, 10 onto other establishments and 7 retirees. Five of those retiring are the longest serving teaching staff at Minsthorpe, with a total of 143 years to the College. The service length of all those leaving ranges between 1 and 35 years. The arrangements for the event are arrival at 3, with food at 3:15 and speeches to commence at 3:45.

Mr Oxley requested it be noted in the minutes College is to lose a number of sterling staff for various reasons. Some of the Governors at Minsthorpe are past students and parents and Governors wish all leavers the very best and thank them for their sterling work.

‘Any Other Business’ – Mr Cawthorne

Mr Cawthorne advised the meeting there was no such thing as ‘Any Other Business’ and the rules of debate state the phrase ‘Any other business competent for the meeting to discuss’.

There are caveats to these items, including that they:

- cannot involve the spending of any money
- must be an urgent item
- must be justified and the meeting be able to discuss them.

Mr Cawthorne believed it necessary to raise the point as agendas should reflect the fact we are a professional academy.

Mr Oxley referred back to his trade union background where during a meeting ‘standing orders’ could be suspended, and items discussed without a decision being made.

It was noted this agenda item will be referred to as Other Business in future meetings.

The Principal reminded Governors of the seven day window for notifying the Clerk of any AOB. This enables the Chair and Principal to decide whether the issue needs to be an item on this or another agenda.

SCITT Update – Mr Gregory

During the ‘Matters Arising’ section of the FGB minutes in March, Mr Gregory had previously updated Governors regarding the SCITT bid.

Two weeks ago College was advised it had been successful in its bid and now had ITT accreditation. The first cohort of 50 trainees will now be recruited to begin training in September 2014. Minsthorpe Community College can now confer QTS status on graduates, with the possibility of developing our own cadre of teachers.

Mr Cawthorne enquired if the programme would include trainees wishing to work in primary schools, and it was confirmed the programme was indeed ‘cross-phase’.

The groups of schools involved are to be known as the Three Counties Alliance, and have received great support from Edgehill University. Mr Gregory expressed his wish for a representative from Edgehill who has been involved in the SCITT bid process, to join the Academy’s Governing Body, replacing Mr Rutter, whose role has changed since joining.

The success of the SCITT bid results in the provision from Minsthorpe Community College for learners includes:

- Nursery provision with ‘outstanding’ status
- 11 – 19 education
- Foundation Degrees
- Teacher training.

Mr Cawthorne added Mrs Yates (Assistant Principal HR) has been a powerhouse during this process, pulling the bid together and requested the Governors’ thanks were passed onto her.

Mr Oxley added he considered the whole Leadership Team to be ‘Outstanding’.

Mr Gregory added that despite the 'satisfactory' grade, the Leadership Team have kept pressing and driving forward and this was one of the areas on which they had not given up.

19 Identification of Confidential Items.

There were no confidential items.

The meeting closed at 6:15pm

Beverley L. Semper.

Signed as a correct record
Mrs B Semper Chair of Governors