



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

8th April 2014 @ 4:30PM

T&CC Main Room

THOSE PRESENT OR ABSENT

Mrs B Semper (Chair)	Parent Governor	✓	Mrs A-M Spencer (Vice Chair)	Member Appointed	✓
Mrs T Boughen	Staff Governor	Apols	Mr N Hawkins	Parent Governor	✓
Mr T Cawthorne	Member Appointed	✓	Mr R Henshaw (Principal)	Principal (Ex- officio)	✓
Mrs D Cornwell	Member Appointed	Apols	Mr B Johnson	Parent Governor	✓
Mrs D Davis	Member Appointed	✓	Mr C Joynson	Member Appointed	✓
Mrs G Earith	Staff Governor	✓	Mrs S Lewis	Staff Governor	Apols
Mrs W Evans	Parent Governor	Apols	Mr S Newton	Member Appointed	Apols
Mrs V Gilmore	Staff Governor	Apols	Mr I Oxley	Member Appointed	✓
10 /16 Governors present. This meeting is quorate.					

ALSO IN ATTENDANCE

Mr B Dickinson	Associate Governor (Support Staff Team Leader)
Mrs E Fairhurst	Associate Governor (Vice Principal)
Ms H Williams	Associate Governor (Vice Principal)
Miss S Bishop	Observer (Assistant Principal)

MAT FGB Minutes Spring Term 2014

<u>AGENDA</u>	<u>Actions</u>
1 Conflicts of Interests	
There were no conflicts of interest.	
2 Apologies for Absence	
Apologies for absence were received from Mrs T Boughen Mrs D Cornwell, Mrs W Evans, Mrs V Gilmore, Mrs S Lewis and Mr S Newton. Mr Johnson proposed these absences were consented to, Mrs Spencer seconded this proposal. RESOLVED #14 The Governors resolved to consent to the absences of Mrs T Boughen Mrs D Cornwell, Mrs W Evans, Mrs V Gilmore, Mrs S Lewis and Mr S Newton	
3 Minutes of the Meeting held on Tuesday 10th December 2013	
Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the 10 th December 2013. Corrections were requested by the Chair, of which there were none. All other Governors present confirmed their receipt and accuracy resulting in their approval to be signed as a correct record of the meeting. Mr Johnson proposed these minutes were signed as a correct record of the meeting of the 10 th December 2013, Mrs Spencer seconded this proposal. RESOLVED #15 The Governors resolve that the minutes of the meeting held on 10th December 2013 be signed as a correct record.	
4 Minutes of the Meeting held on Thursday, 19th December 2013	
Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the 19th December 2013. Corrections were requested by the Chair, of which there were none. All other Governors present confirmed their receipt and accuracy resulting in their approval to be signed as a correct record of the meeting. Mrs Spencer proposed these minutes were signed as a correct record of the meeting of the 19th December 2013, Mr Cawthorne seconded this proposal. RESOLVED #16 The Governors resolve that the minutes of the meeting held on 19th December 2013 be signed as a correct record.	

MAT FGB Minutes Spring Term 2014

5 Minutes of the Meeting held on Tuesday, 14th January 2014	
<p>Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the 14th January 2014.</p> <p>Corrections were requested by the Chair, of which there were none.</p> <p>All other Governors present confirmed their receipt and accuracy resulting in their approval to be signed as a correct record of the meeting.</p> <p>Mr Cawthorne proposed these minutes were signed as a correct record of the meeting of the 14th January 2014, Mrs Spencer seconded this proposal.</p> <p>RESOLVED #17 The Governors resolve that the minutes of the meeting held on 14th January 2014 be signed as a correct record.</p>	
6 Matters Arising from the Minutes (not included below)	
<p>There were no matters arising.</p>	
7 Correspondence	
<p>Chair informed the meeting of the following correspondence she had received and dealt with accordingly:</p> <ul style="list-style-type: none"> - Letter of resignation from the Governing body from Simon Newton (to be addressed in agenda item 9 below). - Two reference requests for senior members of staff applying for positions at other establishments - Letter of resignation from Helen Williams (Vice Principal) who has successfully secured the Headship at Ilkley Grammar School from September 2014. Governors offered Helen their congratulations. 	
8 Chairs Actions	
<p>Chair had been involved in the following events/meetings within College during the Spring Term:</p> <ul style="list-style-type: none"> - Three permanent exclusion meetings. - Three training sessions, internal and external providers - Involvement in the OFSTED Inspection - Planning for the Industrial Action Day by NUT Teaching Staff - Three meetings with the College's Professional Partner (Anthony Smith) - Target Setting Meeting with the new Principal - A staff disciplinary meeting - Two further meetings for general issues. - Preliminary investigations into a Governors Code of Conduct 	
9 Membership Changes	
<p>Chair informed the Governors of the following changes:</p> <ul style="list-style-type: none"> - Mr Newton Mr Newton had handed in his resignation in January 2014 however he had kindly agreed to remain on as a Member until such time as a General Meeting could be convened to remove him. 	

MAT FGB Minutes Spring Term 2014

<p>- Mrs Parkin An application had been received, following the new Principal's approach, from Mrs Fiona Parkin. This application to become a Member will be addressed at the additional General Meeting.</p>	
<p>10 Board Changes</p>	
<p>Chair informed the meeting of the following changes to the Board of Directors (Governors):</p> <p>- Mrs Cornwell Mrs Cornwell's resignation had been received in November however Mrs Cornwell had kindly agreed to remain on the Governing Body until such time as a replacement could be appointed. This will be addressed the additional General Meeting which follows directly after this FGB meeting. Mrs Cornwell was never appointed as a Member.</p> <p>- Mr Newton Again this had been received in January 2014 however Mr Newton had kindly agreed to remain as an Associate Governor. Chair explained Mr Newton's expertise had been too valuable to loose completely.</p> <p>- Mrs Parkin An application had been received from Mrs Parkin to join the Board of Directors/Governors. This application to become a Member Appointed Governor will be addressed at the additional General Meeting.</p>	
<p>11 Statutory Books and Filings</p>	
<p>The Company 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:</p> <ul style="list-style-type: none"> • Updating the registers of members and directors; • Filing form(s) TM01. 	
<p>12 Principal's Report</p>	
<p>i) Student Safety and Wellbeing Update The Principal on behalf of Sarah Adams</p> <p>The Principal referred Governors to documents provided prior to the meeting by Sarah Adams (Assistant Principal – Student Safety and Wellbeing) regarding both on and off site learning activities.</p> <p><u>Offsite Activities</u> The key to the categories for the off-site visits were explained (residential, adventurous by external provider, enrichment, course requirement etc). The Principal considered the number and scope of opportunities on offer were testament to the extra mile staff were willing to go for students at Minsthorpe. A recent 'passing out' parade had taken place for the students who completed the Young Firefighters Scheme. The event was also attended by Ms Bishop who confirmed it was a really lovely event.</p> <p>The Principal informed the Governors the Minsthorpe Policy and Procedures is aligned with the LA policy in terms of the management of educational visits and followed all recommended protocols.</p>	

College will use the Evolve system from September 2014, which is an online booking system noting relevant details of all planned visits (who, where, when, college contacts etc).

The Principal drew the Governors attention to an issue regarding the recent strike day and a parental Facebook group currently developing the threat of a parental strike day on May 23rd 2014. Parents within this Facebook group are threatening to keep their children off school in protest at the 'unreasonable' attendance fines.

This issue brings into sharp focus which excursions College regard as school trips and the educational value College place on these. The implications of the annual ski trip historically leaving the Wednesday before February half term were discussed. It is difficult to inform parents their children are missing their education when absent from College and yet College support a trip which takes students out of College for three days.

The parental group mentioned earlier is a national group who are able to eloquently communicate their students are able to learn just as much on a cultured family holiday. Mr Johnson added his knowledge of a school in Doncaster which was being sued by parents for denying their children education on the strike day.

The Principal concluded that the issue would have to be considered further, not with the view to refusing trips going but to limit the ones with no educational value to school holidays.

Onsite Activities

The Principal highlighted the swathe of interventions within the curriculum suites, including Simon Newton delivering sessions to re-educate possible young offenders regarding the route they are choosing. The list of on-site activities includes a number of artistic items (including Minsthorpe's recent successful performances at the talent show in Hemsworth), aspirational pathways, booster sessions and events with our primary school partners.

Governors requested their thanks and appreciation for teachers be noted and minuted, for the huge amount of effort regarding both on and offsite activities, above and beyond teachers at other establishments are willing to do. It was noted also some of the staff names were repeated on the list, and it was confirmed there is a core of dedicated staff who should receive specific thanks.

A brief discussion took place regarding the Facebook group, whether it involved some of our parents, and the possibility of avoiding such issues arising in the future.

The Principal then directed Governors to the Safeguarding report, also provided to Governors prior to the meeting. The anonymous information provided detailed the number of students at Minsthorpe currently at the Common Access Framework (CAF), Child in Need (CIN) and Child Protection (CP) levels. Comparisons were made to previous Safeguarding Reports provided to Governors and key figures were noted, including a steady increase in the number of CAFs. This is as a result of Social Services

MAT FGB Minutes Spring Term 2014

<p>struggling to cope with the referrals and opening a CAF is a delaying mechanism. The numbers for the other categories are fairly static.</p> <p>Changes will include a breakdown of PP and SA+ students on the CAF tracker. The forthcoming Child and Families Act 2014 will combine the SA and SA+ categories into one entitled Additional SEN.</p> <p>Chair intends to request additional information from Sarah Adams regarding the number of young carers in College, who will also require additional support. College have historically held Young Carer assemblies and will arrange for this to be delivered again to help with the identification of such students.</p> <p>Enquiry Mrs Spencer requested confirmation of the Post 16 position regarding the impact of the coming changes and recognising the level of need in Post 16. There will be some students who would be in the scope of additional SEN if below the age of 16, how would this change when they reach 16.</p> <p>Clarification Ms Bishop (Director of Post 16) confirmed these students are referred to as High Needs Learners in Post 16 and Mr Orr (SENCO) is aware of these and their specific needs. Mr Joynson added the changes introduced in September 2014 will include the requirement for Care/Support/SEN plans to continue up to the age of 25.</p> <p>Discussion A discussion took place involving a number of Governors regarding the work undertaken by College and the SENCO regarding reviewing students with SA+ status and ensuring they continued to receive the necessary support and associated funding in College. A suggestion made any pending Statements could be hurried through to completion.</p> <p>Reassurances were given to Governors by the Principal and both Vice Principals of the SENCO's competency and proactive nature to ensure no students' needs 'slipped through the net'. Even though the SENCO leaves the College's employment at the end of the Spring Term, he will have the data to hand in order to hold a detailed handover with his successor, highlighting any issues need ing attention.</p> <p>Mr Joynson added Schools in future will look at the provision for the first 16 hours and will have to prove they have used the funding appropriately. This needs to be considered for the future before looking at a statement for students.</p> <p>Mr Cawthorne proposed Governors note the content of the reports and supporting information provided by the Principal, Mrs Spencer seconded this.</p> <p>Governors noted the content of the Offsite, Onsite and Safeguarding Reports and the supporting information provided by the Principal.</p>	<p>Enquiry</p> <p>Clarification</p> <p>Discussion</p>
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ii) SEF

Helen Williams

Ms Williams distributed a document to all Governors to support both the SEF and CSP agenda items. This document is now available on Sharepoint.

Ms Williams asked Governors to note confirmation had been received from OFSTED of the ratification of all of the judgements within the College SEF. Ms Williams then directed Governors to the key points in the document, including the praise given by OFSTED regarding the SEF and their consideration College had a resident Ofsted Inspector on the Leadership Team, such was the accuracy and evaluative language used within it.

Ms Williams gave assurances the evaluation process will not stop now OFSTED have left. College Leaders are currently in the process of Mid-Year reviews of Action Plans which will feed into department QASERs (Quality Assurance and Self-Evaluation Report), and in turn will be collated into the Whole College SEF.

College is now firmly 'Good' and this is reflected in the judgements and language of department QASERs. Previously departments were reluctant to judge themselves as Good or Outstanding, however these judgements are now increasing, along with the use of OFSTED language in comments within the QASERs.

The College has been judged to be Good in all areas. The journey to Outstanding has begun however the results must come through in the Summer. If this is not the case, the judgement for Leadership and Management will be lowered.

iii) CSP Review

Helen Williams

As Governors will have seen in the OFSTED Report, the Inspectors were pleased to see the CSP is a dynamic document to which Leadership added additional targets as they became apparent throughout the year. These included specific actions to target the use of Pupil Premium, Persistent Absence rates and underperformance in departments as identified during the year. The CSP is no longer the static document it was previously.

However one of the three reasons cited as to why College is not yet outstanding is the lack of measurable targets within the CSP. These should include figures by which a target will improve by, to enable this to have been judged as met or otherwise. To support this Curriculum Areas have been asked to include such measurable targets within their Action Plans which will feed through to the Whole College SEF.

However of the 27 objectives within the CSP, only 8 are quantifiable. It is possible the Inspectors were looking for areas for development rather than criticising the CSP. The CSP will be updated appropriately once the Mid-Year Reviews have been completed. The following agenda item saw the Principal detail the work to be undertaken to reach the Outstanding.

Mr Oxley added it is good the Inspectors could only 'nit-pick' and was advised that this was the nature of the Team of Inspectors.

Chair added the Inspectors had requested Governors set targets for College also, to ensure the data is accurate.

Ms Williams was thanked for her presentation.

iv) OFSTED

Ray Henshaw

The Principal had distributed a report to Governors prior to the meeting to which he referred throughout his presentation. This document is now available on Sharepoint.

He informed the Governors prior to commencing at Minsthorpe he had read the Raise online report and believed the College to be a Requires Improvement school as College did not have 3 years' worth of good SIG+ achievement as required by OFSTED at the time. Changes to the OFSTED Subsidiary Guidance resulted in this being reduced from 3 years historic to 'starting a trend' of SIG+.

During the OFSTED visit, the Principal and both Vice Principals were invited as observers into the Inspectors' team meetings, commenting when asked to whilst taking copious, verbatim notes. From these notes they compiled the MINSTED Report which was distributed to all staff. The notes indicated the Inspectors were dipping into the language of Outstanding in many of their comments.

The Principal then began to detail the steps to be taken by College to move from Good to Outstanding, referring again to the document provided. These included:

- Allows the good work of the past three years to be allowed to develop and flourish.
- Identifies what will be needed to make Minsthorpe Community College a habitually outstanding college.
- After Easter, look at the requirements of an outstanding school according to OFSTED and apply the language to our evaluative documents.
- How do we achieve excellence?
- How do we sustain excellence?
- How do we share excellence?

The Principal continued to highlight some of the characteristics and habits of an outstanding school along with the general recommendations given to all schools as detailed in his report. Alongside these issues 3 years of SIG+ results would see the next Inspectors arriving with outstanding already in their heads.

Enquiry

Mrs Davis enquired how Progress 8 and this year's Y9 curriculum offer dovetail. With the current curriculum offer will only 60% meet or achieve levels of progress required?

Clarification

Ms Williams confirmed some student in the current Y9 would not make Progress 8, however going forward, all will do so.

Mrs Davis suggested the curriculum could be enhanced for Y9 to ensure there were no gaps. Ms Williams added this would involve students changing

Enquiry

Clarification

MAT FGB Minutes Spring Term 2014

<p>ii) Behaviour and Discipline Committee 10.01.14 Questions were requested, of which there were none.</p> <p>iii) Behaviour and Discipline Committee 17.01.14 Questions were requested, of which there were none.</p> <p>iv) Behaviour and Discipline Committee 20.01.14 Questions were requested, of which there were none.</p> <p>v) Behaviour and Discipline Committee 04.02.14 Questions were requested, of which there were none.</p> <p>vi) Behaviour and Discipline Committee 25.02.14 Questions were requested, of which there were none.</p> <p>vii) Pay and Personnel Committee 7.03.13 Questions were requested, of which there were none.</p> <p>viii) Behaviour and Discipline Committee 17.03.14 Questions were requested, of which there were none.</p> <p>ix) Resources Committee 25.03.14 Questions were requested, of which there were none.</p> <p>x) Standards and Students 01.04.14 Questions were requested, of which there were none.</p> <p>Mr Cawthorne proposed the content of all committee meeting minutes were noted, Mr Oxley seconded this.</p> <p>RESOLVED #18 Governors noted the content of all committee meeting minutes from this cycle of meeting.</p>	
<p>14 Governor Training and Development: Exchange of Information with the Training Link Governor</p>	
<p><u>Training Requirements</u> Following a discussion with the Clerk, Mr Cawthorne advised Governors he would forward all correspondence received for any event, training or otherwise onto the Clerk who would then coordinate any training requirements. Chair also received emails from the LA and forwarded these onto the Clerk also. Should governors be interested in any particular aspect or training course, please contact the Clerk in the first instance and investigations will be made into available, appropriate training courses.</p> <p><u>Wakefield Association of School Governors (WASG) AGM</u> Mr Cawthorne informed the meeting the WASG remained in a state of flux, with Peter Glover resigning along with the age related resignations of particular stalwarts. The WASG AGM is to take place early May with all Governors invited, regardless of Academy or LA status. Mr Cawthorne will confirm the date, time and venue to the Clerk to pass onto any interest Governors.</p>	<p>Mr Cawthorne</p>

MAT FGB Minutes Spring Term 2014

<p><u>NCTL Governor Workshops</u> Mr Joynson informed the meeting Edge Hill University held a national license to deliver free workshops. There are three workshops, each available to three Governors.</p>	
<p>15 Confirmation of Time and Date of Next FGB Meeting – Tuesday, 15th July 2014 at 4:30pm</p>	
<p>Governors were requested to note the date of the next meeting of the Full Governing Body.</p> <p>Governors noted the date of the next meeting of the Full Governing Body (Tuesday, 15th July 2014).</p>	
<p>16 Other Business</p>	
<p><u>Swimming Pool</u></p> <p>Chair requested the Principal inform and update Governors as to the recent developments, as many may be unaware of the situation.</p> <p>Minsthorpe has been approached by the LA as one of a number of locations being considered for the new swimming pool for the South East of the district.</p> <p>Representatives from Minsthorpe have been invited to a meeting to gain further insight into the process. The Principal, Business Director and Chair of Governors intend to attend this meeting on Wednesday, 16th April 2014.</p> <p>The Principal requested Governors give College an indication of how strong an interest should be expressed.</p> <p>To date those involved have looked at independent reports, carried out feasibility studies and made fact finding visits to similar establishments. What has become clear is that swimming pools alone do not make a profit. Profits are made when a swimming pool is combined with a dry sports facility. From what has been seen so far, College is confident this could be run efficiently and make a profit. Locating the pool at the College would enable the facility to continue to be based in the community.</p> <p>Chair added consideration should be given to the widening of opportunities for our young sports people such as lifeguard responsibilities and job opportunities for Post 16 students. St Wilfrid's Catholic High School have indicated the swimming clubs they cannot accommodate would return to Minsthorpe. Swimming clubs and lessons are the primary source of income for such pools. Currently local school children are travelling to Knottingley swimming pool which is taking a big part of their day. Minsthorpe Marlins are a local swimming club who achieve good results in competitions. SCITT trainees could be involved in developing the curriculum in PE.</p> <p>Mrs Davis added having a swimming pool onsite could be good for staff wellbeing.</p> <p>Mr Oxley informed the meeting he was involved in local politics and was aware Hemsworth Council supported the pool being located in South Elmsall, adding that having a pool on the College site would be a feather in our cap.</p> <p>Mr Cawthorne was surprised the existing pool site was not being considered,</p>	

MAT FGB Minutes Spring Term 2014

an option which was being promoted by a vociferous supporters group. College confirmed the existing site was one of the proposed locations being considered for the new pool.

Mr Cawthorne raised his concerns and suspicions regarding the LA and their situation at this time, suggesting their motives for conferring and consulting were seen by him as delaying tactics, with no meaningful discussion taking place until July. Mr Cawthorne did add that it would be a nice addition if it came our way by giving MCC an edge, although the land would not cost anything. The Principal added the existing site for the pool would not be a wet only facility; the proposals suggest this would have a dry area also which would be in direct competition to our own Sports and Fitness Centre.

A brief discussion took place regarding the relatively new, purpose built facility at Sun lane in Wakefield

Chair requested Governors vote by way of a show of hands of all those in favour of finding out more information. All those eligible to vote were in favour.

Governors on the College website

Mrs Fairhurst informed Governors a new College website was about to be launched for September.

Chair wished to raise the profile of the Governors on the website by way of a pen-portrait for each Governor, and again be in place by September.

Any Governors wishing to view their existing pen portrait should contact the Clerk who will send this out for updating.

Proposed Leadership Re-structure

Content removed due to confidential nature. See Agenda item 17

17 Identification of Confidential Items.

It was considered the discussion regarding the Leadership Team restructure to be confidential. All reference to this discussion will be removed from the minutes published on the website.

The meeting closed at 6:05pm.