



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

14th July 2015 @ 4:30PM

T&CC Main Room

MAT FGB Minutes Summer Term 2015

THOSE PRESENT OR ABSENT

Mrs B Semper (Chair)	Parent Governor	✓	Mrs A-M Spencer (Vice Chair)	Member Appointed	✓
Mrs T Boughen	Staff Governor	✓	Mrs A Jarratt	Staff Governor	✓
Mr T Cawthorne	Member Appointed	✓	Mr B Johnson	Parent Governor	✓
Mrs D Davis	Member Appointed	✓	Mr C Joynson	Member Appointed	APOLS
Mrs G Earith	Staff Governor	✓	Mrs S Lewis	Staff Governor	✓
Mrs W Evans	Parent Governor	✓	Mr I Oxley	Member Appointed	✓
Mr N Hawkins	Parent Governor	APOLS	Mrs F Parkin	Member Appointed	✓
Mr R Henshaw (Principal)	Principal (Ex-officio)	✓			
13 /15 Governors present. This meeting is quorate.					

ALSO IN ATTENDANCE

Mrs E Fairhurst	Associate Governor (Associate Principal)
Mr M Gilmore	Associate Governor (Vice Principal)
Mrs R Merritt	Associate Governor (Vice Principal)
Ms R Purbrook	Guest (e-Governor)
Mr G Hodgson,	Guest (e-Governor)
Zac Keeton	Student Council Representative
Daniel Britton	Student Council Representative
Mrs C Britton	New Governor and Parent of Daniel Britton
Ms S Williams	TLR Holder – Most Able and Presenter, Agenda Item
Mrs S Adams	Assistant Principal (Learning and Teaching) Presenter Agenda Item 10vi
Mrs K McGowan	Assistant Principal (Assessment and Support) Presenter Agenda Item 10vi, 10 viii
Mrs C Yates	Assistant Principal (Professional Learning Partnerships), presenter Agenda Item 10 vii

Welcome by the Chair	
Chair informed the meeting the deliver and order of the published agenda would be rearranged in order to accommodate presenters with other commitments after College.	
Agenda Item	
1	Conflicts of Interests
	Governors had been notified of the agenda prior to the meeting, and confirmed there were no conflicts of interest.
2	Apologies for Absence
	<p>Apologies for absence were received from Mr B Dickinson (Associate Governor), Mr N Hawkins, Mr C Joynson and Mr S Newton (Associate Governor).</p> <p>Mrs Wendy Evans proposed these absences were consented to. Seconded by Mr I Oxley</p> <p>RESOLVED# 19 The Governors resolved to consent to the absences of Mr B Dickinson (Associate Governor), Mr N Hawkins, Mr C Joynson and Mr S Newton (Associate Governor).</p>
10 ii Student Council Report	
In a change to the published agenda, the Student Council item was moved to enable the students to leave as soon as this item was concluded.	
<p>Mrs Adams reminded Governors the Student Council Reports for the Autumn and Spring Terms had already been received and noted by Governors, resulting in tonight's presentation referring only to the May and July Student Council Meetings. Governors had been provided with the summaries prior to the meeting.</p> <p>Chair welcomed Student Council Representatives Zac Keeton (Year 10) and Daniel Britton (Year 7) to the meeting and invited them to present the May and July summaries to the meeting, which both did in a professional manner.</p> <p>An update of actions was requested at the next meeting regarding the Year 10 polo shirt request, the improvement and impact of marking and the improvement on the 73 students in Year 7 who were unclear on their targets. Zac agreed to return to Governors with the requested update.</p> <p>Chair asked for questions.</p> <p>Mr Cawthorne spoke to the students to update them further regarding the College's plans for the chickens and his hope this would develop into an onsite farm.</p> <p>Chair informed the meeting she agreed the uniform is due to be reviewed and will be looking to carry out this review with a small number of Governors, and would consider their students' request for polo shirts in the summer.</p>	

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Mrs Davis praised the students at the meeting for their smart appearance, adding how speaking in front of such a formal meeting would be difficult for anyone, let alone students and how impressed she was with their confidence to do so.

Chair confirmed all Governors would be looking forward to the next Student Council Report in September and thanked Daniel and Zac for attending the meeting tonight.

Zac, Daniel and Mrs Britton left the meeting at 4:55pm.

NOTE

Governors noted the content of the presentation and acknowledged the work undertaken by the student council.

3 Minutes of the Meeting held on Tuesday 2nd June 2015

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 2nd June 2015. 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.

Mr T Cawthorne proposed resolved that the minutes of the meeting held on 2nd June 2015 be signed as a correct record. Mr I Oxley seconded this proposal.

RESOLVED # 20

The Governors resolve that the minutes of the meeting held on Tuesday 2nd June 2015 be signed as a correct record.

4 Matters Arising from the Minutes (not included below)

There were no matters arising.

5 Correspondence

Chair has received email resignations from Mr N Hawkins (work commitments), Mr C Joynson (distance and health issues) and Mrs S Lewis (end of term of office, CPD for another member of staff) and wrote to Mr B Dickinson thanking him for his service to the College and inviting him to become a Member Appointed Governor

6 Chairs Actions

Chair has taken part in:

- a number of Behaviour and Discipline Committee meetings
- the Governors' Restructure Committee (meetings and correspondence)
- MMAT Development involvement (meetings and correspondence)
- Visited Mr Dickinson during his last week as an employee
- Presented flowers to Cath Green (Restructures, professional approach, knowledge and updating Governors) and Gill Earith (MMAT Process) for their hard work, on behalf of the Governors

Gill thanked Governors for their flowers, Cath also asked Gill to pass on her thanks.

7 Board Changes – Governors/Directors

i) Resignations with effect from 14.07.15

Governors noted and accepted the resignations of Mr N Hawkins, Mr C Joynson, Mrs S Lewis. All three will be removed from the register at Companies House.

ii) Appointment of one new Staff Governor with effect from 15.07.15
Sharlene Williams

iii) Appointment of one new Parent Governor with effect from 15.07.15

Mrs Christine Britton

iv) Appointment of a Member Appointed Governor with effect from 15.07.15
Bev Semper (change of status from Parent Governor)

v) Appointment of a Member Appointed Governor with effect from 15.07.15
Brian Dickinson (change of status from Associate Governor)

vi) Reappointment of:

Mrs T Boughen	Staff Governor	Mrs G Earith	Staff Governor
Mr T Cawthorne	Member Appointed	Mr I Oxley	Member Appointed
Mrs AM Spencer	Member Appointed		
Mrs W Evans	Parent Governor	Mr B Johnson	Parent Governor

All amendments, appointments and resignations to be addressed at the General Meeting to be held directly after this FGB Meeting.

8 Membership changes

All amendments, appointments and resignations of Members to be addressed at the General Meeting to be held directly after this FGB Meeting. These include

Resignations with effect from 14.07.15
Mr N Hawkins, Mr C Joynson, Mrs S Lewis

Proposals for new members
Sharlene Williams, Brian Dickinson, Christine Britton.

Mrs Semper (Chair) is already a Member and so only her Governor/Director category will change.

9 Statutory Books and Filings

The Company Secretary confirmed all necessary entries into the Company's statutory books and file all returns at Companies House arising from the business transacted at the General Meeting had been completed, including:

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

10 Principal's Report

The Principal informed Governors discussion had been held with the Chair and Vice Chair regarding the content and presentation of the Principal's Report to Governors. The Principal is currently working to an inherited format. The Principal had previously distributed a document from The Key, which included a list of suggested content for the Principal's Report. Hard copies of the list were available for Governors to collect. Comments requested before the next meeting.

i) Student Safety and Wellbeing Update (to include Trips and Visits)

Safeguarding Information

The Principal referred Governors to the document provided prior to the meeting. To give an example of the measure of the task in hand, one member of the Safeguarding Team had 3000 emails to check to provide the statistics before Governors today.

New concerns to College include the increase of 'self-harm' incidents and increased examples of the 'other' category. These incidents generally defy categorisation and are not necessarily happening in College. Not included in the statistics are issues relating to poor parenting, including 'missing from home' students not being reported to College or the appropriate authorities by parents.

The Principal, Mrs Merritt and Mrs Collins (Assistant principal Student Wellbeing and Safety) met with John Wilson (Corporate Director for Children and Young People) and detailed their concerns regarding the apparent reducing support from Wakefield. Mrs Collins is to attend a 'Future in Mind' conference in relation to these issues. Two primary schools are also involved in the programme.

The Principal's aim is to develop a wraparound umbrella of support, involving primary schools, and the ability to direct parents to appropriate support.

Chair asked for questions, of which there were none.

Principal requested Governors note the Safeguarding Information.

Governors noted the information provided for both On and Off Site Activities and the Safeguarding information.

On and Offsite School trips

Governors had been provided with details of all the on and off site trips and visits which have taken place during the academic year.

ii) Student Council Report

Addressed earlier in the meeting

vi) Learning and Teaching – This agenda item would be addressed slightly out of the original published order.

The following two agenda items were included in the agenda following a direct request from Governors.

Most Able and Most Able Pupil Premium - Sharlene Williams and Kim McGowan

Miss Williams provided copies of the 'Provision for Most Able Action Plan' advising the red text indicated actions taken to date.

The presentation delivered by Miss Williams and Mrs McGowan will be made available to all governors following the meeting, and addressed sections of the following key aspects of Most Able provision:

Transfer and transition.

Students invited up to MCC to take part in different enrichment activities from various subject areas

Identification.

The college identifies between 8-10% Most Able students in each year group; the figures will vary as year groups vary. Historically these students were 'nice kids' but not necessarily the Most Able. Most Able students will be identified by data received from primary schools. From September 2013, any student who arrived at the college with a level 5b or higher in English, Mathematics or both will be in our Most Able cohort. Previous data shows these students should be targeting as and A*s in their GCSEs. At Minsthorpe, every student with the appropriate grades will be included in the Most Able programme, regardless of other issues, and so it is the truest Most Able cohort.

Information is passed to staff on the second day back in College in September.

Standards

Students are 'setted' by ability on entry in Maths, English, French and Humanities to ensure students sustain progress,

School ethos and pastoral care

Most Able link person in each Curriculum Area

Engaging with the community, families and beyond

Parents' workshop offered to offer strategies and resources that they can use at home to support their child with their studies. Initially these were for Year 8 (around the time of choosing Pathways) and Year 11 (in relation to support before and during GCSEs).

Evaluation statistics were provided for both workshops, these were overwhelmingly positive.

Effective provision in the classroom.

Differentiation is a key L&T priority as identified in the College Strategic Plan. This is being addressed through collaborative planning and regular INSET.

Pupil Premium and Most Able

Mrs McGowan's section of the presentation focussed on how students are supported using the data available.

Governors were informed of the recent Achievement for All Review recently undertaken by College. This had been carried out by an external independent coach, who was also on our previous Inspection Team in March 2014.

The format of the review was detailed to the Governors, who were then provided with a copy of the Report produced by the Coach and included recommendations and celebrations.

One issue raised by the Coach was the fluctuation in the size of the gap between Pupil Premium Students and Non Pupil Premium Students. The Coach appreciated as College is doing so well with all students and expectations are high regarding progress, it is difficult for the gap to be closing consistently. The report confirms the gap has closed over the previous three years and internal data indicates this will close further this year. Students are involved in a targeted programme of intervention and support to ensure this is achieved.

The report provided and the presentation listed the areas worthy of celebration and included three areas to be recommended as examples of good practice. These were the teacher SCIF folders, the Minsthorpe Access Point and the Extra Curricular Activity programme in College. Other establishments will be directed to Minsthorpe to discuss these areas of good practise in particular.

With regards to the recommendations, these were also listed in the report and some in the presentation, however the main areas have already been included in the Pupil Premium Action Plan. Key recommendations were highlighted to the Governors, along with the work carried out already to address these.

Governors thanked Mrs McGowan for her section of the presentation.

The presentation returned to Miss Williams who continued by detailing some of the Most Able 'Cross Phase' work (with primary schools) undertaken recently. Most Able students benefit most during cross phase work by preparing and delivering sessions to others. During this cross-phase work the current Most Able students in Year 7 were withdrawn from lessons and delivered sessions to the younger students. Following this process through current Year 11 students supported Year 9 students with revision sessions.

Question

Mr Davis asked how the transition of data from Year 6 would be affected following the removal of levels during the 'life without levels' approach to data.

Response

Mrs McGowan informed the meeting of the work currently underway to address the transfer from both the removal of levels and the transfer from letter grades to number grades in GCSE courses. These were that:

- KS4 would remain as it is, working to A* - G
- KS3 is being addressed currently
- KS2 will continue to have levels and fine levels for this year.

Question

Mrs Spencer enquired whether Most Able will be a performance target for both teaching and associate staff and Mrs Fairhurst confirmed this would be the case for both where appropriate.

Question

Mr Hodgson enquired how often Most Able students were identified? What is a student 'upped their game' in Year 9?

Response

Miss Williams replied the top 10% upon intake at Year 7 formed the Most Able, as data provided indicated these students should be achieving A8/A at GCSE. However each Curriculum Area has their own 'Talented List' and this is more fluid. With Most Able it is never 'No' forever.

Governors thanked Miss Williams for her presentation. Miss Williams left the meeting at 5:40pm.

viii) SFA/SEN Update

SEN Update

Mrs McGowan delivered a presentation to the meeting to update Governors on the student numbers involved in SFA/SEN this academic year and the focus going forward,

College appointed a new SENCO last year, who began working at the College in April 2014. From 1 September 2014 a new law (Children and Families Act 2014) came into effect resulting in a lot of learning and changes with very little guidance. New codes for SEN were introduced as follows:

- Support Wave 1, formerly School Action (SA)
- Support Wave 2, formerly School Action + (SA+)

The process is currently underway to transfer students onto Education Health Care Plans (EHCP) ensuring Year 11 and new students are addressed as a priority. The classification of needs and interventions provided have had to be reviewed. For example, having a medical need is no longer classed as Support Wave 1 (School Action). Intervention focuses further on numeracy and literacy alongside existing maths and English work. College has a number of weak Year 11 students who still require support with telling the time and money issues.

The restructure of the HLTA and TAs will see a reduction in the number of these staff in the department from September, a reduction of 4 TAs and 1 HLTA. These will no longer be supporting the bottom end groups and all TAs will be directed by the SENCO and Assistant SENCO.

Minsthorpe Support Plans (MSPs) are very useful documents but these have become untenable due to the amount that are created and the size of the documents. These have now been refined (reduced to 1 page) to meet the needs of the reform and a roll out programme has begun.

The College's transition program has always been a strength of the College but this year College has worked on refining the ST transition even further. This starts with work in year 5 and vulnerable students now have a transition package where they visit the College for 5 weeks in the Summer term.

The next steps for Specialist Support are:

- The SENCO is working closely with HLTAs to devise a more concise system of tracking the interventions. This needs to be in conjunction with the data manager
- Continued support for staff to develop extra capacity
- Look to how College can support SEN students going forward.

SFA Update

The Support For Achievement 'umbrella' covers the following areas:

Support for Achievement Mentors.

The recent restructure of the team will see a move from SFAs being attached to a particular Year Group to being allocated to a student by their need. Students will be referred for mentoring and the intended impact if the support should be noted on the

referral. SFA will increase their knowledge of safeguarding issues, whilst keeping Pupil premium students as a focus. The tracking and recording impact of mentoring will be refined.

Transition and Aspiration Raising

College has an excellent programme of 'Aim Higher' events (examples given) and this will continue. College does not have to pay for attendance at the events, only the transport to and from.

Guidance Advice

This work takes place in conjunction with the aspiration work. A graph was displayed detailing the Not in Education Employment or Training (NEET) figures for the College in relation to both the Wakefield and National figures. College is clearly below both comparisons figures, with supportive communication noted from John Barber regarding the good work undertaken at the College. With the loss of the P16 SFA next Academic year, the Guidance Advisor and Transition and Aspiration Raising Coordinator will ensure that their roles incorporate support from year 7-13.

The Minsthorpe Access Point (MAP) Office

This aspect of SFA work has been noted within the Pupil Premium Report (mentioned earlier in the meeting) as an area of 'good practice' and will be recommended to other schools as such.

A wide range of support from the Specialist Support and Minsthorpe Access Point (MAP) Team ensures that students have a wide range of support from appropriately qualified individuals and agencies.

Mrs McGowan left the meeting at 5:55pm.

vii) SCITT Presentation

Mrs Yates delivered a presentation to Governors to update them in the work undertaken to date and the plans for the next academic year.

Mrs Yates informed the Governors of the strategic partners involved in the SCITT, indicating new partners joining since the original SCITT was formed. 14/15 Partners have been:

Minsthorpe Community College – Lead;
Thornhill;
Aston;
Horizon;
Snaith;
Darton College;
Ridgewood;
Silcoates;
Kettlethorpe.

YTCA Strategic Partners & Trainee placements for 2015-16 are:

Minsthorpe Community College – Lead;
Thornhill;
Aston;
Horizon;
Snaith;
Ridgewood;
NEW - Holy Trinity;
NEW - Kirk Balk ;

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NEW - Netherwood;
NEW - Penistone Grammar School.

Enhanced placements (to ensure all areas of access and ethnic diversity are included) will take place at:

Greenacre

Silcoates

Thornhill (all students have one placement here)

Pupil Referral Units (PRUs)

During 2016 – 17 academic year the SCITT hope to include Primary Schools in the programme.

Mrs Yates updated Governors with the outcomes for students in the 14/15 cohort. These were:

Of the 28 students beginning the programme in September, 27 completed the course.

Of the 27:

9 are judged to be Outstanding:

16 are judged to be Good:

2 are Meeting the Standards:

Resulting in 97% Judged to be GOOD or better

Out of 27 Trainees, 26 have secured positions for September.

9 are joining the Alliance schools.

In addition two schools have joined the Alliance due to the quality of our trainees when interviewed.

Recruitment for 2015/16 is going well with 40 currently ready to start and one for interview (Thursday, 16th July 2015). Eight of the 40 are former Minsthorpe Community College students, confirming the original aim of the SCITT, which was to 'grow our own' and raising aspirations of our students.

Mrs Yates organised a Graduation Ball which was attended by 26 of the 27 students.

The Principal wished to publicly thank Mrs Yates for her work with the SCITT, adding the programme had developed professional partnerships, teacher trainees, had an impact on CPD and had been a monumental success.

Chair had already thanked Mrs Yates privately, however added her thanks to those of the Principal.

10vi Learning and Teaching - continuation

Learning and Teaching Report

Mrs Adams informed Governors of her new role this academic year as Assistant Principal, Learning and Teaching, informing them she had found this to be an interesting one, and thanked Mrs Merritt for her support.

Governors were directed to the report provided to Governors prior to the meeting, bringing together all the strands of Learning and Teaching. Mrs Adams briefly touched on each of the remaining areas i.e. those not covered by presentations by colleagues during this meeting.

Lesson Observation Analysis

Mrs Adams reminded Governors of the CSP Targets for Good or Better and Outstanding Observations, which were:

Good or better	90% (2013/14 -84%)
Outstanding	33% (2013/14 28%)

Figures at the time of preparing the report stand at:

Good or better	91.5%
Outstanding	27.5%

Whilst still not meeting the CSP target for Outstanding, the target for Good or Better has been exceeded.

Lesson Visit Analysis

These visits were introduced with a view to seeing typicality of lessons throughout the College.

Lots of 'active' learning seen in lessons, as opposed to 'passive' learning. New statistics will be collated for the summer term and forwarded to Governors via the Clerk and as an amend to the report,

Minsthorpe Coaching Model (MCM)

Mrs Adams highlighted the key figures from this section of the report (provided by Mrs Merritt) and these were that during the academic year 2014/15:

- A total of twelve teachers have been supported via the Minsthorpe Coaching Model programme.
- Nine colleagues who have acted as coaches, including our Leading Practitioners, members of the Leadership Team and other 'outstanding' teachers.
- Seven teachers have successfully completed the programme and are now delivering consistently 'good' or better lessons.
- One teacher has left the college, having made the decision that a career in teaching is not for him.
- The remaining five teachers have only been on the programme since Easter and will therefore move forward into the next academic year.

Mrs Adams added the programme had a very positive and supportive ethos, and she had found being involved 'hands on' to be a rewarding and enjoyable experience.

Leading Practitioners (Report Provided by Emma Hitchins and Jenny Read (LPs))

Mrs Adams recapped on the changes to the number of LPs and briefly listed the areas of work the LPs have been involved with despite the reduction in their numbers. These included:

- Whole-college INSET
- Securing Outstanding
- Lesson Study
- Minsthorpe Coaching Model
- Curriculum Team Support – Science & Maths
- Personalised Learning & Teaching Support
- Contribution to the CPD programme and College Strategic Plan

- Policies
- Firefly – Learning & Teaching Pages

Lesson Study

Mrs Adams again highlighted key areas to note from this section of her overall report, most notably the impact on the areas investigated by teams. 30 members of staff have been involved in 10 triads resulting in 10 areas of enquiry, all of which are listed on Firefly for all staff to access. This will grow into a bank of effective resources, again for all staff to access.

Further developments are expected during the next year.

Mrs Adams wished to have it minuted that Mrs Gibson had intended to present to Governors directly, however had been called to London following her successful bid to secure funding from the Shine Award. Mrs Gibson had been disappointed the two events had clashed.

Skills for Learning (SfL) and Science, Technology, English and Maths (STEM).

The SfL pilot has been running through Technology and L4L curriculum. Mrs Adams informed Governors this had been led brilliantly by Miss Bradley, who has recently been appointed as CTL Technology. Mrs Osborne will now coordinate the SfL programme which will be delivered through the L4L and P&A Curriculums. The SfL programme introduced the 6Rs (Responsible, Reflective, Reasoning, Resourceful, Resilient, Respect) And these have now been adopted into 'Learning and Behaving the Minsthorpe Way'.

Miss Forrester had recently been appointed as the TLR holder for the STEM programme (a role also previously held by Miss Bradley).

Basic Skills Interim Report

College underwent an interim report, with a full inspection due in Spring 2016. This is very much ongoing, however the assessment conclusion was: *The College continues to meet the 10 BSQM elements very well and has made significant improvements throughout the 2 years since renewal. It is highly likely to go on doing so during the next year.*

Joint Projects and Enrichment

Mrs Adams informed Governors coordination of JP&E formed part of her new role. College have aimed to reach further into primary schools this year and details of the wide ranging themes and number of events to date was included in the report. Thanks offered to Miss Trusdale and Miss Sharman (PE) for their extensive work with primary sports events.

BBC School News Report

Mrs Adams informed Governors of the work undertaken with students to produce their report for the BBC. College took part in the project with the intention of being another activity to improve the students Oracy skills. Unfortunately, despite all their hard work, the students were not chosen by the BBC to feature on their website.

Family Learning

The College has promoted and hosted three six week termly Family Learning courses delivered by Adult Education this academic year: Techno Families (STEM based), Improve your Child's Reading Skills and Family Maths. The Nurture Families were invited,

participation rates have been 7, 3 and 4 learners per course and the feedback from parents and students has been extremely positive.

Student Planner

The planner has been updated to include only relevant L&T pages, to ensure it is used more consistently and with typicality.

Chair thanked Mrs Adams and her colleagues for their hard work during the year, and their presentations tonight.

Mrs Adams left the meeting.

10iv Whole College Quality Assurance and Self Evaluation Report (QASER)

Mrs Fairhurst delivered a presentation to inform Governors of the updates to this year's QASER content, of the amendments to the QASERs format for September 2015 and began by reminding Governors of the QA/SE annual cycle.

Governors were last presented with information around the time of the Mid-Year Reviews (MYR), and at this current time the last few End of Year Reviews were taking place (8th – 14th July). Achievement meetings will take place in September (7th September to 2nd October), following the summer results.

Governors were informed the SE and QA process was rigorous and tight throughout the year.

Final grades were given where possible, with Overall Effectiveness and Leadership and Management reviewed at this time. A gap indicated the ERY had not yet taken place.

Mrs Fairhurst informed Governors there would not normally see a massive shift between the MYR and EYR, which is only a matter of months. The MYR is more to check whether the CTL/CCTL know where their groups are, where they are going and what they need to do to achieve this.

Question

Mrs Spencer sought clarification of any issues with Year 8, who had been judged as '3' for OE April and July as well as LM July.

Response

Slight concerns had been raised regarding Year 8, however there had been a number of changes to the leadership of the group as a result of maternity leaves and other issues. Achievement with this cohort is not an issue, however the new CCTL has a number of ideas which he has put in place but have had time to have impact. He has started lots of improvements as part of his action plan and will begin the new year in a position to improve. Plans include a more cohesive P&A Mentor team.

Question.

Could the MYR point be brought forward, to allow time for improvements to be made? If LM is a concern, the current timeline does not give very long to address the issue. Moving these points forward from April, which is 2/3rd of the way into the year will allow for impact during the Summer Term.

Response

Mrs Fairhurst agreed this did not allow much time between reviews. Mrs Fairhurst also confirmed these MYRs had now been scheduled for January from next year.

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The CCTL for current Year 8 will move forward with the students to Year 9 allowing for consistency, however further questions will be asked if the same areas are judged to be 3s again next year.

The grades shown on the summary slide confirm College's belief it is still 'Good' and has clear focus areas.

10iii CSP

Mrs Fairhurst gave a brief review of the work undertaken during the summer term. The 'Next Steps' slide from the presentation to Governors in April was displayed, updated to show the areas addressed to date.

Summer Term:

Meeting time to work on layout of & priorities for 15-18 CSP - this was complete and set to launch to staff in September. The format has been redesigned for ease of use.

Roll over ongoing actions from 14-15 CSP - the previous plan covered only 1 year and so ongoing actions have been 'rolled over' to the 15-18 plan.

Add new objectives

Amend QASER/CSP to reflect new Ofsted terms - new OFSTED terms have been adopted into the language used within both the CSP and QASER.

Evaluation of current CSP – this evaluation is currently taking place with College Leadership having to have their sections complete by the end of term, Mrs Fairhurst will then have a good idea of what is still to be completed.

Autumn Term:

In light of summer results, amend/tweak objectives on 15-18 CSP – Mrs Fairhurst will then return to Governors with the newly formatted document and new priorities.

The CTL and CCTL QASERs have been pre-populated with their priorities, which have been uploaded from the WC CSP and will ensure clear and measureable targets are set. Actions and success criteria will differ from team to team.

Any Governor wishing to see the ongoing development of the CSP or QASER and do so by contacting the Clerk.

Mrs Fairhurst thanked those Governors involved in the CSP Working Parties, and hoped they could see how much the development of the plan was a team effort.

Chair supported this by confirming she has seen the phenomenal work involved, noting that it was a large plan for a large College.

Chair thanked Mrs Fairhurst for her presentations to Governors, enabling a thorough evaluation of the progress made to be given.

10v Curriculum Area Governor Links 2015/16

Governors had been provided with the list of attachments for 2015/16 and it was Mrs Fairhurst's intention to increase the contact between Governors and their link areas for the coming year. Mrs Fairhurst requested Governors contact her should they have issues with the department governors have been attached to.

Question

Chair had been asked to raise the issue of protocols for Governors visiting their linked areas. Governors would like to visit classrooms to see pupils interacting, not to observe teachers.

Response

Mrs Fairhurst confirmed Governors should contact the Clerk to arrange a visit with the link area. Going on a learning walk, where Governors are in and out is OK, however care must be taken that staff do not feel they are being observed. College have to be extremely careful to avoid such a situation. The day could be planned with the head of the department, and drop ins could be arranged, shifting away from observations.

Governors raised concerns they are being expected by OFSTED to record their visits and provide evidence of these observations. Suggestion of the completion of a form for the Clerk to track and log.

A number of Governors expressed their wishes to come into College during the day, however work commitments prevented them from doing so, despite invites being sent out in advance.

Mrs Fairhurst added most of the staff would welcome Governors with open arms, and the language of any protocols should be carefully worded – ‘the Governors may call in from time to time’. To make into a policy could begin to worry staff, in light of the action short of strike action still in place.

ix) Meeting Schedule

Governors had been provided with the list of key meeting dates for the upcoming 2015/16 meeting cycle, and were asked to note these.

11 Policy Approval

Governors had been provided with copies of all policies detailed below prior to the meeting, to enable reading to take place.

i) Physical contact and intervention policy

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the policy.

Mrs W Evans proposed, Mrs F Parkin seconded.

ii) Offsite Learning Policy and Procedures

Chair sought a proposer and seconder for the approval of the policy.

Mr B Johnson proposed, Mrs W Evans seconded.

In addition to the above policy and procedures, Governors had been provided with a list of trips due to take place for approval as had been suggested was good practise. All the original trips on the list were approved, however Governors had a few questions before they would approve the late Music Tour trip.

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These were:

- Which pupils will be invited to attend and what will be the impact on their learning/exam revision
- Year 13 students – what courses are they doing and will these be finished by May – again impact.
- No to year 11 attending, they could always pick this up in Year 12
- Not customary to have trips which take Years 7 – 13. Thoughts about this.

Clerk to return to Mrs Collins (Assistant Principal, Student Wellbeing and Safety) with recommendations, to return to Governors for further consideration.

iii) Sex and Relationships Policy

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the policy.

Mr T Cawthorne proposed, Mrs T Boughen seconded.

iv) Careers Education and Guidance Policy

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the policy.

Mrs B Semper proposed, Mr I Oxley seconded.

v) MAT Pay and Appraisal Policies

Mrs Fairhurst informed the meeting the same amendments had been made to both policies and involved Lesson Observations/Lesson Visits and Upper Pay Range Standards.

The amendment to the policies around Lesson Observations/Lesson visits related only to the reduction in the number of observation and the expected number of Lesson Visits.

One key amendment made to this policy is the introduction of a new level of standards to be met by staff on the Upper Pay Range; *'Upper Pay Range teachers and Leading Practitioners should be assessed against the 'Upper Pay Range Standards'*. The introduction of Performance Related Pay (PRP) brought to light the need to align the role and salary, and justify any progression.

Mrs Jarratt informed Governors she had only recently received details of suggested amendments from her Union Offices and had forwarded these directly to the Personnel and HR Director to be accommodated within the policy/ies.

Any further questions were requested, of which there were none.

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

Mr T Cawthorne proposed the MAT Pay Policy be approved and adopted, subject to and following the proposed amendments, Mrs D Davis seconded.

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

Mrs B Semper proposed, Mr I Oxley seconded.

vi) Attendance Policy

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the policy.

Mrs B Semper proposed, Mr I Oxley seconded.

The approval of all policies, including the MAT Pay and MAT Appraisal Policies (subject to amendments) were supported by a full show of hands.

RESOLVED # 21

Governors resolved to approve all above policies for introduction from September 2015.

12 Reports of Committees

Prior to the meeting Governors had been provided with minutes for each committee meetings held during this term. The Chair gave the Governors the opportunity note each of the separate committee minutes and raise questions or discuss matters arising.

i) Behaviour and Discipline Committee 17.04.15

Questions were requested, of which there were none.

ii) Behaviour and Discipline Committee 26.06.15

Questions were requested, of which there were none.

iii) Resources Committee 30.06.15

Responses had been sought to questions raised during the Resources Committee Meeting included:

- The recording of near misses. The Estates and Facilities Manager confirmed he held the record of any near misses. Going forward these will be recorded formally in the Accident and Incident spreadsheet.

- The hedge at the front of school. Again, following a conversation with the Estates and Facilities Manager the Governors were informed; *'The hedge at the front will be cut within the next few weeks as the SLA with the grounds Maintenance, as it is still the growing season if the hedge is cut to early it will be a mess at the start of the Autumn term.'*

Biomass Proposal- Update.

At the Resources Committee Meeting the installation of a bio mass system was discussed thoroughly and a recap was given to all Governors present and included the need to lower the College's carbon footprint and in turn reduce the climate levy imposed by the government. Governors has requested additional information prior to the approval to install a bio mass heating and water system. The Business Director had contacted existing users of the system and had been given the following, additional information:

- The system was working well, however caution had been given to check the 'pellet percentage grade',
- Chips and pellets are different in price.

Mr R Henshaw and Ms R Purbrook left the meeting at 6:50pm

- Both users are happy with the systems

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- Regarding the additional demands when the pool is up and running, the Business Director had enquired and had been assured extra and sufficient capacity was available.

Chair asked the Business Director is, based on the information she had been given, was she making a recommendation to proceed with the installation? The Business Director confirmed she was making such a recommendation. The approval was required to ensure the installation could take place over the summer break. Feedback had not been sought from the LA regarding the Resource Centre, although anecdotal comments indicated this was going well.

Mrs D Davis left at 6:55pm.

Chair proposed the biomass system be given the go ahead for installation over summer 2015. Mr T Cawthorne seconded this. This was supported by a full show of hands.

RESOLVED #22

Governors resolve to approve the installation of the biomass system over the summer 2015.

iv) Standards and Students Committee 07.07.15

These minutes are as yet unavailable and will be distributed as soon as possible. Approval to be sought at the next FGB.

14 Governor Training and Development:

Mr Cawthorne updated Governors with information regarding developments for accessing courses for Governors delivered by the LA. The LA are considering the viability of allowing a 'pay per course' arrangement as opposed to the current situation of an establishment paying for the whole SLA, or nothing at all.

Mr Cawthorne had nothing to report regarding the Wakefield Association of School Governors (WASG).

15 Confirmation of Time and Date of Next FGB Meeting – Tuesday, 22nd September at 4:30pm

Governors were requested to note the date of the next meeting of the Full Governing Body (Tuesday, 22nd September at 4:30pm).

Governors noted the date of the next meeting of the Full Governing Body (Tuesday, 22nd September at 4:30pm)

16 Other Business

There were no items of other business.

17 Identification of Confidential Items.

There were no confidential items identified.

Mr Oxley requested staff were informed of the Governors appreciation of the progress made by the College this year, and the hard work of all members of staff.

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The list of trips and visits is a clear indicator of the hard work of the members of staff involved. This appreciation was supported by all Governors.

The meeting closed at 7:00pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors