



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

15th December 2015 @ 4:30PM

T&CC Main Room

THOSE PRESENT OR ABSENT

Mrs B Semper (Chair)	Member Appointed	✓	Mrs A-M Spencer (Vice Chair)	Member Appointed	✓
Mrs T Boughen	Staff Governor	✓	Mr R Henshaw (Principal)	Principal (Ex-officio)	✓
Mrs C Britton	Parent Governor	✓	Mrs A Jarratt	Staff Governor	✓
Mr T Cawthorne	Member Appointed	✓	Mr B Johnson	Parent Governor	AP
Mrs D Davis	Member Appointed	✓	Mr I Oxley	Member Appointed	✓
Mr B Dickinson	Member Appointed	✓	Mrs F Parkin	Member Appointed	✓
Mrs W Evans	Parent Governor	✓	Ms S Williams	Staff Governor	AP
10 /14 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)

Welcomes form Chair

Chair welcomed Mrs R Purbrook to the meeting, who was attending via Skype. Mrs Purbrook's appointment as a Governor and Member is to be discussed at the AGM, which follows directly after this meeting.

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

Apologies for absence were received from Mr B Johnson, Miss S Williams, Mr S Newton

Mr Oxley proposed these absences were consented to.

Seconded by Mrs Spencer

RESOLVED# 10

The Governors resolved to consent to the absences of Mr B Johnson, Miss S Williams, Mr S Newton

3 Minutes of the Meeting held on Tuesday 22.9.15

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 22nd September 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.

Mrs W Evans proposed that the minutes of the meeting held on Tuesday 22nd September 2015 be signed as a correct record.

Mrs B Semper seconded this proposal.

RESOLVED # 11

The Governors resolve that the minutes of the meeting held on Tuesday 22nd September 2015 be signed as a correct record.

4 Minutes of the Meeting held on Tuesday 8.12.15

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 8th December 2015. Mrs Evans and Mrs Davis had not received a copy of these minutes.

Item 3a – MAT Accounts

Chair advised Governors following further consideration, item 3a should be deemed confidential. The Accountant's report to Governors has historically taken place as part of the Resources Committee Meetings, whose minutes are not made public. Due to the changes made to the meeting schedule this item now forms part of the minutes to be published on the website, hence requiring the confidential note.

Pool Update

The Principal has had contact with the LA since the FGB meeting last week and has sought assurances the LA does not seek to 'scapegoat' the College. The LA had confirmed in all communication 'the nature of the decision would be made abundantly clear'. The LA had been made aware by someone that the issue had been discussed at the FGB last week and had sought the context of this discussion and any decisions made. The Principal had not disclosed this. Events over the weekend involving information posted on websites and the media appear to confirm the location of the new pool.

Mr Oxley confirmed he had spoken to Cllr Steve Tulley, who had made some phone calls, and that the issue had also been mentioned on the Local Council website.

Mr Cawthorne confirmed the posting on the council website, which detailed all options.

The pool situation was discussed for a short while longer, mostly recapping on the developments in recent meetings with Pool representatives.

The Principal requested Governors approve the minutes of the 8th December 2015 subject to some rewording of the AOB regarding the Swimming Pool

Other corrections were requested by the Chair, of which there were none.

Governors (with the exception of Mrs Evans and Mrs Davis) confirmed the receipt and accuracy of the minutes, resulting in their approval to be signed as a correct record of the meeting, subject to amendment of the AOB Swimming Pool item.

Mr Cawthorne proposed that the minutes of the meeting held on Tuesday 8th December 2015 be signed as a correct record, subject to amendment of the AOB Swimming Pool item.

Mr Oxley seconded this proposal.

RESOLVED # 12

The Governors resolve that the minutes of the meeting held on Tuesday 8th December 2015 be signed as a correct record, subject to amendment of the AOB Swimming Pool item.

5 Matters Arising from the Minutes (not included below)

There were no matters arising.

6 Correspondence

Chair confirmed she had not received any correspondence since the last meeting in September 2015.

7 Chairs Actions

Chair has been involved in the following actions:

- DfE Open Academies meeting (13.11.15)
- 3 Permanent Exclusions
- Pay and Personnel Committee
- Principal's Performance Review
- Visit to Specialist Support as Link Governor (a good morning spent with Kim McGowan and Christina, the SENCO)
- Feedback for the 'Allegations Against Staff/Safeguarding' course attended by the Principal

8 Membership Changes

Chair informed the meeting that, following a recent process in College Miss Stephanie Raikes had been selected as the Member to replace Mrs Gill Earith, subject to approval at the AGM straight after this meeting. Mrs Earith had resigned from the Governing Body following recommendation from the Head Teachers' Board dealing with the Multi Academy Trust submission, to ensure clear separation of roles and the removal of any suggestion of a conflict of interest.

9 Board Changes

Chair informed the meeting following a process within College, Miss Stephanie Raikes had been selected as the Staff Governor to replace Gill Earith, subject to approval at the AGM straight after this meeting.

Governors requested the minutes record the deep appreciation of Mrs Earith's work over a number of years.

10 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 and AP01

11 Policies

All policies before Governors for approval had been provided to Governors prior to the meeting.

Admissions Policies (GCF A&C)

Principal advised the policies before Governors were the standard policies provided by the Local Authority, as part of the SLA in place to process all admission requests on the College's behalf. Admissions numbers were set at 300 for Year 7 and 400 for Post 16. Explanation given regarding the time saving by allocating the process to the LA. Minor amendments, including grammatical errors, requested prior to publication.

Further questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the Admissions Policies.

Mrs Spencer proposed, Mrs Evans seconded.

RESOLVED # 13

Governors resolved to approve the Admissions Policies policy for 2017/18.

e Governors Policy (GCF A)

Chair informed Governors to have our e-Governor, we are required by the SGOSS to adopt their proposed policy.

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the e Governors Policy

Mrs Evans proposed, Mrs Spencer seconded.

RESOLVED # 14

Governors resolved to approve the e Governors Policy for immediate implementation.

Prevent Policy (GCF A)

Prevent is a key initiative of the Government and DfE, and following a recent training session in College (October 2016), the Governors were asked to approve the Prevent Policy provided prior to the meeting.

Questions were requested, of which there were none.

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

Mrs Semper proposed, Mrs Davis seconded.

RESOLVED # 15

Governors resolved to approve the Prevent policy for immediate implementation.

Safer Schools Partnership Officer (SSPO) Policy and Procedures (GCF A)

Minor amendments were requested to the policy, including the addition of review by dates. College explained to Governors the review procedures for the SSPO's contract between West Yorkshire Police and College. Mrs Spencer suggested the SSPO policy should be reviewed annually to take into account the budget available, this was supported by the Chair.

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the SSPO Policy and procedures

Mrs Evans proposed, Mrs Semper seconded.

RESOLVED # 16

Governors resolved to approve the SSPO Policy and Procedures for immediate implementation.

12 DfE Open Academies Visit – Feedback (GCF B)

Confidential item – content removed

13 Principal's Report

i) Outcomes for children and learners (GCF B)

Year 11 Plan (including Year 11 Progress and Pupil Premium/ Disadvantaged Student Progress)

Governors have previously seen the Year 11 Action Plan, and Mark Gilmore gave a presentation regarding the work undertaken during the Autumn Term.

Copies of the updated plan (updates in red text) were circulated and each priority was commented on in turn. Information included:

- have an accurate baseline, work with CTLs and utilise all available data. Revised the data from when current year 11 were in year 10, and made it clear during the DfE visit this was the worst case scenario.
- Better prepared students for examinations, as this is the element which let the results down, not the coursework. A wide range of things planned to better prepare students.

- involve a wider range of staff in the monitoring of year 11, students may be underperforming in a number of subjects. Meetings to be held every month to discuss what further can be done.
- Outcomes are now clearly linked to staff appraisals, with all having a year 11 progress target.
- Focus and drill down on disadvantaged/gap students, with staff first initial thought to be for PP students.

Mark proceeded to inform Governors of the work undertaken and achievements to date (all of which noted in the updated plan:

- the development of a Progress Team (CTLs maths and English/ Head of Year 11, Mark, Kim McGowan and Peter Atherton)
 - adding capacity where there is a requirement to pull particular students for additional Maths/ English work.
 - Investigate alternative qualifications for some groups of students (FLEX, Pupil Premium, Alternative Provision, More Able). Identify appropriate groups of students.
 - Closely monitor the impact of intervention weeks.
 - Develop the new system '@APA PRO' which is based on the College's old data system.
- Development of 'Progress Eighthtrix'TM
- Strategic intervention for targeted students, English grades have recently increased by 136 marks, with Maths having equally as much intervention, their results will be taken from the mock exams.
 - Additional mock exam week, now in January and April.
 - Focussed IA (Intelligent Accountability) for each teacher, with a comment regarding each students, not just a generic group one.
 - Raise Online will give more emphasis on the current situation
 - relaunch of GCSE-Pod
 - Workshops for parents of Year 11 More Able students, to suggest how to support at home.

Curriculum

Mark explained the restrictions of the current curriculum for the previous year 11, this year is slightly better. Going forward the curriculum has been amended to ensure the vast majority of students will also have an EBACC subject. The percentage of students who are not able to match all the national curriculum requirements reduces to 4%. These are our most vulnerable students. Mark confirmed there has been a lot of change with the curriculum and the impact of these changes will not be seen until next year. College has followed the directive given by Government.

Worst case for Progress 8 is now predicted to be at +0.17, and is based upon recent professional predictions. English has made huge improvements and stand at +0.52 (backed up by coursework), with maths showing improvement at +0.14

Demonstration given of 'Progress Eighthtrix'TM which shows both the positive and negative impact of students' individual Progress 8 score on the overall College progress 8 score. Every student has an impact on the College progress 8 score.

Question and Response

Mrs Spencer enquired whether the matrix could show movement. Mark confirmed it would show when students moved from one group to another. Each assessment point will result in names to be given to the Head of Year 11.

Question and Response

Mrs Davis sought clarification that students who were in the +0.5 – +0.75 bracket were working a number of grades over their expected targets. Mark confirmed this was the case and explained the Progress 8 calculation system.

Mark continued the demonstration by highlighting key points taken from the matrix:

- 12 PP and 12 Non PP were having a significant negative impact on the College's Progress 8 score
- 53 Non PP and 15 PP students were having a positive effect on the Progress 8 score.

Question and Response

Mrs Spencer suggested College see which interventions have impact and how these can be linked into the process. Mark confirmed College were beginning to see this from the intervention requests coming through, with progress reviewed at the Progress Team meetings, tracking intervention centrally, however it is not linked to this system. Staff should be thinking first whether the student is disadvantaged (pupil premium) an, in effect, positively discriminate.

Mrs Spencer added College could see which interventions work best, by group or learner.

Mrs Merritt left the meeting at 6pm.

Mrs Spencer suggested intervention should be added to the list of filters.

Question and Response

Mrs Davis queried the attendance figure of 91.73% to mid-November for Pupil Premium students, and the range of strategies in place to address this as if students are not in College, intervention and support cannot take place.

Mark agreed if the correct students are not involved in interventions, then students are missing out. There are a number of strategies in College to improve the attendance of this particular group of students, and lead by the college's dedicated EWO.

Question and Response

Mr Oxley commented that the More Able progress 8 figures were poor, Mark confirmed progress 8 was difficult for More Able, however it does highlight that College is not securing the A and A* grades for it's more able students. Stretch and challenge should begin to address this.

Question and Response

Mrs Spencer enquired whether student progress was tracked to such an extent in Post 16? Mark confirmed the move from the old systems to new accountability measures had prompted this level of data, however the ALPS systems were used for Post 16 progress.

Mrs Spencer repeated the key is to identify the intervention processes which have the most impact, Mark assured Mrs Spencer College would do this.

Question and Response

Mrs Davis enquired about to English and maths resit pass rates. Mark confirmed College was above the national average at 12%, although nationally the pass rate is appalling at just 7%. Mrs Fairhurst added nationally students are allocated a small number of lessons to study for resit English and Maths, whereas Minsthorpe allocate double what other colleges do. Mrs Davis enquired how many students who failed in year 11 are still failing. Mark confirmed these are usually the students who achieved Gs and Fs, however they still have to re-sit. The GCSE is not for all and there are other qualifications that could be taken.

Mr Henshaw summarised by informing Governors the Progress Team was set up initially to focus on Year 11, however this will begin to move to KS3, different subject areas and Post 16. It is not limited to Year11. However the team will begin to look at the current Year 10 in April, and then roll into year 9. The principal added it should not be all about intervention in Year 11, but also about the 4 years prior that they have taken to come through. This is beginning to be addressed by the development of the Nurture Group, now in its second year.

Governors were asked to note the content of the presentations

ii) Personal development, behaviour and welfare (GCF B)

- Safeguarding Update (including e-safety logs)

The Principal drew attention to salient points of the reports provided prior to the meeting. Signs of Safety are beginning to be utilised within Child Protection meetings but the impact is still a work in progress, Early Help Hubs are still to have the correct impact on what we do.

Safeguarding of our students is something College takes seriously and would be a key aspect of any inspection. Staff and Governor training over this term includes Safe handling (Jeanette Collins), Allegations Against Staff (Ray Henshaw) and all Governors have been given a CD detailing the prevent strategy.

The Principal and two of his Leadership Team have met with John Wilson regarding the difficulties with regards to safeguarding students and the processes at the LA. Mr Wilson held his hands up and said he was aware these new initiatives have taken a while to bed in. College (and Jeanette Collins in particular) is involved in a project 'Future in Mind' which aims to address the support in place for students with mental illness, and looking to develop a hub for such support at Minsthorpe for health care professionals, to support students' mental wellbeing.

The Principal highlighted key aspects of the figures quoted for students at different levels of support or intervention (e.g. Child Protection). These figures are an indication of the issues facing our young people, and these issues are responded to with a personalised plan, with the intention to help the family.

The low number of E Safety incidents recorded is testament to the hard work of the E Safety team, the time and effort they put into educating students about internet safety.

Question and Response

Mrs Davis asked how the categories of concerns feed into the personal development curriculum. Mrs Fairhurst confirmed the SMSC curriculum is informed by the information listed here, and always covers these aspects, including mental and eating disorders. A large amount of curriculum time is allocated to self-harm, eating disorders, the LGBT community along with the work on British values.

Governors were asked to note the content of the reports

- Attendance

The Principal reminded Governors Attendance and in particular Persistent Absence, remains a key priority of the College. College required students to be in College to enable the learning and, if required, intervention to take place. Work underway to ensure students are attending include one member of staff physically going to houses to collect poor attenders. The momentum is upwards in some groups of students, however overall the figure is static.

The Principal highlighted key figures and included increasing attendance targets for the current and next 3 years. Comparisons to National Averages show our attendance figures (including PA) are lower indicating there is still a job of work to be done. This is far from a simple issue to solve and many resources are being allocated to attendance.

Intake

College receives regular updates regarding projected figures for primary school children. Governors were talked through the figures provided prior to the meeting and the financial implications of these figures were explained. The increase in numbers in our current year 7

needs to be a trend and not a blip, with a number of students attending from primary schools which are not traditionally our feeder schools.

Question and Response

Mrs Spencer questioned how many out of the maximum possible at our feeder schools would move to other secondary schools. Mr Henshaw replied very few Minsthorpe is viewed as the automatic choice for most families. More could be retained from Badsworth and St Joseph's but these are historically feeder schools for Carlton and St Wilfrid's, despite being closer to Minsthorpe.

We have taken more 'out of district' pupils this year as parents are dissatisfied and disaffected with Hemsworth. Other reasons include house moves and a history of bullying of the child. The Principal visits all primary schools from which College have received a pupil.

Governors were asked to note the content of the reports

- On/Offsite Learning (Inc. future trips for approval)

Principal drew Governors attention to the huge effort by staff to ensure the phenomenal range of activities continued. In particular Shenton's Superstars, which links sporting ethos to academic achievement. The diligence and professionalism of staff results in the College day not ending at 2:30 for many students and College thoroughly appreciate the staffs' efforts in all these activities.

Mr Oxley requested that the Governors appreciation of the wide range of extra-curricular work be minuted. Mr Cawthorne seconded this.

Governors were asked to note the content of the reports.

Looking ahead, College had provided Governors with details of three proposed high risk visits abroad for the Summer Term 2016 and the academic year 16/17.

College requested Governors agree that these visits are open and fair and with adequate health and safety checks, can take place.

Governors confirmed by a full show of hands the three visits listed were are open and fair and with adequate health and safety checks, can take place.

Resolved # 17

Governors resolved the three visits listed were are open and fair and with adequate health and safety checks, can take place.

Questions and Responses

Mrs Spencer queried whether financial support was available for Pupil Premium Students, Mrs Fairhurst confirmed this was allocated on a student by student basis.

Mrs Spencer asked what would happen if something happened whilst students were away, Mrs Fairhurst confirmed all trips and visits are authorised by the LA through the Evolve system. As part of this, any incident would result in it being the tour operators' responsibility to ensure students are returned as a group.

- Student Council Report

Two members of the Student Council had prepared a short video to detail the work undertaken over the Autumn Term, including raising almost £2000 for charity. Governors asked if the video could go on the College website, if the students gave their permission.

Also on the website are the details for the upcoming Youth parliament Elections, for which Daniel Britton (Year 8) is a candidate.

Governors requested their thanks be passed onto the Student Council.

Governors were asked to note the content of the presentation

14 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 (2 PEX + Over 5s 19.10.15)
Questions were requested, of which there were none. Chair informed the meetings agreeing to uphold permanent exclusions is always a big and often upsetting decision. No parents attended the first meeting, maternal Grandma attended the second.
- ii) Pay and Personnel Committee (23.11.15)
Questions were requested, of which there were none.
- iii) Standards and Students (01.12.15)
Questions were requested, of which there were none. Chair College had delivered an informative presentation on the overall effectiveness of individual curriculum areas.
- iv) Behaviour and Discipline Committee (1 PEX 08.12.15)
Again Chair informed Governors the permanent exclusion had been the correct decision and so had been upheld. Mrs Spencer queried the information supplied in the report with reference to background etc. Clerk confirmed the Annual Report provided by the LA (released January 2016) would address some of these queries. Further questions were requested, of which there were none.

15 Governor Training and Development.

Mr Cawthorne (Training Link Governor) updated Governors with regards a number of personal issues out of College.

The Training Link Governors requested Governors continued to look for courses they felt would be beneficial whilst the LA bespoke options were developed. OFSTED expect Governors to be able to challenge Colleges about a wide range of issues, and training could be arranged in house should an appropriate course be identified.

The Principal, Associate Principal and Clerk had met to discuss new ideas and thoughts regarding feeding back to Full Governors. Following the Skill Audit carried out last year, Governors had identified key areas where they believed they required further training, however these areas do not match up with what the College priorities are right now. Since the audit, it is believed. Governors would benefit from training with regards to data and student progress.

Firstly, the Associate Principal proposed establishing a core team with regards to data, with a timeline of meetings in place. This core team will then deliver or feedback information how you as Governors feel it should be delivered. Governors should contact the Associate Principal if they wish to be part of the core team. A bespoke training session could then be held in house, ensuring the balance of information is correct.

Secondly, and with regards to committee meetings, it would be quite useful to have a system, perhaps a rota, whereby key points are reported back to Full Governors by a member of that subcommittee, in addition to the minutes. It is hoped that becoming more involved the information would be digested and then communicated.

These two suggestions could begin in January for the march cycle of meetings.

Chair agreed that these would be steps which would break down any barriers with the understanding of the processes.

Should Governors have any other ideas or thoughts on how Governors could be developed in this way, please contact the Clerk.

Mr Cawthorne reminded College Governors were volunteers and may not wish to be forced into feeding back to a large meeting, not to mention the additional meetings this would require. Mrs Fairhurst assured Governors she knew and appreciated the time Governors invested in attending meetings.

16 Confirmation of Time and Date of Next FGB Meeting –
Tuesday, 15th March 2016 at 4:30pm

Governors noted the date of the next meetings of the Full Governing Body

17 Other Business

No other business

18 Identification of Confidential Items.

Agenda Item 12 – DfE open Academies Visit was deemed confidential.

The meeting closed at 6:45pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors