



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

4th April 2017 @ 4:30PM

T&CC Main Room

THOSE PRESENT OR ABSENT

Mrs B Semper (Chair)	Member Appointed	✓	Mrs W Evans (Acting Vice Chair)	Parent Governor	✓
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	✓
Mrs D Davis	Member Appointed	✓	Mrs F Parkin	Member Appointed	✓
Mr B Dickinson	Member Appointed	✓	Mr M Royds Jones	Staff Governor	✓
12 /12 Governors present. This meeting is quorate.					

ALSO IN ATTENDANCE

Mrs J Germain	Clerk to the Governors
Mr M Gilmore	Associate Governor (Vice Principal)
Mrs R Merritt	Associate Governor (Vice Principal)
Mrs M Watson	Business Manager

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Welcome by the Clerk	Actions
Agenda Item	
1 Election of Vice Chair	
<p>Following the resignation of Mrs Spencer as Vice Chair in January 2017, Governors were required to elect a new Vice Chair at the first appropriate Full Governors' Meeting. Mrs Evans had been Acting Vice Chair since Mrs Spencer's resignation.</p> <p>The names of those proposed for Vice Chair, those proposing and those seconding the proposals were requested.</p> <p>Proposed Mrs Wendy Evans</p> <p>Proposed by Mrs Beverley Semper</p> <p>Seconded Mr Terry Cawthorne</p> <p>As there had been only one proposed and seconded nominee, Mrs Evans was duly elected as Vice Chair of the Governing Body for Minsthorpe Academy.</p> <p>Mrs Evans thanked Governors for their nomination.</p>	
2 Conflicts of Interests and changes to Business Interests to note	
<p>Governors had been notified of the agenda prior to the meeting, and confirmed there were no conflicts of interest nor any changes to be made to the Register of Business Interests.</p>	
3 Apologies for Absence	
<p>There were no absent Governors.</p>	
4 Minutes of the Meeting held on Tuesday 13.12.16	
<p>Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 13.12.16.</p> <p>Corrections were requested by the Chair of which there were none.</p> <p>Mrs Semper proposed that the minutes of the meeting held on Tuesday 13.12.16 be signed as a correct record.</p> <p>Mrs Evans seconded this proposal.</p> <p>RESOLVED # 15 The Governors resolve that the minutes of the meeting held on Tuesday 13.12.16 be signed as a correct record.</p>	

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<p>5 Minutes of the Meeting held on Tuesday 14.03.17</p>	
<p>Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 14.03.17.</p> <p>Corrections were requested by the Chair of which there were none.</p> <p>Mr Johnson proposed that the minutes of the meeting held on Tuesday 14.03.17 be signed as a correct record.</p> <p>Mrs Davis seconded this proposal.</p> <p>RESOLVED # 16 The Governors resolve that the minutes of the meeting held on Tuesday 14.03.17 be signed as a correct record.</p>	
<p>6 Matters Arising from the Minutes (not included below)</p>	
<p>December 16 FGB Minutes</p> <p>11ii) Safeguarding Policy <i>Governors were informed of a Safeguarding Audit in the Spring term and as such a request was made for Governors to bring details of the Safeguarding training to the next cycle of meetings.</i></p> <p>No evidence of Safeguarding provided to date, Governors to provide training records ASAP.</p>	
<p>7 Correspondence</p>	
<p>Chair had received a letter from OFSTED regarding complaints lodged against the College. See item 14ii.</p>	
<p>8 Chairs Actions</p>	
<p>Chair informed the meeting she had attended all of the additional behaviour review meetings, and scheduled committee meetings through the Spring term, in addition to meeting a prospective Governor, and Principal and Clerk regarding the restructure.</p> <p>Chair intended to hold a development/review meeting to inform all Governors of the plans she has from here on in. The Governors who have been offered specific roles have accepted these willingly. Some Governors are still to be seen by Chair.</p> <p>College has proposed a date to hold SEN and Safeguarding training and the development/review will take place afterwards - Tuesday 2nd May 2017</p> <p>The evening will work around the following timings:</p> <p>4:30pm Training session. 5:30pm Planning/development meeting</p> <p>Chair requested Governors to continue to bear the upcoming OFSTED visit in mind.</p>	

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<p>Chair encouraged other Governors to visit College.</p>	
<p>9 Membership Changes</p>	
<p>Governors were reminded of the resignation as a Member of Mrs Spencer (Jan 17).</p> <p>A new Member will be proposed at the General Meeting taking place directly after this FGB Meeting – Mr Bill Shaw.</p>	
<p>10 Board Changes</p>	
<p>Governors were reminded of the resignation as a Director/Governor of Mrs Spencer (Jan 17).</p> <p>A new Director will be proposed at the General Meeting taking place directly after this FGB Meeting – Mr Bill Shaw.</p>	
<p>11 Statutory Books and Filings</p>	
<p>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 will be completed, including:</p> <ul style="list-style-type: none"> - Updating the registers of members and directors; - Filing form(s) TM01 and AP01 	
<p>12 Appointment of Accountants</p>	
<p>Appointment of Allotts Accountants for 2016-2017</p> <p>At the Resources Committee meeting (31.01.17) Governors had discussed a recent and thorough process undertaken to ensure College received the best value for money from the Accountants. The process had been described in the minutes (provided to all Governors). Resources Committee Governors had agreed Mrs Watson (Business Director) should return to Allotts Accountants and to finalise the agreement, which would then be brought before Full Governors for approval. All initial issues had been ironed out with Allotts Accountants.</p> <p>Mrs Watson recommended College remained with Allotts Accountants and sought the approval of the Governors to appoint Allotts Accountants as the Academy's accountants for the financial year 1st September 2016 to 31st August 2017.</p> <p>Chair believed the presentation given to Governors by Allotts in March (Benchmarking) to have been a lot quicker and more relevant to Governors.</p> <p>Chair proposed Allotts Accountants were appointed as the Academy's accountants for the financial year 1st September 2016 to 31st August 2017.</p> <p>Mrs Evans seconded this.</p> <p><i>This was supported by a full show of hands of all those eligible to vote.</i></p>	

<p>Resolved #17 The Governors resolved to appoint Allotts Accountants as the Academy's accountants for the financial year 1st September 2016 to 31st August 2017.</p>	
<p>13 Governor's Visit to College</p>	
<p>Mrs Britton was presented with the opportunity to visit College as a result of the half term holidays at the school where she works (Barnsley LA) not corresponding with those of Minsthorpe.</p> <p>Mrs Britton delivered a presentation to Governors which covered all the aspects of College she had visited.</p> <p><u>Step Back facility- Mr Yates</u> Mrs Britton enjoyed looking at this new provision which is a temporary measure for children finding mainstream school challenging. It supports the College's 'No child left behind' ethos. It delivers on 1:1 support with a tailored curriculum, along with space for those who need to be in an environment without crowds, and not have too much information at once.</p> <p><u>ICT Department- all ICT staff</u> Mrs Britton spent some time in the Curriculum Base with staff talking about the curriculum offered, and later visited the CTL's lesson. All students were on task and their behaviour was amazing. The tracking of students was great and the teacher could say why, what and where for each student along with being able to give feedback there and then.</p> <p><u>RE Department- all RE staff</u> Again Mrs Britton spent time in the Curriculum Base with the teachers and then into an RE lesson. It was clear the RE staff undertake a lot of self-reflection and are not content with 'just doing what works'. In the lesson visited students were engaged and on task and given immediate feedback. The teacher and students obviously have good relationships as the students were not afraid of saying anything which could be controversial and were discussing really mature ideas.</p> <p><u>Library- Accelerated reading</u> Mrs Britton complimented Mrs Stringfellow (Library Learning Centre Coordinator) for the learning environment she has created, along with the lovely displays. Year 7 students were observed taking part in accelerated reading and it was clear this was routine for students, all were on task and the students obviously liked the instant reward.</p> <p><u>MAP Office</u> Mrs Britton spent time in Minsthorpe Access Point (MAP) Office and was impressed with the range of support on offer along with the time and effort put into each student.</p> <p><u>Specialist Support</u> Mrs Britton visited the College's Nurture provision, adding there was a clear need for this in College. The Inclusion provision was described as 'Another example of excellent support provided for children who have been tracked and identified as "needing extra help" '.</p>	

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<p>Mrs Britton summarised her visit by noting the students were respectful, well behaved in lessons, had good relationships in class, and were well supported.</p> <p>Mrs Britton closed her presentation by adding she was proud to be a Governor at Minsthorpe, proud to have her children attend here and to be a part of Minsthorpe. She also said every Governor should take the opportunity to do this and this prompted a discussion around arrangements for other Governors to visit.</p>	
<p>14 Principal's Report</p>	
<p>i) Pupil Premium Update</p> <p>Mrs McGowan delivered a presentation to Governors detailing the work being undertaken at Minsthorpe regarding Pupil Premium funding and Disadvantaged students, reminding how Minsthorpe's disadvantaged students are no longer compared to Minsthorpe's own non-disadvantaged students but to national non-disadvantaged. Mrs McGowan informed Governors the gap is closing but is not closed.</p> <p>A copy of the presentation and Diminish the Difference SOAP handed out to all Governors. The SOAP had been produced in order to give clear information to OFSTED.</p> <p>Mrs McGowan directed Governors to key points in the presentation (all had copies to follow) which included:</p> <ul style="list-style-type: none"> - The disadvantaged gap to national reduced from -0.87 in 2015 to -0.30 in 2016 a 66% decrease (2016 Nat ND 0.10). - PP and DA are key priorities and lots of resources are being channelled towards these areas - 2014-15-216 interventions, 2015-16 -637, Autumn term 2016 1517 interventions took place - The attendance gap reducing from -4.8% 2015 to -4.3% 2016 and -3.5% Autumn term 2016 - FE and HE participation increasing - 16-19 NEET figures in 2016 were 0.8% making them amongst the lowest in Wakefield and well below national (8%). - Year 11 Intelligent Accountability, Pupil Premium meeting minutes, teachers 360 and work scrutiny demonstrates how well our staff know our disadvantaged students and are removing their barriers to learning. <p>In order to address our student's barriers to learning, the Pupil Premium budget for 2016-2017 will be focused in the following 5 key areas; Attainment; Attendance; Behaviour; Engagement; Enrichment:</p> <p><u>PP Action Plan</u></p> <p>Mrs McGowan directed Governors to the copy of the plan distributed prior to the meeting and informed Governors this had previously been a list of strategies. This year objectives had been set in line with College data and with expectations of what College wish to achieve, clear outcomes and RAG rated during the year. Each area has clear objectives.</p>	

The new document has just had its first review point and Mrs McGowan explained she was really pleased with how College were working towards their objectives. Mrs McGowan informed Governors she would not go through each objective in detail but suggested Governors read through each objective at their leisure. Each strategy has success criteria, actions and how College is moving towards these. However objective 2: Attendance was used as an example of the detailed actions taking place.

Attendance is not where College would want it to be, however this is continuing to move forward. College has a new CCTL role to address the attendance issues of 53 students. This is a middle leader level position in College and the work will be in addition to the monitoring from the year office and EWO with the aim to raise attendance and so outcomes. A new attendance tracker is in place which is monitored on a daily basis by ACCTLs and attendance rewards are in place to engage targeted students. A working party will be formed moving forward to investigate additional strategies to improve attendance.

Key Developments

Appraisal objective 1 – all teaching staff have disadvantaged students as one of their appraisal objectives, and ensures all are focussing on this group of students.

Work scrutiny, lesson observations – these record good practice particularly with disadvantaged students, many students receiving 1:1 support.

IA, Teachers' 360 – Staff are asked to comment on all disadvantaged students as part of their Intelligent Accountability collections.

Progress meetings – These take place every Wednesday and involve the Data Manager, CCTL Year 11, Mrs McGowan and CTLs in rotation.

Departmental Engagement – a working party was formed to share good strategies, key developments i.e. workshops.

Attendance role – as described above.

Next steps

Further parental engagement – Year 11 Parent Information Evenings have been held twice per year for the last 2 years to encourage more engagement with parents. The latest one to be held tonight 6pm.

More peer mentoring – this works well within College

More developed cost evaluation – new strategies are planned and systems are being developed to evaluate how effective these are in relation to their cost, along with calculating the allocation of resources in supporting individual disadvantaged students.

Case Studies

At a previous meeting Governors had requested case studies for a number of disadvantaged students, Mrs McGowan had brought two case studies to the Governors meeting today. Each aspect was explained to Governors and included data for:

- Starting/Entry levels
- KS3 and KS4 targets

- Attendance
- Behaviour points
- MID Room referrals
- Effort Grades which could indicate a student's favourite subject
- Predicted grades at every Assessment Point (Data Collection)
- an overview of the student's home life, barriers to learning and actions to date
- Strategies employed, dates and costs
- IMPACT Summary – updates and outcomes

As the costs show for the two students in the case studies presented tonight, some students require over and above the amount allocated per student in the funding received into College. However some disadvantaged students are attending and progressing well and so fewer resources will be required.

Minsthorpe is part of the Go Higher West Yorkshire (GHWY) programme, funded by National Collaborative Outreach Programme (NCOP), of which the Principal reminded Governors of the background. GHWY involved 27 schools in 'cold spots' for progression to University. The aim of the programme is to raise attainment and engagement into the world of work. Minsthorpe successfully bid for funding and will receive a share of £1.7m for actions and activities to take place between February and July 2017. Minsthorpe will then be allocated an equal 27th share of £3.8m to cover September 2017 to July 2018. This funding will be targeted towards disadvantaged students, along with activities involving wider groups of students.

Chair requested an updated sheet be given to Governors at each meeting and on each of the case studies, along with a request for additional case studies. This would enable Governors to follow their progress until the end of Year 11 and Post 16.

Governors appreciated the RAG rating on the PP Action Plan which made progress towards objective clear to see. CCTLs are included in many of the 'Persons Responsible' sections of Actions and regularly spoken to regarding strategies employed.

Question and Response

Mr Cawthorne asked how the Step Back students are doing. Mrs Merritt suggested case studies could be provided for these also. Mrs Merritt has attended a Pastoral Support Plan (PSP) meeting for one Step Back student today and they are doing really well and will no longer require a PSP going forward. There are currently 6 students in Step Back but the number always depends on the mix of students.

The Principal updated Governors on another great initiative - 'Roots of Empathy'. This programme has the intention of seeing life from another person's point of view, and involved the Step Back students interacting with a baby who is brought in by their parent once per month (parent stays with the baby) and introduces understanding the needs of others, a nurturing perspective.

ii) Anti - bullying at Minsthorpe

The Principal gave context to Mrs Merritt's agenda item in relation to the three tragedies before Christmas and the possibility of an S11a Inspection (an emergency inspection) following the trolling on social media. College received a letter from OFSTED in January 2017 informing College of complaints made against the College. The Principal read out the summary of the complaint.

The complaint raises concerns about the quality of the leadership and management of the school and the contribution made by the school to the well-being of pupils.

The concerns can be summarised as the following allegations:

- a pupil took their own life as a result of being bullied
- the school took no action regarding the bullying
- a further child has been removed from the school due to persistent and undetected bullying

The letter from OFSTED informs College the letter will be kept on file and passed to the Lead Inspector. The Principal wrote back to OFSTED in response to each of the points raised and asked for his response to also be passed to the Lead Inspector. The Principal has since received confirmation his response will be passed to the Lead Inspector.

Whilst Governors can be reassured by the Principal if OFSTED believed the complaint raised was of significant enough concern, it would have been OFSTED's duty to instigate an emergency inspection. However College and Governors have to expect this to be a line of enquiry when College is inspected next.

Mrs Merritt informed Governors College were already on board with the work about to be detailed to the meeting, this is not the result of 'knee jerk' reactions to the tragic death of a student. Mrs Merritt referred Governors to the strategy on a page (SOAP) circulated prior to the meeting and to the information in the 'Headline' section. This listed the many strands of the well-established approach to bullying. These include CPOMS, Anti-Bullying Ambassadors, peer listening and planned work with Barnado's in train well before Christmas. These actions are not because of recent incidents, but despite of.

Minsthorpe is strong in its work on bullying, and is highly regarded by the LA for this.

The information on the SOAP will help to keep bullying at the forefront of everyone's mind and hold a heightened awareness. 'Be Safe, Feel Safe' is the College's watchword and this is promoted in assemblies and aims to educate students in keeping themselves and others safe. The College's Anti-Bullying Policy dates back to the turn of the century and has a record of all those who have had responsibility for reviewing it.

The Actions listed on the SOAP were detailed to Governors with each bullet point having a corresponding Impact point.

Kirkland Rowell Surveys commissioned by the College always return with overwhelming responses from students and staff that students feel safe at Minsthorpe.

College also works on improving the resilience of students and their ability to distinguish between bullying and falling out.

Staff are present, accessible and visible (in yellow coats) at social times and before and after College for students to seek out an adult to report any concerns, the MAP office collates the reporting figures and these are high, so students obviously know where and how to report bullying.

The scheduled Monday meeting cycle is often taken over to deliver Safeguarding training sessions, which include bullying concerns.

Following the completion of a blue bullying form and referral for support, students are asked if they believe the issue has been addressed, and really resolved. If not, further support and action will be taken and this is confirmed in correspondence with parents.

Parent and Student Voice to be revisited to check nothing missed. Staff, student and parent questionnaires mimic those issued by OFSTED during an inspection, with parent ones being handed out at every Parents' Evening. Student Voice has just been completed with students being asked about the 'feeling safe' issue amongst others.

CPOMS is a software package which allows better tracking and collating of safeguarding concerns and bullying concerns. All our feeder primaries are using this system and so the transfer of information on transition will be more detailed.

College has recently appointed a Pastoral Support Manager to address low level behaviour issues which may can or may lead to bullying.

Question, response and discussion

Mrs Britton considered the empathy work taking place in the Step Back provision to be key and children who have no empathy for others could develop bullying behaviours. This should be made prominent in Year 7 in line with the responsible and respect work. Not all students can recognise what empathy is and can have an 'every man for himself' view. Work in this could begin during the transition programme, along with learning as a group. College thanked Governors for their feedback and would pass this onto the appropriate staff members.

Question and Response

Mr Cawthorne asked if College had any incidents of cyberbullying. Mrs Merritt confirmed that College had many, adding young people often cannot separate real and online lives and the two mix together. College is clear and draws a line between parents addressing and College addressing. Again CPOMS will give better tracking of issues such as online bullying.

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<p>iii) Staff Voice</p>	<p>Chair referred Governors to the documents provided in the pack issued prior to the meeting. This was part of a reinstated process to seek staff views on a regular basis on a variety of issues.</p> <p>This cycle's questions were based on the Staff Questionnaire issued by OFSTED during an inspection. Graphs were included in the analysis to indicate positive aspects, however the free text comments were mixed. Analysis had broken these down in to questions and the Principal had responded to each.</p> <p>Mrs Jarratt informed Governors the results were conflicting. The questionnaire lends itself to negativity when staff are encouraged to expand on negative responses and why they are not happy with a situation, but only given the opportunity to give additional detail on one positive response.</p> <p>Only 33 staff responses were received from 300 staff despite sending the questionnaire by email to staff, providing hard copies and responses being returned to a locked box, for which Staff Governors hold the key. Possible discussion around other way to ensure completion e.g. forms to Team Leaders to hand out at Team Meetings, allocating time in meetings for completion. A full discussion took place regarding the free text comments and the Principal's responses. Mrs Davis suggested with regards to one particular comment, a request be sent out requesting if a member of staff feels so strongly about an issue they should seek support.</p>
<p>6pm</p>	<p>The Principal and Mrs Merritt left the meeting to attend the Year 11 Parents' Information evening in the Main Hall. Mrs Davis also left the meeting.</p>
<p>15 Reports of Committees</p>	<p>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.</p> <p>Carried over from the previous meeting cycle</p> <p>i) Behaviour and Discipline Committee - over 5 days review 08.12.16 Chair directed Governors to the additional information provided to the review committee at Governors' request.</p> <p>From this meeting cycle</p> <p>ii) Behaviour and Discipline Committee - 1 PEX 10.01.17 iii) Standards and Students 10.01.17 Chair advised Governors it was at this committee meeting Governors had requested case studies for students (presented to Governors during this current meeting –Mrs McGowan)</p> <p>iv) Resources Committee 31.01.17 v) Behaviour and Discipline Committee – 2 PEX 09.03.17 vi) Pay and Personnel (Associate Staff) 14.03.17 vii) Standards and Students - minutes to follow ASAP 21.03.17</p>

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viii)	Behaviour and Discipline Committee - over 5 days review	22.03.17
ix)	Behaviour and Discipline Committee - 1 PEX	22.03.17
<p>Standards and Students Committee minutes had not yet been completed by the committee's Clerk and will be provided to Governors as soon as possible, and included in the next FGB agenda.</p> <p>Clerk thanked all Governors involved in these meetings, acknowledging there had been a higher than usual number this period.</p>		
<p>16 Governor Training and Development: Exchange of Information with the Training Link Governor</p>		
<p>A training session for Governors in relation to Safeguarding and SEN has been arranged for Tuesday, 2nd May 2017. Chair requested as many Governors as possible to attend.</p> <p>The safeguarding training for Governors is key and has to be as up to date as possible.</p> <p>Education based Governors do not need to attend, however must provide evidence/records of any safeguarding training undertaken.</p> <p>Please see 'Chairs Actions'</p>		
<p>17 Confirmation of Time and Date of Summer Cycle of Meetings</p>		
<p>Chair informed Governors whilst the meeting dates below had been set the previous year, ongoing work to develop the Governing Body and its meeting cycle. Consideration to be given to holding the Standards and Students and the Resources Committee meetings on the same evening.</p> <p>For now, and subject to further discussion the meeting dates will remain as below:</p> <p>Tuesday, 27th June 2017 4:30pm Resources Committee</p> <p>Tuesday, 4th July 2017 4:30pm Standards & Students Committee</p> <p>Tuesday, 18th July 2017 4:30pm Full Governing Body Meeting</p>		
<p>18 Other Business</p> <p>Site Security – Chair</p> <p>This item is deemed confidential – content removed.</p>		
<p>19 Confidential Items</p>		
<p>Agenda Item 18 – AOB for Site Security</p>		
<p>The meeting closed at 6:25pm</p>		

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Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors

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