



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

12th July 2016 @ 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	✓	Mrs A Jarratt	Staff Governor	✓
Mrs C Britton	Parent Governor	✓	Mr B Johnson	Parent Governor	✓
Mr T Cawthorne	Member Appointed	✓	Mrs F Parkin	Member Appointed	Apols
Mrs D Davis	Member Appointed	✓	Mrs R Purbrook	Member Appointed	Apols
Mr B Dickinson	Member Appointed	✓	Mr M Royds-Jones	Staff Governor	✓
Mrs W Evans	Parent Governor	Apols	Mrs S White	Staff Governor	✓
Mr R Henshaw (Principal)	Principal (Ex-officio)	✓			
12 /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 J Germain	Clerk to the Governors
Ms H Gaunt	Professional Partner - Presenter
Mrs A Finch	SCITT Lead - Presenter

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

Mrs R Purbrook and Mrs F Parkin. Mrs W Evans was absent without notification, however confirmation will be sought following the meeting.

Mr Cawthorne proposed these absences were consented to, including Mrs Evans' absence.

Seconded by Chair.

RESOLVED #23

The Governors resolved to consent to the absences of Mrs R Purbrook, Mrs F Parkin and Mrs W Evans.

3 Minutes of the Meeting held on Tuesday 01.03.16 (carried over from March meeting)

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 01.03.16.

Corrections were requested by the Chair.

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 Cawthorne proposed that the minutes of the meeting held on Tuesday 01.03.16 be signed as a correct record.

Mrs Boughen seconded this proposal.

RESOLVED #24

The Governors resolve that the minutes of the meeting held on Tuesday 01.03.16 be signed as a correct record.

4 Minutes of the Meeting held on Tuesday 15.03.16

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 15.03.16.

Corrections were requested by the Chair.

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 Cawthorne proposed that the minutes of the meeting held on Tuesday 15.03.16 be signed as a correct record.

Mrs Jarratt seconded this proposal.

RESOLVED #25

The Governors resolve that the minutes of the meeting held on Tuesday 15.03.16 be signed as a correct record.

5 Matters Arising from the Minutes (not included below)

Chair wished Mr Cawthorne's comments regarding the pool to be noted within Matters Arising.

Mr Cawthorne sought confirmation of the developments with regards to the pool (page 2 of the minutes 15.03.16). Principal advised the latest he had heard was that the whole process had stalled. Mr Cawthorne added he considered the process would now be delayed until after the 2020 elections at the earliest.

6 Correspondence

Chair confirmed she had received and dealt with:

- Brian Sheldrake (National Leader of Governance) reports
- Notifications from the NUT regarding industrial action.
- Resignations as Governors from Simon Newton, Steph White and Liz Fairhurst
- Resignation from Liz Fairhurst from her role as Associate Principal as she is leaving due to a promotion. Simon Newton is also leaving College for a different role within Police Training. Alternate plans for his role are being discussed within Leadership meetings.

Question and Response

Mr Cawthorne asked whether College would be left without a Police presence, and was advised this would be discussed at Leadership the following day with regards to the SLA with the Police. Confirmation also given of the arrangements regarding the SSPOs salary.

7 Chairs Actions

Chair informed Governors she had been involved in the following meetings/events:

- External Review of Governors
- Assistant Principal appointment process, however no appointment was made. As a result an internal process has taken place within college with 4 secondments to the Leadership Team, each for 12 months in the first instance.
- Behaviour and Discipline Committee meeting to review exclusions review of over 5 days
- Behaviour and Discipline Committee meeting to review 1 Perm Exclusion
- Resources Committee Meeting
- Standards and Students Committee Meeting
- Complaints Committee – first one for many years.

Chair also informed Governors of the visit by Mrs Davis with regards to reviewing the coding of the SEN register.

8	Membership Changes
<p><u>Staff Member</u> Mrs White has resigned her Membership due to securing a promotion at another school</p>	
9	Board Changes
<p><u>Staff Governor</u> Mrs White has resigned due to securing a promotion at another school</p> <p><u>Associate Governors</u> Mr Newton had resigned due to other commitments however is now also leaving the College for a role at the Police Training School.</p> <p>Mrs Fairhurst has resigned following her successful appointment as Principal and CEO of Airedale Academy Trust.</p> <p>Chair requested letters of thanks be sent to the Governors named above. Governors congratulated Mrs Fairhurst on her appointment.</p>	
10	Statutory Books and Filings
<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 had been completed, including:</p> <ul style="list-style-type: none"> - Updating the registers of members and directors; - Filing form(s) TM01 and AP01 	
<p>Change to the order of the agenda – item 12b to be presented out of agenda order to enable the Professional Partner to leave the meeting before all other agenda items.</p>	
<p>12b. Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff; and</p> <p>- Professional Partner's Report</p> <p>Ms Gaunt (Professional Partner) gave some background to her relationship with Minsthorpe, through Middle Leader and Lesson Observation training and for the last 2 years as Professional Partner. Ms Gaunt thanked College for the opportunity adding she had enjoyed working with our senior and middle leaders.</p> <p>The report provided to Governors for today's meeting details the impression held by Ms Gaunt of the College following 2 years of working together and was based upon numerous reports provided by staff both recently and over the 2 years, discussions held with leaders, her experience and the College's journey over 2 years.</p> <p>The report looks at College from an OFSTED Inspector's point of view. Any questions which arise after the meeting can be forwarded to senior leaders or Ms Gaunt for</p>	

clarification. Ms Gaunt's analysis of the College data with regards to outcomes has been referred back to the Data Manager for double checking.

Post 16

Ms Gaunt considered Post 16 to be incomparable to 2 years ago, so many things have changed to make the College's Post 16 provision stronger. Although it was judged to be 'Good' in 2014, Ms Gaunt was not sure it had been solidly good. Whilst A4D remain (e.g. Academic outcomes compared to Vocational) the leadership, accountability of students, information advice and guidance, working lower down school with regards to expectations all make for really good progress for Post 16.

Wider College

College was judged to be good 2 years ago, but Ms Gaunt considered it to be much stronger now. Key points included:

- Leadership at all levels has been strengthened
- use of available data is more rigorous, interrogated more closely
- data is used to draw conclusions and prioritise
- plans are appropriate and targeted
- judgements are accurate in the SEF
- focus on groups of students and the gaps seen between these

Outcomes

- Looking much stronger than last year
- Attention has been paid to every detail on the Year 11 GCSE action plan
- Pupil Premium gaps are still there, and are associated with relatively poor attendance of these students
- plans to promote greater engagement with hard to reach parents are being developed

Whilst outcomes are looking stronger than last year, they are not looking confidently good as there is still expected to be variability between groups and subjects at all levels but these are improving.

Leadership and Management

Ms Gaunt considered there are many strengths in the Leadership Team. Throughout her work in College anything reported back to staff following visits has been acted upon and evidenced for the following visit.

In Summary

Ms Gaunt reminded Governors of her report for 2015, which included a warning if College had been inspected it would have been pushed into an RI judgement, rather than its current Good grade. Referring to page 3 of the 2016 report, the red text detailed last year's warning, with the new blue text the comments for 2016, which clearly shows leadership at the college is having an impact at all levels and on outcomes.

Governors were asked to note some areas still require further work, these areas are detailed in the report for Governors to read and forward their questions once they'd had chance to read the report.

Page 6 of the report lists Ms Gaunt's previous recommendation, with blue text detailing the work undertaken towards these. Such is the level of work towards these, following each visit suggestions were added to the action plan and RAG rated regarding where college were at with regards to the suggestion. Leadership at Minsthorpe have really taken on board the suggestions made and Ms Gaunt added improvements can be seen each visit. This demonstrates the College is reflective, responsive and continually trying to improve.

Ms Gaunt added she was aware of how seriously Governors at Minsthorpe take their responsibility and of the recent process undertaken to review their practise to enable them to become more effective.

The final page of the report confirmed Ms Gaunt agreed with the judgments in the SEF, along with new further recommendations which included continuing to develop the strategies for Year 6/7 to ensure progress continues and no time is wasted, catch up is implemented quickly and all gaps are plugged.

Discussion continued with regards to Pupil Premium students, their achievement, looking at their learning characteristics and why strategies are not working. Generally speaking continuing with the same actions, will bring the same results.

Ms Gaunt was reminded by the Principal how she had liked the long term plans for College. Ms Gaunt agreed, adding key aspects introduced by the new Principal indicated foundations were being laid and he was not simply using Minsthorpe to make his mark and as part of his career path. These initiatives included:

- developments for KS3 curriculum
- narrowing of gaps
- transition
- continuous flight path tracking
- partnership and collaborative work with primary schools to strengthen these relationships and so developing trust and confidence prior to any MAT commitments

Ms Gaunt will check the draft report to ensure this information is included.

Mr Cawthorne added as Governors all were aware of the impact of the Leadership Team on all aspects of College. The Principal added his Leadership were a talented team.

Ms Gaunt added whilst her report was primarily for Governors, it could also be provided to external people as proof of external validation. Ms Gaunt advised Governors to continue to challenge College and it will continue to improve and retain its Good judgement when OFSTED visit next year.

Mrs Gaunt left the meeting at 5:10.

Discussion took place around the reasons for Ms Gaunt not continuing to work with college (her personal choice to reduce her workload) and the initial discussions to secure another Professional Partner. Mrs Spencer expressed concern Governors had not been involved with the selection of Ms Gaunt's replacement as Professional Partners are appointed by the Governing body. Keith Worrall, a current Inspector, is meeting Senior Leadership in College on Friday 15th July and Principal invited Governors to join the meeting.

Mrs Spencer considered Mrs Gaunt's information and advice had been invaluable. Chair requested a letter of thanks be sent on behalf of Governors to Mrs Gaunt.

Change to the order of the agenda – item 12a SCITT Update to be presented out of agenda order to enable the SCITT Lead to leave the meeting before all other agenda items.

12a. Ensuring clarity of vision, ethos and strategic direction;

- SCITT Update

Chair believed it to be an appropriate point to update Governors regarding the work undertaken by the new SCITT Lead (Mrs Alys Finch) to date.

Mrs Finch began by informing Governors the NCTL had requested their final RAP visit just after Mrs Finch had started in post, however this was postponed until after February half term. The Sheffield Hallam University (SHU) Accredited Provider visit has also taken place since Mrs Finch commenced at Minsthorpe.

Mrs Finch delivered a presentation to Governors (to be circulated by the clerk) which addressed the following areas:

Review of 2015-16 Programme

Outcomes data for the 15/16 cohort are key for external bodies (OFSTED/NCTL etc.), these were listed for Governors to see.

Grade/Status	Number (out of 35)	%	Increase/decrease on 2014-15
Deferred	2	6%	+2%
3 - Requires Ongoing Improvement	1	3%	-5%
2 - Good	12	34%	-24%
1 - Outstanding	20	57%	+23%

Mrs Finch gave background to each element, highlighting the deferments were not in relation to recruitment or selection but to personal circumstances and health issues. Mrs Finch request Governors noted the changes in the grades achieved by trainees, that whilst those achieving good had decreased, those achieving outstanding had increased. Also key is the confirmation of the NCTL, OFSTED and the external examiner's confirmation of the grades awarded.

Review of 2015/16 Programme

Mrs Finch continued with the work undertaken since her appointment in January which included:

- tightening up of procedures
- improved assessment and documentation
- Introduction of a Progress and Development Portfolio detailing every Teachers' Standard in a clear and understandable way for trainees
- how trainees can progress to the next grade
- much improved QA processes for Mentors involving an experienced member of staff (Mrs Julia Morgan) as Mentor Lead with responsibility for QA of mentors in schools. The QA was praised by NCTL and external examiner. The work undertaken by Mrs Morgan was given in detail.

- ensuring OFSTED readiness; development of 'black files', support for mentors and trainees with possible contact with Inspectors. Addressing and embedding changes required

Programme for 2016-17

This includes

- Core Content through Hub Days with trainees with a wide range of backgrounds and experience.
- Increased subject-specific hub days for all subjects; currently no explicit subject training however this will be 4 or 5 days next year
- Mentor Lead role in QA and mentor training; Mrs Morgan will continue to embed the practises introduced to date.
- Partnership meetings – moderation, training and practice-sharing including assessments being scrutinised. Mentor training to take place on the 16th September with trainees present to ensure expectations are clear to all
- Feedback from mentors, schools and trainees used to inform planning of programme
- Bespoke provision for trainees – support on offer, enhanced placements, additional sessions and content of Hub Days

Key developments/continuations for 2016-17

- extended induction for trainees, previously 2 days now moving to 2 weeks with the aim of teaching trainees to think as professionals and instil core principles of teaching.
- Guidance will be tighter and link more closely with the trainees' handbook
- Currently KS2 and KS5 provision and experience is sketchy and this will be improved and built into the programme.
- Changes to the hub schedule. Previously trainees have had every Friday in T&CC, however this has resulted in trainees never working a full week in school at placements.
- Trainees will observe others in a formal setting
- Primary School trainees will have their first placement in a primary feeder school.
- Newly built into the programme will be a two week handover period at the end of placements where current and future mentors will meet to discuss their trainees.
- Access now available to an online resource platform, via google drive to enable access through smart phones.
- HE provider has changed from Edge Hill to Sheffield Hallam University (SHU). SHU are local, value for money and their quality and consistency is excellent.

The Principal gave further information regarding the collapse or withdrawal of other PGCE providers such as Leeds metropolitan University (LMU).

External Scrutiny

As mentioned previously the NCTL RAP visit has already taken place (just after half-term in February).

The OFSTED Stage 1 visit took place Monday 20th – Wednesday 22nd June, 2016, following the notification call on the very last day possible. Trainees were in the final week of their course, but the SCITT was ready. Any additional documentation requested was provided within 20 minutes.

The OFSTED Stage 2 visit will take place in the Autumn Term where the same trainees will be seen as NQTs, including those to be employed outside of the SCITT partnership schools. Mrs Finch has been in communication with all trainees' new employers and will provide NQT Leads in these schools with the trainee's final assessment targets and OFSTED briefing documents.

The areas for development provided by OFSTED following their stage 1 visit contained no surprises and each will be addressed going forward.

The Stage 2 call window was discussed and Governors were informed there was no set pattern for Stage 2 and this will not necessarily be conducted by the same inspectors, who are not all ITT specialists. The grading will be notified at the end of the visit/s on the Wednesday but will not be publicised until the report is finalised and issued to school. Mrs Finch believes the judgement will not be less than good with the opportunity to be better than good.

Big Picture' Priorities and Developments for 2016-17

- Primary programme planning for 2017-18
- Assessment Only route coming online, opened by the NCTL and is for those already meeting teaching standards and is simply to gather evidence and can be completed within 12 weeks.
- CPD offer for wider schools' community – sessions open to other colleagues such as NQTs etc. For example there is a full day session planned with a guest speaker, Jason Bangbala, who discusses dealing with challenging student behaviour.
- Recruitment and marketing – diversifying the approach and building 'long-term pipeline', involvement of the Lead Mentor 1 day per week. SCITT currently have 40% (16 trainees) of the permitted number of trainees allowed for the next cohort. Some providers have recruited only 5/10% of their permitted maximum cohorts, with no organisation more than 60% recruited. Mrs Finch will continue to recruit up to the 5th September 2016. Long term plans include the further development of the Year 14 students.
- Being prepared for the coming changes to ITT, for example the updates to the OFSTED requirements were released the day after the call window opened. Further developments include working with trainees with other non-teaching issues such as dealing with budget allocations.

Mrs Finch closed the presentation with an invite to Governors to contact her if they would like to visit the SCITT.

Chair thanked Mrs Finch for her presentation and invite to Governors.

Mrs Finch left at 5:50pm.

11 Policies for approval

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

a Complaints

Clerk explained the process undertaken over the past few months and that the amendments suggested were to formalise the documentation completed by parents and staff during the process. The policy had been proved to be fit for purpose and new paperwork has been tested over the past few weeks.

Questions were requested by Chair.

Question and Response

Mrs Spencer considered the flowchart should include a given a timeline by which they should expect a response, Clerk confirmed this was in the supporting notes on the reverse, Mrs Spencer considered the number of days should be detailed in the flowcharts, Clerk will make the amends.

Question and Response

Mrs Spencer queried why there were 2 separate policies:

- Complaints Procedure (Guidance and Documentation for Parents)
- Complaints Procedure (Guidance and Documentation for Staff)

Clerk explained the staff policy included guidance and operational notes with regards to investigation, along with paperwork to be completed by the investigating members of staff, which it was not necessary for parents to see in the first instance.

Mrs Spencer noted the Equality Impact Assessment (EIA) dates were as not up to date as they could be and these should be investigated for each policy. Following a discussion around the original date (2011/2012) when EIA reviews (Initial or Full) of all policies took place, Mrs Spencer considered this should take place again, adding that even if the nature of the forms to be completed had changed, then a new EIA review should take place and the date be noted on the front of the policy, even if this is just a cursory glance. Mrs Spencer suggested a full 'policy trawl' should take place. Mrs Fairhurst updated Governors on the work undertaken by the Equality Group in College.

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

Mr Johnson proposed, subject to the recommended EIA amends.

Mrs Spencer seconded.

RESOLVED # 26

Governors resolve to approve the Complaints Policy for implementation from September 2016, subject to the suggested amends.

b Capability

Chair directed Governors to the Capability Policy. Questions were requested.

Question and Response

Mrs Spencer referred to page 3 of the documents and a bullet point containing the phrase 'Professional shortcomings' and questioned whether this was the language used in the Teachers' Standards, as this appeared to be a deficit model of language when referring to underperformance.

Principal confirmed he believed it was the language of the Teachers' Standards, Mrs Spencer confirmed if it was, then the phrase could remain in the policy.

Question and Response

Mrs Spencer also referred to the final bullet point on the same page: *warn the member of staff formally that failure to improve within the set period could lead to dismissal. In very serious cases, this warning could be a final written warning.*

Mrs Spencer considered if possible 'warn' could be amended to 'notify', Mrs Davis added that advice should be sought from the College's HR Department.

Mrs Fairhurst responded that College will check the wording in the Teachers' Standards and that the policies have been provided and updated by the College's HR Director.

'Competency' Discussion

Mrs Jarratt and Mr Johnson gave examples of where they have been certified 'competent' for particular tasks as Union Representatives following training courses, however examples were also given of where issues arose which they believed to be above their competence and these were referred to Area Representatives.

Mrs Spencer referred to the final paragraph on page 3 which stated: *If the person conducting the meeting is satisfied that the member of staff has made sufficient improvement, the capability procedure will cease and the appraisal process will re-start.*

Mrs Fairhurst informed Governors the sufficient improvement would be in relation to targets set in appraisal and capability plans and as such the 'sufficient' would refer to these targets.

Mrs Spencer considered the use of the word 'sufficient' could be deemed subjective and should be reworded to include 'meets the required standards', or 'necessary improvement'.

Governors were asked to note the improvement window had been shortened from 9 – 12 weeks to 4 – 6 weeks to ensure improvement to standards were seen much sooner.

Chair sought a proposer and seconder for the approval of the Capability Policy, subject to the suggested amends.

Mr Johnson proposed,

Mrs Davis seconded.

RESOLVED # 27

Governors resolve to approve the Capability Policy for implementation from September 2016, subject to the suggested amends.

c Disciplinary

Chair directed Governors to the Disciplinary Policy. Questions were requested, of which there were none.

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

Mrs Spencer proposed,

Mr Johnson seconded.

RESOLVED # 28

Governors resolve to approve the Disciplinary Policy for implementation from September 2016

d Grievance

Chair directed Governors to the Grievance Policy. Questions were requested, of which there were none.

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

Mr Dickinson proposed,

Mr Johnson seconded.

RESOLVED # 29

Governors resolve to approve the Grievance Policy for implementation from September 2016

e Whistleblowing

Chair directed Governors to the Whistleblowing Policy. Questions were requested, of which there were none.

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

Mrs Spencer proposed,

Mr Johnson seconded.

RESOLVED # 30

Governors resolve to approve the Whistleblowing Policy for implementation from September 2016

f 'Supporting Students with medical needs'

Chair directed Governors to the 'Supporting Students with medical needs' Policy. Clerk informed Governors this was a simple collation of a number of separate policies, collated for the ease of use. No amendments had been made to procedures in College.

Questions were requested.

College asked to note

Mrs Spencer referred to the EIA review date of March 2016 and suggested as a new policy this should have been reviewed, and if so could Governors have sight of this review. However, it is possible that the March 2016 date is the policy review date and an EIA has not taken place.

Chair sought a proposer and seconder for the approval of the 'Supporting Students with medical needs' Policy.

Mrs Semper proposed, subject to amendments and sight of the EIA review.

Mr Johnson seconded.

RESOLVED #31

Governors resolve to approve the 'Supporting Students with medical needs' Policy for implementation from September 2016, subject to amendments and sight of the EIA review.

g Behaviour and Discipline Continuum

Chair directed Governors to the Behaviour and Discipline Continuum, when had been presented to Standards and Students' Committee the previous week. Clerk confirmed the one amendment (front page update to Learning and Behaving the Minsthorpe Way) had been made and the policy represented to full Governors for approval.

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the Behaviour and Discipline Continuum.

Mrs Semper proposed,

Mr Johnson seconded.

RESOLVED # 32

Governors resolve to approve the Behaviour and Discipline Continuum for implementation from September 2016

h Code of Conduct

Chair directed Governors to the Code of Conduct, which had been presented to Standards and Students Committee the previous week. Clerk confirmed all but one of the amendments suggested by Governors had been made to the document, however Mr Yates (Assistant Principal, Pastoral) had considered point 5 (*We consider that students are representatives of the College when in uniform whether on site or in the local community*) was too broad to be enforceable. Governors challenged this and directed College to insert the phrase, insisting it was in no way a reflection on College being deemed 'babysitters'. Mr Johnson gave an example in work of bringing the company into disrepute.

Further questions were requested.

Chair sought a proposer and seconder for the approval of the Code of Conduct.

Mrs Davis proposed, subject to the above phrase being inserted as appropriate.

Mr Johnson seconded.

RESOLVED #33

Governors resolve to approve the Code of Conduct for implementation from September 2016, subject to the above phrase being inserted as appropriate.

12 Principal's Report

a. Ensuring clarity of vision, ethos and strategic direction;

- Staff Voice

Chair referred Governors to the documents provided in the pack issued just prior to the meeting. Staff Governors Mr Jarratt explained the new process to those present.

The Staff Governors in College, Mr Royds-Jones, Mrs White and Mrs Jarratt had taken the decision to re-launch Staff Voice with a few amendments. The process will now take place for the 4 weeks prior to each FGB Meeting and will be pitched to staff as a forum for staff to engage with a different consultation each time. This cycle staff were asked their opinions in relation to staff duties during snack breaks, along with general comments.

The snack break suggestion to staff had been to swap their snack break 1 duty (which all staff do) for the last 15 minutes of snack break 2, if this fit better with their teaching

commitments. This suggestion had been made whilst acknowledging staff are entitled to a 30 minute break (1 x 30m or 2 x 15m).

The consultation window closed and the locked box was emptied by Mrs Jarratt. Comments fell into three categories, snack break duties, operational and behaviour concerns.

In total 17 staff contributed, with some making multiple entries.

Going forward Staff Governors intend for the process to involve more than staff complaints and grumbles. Mr Gilmore added he had seen similar processes in other schools working well.

In context 17/315 staff responded which is around 5% of staff.

- SCITT Update

Item presented earlier in the agenda and the minutes amended to reflect this.

- MAT Update

Principal was invited to update Governors of any developments with the intention to move to a multi academy trust.

Principal directed Governors to the document provided prior to the meeting and informed Governors the situation had changed further since he had provided the enclosure for Governors to read prior to today's meeting. The Regional Schools Commissioner (RSC) is wedded to MATs as a process, however there are capacity concerns.

The Principal reminded Governors of their previous vote to join a MAT, however results at that time prevented College from doing so. The Principal recapped the options for College detailed in the document:

- Minsthorpe Primary MAT, to go again in September with the previous proposal. Common Road and Carlton are staunchly behind College, regardless of which option is chosen.
- SCITT, use the working relationships within the SCITT Partnership to form a MAT
- SCITT and primary, SCITT Partnership, along with Fitzwilliam and Grove Lea primaries. Minsthorpe Primary schools are also rethinking their options, with the Principal meeting with the Governors of Upton Primary recently
- Umbrella Trust, still a possibility however not the preferred RSC model and likely to be challenged or blocked. Contractual Collaboration would form part of the agreement within the trust.
- Join another MAT, tentative negotiations have been taking place with Pontefract New College (PNC) and Pontefract Academy Trust, whilst Rodillian are showing an interest.

Discussion

Mr Cawthorne suggested College should wait and see how the political situation changes over the coming weeks.

Mrs Spencer believed if the primary feeder schools for Minsthorpe (who are not yet committed to Waterton Academy) are reviewing their position with regards to forming the MCC Primary MAT, this may be the way forward.

Mr Gilmore added by including another secondary school, Minsthorpe would also have others to collaborate with, and in addition another secondary would bring with it their primary feeder schools.

Chair could see no reason why the option to join with another secondary could not be looked into further.

Mrs Spencer added a real strategic plan would be required if College is to look outside of our natural catchment area. Mrs Spencer also added she had attended the Contractual Collaboration meeting held at Minsthorpe and although like the idea, the spread of schools (e.g. Bradford) did not make sense. Mrs Spencer did like the idea of the PNC involvement, however not at the expense of pre-16 provision such as alternative provision. The access to their facilities, finance, governance and Leadership and Management would make it one to consider in the future.

Question and Response.

Mrs Spencer asked what has changed in our vision and ethos to move away from the MCC Primary MAT option.

The Principal explained that what has changed is the Government's fixation on 2500 students and 10/15 schools per academy trust. If College entered this with only 2 or 3 schools attached, College would need to be able to demonstrate capacity to grow. This would mean 2 schools per year, for 5 years. The further College commits to going down this road, other roads will begin to be closed off.

Mrs Spencer enquired which schools were involved in the Pontefract Academies Trust, and was advised these were Kings School, Carleton High and feeder primaries. Mrs Spencer added College should either choose a point of strength with another option or continue with what is good about the original plan.

b. Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff; and

- Professional Partner's Report

Item presented earlier in the agenda and the minutes amended to reflect this.

- CPD 2015/16

Mrs Fairhurst (Associate Principal) had provided a summary document prior to the meeting. Referring to this, Mrs Fairhurst informed Governors previously INSET sessions had been detailed however a staff audit during the 14/15 academic year revealed staff did not feel they were getting anything new from the sessions offered. A pilot scheme of Lesson Study (working in triads) was already underway and this, along with Personal Enquiry formed the basis of the INSET programme for 15/16. Staff were given 7 possible areas of research based around the College's priorities but with the common thread of the drive to improve teaching and learning for our students. All staff chose either Lesson Study or Personal Enquiry, and choices were split evenly between the two methods.

All staff embraced the format, each being allocated a facilitator from either Leadership or Lead Practitioners. Engagement with the process formed the third appraisal objective for all teaching staff. To meet the appraisal objective the enquiry does not have to be successful, after all the idea is to try ideas and see if they work, but is about embracing the process. All staff were issued with a handbook, and were now in the process of writing up the research, bearing in mind the appraisal cycle does not close until October.

Mrs Fairhurst sought the opinion of staff with regards to the new INSET process and 44 staff completed the short questionnaire. Of those who replied:

- 93% found the process helpful
- 84% considered the workbook useful
- 70% considered their research would have an impact on their teaching

Mrs Read (Associate Assistant Principal – CPD/ITT/NQT) will continue the process next year. Again the link to College priorities is a must, however having the research linking into the appraisal process was more controversial (59% in favour, 41% against). Mrs Read will consider this approach for next year.

Staff were also asked whether they missed the bespoke sessions of previous years, 63% responded no, 37% yes.

A fun but inspirational Teach Meet session was held on Tuesday 5th July 2016, where staff gave a brief (5 minutes) description of their research to the whole staff body.

In summary the process was considered a huge success by Leadership and staff and will continue going forward.

Mrs Davis requested staff present some of their ideas to governors. Mrs Fairhurst was confident this would be OK and that it could be arranged, by Mrs Read.

Mr Royd Jones (Staff Governor) explained to Governors he has now completed 2 cycles of Lesson Study. The first being with two different Curriculum Areas and it was good to work with other departments (Maths, Sociology) the second within Science, however with the three different subject areas – Chemistry, Physics and Biology, and involved three teachers employing particular strategies with the same group of boys in each subject area.

c. Overseeing the financial performance of the school and making sure its money is well spent.

- Risk Registers for approval

The three Risk Registers presented to Governors had previously been discussed fully at the Resources Committee where they had been recommended to Full Governors for approval.

Chair sought a proposer and seconder to approve the Risk Registers.

Mr Cawthorne proposed

Mrs Semper seconded

This was supported by a full show of hands.

RESOLVED # 34

Governors resolved to approve the three college Risk Registers (IT, Payroll and Academy), noting the updates made.

- MAT Proposed Budget for the Year Sep 16 – Aug 17

Governors were directed to the latest document provided, which included short notes from the Business Director regarding the amendments since the MAT Proposed Budget (16 – 17) was recommended by the Resources Committee to Full Governors for approval.

The notes were as follows:

The EFA have released the actual Pupil Premium Allocation for our funding allocation will be £411,400. This is an increase on my predicted amount, which when added into the working budget spreadsheet, gives the College a balanced in year surplus of £1,643 for 2016-17.

NB - the "in year" deficit drop in 2018-19 is due to the safeguarded salaries finishing. Going forward the College still need to be careful to address future "in Year" deficits.

Governors were given clarification the figures in brackets referred to deficits, Governors considered the 20/21 deficit year and the figure of £67K, however added steps would be taken to ensure the predicted deficit position would not be realised.

The Principal explained the impact on College finances of the 15 extra students in year 7, staying at Minsthorpe for 5 years, adding in the current financial climate any school looking to their first deficit in 20/21 is astonishing.

Chair sought a proposer and a seconder to approve the MAT Budget 2016 – 2017.

Mr Dickinson proposed

Mr Johnson seconded

This was supported by a full show of hands.

RESOLVED #35

Governors resolved to approve the proposed MAT Budget 2016 – 2017.

d. Standing Welfare and Attendance Items

Governors had been provided with copies of all reports (except the attendance data) for these items prior to the meeting. The latest attendance data will be provided at this meeting.

- Safeguarding Update

The Principal referred to the report provided by the College's Designated Safeguarding Lead, Mrs Collins (Assistant Principal) and key points were referred to:

- The 'Future in Mind' pilot is having an impact on College life
- The KOOTH Counselling service is now available online, which students are now beginning to access

As lead Safeguarding Governor, Mrs Spencer has met with Mrs Collins to discuss numerous aspects included a new Local Authority initiative, 'Signs of Something'.

During this meeting Mrs Spencer and Mrs Collins also discussed Governor training levels in relation to Safeguarding, and Mrs Spencer requested confirmation of names and dates of training undertaken, and for this to be tracked and logged. Difficulties with the timings of

training sessions within College were raised. Suggestion made to use Local Safeguarding Children Board (LSCB) have free online training.

Mrs Spencer continued to note the 53 students receiving some sort of support (CIN/CAF/PPP/LAC) yet 254 concerns over all categories and records should be kept of the work undertaken with these students. Mrs Spencer had raised this concern with Mrs Collins and was advised emails are saved in G Drive regarding these students. Mrs Spencer suggested College investigate using CPOMS which allows staff to log concerns on a central system, which collate and produces reports. Referring back to the Safeguarding Report to give an example, 64 self-harm concerns would take a long time to trawl through emails. Mrs Spencer added in her role with the Signs of Safety initiative and working with other schools and the Safeguarding Board, she would strongly recommend CPOMS. In addition to safeguarding issues, CPOMS works with the pastoral systems to improve behaviour tracking and attendance, has collaborative work with parents but requires coordinated approach over the whole College. Primary schools have embraced CPOMS, Mrs Britton confirmed this for Stockingate Mill Junior.

Mrs Fairhurst suggested it may be appropriate to commission an external review.

- e-safety logs

Again the Principal referred to the documents provided prior to the meeting and requested Governors noted the category which had the majority of incidents – cyber bullying. The Principal explained the College was hoping to sign up to the 'Reconnect Project', where students give up their technology for 1 week, staff will be encouraged to take part too. Staff and students should be 'conscious' not 'unconscious' users. College cannot stop the use of technology, nor would it want to, however education needs to address how to use appropriately, i.e. not have their entire life on display 24 hours a day.

- On/Offsite Learning

Again these reports have been provided prior to the meeting. The Principal highlighted that once again these were confirmation of the wide range of educational, sports, artistic and cultural learning visits available to students at Minsthorpe. These are another example of staff going 'Over and Above' standard requirements. The high number of trips and visit are a tribute to the dedication of staff who use their evenings and weekends to provide additional opportunities for students.

- Attendance

Governors had been provided with the very latest attendance figures (Sep to July 8th 2016) and were asked to note the slight upward trend in overall attendance, however there were still clear gaps for Pupil Premium and SEN students. The College's EWO will continue her work with these students. However going forward the focus will shift to Year 10, not just with general attendance but with key groups of students, including hard to reach students and parents. College is now perilously close to its attendance target in the College Strategic Plan (CSP) has incremental attendance targets of 94/95/96%.

Mrs Spencer added OFSTED recommends attendance should be 97%.

- LAC Report

Again a report had been provided by Mrs Collins regarding LAC students in College. The Principal confirmed the College was now the 'go to school' for LAC placements, as a result of its 'Good' OFSTED grade. College is aware these students have issues, some

major, yet College does not turn these students away and in fact does all it can to help them during their time at Minsthorpe.

Mrs Spencer requested a change to wording on the 4th page, currently under the heading:

How is the Pupil Premium allocated to school for specific looked after children being used (£900 per looked after child)?

The pupil premium funding is used for some students to support access to universal support such as mentoring, intervention, extra-curricular etc.

Mrs Spencer considered this text did not inform Governors of anything, this should show exactly what the funding is being used for, be shorter sharper and give headline figures.

Chair commented it was good to see a report dedicated to LAC students.

- Multi Agency Continuum of Need

This document has been issued by the Local Authority and the College is required to adopt these procedures. The policy will now bring Wakefield Authority in line with the rest of the country in terms of the 4 levels of need (e.g. CAF is Level 2, CIN is level 4).

Governors had received a copy of this policy prior to the meeting.

Questions were requested by Chair, of which there were none

Chair sought a proposer and seconder to adopt the Multi Agency Continuum of Need.

Mrs Semper proposed,

Mrs Spencer seconded.

RESOLVED # 36

Governors resolve to adopt the Multi Agency Continuum of Need from September 2016

13 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.

A Behaviour and Discipline Committee (15.03.16) (GCF B)

Questions were requested, of which there were none.

B Complaints Committee (08.04.16) (GCF B)

Chair informed Governors this was the first Stage 3 Complaint for a number of years and was in relation to parents refusing to allow their daughter to serve a MID Room placement. Complaint was not upheld, student in question started at HACA after Spring Bank.

Further questions were requested, of which there were none.

C Behaviour and Discipline Committee (10.06.16) (GCF B)

Additional documents in a new format had been provided to illustrate the level of information provided to Governors prior to these meetings.

	Questions were requested, of which there were none.		
D	Resources Committee Questions were requested, of which there were none.	(28.06.16)	(GCF C)
E	Standards and Students Questions were requested, of which there were none.	(05.07.16)	(GCF C)
14 Governor Training and Development:			
<p><u>WASG</u> Mr Cawthorne advised he would normally update Governors on the work of the Wakefield Association of School Governors (WASG), however this body of meetings is slowly eroding. Mr Cawthorne considered there are no organisations for Governors of Academies to meet and it had occurred to him if College were to facilitate this for our pyramid, this could support the Principal's work with regards to the development of a MAT.</p> <p><u>Training</u> In addition, at the previous meeting it was requested Governors contact Clerk to make any suggestions of training courses which could be facilitated in-house. No suggestions made to date.</p> <p><u>Development</u> Chair updated Governors with the work undertaken by Mr Sheldrake during his External Review of Governance (ERG).</p> <p>Mr Sheldrake has made a number of recommendations (document distributed at the meeting listing the recommendations).</p> <p>Chair proposed the formation of a working party to look at the report, action plan and recommendations in detail, and to continue with the process as Mr Sheldrake suggests.</p> <p>Any interested parties, please contact Clerk to register your interest. Any Governor interested in seeing the full report, please also contact Clerk for a copy.</p> <p>Mrs Fairhurst commented on the first recommendation (complete a skills audit) and that Governors had completed one the previous Summer. Mrs Spencer added that a skills based audit would be appropriate, including 'how do you know' questioning.</p>			
15 Confirmation of Time and Date of Next FGB Meeting			
<p>The next meeting of the Full Governing Body will be on Tuesday, 20th September 2016 where the Summer results will be analysed.</p> <p><u>Proposed Meetings for 2016/17</u> The details of the meeting cycle was distributed prior to the meeting, Clerk asked Governors to note the slight changes to the cycle which were as follows:</p> <p>AUTUMN TERM - 20th September – Summer Results Review. This was an addition to the 15/16 meeting cycle to update Governors with regards to results earlier than the December FGB meeting.</p>			

SPRING TERM

- 31.01.2017 Resources. Business Director and Business Manager requested this additional meeting to fit in more appropriately with accounting periods. The Autumn Term Resources Committee Meeting is now used in full for the Accountants to present the MAT Accounts.

In addition Clerk proposed missing a meeting week just prior to the FGB meetings at the end of each term to ensure all papers are prepared and received from Committee meetings with sufficient time for Governors to read.

Mrs Spencer understood there were to be fewer Governors meetings in the cycle.

Mr Gilmore suggested holding all meetings on the same night, moving directly from Committees to Full Governors. This suggestion was not received well by Governors.

Governors were reminded employees were entitled to time away from work to fulfil Governor duties.

Clerk suggested Governors try the new cycle for the Autumn Term.

16 Other Business

Mrs Fairhurst informed Governors their links to Curriculum Areas had been updated to take into account leaving Governors and would be emailed out by Clerk.

17 Identification of Confidential Items

No items of confidential business have been identified.

Chair presented Mrs Fairhurst with flowers as a thank you for her hard work and commitment to College. Mrs Fairhurst thanked Governors for their support during her time at Minsthorpe.

The meeting closed at 7:15pm

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors