



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

13th December 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	APOLS
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	APOLS
Mr B Dickinson	Member Appointed	✓	Mrs R Purbrook	Member Appointed	APOLS
Mrs W Evans	Parent Governor	✓	Mr M Royd Jones	Staff Governor	APOLS
10 /14 Governors present. This meeting is quorate.					

ALSO IN ATTENDANCE

Mr M Gilmore	Associate Governor (Vice Principal)
Mrs R Merritt	Associate Governor (Vice Principal)
Mrs J Germain	Clerk

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Welcome by the Clerk	Actions
Agenda Item	
<p>1 Conflicts of Interests and changes to Business Interests to note</p>	
<p>Governors had been notified of the agenda prior to the meeting, and confirmed there were no conflicts of interest.</p> <p>Governors present also confirmed there were no changes to the business interests noted on their Business Interest declaration.</p>	
<p>2 Apologies for Absence</p>	
<p>Apologies for absence were received from Mrs Parkin, Mrs Purbrook, Mr Royds-Jones and Mrs Spencer.</p> <p>Mr Cawthorne proposed these absences were consented to.</p> <p>Seconded by Mrs Evans</p> <p>RESOLVED# 8 The Governors resolved to consent to the absences of Mrs Parkin, Mrs Purbrook, Mr Royds-Jones and Mrs Spencer.</p>	
<p>3 Minutes of the Meeting held on Tuesday 20.09.16</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 20th September 2016.</p> <p>Corrections were requested by the Chair</p> <p>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.</p> <p>Mr Johnson proposed that the minutes of the meeting held on Tuesday 20th September 2016 be signed as a correct record.</p> <p>Mr Dickinson seconded this proposal.</p> <p>RESOLVED # 9 The Governors resolve that the minutes of the meeting held on Tuesday 20th September 2016 be signed as a correct record.</p>	
<p>4 Minutes of the Meeting held on Tuesday 22.11.16</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 22nd November 2016.</p> <p>Corrections were requested by the Chair</p> <p>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.</p>	

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<p>Mrs Davis proposed that the minutes of the meeting held on Tuesday 22nd November 2016 be signed as a correct record.</p> <p>Mr Dickinson seconded this proposal.</p> <p>RESOLVED # 10 The Governors resolve that the minutes of the meeting held on Tuesday 22nd November 2016 be signed as a correct record.</p>	
<p>5 Matters Arising from the Minutes (not included below)</p>	
<p><u>Meeting 22.11.16</u> Principal informed Governors following a meeting with Mr Watson (Allotts) the accounts and Management Report now read more accurately and favourably with the management responses given clearing any misconceptions.</p> <p>Mrs Spencer has forwarded the Action Tracker used during Local Authority Meetings, which Clerk has adapted to suit Minsthorpe Governors' meetings. This will be completed by Clerk following each meeting and actions RAG rated with regards to completion. Principal suggested adding an additional column to enable impact to be recorded.</p>	<p>Clerk to amend and complete tracker.</p>
<p>6 Correspondence</p>	
<p>Chair confirmed she had not received any additional correspondence.</p>	
<p>7 Chairs Actions</p>	
<p>Chair informed Governors she had been involved in the following meetings/events:</p> <ul style="list-style-type: none"> - Two reviews of exclusions totalling over 5 days (30.09.16 and 8.12.16) - Permanent exclusion of a Year 8 boy (3rd 11.16) - Principal's Performance Review (23.11.16) - Pay and Personnel Committee (21.11.16) - Permanent exclusion of a Year 9 boy (13.12.16) - Meetings with the Vice Chair regarding the Governors' strategic plan, in preparation for the planning meetings next month 	
<p>8 Membership Changes</p>	
<p>Governors were informed of the resignation as a Member of Mrs R Purbrook (eGovernor), following the end of the 12 month pilot scheme.</p>	
<p>9 Board Changes</p>	
<p>Governors were informed of the resignation as a Director/Governor of Mrs R Purbrook (eGovernor), following the end of the 12 month pilot scheme.</p>	
<p>10 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 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>11 Principal's Report</p>	
<p>i) Y11 Action Update <u>Results Update</u> College Leadership delivered a presentation to Governors regarding the updated Year 11 Action Plan, previously discussed at an earlier FGB meeting. Presentation made available to Governors following the meeting.</p> <p>A reminder of the summer results were detailed and included the following:</p> <ul style="list-style-type: none"> - % Basics 57.6% - % Ebacc 25.5% - Attainment 8 46.7 - Progress 8 +0.15 <p>These figures compare to predictions of:</p> <ul style="list-style-type: none"> - % Basics 57% - % Ebacc 22.1% - Attainment 8 45.5 <p>Final figures to be confirmed in January, however the above results were described by College as broadly average, possibly slightly above average.</p> <p>The Governors were reminded of the calculations and meaning of the figures given.</p> <p>46.7/10 = 4.67 per subject. Grade C = 5 Minsthorpe students are averaging between D and C on average.</p> <p>Unknown figures include:</p> <ul style="list-style-type: none"> - New specifications for maths and English - C=5 is not comparable. A 5 is the top third of the old C. if only just get a C, would be a grade 4. - Progress 8 thresholds are expected to change for grade 4s and 5s. <p>Various methods of calculating the Progress 8 figure produce ranges from -0.42 to +0.03</p> <p>It should become easier to predict Progress 8 over the next few years.</p> <p>A drop of 20% nationally is expected following a change in the thresholds.</p> <p><u>Year 11 Action Plan</u></p> <p>There has been real success by focussing on the 5 areas for development.</p>	

Priority 1 - Improving the predictive accuracy of college data. This is still being worked on, using external sources and working with peers to improve prediction accuracy.

Priority 2 - Better prepare students for the terminal GCSE examination. English is to lose the coursework element this time. More and more subjects are to lose coursework elements.

Priority 3 - Include a wider range of staff in the monitoring of progress of Y11. Meetings are held weekly with different Curriculum Leads on rotation. Key students in each subject are discussed with the Assistant Principal leading, the Data Manager and the Head of Year for Year 11.

Priority 4 - Intervention strategies to close the disadvantaged gap. This is now an appraisal target for all staff. Strategies are shared in meetings and is in effect, positive discrimination. Extra funding is allocated to these students (Pupil Premium) and appears to be closing the gap. The Principal added the College was to become part of the HEFKE project, which attracts additional funding for a full time equivalent member of staffed and on an activities with disadvantaged students in 27 schools across Leeds, Bradford and Kirklees.

Priority 5 - To improve attainment in Maths. Maths has a high profile, all staff know this is a college priority. Staffing and progress needs to be right.

The Data Manager has developed the 'Progress eightrix' which is used to identify underachieving students. Demonstration given to Governors.

A further grid detailed the interventions undertaken to date with students in each subject and totalled 1152 different interventions and 872 individual interventions in the Autumn term. This will be stepped up after the Christmas break. Intervention week in the Autumn term saw 460 students involved. Subject areas selected key students and really dug down for more focussed sessions.

Other support in addition to the intervention programme included:

- Y11 marking scrutiny with focus on disadvantaged students
- 16 students assertively mentored
- 17 SFA mentoring
- 4 students to take GCSE Polish
- 37 undertaking ECDL (M8 +1.77)
- 27 to be involved in additional English sessions
- 145 students on Maths College intervention
- Thursday P1 & 2 additional English and Maths sessions for key students

Next steps and key dates for the coming term:

- 16th December deadline for Intelligent Accountability
- 5th January Y11 mock exams
- 26th January Y11 Parents information Evening
- 23rd January- 9th February teachers 360
- 2nd March second period of Mock exams
- All coursework completed prior to February half term

Question and Responses

What is College doing to address the changes in exam formats (Mr Cawthorne)

Mr Gilmore responded that terminal exams have been the norm in Maths for a number of years and so the department is ahead in terms of planning, teaching and assessments. English began to hold more regular assessments along the same lines last year. Sessions are to be delivered by Leading Practitioners to help students to develop skills to revise effectively, to cope with exam stresses for example. Maths and English departments are working collaboratively and are blocked together on the time table to enable longer mock exams to be provided to help build up resilience in students. Walking Talking mocks have been introduced for both key student and the whole year 11 cohort where students are talked through the questions and the development of their answers in exam like conditions, i.e. in the main hall at exam desks and with timed answers.

Mr Cawthorne enquired regarding the possible difficulties for some students of such lengthy, make or break, on the day exams. Discussion by Governors regarding this very often being the case historically.

Question and Response

Mrs Davis enquired regarding the moderation available for the students work in relation to the new specifications.

College has joined a PiXL programme, along with a thousand other schools who are to sit the same exams and which have suggested grade boundaries.

Minsthorpe is also part of the Wakefield Learning Community where representatives from each Curriculum Area meet. Minsthorpe staff attend and actively take part in moderation work. College also have markers in college for different exam boards, all of whom access the training provided for them by the exam boards.

Half of the professional meeting cycle on Mondays in College has this year been allocated to Curriculum Area Planning Time to allow staff to work collaboratively within their own department and others, moderating and preparing students.

Further discussions took place around target setting, which was described by College as 'aspirational'.

ii) Safeguarding Policy

Governors had been provided with new policy prior to the meeting and were informed this had been subject to a major overhaul. Recommended updates had been made year on year and the time had come to write a new policy. This policy should be read in conjunction with the Keeping Children Safe in Education document by Governors and College staff.

Governors were informed of the Safeguarding training undergone by College staff in September, College records to be updated with regards to recent

Safeguarding training undergone by Governors in other roles. Different options for training discussed.

Directed back to the policy, page 19 onwards in the section 'Some Current Issues and Relevance to our Setting' details categories from a Minsthorpe point of view.

The Designated Safeguarding Lead had also carried out and completed an Equality Impact Assessment, also provided to Governors prior to the meeting. Both documents had been sent to Vicki Mabin, the LA's Safeguarding Lead and had been given her approval.

Governors were informed this was a good working document which met national guidelines.

The Policy had been brought before Governors to approve as part of agenda item 12(ii) and proposer and seconder will be noted in the appropriate minute of this meeting.

Chair requested Jeanette Collins the Safeguarding Team and the wider college stakeholders were thanked for their work on the document, which was considered easy to use.

Suggestion made to produce a student friendly version.

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.

Questions and Response

Mrs Britton enquired whether staff were aware of the policy, and it was confirmed staff had been directed to read the policy, amongst others, and these had been made available to staff on the College's Firefly platform. Laminates were produced to be displayed in all classrooms and offices.

One of the Clerk/PA's appraisal targets was to ensure a system is developed to ensure the timely review of all policies.

iii) National Agenda Updates

Again, prior to the meeting Governors had been provided with a summary document of the updates to be referred. The Principal informed Governors this was his interpretation of the issues and not necessarily the national standpoint. These included:

The EBacc effect - This was considered to be squeezing the arts from the curriculum, along with Vocational studies and qualifications.

The School Leadership Challenge (2022) – It is widely considered there will be a school leadership crisis by the year 2022, Minsthorpe's recent experience in its attempt to appoint externally for an Assistant Principal has demonstrated the difficulties faced.

Teacher recruitment – there is a shortfall in teachers applying for roles in key subject areas. 50% of the College's recruitment last year came from the

College's SCITT programme. Phase 2 of the SCITT OFSTED Inspection saw the SCITT judged as good in every category. Outstanding was not achievable due to the limited records as the SCITT was less than 2 years old. It will be 2024/25 until the SCITT's next inspection and until Outstanding is secured.

MATs and forced academisation – This is expected by Lord Nash to reach a tipping point on the next 5 or 6 years. Minsthorpe is still in limbo regards MATs. Does it decide to form or wait and join an existing MAT? This is a watching brief.

Selective education - This is hugely divisive. If allowed some local schools could promote selective education and this would impact on our intake.

The Apprenticeship Levy – This will be introduced in 2017 and will take the form of a hypothecated tax, and extra £25k for Minsthorpe. The College would need to employ 7 apprentices and Minsthorpe has plans to offset the cost by training existing staff i.e. a member of the Premises Team will begin a level 5 qualification in January. Level 3 or 4 apprentices attract between £8k and £14k , much more than traditional Post 16 funding. 15 – 20 apprentices will recoup the costs to college.

Financial Crisis – This lingers on and there was very little reference to it in the recent parliamentary budget announcements. The Fairer Funding initiative will be introduced and this will cause difficulties for some schools.

Coasting schools – This will not be a concern for Minsthorpe.

Social Media – This has been the toughest year. The TES and the Key has had articles relating to social media comments lambasting staff. Minsthorpe had a taste of this following the death of a student in November.

Questions and Responses

Chair sought clarification the 'balanced budget' up to 2019/20 had taken into account the £25k levy, it was confirmed this had been accounted for.

Mr Cawthorne asked with regards to forming a MAT, is College satisfied to wait to see how this evolves? The Principal advised he was keeping all plates spinning. A recent meeting at a primary feeder school had indicated their Governors were considering joining. The tipping point for this is predicted to be 4 to 6 years away.

Mr Cawthorne suggested Governors from local schools could be invited to sit in a Minsthorpe FGB meeting, no objections to this suggestion were put forward. Mrs Evans (also Chair at Carlton) will take the invite back to their Governors.

Mrs Spencer asked if the College had a Social Media Acceptable Use Policy (AUP) and it was confirmed that it did, signed by all staff, and that this had been revisited in light of the recent data breach at a local feeder school. Mrs Merritt advised this was given a high profile and new systems had been invested in to protect against any system viruses.

Chair commented on the College's response to the recent back lash with regards to recent tragic events in that it was professional and not panicked, well done to College staff.

Chair added to pass on the Governors' congratulations on the SCITT OFSTED judgements. Very impressive to get the SCITT to where it is now after only 9 months in post, especially with such a long, drawn out process.

iv) Curriculum Update

Mr Gilmore (Vice Principal) delivered a presentation to Governors (made available following the meeting) and introduced 'Mastery Learning'. The presentation covered the:

- background to curriculum and assessment changes at KS3
- core principals of assessment
- Measuring progress towards being GCSE ready
- the assessment process and student grades

Key points noted included:

- *In 2014, the government removed National Curriculum Levels for Key Stage 3.* These were removed without guidance or direction regarding how this should be applied within schools.
- *Core principals of assessment is based on developing the key knowledge and skills required for success in each key stage – and is a form of reverse engineering, identifying the key knowledge and skills students need, in order to be successful in KS4 and preparing students for exams from year 7.*
- *It is important that we take account of their starting point in setting targets and measuring progress.* Progress should take account of how well students are doing compared to where they started, without ceilings set, and to create a growth mind set.

Bringing the curriculum over all 5 years has required a new format to be designed around the skills required, and to introduce stepping stones to move forward. (SP = Starting Profile).

Further information given regarding the assessment process, timeline for summative assessment and how students can progress to the next level. The 4 progress grades are:

- Outstanding Progress means students are on track to exceed their aspirational target
- Good Progress means students are on track to meet their aspirational target
- Satisfactory Progress means students are on track to be one grade below their aspirational target
- Underperforming means students are two or more grades below their aspirational target

Governors need to be aware of the changes to the curriculum. Departments have been allocated a number of sessions dedicated the planning, some full days to work as teams in TCC to enable the curriculum delivered to be in line with the new specifications.

A work scrutiny has taken place for Year 7 work books, focussing on key groups, Pupil Premium, SEN etc. The quality was found to be good, and the students' presentation showed they were proud of their work. College is

<p>keen not to repeat year 5/6 work in year 7 to ensure these are not ‘wasted years’ as they have been described. Work is taking place with primary feeder schools regarding the curriculum delivered and this will dovetail with our delivery at Minsthorpe. Teachers will have the freedom to teach at deeper levels.</p> <p>Comments, Questions and Answers</p> <p>Mrs Britton considered the process would make the transition process easier for students and they would already be used to the Mastery system of learning.</p> <p>Chair – Do students recognise progress, and how is it recognised by them?</p> <p>Mr Gilmore – By regular assessment’ formerly 1 per term, but often more frequent. Mrs Merritt added the focus is on retention of knowledge.</p> <p>Chair asked - do students know what they need to do to improve. College representatives confirmed this was the case, and this is given in feedback.</p> <p>Chair noted there were mocks for Year 11 in January, followed by a Parents’ Evening and asked how well attended these evenings usually are. Mr Gilmore added one Parents Evening had already taken place for Year 11, the one following the mocks was more of an Information Evening or training session for parents. Mock results are withheld and issued at this event to encourage attendance. The standard Year 11 Parents’ Evening saw 69% of parents attend. The information evening the previous year saw 50% attendance, this has now been moved to earlier in the academic year.</p>	
<p>12 Policies</p> <p>All policies before Governors for approval had been provided to Governors prior to the meeting.</p>	
<p>i) Admissions Policies</p>	
<p>College Admission Policies (including Post 16) 2018/19</p> <p>The Principal directed Governors to the two admissions policies circulated prior to the meeting. College currently has an SLA with the LA to handle all admissions to College and this would be a huge undertaking and problematic to take this in house. The Principal suggested remaining with the current situation.</p> <p>The Principal drew Governors attention to a couple of points to note.</p> <ul style="list-style-type: none"> - In the information released alongside the proposed admissions policies was a document which detailed proposed changes to set catchment areas. This does not currently affect Minsthorpe but will impact on the places offered in an around Castleford and Airedale for example. - Minsthorpe is seeing an increase in the number of students from out of district applying to be admitted to our College and with it brings increased funding. However if trends continue there is a tipping point at which more groups will be required and more staff to teach and to 	

<p>supervise students, an increase to the use of the site and this will see the knock on effects of this .</p> <p>Post 16 admissions maximum is 400 and currently fluctuates between 100 and 250 students per year group. Hopefully going forward College will enrol 25 VLUK students each year into Year 12 on a rolling 2 year programme, in addition to the usual 25 external students. College is in the early stages of developing a programme similar to VLUK with Frickley Athletic. These new students would be ‘subcontracted’ and as such would not fall into category “4.1 (ii) pupils from outside of the school.” which has a maximum of 25.</p> <p>In general, intakes have risen year on year. Part of the agreement with the LA for the normal intake of Year 7 is to remain with the admission number of 300, however we have agreed to over admit the 2 students on the College’s waiting list with the LA, as we have the capacity. This year College indicated it would be prepared to over admit to 315, if necessary and it was suggested this should continue in years to come. To change the admission number formally would require a detailed and thorough consultation. To admit at 330 would require additional staffing as mentioned previously</p> <p>Questions were requested of which there were none.</p> <p>Chair sought a proposer and seconder for the approval of the College Admissions Policies for 18/19, noting the Admissions numbers of 300 but with the option to over admit to 315.</p> <p>Mr Cawthorne proposed, Mrs Evans seconded. This was supported by a full show of hands.</p> <p>RESOLVED # 11 Governors resolved to approve of the College Admissions Policy (Year 7) for 18/19, noting the Admissions numbers of 300 but with the option to over admit to 315.</p> <p>College Post 16 Admission Policy 18/19</p> <p>Questions were requested, of which there were none.</p> <p>Chair sought a proposer and seconder for the approval of the College Post Admissions Policies for 18/19, noting the Admissions numbers of 400.</p> <p>Mr Cawthorne proposed, Mrs Evans seconded. This was supported by a full show of hands.</p> <p>RESOLVED # 12 Governors resolved to approve of the College Post Admissions Policies for 18/19, noting the Admissions numbers of 400.</p>	
<p>ii) Safeguarding and Child Protection Policy (inc EIA)</p>	
<p>Discussed as part of agenda item 11ii, Governors moved to approve the Safeguarding and Child Protection Policy</p>	

<p>Chair sought a proposer and seconder for the approval of the Safeguarding Policy.</p> <p>Mrs Evans proposed, Mrs Davis seconded.</p> <p>RESOLVED # 13 Governors resolved to approve the Safeguarding and Child Protection Policy for immediate implementation.</p>	
<p>Mrs Davis left at 6:15pm</p>	
<p>13 Staff Voice</p>	
<p>Chair referred Governors to the documents provided in the pack issued just prior to the meeting. Staff Governor Mrs Jarratt explained the process to those present.</p> <p>The Staff Voice process will take place for the 4 weeks prior to each FGB Meeting and will be pitched to staff as a forum for staff to engage positively with a different consultation each time.</p> <p>For this round of staff voice Staff were asked for any constructive comments with regards to:</p> <ol style="list-style-type: none"> 1. The climate around snack break 2 with regards to have Staff noticed an improvement in behaviour and atmosphere around the site or have you noticed any problem areas? 2. The impact of the new gates <p>Staff Governors collated the comments into three areas, Snack Breaks, School Gates and General Comments.</p> <p>The Principal and his Leadership Team had responded to each point made and these had been circulated out to all staff.</p> <p>Mrs Jarratt read a sample of entries out, along with the response and supporting explanation if required. All comments about the gates were positive, as were the comments with regards to the support offered to Staff by College during this extremely difficult term.</p> <p>There were no comments or questions from Governors.</p> <p>Governors noted the comments and responses given.</p>	
<p>14 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> <ol style="list-style-type: none"> i) Behaviour and Discipline Committee - over 5 days review (30.09.16) 	

<p>ii) Behaviour and Discipline Committee - 1 PEX (03.11.16)</p> <p>iii) Pay and Personnel Committee (21.11.16)</p> <p>Chair updated Governors how she and Vice Chair had raised a few items and suggestions of a new format when staff are submitting these.</p> <p>Since the meeting Mrs Merritt and Mrs Green (HR Director) have had a telephone meeting and a good conversation of how Governors would like the information presented, resulting in what is believed to be a more transparent and user friendly format. This was a direct challenge and has resulted in a review of the pay policy, these amends will be brought to Governors in due course.</p> <p>Whilst the report is ready, due to the tight turnaround to distribute, the following minutes will be carried over to the next meeting:</p> <p>i) Behaviour and Discipline Committee - over 5 days review (8.12.16)</p> <p>The following meetings will now be held during the first few weeks of the Spring Term and minutes included in the Spring Term FGB meetings.</p> <p>ii) Standards and Students (TBC 10.1.16)</p> <p>iii) Behaviour and Discipline Committee - 1 PEX (TBC 10.1.16)</p>	
<p>15 Governor Training and Development: Exchange of Information with the Training Link Governor</p>	
<p>Mr Cawthorne informed Governors not training requests had been made, with a reminder when the issue was raised at previous meetings the suggestion had been made consideration was to be given to in house training.</p> <p>The training programme will be discussed and form part of the Governors planning meetings.</p>	
<p>16 Confirmation of Time and Date of Autumn Cycle of Meetings</p>	
<p>Chair informed the Governors the intention was to condense the meeting cycle into fewer meetings during each cycle. Chair confirmed at the moment the following dates were the ones set at the July meeting. The planning meetings were to be added to these dates, with the first one hopefully on the 10th January, following Standards and Students committee.</p> <p>Confirmation of Time and Dates of the Spring Cycle of Meetings:</p> <p>Tuesday, 10th January 2017 4:30pm Standards and Students Committee (TBC)</p> <p>Tuesday, 31st January 2017 4:30pm Resources Committee</p> <p>Tuesday, 14th March 2017 4:30pm Full Governing Body Meeting</p>	

<p>(Benchmarking Presentation by Allotts Accountants)</p> <p>Tuesday, 21st March 2017 4:30pm Standards & Students Committee</p> <p>Tuesday, 4th April 2017 4:30pm Full Governing Body Meeting</p> <p>Governors noted the date s of the Spring Cycle of meetings, subject to additional planning meetings.</p>	
<p>17 Other Business</p>	
<p>Gates - Biometric entry for Governors – Mrs Merritt</p> <p>Mrs Merritt updated Governors regarding an issue Mr Cawthorne had raised at an earlier meeting and relating to new badges and fobs for entry to the College through the new gate system.</p> <p>The issuing of badges etc. had been discussed at a Strategic Resourcing meeting in College and a discussion had taken place regarding the issuing of a multitude of badges and fobs, and the possibility of these being mislaid or stolen. Even with the badges, Governors would still be required to sign in at Reception as a visitor.</p> <p>An alternative option suggested was to allow Governors access via the biometric system, which students currently use for the dining hall cashless system. Strategic resourcing considered this to be the most practical solution, and would allow access through the gates, however again, Governors would be required to sign in at Reception.</p> <p>Governors will need to be registered onto SIMS, the College’s management information system and then biometric readings could be taken prior to the next meeting.</p> <p>Mrs Merritt stressed how College do not wish for Governors to feel unwelcome in College and the biometric solution would address this.</p> <p>Business Interest forms - Clerk</p> <p>As a recap for those absent from the previous meeting: Following a recommendation from the Auditors and highlighted at the meeting on the 22.11.16, additional information is required to ensure appropriate business interests are published on our website. The forms have been redesigned, and approved by the auditor as compliant, and required employment information to be stated.</p> <p>New forms have already been completed by the majority of Governors at the meeting on the 22.11.16, the remainder of Governors at this meeting tonight.</p> <p>Personal Information - Clerk</p> <p>To recap, the Academy’s bankers HSBC have recently requested additional personal information for all Directors (Governors). Some Governors had been reluctant to divulge this information until the exact reasons were given for its use and reason behind holding it.</p>	

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The Business Manager had contacted HSBC who had replied by email, this email had been forwarded onto Governors. As not all Governors have had chance to read the email, this item had been deferred to tonight's meeting and the email content resent out as an attached word document. Outstanding information gathered.	
18 Confidential Items	
No items deemed confidential	
The meeting closed at 6:35pm	

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors

Approved for publication