



**MINSTHORPE ACADEMY TRUST**

**FULL GOVERNING BODY MEETING**

**20<sup>th</sup> September 2016 @ 4:30PM**

**T&CC Board 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	APOLS
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	✓
Mrs W Evans	Parent Governor	✓	Mr M Royds- Jones	Staff Governor	APOLS
<b>10 /14 Governors present. This meeting is quorate.</b>					

**ALSO IN ATTENDANCE**

Mrs R Merritt	Associate Governor (Vice Principal)
Mrs J Germain	Clerk
Mrs K McGowan	Assistant Principal (Assessment and Support) - Agenda Item 10
Mr P Atherton	Data Manager - Agenda Item 10

**Welcome by the Clerk**

Welcome given by the Clerk to Governors and invited guests – Kim McGowan (Assistant Principal), Peter Atherton (Data Manager).

**Agenda Item**

**1 Election of Chair**

In accordance with Article 83:

*83 The Governors shall each school year, at their first meeting in that year, elect a chairman and a vice chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.*

The names of those proposed for Chair, those proposing and those seconding the proposals were requested.

Proposed Mrs Beverley Semper

Proposed by Mr Terry Cawthorne

Seconded by Mrs Wendy Evans

As there had been only one proposed and seconded nominee, Mrs Semper was duly elected as Chair of the Governing Body for Minsthorpe Academy. The remainder of the meeting was chaired by Mrs Semper.

**2 Election of Vice Chair**

Again, in accordance with Article 83:

*83 The Governors shall each school year, at their first meeting in that year, elect a chairman and a vice chairman from among their number. A Governor who is employed by the Academy Trust shall not be eligible for election as chairman or vice chairman.*

The names of those proposed for Vice Chair, those proposing and those seconding the proposals were requested.

Proposed Mrs Anne Marie Spencer

Proposed by Mrs Beverley Semper

Seconded Mr Terry Cawthorne

As there had been only one proposed and seconded nominee, Mrs Spencer was duly elected as Vice Chair of the Governing Body for Minsthorpe Academy.

**3 Apologies for Absence**

Apologies for absence were received from Mrs A Jarratt, Mrs F Parkin, Mr M Royds-Jones, Mrs AM Spencer and Mr M Gilmore

Mr Cawthorne proposed these absences were consented to. Seconded by Mrs Evans

**RESOLVED# 01**

**The Governors resolved to consent to the absences of Mrs A Jarratt, Mrs F Parkin, Mr M Royds-Jones, Mrs AM Spencer and Mr M Gilmore.**

**4 Conflicts of Interest**

Governors had been notified of the agenda prior to the meeting, and confirmed there were no conflicts of interest.

**5 Minutes of the Meeting held on Tuesday 12<sup>th</sup> July 2016**

Governors were asked to confirm they had received and read the draft copy of the minutes from the meeting held on the Tuesday 12<sup>th</sup> July 2016.

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 Dickinson proposed that the minutes of the meeting held on **Tuesday 12<sup>th</sup> July 2016** be signed as a correct record.

Mr Johnson seconded this proposal.

**RESOLVED # 02**

**The Governors resolve that the minutes of the meeting held on Tuesday 12<sup>th</sup> July 2016 be signed as a correct record.**

**6 Matters Arising**

During the meeting of the 12<sup>th</sup> July 2016, Governors had made a number of recommendations with regards to the policies before them for approval. A number of policies had been approved subject to amends.

Prior to the meeting Clerk had provided Governors with a summary document showing the actions taken following the meeting. Extracts and outcomes below.

**Complaints Policy - Approved subject to the recommended amends (EIA and flowcharts)**

- *Timeline/Days added to flowcharts*
- *Vice Principals aware and to address*

**Capability Policy - Approved - subject to the recommended wording amends.**

- *Page 3 wording checked with HR Director. Wording taken directly from the model DfE Capability Policy.*
- *Page 3 final bullet wording amended from 'warn' to 'notify' by HR*
- *Page 3 final paragraph wording amended from 'sufficient' to 'necessary improvement' by HR to avoid subjectivity.*

**'Supporting Students with medical needs' Policy - Approved - subject to the recommended EIA amends.**

- *Vice Principals aware and to address*

**Code of Conduct - Approved - subject to the phrase being inserted as appropriate.**

- *phrase inserted*

<p><b>7 Membership Changes</b></p> <p>No Membership changes to report.</p>
<p><b>8 Board Changes</b></p> <p>No Board changes to report</p>
<p><b>9 Appraisal Policy Amendment (Minor)</b></p> <p><b>Appraisal Policy</b></p> <p>Governors had been provided with both the full policy and a summary of the minor change to the number of minutes of lesson observation or lesson visit. Mrs Merritt informed Governors that currently staff are observed for one full lesson (50 minutes) followed by five 10 minute lesson visits.</p> <p>The proposed amendment will increase the total number of minutes observed to 120, with the additional 20 minutes allocated to the QA of P&amp;A time (registration). Currently, whilst Leadership and cross Curriculum Team leaders drop into P&amp;A sessions, these are neither formally quality assured nor recorded. P&amp;A time now has a set curriculum which college believes should be subject to quality assurance checks.</p> <p>Increasing the total to 120 is still under recommended guidelines. Mrs Merritt sought the Governors' approval of the amends for immediate implementation.</p> <p>Questions were requested</p> <p>Chair sought a proposer and seconder for the approval of the Appraisal Policy.</p> <p>Mr Cawthorne proposed,</p> <p>Mrs Davis seconded.</p> <p><b>RESOLVED # 03</b>  <b>Governors resolved to approve the Appraisal Policy for immediate implementation.</b></p>
<p><b>10 Review of the exams results</b></p> <p>Chair welcomed Kim McGowan and Peter Atherton to the meeting and invited them to present to Governors.</p> <p><b>Results are currently unconfirmed by official sources and so this item is deemed confidential – content removed.</b></p>
<p><b>11 Confirmation of Time and Date of Autumn Cycle of Meetings</b></p> <p>Governors were asked to note the remainder of the Autumn meeting cycle as below:</p> <p>Tuesday, 22nd November 2016 @ 4:30pm in the T&amp;CC  (FGB - Accountants' Report and Budget Approval)</p> <p>Tuesday, 29th November 2016 @ 4:30pm in the T&amp;CC  (Standards and Students Committee)</p> <p>Tuesday, 13th December 2016 @ 4:30pm in the T&amp;CC</p>

(FGB)

Tuesday, 13th December 2016 @ 6pm in the T&CC  
(AGM)

**Governors noted the above dates.**

**12 Other Business**

**Governing Body Inspection File - Principal and Chair**

The Principal informed Governors of the changes to the OFSTED Handbook, which were not merely cosmetic, and show a clear increase in the inspection of Governance, including an awareness of strengths and weaknesses.

Principal had circulated a document prior to the meeting and had suggested Governors produce an inspection file, supported by College. These documents should demonstrate Governors know, and are not simply given information to which they respond.

Mrs Evans confirmed the Governing Body at Carlton J&I have a similar document of which all their Governors were familiar with

Chair proposed an additional meeting to be held on Monday, 26<sup>th</sup> September 2016 at 6pm in the T&CC to begin to develop an OFSTED Strategic Plan for Governors.

Governors had a full and detailed discussion around aims for the meeting on Monday 26<sup>th</sup> September.

**Questions from previous minutes – Ruth Purbrook**

What is process and benefit of moving to a multi academy trust?

Principal confirmed the reasoning behind moving to a MAT for the benefit of Ruth, adding that the process is still ongoing, with two feeder schools committed to joining, along with possible one other secondary school. If the process continues a business case will be submitted to the EFA to show College has carried out due diligence. At the moment the Government's agenda for this has not changed, but has simply been reworded still with the aim for all to be in MATs by 2020. There will be a tipping point to forced academisation in all LAs when the number of academies outnumber the main stream schools, or when standards drop within the LA.

College has not yet fully decided whether to form our own MAT with our feeder primaries or to join another. All options are being kept open.

What is the benefit of moving to a multi academy trust? Is it driven by legislation?

Principal confirmed the benefit first and foremost has to be educational. Benefits also include, economies of scale, procurement more cheaply, but the driving force is that students in school will benefit. The students in local primaries tend to feed into Minsthorpe. College would impose a 25 mile rule, in that no partner school would be more than 25 miles from Minsthorpe.

**13 Confidential Items**

Agenda Item 10 - Results are currently unconfirmed by official sources and so will be marked as a confidential item.

**The meeting closed at 5:55pm**

MAT FGB Minutes Autumn Term 2016

Signed as a correct record.

*Beverley L Semper*

Mrs B Semper  
Chair of Governors

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