



MINSTHORPE ACADEMY TRUST

FULL GOVERNING BODY MEETING

19th December 2017 @ 4:30PM

T&CC Main Room

THOSE PRESENT OR ABSENT

Mrs B Semper (Chair)	Member Appointed	✓	Mrs D Davjs (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	Apols	Mr M Royds Jones	Staff Governor	✓
Mrs W Evans	Parent Governor	Apols	Mr M Scott	Member Appointed	✓
Mr B Dickinson	Member Appointed	✓	Mr W Shaw	Member Appointed	✓
Mr R Henshaw (Principal)	Principal (Ex-officio)	✓			
11 /13 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)
Mr S Watson	Allotts Accountants
Mrs M Watson	Business Director

Welcome by the Clerk	Actions
Agenda Item	
Welcome by the Chair	
<p>1 Conflicts of Interests and Changes to Business Interests</p> <p>Governors had been notified of the agenda prior to the meeting, and were asked to inform the meeting of any conflicts of interest, of which there were none.</p> <p>Changes to the Business Interest forms were requested, of which there were none.</p>	
2 Apologies for Absence	
<p>Apologies for absence were received from Mr T Cawthorne and Mrs W Evans.</p> <p>Mrs Semper proposed these absences were consented to.</p> <p>Seconded by Mr Scott.</p> <p>RESOLVED# 03 The Governors resolved to consent to the absences of Mr T Cawthorne and Mrs W Evans.</p>	
3 Accounting Officer's Report	
a) Minsthorpe Academy Trust End of Year Accounts 2016/2017	
<p>Welcomes were offered to Mr Watson (Allotts Accountants representative). Mr Watson had been invited to the meeting to explain the context of reports and key areas within the accounts.</p> <p>Mr Watson referred to the MAT Accounts and informed the Governors the accounts were in three main sections:</p> <p>1 - Report of the Trustees (Non-Financial – structure, management, outcomes pages 3 - 12). As Governors are already aware of the nature of this, the section was not run through by Mr Watson.</p> <p>2 - Governance Statement (Non-Financial – Attendance etc. pages 13 - 15.). This focusses more on financial management and the acknowledgement of the scope of responsibility of Governors.</p> <ul style="list-style-type: none"> - Page 16 requires the Principal to sign as the Accounting Officer to confirm there are no financial irregularities. - Page 17 Requires the Chair of Governors to sign to the same effect. - Pages 18 – 20 The Assurance Report on Regularity also states that, in the Accountants' opinion, nothing has been spent on items or services for which the funds were not specified and see the Accountants giving confirmation the accounts presented give a true and fair view. 	

3 - Auditors Report, Accounts and Supporting Notes

Agenda item deemed confidential – content removed.

The Accounts – summary

Agenda item deemed confidential – content removed.

Mrs Watson (Business Director) would upload the accounts to Companies house and the ESFA once paperwork signed off by the Principal and the Chair of Governors.

Management Report

Agenda item deemed confidential – content removed.

Chair requested questions.

Questions and Response - Deemed confidential – content removed.

Mrs Davis proposed Governors accept the audited accounts of Minsthorpe Academy Trust for 2016/17.

Mr Shaw seconded this proposal.

This was supported by a full show of hands.

Resolved # 04

The Governors resolved to accept the audited accounts of Minsthorpe Academy Trust for 2016/17

b) Ratification of the MAT End of Year Accounts 2016/17

Mrs Semper proposed the accounts be referred and recommended to the Members of Minsthorpe Academy Trust for approval at their AGM (19.12.17).

Mrs Boughen seconded this.

Resolved # 05

Governors resolved the accounts be referred and recommended to the Members of Minsthorpe Academy Trust for approval at their AGM (19.12.17).

<p>c) Appointment of Accountants for 2017/18</p>	
<p><i>Agenda item deemed confidential – content removed.</i></p> <p>Chair sought the approval of the Governors to appoint Allotts Accountants as the Academy's accountants for the financial year 1st September 2017 to 31st August 2018.</p> <p>Mrs Davis proposed Allotts Accountants are appointed as the Academy's accountants for the financial year 1st September 2017 to 31st August 2018.</p> <p>Mr Dickinson seconded this.</p> <p>All three resolutions were supported by a full show of hands of all those eligible to vote.</p> <p>Resolved # 06 The Governors resolved to appoint Allotts Accountants as the Academy's accountants for the financial year 1st September 2017 to 31st August 2018.</p>	
<p>4 Minutes of the Meeting held on Tuesday 19.09.17</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 19th September 2017.</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>Mrs Britton proposed that the minutes of the meeting held on Tuesday 19th September 2017 be signed as a correct record.</p> <p>Mrs Boughen seconded this proposal.</p> <p>RESOLVED # 07 The Governors resolve that the minutes of the meeting held on Tuesday 19th September 2017 be signed as a correct record.</p>	
<p>5 Minutes of the Meeting held on Tuesday 28.11.17</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 28th November 2017.</p> <p>Corrections were requested by the Chair. The meeting in question had been cancelled due to failure to meet quorum. Key agenda items had been transferred to the current meeting's agenda. Thanks to Mr Watson for accommodating the change and apologies for the poor attendance at the previous meeting (28.11.17).</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 Dickinson proposed that the minutes of the meeting held on Tuesday 28th November 2017 be signed as a correct record.</p> <p>Mrs Jarratt seconded this proposal.</p>	

<p>RESOLVED # 08 The Governors resolve that the minutes of the meeting held on Tuesday 28th November 2017 be signed as a correct record.</p>	
<p>6 Matters Arising from the Minutes (not included below)</p>	
<p>There were no matters arising.</p>	
<p>7 Correspondence</p>	
<p>Chair has received a complaint letter from a parent of a Music School service user. This had not followed correct procedures and the complainant had been referred back to the College Complaints Procedure. Mrs Merritt had dealt with the issue at Stage 2 of the Complaints Policy and had met with the complainant. Awaiting response.</p>	
<p>8 Chairs Actions</p>	
<p>Chair had been involved in:</p> <ul style="list-style-type: none"> - The Principal's Performance Review (with one other Governor and the College's Professions Partner – Keith Worrall) - Two meetings with the Principal - Complaint process - 3 Permanent Exclusions - an over 5 day review (19.12.17) - interview process for a Design and Technology Technician. 	
<p>9 Membership Changes</p>	
<p>No membership changes since the previous meeting.</p>	
<p>10 Board Changes</p>	
<p>No changes to Directors/governors since the previous meeting.</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 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>The Business Director will lodge the Accounts with Companies House as soon as all processes are complete following this meeting and the following General Meeting.</p>	

12 Staff Voice

For this cycle of staff voice, Mrs Jarratt explained how Staff Governors trialled Survey Monkey to encourage staff to respond. The locked response box electronic invites and paper forms in pigeon holes had not resulted in a response of more than 20 or 30 staff responding. Survey Monkey had responses from 70 staff.

There were 5 questions for staff to respond to;

- Do you feel that your workload is manageable?
- Do you feel that we need a self-help group for staff well-being?
- Have you seen an improvement in student behaviour around site at snack breaks?
- Do you feel that you are given adequate development and training opportunities to support you in your role(s)?
- Do you support the proposed Teaching School Application?

Each question required only a Y/N response and the 5 questions should take no more than a couple of minutes.

The increase in responses was really pleasing, meaning that responses were more indicative of the whole College. The opportunity to input free text was also an option.

Any points requiring clarification were sought from Leadership prior to responding. Points raised are not dismissed and are looked at, responded to, revisited and clarified as necessary. The Principal responded to each free text comment, and these have been released to all staff. Strategies have been put in place for some of the responses where necessary, for all others confirmations/clarifications or consideration of changes were given.

Mrs Jarratt believed the survey monkey approach would be used again going forward.

A number of points from each section were highlighted by the Principal and his response explained.

The Principal believed the format of the survey had followed the OFSTED 'only comment if unhappy' route and this could also be adapted going forward to enable staff to comment on things they believed were going well.

Questions and Response

Chair queried the comments regarding marking and workload, and the impact of this on the teachers.

Principal replied there were a number of issues to address with marking and workload. Learning and Teaching group are to discuss this and staff have a list of the key pieces of work which require marking. The comments regarding marking and workload do concern leadership and these will be revisited and looked at in more details to check what is being marked and advise accordingly.

Leadership check with their link areas to make sure staff are not marking by rote, but that this should be timely and useful. Marking should not be a burden on staff and should follow the framework distributed by their CTL.

Question and Response

Mrs Britton note staff believed student behaviour to have improved and asked College what it had be doing to see this improvement.

Governors were reminded of the recent changes introduced and these were:

- the Soc Voc block is out of action where students used to gather
- students have been discouraged from gathering on walkways where they were congregating
- College now has designated areas for students to socialise, both indoor and outdoor.
- 'walk ways not talk ways' is the key phrase
- Plans are in place to use TCC profits to purchase additional canopies for inclement weather.
- mobile phones are not permitted once on site, this is a 'not for sale' approach.
- Split lunch sittings for Years 8 and 9 to reduce the number of students both around site and in the dining hall.
- around 200 students eat packed lunches in the Main Hall

Altogether a much calmer and more orderly atmosphere to the college site, just these few measures have had a big impact. A positive sign when noticed by staff and commented on through Staff Voice. The Principal summarised and added Leadership really do take account of the comments received through Staff Voice.

Chair added each concern raised had been responded to in a positive manner, explaining how College was working towards alleviating the problem.

The Principal added College were trying to change to nature of Staff Voice from a 'moanfest' to not just what is wrong but for staff to suggest ideas of how to improve it.

Chair added it gives Governors a better insight as previously it was just negative comments but now is more positive and more representative.

Question and Response

What is a SCIF?

SCIF is a Student Class Information File and is filled with current data, seating plans etc. There appears to have been some confusion regarding how frequently staff should be updating and reprinting these. Seating plans should be annotated to show how staff have moved students according to individual needs, and no need to be a clean sheet.

Data should be updated at the beginning of September and following AP1 and AP2. It is a working document and should not be updated all the time.

The message to staff needs to be clearer to avoid misinterpretation and not to make work.

Mrs Davis commented how staff are totally committed and working really hard.

(Mr Watson had remained in the meeting until all required paperwork had been signed in relation to the accounts. Mr Watson left the meeting with the completed paperwork at 5:15)

Question and Response

Mr Scott enquired whether these were common themes to other trusts or particular to Minsthorpe, the Principal replied workload is a national issue for the profession. Mr Scott added staff can sometimes believe the grass is greener at other schools.

Chair requested further questions, of which there were none.

Governors noted the content of the agenda item.

13 Principal's Report

i) Curriculum Area In college variation - Rachael

Mrs Merritt has circulated a presentation to Governors prior to the meeting and this was referred to.

Governors were aware College considered itself to be 'Good' overall, however some areas are stronger than others and this is referred to as 'in college variation'.

Mrs Merritt referred to the presentation delivered to College Leadership by Mrs Adams, adding Mrs Adams was doing a fantastic job of work in her new role for Quality and Impact.

Mrs Merritt explained Mrs Adams' work around the following areas:

- Process of arriving at judgements, QA and standardisation
- Actions to date to address in-college variations
- CASP Judgements & three year trends
- Summary - Common Strengths & A4D
- Whole-College SEF Judgements Nov 2017

There are 12 curriculum teams in College and MRs Adams led the meetings for each one of these. The Principal and two Vice Principal joined Mrs Adams in standardising the judgements. Keith Worrall (Professional partner) is aware of the judgements and the rigour and discussion which led to the decision.

Mrs Merritt referred Governors to the slide of the presentation detailing the actions to date to address the in college variations.

CASP Judgements

In summary 10/13 curriculum teams have had upward trends for 3 years. Only 3 teams are judged to be requiring improvement:

- Maths is an A4D for College
- MFL is an area of concern '*French recognised as the most difficult subject nationally & our Polish students were guided through exams. However similar outcomes next year (-0.70) will result in inadequate*'.
- Additional Needs is a College priority.

Overall quite a positive picture.

Rationale behind each judgement for core subjects:

English = Outstanding - *outstanding KS4 results well above national +0.17 & +0.47 (Lang & Lit).*

Maths = Requires Improvement - *-0.06 not significantly below average and showing a continued improving trend. Y11 Disadvantaged gap compared to non-disadvantaged was -0.46 and closed to -0.29 in 2017.*

Science = Good - *Strength of Core (+0.01) and Additional results (0.00) for a significant number of students plus Biology +0.17*

The presentation continued with the rationale for each Curriculum Team.

Question and Response

Mrs Davis referred to the MFL Progress 8 score of -0.70 and that this was clearly way below what is expected. Mrs Merritt replied nationally these were noted as more difficult qualifications but the 16/17 results were not what were expected. Support is in place for this team and CTL but if this is repeated in Summer 2018, this subject will be judged as 'Inadequate' next year. There is ongoing support and scrutiny of this team and other teams who are underperforming.

Question and Response

Mrs Davis continued that she is aware of the team through outreach work between Airedale and Minsthorpe and knows there are fabulous team members in there. Is it wise to offer outreach work when the team is struggling at their own school, should their time be invested at Minsthorpe. I am aware of the impact they are having on the MFL Team at Airedale and to me personally as MFL Team Leader at Airedale. They clearly have strengths and so the situation needs scrutiny. Mrs Merritt responded the arrangements with Airedale are mutually beneficial. Work is underway both with the individuals in the team and the CTL regarding Leadership and Management to ensure this is on a par with others. Support is in place from the LT Link for the Curriculum Area, and for the CTL.

Comment

Mr Scott commented many students have difficulty with languages as they have no experience of using these. Cross Curricular projects can be put in place with other subjects such as Creative, in other establishments these have seen a rise in MFL results over the last two years. Mrs Merritt added it would be interesting to share these links and Mr Scott was correct, many students struggle to see the relevance of learning French.

Mrs Merritt continued with the common strengths throughout all subjects:

- Positive climate for learning – the Student Voice survey informed LT the students were happy and safe at Minsthorpe, including the most vulnerable.
- SMSC, BV & student well-being
- Progress towards:
 - a) developing students' literacy skills
 - b) embracing CPD

Common A4D:

- KS3, 4 & 5 new SOW / specifications
- Consistency of meeting TS 2 (promote good progress), 5.1 (differentiation), 6.2 & 6.4 (assessment)
- Ensuring self-evaluation reviews impact and includes TLR holders
- Converting the high Q of T to outcomes.
- Addressing in-team variations e.g. within Creative, Science, Soc Voc, D&T, PE (gender)

Next Steps:

To continue to address in-college and in-team variations through:

- Maintaining high expectations and consistency through LT Link and CA agendas.
- CTLs and L&T TLR holders to lead teams in meeting Objective 2 & 3.
- L&T Network to support the sharing of good practice in the classroom.
- CPD of TLRs e.g. CA QA modelled on LT work scrutiny, embedding T360, addressing learning from M&E experiences of new specs.
- Further collaboration with Wakefield schools on exam specs (Wakefield Learning Community – WLC)
- Bespoke approach of scrutiny and support for underperforming teams (e.g. MFL, Maths, Art, Chemistry, Social Sciences LV3) plus further collaboration between CTLs e.g. CDM & D&T.
- Continued timely support / intervention for staff not consistently meeting Teachers' Standards.

SEF Judgements

As a result of the thorough review of the curriculum areas the judgements on the SEF are firmly good.



Question and Response

Mrs Davis sought confirmation of the % of teachers not meeting Teachers' Standards. Mrs Merritt confirmed currently there were 8 /112 teachers who had not met the required standards and would be re-observed, usually within 3 weeks. Combined with the unannounced Lesson Visits this is 80+% and an improving picture. 5 staff are taking part in 1:1 coaching and 1 is on an Appraisal Support Plan.

Governors requested their thanks were passed onto Sarah for the detailed, honest and understandable work, and also to Kim for her work on the data.

Governors noted the content of the presentation.

The Principal added amendments to be introduced by OFSTED in January will have Inspectors presuming a school remains as good. If d, during the inspection it is thought the school is no longer good, the school will remain as it is for up to 18 months to allow the issues to be addressed, before a Section 5 inspection within 18 months.

ii) Year 11 Progress – Update (including the progress of PP & SEND) Mark – NOTE

Mr Gilmore delivered a presentation to Governors, which had been provided to Governors prior to the meeting.

Mr Gilmore updated the Governors with regards to the comparisons notes below.

Headlines: Summer Results - Y11 2016/17 - Actual Grades

Number of Students	% Basics (E&M)	% Ebacc	Attainment 8	Minsthorpe 8
234	33.3%	19.2%	41.8	+0.10

Headlines: Assessment Point 3 Revised - Current Y11 2017/18 - Predicted Grades

Number of Students	% Basics (E&M)	% Ebacc	Attainment 8	Minsthorpe 8
232	31.9%	12.5%	42.7	+0.13

MAT FGB Minutes Autumn Term 2017

Headlines: Assessment Point 1 - Y11 2017/18 - Predicted Grades

Number of Students	% Basics (E&M)	% Ebacc	Attainment 8	Minsthorpe 8
231	35.9%	12.6%	42.5	+0.09

(NB Basics refers to English and Maths)

The current Year 11s produced similar scores when in year 10 but this is expected to drop when new data is collected at the beginning of Year 11. However AP1 results were really pleasing at +0.09. If this continues, College will have 3 years' positive Progress 8 data.

Individual Subjects

Slide 3 of the presentation details the subjects areas and their MCC One scores (negative scores highlighted yellow – RE has only 14 students). MFL is still a negative score but has come a long way.

Leisure and Tourism and Sports and Leisure are Level 1 subjects with students who are the most vulnerable and the weakest on entry. These students are now achieving qualifications.

ICT GCSE is being monitored at the minute. Clarification given of the subjects moving to gradings of 9 - 1 and of those remaining at A* - C.

Student Group Performance

Slide 4 - Priority 2 is Diminish the Difference (PP, SEND, LMH, Gender) and is thread throughout the College. The gender gap is being worked on with teams, Pupil Premium is steady just now but has seen massive improvements from just three years ago.

My Tutor Maths

Slide 5 Student names listed, and are really engaging with the programme one night per week. These are pupil premium students who are vulnerable in Maths, working in small manageable groups. Go Higher West Yorkshire (GHWY) have paid for the My Maths Tutor programme and undergraduate students are working with our students.

There are 200 places allocated to years 10/11 for Mr Banks online.

Assertive Mentees

Slide 6 These are students who are being mentored by Leadership of CCTLs, and who it was thought would benefit from additional mentoring. Most of these students are high ability.

In the RED

Slide 7 – This slide detailed the students who are in College and attending however they have a negative Progress 8 score. This information will be shared with staff after the Christmas break. All student scores impact on the overall College Progress 8 score and so needs all staff to buy into improving these negative scores. A number of these were high ability on entry and should be achieving As and A*s.

Chair requested the progress of these students is shared with Governors, showing the changes from the start of the process after Christmas to when they finished. The Principal suggested Governors could become mentors. Mr Scott suggested he could suggest some

external coaches, this could be CPD for those taking part and to work with students over a term.

Staff will be given the barriers to learning for each of the students. The Progress meetings have already discussed EBACC and Science this term.

Question and Response

Mrs Britton asked whether some of the barriers these students face were external and were advised some were. The pastoral meeting (Inclusion) which takes place every Thursday and includes the leads for Pastoral, Inclusion, SEND, Safeguarding and Mrs Merritt as Vice Principal. This team meets with each CCTL in turn and cross references all strands of the students discussed.

Mrs Merritt added the Year 11 CCTL is present at all the meetings and so has the picture of the students 'in the round'.

Mr Scott commented the students may be lacking aspiration could be mentored by someone out of College. Mr Gilmore added employee mentoring is really powerful.

The issues which this may present were discussed i.e. DBS checks, identifying and matching mentors and mentees.

Question and Response

Mrs Davis queried whether any of the students had SEND, and how interesting it would be to see where they sat on the hierarchy of need pyramid. It was confirmed students with SEND/PP/AL and LAC have mentors, access to My Maths, and individual mentoring, knowing the students helps with the fantastic support.

Mrs Davis questioned when would their progress be checked next? Mr Gilmore replied these are mocks in November and February, followed by a data drop in the Spring Term. Mrs Davis suggested Governors could offer a prize for the students being mentors who makes the most progress, a tablet for example. Maybe send a letter to enthuse them.

Following a discussion around the costs, decision taken to allocate rewards rather than issue tablets. Governors were informed all progress was rewarded.

Mr Gilmore continued by informing Governors the students under discussion now were a different category as they might currently being predicted 7s, but not the 8s they are capable of. They are not doing anything wrong but need just a little extra support. The marginal gains College is aiming to achieve over the whole College and all students will make the difference to College results. The Principal added the impact of negative progress 8 scores is clear, it takes 20 students over performing to counter 1 student underperforming.

Mrs Britton commented these students do not progress by accident but as a result of the team around them – Mentors, family members, teachers. Mr Gilmore added this slide was just to show the students who were getting an extra layer of support, over and above the support given to all.

Current Strategies in College

- 2450 interventions for Y11 students since September with staff after college, all interventions are now recorded on a central database.
- Positive postcards and data drop meetings
- Individualisation of timetables

- V Cert Physical education established now and will be used with AP students
- Year office emphasis on my maths and educake
- Key students raised weekly at progress meetings
- Raised emphasis on contact with parents
- Intervention programme with increased emphasis on non-attendance

Still to come this year:

- Mock exams- 14th December- 22nd
- Mock Marking deadline 22nd January
- Y11 IA -22nd January
- Mock results Parent's evening- 30th January to give mock results and strategies
- Thursday 1&2 intervention
- 26th February- Mock exams
- 12th February – Assessment point 2
- Learning Performance sessions
- Holiday revision/intervention
- Manglish – Maths and English additional intervention out of school.

Mrs Watson left the meeting at 5:45pm.

iii) Teaching School Update – Ray

Governors had been provided with documentation prior to the meeting which included a sheet of FAQs. The Principal gave context to this agenda item in an explanation of events from 2014 to date with regards the Government and academisation of schools, formation of MATs.

The Principal reminded Governors of Minsthorpe's efforts to become a MAT and the barriers it faced (results in 2015, RSC visit). The move to becoming a MAT did not move forward and the Government's compulsion for schools to join, moved only to encourage. Minsthorpe always wanted to retain its individuality, results bounced back and now within 3 years 'sig+' is possible and without being forced to join a chain which is now tainted by the recent scandals.

The Teaching School movement and alliances by comparison is an unparalleled success. Schools and colleges work together via SLAs, keeping autonomy. The Principal had detailed the benefits of a teaching school alliance within the document provided prior to the meeting and asked Governors if they needed further clarification of these benefits – no required.

The aim of a Teaching School Alliance is to work together with other schools to improve teaching and learning. Newly good and outstanding schools can apply.

The College's SCITT is successful and College has a clear commitment to CPD, along with a commitment to working with other schools which has resulted in mutually beneficial arrangements with schools such as Airedale Academy, for example.

If successful the College will receive £200K over the next four years, along with access to additional streams of funding to continue working with other likeminded schools.

MCC has submitted an application for the first round, however the Wakefield LA is no longer a 'target area'. Rotherham, Barnsley and East Riding are target areas.

The Principal summarised by confirming this was a long term ambition for the school, and the staff and supportive as seen through Staff Voice.

The Chair sought any further questions from Governors, of which there were none.

Governors noted the content of the Principal's presentation.

iv) SEND Update

Governors had been provided with a copy of the SEND Strategic Plan prior to the meeting. The Principal advised the Associate Assistant Principal (Additional Needs) Mr Orr had produced the strategic and operational plan. All entries fall within the Colleges 3 priorities and forms a cross curriculum strategic plan. The next step in the development of the plan is to include milestones and not to have the first review in September 2018. SEND Students are compared to Non SEND. Mr Orr's intention is to make every Minsthorpe teacher a SEND teacher. Mr Orr plays a key role in the Inclusion Team and has an overview of the issues young people face in this College, their barriers to learning.

The plan going forward is to get the correct diagnosis, and have then logged correctly on the register, and have the barriers young people face in everyone's mind. SCIF's should be annotated to show buddies and seating plans etc.

Question and Response

Mrs Britton questioned what additional CPD was available for SEND aspects. College responded by informing Governors there were 8 planned sessions over the year, all to be delivered by Mr Orr and open to all staff, details below:

Autumn Term

How Pre & Post tutoring of vocabulary supports literacy
Helping students to use Access Arrangements effectively

Spring Term

Personalising instructions & questioning
How visual supports enable secure learning
How good working memory underpins successful learning and exam outcomes

Summer Term

How extrinsic & intrinsic motivation support progress in learning
Speech, Language & Communication Strategies for the classroom & beyond
Autistic Spectrum Disorder strengths and challenges.

Question and Response

Mrs Davis asked if College was happy with the accuracy of the register. Does it reflect what it should? The Principal confirmed it was far closer to being accurate but was still a work in progress. Reviewing the register is one of Mr Orr's priorities. Mrs Davis added the register has got to be correct as if not it doesn't matter what College does, if the wrong students are on the register, students will not be getting the support they need. The Principal added Mr Orr was making headway, and this was an action in the plan (*priority 2, pt. 5 - SEND register to be reviewed on a six monthly basis to ensure accuracy for data, interventions and support. SEND register is reviewed in time to make adjustments for the school census.*)

The Principal had suggested a milestone to be inserted for January 18. Mrs Merritt added this could be returned to Governors with an update. Mr Orr is reviewing the register year group by year group. Year 11 and 10 have taken priority.

Question and Response

Mrs Davis enquired how the College addressed Access Arrangements and was informed Mr Orr had reviewed these already and detailed the work undertaken to date to ensure these were based on accurate information. Mrs Davis added some schools put students requiring access arrangements on the register as a matter of course. College responded this was not the case at Minsthorpe these students are not automatically entered on the register as College has to be able to demonstrate a history of need.

Question and Response

Mr Scott queried whether OFSTED would pick up on a large number of changes to the register? Mrs Jarratt confirmed this had been discussed, and this was to be reviewed again in light of the census.

Question and Response

Mrs Davis added it takes a long time to bid for an EHCP to support students. Mrs Merritt gave an example of a student who did not have a plan in May, however today (19th December) he has been offered a place at High Wells school. This was a tremendous result for the student. To secure an EHCP requires a rigorous process. The EHC was preceded by the My Support Plan of up to 30 pages.

Governors were asked to note the content of the presentation

v) Governors' Information File

Governors had requested Clerk produced a Governors Information File, and had detailed a wide range of information as listed below:

- 1 College Vision
- 2 Areas for development from last OFSTED inspection
- 3 A maximum of 1 page to show how we have addressed those development points
- 4 The whole school improvement priorities and 1 paragraph underneath to say why we have chosen these
- 5 A copy of the Whole School Improvement Plan (MCC calls this the CSP)
- 6 A copy of the latest SEF
- 7 Copies of all SOAPS and on the reverse of these, the breakdown for Governors
Governors
- 8 An example of GB minutes where challenges have been made
- 9 An attendance figure to show GB commitment to meetings- an average for last year
- 10 A list of the skills that each of our Governors brings to the College
- 11 Training profiles of all GB members (received by MCC)
- 12 A list of acronyms.
Safeguarding
- 13 Keeping Children Safe in Education (Part 1 and Full Doc)
- 14 Safeguarding Q&A
Achievement
- 15 Head line figures from last 3 years
- 16 Key pieces of data that we all need to know from summer cohorts- strengths and weaknesses
- 17 What is P8- a paragraph, what is Att 8, a paragraph
- 18 GCSE levels and conversions to old grades (best fit)
Curriculum
- 19 KS3 Life after Levels at a glance- half page max
- 20 KS4 curric offer- 1 page overview
- 21 KS5 curriculum offer- 1 page overview
Disadvantaged Students
- 22 Latest Action Plan

<p>23 Q&A OFSTED</p> <p>24 OFSTED Welcome Pack</p> <p>25 Model Answers from 29.9.17 training</p> <p>Additional data requested was:</p> <p>Numbers on role Attendance (inc groups) Send Pupil Premium EAL LAC MA Exclusions Year 11 Overview AP information</p> <p>Two sections left to be completed was the skills and training areas. Clerk suggested Governors completed a skills audit to enable up to date information to be on hand. Governors agreed, this will be circulated after the holidays by the Clerk.</p>	
<p>14 Policies</p>	
<p>i) Anti-bullying Policy (minor Update)</p> <p>Governors had been provided with copies of the Anti-Bullying policy prior to the meeting. Mrs Merritt referred to this and the proposed amendments in red. The advice for these amendments were taken from new guidance issued to schools and Colleges in July 2017 – ‘Preventing and Tacking Bullying – Advice to Headteachers, staff and Governing Bodies’ (DfE July 2017). This had resulted in some minor amends and includes the inclusion of distinct links between the College’s anti-bullying and safeguarding policies (Pt 14). Other additions include:</p> <ul style="list-style-type: none"> - Pt 9 sanctioning for bullying outside of College clarified - Pt 10 additional suggested support for victims of bullying - Pt 11 perpetrator’s motivations - Pt 19 reference to online safety policies - Appendix 3 explicit reference to Vulnerable Groups and the impact of their very nature of being different. <p>The Anti-Bullying processes are very much a strength of Minsthorpe.</p> <p>Questions were requested, of which there were none.</p> <p>Chair sought a proposer and seconder for the approval of the MCC Anti-bullying full and concise policies.</p> <p>Mrs Davis proposed, Mr Scott seconded.</p> <p>RESOLVED # 09 Governors resolve to approve the MCC Anti-bullying Policy full and concise policies for immediate implementation.</p>	

Mrs Merritt informed Governors following the previous meeting and discussion of the anti-bullying policy, Mrs Britton had suggested there be a student friendly version on the policy in each classroom. This has now been implemented.

ii) Admissions Policies

The Clerk directed Governors to the two admissions policies circulated prior to the meeting.

College Admission Policy for Year 7 - 2019/20

College currently has an SLA with the LA to handle all KS3/KS4 school 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.

Consideration is to be given to the effect of the collapse of WCAT and the possible impact on the MAT taking on HACA to having a 'clear out' of undesirable students. College is in dialogue with the LA with regards to the in-year admission numbers. Admissions into Year 7 are set at 300 and historically have not often met this figure, however staffing is set in accordance with the actual students admitted to College which can be as low as 270. In theory, the LA then consider College to have 30 'spare' places for in year transfers. In-year admissions cannot increase student numbers to a point where additional staffing is required.

Questions were requested. Of which there were none.

Chair sought a proposer and seconder for the approval of the College Admissions Policies for 19/20, noting the Admissions numbers of 300 for Year 7.

Mr Shaw proposed, Mrs Britton seconded.

RESOLVED # 10

Governors resolved to approve and adopt the College Admissions Policy for 19/20, noting the Year 7 Admissions number of 300.

College Admission Policy for Post 16 - 2019/20

The policy presented was based upon a template suggested by the LA. And followed the same process as previous years. College would continue to recruit students to Post 16 in line with this policy and have a maximum of 400 students.

Questions were requested, of which there were none.

Chair sought a proposer and seconder for the approval of the College Post Admissions Policies for 19/20, noting the Admissions numbers of 400.

Mr Shaw proposed, Mrs Britton seconded.

RESOLVED # 11

Governors resolved to approve and adopt the College Post 16 Admissions Policy for 19/20, noting the Admissions numbers of 400.

Clerk to inform the LA of the Policy Acceptance.	Jayne												
15 Reports of Committees													
<p>Prior to the meeting Governors had been provided with minutes for each committee meetings, where possible. The Chair gave the Governors the opportunity note each of the separate committee minutes and raise questions or discuss matters arising.</p> <p><u>Carried over from the previous meeting cycle:</u></p> <ul style="list-style-type: none"> i) Behaviour and Discipline (Over 15 days review) 18.07.17 ii) Behaviour and Discipline (Over 5 days review) 18.07.17 <p><u>From the current meeting cycle:</u></p> <ul style="list-style-type: none"> iii) Behaviour and Discipline (PEX x 2) 05.10.17 iv) Pay and Personnel Committee 13.11.17 v) Behaviour and Discipline (PEX x 1) 13.11.17 vi) Standards and Students 21.11.17 Meeting cancelled due to poor attendance. <p>Clerk thanked all Governors involved in these meetings.</p> <p>Content of all meeting minutes were noted.</p>													
16 Governor Training and Development:													
<p>Possible training opportunities are being investigated and will be confirmed as soon as possible.</p> <p>A Governors open Morning will be arranged for next half term.</p> <p>The LA have advised of two possible training dates regarding the new exclusion guidance. Clerk to email out the information to Standards and Students Committee Members.</p>	<p>Jayne</p> <p>Jayne</p>												
17 Confirmation of Time and Dates of the Spring Cycle of Meetings:													
<p>Governors were asked to note the dates and times of all scheduled meetings in the Spring term:</p> <table border="0"> <tr> <td>23.01.18</td> <td>3:30pm</td> <td>Pay and Personnel for Associate Staff (Chair and two other Governors only)</td> </tr> <tr> <td>23.01.18</td> <td>4:30pm</td> <td>Resources and Standards and Students (to run concurrently)</td> </tr> <tr> <td>27.03.18</td> <td>4:30pm</td> <td>FGB</td> </tr> <tr> <td>24.04.18</td> <td>4:30pm</td> <td>FGB Benchmarking</td> </tr> </table>	23.01.18	3:30pm	Pay and Personnel for Associate Staff (Chair and two other Governors only)	23.01.18	4:30pm	Resources and Standards and Students (to run concurrently)	27.03.18	4:30pm	FGB	24.04.18	4:30pm	FGB Benchmarking	
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MAT FGB Minutes Autumn Term 2017

The two Committees will run concurrently on the 23rd January 2018 with a Governor from each committee feeding back to the FGB in March 2018. Noted by Governors.	
18 Other Business	
No Other Business Discussed	
19 Identification of Confidential Items.	
Agenda Item 3 was deemed confidential and as such will be removed from published minutes. In Agenda Item 13ii, any student names to be removed.	
The meeting closed at 6:30pm	

Signed as a correct record.

Beverley L Semper

Mrs B Semper
Chair of Governors

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