



**Minutes of Student & Staff Well-Being
Monday 9th February 2015 – 6.00pm**

GOVERNORS PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr R Tuck (RTU)	Staff Governor	✓		
Mrs H Baker (HBA)	Parent Governor	✓		
Mr I Phillips (IPH)	Parent Governor	✓		
Mrs C Ward (CWD)	Parent Governor	✓		
Mrs J Hart (JHA)	Community Governor	✓		
Mr M Betteridge (MBE)	Old Trust Governor	✓		
Rev. G Pond (GPO)	Church Appt Governor		✓	

IN ATTENDANCE

NAME	POSITION	PRESENT	APOLOGIES
Mr S Garrity (SGA)	Associate Head	✓	
Miss S Bhogal (SBH)	Clerk	✓	
Mrs L Key (LKE)	Business Manager	✓	
Mrs S Farr (SFA)	Assistant Headteacher	✓	
Mrs B Humphrey-Lewis (BHL)	Assistant Headteacher	✓	

The Chair introduced herself to everyone as the new chair of Student and Staff Well-Being Committee.

The second presentation took place first as SFA and the student had not arrived yet.

Agenda Item:	2; Presentation on the new DSEN
Minute Number:	SS128.15

Michelle Matthews (MPR) and Marc Pellett (MPE) were presenting.

A handout was sent out with the papers titled: QEGS Extra.

Two handouts were tabled at the meeting:

1. What do the different categories of need in the Extended Learning Department at QEGS actually mean?
2. What is happening to SEN funding at QEGS and Nationally?

24.02.2015 – V2

Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

MPR explained that we are currently not being funded to support the first 9.5 hours for students with additional educational needs at QEGS (this is since April 2013, please see handout number 2). Derbyshire are still issuing statements with TA hours on, this gives parents false expectations.

Governors asked whether this information had been fed back to Derbyshire. The Headteacher: Yes, changes are coming in at the beginning of September, but we will not be able to implement these until after April.

MPR explained that the table on the back of handout (number 1) explains the different codes used in the handout.

We do not receive funding for the first 9.5 hours this equates to £6k per statement.

Marc Pellett (MPE) explained that he had attended a parent forum that evening educating parents, most parents felt that Teaching Assistants should provide one to one help, he explained that this is not the case.

The Business Manager explained that it does not have to be one to one help, even though that has been the case in the past. MPR stated that we do not have funding to provide that, and we need to make sure the message going out states this, although a provision is given. All students have support, with staff trained with SEN. There are SEN Representatives in each department, other help is also given in tutor time.

Governors asked how many students this applies to. MPR replied that there are 31 statemented students that have taken a hit and there are an additional 150 hours going in however, we are still providing the same service.

The Business Manager also explained that the funding has dropped considerably, the figures show that in 2013/2014 the funding received was 300k and in 2014/2015 it is 178k.

The Headteacher: explained that we cannot increase staffing as there is no funding. HBA summarised by saying that what we do provide is good, and thanked MPR and MPE for their time.

MPR and MPE left the meeting at 6.17pm

Agenda Item:	1; Presentation on the Canteen Survey Results
Minute Number:	SS129.15

Member of Staff presenting: Sue Farr (Assistant Headteacher)
Student Present: James Harry

James introduced himself, he is originally from Kent. He moved to QEGS in year 9 and enjoys Maths and Chemistry, he aspires to be an Engineer.

The survey was put together by students and Amanda Spiby from the canteen.

24.02.2015 – V2

Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

The Assistant Headteacher thanked RTU for all his help in collating this information. She stated that 83.5% of students answered the questions. Opportunity was given to students to write their feedback and comments. Please see the handout tabled at the meeting for the analysis. The key items brought up were:

- Pricing – which cannot be changed as this is set by DCC.
- Variety of the menu – this also cannot be changed as it is in line with the recommendations bought in by Jamie Oliver.
- Healthy eating – this can be changed depending on remaining funds.
- Queuing times – a few ideas were that the Main Hall be used so that more seating can be provided, making sure more than one checkout is open. Even though you pay using your thumb print there is still an element of waiting.

Another handout was tabled detailing the responses from Amanda.

James highlighted that many students do not understand the menu system, and it is difficult to work out the price of items. It might be helpful if the menu could be displayed in classrooms or outside the canteen, or to put the menu into the planner.

Governors asked if the students who bring sandwiches could eat in the hall to alleviate some of the traffic in the canteen, and what percentage of students bring in packed lunches. James explained that according to the survey about 30% bring in packed lunches and 7% do not like the canteen at all.

The Business Manager explained that allowing students who bring in packed lunches to eat in the canteen could encourage them to purchase hot meals. Price is determined by the Local Authority, it is dependent on the cost of a free meal. However it is still less than commercial prices. Currently a meal deal is £2.30 per meal.

Governors asked James whether he and the students would be revisiting this, to see if their recommendations had been implemented. Yes they would be. The Headteacher also stated we are investigating a drinks trolley for the hall.

James left the meeting at 6.35pm.

Agenda Item:	3; Apologies
Minute Number:	SS130.15

Geraldine Pond.

The Governors accepted her apology.

Agenda Item:	4; Terms of Reference
Minute Number:	SS131.15

These were accepted.

24.02.2015 – V2

Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

The Associate Headteacher took this opportunity to introduce Claire Ward, new parent governor to S&S.

Agenda Item:	5; Declaration of Interest
Minute Number:	SS132.15

None.

Agenda Item:	6; Minutes from the last meeting: dated 10.11.2014
Minute Number:	SS133.15

SS118.14 – Added appendices.

The Headteacher: The current Exclusion Policy has been withdrawn as we think the Government has been challenged via a children's charity in court, this is why we have gone back to the 2012 version.

SS126.14 – There is a big focus this year on parental engagement, and there has been a big improvement. In terms of PCE we now ring parents if there has been no appointment made and make this over the phone. All letters sent out to parents are followed up.

Governors asked who makes these phone calls. The pastoral team do.

Post meeting note: SS126.14 – PCE Attendance figures:

- Year 7 – 85% (2013-14) to 91% (2014-15)
- Year 9 – 76% (2013-14) to 84% (2014-15)
- Year 11 – 77% (2013-14) to 78% (2014-15)

SS127.14 – Governors asked in light of the recruiting problems do you want the S&S committee to do any work to help with this. The Headteacher explained that we need to recruit younger staff and to promote working in Ashbourne, in terms of lifestyle, affordable housing etc. We are currently trying to think of a way to do this.

The Assistant Headteacher expressed that in her opinion this was not the right way to go as many people do not want to teach and live in the same place.

Governors suggested that a glossy version of the staff handbook would be a good thing to send out, could this could go on the website. The Headteacher: Yes and this would make it easily updateable.

Governors also suggested that perhaps we could consider offering private healthcare, even if the member of staff pays a nominal fee. Overtime is also another option as people prefer the chance to earn more money, some companies offer incentives like travel insurance and breakdown cover at a reduced rate. It would be interesting to see what other schools offer. The iPad scheme QEGS currently offer is a good idea.

ACTION:	<i>The Chair suggested carrying out some research, and we should revisit this in the next meeting 11.05.2015.</i>
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24.02.2015 – V2

Signed by Chair of S&S Committee: _____

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ACTION:

The Business Manager: to ask staff for some suggestions and bring back to the next S&S meeting in May.

The Associate Headteacher informed the governors that an enrichment showcase will be taking place on Monday 15th June 2015 from 12.30pm to 2.30pm where year 10 will showcase the work they had been doing during enrichment time. All enrichment options will be there.

Governors asked if this event open to everyone. Mainly the parents of year 10 and 11.

Governors suggested that perhaps targeting prospective parents would be a good idea.

SS127.14 – Vice Chair position. Mick Betteridge was asked whether he would like to stand again as Vice Chair, he stated that he would.

ACTION:

IPH proposed and RTU seconded this.

Mick Betteridge was elected as Vice Chair.

Agenda Item:	8; Local and National Updates
Minute Number:	SS134.15

The Headteacher explained that there have been a few additions since this paper was sent out. The key additional points are:

- Reduce teachers workload
- There has been no change to the Ofsted framework during the year.
- There have been no major policy changes throughout the year.
- We have done a good job on minimising teacher's workload.

The Chair: The parts highlighted in red in this document are very useful.

Agenda Item:	9; Update from Assistant Headteacher (BHL)
Minute Number:	SS135.15

Papers were sent ahead of the meeting for everyone to read.

- a) Results of anti-bullying survey.

White = Similar to last year's results.

Green = Shows improvement.

Red = Figures have gone down.

A discussion took place regarding some of the questions and answers in this survey. Phones are considered a problem when it comes to cyber-bullying as it is very easy to get on the internet with the smart phones that children have these days.

b) Pupil Premium

An up to date handout was tabled at the meeting.

KS3 have made really good progress. The gap in Year 11 is closing.
In Maths progress is made towards the end of the course as it is classed as a progressive course.
Pupil Premium year on year has increased.

Governors asked if we get this sort of update each meeting. The Headteacher: the plan comes out in autumn, the impact comes out now and the plan is then agreed in May.

Governors asked if there is an issue with pupil premium students achieving higher than non-Pupil Premium. Associate Headteacher: students on pupil premium in some years do really well, but then we have five or six that totally disengage.

The Assistant Headteacher explained that funding is available to run add-on transitions. We are going to sign up for the scheme to run a summer school, last year we chose an external provider, this year we are thinking of bringing this in house. In 2014 this ran in the last week of the holidays and was a success.

a) Data about attendance/behaviour.

Attendance is generally very good and we take a team approach to this. If attendance becomes an issue one of the tools we use is not allowing students to go to prom, if their attendance does not improve.

Emergency call outs are very low. We now treat isolation the same as permanent exclusion, this can only be authorised by the Headteacher and the Associate Headteacher. Parents can challenge this.

Headteachers are saying that Derbyshire has a lack of alternative provision when it comes to exclusions. For students that are in isolation they are supervised by the pastoral team, they have to sign a contract and hand in their mobile phone. There are no staff in the room, just a camera.

a) Safeguarding

The Assistant Headteacher explained that in the handout MAT stood for Multi Agency Team and TAF stood for Team Around Family.

Associate Headteacher: other schools are trying to bring a MAT into school.

Headteacher: mentioned that value for money is questionable and it is better to have a Family Support Worker as a member of staff.

Governors asked if Brendan Drake could work for other schools. Yes but we can keep him more than busy as he is inundated with referrals, it is good to have a network of Family Support Workers. Highfield's have also employed a Family Support Worker.

The Chair rounded off by saying this is good as we have been ahead of the game.

a) Behaviour Policy

There are no changes to this policy.

Policy was approved by the Governors.

Agenda Item:	10; Wellbeing Survey Results
Minute Number:	SS136.15

The collated results of this survey were sent out with the papers. The survey is completed anonymously.

The Chair asked if there is anything we can do to increase the number of responses. Could we perhaps offer an incentive for example a prize draw? Associate Headteacher: we could give them the survey to complete on an inset day or perhaps give a directed period of time to complete this survey. However the overall picture is improving, even though we had a low number of responses, some of the comments received were still useful.

The Assistant Headteacher suggested that a thank you letter could go a long way as little gestures make all the difference. The Headteacher explained that she always sends out thank you cards when staff have remained behind helping on snow closure days, or if staff have done well during work scrutinies.

Agenda Item:	11; Policies for Approval <ul style="list-style-type: none">• Student Admissions Policy
Minute Number:	SS137.15

ACTION:	<i>Clerk to send out an electronic version of this policy once the updated sixth form admissions has been added.</i>
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Subject to this change and addition the Governors have approved the policy and have 'Determined our admission arrangements'.

ACTION:	<i>The Chair to sign the front sheet of the policy, recording the minute number and date.</i>
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Agenda Item:	11; Policies for Approval <ul style="list-style-type: none">• Rarely Cover Policy
Minute Number:	SS138.15

All Governors approved both of these policies.

Agenda Item:	12; Staff Sickness Absence Report
Minute Number:	SS139.15

This paper was tabled at the meeting and a copy also emailed to Governors ahead of the meeting.

The red bars on the graph show the latest data and the blue bars are last year's figures.

The Business Manager explained that staff attendance is improving and we are picking this up at review meetings.

There are no long term absences for the Teaching Staff. In terms of support staff we are currently working through one managed sickness, a stage two meeting has been set up. The member of staff is not attending but we are talking to her over the phone.

Meeting closed at 8.15pm