



**Minutes of Full Governing Body Meeting  
Monday 9th March 2015 – 6.50pm**

**GOVERNORS PRESENT**

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr S Griffiths (SGR)	Chair of Governors	✓		
Mr M Atkins (MAK)	Staff Governor		✓	
Mr S Bembridge (SBE)	Staff Governor	✓		
Mr R Tuck (RTU)	Staff Governor	✓		
Mrs H Baker (HBA)	Parent Governor	✓		
Mr C Smith (CSM)	Parent Governor		✓	
Mr R Watson (RWN)	Parent Governor	✓		
Mr R Palmer-Clarke (RPA)	Parent Governor	✓		
Mr I Phillips (IPH)	Parent Governor	✓		
Mrs C Ward (CWD)	Parent Governor	✓		
Mr R Dubrow-Marshall (RDM)	Co-Opted Governor		✓	
Mr M Jeffery (MJE)	Co-Opted Governor	✓		
Mr S Jenkins (SJE)	Co-Opted Governor	✓		
Mrs J Hart (JHA)	Community Governor	✓		
Mr H Tresidder (HTR)	Community Governor	✓		
Mr P Oakes (POA)	Old Trust Governor	✓		
Mr K Wesley (KWE)	Old Trust Governor	✓		
Mr M Betteridge (MBE)	Old Trust Governor	✓		
Mr A Forsyth (AFO)	Old Trust Governor	✓		
Revd. 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	✓	
Mrs J Machin (JMN)	Faculty Leader of Core Maths	✓	

<b>Agenda Item:</b>	<b>1 – Welcome Introduction</b>
<b>Minute Number:</b>	<b>FB1</b>

The Chair of Governors formally introduced Simon Jenkins and Paul Oakes to the Governing Body. He asked them both to introduce themselves.

Simon Jenkins (SJE) works for Nottingham University as a Student Recruitment Manager.

Paul Oakes (POA) is a Foundation Governor, he attended School at QEGS and has 30 years' experience in the Construction industry.

The Chair also welcomed Claire Ward (CWD) and Jill Machin (JMN) to their first FB meetings.

<b>Agenda Item:</b>	<b>2 – Apologies</b>
<b>Minute Number:</b>	<b>FB2</b>

Scott Garrity, Rod Dubrow-Marshall, Matt Atkins, Barbara Smith and Adrian Harding.

*The Governors accepted these apologies.*

<b>Agenda Item:</b>	<b>3 – Declaration of Interest</b>
<b>Minute Number:</b>	<b>FB3</b>

*None.*

<b>Agenda Item:</b>	<b>4 – Minutes from the last meeting – 08.12.2014</b>
<b>Minute Number:</b>	<b>FB4</b>

With one amendment the Governors accepted the minutes as a true and accurate record.

<b>ACTION:</b>	SGR to sign the minutes.
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<b>Agenda Item:</b>	<b>5 – Matters Arising/Actions from the last meeting</b>
<b>Minute Number:</b>	<b>FB5</b>

AA267 – MJE & AMA.

Futures Strategy

MJE drew Governors' attention to the correspondence with DDDC. He also tabled a paper titled 'Best Guesses', he had developed making some informed assumptions about probable income and timescales. He emphasised this was very much work in progress.

**ACTION:**

*MJE/Resources Committee to develop the financial understanding showing projected cash flow/income/expenditure forecasts over the lifetime of our strategy and linked to the school's overall financial plan.*

**ACTION:**

*SBH to agenda as main agenda item for next Full Board meeting in May.*

**The issue of Bridge Funding was raised by the Governors.** The Business Manager explained that while we are under capacity the DfE wouldn't entertain this option.

The Chair summarised by saying that the next step is for the Futures Group to meet, to consider Project Management as well as managing the risks.

**ACTION:**

*Resources Committee to identify key risks and mitigation and identify clear project management capacity.*

Multi Academy Trusts: Discussion of the Futures Strategy raised the issue of future partnership models.

The Headteacher explained that we need to investigate more into Multi-Academy Trusts, Free Schools, Studio Schools and any other partnerships; we need to know how they are set up and any benefits or threats to us.

There is likely to be an Enterprise Centre on the Ashbourne Airfield and we need to find out our role with this in more detail.

We are looking at different sources of funding and strategies, and we will bring this information back to Governors in due course.

We are also visiting other schools and researching, this is being carried out by the Headteacher and other members of staff and will be dependent upon the outcome of the General Election in May.

**ACTION:**

*Futures Group to meet and take this to the next step and link with Resources (ie. Both financial information and Section 106 funding).*

AA265 – Parental Engagement.

This item has been postponed to the next FB meeting in May. Any questions governors have, to be emailed to the Clerk.

**ACTION:**

1. SGA; AA265 postponed to next Full Board meeting – 18.05.2015, Full Item to appear on the next Full Board agenda. CWD and RWN are also both lead governors for parental engagement.
2. Governors to email SBH with any questions on the papers enclosed prior to the next Full Board meeting.

The Headteacher explained that her PA had been to a Parental Engagement workshop, unfortunately, we have not had time to reconvene and arrange a meeting to discuss the findings.

AA271 – Governance File

Governors decided that nothing needed to be added in regards to the Governance File.

<b>Agenda Item:</b>	<b>6 – Chairs Report</b>
<b>Minute Number:</b>	<b>FB6</b>

Included in the Chair's report are the updated contact list and an updated committee structure.

The Chair explained to the Governors that he will be working on the induction process with the Clerk. Governor visits are very important and the Chair encouraged all Governors to arrange these with the Clerk.

**ACTION:**

1. SGR and SBH to work on the induction process.
2. SBH to map out a diary of events for Governors and email this as soon as possible.

Finally the Chair thanked the FPTA for their work organising Quiz Night, and encouraged Governors to do more to support them.

<b>Agenda Item:</b>	<b>7 – Headteachers Report</b>
<b>Minute Number:</b>	<b>FB7</b>

Once a year the Headteachers report will be presented in this format. The first page contains all the headline information, there is an update on staffing and the information on Teaching Schools is also included.

The School Improvement Plan goes through each section; Leadership and Management, Achievement and Standards, Teaching and Learning and Behaviour and Safety. This shows the Actions and Impacts side by side. We are on track to achieve results. We have done very well in winning the Character Award with a sum of £15,000 and £3,000 for World Book Day competition.

We will know how we have done in regards to the Teaching Schools application in April 2015.

The National Standards of Excellence for Headteachers is also included in your papers, the main headline from this is that Headteachers have a responsibility to support others.

Q&A

**The Governors asked the Headteacher whether the Assistant Headteacher who is leaving would be replaced.** The Headteacher explained that the Maths department is now fully staffed, we have recruited two members of staff who will start in September. All other duties have been redistributed between SLT, this will be demanding but we will make sure that nobody is overstretched. We are not worried that any areas will not be covered. We will make sure that Teaching and Learning does not suffer, and if any member of staff struggles with the extra leadership duties, then we will review, as we will not let classes suffer. We will continue to monitor this.

**The Governors enquired about the Physics position that was being advertised.** The Headteacher assured Governors that she had looked at staffing and we have decided not to recruit but to offer more staff training, we have had to make some tough decisions.

**Governors asked when the Reform to A Level Parents Evening would be taking place as he would like to attend.**

<b>ACTION:</b>	<b><i>SBH to send the date of the Reform to A Level Parents Evening to SJE.</i></b>
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Steve Cartlidge's report is also enclosed in your papers, his main concern is that we are not complacent and he was very exacting in his feedback. He will be spending a further two days at QEGS to train more staff; observing lessons and modifying language we use. He is the lead Ofsted inspector and provides us with external support and consultancy. He is involved in part of the process in turning us around. He also mentioned that some of our flight paths are out of sync (too high) he went through these with members of SLT.

Steve Cartlidge report; The Chair stated that given that Steve Cartlidge's report provides external reassurance to the governing body, the report needed to provide more formal assurance to the Governing body identifying progress and areas for action.

**ACTION:**

*AMA to contact Steve Cartlidge for more formal assurance to be given in his termly report to the Governing body.*

<b>Agenda Item:</b>	<b>8 – Finance</b>
<b>Minute Number:</b>	<b>FB8</b>

A new updated finance report was tabled at the meeting due to the budget coming out last week on Thursday. The Business Manager suggested that if Governors had any questions regarding this paper that they should feel free to contact her.

Late last week our 2015/16 GAG was announced. Funding of £6,287,780 will be received. This represents a reduction in government grant funding of £230k when compared with the current year, a reduction of 3.5%. Whilst a drop in funding was expected (due to our reduced student roll), the reduction is around £100k greater than forecast. This is due to unannounced cuts to the Education Services Grant (ESG), the funding the Local Authority would have retained had we not been an academy.

The financial forecasts have been re-modelled to take the above into account. Staffing levels have been re-examined in order to reduce expenditure, and the following decisions taken by the SLT:

- The planned appointment of the new Physics teacher has been shelved.
- The fixed term contracts of three Teaching Assistants will now terminate at the end of 2014/15 academic year, and a retiring Teaching Assistant will not be replaced.
- A full time Teacher, expected to leave at the end of the academic year to take up a post elsewhere, will hopefully be replaced by a part time teacher on a lower salary point.
- Average class sizes as a result of these changes will be maintained at the levels shown on the finance update enclosed, we will continue to meet the statutory needs of those students with SEN.
- In addition we been able to more accurately estimate levels of SEN funding from the Local Authority in line with the latest information. Funding levels are expected to rise by around £15k to reflect the needs of the new Year 7 intake.

Potentially the underspend as at 31 August 2016 could be between £211k - £260k. A final budget plan will be presented to the Governing Body in the summer term.

**ACTION:**

*The Business Manager to present a final budget plan to Governors at the Full Board meeting in July (13.07.2015).*

Q&A

**The Governors asked whether we would be negotiating any contracts that were coming up for renewal.** The Business Manager explained that in terms of the cleaning and grounds contracts we will be negotiating these. We are in the third year for both of these contracts so we are able to shop around for other quotes.

**Was the £100k reduction unforeseen and could this happen again.** The Headteacher stated that these reductions were unforeseen.

The Chair of Resources explained to Governors that during the Resources meeting last week, they had a full discussion regarding the budget. Maybe we also need to look at non-teaching staff and not just teaching staff.

The Chair explained that we are not going to survive just by not replacing one or two members of staff, we need to look at increasing the income in the right places in a strategic way that fits our school plan.

**ACTION:**

- 1. Resources committee to look at this and link to Futures Strategy.*
- 2. Full Board to follow this up at the May meeting, ready for agreeing at The Full Board meeting in July.*

**The Governors asked whether other academies are in a similar position, ie the cutbacks.**

The Business Manager stated that we were, it is exceptionally hard to forecast due to these changes in policy.

**The Governors suggested that we possibly look at working with Primary Schools in the area to generate interest and gain more numbers coming into QEGS.** An Assistant Headteacher explained that SLT are working hard to market the school and we are driving this forward.

The Governors stated that perhaps we need to look at other forms of income generation, both local and national bids. Governors could ask/enquire with businesses around town, the businesses we work for, for sponsorship.

The Chair recommended that we look into this further and report to the next Full Board meeting in May.

<b>ACTION:</b>	<i>All Governors to look at the subject of sponsorships from other areas. To be discussed further at the next Full Board meeting on Monday 18th May 2015.</i>
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<b>Agenda Item:</b>	<b>9 – Policies</b>
<b>Minute Number:</b>	<b>FB9</b>

The Student Admissions Policy is enclosed, as approved by the Student and Staff Well-being committee.

The Governors have 'Determined our admission arrangements', and the policy is approved.

<b>ACTION:</b>	<i>The Governors approved the Student Admissions Policy.</i>
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<b>Agenda Item:</b>	<b>10 – Committee Minutes</b>
<b>Minute Number:</b>	<b>FB10</b>

1. Achievement and Standards Committee met on Monday 19<sup>th</sup> January 2015

Included with the papers were the performance report and the curriculum plan.

The main areas of improvement are:

- Feedback to students is being worked on.
- QA in English Literature was looked at, the department has been restructured, there are still residual actions, but the A&S committee is confident that QEGS is on track.
- Curriculum and timetabling: The English and Maths GCSE's are more demanding.
- It is good that core PE is not be used for intervention, in the past if a pupil needed to be pulled out for intervention then this was always done during a PE lesson. Although the amount of PE lessons have gone down from three to two a fortnight in years 10 and 11, it is available in enrichment time. The morale aspect is very important, A&S committee were convinced that we were at the right level.
- RAISEOnline – The Government had made it difficult to read the report, there are over 40 errors nationally, because of the changes to the exams. We need to be looking at our own performance data. Good performances were achieved last year.

Q&A

**Do we know outside of Core PE what other extracurricular activities students choose to take up, it would be nice to know the statistics to determine if there is a pattern of students that perhaps don't engage?** The Headteacher brought the attention of the Governors to the SEF, this shows the breakdown of activities taken up outside of core PE.

For example: 2013/14 sport participation: (figures taken Summer Term 2014)

- KS3 clubs: 53% males, 44% females.
- KS4 clubs: 43% males, 28% females.
- Y12 clubs: 30% males, 23% females.
- All 6<sup>th</sup> form students spend at least 30 hours volunteering.

It becomes less as the students move up the school, and girls tend to do less than boys. There is a much higher participation of girls for Hockey, we now have four teams, this is thriving and we need to maintain this.

**It seems that the Rugby Club help this by having clubs taking place at the weekends. Most of the kids that live in Ashbourne have grown up with the Rugby Club Youth Programme.**

The Headteacher explained that there are a large number of girls that participate in Gymnastics in Uttoxeter, this is full of girls that attend QEGS.

**The Governors asked whether something similar could be run here.** Unfortunately there is no gym club here where such activities can be run.

**The Governing Body asked whether it is possible to conduct a survey of activities carried out by students outside of the school curriculum.**

<b>ACTION:</b>	<i>RTU to conduct a survey of activities carried out by students outside of the school curriculum.</i>
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*The A&S minutes were noted.*

2. Pay Committee met on Monday 2<sup>nd</sup> February 2015.

*The Pay minutes were noted.*

3. Staff and Student Well-Being Committee met on Monday 9<sup>th</sup> February 2015.

The Assistant Headteacher responsible for Safeguarding explained to governors the impact of the Disqualification by Association policy, for example if a family member has something to disclose, eg child abuse, then this has to be stated. We thought that this only applied to early year setting and we thought we were exempt, but we are not.

In Nottingham over 200 have been suspended as a result of this. We are investigating this with BrownJacobson and a further update will be brought to S&S.

QEGS works in collaboration with a lot of Primary schools so our next steps are:

- Staff to fill in disclosure forms, if we don't report our findings then we could face serious consequences, those staff can be excluded from events.
- The safeguarding policy will be reviewed.

The Headteacher stated, that if necessary then we may need to hold an extraordinary meeting, for the S&S committee to discuss this further.

**ACTION:**

1. Further updates to be brought to S&S after investigating the 'Disqualification by Association' policy in due course.
2. Safeguarding policy to be reviewed by BHL in due course.

*The Staff and Student-Wellbeing minutes were noted.*

4. Time Out held on Wednesday 4<sup>th</sup> February 2015 – The Chair of Governors

This was a valuable meeting where we had a detailed discussion about the Vision and Value of the school. The Chair stressed the importance of these sessions and due to the low attendance encouraged all Governors to make the time to attend.

The Headteacher reassured all Governors that they would have the dates for all meetings and time out sessions well in advance and that next year's calendar is already being planned. We propose a start time of 6.00pm for all meetings, taking into account the duty of care to SLT. Time Out sessions will run from 8.30am-11am.

The Chair asked Governors whether these proposed times suited everyone, the Governors decided that a start of 6pm was fine, but most people would not be able to come in any earlier than that. In regards to Time Out sessions it was proposed that perhaps one should be held in the morning and one in the afternoon.

**ACTION:**

1. *Governing Body Meetings to start no earlier than 6pm.*
2. *Time Out Sessions: it was agreed to have two sessions a year, one in the morning and one in the afternoon.*
3. *SBH to get the dates in the diaries as soon as possible.*

*The Time Out minutes were noted.*

5. Resources Committee held on Monday 2<sup>nd</sup> March 2015.

The Governors touched on the Family Support Worker role, the Headteacher explained that this proposal was taken to S&S and it was agreed that this role would be funded through Pupil Premium Funding.

**The Governors asked whether the FSW could provide a short presentation at the Full Board meeting in the Autumn Term after having done a year in this role.**

**ACTION:**

*Family Support Worker (Brendan Drake) to present at the Autumn Term Full Board meeting, date to be decided.*

*The Resources minutes were noted.*

**Meeting closed at 8.25pm**