



**Minutes of Annual General Meeting  
Monday 9<sup>th</sup> March 2015 – 6.30pm**

**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)	Assistant Headteacher	✓	
Mr A Harding (AHA)	Assistant Headteacher		✓
Mrs B Smith (BSM)	Assistant Headteacher		✓

The Chair welcomed everyone to the AGM and explained that this year it was smaller event due to the Enrichment Showcase taking place on Monday 15<sup>th</sup> June 2015. There will be short presentations from the Headteacher and Business Manager.

<b>Agenda Item:</b>	<b>1. Annual Review 2013-2014 – Presented by the Headteacher</b>
<b>Minute Number:</b>	<b>AGM1</b>

A relentless drive to improve standards across the school has resulted in an excellent Ofsted report. All systems and structures were in place and accountability for all staff has become part of day-to-day practice.

The quality of learning and teaching improved and continues to improve, with all lesson observations and student book checks carried out without notice. The curriculum, extra-curricular activities and enrichment offered students a broad and balanced experience and prepared them very well for a life after QEGS.

Attendance remained above average, and the behaviour of students, as always was outstanding.

The quality of provision for Special Education Needs, and students who qualify for Pupil Premium funding, improved in 2013/14, with students making more progress than ever.

GCSE and A Level results were sustained, despite national volatility. Overall, 2013/14 was a very successful year.

Partnerships with other schools, organisations and the community continued to flourish.

For further details, please refer to the sheet entitled "Annual Review 2013-14", our Ofsted report, as well as recent newsletters online.

<b>Agenda Item:</b>	<b>2. Finance Report – For the year ending 31<sup>st</sup> August 2014. – Presented by the Business Manager.</b>
<b>Minute Number:</b>	<b>AGM2</b>

As an Academy we are required to prepare full accounts in accordance with both charity and company law, and have those accounts independently audited.

Smith Cooper Limited have been our auditors since we became an Academy in August 2011. They carry out periodic checks on our systems, controls and financial transactions, and give the Governing Body independent assurance that our financial systems are secure and our assets are safe. We have been exceptionally satisfied with their level of service and professionalism and so have re-engaged them as our auditors for the current financial year 2014/15.

I am pleased to say that last year's accounts were signed off by Smith Cooper as representing true and fair view of the finances of the school.

### **Net Value of Assets**

As at 31 August 2014:

- The net value of our current assets was approximately £16.2m, made up mostly of buildings and cash;
- Cash balances fell by £109,000 from £1.56m to £1.45m; and
- The LGPS deficit grew by £391,000 from £1.86m to £2.25m.

On becoming an academy the Governing Body became the employer of the staff, and had to take on a share of the Local Government Pension Scheme deficit. The scheme's value as at 31 August 2014 was determined by an independent Actuary, Hymans Robertson, using a number of assumptions that may or may not be realised. These assumptions, rather than genuine pension expenses, have resulted in the increased deficit.

Please be assured that we are not unique in having a growing LGPS deficit and the Department for Education is the guarantor for the pension liabilities.

### **Income**

Income during the year totalled approximately £7.67m.

The majority of our income comes directly from the Department for Education via the Education Funding Agency, and is determined largely by the number of students on roll.

As we had 17 fewer students on roll in 2013/14, levels of Government funding fell from £6.94m to £6.81m.

In 2013/14 we also received:

- Funding from Derbyshire LA to support those students with special educational needs;
- Pupil Premium funding from central government, which we used to fund intervention programmes to ensure targeted groups of students made good progress in all curriculum areas, but particularly in English and Maths;
- Government capital grants; and
- Donations from the Woodroffe Benton Foundation, the Old Trust and the FPTA, which funded the purchase of over 500 student lockers, a 3D printer and a glass kiln, for which we are very grateful.

### **Expenditure**

Each year the Governing Body approves a budget plan (a copy of which we are required to submit to the Education Funding Agency). That plan is driven by our school improvement plan, to ensure we target our finances effectively at the school's key priorities.

Last year we spent around £8.1m, the very vast majority of which was spent on staffing (over 74%). During last year QEGS employed 152 full time equivalent staff (93 of which were teachers).

Other key operational costs include:

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Signed by the Chair of Governors: \_\_\_\_\_

Printed Name: Simon Griffiths

- Premises related costs - £569k:
  - £208,000 premises repairs and maintenance;
  - £166,000 cleaning;
  - £125,000 heating and lighting; and
  - £70,000 rates;

Learning resources and ICT equipment - £277k

Exams – £129k

Insurance - £82k

School catering - £51k

Legal and professional fees - £49k

Transport - £19k (whilst we are not responsible for transporting students to and from home, we do pay for them to travel to college to study courses such as construction, agriculture and hair and beauty, to work placements and to sporting fixtures)

Whilst our expenditure during the 2013/14 was £434,000 in excess of our in-year income it is worth noting that this was due to two significant non-cash items:

- High levels of depreciation on the buildings (£395,000); and
- A movement of £127,000 on the LGPS deficit.

Governors assured the public that our cash balances are monitored very closely.

The Governors are happy that the school is in a strong position moving forward, and well equipped to deliver on future priorities and continue to improve standards in education here at QEGS.

**ACTION:**

*The governors formally accepted the plans to reappoint Smith Cooper as our auditors.*

For further details, please refer to the sheet entitled "Finance Report", our Ofsted report, as well as recent newsletters online.

<b>Agenda Item:</b>	<b>3. School Improvement Plan – Presented by the Headteacher.</b>
<b>Minute Number:</b>	<b>AGM3</b>

A very successful Ofsted inspection in November 2014, has supported our drive for consistency across the school, at every level, and consolidating of all policies and procedures. We are not complacent.

The main priorities for school improvement are highlighted on the sheet and include:

- Improving engagement and communication with all stakeholders. For example, we have acted on feedback from parents and have improved our reporting systems. Over 700 parents access our homework systems online and parental attendance at parents' evenings and events is well above the national average.

- Working closely with the LA, DDDC, DCC and developers to plan for an increase in numbers in the future at QEGS. We will ensure that all who live in our catchment area can attend their school.
- Recruiting and retaining the very best teachers and staff is a priority. A priority is to attract the highest quality staff by working in partnership with universities, the National College, and the Department for Education, and to ensure that our staff receive top quality training and can progress their careers. Getting this right will continue to improve what goes on in the classroom on a daily basis.
- We are on target to achieve our projections this summer, both with Year 11 and Year 13. Student progress in all year groups is at least “good”, with much that is “outstanding”. We are running a range of intervention strategies and attendance at these is high.
- Rigorously monitoring the quality of teaching, marking and feedback, will always be a priority. Ofsted and the government continue to “raise the bar” and our outcomes reflect this. Our most recent book checks indicate the best picture to date; student books are now showing progress over time.
- In the past two weeks, we have successfully gained funding for our Library – our students in Year 7 won £3,000 worth of books by entering the World Book Day competition. We have also won a £15,000 Character Award, which I am sure you will have read about in the local paper.

To read more detail about our school improvement agenda for this year, please refer to the handout provided titled “School Improvement Plan”, as well as looking at our website.

The Chair invited questions. No questions were asked.

The Chair of Governors thanked all the Teaching and Non-Teaching staff for their huge efforts which lie behind such a positive Annual report. He also thanked all his Governor colleagues and considered himself very fortunate to have such a breadth and depth of experience and expertise on the governing body.

**The AGM meeting closed at 6.45pm**

