



**Minutes of Full Board Meeting  
Monday 13<sup>th</sup> July 2015 – 6pm**

**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		✓

<b>PRESENTATION:</b>	<b>Representatives from each House</b>
<b>TIME:</b>	<b>6.00-6.30pm</b>
<b>SUBJECT:</b>	<b>Charity work carried out throughout the year</b>

Two students were present at the meeting to talk about the charity work carried out by each of the houses throughout the last academic year.

Samuel Remer representing Spalden and Helena Shapton representing Boothby. The other houses had prepared their presentation for the two students in attendance to deliver.

They explained that 2014-15 had been a very successful year in terms of fundraising. The process begins the previous year when the house leaders are elected. The charities that are picked need to have links with the community. Every house then chooses a charity.

#### Spalden

This year Spalden supported the Puffin Ward at the Royal Derby Hospital, this is a 17 bed ward that cares for children and young people from the age of two. They nurse patients with a wide range of medical and surgical conditions. Spalden raised £568.68 for this charity.

#### Boothby

This year Boothby supported Kyregh's Kause. This charity is trying to raise money towards taking Kyreigh to the USA for a lifesaving operation. He is in constant pain due to spasms and muscle tightness as well as facing life in a wheelchair. Boothby has raised £543.28 where they have sold wristbands to raise this money.

#### Cokayne

This year Cokayne supported 'Survivors of Bereavement by Suicide'. This charity meets the needs and helps to overcome the isolation experienced by people over 18 who have been bereaved by suicide. It is a confidential environment for people to share their experiences. Cokayne has raised £539.12 for this charity.

#### Hull

This year Hull has supported Macmillan Cancer Support. Hull raised £494.77 for this charity.

Various events were held to raise money for all these charities including; basketball shoot outs, cake sales, non-uniform days, the year 10 enrichment group put on a tea party, red nose day.

These various fundraising events raised a further £1361.33 which was split among the various charities. The total raised during 2014-15 was £5511.88.

***The Governors thanked Samuel and Helena for taking the time to present so eloquently.***

**Election of Chair of Governors and Vice Chair of Governors**

**A statement was enclosed in the papers from Mr M Jeffery for Chair.**

**A statement was enclosed in the papers from Mrs H Baker for Vice Chair.**

MJE thanked SGR for all his time effort during his time as Chair of Governors.

Election of Chair

The Clerk confirmed that only one statement had been received from MJE. Governors did not need him to leave the room and proceeded directly with the election.

Proposer: HTR

Secunder: IPH

**MJE was duly elected as Chair of Governors for one year.**

The Clerk handed the meeting over to MJE.

Election of Vice Chair

The Chair confirmed that only one statement had been received from HBA. Governors did not need her to leave the room and proceeded directly with the election.

Proposer: RWN

Secunder: HTR

**HBA was duly elected as Vice Chair of Governors for one year.**

Church appointed Governor

SGR stated that he had spoken to GPO as she is leaving her post as Vicar, she is happy to continue with her position as Governor until the position is successfully filled, due to this she is able to attend more meetings.

**The Governors accepted this request.**

Committees

The Chair explained that due to the fact that he was now Chair, his position as Chair of Resources was not viable anymore and that a virtual election of the chairs of each of the committees would take place this week.

**ACTION:**

***The Clerk to send an email to each of the committees asking for nominations, deadline to be Wednesday 15<sup>th</sup> July. Email announcing the chairs of each committee to be sent by 12pm on Friday 17<sup>th</sup> July 2015.***

<b>Agenda Item:</b>	<b>1 – Apologies</b>
<b>Minute Number:</b>	<b>FB17</b>

Mr P Oakes, Mrs B Smith and Mr R Tuck sent their apologies.

***The Governors accepted these apologies.***

<b>Agenda Item:</b>	<b>2 – Declaration of Interest</b>
<b>Minute Number:</b>	<b>FB18</b>

None.

<b>Agenda Item:</b>	<b>3 – Minutes from the last meeting</b>
<b>Minute Number:</b>	<b>FB19</b>

Page 8 – Paragraph 3, insert the work two in the first bullet point.

***Subject to this change, the Governors accepted the minutes as a true and accurate record.***

<b>Agenda Item:</b>	<b>4 – Matters Arising</b>
<b>Minute Number:</b>	<b>FB20</b>

**ACTION:**

***Update on Futures strategy to be brought to the next Full Board Meeting in October.***

Parental Engagement – Associate Headteacher

At the last Achievement and Standards Meeting a SWOT analysis was presented. All the Leadership Team now have a Parental Engagement responsibility, where they have all produced a focus and a priority.

The plans for next year are; coffee mornings to discuss topics relevant to that stage of the year, meetings with the Headteacher, Options, QEGS Points and Flight Paths, Year 11 Supported Learning Evening which is on 26<sup>th</sup> September 2015. This particular evening will give parents and students a chance to talk about mentoring, GCSE Maths, Sixth form, careers, there will also be workshops and key note speakers.

Other things that are in place will be the use of the Library for parents where staff will be available for informal chats, Science on Parent Consultation Evenings to take place in the Science rooms as opposed to the Library.

The Enrichment Showcase proved to be a successful event where 40 parents attended.

The Associate Head and a Parent Governor (RWN) are currently meeting to discuss ways to engage parents in different ways. Social media such as Twitter, making sure only key issues are shared,

'voices in the Village' where a representative from each village relayed information and made sure this was understood as intended, Governor surgeries held in the Library on PCE nights.

**ACTION:**

***The Clerk to set up a meeting with the parent Governors and the Associate Headteacher to discuss this further, this would then be taken to Student and Staff Wellbeing.***

<b>Agenda Item:</b>	<b>5 – Headteacher's Report</b>
<b>Minute Number:</b>	<b>FB21</b>

The Headteachers report was sent out to Governors ahead of the meeting. The key points are listed on page 15.

The Headteacher asked the Governors whether they had any questions regarding pages 20 and 21.

***Governors had no further questions.***

The Headteacher invited all Governors to the school on inset day (07.09.2015), where QEGS, St Oswald's, Osmaston Primary School and Hilltop will launch the Teaching School Alliance. We would like to relay the same message to staff and Governors, explaining; Local Leadership, National Leadership and the Derbyshire Leadership. We will then be inviting all the Dove Valley Primary and Infant Schools, all Peak 11 Schools, the Church, Derby University at a future evening event – date TBA in the Main Hall.

The Headteacher explained that the National College lead many projects across the country – as HT we will be involved in 'Women into Leadership' next year with Painsley Teaching School. The Ashbourne Dove Valley Teaching School Alliance - JHA will lead the Teaching School Alliance; JHA will lead the Primaries and AMA to lead the Secondary schools.

As part of the Painsley Teaching School Alliance, where we deliver the Maths Hub, JMN has done sterling work where this is concerned.

Four handouts were tabled at the meeting – from a Conference 'Tackling the East Midlands Challenge':

1. The John Lewis Partnership – A better way of doing business
2. Tackling the East Midlands Challenge – by the National College of Teaching and Leadership
3. DfE – Multi Academy Trusts and system wide improvement
4. What the East Midland's Children need from its School Led Improvement Partnerships

These were given out to show the various strategies and models being used in the East Midlands.

Q&A

**Governors asked how the finances would flow in a MAT (Multi Academy Trust)** – The Business Manager explained that it would flow the same way that it does now.

**Governors asked who would pay the Chief Executive of the MAT** – The Business Manager; collectively all the schools in the trust would contribute.

10/08/2015. V1

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

Printed Name: Max Jeffery

The Headteacher reassured Governors that a proposal regarding the Governance structure would be discussed in the autumn term.

**Governors asked if QEGS were happy with schools approaching us to be part of our MAT.**

Headteacher – While we are happy with this we want to move slowly and get this right, we need to choose our partners wisely and at an appropriate pace.

The Chair summarised by listing the work that needs to be done:

1. We need more detail in the different options.
2. We need to list the risks and benefits.
3. We need a student and staff focus.
4. A sequence of actions is needed.
5. Finance needs to be considered carefully.

The Headteacher confirmed with the Governors that she would communicate, via email, to the Regional Schools Commissioner about our interest in becoming a MAT before the end of term.

Summer Projections – Assistant Headteacher (AHA)

The percentage of students attaining 5A\*-C including English and Maths and 5A\*-C is projected to increase across all DLGs. Page 29 of the Headteachers report lists the summer projections for 2015.

Governors raised the areas of concern listed on page 29 of the Headteachers report. The Chair asked that these issues raised be addressed in the next achievement and standards meeting.

**ACTION:**

*Areas of concern listed on page 29 of the Headteachers report be addressed in the next A&S meeting.*

Steve Cartlidge Visit

The report from Steve Cartlidge was included in the Headteachers report (pages 32-33).

Q&A

**Governors asked how the students were selected for the Student Voice panel.** The Associate Headteacher – these were all randomly selected.

The Headteacher explained that she is happy to continue with Steve Cartlidge's role in school.

<b>Agenda Item:</b>	<b>6 – School Improvement Plan (SIP)– Associate Headteacher</b>
<b>Minute Number:</b>	<b>FB22</b>

This year the School Improvement Plan is new. Last year there were approximately 40 targets (prior to Ofsted). This year we have identified a new vision. We have only included the main items that we are prioritising.

**Governors asked why the headings were different.** These tie in with the SEF, this helps us track performance.

10/08/2015. V1

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

Printed Name: Max Jeffery

**Governors asked whether we should have the student voice as a heading.** Yes this can be added as this is a working document.

The Chair asked for elements of the SIP to be picked up by each Chair at committee level. SGA to send final version of SIP summary to Governors in Sept.

**ACTION:**

*SGA to suggest which headings to be dealt with by each committee. SGA to send final version of SIP summary to Governors in Sept.*

**ACTION:**

*The Clerk to send the full SIP to each Chair and to send an A3 version of the SIP to all Governors.*

Governors were asked for their approval of the School Improvement Plan.

**Proposed by: AFO**

**Seconded by: KWE**

<b>Agenda Item:</b>	<b>7 – Budget Plan Approval – Business Manager</b>
<b>Minute Number:</b>	<b>FB23</b>

Due to the timescale and the Pay and Resources Committee meetings only taking place last week a lot has changed, therefore the new budget plan was sent to all Governors prior to the meeting.

All Governors confirmed that this document had been read.

Proposed plan

We have proposed a budget that meets the needs of the next academic year and then forecasts the next three years. Unlike last year we have proposed a series of actions we could take if required to make sure we continue to have a solid financial foundation.

There were no further questions regarding the budget plan.

Governors were asked to approve the 2015-16 budget.

**Proposed by: HTR**

**Seconded by: AFO**

<b>Agenda Item:</b>	<b>8 – Safeguarding Update and Policy Approval</b>
<b>Minute Number:</b>	<b>FB24</b>

Safeguarding Update – Assistant Headteacher – BHL

A report was tabled at the meeting for Governors titled 'Safeguarding Report for Governors – June/July 2015'

A Level 1 Child Protection Training is scheduled for all Governors to attend on 19<sup>th</sup> October 2015.

10/08/2015. V1

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

Printed Name: Max Jeffery

**Governors asked that this remain a standing item on the agenda for Full Board meetings.**

The Chair asked Governors whether they has any further questions regarding this report. No further questions.

The Business Manager asked all Governors to complete their DBS checks, a further email will be sent out from HR.

**ACTION:**

***All Governors to complete the DBS checks, a further email will be sent from HR with a link to complete this.***

The Headteacher also reminded Governors to complete the Channel training and to print or email the certificate to the Clerk to keep with the Governor records.

**ACTION:**

***All Governors to complete the Channel training and send the certificate to the Clerk.***

Safeguarding Policy

Due to further updates, this policy needs approving by the Governing Board. This Policy has been recommended for approval by the Student and Staff Well Being committee.

***Governors approved the Safeguarding Policy.***

***Meeting Closed at 8.20pm***