



**Minutes of Full Board Meeting
Monday 19th October 2015 – 6.30pm**

GOVERNORS PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr M Atkins (MAK)	Staff Governor	✓		
Mr S Bembridge (SBE)	Staff Governor	✓		
Mr R Tuck (RTU)	Staff Governor	✓		
Mrs H Baker (HBA)	Vice-Chair of Governors	✓		
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)	Chair of Governors	✓		
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		

Agenda Item No:	1
Agenda Item:	Apologies
Minute Number:	FB25

Apologies from: G. Pond & R. Dubrow-Marshall.

The Governors accepted these apologies.

Agenda Item No:	2
Agenda Item:	Declaration of Interest
Minute Number:	FB26

None.

Agenda Item No:	3
Agenda Item:	Terms of Reference
Minute Number:	FB27

Subject to some minor changes the terms of reference were approved.

Approved by: HTR

Secoded by: AFO

Agenda Item No:	4
Agenda Item:	Minutes from the last meeting dated 13 th July 2015
Minute Number:	FB28

The minutes were accepted as a true and accurate record.

Agenda Item No:	5
Agenda Item:	Actions from the last meeting dated 13 th July 2015
Minute Number:	FB29

FB20 – will be picked up at Full Board on 30.11.2015.

All other actions have been completed.

Agenda Item No:	6
Agenda Item:	Associate Headteachers Report including the summer results & Steve Cartlidge Report
Minute Number:	FB30

The Associate Headteachers report was included in the papers, Governors were asked if they had any questions.

Governors were encouraged by reading this report and found the data very useful, Governors asked for some feedback around results.

The Chair of Achievement & Standards explained that these points were discussed in Achievement & Standards, and he was happy that the Leadership Team were on top of the next steps raised in this report. There will now be more authentic assessments during the year for year 11 students.

Governors asked what was being done about the low attainment in PE, MFL and Science departments. Do we know have clear results. Chair of A&S explained that during the meeting the Leadership Team explained that these areas of concerns had been identified and are being addressed.

The Associate Headteacher explained that there is still some fine tuning to be done in these departments, a student review in MFL has been carried out and the students in year 12 felt that they needed more speaking and listening practice. This is now in place.

In Science we have a new member of staff starting in January who is a STEM leader. We are also looking at the curriculum to cut down the need for supply staff.

A letter has gone out to parents regarding the triple route in Science, which contains advice from QEGS, what they can do as parents.

Governors raised the point on page 15 regarding the viability of small cohort subjects such as MFL and Music in A Levels. We are not saying that QEGS will not offer these, however we need to establish whether we have a viable cohort, the question is not whether we should offer Languages but whether we should offer all three, and possibly not every year. We will make a guarantee at the year 9 options stage that we will offer 1 Language and nominate what that Language would be for example French, and we will offer Spanish/German if possible. It is important at the options stage that if you pick French you are guaranteed study all the way to A Level, but we may not be able to offer Spanish/German at A Level simply because of the way finances are heading. A small class can be a poor learning experience in a Language course.

The Headteacher - In terms of Music there are a number of schools in our locality that are not offering Music, we know that a number of students are attending our open evening and that there are students interested in taking up Music. We definitely want to continue to offer A Level Music.

The Chair asked for an update on progress in the form of another Associate Headteachers report. The Associate Headteacher explained that the next report will concentrate on targets for year 10 (a review of) and year 11 (setting of targets).

Governors liked the format of this report and looked forward to reading the next one.

Agenda Item No:	7
Agenda Item:	Headteachers Report – Core Business
Minute Number:	FB31

The Headteachers report was included in the papers sent to Governors prior to the meeting. This included the numbers on roll.

We have had a successful open evening and have had quite a few successful taster days. We are also looking forward to a successful 6th form open evening on Wednesday 22nd October.

The Maths Hub is doing extremely well. **Governors asked whether we charge for the Maths hub work that we do.** Yes we do and we are allowed to make a profit in this area.

In terms of Leadership and Development the Ashbourne Dove Valley Teaching School Alliance has had ministerial approval as well as the National Leader of Education and National Support School. The Business Manager will be the point of contact for financial management and SFA after ½ term will work 0.6 of her time as the Teaching School lead from October to August with reviews as we go along, with a view to becoming full time. Her contract is 0.4 QEGS teaching Childcare and continuing with duties as Assistant Headteacher. 0.6 of her time is contracted through the ADVTSA.

Governors asked where the money comes from for this. The Ashbourne Dove Valley Teaching School Alliance Grant and self-generating through this Teaching School.

The costs outlined on page 20 are notional costs as the Headteacher is never out all day.

We have had five members of the Leadership Team team qualify as SLEs (Specialist Leader of Education) they can now deliver CPD to our staff and other schools within our area.

The National Leader of Education role has slightly changed from the original agenda when applications were made last year, the Government can now direct you to work with a school ideally within a 45 minute drive of your school. Funding is given on a school by school basis depending on the amount of work and time that is required and is sourced via the DfE and National College.

Governors asked whether you were allowed to say no if the Government direct you to work with a school. Yes you are able to say no, you are required to carry out due diligence checks before you say yes.

Governors asked how much pressure would be put on other members of staff, with the Headteacher being out of school helping others. Yes it would put pressure on other staff but we are continuing to develop our staff, and we have already been doing this for the last two years. In order to get to Outstanding you need to prove that you can deliver outstanding education to all children in your area. We can also say 'no'.

Meeting with ministers has gained us access to first-hand information and political awareness. You also have the opportunity to shape Government policy moving forward and they are doing this through National Leaders programme.

Governors stated that our top priority should be getting QEGS to Outstanding. The Associate Headteacher will pick this point up in agenda item 8.

Governors asked what is in it for QEGS having the Headteacher as a NLE, how does QEGS benefit. Firstly it gives the Headteacher great CPD, it enables the Head to bring back feedback, and also brings income back to school, and it provides access to grants and funding. We need to be able to cut our CPD to zero and deliver this in house.

Governors expressed that numbers on roll should be high on our agenda as each student brings in a potential 4K, a 100 students off our numbers equated to a lot of money. Now that we are 'Good' we need to start looking at this as to how Governors can drive these numbers up. The Headteacher explained that we are also working hard to bring more of the admissions process 'in house'.

The Old Trust Governors present at the meeting would like to formally congratulate the Headteacher on her successful appointment as this will certainly benefit QEGS. The Chair would also like to echo this sentiment and to congratulate all the other members of staff on gaining the SLE status.

Governors asked who is responsible for the School's PR. Ultimately the Head is accountable for this, however, every member of staff plays a part, RTU and LDA play an important role in producing what is sent to the papers etc.

Should we be looking at engaging someone to take this on, even if it is short term? We will be looking to recruit this as a key skill when we look at the Governance structure, as this can be done at Governor Level.

ACTION:

Leadership Team to look at PR/Advertising and update the Governors at the next Full Board meeting in November.

Agenda Item No:	8
Agenda Item:	Recap on MAT presentation and Next Steps
Minute Number:	FB32

A paper was emailed to all Governors explaining the Multi Academy Trust (MAT) proposal, structure and next steps.

The Chair proposed that we structure this agenda item as follow:

1. SLT to present
2. Answer key questions
3. Do we proceed with an application to become a MAT and Sponsor

The Business Manager explained the options available to us:

- We do nothing!
- Find another MAT to join
- Form another sort of Partnership – eg Umbrella Trust
- Form our own MAT and become an Academy sponsor

Doing nothing carries the most risk, funding is reducing for next year, issues around SEN funding, costs are going up in regards to National Insurance and pensions. We also have 20 fewer students than last year which does impact on finances.

We are the type of school the Government is looking for in terms of a sponsor, in having outstanding Leadership & Management, being a National Support School and having a National Leader of Education.

Risks – if we don't proceed we are potentially failing to live up to the expectations of the DfE, we have to consider our ongoing relationship with them and what that would be like, we would get left behind. Other schools in our position will be applying to become sponsors. This may have an impact of the recruitment and retention of both staff and students. We are limiting our opportunities to

develop a more financially stable structure, as you can share resources and how you structure staffing.

Finding another Mat to join, eg Ormiston, East Midlands Education Trust – West Bridgeford School, Torch Academy Gateway. We need to understand that we would have to buy into their Vision & Values. We wouldn't be the employer of the staff, or the owner of the buildings.

Other form of partnership, collaborative partnerships where academies work together – The Government have now got rid of these as they are not formal enough.

Become a sponsor and lead a MAT, here we would be in control of strategy, we would be able to determine our own Vision & Values, and choose which schools we work with, choosing schools that complement our Vision & Values, and schools that will bring something to the MAT, perhaps that QEGS cannot offer.

The Old Trust Governors would like to declare that they are in full support of this proposal for QEGS to become a Sponsor and form a Multi Academy Trust.

Associate Headteacher – Following the questions raised regarding sustaining and improving the standards of students at QEGS; two years ago we were judged as RI (Requiring Improvement) now we are 'Good', our journey now is to move to 'Outstanding', the mission is still the quality of teaching, it is still about the students and we are not losing sight of this. We have learnt a lot from other staff in other schools, we bring back confidence when we can see we are doing the right things. That is why we have a Leadership Team that is outstanding, atmosphere, respect are the key things of QEGS. When we do work with other schools we are always asking how this will benefit QEGS.

The Associate Headteacher is currently NPQH (National Professional Qualification for Headship) qualified and is undertaking the SSAT's New Headteachers Programme, He will be visiting six of the best schools, out of the three that have been visited, PR is very important, we are working on how we can address and improve this for QEGS.

We have had tough conversations with staff when analysing the exam results. Only 12 months ago we were judged good, and needed to improve stretch and challenge for ALL students, staff were giving feedback but students were not acting on next steps, we are now actively working on this.

It is about asking students what the GCSE's mean to them, that's why we have engaged local businesses to explain the routes available to them. For example the 'Countdown to Success' evening playing an important part in this.

The SEF will be available at the next Full Board meeting in November with our target areas outlined.

After a successful open evening and we are expecting improved recruitment, we want to be the outstanding provider of education in this area, and we are not losing sight of this.

Governors asked whether being a MAT encourages good teachers to come here to work – yes by offering improved CPD opportunities and by providing this in house, job security; as a MAT you can signpost staff to other schools.

Governance Structure

Members

- There needs to be 5 members, one can be the Chair of Governors of QEGS and the other four cannot appear on any other tier
- They must be completely independent and skills rich
- They will hold the Trustees to account.
- They need to be set up from the outset.
- A working party will be formed eg our Academy Board to recruit and appoint these members.

Trustees

- Can be up to 10, their roles are listed on the structure provided in the pack.
- Their legal responsibilities are the same as our Full Board now.
- It is appropriate to have the Old trust represented at Trustee level.
- Has to be a skills rich mix of people.
- Each school does not have to be represented at Trustee level.

Governors asked where and how we would find these people. By recommendation from Governors, using their contacts. The Academy Board will then appoint the members. We will then need to determine the term of office.

ACTION:	<i>Governors were asked for their nominations, stating clearly whether someone is nominated for a Member or Trustee by Friday 30th October 2015, these are to be sent to the Clerk.</i>
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ACTION:	<i>LKE to send out criteria to all Governors first thing tomorrow, to aid in the nomination process.</i>
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The Government have recruited 93 Academy Ambassadors so that if schools struggle to appoint Members and Trustees the Government is able to fill these positions for you.

Summary

- Selection of Members and selection of Trustees needs to come back to Full Board for approval, after it has been to Academy Board with a shortlist.
- Decide if we are to go ahead with the application to become a Sponsor and form a MAT. The deadline for this application is 30th October 2015. We cannot guarantee when the next round of funding will be if this deadline is missed.
- Trustees determine the scheme of delegation. The money will still go to the single academies, however, the trustees will be responsible for the finances.

- This application will allow us to receive capacity funding, you can apply for this each year to the Regional Schools office, providing you can show impact.

Governors were asked for a vote as to who is in favour for this proposal to go ahead and apply to become a sponsor and form a MAT. The Governors vote was unanimous.

Next Steps

- Clarify the Governance structure and transitioning
- How we fill the posts for Members and Trustees – generate a list of nominations for Academy Board to approve and appoint
- Look at a financial plan
- Make our submission for the capacity funding

In order to have a Primary School representative on the Academy Board, Colin Smith was asked to join this committee, which he accepted.

Governors suggested a letter to the local schools in our area, explaining to them what our plans are in terms of applying to become a sponsor and form a MAT. Governors also suggested perhaps instead of a letter a phone call or email may be better.

There were no other questions.

Agenda Item No:	9
Agenda Item:	Approval of Safeguarding Policy
Minute Number:	FB33

The Safeguarding Policy is recommended for approval by Staff and Student Wellbeing, Full Board ratified this decision.

Approved by: HTR

Seconded by: HBA

The Chair encouraged Governors to attend the upcoming FPTA wine tasting event on 13th November 2015.

Meeting closed at 8.45pm