



**Minutes of Full Board Meeting
Monday 30th November 2015 – 6pm**

GOVERNORS PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr M Jeffery (MJE)	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		✓	
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	✓		
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		

Presentation: by Elisha Walker (student and Managing Director of 'Timeless QEGS' – a Young Enterprise Company)

Elisha explained that the company's initial focus was vinyl clocks. The range, she said, would be extended in due course to include other vinyl products. A sample of a vinyl clock was shown to the Governors.

Elisha said the company had chosen to work with vinyl products since they were cheap and easy to make, in fact many of the vinyl's had been donated. The company had already made £350 profit, largely through Christmas market sales, and profit margins were good.

Elisha explained that Young Enterprise was an enrichment option offered by the school, and that during Wednesday afternoon sessions, students were developing business skills, including product design and financial management. Products were made in school, in technology rooms, overseen by the D&T Technicians

The company had begun to consider designs for packaging, and were advertising through social media. It was also in the process of seeking out a retail outlet.

There was then a question and answer session.

Governors - would the company accept commissions? Elisha - yes, providing customers supply their own vinyl.

Governors – what is the expected gross profit? Elisha – the company is still in its infancy so this has yet to be determined.

Governors – what happens to the profit? Elisha – this is paid to the company's shareholders and employees.

Governors – how can orders be placed? Elisha – through social media

Governors – will the company continue trading if successful? Elisha – possibly though not as a Young Enterprise company, since Young Enterprise has a one year duration.

The Governors praised Elisha, and thanked her for her presentation.

Agenda Item No:	1
Agenda Item:	Apologies
Minute Number:	FB34

Simi Bhogal and Rod Dubrow-Marshall.

The Governors accepted these apologies.

Agenda Item No:	2
Agenda Item:	Declaration of Interest
Minute Number:	FB35

None.

Agenda Item No:	3
Agenda Item:	Minutes of the last meeting dated 19.10.2015
Minute Number:	FB36

Approved subject to the following amendments:

Minute number FB31

Page 7 - penultimate paragraph – “We need to be able to cut our CPD **costs** to zero”
 Page 7 final paragraph – “Now that we are “Good” we need to start looking at **how we can drive up student numbers**”
 Page 8 – third paragraph – “**We will be looking to access these skills, and the Governing Body will keep PR under review**”

Minute number FB32

Page 8 – final paragraph – “this may have an impact **on** the recruitment and retention of both staff and students”
 Page 9 – first line - “As you can share resources, **including staff, in a MAT**”
 Page 9 – third paragraph – “**If we become a sponsor and lead a MAT, we would...**”
 Page 9 – paragraph 6 – “The Associate Headteacher **is currently engaged in a programme for new Headteachers via the Specialist Schools and Academies Trust (SSAT). This has led to him visiting other schools where he has seen some good practice in relation to PR, which may benefit QEGS.**
 Page 10 – second action point – LKE to send out criteria to all Governors on **20th October 2015...**”
 Page 11 – first bullet point – This application will allow us to receive capacity funding, **which can be applied for annually, providing the academy can evidence impact.**”

Minute number FB33

Proposed by: HTR
 The Governors asked that minutes be written in the third person, and that the commentary be slimmed down. An accurate record of the context and action points was crucial.

Agenda Item No:	4
Agenda Item:	Actions from the last meeting
Minute Number:	FB37

PR/advertising – discussed later in the meeting.
 All other actions complete

Agenda Item No:	5
Agenda Item:	National Updates
Minute Number:	FB38

Governors had been provided with a report from the Executive Headteacher, AMA, prior to the meeting.

Student numbers – AMA reported a further reduced student roll, as at November 2015, of 1,282. She stressed that student recruitment was a huge priority for the school. There had been 268 first, second and third choice applications for year 7 in September 2016, which was encouraging. Final numbers known prior to offer date of 1st March 2016.

Students with medical needs - the Governors noted that over 50% of the students with medical needs were in Year 7.

Performance – AMA explained that making comparisons to past periods to establish trends would be difficult until 2021 due to examination reforms.

Sponsor application form – this had been submitted to the DfE.

Staffing structures – a revised structure for the period January 2016 to July 2016 was presented to the Governors for information. The alterations were in response to staffing changes and maternity absence.

MJE asked which staff were accountable for student progress. AMA explained that all teachers have a responsibility for the progress of the students they teach. Progress Leaders oversee this, and the leadership team hold teachers and Curriculum Leaders to account via regular meetings. She went on to say that systems and processes are co-ordinated across the school to ensure consistency.

Agenda Item No:	6
Agenda Item:	Associate Headteachers Report
Minute Number:	FB39

Governors had been provided with a report from the Associate Headteacher, SGA, prior to the meeting.

KS3 - HTR asked whether the gender gap in KS3 was being addressed. SGA confirmed that the gap was being addressed, and that, whilst it was closing, more work was required. SGA reported an evident gender gap in relation to numeracy and literacy upon transfer to QEGS from Key Stage 2. He said that strategies to address this were being explored.

KS4 – SGA explained that schools would in future be measured on their Progress 8 (P8) and Attainment 8 (A8) scores.

Year 10 – SGA explained the current Y10 would be the first cohort to be assessed using GCSE grades 1-9 in English and Maths; letters would be used in all other subjects. He said that new targets would be set, which would be presented to the A&S Committee and Full Board.

Year 11 – the latest performance data was distributed and discussed.

- **Strengths:**
 - Attainment – this had increased, and gaps between groups of learners were closing; and
 - Progress – this had also increased overall and gaps were closing (English 3LP, Maths 3/4/5 LP)
- **Focus areas:**
 - The projected gap between pupil premium and non-pupil premium was widening in relation to 5A*-C, and 3 and 4 levels of progress in Maths and English.
 - The projected gap between DSEN students and all other students was widening in relation 4 levels of progress in Maths.
- **Next steps:**
 - There would be an increased focus on the use of regular and authentic, formative and summative assessment across all lessons, to ensure accuracy of projections and to identify those students requiring support.
 - Enrichment time would be used for targeted intervention with students by subject specialist staff.
 - The management information system would be developed to facilitate the new performance measures.

HTR asked if there were any specific teacher issues, and a discussion about staff absence took place. Absence levels had been higher than desirable, particularly in Science. To address this the Science timetable had been restructured. Whilst this had improved the quality of teaching and learning, it had been necessary to increase class sizes marginally. The situation would be kept under review.

2016 targets – Governors were reminded of the targets that had been set and approved by them at an earlier meeting. It was acknowledged that, even if the aspirational targets were achieved, QEGS would not be outstanding overall, with this cohort, due to the gender gap and the pupil premium v non-pupil premium gap.

The Governors expressed a desire to understand what outstanding looks like. JHA stated that all groups of learners would have to make more than expected progress.

ACTION:	The school's performance tables should in future include a column showing what outstanding would look like.
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Year 12 and Year 13 performance data - to be presented to the Achievement and Standards Committee in the spring term.

Parental engagement – this remained a focus for the school. Initiatives and communication strategies were discussed. HTR welcomed the coffee mornings and the Countdown to Success evening, since both were very positive. It was noted that engagement levels were particularly high at the Passport to Success evening, so Governors asked that consideration be given to more events of this nature. HTR said that increased parental engagement would impact positively on student recruitment. Attendance at Parent Consultation Evenings remained high and the Family Support Worker continued to work with the hard to reach families.

ACTION:	Attendance at Parent Consultation Evenings to be reported to and monitored by the Staff and Student Wellbeing Committee.
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School trips – SGA reported that, following the recent terrorist attacks in France, the school was risk assessing each trip, including those to UK destinations, for the safety of staff and students and to safeguard against financial losses.

Proposed curriculum plan 2016 – SGA reported that in 2016 year 9 students would study just one modern foreign language, which they would choose in year 8. This would enable them to focus better on that language, and would facilitate more time for lower set English and Maths. In year 10, students would still have the option to pick up a second language. HTR asked whether we would continue to offer Mandarin. SGA explained that our Mandarin Language Assistant was temporary, and partially funded by the British Council. Whilst we are committed to offering Mandarin in the future, it would be budget dependent. Currently 7/8 year 12 students and 12 year 10 students study Mandarin.

KS4 tutor time – this would be reduced to facilitate improved transition to KS5.

Options process – the process would be altered to give all students the opportunity to take 8 qualifications, and to increase the vocational, work based learning offer.

KS5 – post 16 reforms mean that students will in future study 3 or 4 A levels for two years.

MJE asked for further information on the re-branding of Technology and ICT. SGA explained that it would be known as Design and Innovation, and that computing would be taught in Technology on a carousel. CSM asked if the programmers used Raspberry Pi. SGA confirmed they did.

SGA explained that in designing the KS3 curriculum, consideration had been given to progression routes.

Parents would be notified of the curriculum changes via a letter later in the year.

ACTION:	SGA to send HTR a copy of the Options Process letter.
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Agenda Item No:	7
Agenda Item:	Annual Report
Minute Number:	FB40

A copy of the Annual Report and Financial Statements had been emailed out to the Governors prior to the meeting.

It was presented to the Full Board for approval, having been reviewed by the Academy Board previously, with the support of the external auditor, Smith Cooper Limited.

The report was approved: proposer – HTR; seconded – MBE.

CSM asked if there was a requirement to change auditors. LKE replied that there was not, but that we were required to evidence value for money. HTR stated that Smith Cooper have vast experience in the academy sector, and in multi-academy trusts. LKE informed the meeting that QEGS also benchmarks the audit fee against what other academies pay.

Agenda Item No:	8
Agenda Item:	SEF
Minute Number:	FB41

A copy of the latest SEF, updated in November 2015, had been issued to the Governors prior to the meeting.

It was established during the meeting that the 'Outcomes' judgement had been erroneously recorded as outstanding (1), when it should be good (2). The SEF would be updated.

JHA suggested that greater emphasis be placed on sport, to reflect the academy's success in this area. It was agreed that the statement under leadership and management would be strengthened, and that sport would be added to the Personal Development, Behaviour & Welfare section.

MJE questioned the volume of information on the SEF. AMA said it was less detailed than many, and was regarded as an exemplar, locally and nationally.

MJE asked whether 'QEGS Points' would be used in future in performance reports to Governors.
 SGA explained that Governor Reports would start to focus on the percentage of students on flight path.

Agenda Item No:	9
Agenda Item:	PR
Minute Number:	FB42

AMA reported that QEGS works hard to market itself. Information on strategies already used had been provided to Governors in advance of the meeting.

She explained that transport is a barrier for some, and that a cost benefit analysis was being carried out on leasing a mini-bus. She estimated the leasing costs alone to be in the region of £10k per annum, and said that just 3 additional students would generate sufficient funding to make this worthwhile. AMA said she would be attending a parents' evening at Sudbury and Doveridge to discuss transport issues. A mini-bus would carry the QEGS logo, which offered more PR. The FPTA are also keen to help raise funds towards for a minibus.

CSM suggested contacting the JCB Academy to discuss the possibility of them providing the buses, which may be available at the required times.

ACTION:	Governors were invited to email any PR / marketing ideas to SBH.
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RTU confirmed that he had attended a "Marketing your School" course. He now has tools to formulate a marketing strategy to meet the needs of QEGS. The Governors would be kept updated.

ACTION:	HTR asked that the Spring term Resources agenda include marketing and mini-bus leasing.
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Agenda Item No:	10
Agenda Item:	Safeguarding
Minute Number:	FB43

AMA invited questions on the safeguarding Report that had been provided to the Governors in advance of the meeting. None were received.

Agenda Item No:	11
Agenda Item:	Committee Minutes
Minute Number:	FB44

Achievement and Standards (KWE)

KWE explained the focus of the meeting had been the summer 2015 examination results, and how current performance data would be used to inform ongoing practice. He explained that authentic assessments would be crucial in ensuring all students' progress and achieve. He reported that numeracy and literacy across the curriculum was a focus for the school, and that rapid change was evident in terms of the national agenda.

Staff and Student Wellbeing (HBA)

HBA explained that the Governors had been provided with a draft set of minutes and that a revised set would be issued as soon as possible. She reported that the meeting had focussed on staff absence since it was higher than desirable. She reported that the Committee would be reviewing sick pay entitlement for new staff, in consultation with Browne Jacobson, and considering offering cash bonuses to staff with for good attendance.

Resources (HTR)

HTR explained that the Committee would be reviewing the academy's Pay Policy, and considering a new pay structure in readiness for September 2016. He explained that the student roll had fallen again which would adversely impact on our finances in 2016/17. If the school were full, he said, our budget would be £400k greater. He went on to explain that Derbyshire County Council (DCC) would be cutting the funding multipliers used in calculating the General Annual Grant (GAG), and levels of high needs funding. He said that the Regional Schools Commissioner would be engaged to support us in challenging DCC if necessary. The Committee had considered useful reports on premises and ICT, both cyclical replacement and new technology.

The Committee had a clear sense to direction; to increase the student roll, to reduce costs, particularly staffing costs, to keep overheads down, to challenge DCC regarding the GAG multipliers, to access other sources of income, including section 106 monies and other capital grants.

Academy Board (MJE)

MJE explained the meeting had focussed on a provisional structure of governance to support the application to become a sponsor. He outlined the strands of work; the application process, the identification of potential partners, and the constitution of the MAT.

He explained that he had attended a recent meeting of the Parkside Governing Body with AMA, SGA and LKE, and that the DfE could signpost us to schools in special measures. He confirmed a communication had been sent to each partner primary school informing them of our intentions to become a sponsor and MAT.

ACTION:	Next Full Board meeting – Constitution of MAT Governing Body.
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Pay (HBA)

HBA explained that the Pay Committee had met on 23rd October 2015 to consider a number of applications for performance related pay progression, and the Governing Body had been provided with a summary of the outcome of the meeting prior to the Full Board meeting. It was noted that some staff had chosen not to apply for pay progression this year due to insufficient evidence of whole school impact.

Agenda Item No:	12
Agenda Item:	Terms of Reference
Minute Number:	FB45

These had been reviewed and approved at Committee level during the autumn 2015 term.

It was noted that there was a Parent Governor vacancy, and that the Staff and Student Wellbeing Committee had fewer Parent Governor Members.

It was agreed that the Parent Governor vacancy would be left unfilled until our needs in relation to the MAT are clearer.

ACTION:

To update the Resources Committee's terms of reference to read that LKE prepares budget and the Governors review it.

ACTION:

To update the Academy Board's terms of reference since the Committee membership details had been erroneously recorded.

MBE reported that the Old Trust were actively seeking a replacement for Allen Forsythe.

ACTION:

Allen Forsythe's retirement to be marked by the Governors. SBH to invite him to the next meeting at 6pm for an official farewell.

The Governors recorded their thanks to HBA for the high volume of complex HR work she had been involved in, and to CWA for her work with the FPTA.

Meeting closed at 8.40pm