

Queen Elizabeth's Grammar School, Ashbourne Academy
Minutes of Full Board Meeting dated 29 September 2014

Date	29 September 2014			ACTION																																																																																					
Time	6pm																																																																																								
Place	Library																																																																																								
Governor Present	<table border="1"> <thead> <tr> <th>NAME</th> <th>POSITION</th> <th>PRESENT</th> <th>APOLOGIES</th> </tr> </thead> <tbody> <tr> <td>Mr M Atkins (MAK)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mrs H Baker (HBA)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr S Bembridge (SBE)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr M Betteridge (MBE)</td> <td>Old Trust Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Mr R Dubrow-Marshall (RDU)</td> <td>Co-Opted Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr A Forsyth (AFO)</td> <td>Old Trust Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr S Griffiths (SGR)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mrs J Hart (JHA)</td> <td>Community Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Dr M Haynes (MHA)</td> <td>Co-opted Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Mr M Jeffery (MJE)</td> <td>Co-opted Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Mrs A Martin (AMA)</td> <td>Head Teacher</td> <td>X</td> <td></td> </tr> <tr> <td>Mr R Palmer-Clarke</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr I Phillips (IPH)</td> <td>Parent Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Revd. G Pond (GPO)</td> <td>Church Appt Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Mr C Smith (CSM)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr H Tresidder (HTR)</td> <td>Community Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr R Tuck (RTU)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mrs H Ward (HWA)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mr A Weir (AWE)</td> <td>Parent Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Mr K Wesley (KWE)</td> <td>Old Trust Governor</td> <td></td> <td>X</td> </tr> </tbody> </table>				NAME	POSITION	PRESENT	APOLOGIES	Mr M Atkins (MAK)	Staff Governor	X		Mrs H Baker (HBA)	Parent Governor	X		Mr S Bembridge (SBE)	Staff Governor	X		Mr M Betteridge (MBE)	Old Trust Governor		X	Mr R Dubrow-Marshall (RDU)	Co-Opted Governor	X		Mr A Forsyth (AFO)	Old Trust Governor	X		Mr S Griffiths (SGR)	Parent Governor	X		Mrs J Hart (JHA)	Community Governor	X		Dr M Haynes (MHA)	Co-opted Governor		X	Mr M Jeffery (MJE)	Co-opted Governor		X	Mrs A Martin (AMA)	Head Teacher	X		Mr R Palmer-Clarke	Parent Governor	X		Mr I Phillips (IPH)	Parent Governor		X	Revd. G Pond (GPO)	Church Appt Governor		X	Mr C Smith (CSM)	Parent Governor	X		Mr H Tresidder (HTR)	Community Governor	X		Mr R Tuck (RTU)	Staff Governor	X		Mrs H Ward (HWA)	Parent Governor	X		Mr A Weir (AWE)	Parent Governor		X	Mr K Wesley (KWE)	Old Trust Governor		X	
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<p>There was a presentation at the start of the meeting by a group of Year 7 and Year 12 students on the transition from Primary school to QEGS and from Year 11 to Sixth form.</p> <p>The Year 7 students main concerns/questions were:</p> <ul style="list-style-type: none"> • They should be able to choose some friends to be in the same form as themselves; • If the homework set could build up rather than be so much so soon after starting; • They would like a 3rd Transition Day that had them in together as a form to start building friendship groups. <p>Leanne Clayton (PL Year 7) explained that a 3rd Transition Day had been calendared for next year and she would consider if using this as a Form Day</p>																																																																																									
				3rd Transition day already calendared																																																																																					

	<p>was possible.</p> <p>The Year 12 students main concerns/questions were:</p> <ul style="list-style-type: none"> • More quiet areas that they could use for private study • Newspapers to be available in the Sixth Form rather than just the Library (main site) • Consider not making General Studies a compulsory subject but other courses/study to be considered <p>The Governors said that they would look into whether more space could be made available i.e. Free Rooms. MAK explained that a list of Free Rooms was now up in the Sixth form and these can be used by students independently.</p> <p>The cost of subscribing to the on line newspapers/magazines would be considered by Resources Committee</p> <p>The General Studies exam and teaching of other similar subjects would be considered by the A&S Committee</p> <p>Governors to be contacted regarding the Sixth Form Open Evening and what they can contribute to that event.</p> <p>SGR thanked all the students for their time and helpful insight into the transition process.</p>	<p>Resources: Investigate the cost of online subscriptions to newspapers/magazines</p> <p>A&S: Investigate other courses similar to Gen Studies</p> <p>BSM: To contact Gobs regarding involvement in the 6th Form Open Evening 4.11.14</p>
	<p>The students and Leanne Clayton and Lisa Jones left the meeting 6.40pm</p>	
<p>AA251</p>	<p>AGENDA ITEM 1. Apologies/Quorate</p> <p>Mr M Betteridge, Dr M Haynes, Mr M Jeffery, Mr I Phillips, Rev G Pond, Mr A Weir and Mr K Wesley. Apologies were accepted by the Governors</p>	
<p>AA252</p>	<p>AGENDA ITEM 2. Minutes from the last meeting dated 14.7.14</p> <p>AA257 – to read ‘QA follow up was not as good as thorough as it needed to be’</p> <p>Following this amendment the Chair signed the minutes</p>	<p>SGR to sign mins</p>
<p>AA253</p>	<p>AGENDA ITEM 3. Matters arising:</p> <p>Min No AA250: A&S ToRs: These are being renewed along with all other committee ToRs. ACTION: All Committee ToRs will be brought to the FGB 8.12.14</p> <p>Min No AA242: Collective Worship Policy:</p>	<p>All ToRs to be brought to FGB 8.12.14</p>

	<p>ACTION: To be brought to S&S Committee 10.11.14</p> <p>Min No AA251: Governance Arrangements: A simplified version of the Governance audit has been created. ACTION: Please complete and send back to SLE for collation.</p> <p>Min No AA 251: Annex A in the Governors Code of Conduct: This has been changed to reflect 'he/she'</p> <p>Min No AA254: SIP/SEF has been distributed.</p> <p>Mon No AA254: Department Evaluation Forms: When these have been created these will be presented to the A&S Committee for review.</p> <p>Min No AA254: JHT to arrange a time and date for Alison Brown to visit QEGS</p>	<p>S&S Agenda: Collective Worship Policy</p> <p>Governors: Complete Governance Audit and send to SLE for collation</p> <p>SLE: Ensure that the Dept Evaluation Forms are sent to A&S Cttee</p> <p>JHT to arrange visit from Alison Brown</p>
<p>AA254</p>	<p>AGENDA ITEM 4. Chairs Report including: Correspondence: School Seal Reply. The seal will be loaned to the Old Trust for a period of 12 weeks for a display at the Heritage Centre.</p> <p>Governance Review: As part of the Governance review that had taken place in July 2014 and discussed at the Governing Body meeting in July SLE had created a simpler form to be completed. This had been emailed out and were handed out during the meeting for Governors to complete.</p> <p>It had also been agreed that a more bespoke table of events be created that were school based which Governors could attend during this Autumn Term. A separate table had been compiled with local training events.</p> <p>Any Governor was welcome in school anytime. AMA asked that if a Governor did wish to come into school that they phone ahead to ensure that a member of SLT was available to meet them.</p> <p>All Governors were welcome to attend the Open Evening on the 30.9.14</p> <p>SGR explained that there were a number of Governor changes taking place: Michelle Haynes has resigned due to work commitments. SGR asked Governors to consider whether another representative from Nottingham University was still appropriate. RDU thought that links with a local good University were important. The mix of having two Universities represented was valuable especially with a growing Sixth Form. SGA suggested that an ex member of staff (Guy Dearden) could be contacted regarding this position. He now works in Staffordshire. HTR asked if a link with another Academy would be better. AMA would only consider this if the Academy had been judged outstanding by Ofsted. CSM offered to help in the recruitment of a Governor from Nottingham University if appropriate ACTION: SGR and AMA will reflect on the best course of action</p> <p>Alan Weir Term of office had come to an end. As he is a Parent Governor then an election will be held to fill this position.</p>	<p>Governors welcome to attend the Open Evening 30.9.14</p> <p>SGR and AMA: Consider replacement for MHA</p>

	<p>Helen Ward has also indicated that she would like to step down after Christmas. As she is also a Parent Governor then an election will be run for two vacancies. ACTION: SLE to run a Parent Governor election for 2 vacancies at the start of next term. The Old Trust was still considering Brian Bates replacement.</p> <p>SGR thanked these Governors for their time and commitment to the School.</p>	<p>SLE: To run Parent Governor election after half term</p> <p>SGR thanked those retiring Governors</p>
AA255	<p>AGENDA ITEM 5. Futures Strategy. Max Jeffery</p> <p>Update on architects meeting 5.9.14:</p> <p>As MJE was absent AMA reported on the Architects meeting that had taken place 5.9.14.</p> <p>The school has seen plans for two distinct areas. The Main Reception through to the Library and beyond and a second plan for the Sixth Form Centre. These have been considered by the SLT and will be shown to the Governors at the Time Out 16.10.14</p> <p>They will also be presented to a wider audience including staff, students etc</p> <p>CSM asked about the finances for the projects. AMA said that County were fully supportive of what the school was trying to achieve and were envisaging that these plans would be ready to use when the need arose. AMA stressed that the school had capacity lower down the school years and that the Sixth Form plans would probably take priority.</p> <p>It is not currently known how much Section 106 money would be available or when it would become available as it was dependent on when the houses sold in each development. Kevin Firth LA liaises directly with DDDC Planning Team has another meeting scheduled with school after half term.</p> <p>CSM urged that a firm commitment be sort on the amounts and dates when this money would be available. HTR asked if the EFA should be approached as a source of funding. AFO asked if a direct approach to Council members would be useful. AMA thought not at this time as she was still to hold a meeting with Kevin Firth. ACTION: Governors to be updated on this matter at FGB 8.12.14</p> <p>The Resources Committee are to be approached regarding finances to put in a folding wall in the Canteen to create another teaching space.</p>	<p>Plans to be considered at Time Out 16.10.14</p> <p>AMA to meet with Kevin Firth</p> <p>FGB Agenda 08.12.14: Futures Strategy and plans</p> <p>Resources agenda 17.11.14: Folding wall in Canteen</p>
AA256	<p>AGENDA ITEM 6. Academy Board minutes 22.9.14. Simon Griffiths</p> <p>These were ready to be emailed out to Governors. If any Governors upon receipt of the minutes had any questions they were to be directed to SGR.</p>	<p>SLE: Email out Academy Board mins</p>
AA257	<p>AGENDA ITEM 7. Head Teachers Report including:</p> <p>Recap on SEF, SIP summary and SMSC for those not able to attend 17.9.14</p>	

<p>AMA reported that the SEF had received much praise from the LA regarding its layout and presentation. Ian Thomas had visited the school and thanked the school for providing a good standard of education to the young people of the area. He also praised the school for its improvement since the Ofsted in 2013.</p> <p>The current SEF will be updated in March 2015. The SIP summary is available on the school web site. The Head Teachers report is set out along the lines of Ofsted headings.</p> <p>Exam Analysis: The Governors noted the issues raised in the Head Teachers report regarding Exam performance. A detailed analysis was carried out by the A&S Committee at their meeting 15.9.14 and this was summarised at the Governing Body meeting on 17.9.14. Another information session was offered at the start of the Full Board meeting 29.9.14.</p> <p>HWA queried what the sentence on the Resources area meant. The 'why not the what'. Is the impact of resources spent on Teaching and Learning for students.</p> <p>Safeguarding: JHT reported that she had been in school to conduct the Annual Safeguarding Audit with Mrs Humphrey-Lewis. The audit is very thorough and covers all areas required. ACTION: SLE to scan the documents handed out on the training session and email to all Governors</p> <p>Facebook Group: QEGS SOS. AMA had included in her report what actions the school had taken in regard to its activities. The CPS were not pursuing the case and the Police had complimented the school on its conduct regarding the case. SBE was thanked for working closely with the family throughout. The other student involved was now full time at Derby College and the school were funding his place. This is less cost to the school than the cost of permanently excluding him which would not have been appropriate.</p> <p>JHT asked if the Dove Valley Primary Schools (DVPHS) could have a copy of the Social Media Policy that QEGS holds and consider whether they should adopt a similar or the same policy. The Twitter site operated by QEGS SOS has been removed and Facebook have removed the school badge from the Facebook site. SLT were satisfied with the way they had handled the case overall. It was appreciated that the slower approach and taking time to consider the right moves was the best method.</p> <p>HTR asked what the correct approach was for Governors if confronted with a difficult situation. He asked that there should be one person that they should be able to contact at all times so that they are confident in their response that school were dealing with a problem. ACTION: AMA and SGR to review communication arrangements over holiday periods so Governors are not left unbriefed about issues during these times</p> <p>CSM urged the school to talk to the press in these situations and repeat the facts without elaboration if necessary. Repeating what is already public information is often better than saying nothing at all.</p>	<p>A&S Cttee: Monitor the action plan agreed at the A&S meeting 15.9.14</p> <p>SLE: Scan safeguarding docs and email to Governors</p> <p>SLE: Email DVPHS the policies</p> <p>AMA/SGR: Discuss communication with Governors during holiday periods</p>
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<p>AA259</p>	<p>AGENDA ITEM 9. Parental Engagement. Scott Garrity</p> <p>SGA explained that the school had made progress with the methods of communication with parents but still needed to do more work on engaging the parents in the learning of the students.</p> <p>This had been discussed in detail at the Academy Board (see minutes dated 22.9.14).</p> <p>After a discussion it was agreed that the following actions would take place:</p> <ul style="list-style-type: none"> • Governors to give comments on parental engagement using the audit tool as a checklist • SGA would undertake a SWOT analysis of communication and engagement of parents to establish key areas to focus upon. • SGA would present the analysis to S&S Committee with further proposals <p>Attendance at PCE's (Parental Consultation Event) needs better monitoring and those Parents that do not attend need follow up calls. Drop In sessions in the past at PCE's have been successful in giving parents detailed information on specific topic areas of interest. Parent View surveys are being carried out this year during PCE's. RDB offered Derby University support if the school decided to increase its university visits to include Parents. Nottingham University and Nottingham Trent were also extending their programme of Outreach which might link in with this agenda.</p> <p>ACTION: S&S Well Being will follow up this work.</p>	<p>All Governors to comment using the audit tool</p> <p>SGA undertake a SWOT analysis</p> <p>SGA to present to S&S on findings</p> <p>S&S Agenda item 10.11.14:</p>
<p>AA260</p>	<p>AGENDA ITEM 10. Budget update – finance report</p> <p>LKE had sent apologies for the meeting. AMA asked that if the Governors had any questions on the budget paper that they are directed to LKE. HWA asked that the wording regarding the TA T&C's be altered as it read as if the primary reason for changing these was to reduce the staffing costs which was not the case.</p> <p>ACTION: AMA to ask LKE to reword this part of the report</p> <p>HTR commented that the forecasting needs to be improved further as in the three months since the last Budget report the surplus had considerably increased.</p>	<p>AMA: Discuss the rewording of the budget report regarding TAs with LKE & LKE to re-issue report</p>
<p>AA261</p>	<p>AGENDA ITEM 11. AOB</p> <p>Health and Safety Policy: CSM urged the SLT to keep Health and Safety reporting to the forefront. If there are issues that have been reported but no action taken this could cost the School a lot of money. HTR asked if they had started a culture of 'near miss reporting' yet.</p> <p>ACTION: AMA to discuss 'Near Miss Reporting' with LKE</p> <p><i>The Health and Safety Policy was approved by the Governors.</i></p>	<p>AMA: to discuss with LKE 'Near Miss Reporting'</p> <p>Health and Safety Policy approved</p>

	FPTA: SGR informed the Governors about the forthcoming Wine Tasting event that the FPTA were hosting at school on 14.11.14. he asked if any Governor would put themselves forward to take part in the evening to contact SGR	FPTA: Wine Tasting evening 14.11.14
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Meeting closed at 8.20pm