



**Minutes of Full Board Meeting
Monday 7th March 2016 – 7pm**

PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Executive Headteacher	✓		
Mr M Jeffery (MJE)	Chair of Governors	✓		
Mrs H Baker (HBA)	Vice Chair	✓		
Mr M Atkins (MAK)	Staff Governor	✓		
Mr S Bembridge (SBE)	Staff Governor	✓		
Mr R Tuck (RTU)	Staff 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	✓		
Mr M Canton	Old Trust Governor	✓		
Revd. G Pond (GPO)	Church Appt Governor	✓		
Miss S Bhogal (SBH)	Clerk	✓		
Mr S Garrity (SGA)	Head of Academy	✓		
Mrs L Key (LKE)	Business Leader	✓		

The Chair welcomed Marcus Canton to the QEGS local Governing body as a representative from the Old Trust.

Agenda Item No:	1
Agenda Item:	Apologies
Minute Number:	FB46.16

HTR, RDM and JHA had sent their apologies.

The Governors accepted these apologies.

Agenda Item No:	2
Agenda Item:	Declaration of Interest
Minute Number:	FB47.16

None.

Agenda Item No:	3
Agenda Item:	Minutes from the last meeting dated 30.11.2015
Minute Number:	FB48.16

Subject to a few minor changes the minutes were accepted as a true and accurate record.

Agenda Item No:	4
Agenda Item:	Actions from the last meeting dated 30.11.2015
Minute Number:	FB49.16

All actions from the last meeting are either in progress or completed.

Agenda Item No:	5
Agenda Item:	Health & Safety
Minute Number:	FB50.16

Key points

- Departmental risk assessments have been completed for this academic year and an audit of technology workshops was carried out in November 2015.
- Fire risk assessments were reviewed in January 2016 and fire drills performed at the start of the academic year. The alarms are tested every Thursday and the results logged. The alarms are serviced quarterly as per statutory guidance.
- Legionella testing is carried out on a monthly basis and the results are logged.
- Accidents are recorded by the medical room staff and forwarded to the Estates Manager. There have been a total of 23 accidents recorded up to 19th February 2016.
- There have been four near miss reports logged up to 19th February 2016.

A table showing the nature of these accidents was included in the papers supplied to Governors. A discussion took place regarding the serious accident where a member of staff cut their hand on a chainsaw and an injury that occurred during an after school badminton game.

Governors asked whether staff and students were issued with instructions on how to use/put away equipment. The Business Leader that they were. She also reassured Governors that all accidents are investigated and acted upon, as appropriate.

Agenda Item No:	6
Agenda Item:	Safeguarding
Minute Number:	FB51.16

The safeguarding report that was issued to S&SWB committee was included in the full board papers. There were no further questions from the Governors.

Agenda Item No:	7
Agenda Item:	Local & National Updates
Minute Number:	FB52.16

The Executive Headteacher explained that we have received a government grant for our school to school support to Granville and John Flamsteed. StSS (School to School Support) is due to be completed by March and June respectively. We have applied for further funding for our work at Pingle and have recently received £15k for StSS; the plan is being finalised with an estimated completion date of Jan 2017. We have visited Pingle three times so far, the last visit focused on 6th form, BSM (Head of 6th Form) will work alongside the HMI (Her Majesty's Inspector), Jill Machin and Anne Martin.

Governors asked how the grant money we receive is spent. This is spent largely on staff time.

Agenda Item No:	8
Agenda Item:	Head of Academy's Report and Progress against the SIP
Minute Number:	FB53.16

Key points

Targets for 6th form applications; external target of 15 students had been set and there have been 33 external applications to date. A target of 65% of current year 11 was set for internal applications. 151 Internal applications have been received, making this 68% of Year 11 selecting 6th form at QEGS.

Recruitment still remains a high priority for student numbers.

The report highlighted what we need to achieve to become 'Outstanding'. The key measures for this would be:

- Progress and attainment in English and Maths – must be improving and above national
- Disadvantaged (Pupil Premium) and/or DSEN – any gaps must be closing
- Progress of ability bands – Lower and Middle ability plus Most Able should all achieve in line with expectations
- Progress 8 and Attainment 8 Scores – all subjects count, P8 score must be above 0.0 for 'Good', above +0.25 for 'Outstanding'.

KS3 Update

Strengths: Yr7 and Yr8 performing well and projected to achieve 'Outstanding' results overall. Year 7 figures project 'closing' gaps between gender and PP.

Next Steps: Year 9 are clearly the priority. Yr9 current progress (using new flight paths and new GCSE criteria) 'Requires Improvement'. Yr9 curriculum post-Easter will enable students to have more focus on their 'opted' subjects. Yr9 Options curriculum designed and structured to facilitate and support Yr9 students (increased Eng and Ma, use of tutor time). All teaching staff to have 'PP Boys' appraisal target.

KS4 Update

Next Steps from Dec 2015 with Feb 2016 update: Focus areas from current data, being addressed via actions below:

- a) Projected gap between PP and NonPP 5A*-C widening - **Improved but same gap**
- b) Projected gap between PP and NonPP making 3LP in Maths widening - **Now closing**
- c) Projected gap between PP and NonPP making 4LP in English not closing – **Now closing**
- d) Projected gap between boys and girls making 4LP in English widening - **Improved but same gap**
- e) Projected gap between PP and NonPP making 4LP in Maths widening - **Improved**
- f) Projected gap between all and DSEN making 4LP in Maths widening – **Now closing**

KS5 Update

Strengths: Yr13 – 8 Departments are projecting VA top 25% nationally (red). With 4 of those projecting top 5% - Physics, Business, Music and RS. All BTec courses are projecting VA in top 25%.

Yr12 – All departments are projecting VA at least in line with National Averages (no Blue) and 12 Departments are projecting top 25% Nationally (red)

Next Steps: Yr13 – RAP's will be in place for Biology, Chemistry, Maths Statistics and Dance. Students underperforming in more than one subject have their grades cross referenced to their effort grades and attendance. Where issues are identified, pastoral support is also put in place.

Yr12 – The projections for new AS's are very positive. Once these exams are complete the focus will be on ensuring this year has been the best preparation for the first year of a Linear A—level for those subjects where the AS no longer contributes to the A-level grade.

Q&A

The Executive Headteacher reminded Governors that we are due an Ofsted inspection next year.

KWE explained to Governors that the A&S committee had gone through the points addressed in the Head of Academy's report and stated that the A&S committee are fully behind the Leadership Team, in all the changes that have been implemented or are going to implemented.

The Head of Academy explained to Governors that our principal idea to start delivering GCSE content to year 9 would begin after Easter. Science, Maths and English are already doing this, this has been received well by parents. A letter will be sent to parents outlining our proposals.

The Head of Academy brought the Governors attention to the extracurricular activities that have taken place, with particular praise to the poetry competition deserving recognition and the students taking part in the Jaguar Land Rover competition doing so well, thank you cards have been sent to the staff involved.

MAK also added that a student in year 13 had received a place on a paid internship with the European Parliament.

Agenda Item No:	9
Agenda Item:	Summary of status of QEGS MAT and Next Steps
Minute Number:	FB54.16

Set up and Organisation of MAT

The Business Leader explained that we continue to work closely with Browne Jacobson, and, on their advice, we have postponed the legal process of converting from a Single Academy Trust to a Multi Academy Trust until we are ready to partner with our first school, to avoid duplicating work and cost. The DfE are aware of this and are content.

The process of converting from a Single Academy Trust to a Multi Academy Trust usually takes 3 months. A timeline was given out to Governors along with a proposed Governance structure. This structure has been developed in accordance with advice from Browne Jacobson, guidance from the DfE and models of good practice in other MATs.

The points to consider for each tier are as follow:

- **Members** must be independent of all other levels in the MAT.
- **Trustees** – It is proposed that the board of Trustees must not exceed 11. We understand that the Old Trust wish to appoint 2 Trustees, and that the Diocese will require 2 Trustees if it is to permit Voluntary Controlled schools to join a mixed faith MAT. Both will therefore be seeking to appoint 1 additional Trustee each. We will need to fill the additional 3 vacancies in due course, having considered the skills and knowledge we wish these Trustees to bring.
 - Any appointments made after the MAT has been established, then the Members would be responsible.
 - Any appointments made before the MAT is established, then QEGS Full Governing Body would be responsible.
- We are being steered away from Trustees also serving on the local Governing bodies since they are responsible for the overall performance of the Trust.
- We are also being steered away from appointing Parent Governors to the Board of Trustees since their sole interest is usually the school their child attends.
- **QEGS Local Governing Body** – The DfE typically expects the Local Governing Bodies to be 7 to 9 in size. Via a process of negotiation we need to begin to re-organise our Local Governing Body, and to reduce in size.

A structure was proposed to Governors for consideration and discussion.

ACTION:	<i>Governors to email LKE with their thoughts and concerns and if they would like to remain on the Local Governing Body or move up to Trustee Level by the 22nd March.</i>
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Governors asked how the sub-committees might be structured. The Executive Headteacher explained that the DfE have suggested that the Full Governing Body meet 3-4 times a year and discuss all matters, working parties can then be formed should they need to. The Head of Academy stated that we could appoint lead Governors that would still drive those items on the agenda.

Governors asked whether the DfE had given an idea as to what would happen with small rural schools in our locality. Yes they do, it has been discussed by the DfE that schools of 80 students or less may not be allowed to convert to an academy, due to being financially unviable; which is the decision of the DfE.

Sponsor Capacity Funding

This funding (£100k) has now been received, an outline budget plan was provided to Governors, this funding will be kept separate from our main budget, since it has been awarded purely to enable QEGS to add capacity to the MAT.

School/Partner Selection process

We have been approached by two primary schools and one secondary school to date who are exploring the QEGS MAT as a possible option for their schools. AMA and LKE have attended a series of meetings at these schools to discuss the QEGS MAT, which have been attended by their Leadership teams and Governors.

AMA and LKE have also agreed to meet the Governing bodies of three South Derbyshire secondary schools on 21st March 2016. Two in Requiring Improvement (RI) and one in Special Measures (SM).

The DfE has asked QEGS to begin discussions with a secondary school in special measures with a view to 'sponsoring it' (this is the school mentioned above in South Derbyshire). AMA has attended a fact finding meeting with the Headteacher of that school on 2nd March 2016 and has informed the DfE that it would not be a viable school for the QEGS MAT in its current state (performance issues and significant financial and building condition concerns)

None of these schools have explicitly requested to join the MAT, nor have we yet begun a process of due diligence; however, the DfE today are strongly urging us to carry out due diligence checks on the school in Special Measures and then to report back to them.

The Business Leader assured Governors that we can say 'no' should we wish to – until the MAT is established the QEGS full Governing body can determine who we partner with, thereafter it would be the decision of the Trustees, any decision would be subject to a thorough due diligence process. It must be noted that as a Sponsor we have a moral purpose and obligation towards underperforming and/or schools in Special Measures; Governors need to be assured that capacity will be added in order to deliver successful outcomes for all.

Next Monday the Academy Board will meet to discuss the next steps for the Trustees.

Agenda Item No:	10
Agenda Item:	Update on Futures Work
Minute Number:	FB55.16

A summary paper was included in the papers for Governors and the feasibility study carried out by Gino Lombardo was handed out to Governors at the meeting.

There were no further questions from the Governors.

Queen Elizabeth's Grammar School, Ashbourne Academy
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Agenda Item No:	11
Agenda Item:	Committee Minutes
Minute Number:	FB56.16

Achievement & Standards

The A&S committee are fully in support of the Leadership Team in terms of the curriculum. Please see minutes for further information.

Resources

The minutes from the last committee meeting were included for Governors, the priority remains to drive up numbers on roll.

Student & Staff Wellbeing

The minutes from the last meeting were emailed to Governors prior to this meeting.

There being no other business the meeting closed at 9.02pm