

Queen Elizabeth's Grammar School, Ashbourne Academy
Minutes of Full Board Meeting dated 8th December 2014

Date	Monday 8 th December 2014			
Time	6pm			
Place	Library			
Governors Present	NAME	POSITION	PRESENT	APOLOGIES
	Mr M Atkins (MAK)	Staff Governor	✓	
	Mrs H Baker (HBA)	Parent Governor	✓	
	Mr S Bembridge (SBE)	Staff Governor	✓	
	Mr M Betteridge (MBE)	Old Trust Governor	✓	
	Mr R Dubrow-Marshall (RDU)	Co-Opted Governor	✓	
	Mr A Forsyth (AFO)	Old Trust Governor	✓	
	Mr S Griffiths (SGR)	Parent Governor	✓	
	Mrs J Hart (JHA)	Community Governor	✓	
	Mr M Jeffery (MJE)	Co-opted Governor	✓	
	Mrs A Martin (AMA)	Head Teacher	✓	
	Mr R Palmer-Clarke (RPA)	Parent Governor	✓	
	Mr I Phillips (IPH)	Parent Governor	✓	
	Revd. G Pond (GPO)	Church Appointed Governor		✓
	Mr C Smith (CSM)	Parent Governor		✓
	Mr H Tresidder (HTR)	Community Governor	✓	
	Mr R Tuck (RTU)	Staff Governor	✓	
	Mr K Wesley (KWE)	Old Trust Governor	✓	
Mr R Watson (RWN)	Parent Governor	✓		
Mrs C Ward (CWD)	Parent Governor		✓	
In Attendance	Mr S Garrity (SGA)	Associate Head	✓	
	Mrs L Key (LKE)	Business Manager	✓	
	Miss S Bhogal (SBH)	Clerk	✓	
	Miss S Loveridge (SLE)	Clerk	✓	
	Miss S Farr (SFA)	Assistant Head Teacher (Coaching & Modelling)	✓	
	Miss K Brown (KBO)	PE (Girls) Lead Practitioner	✓	

	<p>There was a presentation at the start of the meeting by a group of Year 7 and Year 11 students who are working towards student leadership accreditation. They had brought along the work they have been doing so they could discuss the impact current marking and feedback is having.</p> <p>Governors were invited to look at their work and discuss the progress they are making.</p> <p>AFO commended the students for coming to a Governors meeting and discussing this.</p> <p><u>Q&A</u></p> <p>SGR asked the Year 7 students how they were finding this process, they stated that it was good and for them it is working well, the feedback they receive is more thorough.</p> <p>HTR asked the students whether there was anything they would change, the students stated that it would be helpful to have a time to go back through the feedback, for example MAD time (Making a Difference), which means that at the start and end of a lesson, time is put aside to go through this with the teacher. This then allows the opportunity to act on the next steps.</p> <p>HTR also asked whether discipline was maintained during this MAD time, and whether this worked with technical subjects – KBO responded by saying that discipline was maintained and that this did work with technical subjects, one of the students also said that in the case of Maths, MAD time was helpful to do the corrections, it's also helpful when feedback contains hints to work out formulas for example, this enables MAD time to be used effectively.</p> <p>SGR thanked Miss Brown and all of the students for such an interesting session on feedback and marking.</p> <p>HBA asked whether all departments working in the same manner or are they at least working towards this. SGA stated that it is.</p> <p>HTR felt that the students were extremely positive.</p>	
	KBO and the students left the meeting at 6.20pm	
	SGR welcomed RWN as a new Parent Governor and SBH as the new Clerk to Governors	
Item No	Item	Action
AA262	<p>AGENDA ITEM 1. Apologies/Quorate</p> <p>Mrs Claire Ward, Mr Colin Smith.</p> <p><i>Apologies were accepted by the Governors.</i></p>	
AA263	<p>AGENDA ITEM 2. Declaration of Interest</p> <p>None</p>	
AA264	<p>AGENDA ITEM 3. Minutes from the last meeting dated 29.09.14</p>	

	<p>Page 4: AA255 paragraph 5 change wording from 'it would not be known' to 'It is not currently known' ACTION: SBH to change the wording.</p> <p>Page 5: AA257 paragraph 8 ACTION changed from 'uncertain and not briefed' to 'unbriefed' ACTION: SBH to change the wording.</p> <p>RDU noted that the abbreviation for his name should be changed throughout so that it reads consistently. ACTION: SBH to change the wording.</p> <p>Following these amendments the chair signed the minutes. ACTION: SGR to sign the minutes.</p>	<p>SBH to change.</p> <p>SBH to change.</p> <p>SBH to change.</p> <p>SGR to sign minutes</p>
AA265	<p>AGENDA ITEM 4: Matters Arising – see action sheet from 29.09.2014</p> <p>AA257: Action point – Communications with Governors during the holiday period. AMA to send out email as to who to contact. ACTION: AMA to send out a rota for availability of the SLT during the Christmas period.</p> <p>AA259: Action point – SGA to present to S&S on findings, Work is ongoing, full update to be given at next full board. ACTION: SGA to give a full update at the next Full Board Meeting on 9 March 2015.</p> <p>AA261: Action point: Near Miss Reporting – AMA is happy for this to be reported through the Resources Committee. ACTION: To be reported through the Resources Committee.</p>	<p>AMA: A rota will be available.</p> <p>SGA: Full update to given at next Full Board</p> <p>To be reported through Resources Committee</p>
	STRATEGY AND GOVERNANCE:	
AA266	<p>AGENDA ITEM 5: Chairs Report</p> <p>Correspondence – Letter received from DCC stating that Ian Johnson is now Acting Strategic Director following Ian Thomas resignation.</p> <p>Terms of Reference – these have been through the committees and have been revised. These have been approved.</p> <p>Governor visits into school Autumn Term - SGR thanked all the Governors that had taken the time to come in and visit the School. KWE and RPA commented that they found their visits both interesting and fascinating, they were impressed by the support given to progress leaders. SLE encouraged Governors to fill in a log sheet so that we have a record. ACTION: ALL GOVERNORS to fill in visit log sheets and send them back to SBH.</p>	<p>ToRs approved</p>

	<p>AMA thanked all Governors that came in for the Ofsted visit, SGR also thanked all Governors.</p> <p>Governor Audit – SGR expressed thanks for filling this in, Summary of responses/actions are enclosed. It was mentioned by HTR that policies were kept brief, perhaps a summarised page. AMA stated that we are working on thinning these down. ACTION: AMA to review policies and report back to the Academy Board.</p> <p>Parent Governor Election Process – SGR reported that our new Governors have very useful experience to contribute to the governing body. Posting the ballot papers had increased voting minimally but everyone agreed that it is important to continue this way. ACTION: SBH Continue with posting ballot papers for Parent Governor Elections</p>	<p>SBH to follow up after Governor visits</p> <p>AMA to review policies and report back to the Academy Board.</p> <p>SBH to continue using postal process.</p>
<p>AA267</p>	<p>AGENDA ITEM 6: Futures Strategy</p> <p>An email was sent prior to the meeting with the updated QEGS Future Strategy attached. MJE also handed out a paper FGB Futures Strategy Update – Nov 214. MJE discussed the handout explaining that developing the Technology Block and redeveloping the Sixth Form was our number one priority. MJE encouraged everyone to reread the original email. He also stated that the redevelopment of the Sixth Form could also provide valuable space for the community.</p> <p>Next steps – it is important to follow procedure, trying to determine the number of students from the number of dwellings. We have some figures which have been calculated by DCC, however, others are estimated by SLT. AMA mentioned the urgency to access S106 funds, meetings will be arranged to try and agree what we get and when. ACTION: MJE stressed that he plans to turn the draft into version 1 before the end of term, this will then be circulated to the Futures Group and published.</p> <p>AMA stated that she is aware that more housing is planned in the area and she will change the figures accordingly, this will then be brought to the Full Board Meeting on Monday 9th March 2015. AFO asked who would project manage this on behalf of the school, as it would be a difficult job and would require full-time management. ACTION: AMA to consider who is best placed to project manage any building work undertaken. This may be the Architects or an external body.</p>	<p>MJE to turn draft into Version 1 and circulate to Futures Group.</p> <p>AMA to consider who is best placed to project manage.</p>

	<p>HBA raised the question regarding timings – have we been given dates? MJE reported we have more information but dates still need to be firmed up.</p> <p>AMA stated that all Phase 1 houses have been sold SGR said that at the moment the school does have some immediate capacity.</p> <p>SGA had met the Vice Principle of John Taylor School in Staffordshire who had received S106 funding prior to building work commencing. They also have building plans and we are welcome to look at these.</p> <p>ACTION: SGA and LKE will contact John Taylor to find out how they accessed this funding.</p> <p>HTR – stated that we need a reasonable plan for both buildings, we should get the Architects to use Quantity Surveyors to look at these and provide us with certification dates enabling us to forecast cash flow and identify if, we have any funding gaps. We can then work out how to bridge these gaps.</p> <p>RDU also said that it would be useful to see Risk Assessments to go alongside this, AMA – agreed that this is something we should have. RPA summarised by stating that the school may need to commit some money now and then replenish the funds when the S106 money is received into the school.</p> <p>AMA shared with the Governors that in the Summer Term on Monday 15th June 2015 the parents will be invited in so that the students can showcase some of the work they have done during Enrichment Study time. This maybe a good time to also share the Futures Strategy. MJE said that it's a good idea to over communicate, rather than holding things back. The features in the press will continue.</p> <p>ACTION POINTS:</p> <ul style="list-style-type: none"> • All governors to look at the revised document and plans and give any further comments to MJE. • AMA and MJE to keep the pressure up to get clear responses from the council. • AMA to determine project management requirements. • LKE to review cash flow and financial projections through the Resources Committee. • Futures Group to consider the issue of identifying major risks and mitigating actions. • SBH to add these points to discuss at the next Full Board Meeting 9 March 2015 	<p>SGA and LKE to contact John Taylor to find out how they accessed this funding.</p> <p>ACTION POINTS: All Governors: further comments on the revised document to be sent to MJE.</p> <p>AMA and MJE to keep the pressure up to get clear responses from the council.</p> <p>AMA to determine project management requirements.</p> <p>LKE to review cash flow and financial projections through the Resources Committee.</p> <p>Futures Group to consider the issue of identifying major risks and mitigating actions.</p> <p>SBH to add this to the Agenda for the next FB 9 March 2015.</p>
AA268	<p>AGENDA ITEM 7: Academy Board Committee minutes 24.11.2014 The minutes had been previously circulated. There were no further comments.</p>	

<p>AA269</p>	<p>AGENDA ITEM 8: Annual Report</p> <p>LKE reported that the final report had been received from Smith Cooper and there were no changes. A limited assurance audit had been carried out in accordance with Education Funding Agency (EFA) requirements. The audit had been clean and the accounts were unqualified. Smith Cooper were very complimentary about the school's financial management process.</p> <p>AMA thanked LKE and HTR for all their hard work, SGR also thanked them both.</p> <p>LKE will now ask SGR to sign the accounts once they have been approved at this meeting. As soon as Smith Cooper have also signed them they will be uploaded to Companies House web site and the EFA. It is also a requirement that they are available to view on the school web site.</p> <p>HTR would like to bring attention of the Governors the fact that AMA is the Accounting Officer and would take full responsibility of the Annual Report.</p> <p>PROPOSED BY AFO. SECONDED BY MJE.</p> <p>The Governing Body approved the annual report and accounts.</p> <p>It was agreed that the AGM would be a shorter event prior to 9 March 2015. This would be widely publicised, also outlining the plans for a later event on 15 June 2015 for people to discuss the school's future plans.</p>	<p>SGR to sign Accounts.</p> <p>SBH to upload to Companies House and Education Funding Agency.</p> <p>The Governing Body approved the annual report and accounts.</p>
<p>AA270</p>	<p>AGENDA ITEM 9: Head Teachers Report – AMA</p> <p>Admissions.</p> <p>Indications show for Sept 2015 there are 213 first choice; 265 altogether which includes first and second choice, the current year 7 is at 202 which is up on last year's figures.</p> <p>All estate agents locally have had a visit from AMA and SFA to deliver prospectuses and the Ofsted report, they have previously been informing prospective house buyers that QEGS is full, they are now clear about the current birth rate and numbers.</p> <p>All developers have been visited again, SFA has even been to the new estate on Radbourne Lane in Mickleover and the school prospectus and Ofsted report have been delivered.</p> <p>We will be advertising the Year 9 options evening and will admit students into Years 7, 10 and 12 (previously years 7 and 12). The numbers in current Year 9 are the lowest in School.</p> <p>The taster days and transition days are working well.</p> <p>JHA asked the question – Will we get S106 money off an Estate being built on Radbourne Lane in Mickleover.</p>	

	<p>AMA answered yes.</p> <p>AMA and SGA are currently discussing leadership and management roles with SGR.</p> <p>Examples of work covered by AMA and SGA;</p> <p><u>AMA</u></p> <ul style="list-style-type: none">• Strategy• Ofsted• Futures – including growth• School Improvement and SEF• Budget• Governance – whole school• Safeguarding• HR/Staffing• Appraisal - including threshold• Systems Leadership – strategy• Teaching Schools <p><u>SGA</u></p> <ul style="list-style-type: none">• Day to day including exclusions• Parental/community engagement• Standards – progress and teaching• School improvement and SEF• Curriculum• Reports to Governors• Systems Leadership – training centre <p>It is important QEGS staff are encouraged to visit schools to share information this is healthy for staff and is ideal for developing skills and targeting CPD.</p> <p>Students Performance Report. SGA Discussions took place regarding QEGS Performance Report – November 2014.</p> <p>Questions were raised regarding gender gap and what the next steps were to raise any weaknesses.</p> <p>This is a continuing challenge as boys tend to disengage in English and we need to build aspirations and targets. The gap is closing, which is addressed in the curriculum and providing more schemes of work that students are interested in.</p> <p>There is also a flight path issue and QEGS are using new target setting methods. Year 10 and 11 were set acceptable targets and aspirational targets which were agreed by this Governing Body in Sept 2014. In terms of AS and A Level performance, B Smith (Assistant Head Teacher – Sixth Form) is doing a good job at overseeing this.</p> <p>RDU questioned whether we needed more optimistic projections for Maths in particular.</p>	<p>SGA: asked for feedback regarding the style, detail and</p>
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	<p>KWE – The Maths Department has always been accurate and good at getting students over the threshold for moving a student from a 'C' grade to 'B', 'B' grade to 'A' etc.</p> <p>ACTION - SGA asked for feedback on the style, detail and structure of the Performance Report as previously there was too much/too little, governors liked the new report and the detail was sufficient for Full Board.</p> <p>ACTION: Accurate figures will be brought to the next A&S meeting on Monday 19th January 2015.</p> <p>ACTION: Updated SEF handed out – 2 changes; numbers and action points.</p>	<p>structure of the Performance Report.</p> <p>SGA: to bring accurate figures to the next A&S meeting in January.</p> <p>SGA: Accurate figures will be brought to the next A&S meeting on Monday 19th January 2015.</p>
AA271	<p>AGENDA ITEM 10: Governance File. MJE</p> <p>A discussion took place regarding the need for a Governance file, to be used as a 'master file' for all the paperwork that is given out prior/during meetings, this may make it easier when comparing data at looking at trends over time.</p> <p>Suggestions were made whether an accessible electronic folder structure might improve accessibility and storage of committee meetings records and resources.</p> <p>ACTION: Any ideas or feedback to MJE.</p>	<p>Everyone: Ideas and feedback to MJE</p>
	Achievement and Standards.	
AA272	<p>AGENDA ITEM 11: Achievement and Standards Committee</p> <p>The minutes were noted.</p>	<p>The A&S minutes were noted.</p>
	Student and Staff Well-Being.	
AA273	<p>AGENDA ITEM 12: Minutes from S&S meeting 10.11.2014</p> <p>The minutes were noted.</p>	<p>The S&S minutes were noted.</p>
AA274	<p>AGENDA ITEM 13: Statutory Policies for Approval:</p> <p>1. SEN Policy Changes to be made: put Quality first Teaching in quotes, and write a brief explanation as to what this means. APPROVED subject to amendment.</p> <p>2. Student Behaviour Management Policy Changes to be made: Check policy names and add reference numbers to policies. APPROVED subject to amendments.</p>	<p>SBH to make changes</p> <p>SBH to make changes</p>

	Resources.	
AA275	<p>AGENDA ITEM 14: Minutes from Resources meeting 17.11.2014</p> <p>The minutes were noted.</p>	The Resources minutes were noted.
AA276	<p>AGENDA ITEM 15: Budget Update – finance report (LKE)</p> <p>The 2014/15 year end revenue balance is expected to be £16,000 lower than had been budgeted for at £495,000 due to changes in levels of SEN funding and staffing costs. Whilst SEN funding levels have dropped some staff have left with no replacements.</p> <p>At the moment our levels of expenditure are £338,000 greater than our levels of income. Generally speaking the levels of income are down with further reductions set to continue.</p> <p>The number of students on roll will determine next year's budget. The funding for Sept 2015 will be based on 1301, the number of students on roll in QEGS on Census day (Oct 2014). This is 48 fewer students than in the current year. Funding is set to fall which will present challenges.</p> <p>Appendix 1: Metrics per student These are planned for the number of students, we will of course adapt these to actual figures. Projections are based on current staffing levels and taking account of performance related pay.</p> <p>LKE has prepared longer term forecasts using current funding methodology to project these figures but using new indicative higher rates of funding. These were shared at the meeting: Appendix 1: Forecast inclusive of incremental progression based on eligibility, and based on existing staffing. Appendix 2: Forecast excluding incremental progression based on a number of temporary contracts ending.</p> <p>The number of students used for forecasting purposes can be found under the heading: Metrics per Student.</p> <p>The forecasts will be kept updated as new information becomes available. The 2014/15 budget should be known by March 2015.</p> <p>The issue of trigger funding was discussed given the school roll in September 2014 may be much higher than 1301.</p> <p>AFO mentioned that it might be an idea to send a short email to Simon Spencer explaining what the problem is.</p> <p>JHA also mentioned that it might be a good idea to email Chris Alcock about trigger funding.</p>	<p>AMA to email Simon Spencer</p> <p>LKE to email Chris Alcock</p>

AA277	AGENDA ITEM 16: Statutory Policies for approval: 1. Charging and Remissions Policy HTR commended this policy. <i>APPROVED.</i>	
AA278	AGENDA ITEM 17: Report from Pay Committee meeting 24.11.2014 A handout was given out. SGR commended the pay committee for their work.	
AA279	AGENDA ITEM 18: Confidentiality – reminder. SGR reminded everyone the need to keep all things discussed in meetings confidential.	
	SGR reminded all Governors about the following events taking place: <ol style="list-style-type: none">1. Christmas Showcase – Thursday 11th December 20142. Speech Night – Thursday 18th December 20143. Carol Service – Friday 19th December 2014	

Meeting closed at 8.45pm