



**Minutes of Student & Staff Well-Being
Monday 11th May 2015 – 6.00pm**

GOVERNORS PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr R Tuck (RTU)	Staff Governor	✓		
Mrs H Baker (HBA)	Parent Governor	✓		
Mr I Phillips (IPH)	Parent Governor		✓	
Mrs C Ward (CWD)	Parent Governor	✓		
Mrs J Hart (JHA)	Community Governor	✓		
Mr M Betteridge (MBE)	Old Trust Governor	✓		
Revd. G Pond (GPO)	Church Appt Governor			✓
Mr S Jenkins (SJE)	Co-opted Governor	✓		

IN ATTENDANCE

NAME	POSITION	PRESENT	APOLOGIES
Mr S Garrity (SGA)	Associate Headteacher	✓	
Miss S Bhogal (SBH)	Clerk	✓	
Mrs L Key (LKE)	Business Leader	✓	
Mrs S Farr (SFA)	Assistant Headteacher	✓	
Mrs B Humphrey-Lewis (BHL)	Assistant Headteacher	✓	
Mr M Bawden (MBA)	Associate Leader of SMSC & Character Education	✓	

PRESENTATION:	Scott Garrity & Students
TIME:	6.00-6.15pm
SUBJECT:	Humanutopia – The Way Forward

A short presentation took place by three students; Jacob Brown, Emily Redlaff and Phoebe Hughes.

Humanutopia

The students explained that they did not know anything about the day, and didn't know what to expect. Phebe explained that the guest speakers were dressed as rappers and really got everyone involved, even the quieter students.

They explained that Humanutopia showed them the fun side of life, it was an emotional day but it did bring us altogether as a year group. One of the messages was that exam failure is not a failure in life. Jacob explained that the biggest thing was that Year 11 were brought together as a whole year group it was his best day at school.

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Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

Some students stood up and talked about their feelings about being bullied, not being accepted by their peers. It was surprising to see the students that had bullied other students stood up and apologised for their behaviour. It was very emotional.

The three students in attendance at this meeting, expressed that younger years would definitely benefit from a day like this, as you appreciate your peers and learn to respect each other. It inspired confidence in all of us.

The message that the students took from this day was 'it doesn't matter what you are for example a Rugby captain' but really 'who you are'.

Governors thanked the students for coming to present this evening.

The students left the meeting at 6.16pm.

The Associate Headteacher handed out some literature regarding Humanutopia, this is enclosed with the minutes.

Page 2 and 3 of the pack shows statistics about Humanutopia.

Page 4 shows the article in the Ashbourne Telegraph.

Page 5 is a table of dates in June when Humanutopia will work with our year 8 and year 10.

We did carry out our own evaluation after the event, and received 162 responses, on the whole it was very well received and some very positive comments from the students involved.

When Humanutopia are in during June our year 10 heroes will also work with Primary students.

Governors asked whether this would have the same impact. The Associate Head explained that it would and as students become more resilient, then this would complement everything else we do.

PRESENTATION:	Lisa Jones
TIME:	6.15-6.30pm
SUBJECT:	Role of the Transition Leader and Recruitment

A handout from Lisa was tabled at the meeting, titled Transition Role. This is included with these minutes.

Lisa explained that new things are offered to Primary students these include taster days. So far 11 students have taken this up. This is the first year that taster days have been offered. All of these students have now started at QEGS or have applied for September so this means it has had a success rate of 100%.

Lisa has conducted over 20 tours of the School with parents and prospective students. The tours can last anything between 45 minutes to 2 hours. We currently have three families that are relocating from abroad; Indonesia, Switzerland and France. They have all applied for their children to start in September.

We have around 11 students, in year transition, plus around 20 enquiries from prospective parents.

Lisa also went through her other duties that are associated with her role, a list of these can be seen in the handout.

On Thursday 18th June 2015 there is an enrichment fun day for ten year 5 students that are currently at Waterhouses Primary School. A handout showing the plan of the day was shown to Governors at the meeting. This is a great opportunity to enrich the student's education.

Governors stated that Lisa's enthusiasm about her role is clearly visible, will there be a point where you may need further assistance? The Headteacher also said that Lisa is doing a fantastic job and always go above and beyond, her work is really appreciated. Recruitment is a massive issue, we need more students.

Governors asked whether we could widen our transition to other schools without poaching, as we may get a few more students wanting to come to QEGS. The Headteacher – We have visited other primary schools on their PCE days, and we will be having an open week. Perhaps an article in the paper would be a good idea.

No other questions.

Lisa Jones left the meeting at 6.30pm.

Agenda Item:	1 – Apologies
Minute Number:	SS140.15

Ian Phillips.

The Governors accepted his apology.

Agenda Item:	2 – Declaration of Interest
Minute Number:	SS141.15

None.

Agenda Item:	3 – Minutes from the last meeting dated 09.02.15
Minute Number:	SS142.15

Corrections:

Page 4: SS133.15 – fourth paragraph, the word 'if' be changed to 'of'

Page 5: SS134.15 – take out the word 'highlighted' out.

Page 6: SS135.15 – add the word 'in' after the Gap is...

Page 8: SS138.15 – Change the word policy to policies.

Subject to these changes the Governors accepted these minutes as a true and accurate record.

Agenda Item:	4 – Actions from the last meeting
Minute Number:	SS143.15

SS133.15 – Recruitment – Headteacher.

In the Academy and School News Update May 2015, there is a section on recruitment.

A survey by the NAHT Union found 26 per cent of respondents failed to recruit to teaching posts on the upper pay scale in the 2013-14 academic year. Some 24 per cent failed to recruit teachers on the main pay scale and 29 per cent failed to fill posts for teachers with additional responsibilities with Teaching and Learning Responsibilities (TLR). The problem was less acute for those recruiting newly-qualified teachers, of which 8 per cent were unable to fill posts. The survey of 1,178 school leaders found that the most common reason cited for struggling or failing to recruit teachers was that the quality of applicants was not good enough.

We have had 21 applications for PE, 2 applications for Chemistry and 2 for MFL. There are real problems with recruitment, budgets have been tightened in schools. The main reason is that the quality of applicants is not good enough. Appointments to middle and higher leadership are easier.

Associate Head – New starters tend to go for positions in City or Town schools. As you get older or perhaps have a family then you maybe move to a rural locations.

Headteacher – Inner City schools can offer higher salaries as they receive more funding. In sponsored academies you can work in several other schools so you build up your CPD, unfortunately there is no quick solution. When you are up against higher salaries or bonuses it is hard to compete. There are no other financial benefits we can offer.

Business Manager – Employee benefits, they are more available when you are a sponsored academy it is hard to offer these things as a standalone school. Some of the ideas we came up with are not really suitable for staff here.

Associate Head – We are currently looking at our image portrayal, the vision will be presented at Full Board on Monday 18th May. Headteacher – We also have not had great feedback on our prospectus, we have taken advice and are now re-producing our prospectus, and we are getting the language and words correct and trying to hit the right balance.

Governors suggested that perhaps we should revisit the prospectus maybe yearly or 3 yearly.

Agenda Item:	5 – Local and National Updates – Headteacher
Minute Number:	SS144.15

Governor's attention was bought to a few key points outlined below:

- Registration is now open for senior leaders with five years' or more service to become Ofsted Inspectors.
- New Headteacher's will be able to take advantage of the wealth of experience from current and former heads in a new mentoring programme to be rolled out nationally.
- Two thirds of primary school children are not reaching basic levels of fitness for their age group.
- An exam board hopes to make its language GCSEs more appealing by dropping some content. OCR (awarding body for A Levels) says it wants its reformed French, German and Spanish GCSEs, which will be introduced next year, to have a more "contemporary feel". Increased uptake in languages at GCSE following the government's English Baccalaureate reform is not boosting A-level take-up as expected. Instead, numbers are drastically falling.
- Hundreds of schools will have no choice but to enter around 15,000 pupils for extra tests in the final run-up to their GCSEs under Ofqual plans.
- Governing Bodies are now known as Governing Boards.

Agenda Item:	6 – National Award for Middle Leaders (NAML) Secondary School Admission Test (SSAT) – Associate Headteacher
Minute Number:	SS145.15

A paper titled 'The National Award for Middle Leaders (NAML): licencing arrangement was sent to Governors prior to the meeting.

Key points that were highlighted are:

- The SSAT approached QEGS for us to go for this award. This should generate around £1250 a year.
- To train all middle leaders so that they are accredited.
- We can then market this training locally and nationally. Perhaps to the Peak 11 schools.
- We have the opportunity to grow our own and to attract new staff.
- Staff can take this qualification with them.

Governors asked who classifies as a middle leader. Any TLR, the school would designate.

In regards to the National Award for Senior Leaders, QEGS have not opted in for that yet.

Agenda Item:	7 – Reports & Safeguarding including – Assistant Headteacher (BHL) <ul style="list-style-type: none">• Terms 4 Data Report• Safeguarding information for Governors• Safeguarding Policy Update
Minute Number:	SS146.15

All paperwork regarding this item was sent to Governors prior to the meeting.

Terms 4 Data Report

Key points discussed:

- We remain on target to exceed our attendance target. Attendance of all DLGs show an improvement compared with 2013/14.
- Persistent absence is very pleasing and remains below 5% (4.39% compared with 5.01% for the same period last academic year).
- The DfE have confirmed that from September 2015 the persistent absence threshold will rise to <90% attendance. This will significantly impact on all schools.
- The school's FSW is currently working closely with a number of students whose attendance is a concern including 4 current school refusers, all of whom have different reasons.
- Emergency Call Out - Year 10 have been recognised as the most demanding year group from a behavioural perspective. This time last year as year 9 their call out rates were similar.
- Permanent exclusions – There have been no permanent exclusions during terms 1 to 4. Academic year 2013/14, term 3; there have been 2 permanent exclusions.
- Isolations – As we are challenged from parents when students are put in isolation, these decisions are made by the Headteacher or Associate Head only. Students are closely supervised, even during break and lunch.
- Racist and bullying incidents – We are required by law to keep a record of these incidents, however, QEGS incidents are extremely low compared to other schools.
- Behaviour events – The positive to negative whole school ratio remains above last year's total: to date 2014/15 is 11:2 and 2013/14 was 9:2. The picture remains that positives reduce at KS4. This remains an objective on the school improvement plan.

There will be a VIP lunch across all years and Governors are invited to attend.

ACTION:	Clerk to send dates of VIP lunches to all Governors.
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Matt Bawden left the meeting at 7.30pm

Governors commended the Assistant Headteacher on how comprehensive this paper was. The Headteacher also thanked the pastoral team for all they do.

Safeguarding Information.

A paper titled 'Safeguarding information for Governors 2014 to April 2015' was included with the papers.

Currently it is a full time job keeping on top of all the safeguarding. The pastoral team are involved in lots of training. A second e-safety evening was held and attended by about 80 parents. BHL has also attended a child exploitation training event as this is high on the agenda.

All staff have also been briefed on the 20th April regarding:

- The importance of accurate marking and monitoring registers.
- Their contractual obligation to be on duty as per the school's duty rota.
- The use of social media by staff.
- Disqualification by Association - Staff were given the most recent guidance from the DfE with regard to 'Keeping Children Safe in Education' which was published March 2015.

The Chair requested that a safeguarding session be arranged by BHL for all Governors.

ACTION:

The Chair requested that a safeguarding training session be arranged by BHL for all Governors.

Agenda Item:	8 – Staff attendance update including starters and leavers including reasons; current recruitment and staffing September 2015. – Business Leader.
Minute Number:	SS147.15

A paper titled 'QEGS staff sickness absence report 2014/15' was included with the papers.

The first page of this paper shows two graphs stating the percentage of working days lost due to sickness for Teaching Staff and Teaching Assistants and other staff.

Key points that were discussed in the meeting:

Teachers

Four Teachers were absent due to long term sickness; three out of the four returned to work during this period. One Teacher has returned from maternity leave, and one Teacher has begun her maternity leave.

Teaching Assistants

There have been no significant changes since the first half of the spring term 2015.

Support Staff

Figures are a little off due to three members of staff being off on long term illness. They all returned to work by the end of the spring term.

Attendance Breakdown Overall

The staff attendance target is 95%.
The Teacher attendance for this period was 96.22%
Teacher Assistant attendance was 97.6%.
Support staff attendance was 96.45%.
The overall attendance for this period was 96.44%.

The starters and leavers are listed on page 3 of this paper, upcoming interviews are listed on page 4.

Governors queried how long term sickness has an impact. We do have a policy and we pull a report each month to show the figures for the past 12 months. 35 points or more will trigger an attendance management meeting. The point of these meetings is to offer support.

Governors also asked if detailed information was available on how often supply Teachers are used for lessons, and the reasons that they are needed? For example, do they mainly cover scheduled training/CPD, or illness, or are staff being called out of lessons to deal with other duties, if the information is readily accessible, could it be analysed by subject to see if certain departments are more affected than others. Business Leader - This information is available, however, it needs to be collated, cover is organised by period and also the reasons may be less clear.

Governors asked whether we have regular supply staff or do we use an external agency. Business Leader – We have some internal supply staff and a small team of cover supervisors.

Agenda Item:	9 – Policies for Approval:
Policy:	1. Maternity, Paternity, Adoption, Parental & Shared Parental Leave.
Minute Number:	SS148.15
Policy:	2. Private Fostering Policy
Minute Number:	SS149.15
Policy:	3. Separated Parents Policy
Minute Number:	SS150.15
Policy:	4. Safeguarding Policy
Minute Number:	SS151.15

1. Maternity, Paternity, Adoption, and Parental & Shared Parental Leave Policy

This policy was approved by the Governors.

2. Private Fostering Policy

Subject to some minor changes this policy was approved by Governors.

3. Separated Parents Policy

Subject to some minor changes this policy was approved by Governors.

4. Safeguarding Policy.

Due to changes this afternoon sent by the DfE this policy will need to be updated and will be emailed to all Governors this week, prior to the Full Board meeting for approval.

Post meeting note: This updated policy was sent to Governors and was recommended for approval by Full Board on Monday 18th May 2015.

The meeting closed at 8.10pm.