

Queen Elizabeth's Grammar School, Ashbourne Academy
Minutes of Student and Staff Well-Being Committee

Date	10 November 2014			Action																																								
Time	6pm																																											
Place	Room 540																																											
Governors In Attendance	<table border="1"> <thead> <tr> <th>NAME</th> <th>POSITION</th> <th>PRESENT</th> <th>APOLOGIES</th> </tr> </thead> <tbody> <tr> <td>Helen Baker (HBA)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Mick Betteridge (MBE)</td> <td>Foundation Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Geraldine Pond (GPO)</td> <td>Ex-Officio Governor</td> <td></td> <td>X</td> </tr> <tr> <td>Simon Griffiths (SGR)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Rob Tuck (RTU)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Anne Martin (AMA)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Jeanette Hart (JHA)</td> <td>Community Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Helen Ward</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Ian Phillips (IPH)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> </tbody> </table>				NAME	POSITION	PRESENT	APOLOGIES	Helen Baker (HBA)	Parent Governor	X		Mick Betteridge (MBE)	Foundation Governor		X	Geraldine Pond (GPO)	Ex-Officio Governor		X	Simon Griffiths (SGR)	Parent Governor	X		Rob Tuck (RTU)	Staff Governor	X		Anne Martin (AMA)	Staff Governor	X		Jeanette Hart (JHA)	Community Governor	X		Helen Ward	Parent Governor	X		Ian Phillips (IPH)	Parent Governor	X	
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<p>Brendan Drake presentation on Family Support Worker</p> <p>Brendan Drake (BDR) presented on this new position in school. He explained how he is working with 'Hard to Reach' families by supporting parents/carers and the student through school to make it a better experience. He has students referred to him via a variety of means and has devised a form to facilitate this. A 'Lone Worker Protocol' has been created and was presented to the Governors for information. He ensures that the person in the medical room is aware of his movements, particularly when off site and a code has been devised on a procedure if an emergency situation arises.</p> <p>The initial response so far from parents has largely been positive with some success already achieved with students he has worked with.</p> <p>As the LA cut back on centrally funded resources and support services then this role will become increasingly important. Other local schools are thinking about adopting the same approach as QEGS. Pupil Premium funding has been used to fund this post. Brendan Drake will also work with SEN on transition work so that if Primary Schools have students or families that they already know are giving cause for concern then this can be managed more effectively with earlier intervention.</p> <p style="text-align: center;">Helen Ward thanked Brendan Drake for his presentation and he left the meeting at 6.25pm</p>																																												

SS111.14	<p>AGENDA ITEM 1. Apologies/Meeting quorate. Sue Loveridge</p> <p>Mick Betteridge and Geraldine Pond</p> <p><i>Governors accepted these apologies</i></p>	
SS112.14	<p>AGENDA ITEM 2. Declaration of Interest.</p> <p>None received</p>	
SS113.14	<p>AGENDA ITEM 3. Terms of Reference. Helen Ward</p> <p>These were the Terms of Reference from last year for checking.</p> <ul style="list-style-type: none"> • 'Focus on' section: <p>Bullet point 1: Include 'well-being curriculum'</p> <p>Add bullet point: Monitoring, tracking and evaluating student and staff leadership programmes</p> <p>Add bullet point: Monitoring, tracking and evaluating teaching schools and system leadership</p> <p>HWA asked about the monitoring of 'general well-being of staff'. This would be done via surveys, appraisal etc.</p> <ul style="list-style-type: none"> • 'Discharge the following delegated duties' section: <p>Bullet point 7: add 'across the whole school and within the well-being curriculum'</p> <p>Add bullet point: Monitor and evaluate the workforce plan to ensure that staffing levels and skills reflect the curriculum plan and available resources</p> <p>ACTION: Once the ToR have been altered, to be presented at FGB 8.12.14</p> <p>SGR asked if as the employer have the Governors a good understanding of what it is like to work at QEGS.</p> <p>Governors ask the staff to adhere to a 'Code of Conduct' but what do the staff expect in return from the Governors for working at the school. Protocol/Code of conduct for Governor visits in place</p> <p>ACTION: The Governors as the employer to be discussed at the Academy Board meeting 24.12.14</p>	<p>ToR to be presented to FGB 8.12.14 when altered.</p> <p>QEGS as a good employer to be discussed at Academy Board24.11.14</p>
SS114.14	<p>AGENDA ITEM 4. Minutes from the last meeting dated 16 June 2014. Helen Ward</p> <p><i>These were accepted as a true record and the Chair signed them</i></p>	<p>Mins signed by HWA</p>
SS115.14	<p>AGENDA ITEM 5. Matters arising/actins from the last meeting:</p> <p>Vice Chair position: To be discussed later in the meeting</p> <p>SMSC Policy: This had been emailed and approved via email following the last meeting</p> <p>Student responses to surveys: To be discussed later in the meeting</p>	

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	<p>PCE paper: This was added to the newsletter. To be discussed in more detail later in the meeting</p> <p>Pastoral Support Officers to follow up on PCE appointments: This is done by BDR. BHL supervises his role and meets weekly to oversee his work. This is a temporary 1 year post. The Governors expressed the preference to retain BDR/the role, if possible, as they could already appreciate the added value of this function.</p> <p>Staff well-being meeting: To be discussed later in the meeting</p> <p>Whistleblowing Policy: LKE had prepared this for the Resources Meeting and not the S&S meeting.</p> <p>ACTION: Email out to S&S Governors to have sight of as well as Resources Governors</p> <p>Absence Reports: To be discussed later in the meeting</p> <p>Staff Professional Code of Conduct: This was created after considering DfE Guidance. All staff received and signed for a copy as part of Safeguarding Training on INSET Day 24.10.14. HWA queried the absence of reference to staff showing respect to students. Confirmed that this is contained within the Teachers Standards 'code of conduct' area.</p> <p>ACTION: SLE to email SLT the Governors Code of Conduct</p>	<p>SLE Email Whistleblowing Policy to S&S Governors</p> <p>SLE: Email SLT Governors Code of Conduct</p>
<p>SS116.14</p>	<p>AGENDA ITEM 6. Local and Nation Updates including Ofsted updates. Anne Martin</p> <p>AMA had attended a DfE meeting. The new Education minister Nicki Morgan is broadly supporting Michael Gove initiatives.</p> <p>Communication and information sharing is a challenge in the school as the pace of change is still very fast. SLT strive to make sure any Government changes work for QEGS. Every student has benefitted from the policy of spending Pupil Premium funding on creating smaller classes for example.</p> <p>Ofsted have inspected the school with positive results achieved. The Leadership of QEGS was classed as outstanding and is being encouraged to share good practice with other schools and organisations and also to consider what other organisations may have to offer QEGS. Behaviour and Safety was another area of outstanding practice.</p> <p>Following the Ofsted visit the school data will be assessed annually and if there are areas of concern this could trigger a monitoring 1 day visit. If, during that monitoring visit, there is further cause for concern then this could in turn trigger a full inspection. Equally if the data is showing outstanding results then Ofsted will come again, otherwise there will not be another inspection for 3 years.</p> <p>The school is recruiting an English Teacher. There is a national shortage of teachers in specific subjects and at QEGS, this is being experienced in English. The answer would appear to be a 'develop your own' approach via organisations such as School Direct/Teaching schools.</p> <p>The increase in housing in the Ashbourne area will have an effect upon student numbers and AMA is meeting with a variety of Councillors in the Local Authority and DDD Planners, to discuss when and how much money will be</p>	

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	<p>made available to the school to help cope with this increase on roll. Governors will be kept informed. Ian Thomas is leaving Derbyshire to work in Rotherham. Headteachers will be told of replacement process before Christmas.</p>	
<p>SS117.14</p>	<p>AGENDA ITEM 7. Risk Register. Lisa Key</p> <p>The highest risk areas are highlighted in red for reference. The recruitment of teachers is a high risk as the opportunity to attract teachers is a national problem in some subjects and should be added.</p> <p>Safer recruitment training should be made available to more Governors as well as this can also be an issue.</p> <p>ACTION: Add the risk about the general availability of teachers making the recruitment of teachers in some subjects an issue. The whole Risk Register to be reviewed by the Academy Board 24.11.14</p>	<p>LKE: Add teachers not being recruited to specific subjects to be added to Risk Register</p>
<p>SS118.14</p>	<p>AGENDA ITEM 8. Safeguarding. Bev Humphrey Lewis.</p> <p>This was classed as outstanding at the latest Ofsted visit. All staff were trained at the last INSET Day 24.10.14 by BHL who has been accredited with being able to conduct this training. This is now being rolled out to Primary Schools.</p> <p>BHL and JHA (Safeguarding Governor) completed the Annual Safeguarding Audit in March 2014. Due to changes in requirements this was completed again in Sept 2014 to take account of the updates and was graded 1 (Outstanding) again.</p> <p>ACTION: SLE and BHL to check on the cycle of Policy review</p> <p>Off-site provision was also scrutinised by Ofsted and all practices were found to have excellent safeguarding practices in place.</p> <p>BHL is investigating some new training on Safer Working Practice</p>	<p>SLE and BHL to check policy review</p>
<p>SS119.14</p>	<p>AGENDA ITEM 9. Student Survey Results. Sue Farr.</p> <p>The last Student Survey was conducted in April 2014. The next one is due to take place in 4 weeks time, and will consider break and lunchtimes including food served in the Canteen. The results of this will be available for the Feb meeting. Students have developed some of the questions.</p> <p>ACTION: Student survey on breaks and lunchtimes to S&S meeting agenda 9.2.15</p> <p>Ofsted were positive about the students they spoke to who all conducted themselves well. SFA asked whether Speech Day should celebrate students achievements lower down the school. The use of social media should be encouraged to communicate 'good news' stories. SFA is hoping to get a weekly comment in the ANT from the newly formed QEGS Journalist Team.</p>	<p>Next Student Survey results on S&S AGENDA 9.2.15</p>

<p>SS120.14</p>	<p>AGENDA ITEM 10. Well Being Quality Assurance Report. Matt Bawden</p> <p>NB: This item was discussed at the start of the meeting to allow MBA to leave.</p> <p>Well Being incorporates all aspects of PHSE at QEGS. This was piloted last year and is now part of Form Time for all year groups. The Form Tutors are largely responsible for the delivery of the material though there are specialist teachers in school who can take over the more sensitive material if a Form Tutor would prefer.</p> <p>All the material is created and Schemes of Work (SOW) written. Some Year 10 students have taken part in writing the SOW on exploitation. All the resources are available on the 'shared drive' in school for any teacher to access. Many teachers have asked for more training to enable them to deliver the material more effectively.</p> <p>Whole year group assemblies start a new topic area led by MBA and then he or another teacher will close with an Assembly as well. MBA is also working externally on this area and has recently attended a conference at Chatsworth House and is also taking part in an SSAT Conference. Students are also taking part in this. The material being created through this external work and work taking place in QEGS is part of a national project and body of work that other schools will use.</p> <p>HWA commented that feedback from her own children that the content was good, and it was being well delivered. Staff have regular training sessions to help delivery of the material and at these times SLT attend the form time to cover for the Form Tutor. This shows commitment to the project with the whole school team being involved which was useful. During the recent Ofsted visit British Values, diversity etc was all questioned. They were pleased with how this is being dealt with in school.</p> <p>JHA also noted that students do talk about these sessions at home so it is provoking discussion and the students are well informed.</p> <p>HWA thanked Matt Bawden for his time and he left the meeting at 6.50pm.</p>	
<p>SS121.14</p>	<p>AGENDA ITEM 11. 'Report it' – Student On line Reporting. Bev Humphrey-Lewis</p> <p>This is included on Page 9 of the Behaviour for Learning Report. The system provides a means that students may report any forms of bullying that they experience at QEGS. The system sends an automatic email to BHL at 3pm daily reporting on usage. Generally speaking there is little or no use. The new Year 7 students have been made aware of this via assembly and form time. It is a valuable addition to other communication methods in school.</p>	
<p>SS122.14</p>	<p>AGENDA ITEM 12. Behaviour/Attitude to Learning. Bev Humphrey-Lewis</p> <p>All the graphs in the report show declining trends overall.</p> <p>Attendance: There is a core group of students in Years 11 and 10 that persistently cause issues with attendance and this has the impact of dragging the figures down. There were however, over 700 students that received</p>	

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	<p>congratulatory letters on attendance of 95% or more, and 63 who had 100% attendance in 2013/14.</p> <p>The change to only being able to authorise absence in 'exceptional circumstances' has effected all schools attendance figures nationally. There is also likely to be a change to the monitoring of persistent absence from 95 to 87% or possibly 90%.</p>	
<p>SS123.14</p>	<p>AGENDA ITEM 13. Anti-Bullying Week (17-21 November) 'Respect week. Bev Humphrey-Lewis</p> <p>QEGS has decided to rename this 'Respect Week' to make it a more positive experience. Disabled students who historically are on the receiving end of more bullying than other students, is the main focus.</p> <p>ACTION: Results of the Anti-Bullying Student Survey to S&S meeting 9.2.15</p> <p>Year 7 have a theatre production in school on the topic of bullying on 11.11.14, called 'Hope'</p> <p>Year 8 have a theatre production in school on sexual exploitation 17.11.14, called 'Chelsea's Choice'</p> <p>Years 9 and 10 have DCC Police production in school on making good choices in life 18.11.14, called 'Your Choice'</p> <p>QEGS is hosting an Anti-Bullying Conference in December funded by the Princess Diana Trust.</p>	<p>BHL: Result of anti bullying Survey S&S agenda 9.2.15</p>
<p>SS124.14</p>	<p>AGENDA ITEM 14. Behaviour Management Policy. Bev Humphrey-Lewis</p> <p>This has been reviewed to make it more accessible to students, teachers and Parents so that consequences of poor behaviour are better understood. Also, the Rewards System has been reviewed to make it more appealing and engaging for older students.</p> <p>Rewards: +ve/-ve: Whole School: 17/2 Year 7: 26/1 Year 8: 11/1 Year 9: 15/2 Year 10: 5/1 Year 11: 4/1</p> <p>Initial indications are showing a positive impact. BHL has recently emailed all staff to make sure that they are putting on the rewards correctly but this needs to be constantly reinforced.</p> <p>Staff need to be trained to use this system and make sure that incidents are appropriately and confidentially reported.</p> <p><i>Behaviour Management Policy approved</i></p>	<p>Behaviour Management Policy approved</p>
<p>SS125.14</p>	<p>AGENDA ITEM 15. Results from Staff Well Being. Rob Tuck</p> <p>RTU tabled a further breakdown of results following the Staff Survey that was reported at the last meeting. There were 72 responses overall. Following this survey a meeting was arranged for staff at which only 5 staff attended.</p>	

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	<p>They agreed that for the next questionnaire staff should devise their own questions on issues that are particularly relevant.</p> <p>Following the Ofsted Report it was felt that responses would be more positive if it was run again. BHL had done a short well-being survey and the results were to be taken to SLT 12.11.14.</p> <p>ACTION: Survey on Well Being to be shared with S&S Governors at the next meeting 9.2.15</p> <p>ACTION: Conduct another staff survey, only as a paper copy, and report back the findings to the next S&S meeting 9.2.15</p>	<p>BHL/RTU: Well Being survey S&S agenda 9.2.15</p> <p>Run staff survey as paper copy and S&S agenda 9.2.15</p>
<p>SS126.14</p>	<p>AGENDA ITEM 16. Parental Engagement. Scott Garrity</p> <p>PCE Attendance: Attendance dips in Year 9, 10 and 11 and then increases in the Sixth Form. RTU had analysed this further into student ability and attendance.</p> <p>ACTION: BDR has been tasked with looking into this further.</p> <p>Other schools were contacted to collect information regarding attendance of PCE's. Nationally the average attendance is around 51% so QEGS parent's attendance is good.</p> <p>ACTION: Next steps to improve attendance of hard to reach parents/families</p> <p>Homework Diary: Subscribers information suggests that Parents find this positive and easy to use.</p> <p>Adult Learning: Increasing the understanding and level of knowledge that Parents have of education.</p> <p>The draft SWOT analysis was presented to give Governors an idea of things to consider and if any Governors have any contributions to email SGA or SLE with information.</p> <p>ACTION: Governors to consider the SWOT analysis and email SGA or SLE with additions/improvements/ideas</p> <p>SGA reported that the Ofsted inspectors commented that Parental Engagement strategies at QEGS were excellent.</p> <p>Parent View: There is a link to Parent View on the school web site and QEGS had also conducted its own online survey similar to Parent View. There was no discernable difference in the results between the two surveys.</p>	<p>BDR: Look into the non-attendance of families at PCE</p> <p>SGA: Improve overall attendance at PCE</p> <p>Govs to email SGA/SLE ideas regarding the Parental Engagement SWOT</p>
<p>SS127.14</p>	<p>AGENDA ITEM 17. AOB</p> <p>Staff Absence Report. This gave the breakdown from the last Academic Year 2013/14. Teaching staff achieved the target attendance of 95% with the exception of Term 2 <i>It was agreed to maintain this at 95%.</i></p> <p>2014/15 shows the new figures against the previous years figures to show trends.</p>	<p>Staff attendance target to remain at 95%</p>

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	<p>It was agreed that the narrative would deal with any issues that should be noted. Any member of staff that is signed off with work related stress is automatically referred to Occupational Health and appropriate measures are put in place as required.</p> <p>Teaching Assistants. HWA asked about the TA situation and whether that was now closed. LKE reported that following a letter from BrowneJacobson (Solicitors) asking for more clarity on which members of staff were wishing to appeal, no more had been heard about this matter. The longer there is no communication from UNISON then QEGS position becomes stronger to enforce any decisions made. It was noted that the team of TAs were more confident and appeared settled.</p> <p>Vice Chair Position. As Mick Betteridge was not at the meeting it was felt that re-appointing him as Vice Chair was not possible. ACTION: Appointment of Vice Chair at the next meeting 9.2.15.</p> <p>Chair Position. Helen Ward has decided to step down as a Governor and so the position of Chair was also vacant. Helen Baker had attended this meeting as an observer to see how the committee ran. ACTION: SGR will speak to her outside the meeting regarding standing for this position. An election will be held to appoint a Chair And Vice Chair to the Committee at the next meeting 9.2.15</p> <p>SGR presented Helen Ward with a small gift and thanked her on behalf of the Governors for the work she has done for the School.</p>	<p>Vice Chair position to be appointed 9.2.15</p> <p>SGR to discuss Chair position with HBA Chair position to be appointed at 9.2.15</p>
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Meeting closed 9.10pm