

**Minutes of a meeting of Governors of Queen Elizabeth Grammar School,  
Penrith, held on Thursday 7<sup>th</sup> March 2019 at 6.00pm in Room ML1**

Present:

Mrs G Gravett (P)	Ms S Warner (S)
Miss R McMann (Clerk)	Mr A Worth (S)
Mr R Shephard (CoG) (arrived during item 4)	Mr P Buckland
Dr E Mawson (Deputy Head)	Mrs T Boving-Foster (P) (Chair)
Mr M Worrall (CoG)	Mr C Hansford (GbS)
	Ms Mills (CoG)

Visitors: Mr Rob Dawson to present  
item 7

8 Governors in attendance until item  
4, 9 for the duration of the meeting.

Quorum per article 114 – 7 Governors  
(one half of the governors holding office rounded up to the nearest whole number)

GbS – Governor by Statute  
MaG – Member appointed Governor  
CoG – Co-opted Governor  
S – Staff  
P- Parent

1. Apologies for absence

Apologies were accepted for Mr Bauer (family), Mr Ray (attending school's dance performance), Mr Airey and Mrs Rae (work)

2. Declaration of Interest in Agenda Items

There were no declarations of interest in the agenda items.

3. Any changes to the declaration of Business Interests

There were no changes to the declaration of business interests.

4. Minutes of the Governors Meeting Held Thursday 31<sup>st</sup> January 2019 FG201819(10)

The minutes were unanimously accepted as a true record,

5. Matters Arising

Having summarised the minutes, there were no matters arising.

6. Reports from the Sub-Committees

Finance and Pay:

In the absence of Mrs Rae, Mrs Gravett presented the minutes, which were still in draft form. She reported that the committee had sight of the management accounts until 31<sup>st</sup> December 2018 and that there were no significant concerns. The accounts up to 31<sup>st</sup> January 2019 had been sent to Mrs Boving-Foster and Mrs Rae and there were no issues with these. Despite present circumstances, the committee decided that an extra special meeting would not be required but reassured the Governing Body that the committee were keeping an eye on the figures. Additionally, Mrs Gravett explained how the employment of Mr Weakly should mean better information available at the next meeting. There were no questions or comments.

Education and Standards:

As Ms Mills chaired the majority of the meeting, she presented the minutes to the Governors paying particular attention to the newly drawn up Social Media Policy, praising SLT for establishing one. Mrs Gravett asked if all Governors could have sight of this. **Action point: Miss McMann to circulate to all Governors.** There were no further questions or comments.

Election of Chair and Vice Chair of Governors

An email had been sent out to Governors previously asking if anyone would like to put themselves forward for the either position. Miss McMann confirmed that Mrs Boving-Foster said she would be happy to continue in the role of Chair (having stepped up as a result of Dr Castle's resignation) and Mr Worrall had agreed he would like to stand for Vice Chair.

**Mr Worth nominated Mrs Boving-Foster for the position of Chair of Governors, seconded by Mr Hansford. The vote was unanimously in favour of Mrs Boving-Foster remaining as Chair of Governors.**

**Mrs Boving-Foster nominated Mr Worrall as Vice Chair of Governors, seconded by Mr Buckland. The vote was unanimously in favour of Mr Worrall as Vice Chair of Governors.**

**Action point: Miss McMann to update website.**

### Sub-Committee Roles

Mrs Boving-Foster confirmed that she had some interest from a potential new Governor, who is a parent with a suitable background for this role, who she would be interviewing next Thursday. Thus, she felt that this position should be left open for now unless any other Governor wanted to fill it. There were no volunteers.

As per the process for recruiting a parent Governor, an advert must go out. With this in mind Mrs Gravett felt that should look to see what other skills gaps the Governing Body lacked. She felt that support on building and maintenance and human resources would be very useful. Dr Mawson suggested that the advert could list those as specific skills the Governing Body would like to recruit. Whilst not against this idea, Mrs Boving-Foster still wanted to leave the advert open enough to see what interest came in.

With regards to the admissions Governor, Mrs Boving-Foster put herself forward for this and felt it important to broaden this role to admissions and outreach. The Governors agreed to this.

Mr Hansford agreed to Chair the Pupil Discipline Committee.

Mrs Boving-Foster had the following suggestions for the remaining positions:

- Headteacher's Performance Review: Mr Bauer
- Staff Committee: Mr Worrall (who agreed to this) and Mr Airey
- Pupil Discipline Committee: Mr Ray.

**Action point: Miss McMann to email those not present to seek their agreement to taking on these roles and update the Governor Information Booklet.**

### 7. Risk Register

Mrs Gravett led on this item. She explained the context that the version circulated was put together in 2017 and a lot of work had gone into it to ensure it was up-to-date. The Governors are under obligation to review this annually. Mrs Gravett suggested that they went through the document, picking out any areas of concern.

- Strategic: no questions or comments
- Financial: the Governors questioned whether this should be placed at a five. It was explained that the school does get many fraudulent emails but these are picked up on by Raff, but due to the firewalls he has put in place, the impact is minimal.
- Location of assets: there was a discussion as to what is classed as an asset and could they all be accounted for. Mr Buckland confirmed that anything over the value of £200 could be accounted for, all I.T. equipment is monitored. Mrs Gravett suggested that this be put as a four.
- Liabilities: no additional comments
- Economic: Mr Worth queried if lower funding was a growing risk. Mr Buckland felt that this was the case and that it should be categorised as at least a four.
- Interest rates: no comments
- Bank Stability: it was reported that the school has minimalised the risk by spreading assets across savings accounts
- Inflation: no additional comments
- Cash Handling: no additional comments
- Compliance: no additional comments
- Data Protection: **action point to change to GDPR**
- Health and Safety: no additional comments
- Operational risks: it was deemed a risk by Governors that there are a lot of staff and Governors here who have not experienced an OFSTED visit and whilst the school is officially exempt due to its outstanding rating, one could be triggered by a safeguarding issue or a spot check. Mr Buckland reassured the Governors that this was the reason he has done the OFSTED inspector training. Mrs Boving-Foster suggested that for Governors this could be incorporated into the mini Governor day which is an item for discussion later in the agenda.
- Loss of Key personnel: succession planning is always looked at.
- Viral infection: the Governors queried if there were any action points for this. Dr Mawson said that she was looking into the flu jab for next year.
- Physical Disaster: Mrs Boving-Foster questioned if the risk of fire should be at a three. Mr Buckland felt this was appropriate. In response to Mrs Gravett's question it was confirmed that the school is insured against flooding.
- Trespassing: there was a short discussion as to whether this had improved since the style had been blocked up. Mr Worth reported that there were still issues and had discovered that ordinance survey maps show a footpath and thus, it is hard to challenge people. It was felt though that this should be lowered to a three and three.  
**Action point: speak to the council about the map as the school was not notified of this.**

- Frost damage: it was questioned by Governors whether this should be at a six and six – is this the school’s greatest risk? Mr Buckland felt that potentially it could be as it could do significant damage and force the school to be closed for a period of time. It was agreed that this should be at a three and a six in line with fire.
- Footpath and Right of Way: as these were blank, it was agreed to put these as a three and a five.

**Action point: Miss McMann to make the changes outlined above to the register and arrange for Mrs Boving-Foster to sign it.**

#### 8. SIP

Mr Buckland updated the Governors that the school would not be able to progress in the bid for the Selective School’s Expansion Fund due to a lack of capacity in the leadership team and the fact that one CIF bid is still open. Moreover, he felt the successful CIF bids have had a significant impact on staff and that they deserve a break from building works. Therefore, any application to the Expansion Fund will be delayed until the next academic year. Mrs Boving-Foster agreed stating that this was realistic.

There will be a new three year and annual plan for Governors in September.

Mrs Boving-Foster asked how the celebration culture was going. She felt that the rounded individual approach is very important and celebrating students consistently. Mr Buckland responded by saying this was one of the themes from the staff comments and this will be looked at in the next plan. Mr Buckland said he believed that behaviour starts with celebration and that the mind set of staff is that should be rewarding pupils more. Low level disruption should be dealt with by reward as opposed to sanction.

#### 9. Health and Safety

There were no updates

#### 10. Safeguarding

Mr Buckland reported that there had unfortunately been a number of concerns about drugs in the Penrith area and that it is a growing issue. However, UCC and QEGS are putting on a united front - a joint letter to parents has been written. The school is also doing spot checks and no drugs have been found to date. Ms Mills made a suggestion of involving a charity called Well Communities. They have designed sessions for young farmers and she

praised them highly as it is people who have been affected by drugs who present. **Action point: Ms Mills to send contact details.**

Mrs Boving-Foster reported that she had heard some money had been going missing. Mr Buckland reported that this is ongoing but that the significant contributor to this issue has been dealt with.

Mr Buckland reported that the police are doing assemblies with year 9 and above on knife crime and this involves a hard hitting video. In response to Mrs Gravett's query, Mr Buckland confirmed that there had been one incident of a pupil carrying a knife but this had been dealt with and there has been no reoccurrence since.

#### 11. Headteacher's Report

Mr Buckland informed the Governors that there was a change in the exclusions. A year 10 had been excluded for three days for persistent defiance. Also a student had been put in isolation for defiance. Mrs Boving-Foster asked what the perception of students was about isolation. Mr Buckland felt that some see it as a badge of honour but if they appear to be revelling in it, his office has a desk. Students also do not like missing their break time.

Mrs Boving-Foster asked if all Governors received the newsletter and this was found not to be the case. **Action point: Mr Buckland to ask Mrs Marsden to put Governors onto ParentMail so they can view it.**

Mrs Gravett queried if many students were leaving for apprentices. Whilst these are more popular, Mr Buckland explained that this is not an issue for QEGS.

Mr Buckland read the Governors an email that is to go out to parents as a joint headteacher's action group for schools in the area. It outlines the current financial funding position and will be sent at 10am tomorrow in the hope that it might also pick up some press attention. Mrs Boving-Foster suggested that from the parental perspective, it would be difficult to grasp the context as there is no specific mention of QEGS. It was agreed that Mr Buckland would insert a paragraph for context.

**Subject to the insertion of a QEGS specific paragraph the Governors unanimously agreed the content and that it was to be sent.**

#### 12. Mini Governor Day

Mrs Boving-Foster requested that a Governor afternoon be held on the 11<sup>th</sup> July 2019 (last Full Governors' meeting of the year) and given the difficulty of fulfilling link Governor responsibilities, she thought that perhaps the Head of Maths, English and Science may come and present. Other ideas from Governors included: OFSTED, feedback on the staff meeting and the Mindset Theory. Mrs Gravett thought that there could be a section on the roles and responsibilities of Governors given that there have been and could still be more new Governors. Mrs Boving-Foster agreed and thought it best to put this as the first item to give the more experienced Governors the choice of attending this part. **Mrs Boving-Foster asked that any further ideas be emailed to herself or Miss McMann.**

The meeting closed at 7.25pm