

**Minutes of a meeting of Governors of Queen Elizabeth Grammar School,
Penrith, held on Thursday 9th May 2019 at 6.00pm in Room E19**

Present:

Miss R McMann (Clerk)	Mr A Martin (S)
Dr E Mawson (Deputy Head)	Mr A Worth (S)
Mr P Airey (CoG)	Mr P Buckland
Mr J Ray (CoG)	Mrs T Boving-Foster (P) (Chair)
	Mr M Bauer (CoG)

Visitors: none

8 Governors in attendance

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

Prior to the start of the meeting, welcomes were made to the new staff governor, Mr Allen Martin.

1. Apologies for absence

Apologies were accepted for Mrs Rae, Mr Hansford, Mr R Shephard (work), Ms Mills (ill), Mr Worrall and Mrs Gravett (holiday).

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. Mr Shephard who was not present at the meeting gave an update to his which has been added to the book and website as per legal requirements.

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

The minutes were proposed to be accepted by Mr Buckland and seconded by Mrs Boving-Foster. It was unanimously agreed to accept the minutes as a true record.

5. Matters Arising

With regards to the action points from the last meeting, contact still needs to be made regarding the Ordnance Survey maps.

Mrs Boving-Foster clarified the purpose of the Governor Day and outlined that it would contain the following:

- Heads of Maths, English and Science to present (and this will be arranged to fit in with other events in school that day)
- New OFSTED framework with particular attention being paid to the type of questions they may ask Governors.
- Evaluation of the Governing Board.

6. Reports from the Sub-Committees

Finance and Pay:

In the absence of both Mrs Rae and Mrs Gravett, Mr Boving-Foster gave an outline of the meeting. Mr Ray had raised concerns over the balance sheet and thus, Mr Buckland circulated an updated version which now balances. He reported that there had been an error on the income / expenditure line that had not been carried forward. The Governors were satisfied with this.

Mr Buckland also gave an update on the CIF situation. Unfortunately the EFSA has taken the decision that the school is to re-pay the £78,120. This goes against the advice that E3Cube gave the school but there is nothing in writing to prove this. However, outside of the budget is a separate pot of money for capital projects and currently the school receives £20,000 per annum and also received a £40,000 bonus. The auditors would not have a problem with this pot of money being used to pay back the funds. It was also reported that subject to interest, Mr Buckland would seek to pay back the money over a period of time, for example, £10,000 per annum. To conclude, whilst this is not the best outcome, Mr Buckland felt that it should be put into perspective as the school has had £3 million worth of investment. Mrs Boving-Foster agreed that this was good value and that the school must now move forward. Mr Bauer added a note of caution for future reference that even though the school acted upon advice from E3Cube that should ensure they put it in writing and if they are not willing to do it then should probably not take the advice. Mr Worth

challenged the quality of the work E3Cube provided as the playing field had not been properly restored.

Mr Ray raised a concern on this stating he could not find the sum of £42,000 in the accounts. Whilst he thought it would be in the accruals section, he wanted to check as it could be vital to the budget. **Action point: Mr Ray to contact Mrs Rae about this and also as the accounts need to be submitted to the EFSA by the middle of May Mr Ray agreed to speak to the Business Manager helping the school out, keeping Mrs Boving-Foster up-to-date.**

Mr Bauer queried if the issue of keeping no more than £85,000 in each account had been resolved. Dr Mawson answered that this will be rectified but there have been some access issues which she is working through.

7. Governor Applications

Mrs Boving-Foster reported that she had sent around the applications for information purposes only as the successful candidate will be decided by a parent vote. There are four candidates to choose from and another which is being held on file. Mrs Boving-Foster felt that it was very encouraging that a good range of people wanted to apply.

Mr Bauer queried if there was just one vacancy and presently there is. However, Mrs Gravett is due to stand down at the end of the academic year which may generate another position at the discretion of the Governing Body.

8. Governor Training and Governor Matters

Mrs Boving-Foster wanted to add this as a standing item to all future agendas. For example, if a Governor attends a course she would like them to report back in the next meeting of the three most beneficial points from the event. She said that she is working on an email with the aim of enhancing the development of the Governing Body. She reminded Governors of the online NGA training tool that Governors can access and felt that the one hour module on safeguarding should be mandatory. Additionally, she made Governors aware that as part of the school's Gold Membership subscription to the NGA they can all receive a magazine to their home address. Details of this would be added to the email and any other suggestions on how to improve the training and development would be welcomed.

Additionally, she reported that Miss McMann will be setting up a learning log to track the development of the Governing Body. Mr Airey wondered if there would be any interest in

collectively looking at the NGA modules for example and making it into a social point.
Action point: Mrs Boving-Foster to look into this suggestion.

To initiate this process, Mrs Boving-Foster told the Governors that she had attended the Schools and Academies Show in London and the highlights were as follows:

- Financial benchmarking tool from the government which is free, accessible and lets you see the bigger picture. She recommended that this could be something the school's business manager could look to pull data from to report to Governors.
- Staff well-being: looking at the increasing pressure on teachers and how to build this into the SIP. A lot of time was spent on this topic at the event.

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9. Re-establishing the QEGS Alumni

As all Governors had seen the previously circulated letter, Mr Bauer began the discussion by saying he felt it was a good idea and were there the resources to do this? Mr Shephard has volunteered to be a link for it, but a link is needed in school and Mr Buckland said that he would be happy to do this and he felt it was worth having a go but the GDPR regulations make things more tricky. Mr Bauer reported that he had a good contact who may be able to help in this area. **Action point: Mr Bauer to pass on these contact details to Mr Buckland.**

Whilst all present were in agreement that this was worth doing, Dr Mawson noted that this is a very long-term strategy that could easily take ten years. She also reported that work is currently being done with Sixth Form on LinkedIn and setting up an accredited LinkedIn page as part of their transition preparation.

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10. Health and Safety

There were no updates

11. Safeguarding

The only issue arising is covered in the Headteacher's report (see next item)

12. Headteacher's Report

Mr Buckland began by outlining changes since the report was published:

- Number of fixed-term exclusions has increased to five

- Interviews for the maths temporary full-time position went well with five candidates attending. It was very fortunate that the school attracted a good field with a Mr Atkins, an NQT from Round Hay being appointed.
- English post saw nine applications which has been shortlisted down to four to attend interview next week.

Returning to the safeguarding issue, Mr Buckland reported that he had a useful meeting with UCC with regards to the drug problems in Penrith. As per his report, there will be a joint approach as there are siblings attending both schools and so exclusions will be made for smoking unless there are strong mitigating circumstances. Mr Airey questioned if this was applicable to Sixth Formers as some will legally be allowed to smoke. Mr Buckland responded by saying that on-site it is forbidden and thus the same rules apply.

With regards to the SIP it was reported that big changes had been made with a big focus on the pastoral side of the school. This is not a criticism as there is a great team in place and things are going well but there as with anything there are always improvements to be made. **Action point: the SIP will be brought to the next meeting.**

In response to Mrs Boving-Foster's query regarding the requirement for a new three-year plan, Mr Buckland told the Governors that he is looking at the method in producing the SIP and whether having one annual plan may be better.

Mrs Boving-Foster reported that she has taken over looking at the link process and is going to look at doing it differently. For example, it could be that Governors are allocated a section of the SIP to monitor and a different department could be looked at each term. This is a subject that is up for discussion and all input is welcome. **Action point: Miss McMann to send Mrs Boving-Foster the thoughts that were collated earlier in the year.**

13. Overview of New Governance Handbook

It was agreed that this may be looked at briefly at the Governor Day.

The meeting closed at 7.25pm