

**Minutes of a meeting of the Governors of Queen Elizabeth Grammar School,
Penrith, held on Thursday 8th March 2018 at 6.00pm in Room 1.**

Present:

Dr T Castles (P) (Chair)	Mrs T Boving-Foster (P)	Mr A Catterson (MaG)
Mr R Shepherd (CoG)	Mrs J.Nichol (CoG)	Mrs G Gravett (P)
Mr A Worth (S)	Mr C. Hansford (GbS)	Dr E Mawson (S-Deputy Head)
Mrs J Mills (CoG)	Mr Leveson (MaG)	Ms S.Warner (S)

Visitors/In Attendance: Mr David L Brown (deputy Clerk to Governors)

11 Governors in Attendance

Quorum per Article 114-8 Governors

(one half of governors 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 P Buckland (work commitment), Mr M Bauer (family illness) and Mrs K Rae (work commitment)

2. Declarations of Interest in Agenda Items

None

3. Any Changes in Declarations of Interest

None **(AP: the Governors would like Mrs McMann to produce a record book so that any such changes could be entered by Governors before the start of each meeting.)**

4. Minutes of the Governors' meeting on 7th December 2017 –FG201718(16)

These had been circulated, without any adverse comment, and were approved and signed by the Chair.

5. Matters Arising from those or previous minutes.

5.1 Letters of thanks had been sent to the Art, Maths and German department

5.2 The revised Link Report has been amended and circulated.

5.3 The curriculum review report has not yet been circulated to all governors. (AP: to circulate)

6.1 Report from The Finance and Pay Sub-Committee meeting on 26th February 2018 - FG201718(17)

The minutes were received. Mr Catterson has not yet been contacted about the roof repairs which he has offered to inspect and report on; **(AP: he will need to be contacted as soon as possible.)**

6.2 Education and Standards Committee minutes of 17th February 2018-FG201718(18)

These were received. **(AP: It was agreed that the revised timetable as reviewed should be circulated to all governors.)**

7. Masterplan

A further two images had been circulated to governors for information. The staff have seen them.

The principles having been already agreed, matters of detail, including timing of interrelated work and costings, would need to be considered by governors at a later date. In the meantime, expectations, both within and outside the school, must be carefully managed, the proposals in the Masterplan being aspirational, subject to financial constraints and in broad terms, not detail.

Classroom sizes were less than would be required for 32 pupil classes in a new building, but the use of the existing building(s) necessitated restricted sizes for many of the classrooms proposed. Expansion of pupil numbers, especially 6th formers, would drive the requirement for extra classrooms.

8. SIP FG201718(20)

The revisions to “annual priorities” had been circulated. **(AP: It was agreed that in “Focus Area: Finance”, the colour code should be amber, not green, pending further consideration by Mr Chappell.)**

(AP: Dr Mawson agreed to supply, to governors requiring them, notes of the details behind some of the colours appearing in the document.)

9. Health and Safety

(AP: It was agreed that the committee minutes should, as a matter of routine, be circulated to all governors, starting with those of the 23rd January 2018 meeting. Mrs McCann is asked to do so.)

The next meeting is due to take place on 14th March 2018: **Mr Catterson will contact the Head about the next meeting.**

10. Safeguarding.

Mrs J Mills and Rebecca Chapman have met and that Ms Mills felt that there were good systems in place. For example, there was already welcome liaison with Ullswater School.

11. Governors' Day

It has been fixed for Thursday, 12th July 2018. It is possible that the two chosen courses could be delivered on the same day. (AP: **Ms McMann to check the status of this**)

Meetings with one or more heads of department might be fitted in that day but will need to be fitted around their respective timetables.

In some respects, on-line training, which had already been bought in, could avoid the need for face-to-face training. The distinction between strategic (governors') and organizational (staff) responsibilities is one element of the discussion needed that day.

12. Future of Full Governors' January Meeting

The Head had suggested a January meeting should be removed from the governors' calendar but, after discussion, it was agreed that it should be retained in the calendar, in case an urgent decision was needed or there was need for a strategic discussion between other meetings. However, if when the time comes, it is unnecessary to hold a January meeting, it would be cancelled.

13. Headteacher's Report

It had been circulated. The days of February being only 28 in 2018, a correction was needed on p1(l2 under "School Closures"). Otherwise, it was received.

14. Notices

None

15. Any items required to be minuted separately

None

16. Items to be added to next agenda

The possibility was raised of incorporating a secure section on the school website, which governors could look at for historic details of meetings; the new network manager should be asked to consider this suggestion. "One Drive" may be a facility to be considered.

17. Date of next governors' meeting

Thursday 10th May 2018 -6pm

Meeting closed 7.10pm