

**Minutes of a meeting of the Governors of Queen Elizabeth Grammar School,  
Penrith, held on Thursday 10<sup>th</sup> May 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 P Buckland (S-Head)	Dr E Mawson (Deputy Head)
Mr M Baeur (CoG)	Mrs K Rae (CoG)	Ms S.Warner (S)

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

9 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 C. Hansford (GbS) - Mrs J Mills (CoG) -Mr Leveson (MaG)- all work commitment.

Mr Levenson's resignation as a governor with effect from 20<sup>th</sup> July 2018 was accepted with regret.

2. Declarations of Interest in Agenda Items

None.

3. Any Changes in Declarations of Interest

None **but the Governors would like Mrs Rae to produce the template for 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 8<sup>th</sup> March 2018 –FG201718(23)  
These had been circulated, without any adverse comment, and were approved and signed by the Chair, with a correction to Mr Bauer's name (spelt with an "e").
5. Matters Arising from those or previous minutes.  
The Education and Pay committee meeting dates in 2018/19 should be on Thursdays, which are expected to be more convenient to members of the Committee: **dates for the Governors and its two committees to meet in 2018/19 are to be sent out as soon as possible by the Clerk.**

6.1 Report from The Finance and Pay Sub-Committee meeting on 30<sup>th</sup> April 2018 - FG201718(24)

Mrs Rae presented her Committee's budget forecasts for the next three years. The projected deficits need to be addressed, the governors agreed. That was necessary before the end of 2018. All were made aware of the teaching Unions' claim for a 5% increase; that claim was by no means sure to be agreed but a 1% increase in the unfunded part of any award should prudently be worked into budget projections. The supply budget is likely to be kept on the generous side to allow teaching standards to be maintained. The funding of the school for 2019/20 is not yet a known figure. Pupil numbers are expected to increase.

At the end of July 2018, ESFA will require budget forecasts for the next three academic years, to enable it to establish what support Q.EGS will need.

**Mr Buckland and Mr Chappell were asked to review the budget forecasts and revert to the governors in the 2018 Christmas term with options to reduce projected deficits.**

6.2 Education and Standards Committee minutes of 25<sup>th</sup> April 2018-FG201718(25)

**It was not clear whether the Clerk had distributed these minutes to all governors; she was asked to do so, if not.**

Dr Mawson distributed the overview of Year 11 anticipated exam performance; the data had been collected in March 2018. Challenging targets had been deliberately set for the likely top 5% of pupils. The mock GCSEs suggest that the predictions may well be bettered in the forthcoming exam results, she said.

7. SIP FG201718(26)

The Head commented on the report he had distributed. A good deal of staff training has been carried out, as planned. The members of staff have made positive contributions to the curriculum review.

The school's policy around the use of mobile phones is still being worked out. The Head felt that the new systems around monitoring and safeguarding will produce benefits in the policy outcomes.

8. General Data Protection Regulations *FG201718(27)*

The Governors approved the Data Protection Policy and Privacy documents distributed prior to the meeting.

Governors present signed the form to confirm their agreement to and understanding of the school's policies re data protection and privacy. **Those not present were to be reminded to return their signed form to the Head's PA by 25<sup>th</sup> May 2018.**

9. Consideration of the Anti-Bullying Policy (*FG201718(25)*) was delegated to the Education and Standards Committee meeting on 4<sup>th</sup> July 2018.

10. Health and Safety

The next meeting is due to take place on 20<sup>th</sup> June 2018. Work on site continues to be well managed by David Martin and his team.

11. Safeguarding.

There was nothing to report to the meeting.

12. The Head's Report *FG201718(29)* had been distributed.

Some time would be given on the Governors' Day on 12<sup>th</sup> July 2018 to Safeguarding training. **Governors were asked to make a special effort to attend that day.**

Mrs Boving-Foster asked if the school would be able to offer further subjects (she gave psychology as a possible example). The Head commented that the introduction of any new subject involves a very considerable investment of time and money: the school already has a broader offering than that of comparable schools in the area and, in future, some consolidation of the subjects offered was more likely.

Margaret Sate, who has taught for 27 years at the school, is due to retire at the end of the current term; Mrs Gravett will arrange a suitable gift from the Governors for presentation to her at her leaving party. **Suggested dates are needed.**

Other staff changes involve Mr Nightingale's move to a new career, Mr Fellows taking a sabbatical and Dr Gill returning from his sabbatical.

Exit interviews will be offered to staff leaving, as requested by the governors.

The new building should be handed over by the end of the current term. The governors approved its being named after Mr Colin Birnie (Head 1993 to 2004).

Sixth form applications are likely to be up on last year's.

Governors were critical of the appeal to prospective sixth formers of the school's website. The Head agreed but expenditure on the new prospectus had been given

priority. It was suggested that the prospective sixth formers were more likely to use social media in their assessment of the school, so its use of Twitter etc was very important. **The landing pages of the website were to be reconsidered, the governors felt, which the school may well be able to do in house.**

13. Notices

None

14. Any items required to be minuted separately

None

15. Items to be added to next agenda

Link governors' reports will need to be prepared (visits best in the week following summer half-term). **The Clerk will need to remind governors of their respective responsibilities in this regard.**

16. Date of next governors' meeting

12<sup>th</sup> July 2018 –(1pm for the Governors' Day-6pm for the meeting).

Meeting closed 7.12pm