

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

Present:

Dr T Castles (P) (Chair)	Mrs T Boving-Foster (P)	Mr A Catterson (MaG) –until item 9.2
Mr R Shepherd (CoG)	Mrs J.Nichol (CoG)	Mr P Buckland (Head)
Mr A Worth (S)	Mr C. Hansford (GbS)	Dr E Mawson (S-Deputy Head)
Mr M Bauer (CoG)	Ms S.Warner (S)	Mrs K Rae [CoG]

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

12 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 Mrs G Gravett (moving house), Mrs J Mills (work commitment) and Mr J.Leveson (illness)

2. Declarations of Interest in Agenda Items

None

3. Any Changes in Declarations of Interest

None **but the Governors would like Mrs McCann 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 10th May 2018 –FG201718(30)

These had been circulated without any adverse comment but were amended to record that there were 11 Governors present and then approved and signed by the Chair.

5. Matters Arising from those or previous minutes.

5.1 The Clerk will need to check that all Governors have completed the “Staff GDPR Agreement”

5.2 The Governors' Day which preceded the meeting had been very useful, thanks to Mr Buckland.

5.3 Mr Shepherd's offer to help improve the school's website was appreciated; he was asked to do as he had offered.

6.1 Education and Standards Committee minutes of 4th July 2018-FG201718(31)

The minutes were received and noted without comment.

6.2 Report from The Finance and Pay Sub-Committee meeting on 25th June 2018 - FG201718(32)

The minutes were received.

Mr Colin Birnie has been contacted about the proposal to lend his name to the new building; whilst happy to do so, he would prefer the school to find a sponsor who would make a **substantial donation to the school** and whose donation could be recognized in naming the new building. It was agreed that his suggestion should be followed up.

Mr Catterson was warmly thanked for his excellent work in arranging the rectification required to the guttering and drainage of the new building; the date for the rectification work has not yet been fixed but early action by Sentinel is expected. Mrs Rae hopes that the year-end accounts for 2017/18 will show a slightly improved position but much depends on the outcome of the national teachers' pay award. The outcome of the negotiations is not yet known; the Committee's projections were based on an increase of 1% but the teaching unions were pressing for a 3.5% increase.

The Governors discussed the projections for the following three years and concluded that their duty was to ask for various options, which would need to be considered in the autumn, it being likely that expenditure cuts would be needed to produce a balanced budget. The alternatives to strategic decisions by the Governors were unpalatable, as the course to be taken would in large measure be taken outside the governing body's control. A sufficient increase in income per pupil was regarded as unlikely in the short term.

The Head does not rule out increasing the pupil admissions from 150 to 160 starting in 2020 and/or increasing the teaching burden from 85% to the maximum set by DfE of 90%.

An additional option would be to sell the site of the existing 6th form building; Mr Hansford is satisfied that it can be sold. The proceeds could be used for improvements on the main site but **the School's lease needs to be looked at, as formal consent may need to be recorded for the present and any further building operations.**

It was agreed that the Senior Management Team will come to the autumn governors' meeting with fully worked options for operational savings, sufficient to produce the necessary balanced budgets for 2018/19 and following years.

7. SIP FG201718(33)

The revisions had been circulated. **It was agreed that the SMT would review priorities for 2018/19 and report to the next governors' meeting.**

8. Governor Recruitment and Link Governor Reports

8.1 Dr Castles asked governors to consider suitable candidate to replace Mr Levison.

He had expressed the governors' thanks to him; his work on the school's finances would be sorely missed and a replacement well versed in accounting and financial matters was needed, it was agreed. **Dr Castles asked that names of suitable new governors be put to him.**

8.2 It was agreed that a Task and Finish group was required to look at the present Link Governor procedure, which, it was agreed, was not working satisfactorily. Mr Hansford agreed to co-ordinate this and to bring recommendations to the next Education and Standards Committee meeting. **The Clerk will need to include this as an agenda item.**

9. Health and Safety

There was nothing to report

10. Safeguarding.

There was nothing to report

11. Headteacher's Report

It had been circulated and was received with thanks.

12. Elections

12.1 Dr Castles was elected as Chair of Governors, with Mrs Nichol as Vice-Chair

12.2 Mrs Rae was elected as Chair of the Finance and Pay Committee, with Mrs Gravett as Vice-Chair

12.3 Mr Hansford was elected as Chair of the Education and Standards Committee, with Mrs Mills as Vice- Chair

13. Notices

None

14. Any items required to be minuted separately

None

15. Items to be added to next agenda

See above.

It was agreed that a Task and Finish Group was needed to revise the Articles of Association; Mr Hansford, Mrs Boving Foster and Dr Castles will form this group. The Clerk will need to call a meeting of members of the company which could take place in the fifteen minutes or so before the next governors' meeting. Three none governor members are required to form the membership with Dr Castles as Chair and Mr Buckland as Head. Various names were discussed; it was agreed that Dr Castles would review suggested names and invite three suitable people to accept appointment as members.

16. Date of next governors' meeting

Thursday 13th October 2018 -6pm

In closing the meeting at 7.45pm, Dr Castles thanked all governors for their excellent work and support for the school throughout the past academic year.