

**Minutes of a meeting of Governors of Queen Elizabeth Grammar School,
Penrith, held on Thursday 27th January 2022 at 5.30pm.**

Present

Miss R McMann (Clerk)
Mr M Worrall (CoG)
Dr J Jenkins (CoG)
Mr C Hansford (GbS)
Mr G Miller (P)
Mrs K Rae

Mr P Buckland
Mrs T Boving-Foster (P) (Chair)
Mr J Ray (CoG)
Mr M Bauer (CoG)
Mr P Airey (CoG)
Mr A Worth

SLT present: Mrs S Nohavicka
Mr A Martin
Mr R Dawson
Mrs J Scott
Mr M Rosa

Visitors: Mr Munro for the SEND
item and left at the end of item 4.

Governors in attendance: 11

Quorum per article 114 – 6 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 standard meeting, there were presentations from the Heads of Department of History, Chemistry and Physics. Mrs Boving-Foster commented on the enthusiasm and dedication that came across in these presentations.

Round the table introductions were given to introduce the newer members of the SLT, Mrs Nohavicka and Mr Rosa.

1. Apologies for absence

Apologies for absence were accepted for Ms Mills (long-term absence, illness).

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 interests.

4. SEND Action Plan

Dr Jenkins as the SEND Link Governor presented on this item. An action plan arising from the survey was circulated prior to the meeting and the aim was to discuss, amend if necessary and approve. It was emphasised that everyone on the Governing Body should have an understanding / knowledge of SEND. Mr Munro added that there is a role for SEND in everything and if Governors could be an advocate for it any meeting they attend, for example the Health and Safety Committee he would be grateful. Additionally, he added that his door was always open if Governors needed to know anything.

Questions and comments were as follows:

- A yearly update is much appreciated (GM).
- Very good developmental plan and like the fact that it is simple and contained to one page (MW).

Dr Jenkins said that she would be making some very minor revisions to the action points to ensure none of them simply say 'all' as there is a lack of accountability and more difficult to keep on top of and follow up.

It was unanimously approved to adopt the plan, inclusive of Dr Jenkins' minor revisions.

5. Covid-19 Catch-Up Premium Update

Mr Dawson led on this item and circulated a document (Appendix A) showing how the catch-up monies have been invested in the 1:1 tutoring run via My Tutor. As a result of the mock exams, the next round will commence from 7th February and all the catch-up money will be spent by the year end. Mr Dawson added that this time around, the school will place much more emphasis on attendance as the figures show that this has so far been variable. Questions were invited:

- *How does the school engage with the children and parents in this process (GM)?*
Initially asked for expressions of interest. Parents are sent emails from My Tutor and the whole process is monitored in school (RD).

- *If there are incidences of non-attendance, which there seems to be, does the school have to pay for these sessions regardless and if so could there be a policy of miss three sessions and the child is removed/ slot given to someone else (MB)?* Yes, My Tutor are still paid and can look at this suggestion but must be careful at which students target for this as there are contextual reasons for some of the absences (RD).
- *Are there a group of children waiting for slots who do not have them (TBF)?* There is a priority list and have got most of these children sessions but there may be one or two to go back to. There is also the option to look at Year 10 (RD).
- *Apart from this, is there other support in place (JJ)?* Yes the school is supporting in other ways and some parents have decided to use private tutoring (RD).
- *Are there quality control measures in place for this (MW)?* Each tutor submits a report and some are very detailed and some not so. There is also a range of feedback from the children – again some is wonderful and some is not as good (RD).
- *Is there some guidance given to the tutors (JR)?* At the first session it is established what the child would like to focus on (RD).

Mr Buckland added that he had attended an ASCL meeting, where it was confirmed that the whole specification will be examined.

6. Minutes of the Full Governors Meeting held in December 2021

Mrs Boving-Foster updated the Governors that the Articles of Association are currently on hold with the DfE and the new Governor elected in the last meeting will join at an appropriate time in due course.

It was unanimously agreed that the minutes were a true record and Mrs Boving-Foster will sign these in school.

7. Management Accounts to the end of November 2021

Mrs Scott presented this item. The accounts had previously been circulated and she wished to highlight the following:

- The accounts are looking positive 3 months into the year.
- There are a few variances but this is just due to the way the accounts phases throughout the year.
- The school received 36 Co2 monitors amounting to £2,800 and also successfully applied for air purifiers. The school won 12, which amounts to £23,000.
- The school has been very lucky to receive some free equipment from a parent (chairs and sofas for staff and students, which probably amounts to about £25,000). This is

greatly appreciated as the school would not have been able to afford these and they have made a huge difference.

Mr Buckland passed on his thanks to the hard work of Mrs Scott and Mr Dawson in preparing the bids for the air purifiers as only 7,000 were given out nationally.

8. Admissions Policy

Mr Allen presented this stating that the only change to the policy was the date, but must be updated annually. He noted that the date for the entrance exam is yet to be put in as this is yet to be confirmed but the policy can be discussed and voted on with this date inserted as soon as it is known. There were no questions or comments.

A vote was taken and it was unanimously agreed to adopt the policy.

9. OFSTED Preparation and Feedback

Mr Buckland informed the Governors that OFSTED inspections are back to normal. The first round of mock interviews have been held in respect to SEND and these went very well. Mrs Boving-Foster, Mr Worrall and Dr Jenkins who participated in this said that they found it very worthwhile and had learnt a lot. Mrs Boving-Foster added that Governors should look at the OneDrive as there is, amongst other things, a folder containing all Trustee Assurance Reports.

The next round of mock interviews are being held on 9th February on the topic of personal development.

10. Staff Welfare Survey Feedback

Mr Buckland reported that this was done for the first time last term and the intention is to do this on a termly basis. He added that particular emphasis is on looking at the free text comment section. There was a short discussion about social media abuse of staff. Mr Buckland said that this is a national problem and the school is good at reacting too and punishing any offenders. Additionally, this is something which is discussed in order to set the tone for the school. Mr Dawson added that all staff have been asked that should an incident involve them, how much, if any detail, they wish to know.

Questions and comments were invited:

- *Need to encourage more staff to take part in it (MW).* There is a need to look at the non-teaching staff and also there is a trend that those who are content do not feel the need to fill it in (PB).
- *Continue to raise the profile in staff welfare and perhaps on an inset day build in time to complete the next survey (TBF).* This is a good idea and will look into this (PB).

Mrs Boving-Foster gave her thanks for this and noted that it can be difficult as generally only hear from those who are less content but it is important to continue to look at it.

11. Headteacher's Report

In addition to the previously circulated report, Mr Buckland was pleased to say that there are declining figures of Covid cases. However, he added a note of caution that the impact of not having to wear a facemask could alter things. Mr Miller asked if there have been any revised risk assessments sent in light of changes to regulations. It is expected that something may come from the County Council tomorrow.

18. Date of Next Meeting

The next regular meeting will be on 3rd March 2022, 4.00pm.

Save for a confidential item, the meeting closed at 6.30pm.