

**Minutes of a meeting of Governors of Queen Elizabeth Grammar School, Penrith, held on Tuesday 4<sup>th</sup> October 2022 at 5.30pm, held as a virtual meeting.**

Present

Miss R McMann (Clerk)  
Mr M Worrall (CoG) (Chair)  
Dr J Jenkins (CoG)  
Mr G Miller (P)  
Mr P Airey (CoG)

Mr D Marchant (Head, Ex-officio)  
Mrs T Boving-Foster (P)  
Mr J Ray (CoG)  
Mr N Ruddick (P)  
Ms J Mills (CoG)

SLT present: none

Visitors: none

9 Governors in attendance, until the end of item 17, 8 thereafter for the remainder of the meeting.

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

Governors were thanked for attending an extra meeting in order to review and vote on policies in order to make the school compliant. It was noted that these policies have been written to reflect what the school currently practices but with incorporating the correct legislative updates.

1. Apologies for absence

Apologies for absence were accepted for Mr Worth (family) and Mr Hansford (work)

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. To consider any items to be minuted separately

There were no items to be minuted separately

Prior to commencing with looking at each individual policy, Mr Marchant had prepared a previously circulated Scheme of Delegation for policies, which he sought Governor approval of. This details which policies are for the Full Governing Body to scrutinise and approve and those that are delegated to the Headteacher, in line with statutory guidance.

It was also noted that the Behaviour Policy is still to review. Whilst this policy has recently been approved by Governors, Mr Marchant said that there are gaps within it against other model policies and so the substantive changes will be to the structure of it. Therefore, as this is a policy which is delegated to the Headteacher, it was proposed that this is put in place but that he would bring it to the Full Governing Body on the 20<sup>th</sup> October so that Governors could see the changes if they wish. **Governors felt they would like to see this and this will be added to the agenda for 20<sup>th</sup> October.**

In response to Mrs Boving-Foster's query as to why the Online Safety, Pupil Premium and Anti-Bullying policies are delegated to the Headteacher, Mr Marchant answered that:

- These are not statutory policies
- The intention is to build the Online Safety Policy into the ICT Acceptable Use Policy
- Pupil Premium is a working document and this will be brought back to Governors and also reported on via the Headteacher's report
- Overall, looking at a longer-term way of working and need to see where they may fit into other policies.

Mrs Boving-Foster asked why the Mental Health Policy is on the list to be removed and if, as per the spreadsheet, it sits with different policies which ones. **Action point: Mr Marchant to feedback on this at the meeting on 20<sup>th</sup> October.**

Mr Ray cited that in the Financial Procedures Manual that in the appendices there are two additional policies (Fraud and Financial Delegation) that are not listed on the policy scheme of delegation. Mr Marchant agreed that he would put these on to look at.

In response to Mr Airey's question, Mr Marchant said that it was his intention to tidy up the formatting and then this policy document with sit with his PA to ensure policies are reviewed on time. Mrs Boving-Foster added that should the school join a MAT, this may alter the policy scheme of delegation.

**The Governors unanimously agreed to adopt the Scheme of Delegation for policies until January 2023.**

5. Students with Health Needs

This policy aims to have the best support in place for these students but also manages the expectations of home learning and that, where possible, learning should take place in school. Questions and comments were as follows:

- *Should the staff member be named in the policy as opposed to the role so that parents know specifically who to contact (TBF)?* Try to avoid specific names as if that member of staff leaves or change role, the policy is immediately out of date but it will be made clear on the website who this is (DM).

It was also agreed to add the SEND Governor into this policy and also add a definition at the start of all the policies of what is meant by parents (i.e. those who have parental responsibility) to ensure consistency.

**Subject to the above revisions it was unanimously agreed to adopt the policy.**

6. Child Protection and Safeguarding

After a discussion around this policy the suggested and agreed revisions were as follows:

- Change of name from Mrs Boving-Foster to Mr Worrall (TBF).
- Equality statement in number four is missing pregnancy / maternity (TBF).
- In the section about calling 101 add in to request a log number and a restricted viewing of the log (NR).
- Add in a sentence to reflect that when a police investigation concludes, there might be further action in school to ensure the well-being of all students (TBF).

**Subject to the above revisions it was unanimously agreed to adopt the policy.**

7. Exclusion Policy

There were minimum changes to this policy but it has been brought up-to-date. Mrs Boving-Foster commented that there might be changes to the Governor Information Booklet but this will be brought to the Full Governing Body meeting on 20<sup>th</sup> October in any case.

**It was unanimously agreed to adopt the policy.**

#### 8. Governor Allowances and Expenses

This policy in essence states that any Governor expenses must be approved ahead of time by the Finance Committee. It was noted that a claim form needed to be added into the appendices.

**Subject to the above addition, it was unanimously agreed to adopt the policy.**

#### 9. Staff Code of Conduct

This policy has been taken from The Key and been adapted so that it is appropriate for this school. Questions and comments were as follows:

- *Important that this is circulated to staff (PA).* It is the intention to establish an intranet with a policy area for staff but in the meantime he will be sharing the link for this with staff (DM).
- *Should the unions look this given the school previously has adopted the County Council (union approved) policy (TBF)?* It is fairly similar to the CCC policy and importantly it follows HR law (TBF).

**It was unanimously agreed to adopt the policy.**

#### 10. Staff Disciplinary Procedures

#### 11. Staff Grievance Policy

#### 12. Capability Policy

These three policies were looked at together due the overlapping nature of them. Governors were reassured that as with the Code of Conduct, there should not be any issues with the Unions as these policies follow HR law, they are moderate and not looking to be controversial but just clear on the process. However, Mr Marchant was more than happy to listen to feedback staff may have and bring any issues back to the Governors. Governors asked that once the intranet is up and running, if they could also have access and this was agreed.

**It was unanimously agreed to adopt the three policies.**

#### 13. Children Looked After Policy

For this policy there needs to be a designated Governor and it was decided that this would be the SEND Governor, Mr Ruddick and also a designated teacher which would be Ms Smith. There were no further questions or comments.

**Subject to the above, it was unanimously agreed to adopt the policy.**

#### 14. RSE and PHSE Policy

This has been lifted from the old one.

**It was unanimously agreed to adopt the policy.**

#### 15. First Aid Policy

Mr Marchant informed Governors that the school is waiting for a new defibrillator.

There was a discussion prompted by Mr Ruddick and Mr Miller around more detail being needed in the policy with regards to the suppliers of training, replenishment of the kits and an all round understanding of the provision. Mr Marchant agreed to add into an appendix a sentence around all staff being emergency first-aid trained and those in high risk areas (P.E., D.T, and in the kitchen for example) have completed the full three day course.

Mrs Boving-Foster queried if there could be some provision made for 16 year olds to undertake some first-aid training. It was agreed that could look at a model to offer Sixth Form students and all children in the school in some form.

Mr Ray asked if there were any safeguarding risks with having defibrillators on site, as this is a national scheme. Mr Marchant said that there were not due to the location of them (outside of reception) and that the doors into school are secured.

**Subject to this policy being re-looked involving the Health and Safety Committee and it being brought back to the December meeting, it was unanimously agreed to adopt the policy in the meantime.**

#### 16. Whistle Blowing Policy

In response to a query about the review period, this policy should be reviewed annually by Governors and it is in the policy scheme of delegation. It was agreed to make Mr Worrall's QEGS email address accessible in this policy and that staff needed to be aware of this policy.

**It was unanimously agreed to adopt the policy.**

#### 17. Charging and Remissions Policy

It was noted that the trip surplus refund has been moved from £10 to £5. There was a discussion around being supportive of the payments for resits and remarking. Mr Marchant felt that this was covered by the Pupil Premium policy and this is considered on a case-by-case basis.

**It was unanimously agreed to adopt the policy.**

*MsMills left the meeting.*

18. Health and Safety Policy

This policy has been updated to mainly reflect name changes. As the Health and Safety Governor, Mr Miller thought that it was a satisfactory policy for now but felt that more depth could be added to it. Mr Marchant agreed.

**It was unanimously agreed to adopt the policy.**

19. FOI

This has been updated in order to make it legally compliant. Mr Airey asked who the acting GDPR officer was and when the GDPR policy will be reviewed. Mr Marchant said that this was one of the next policies to review and currently he is acting as the GDPR officer and noted that a Governor could take on this role if they wish.

**It was unanimously agreed to adopt the policy.**

20. Complaints

There was a discussion around the timings of responding to a complaint but no changes were made to the draft policy. In response to the question about the Stage Three panel on page 6, that it included a person who was not a Governor or member of SLT but an educational professional (for example a Headteacher from another school). It was said that this could be removed.

**It was unanimously agreed to adopt the policy.**

21. Risk Register

It was noted by Mr Ray that the Risk Register had been to the Risk and Audit Committee in the last year but on reflection it was decided that more detail needed to be added into the mitigation column including linking it to the relevant document. It is still felt that this is needed and Mrs Boving-Foster suggested that make an agreement on it for now but in time for the next Risk and Audit meeting make it more workable. **Action point: add this to the next Risk and Audit meeting agenda.**

After further discussion, the following revisions were agreed:

- Check that legionnaires appears on the register and if not add it in (GM).
- Add in course provision at Sixth Form (TBF).

- Have Cyber Crime as a separate risk (TBF).

**Subject to the above revisions, it was unanimously agreed to adopt the policy.**

## 22. SEND

It was confirmed that Mr Ruddick's name be added to the policy in his role as SEND Governor. There was a discussion around being aspirational and it is the school's philosophy to know each individual student.

**It was unanimously agreed to adopt the policy.**

The next meeting will be held on 20<sup>th</sup> October 2022 but it is noted that the Head of Department Presentations will be scheduled for the Spring term and thus, the meeting will start at the usual time of 5.30pm. Governors were thanked for the time taken to attend this extra meeting.

The meeting closed at 7.30pm.