

CS/HP

GOVERNING BODY MINUTES SUMMER TERM 2009

**THE GOVERNING BODY OF HEXHAM MIDDLE SCHOOL AND QUEEN ELIZABETH
HIGH SCHOOL HARD FEDERATION**

Meeting held on Tuesday, 30 June 2009 at 5.20pm in the school.

PRESENT

Mr Adrian Woolley (Chair)
Mrs Kate Gessey
Mrs Sandra Thompson
Mrs Sarah Buchan
Mr Neil Watson (apologies for lateness submitted – attended Item 3 onwards)
Mrs Alison Killen
Mr Alan Lynch
Ms Helen Gray
Mr Roland Beevor
Mr Peter Maxwell
Mrs Annette Bedson
Mr David Watson (Headteacher, Hexham Middle School)
Mrs Rebecca Alderson
Mrs Angela Mole
Mr Neil Morrison (Headteacher, QEHS)
Mr Robin Hodnett
Mr Andrew Hedley
Mrs Sue Boath
Mr Simon Kitchman
Cllr J B Jonas
Mr Peter Oliver

Observers

Mr Bill Wilson
Mrs Di Harris
Mr Andy Byers
Ms Helen Bailey

ALSO PRESENT Mrs Helen Pye (Clerk to Governors)

Prior to the meeting, Governors received a short briefing session on Governor visits.

PART 1 (Classified non-Confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential: consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

ACTION

1. Apologies for Absence and their acceptance or otherwise.

Apologies were received and consent granted for the absences of Mrs Rosemary Theobalds, Mrs Jane Wrigley and Mrs Christine Carruthers.

2. Membership update

Governors noted the resignation of Mr D Edwick and the appointment of Mr N Watson, Parent Governor (HMS).

It was noted that two Community Governor vacancies remained on the Governing Body. No nominations were put forward for consideration at this time.

The Chair proposed that those 'observers' attending the meeting be appointed as Associate Members with terms of office to run until the end of the summer term 2010. Following discussion and views of those observers present being sought, Governors agreed that 'observers' be appointed as Associate Governors. Furthermore it was agreed that Mr Neil Cassidy, Deputy Headteacher, Hexham Middle School, be appointed as Associate Governor and invited to attend meetings. The Clerk would confirm the appointments.

Clerk

3. Election of Vice Chair

Mrs Kate Gessey was duly elected as Vice Chair for the remainder of the school year.

4. Declaration of personal or pecuniary interest in any agenda item

Governors declared that they had no pecuniary interest in any item on the agenda.

5. Register of Governor's and Staff Interests

The register of Governors and Staff interests was circulated and completed by those in attendance. The register would be updated by staff and retained in school for audit purposes.

Head

6. Minutes

Minutes of the following meetings, having been circulated to the Governors

were adopted and signed:

- a) 10 March 2009 (Spring Term meeting).
- b) 30 April 2009 (Extra Ordinary Meeting).
- c) 17 June 2009 (Extra Ordinary informal meeting – minutes circulated separately).

7. Report back on any matters previously referred / delegated to individuals / committees.

Mrs Sandra Thompson, Chair of Committee, gave a verbal report on the outcome of the Pupil Discipline Committee Meeting.

8. Matters Arising

Minutes – 10 March 2009

Item 7 – Pupil and Curriculum Development Committee – 2 March 2009. Mr Beevor requested that a copy of the minutes be circulated to Governors. Mr Morrison would arrange this.

Mr Morrison

Item 10 – Examinations data / target setting.

Mr Beevor mentioned that he had not received comparative data as requested at the last meeting. Mr Morrison would arrange to forward this information.

Mr Morrison

Item 12 – Visiting Governors' report. It was noted that as a result of Mr Edwick's resignation, there would be no report.

Item 15 – Publication Scheme.

HMS Mr Watson circulated scheme to Governors via e-mail (copy filed in minute book).

QEHS Mr Morrison tabled the scheme at the meeting for information (copy filed in minute book).

HMS/QEHS Schemes agreed and adopted by Governors.

Item 17 – 'Narrowing the Gap' – consultation document.

Noted: Mr Frank Jordan, Director of Strategy, Planning and Performance visited HMS – opinions clearly expressed.

Minutes – 30 April 2009

Item 4 – Review of school uniform.

Noted Mr Beevor's comment to put school uniform policy on website (new parents would have been forwarded revised information).

Minutes – 17 June 2009

Item 4 – Governors' responsibility for overseeing the work of the schools. Agreed action – to convene working party to examine suitable means and

programme of overseeing work in the schools.
Item 7 – Governors’ Communication.

Mr Woolley to produce and circulate a draft policy for consultation with Governors.

Chair

9. Minutes of Committees meetings

Governors received the Minutes from the following Committee meetings:

- i Finance and Premises Committee – 4 March 2009.
- ii Finance and Premises Committee – 30 April 2009.

Arising from the minutes:-

Item 2 – It was noted that there was to be a change to parking arrangements on Whetstone Bridge Road and other measures were to be introduced to improve safety.

Item 4 – FMSIS – HMS.

Mr Watson commented that FMSIS reassessment had taken place recently and the school had passed with outstanding recommendation. Mr Watson especially wished to record his thanks to Mr Bill Wilson for his tremendous hard work in completing this.

- iii Finance and Premises Committee – 11 June 2009. (Minutes tabled – copy filed in minute book). Arising from the minutes:-

Item 6 – Premises Items.

Mr Watson updated Governors with regards to the development / and siting of a new Tynedale Virtual College’s New Skills and Media Centre. Decisions were to be taken and meeting scheduled for 6 July 2009. (Chair to write requesting further information).

Chair

- iv. Pupil and Curriculum Development Committee – 6 May 2009.

(It was noted that the meeting was cancelled and rescheduled for 3 June 2009 – Minutes tabled (and e-mailed to Governors) – copy filed in Minute Book).

Arising from the Minutes:-

Item 4 – Behaviour Policy QEHS

Di Harris explained and responded to questions in relation to the policy document and would give an update with regards to its operation at a future date.

Governors agreed to adopt the policy document.

Item 6 – Training Days

Dates noted.

- v. Staffing Committee – 8 June 2009.

Arising from the minutes:-

Mr Morrison gave background information in relation to the TLR structure – QEHS.

Furthermore it was noted that the Committee had again met (30.06.09) immediately prior to the Governing Body Meeting to further discuss the TLR structure. Staff would be notified of the outcome in due course.

(Signed minutes to be forwarded to the Clerk when available).

10. Annual Review of Committee Membership and Terms of Reference

Community Engagement Committee – membership and terms of reference sheet circulated for information (copy filed in Minute Book).

Membership of eleven governors agreed as follows:-

Mr Adrian Woolley
Mrs Rosemary Theobalds
Mrs Alison Killen
Cllr J B Jonas
Mrs Kate Gessey
Mr Neil Watson
Mrs Di Harris
Mrs Sandra Thompson
Mr Peter Oliver
Mr Neil Morrison, Headteacher, QEHS
Mr David Watson, Headteacher, HMS

Governing Body Decision Planner

It was noted that as yet this had not been reviewed.

Agreed:

Chair and Vice Chair to meet with headteachers (HMS and QEHS) to progress. To report back to Governors as soon as possible.

**Chair
Vice
Chair
Mr
Watson
Mr
Morrison**

SCHOOL ACCOUNTABILITY ITEMS

11. Head Teachers' Reports

Governors received and considered the report that had been circulated separately prior to the meeting (copies filed in Minute Book).

HMS (Mr Watson)

Arising from the report:

- Staffing – appointed J Williams for maternity cover (Mrs Coulson) subject to CRB.
- School Improvement – SATs results – KS2 noted.
- Performing Arts – first year review completed.
- Transition Tynedale update – paper circulated for information (copy filed in Minute Book).
- School Development Plan 2009-10 (draft) – circulated for information (copy filed in Minute Book) – to review and report at next meeting.
- Section 6b – Community Cohesion – circulated for information (copy filed in Minute Book).
- Questionnaire to parents – positive response, high demand / update in extra curricular activities.
- SEF – to review in light of new Ofsted framework.
- FMSIS – passed assessment thanks to Mr Bill Wilson.
- Awarded Healthy School status.

Mr Watson was thanked for his report.

QEHS – Mr Morrison

- SEF – circulated separately to Governors (copy filed in Minute Book – to be updated in light of new Ofsted framework and Governor comments).
- School Improvement Plan – circulated for information (copy filed in Minute Book).
- Headteacher explained basis for evaluation of leadership and management.
- Admissions / attendance – noted.
- Exclusions and racist Incidents – noted.
- Staffing appointments 27.02.09 – 12.06.09 / Staff departures noted. Mr Morrison wished to thank all governors who had been involved in the recruitment process of staff.

Mr Morrison was thanked for his report.

**Mr
Watson**

12. Budget Update

It was noted that budget reports had been considered at Finance and Premises Committee Meetings (refer to minutes). News on pay settlements was awaited.

School Voluntary Accounts (QEHS)

Circulated to Governors for information. To consider at next Governing Body Meeting.

13. QEHS Best Value Statement

Copy circulated for information – noted, considered by Finance and Premises Committee.

Agreed and accepted by Governors.

14. Behaviour Policy

Refer to Item 9 (iv) – Minutes of Pupil and Curriculum Development Committee – 6 May 2009.

15. Link Governors Report

Governors received the report of Mrs Alison Killen who had visited each school and specifically focused upon child protection issues.

Mrs Killen requested that the report be classified as confidential.

Mrs Annette Bedson and, in her absence, Mrs Rosemary Theobalds were appointed as SEN Link Governors.

Future School Governor visits were to be considered by a working party.

16. Consider Governor Support and Development needs

Governors discussed current and future training and development needs.

Briefings prior to meetings were agreed as follows:

Autumn term 2009 – Governor Self Evaluation

Ms Helen Bailey would arrange to provide training in relation to 'E' Learning in Northumberland.

Peter Oliver would collate responses in relation to a two hour training session and advise the Clerk accordingly.

**Ms H
Bailey**

**Mr P
Oliver**

LOCAL AUTHORITY REPORTS

Copies of documents available on www.northumberlandlea.net

17. Criminal Records Bureau Policy

Governors noted the changes to the County Council policy with regard to Criminal Records Bureau checks and the related guidance.

It was also noted the CRB checks for Governors would be introduced during the course of the year.

18. Data Protection & Data Security

Governors noted the requirement for compliance with the Data Protection Act and the responsibilities of the school as a Data Controller.

Governors noted:

QEHS – Ms Helen Bailey was currently reviewing the school’s Data Protection and Data Security Policy.

HMS – Data Protection and Data Security Policy reviewed in line with guidance.

It was agreed to present finalised policies / report progress of review at the next Governing Body Meeting.

**Ms H
Bailey/
Mr D
Watson**

19. Recruitment & Selection Code of Practice

Governors noted the changes that had been made to the County Council’s Recruitment & Selection Code of Practice. They also noted that copies of the code of practice had been sent to the Head and Chair and that Appendix D of the LMS Manual would be amended to reflect these changes.

20. Safeguarding

Governors noted the timeline for the implementation of the new Independent Safeguarding Authority (ISA) Vetting & Barring scheme. They also noted the requirements for recruitment with effect from November 2009.

Governors further noted the requirements for recruitment of all new staff from January 2010.

21. School’s Forum

Governors noted the recommendation of the Forum to adopt the suggestions made by Chairs and Vice Chairs of Governors.

The Clerk would confirm with the Chair and Vice Chair that their contact details could be made available to the Governor representatives of the Forum.

Clerk

CONCLUDING ITEMS

22. Urgent Business

There was no urgent business for discussion.

23. Dates of Future Meetings

Governors agreed the following date for the Autumn Term meeting of the Governing Body:

Wednesday, 18 November 2009 at 5.30 pm.

(Training – Governor Self Evaluation to commence at 5.00 pm.

There being no further business the meeting closed at 8.30 pm

INFORMATION – Governors noted items sent to Chairs of Governors:

- Revised CRB Policy
- Data Protection Policy
- Transportation, Transfer and Sharing of Data Policy
- Recruitment and Selection Code of Practice
- Termly Briefing Paper to include guidance on moving forward the community leadership agenda (following on from the annual governors conference)

**Chair
2009**