

HEXHAM MIDDLE SCHOOL AND QUEEN ELIZABETH HIGH SCHOOL HARD FEDERATION

GOVERNING BODY MINUTES AUTUMN TERM 2015

**MEETING HELD ON WEDNESDAY 11 NOVEMBER 2015 AT 6PM –
A13, QUEEN ELIZABETH HIGH SCHOOL**

PRESENT: Mr Simon Kitchman
Mrs Sandra Thompson
Mr Tony Brown
Mr Graeme Atkins (Executive Headteacher)
Mr Jonathan Holmes
Mrs Barbara Hignett
Mrs Joanne Grey
Mr Patrick Ferguson
Mr David Hartland
Ms Sarah Kemp

ALSO PRESENT: Mr Andy Byers (Head of School - Associate Member)
Mrs Judith Minto (Head of School - Associate Member)
Mrs Sarah Spark (School Business Manager)

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.

1. Apologies for absence

No apologies were received.

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

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

3. Consider & Adopt Minutes of Governing Body Meetings

Minutes of the following meeting, having been circulated to the Governors, were adopted and signed as a true record:

14 October 2015 (Part 1)

Matters Arising from the minutes:

The letter to Jan Corlett thanking her for the training session has not been sent. Governors agreed that it was not appropriate to send it at this time and that it was sufficient that she was thanked in person on the day.

AB updated that 'A' Level Engineering is no longer an option for students. It was removed by the government and has been replaced with 'A' Level Product Design.

ICT GCSE and 'A' Level have been withdrawn and are no longer offered at QE. General Studies is being removed in 2017 but will be supported in 2016. Governors discussed the implication on learning hours. AB confirmed that there would not be an impact.

GA confirmed that he had received Ian Harbottle's guidance regarding the pay policy in writing.

4. Membership update

BH's term as Staff Governor ended on 31st October 2015. All staff were given an opportunity to apply for the position with a deadline of 3pm on Friday 23 October. Only one application was received which was from Barbara Hignett. No election was held and the Declaring Officer declared a further 4 year term of office. SKi welcomed BH to the Governing Body.

5. Governor Updates

JG updated that the Pay and Performance Committee met this week and completed the Executive Headteacher's appraisal with the School Improvement Partner.

Governors discussed how the full governing body would know that pay and performance are related and asked if the committee were satisfied that standards had been met and that procedures had been robust. JG confirmed that they had.

SKi asked if all staff have progressed in pay and the committee advised that not all staff had.

BH questioned whether an appeals process applied. It was confirmed that there is an appeals process.

Governors discussed issues of confidentiality in relation to the Executive Headteacher's appraisal and JG indicated the need for 'clean' governors who had not been involved in the process should there ever be an appeal. Nevertheless, governors outside of the Pay and Performance Committee suggested it would be useful to know what targets are set for the Executive Headteacher as these drive the school.

It was agreed that the Pay and Performance committee reflect on ways to involve the wider non-staff governing body in relation to their input regarding targets.

P&PC

6. Any Other Business

ST advised governors that the 2014/15 racist incident returns for QE and HMS had been signed off by the Chairs. 3 incidents were reported for at

QE and none at HMS. The authorised return will be returned to County Hall.

CG

Governors discussed whether it was appropriate to reflect on the QE Ofsted inspection. There has been no report or update from Mark Evans. QE were hoping to have first sight and an opportunity to suggest alternative terms of phrase and were surprised nothing had been received. Governors agreed to hold the discussion until the letter was received.

Governors noted the date of the next full Governing Body meeting is 9th December 2015 and requested date of all future meetings to be circulated. The date of the February meeting should be checked.

CG

Part one of the meeting was concluded.

Governors moved to Part II of the agenda.

_____ **Chair**
_____ **Date**