

HEXHAM MIDDLE SCHOOL AND QUEEN ELIZABETH HIGH SCHOOL HARD FEDERATION

GOVERNING BODY MINUTES SUMMER TERM 2016

MEETING HELD ON WEDNESDAY 15 JUNE 2016 AT 6PM –  
A13 – QUEEN ELIZABETH HIGH SCHOOL

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

**ALSO PRESENT:** Mr Andy Byers (Head of School - Associate Member)  
Mrs Charlotte Gaines (Clerk to the Governors)

**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**

Apologies were received from Mrs Judith Minto.

**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:

18 May 2016 (Part 1)

**Matters arising from the minutes:**

SKI, JG and GA met on Friday 10 June to discuss progress and attainment at HMS.

**4. SIP Reports**

**HMS Report**

It was noted that the HMS SIP report was very positive but it has been superseded by the Ofsted inspection that took place this week, which was even more positive. ST remarked that Chris Cottam had given governors confidence in where the school was at. SKI commented that the session

for governors with Chris in May had been useful preparation. GA noted that Chris had been willing to take a call from the lead inspector whilst she was abroad on holiday. GA agreed to pass on governors' thanks.

GA

SKi asked if there would be a celebration for staff. GA replied that there will be cakes provided in the morning and a night out will be taking place on 8 July.

GA advised that JM had been told about the Ofsted inspection and was delighted with the result but disappointed that she had not been able to be directly involved. Both the staff and Governors had been asked about JM's contribution during the inspection and the feedback had been positive.

SKi asked if the HMS social with governors could go ahead before the end of term and commented that support staff should be included. Governors agreed that it should be arranged.

GA

### QEHS Report

ST asked AB to comment on the QE report. AB commented that it is a very positive report with the SIP being impressed by improvements in attendance and progress with the marking system in maths. TB asked if the QE staff could be recognised for all of their hard work and PF added that the report should be celebrated.

JH expressed concern over the identification of individuals in the report if it was to be shared. GA and AB regarded sharing the findings as they are as appropriate.

GA expressed the view that it was fair to conclude that the team who had inspected HMS would have progressed QE's inspection to a Section 5, thus giving QE the opportunity for an Outstanding judgement. AB remarked that the timing of the QE inspection was unfortunate given it had taken place during the early months of the new framework.

JH reported that DH and he are meeting the Maths Department for a triangulation visit on Monday 20 June.

ST asked AB and GA to convey governors' appreciation of their hard work to the staff.

GA/AB

## 5. Governor updates

### Audit Committee

The Audit Committee Meeting took place earlier that evening, prior to the FGB meeting. TB provided an update. One key item for consideration had been numbers of Maths and English groups in Year 5 at HMS given the anticipated intake. The Committee believed it had arrived at a solution that struck an appropriate financial and educational balance.

JH asked whether four form classes allowed for increased intake and commented that the article about Bright Tribe in the Guardian may result in more students seeking places at QE and HMS.

ST informed governors that she had been told by a prospective parent who was new to the area that the admissions team at NCC had advised her that HMS was full. GA to follow this up with NCC. SKi suggested that CG



contact estate agents to advise their clients that there are spaces.

GA / CG

JH asked if an article could go into the Courant about the inspection, to encourage people to apply. GA advised that the result could not be published as yet but that a press release would be issued on receipt of the final report.

Some significant purchases have been made, including a new financial system, budgeting software and SIMs licence for HMS, as well as appointing a law firm.

Audit and accountancy services have been selected and agreed but will not be appointed unless the decision is made to become an academy.

### **Safeguarding Group**

There has been no meeting since the last meeting of the FGB.

### **Other Governor Visits and updates**

JG and SKi carried out a triangulation visit on Friday 10 June at HMS looking at progress data across all subjects and year groups. They reported positively on progress being made.

A visit to look at PE will be taking place at QE on Monday 20 June.

## **6. MAT update**

GA advised that the consultation period ended on Monday 13 June. All responses have been collated and the working party is meeting on 16 June to prepare the report for governors to be circulated in advance of the meeting on Wednesday 29 June. GA advised governors that a letter signed by a number of staff expressing concerns about the proposal had been received on the last full day of consultation. This letter will be circulated to governors along with all other consultation paperwork.

SKi informed governors that the Governing body will receive the report a full week in advance of the meeting along with various papers from Browne Jacobsen

If the proposal to convert is agreed in principle, the governing body will need to approve the:

- Articles of Association
- Funding Agreement
- Commercial Transfer Agreement
- Lease Agreement

ST asked if Jamie Otter from Brown Jacobson would be attending on 29 June. SKi advised that it is intended that he attends. PF questioned whether it was appropriate for the legal advisor to attend and stated that in his experience the advisors can take over if the decision makers have less experience. PF asked that the Chair be mindful of this when chairing the meeting so that this does not happen. SKi advised that so far this had not been the case with Mr Otter.

JH asked if it would be a two-part meeting and questioned whether Jamie should only attend the second part. GA advised that the meeting would be

in two parts but that it was appropriate for Jamie to attend both parts in an advisory capacity.

JH asked how many responses had been received. SKI explained that it depended how they were counted because some responses were from more than one person and that the full details would be made available to all governors in a pack in time for the meeting on 29 June.

SKe asked if there had been follow-up queries after responses were provided to initial questions, SKI advised that multiple questions had been asked and that the report will have the full detail in the appendices. ST reiterated that providing all the information was essential to ensure transparency.

SKi provided an update regarding the name Hadrian Learning Trust. SS had carried out some research and there are a number of other organisations using the name Hadrian including Hadrian Academy in Dunstable, Hadrian Art Trust in Northumberland and Hadrian School in Wallsend. Legal advice has been sought and the working party feel there is minimal risk in using the name for the proposed MAT.

JH questioned whether there was a need to speak to the school in Wallsend. TB stated his view that if the name gets approved by Companies House then the name should be used. ST reminded governors that the schools will continue to use their individual school names and that this is purely a business name. SKi remarked that it would only be an issue if the trust ultimately sponsored a school in Wallsend. Governors agreed that the name of the MAT should be Hadrian Learning Trust if the decision is made to convert and the name is accepted by Companies House.

## **7. Any Other Business**

ST advised Governors that her family will be relocating to Hampshire at the end of the academic year and she will therefore be resigning as a Governor. SKi commented that he had worked with ST since 2008 and her commitment and outstanding selflessness had shone through. On behalf of the governors, SKi wished ST and her family every happiness in their move and thanked her for her contribution to the Governing Body.

ST thanked everyone for the kind remarks.

Part 1 of the meeting was concluded.

Governors moved to Part 2 of the agenda.

 Chair  
Date