

**HEXHAM MIDDLE SCHOOL AND QUEEN ELIZABETH HIGH SCHOOL HARD FEDERATION**

**GOVERNING BODY MINUTES AUTUMN TERM 2015**

**MEETING HELD ON WEDNESDAY 16 SEPTEMBER 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

**ALSO PRESENT:** Mr Andy Byers (Head of School - Associate Governor)  
Mrs Judith Minto (Head of School - Associate Governor)

**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 by:**

**1. Appointment of Clerk**

Charlotte Gaines was appointed to the position of Clerk to Governors.

**2. Membership update**

Governors welcomed Patrick Ferguson, co-opted governor.

The term of office for the Local Authority Governor and re-appointment of Sandra Thompson was discussed. SKi advised that there would be a break in Sandra's term if reappointed, with new term commencing as of 16 September. GA had written to Sandra Hunter at LA who had nominated ST for a further term. Governors re-appointed ST as LA governor from 17 September 2015.

Governors discussed the length of term for Associate Governors and the re-appointment of Andy Byers and Judith Minto. Governors agreed that AB and JM be re-appointed for a one-year term.

SKi welcomed ST, AB and JM to the meeting.

Governors discussed the remaining co-opted governor vacancy. Originally governors were looking for familiarity with Ofsted expectations and process; however, the preferred candidate is not available due to other governor

commitments. GA commented that access to this knowledge and skills could come via the School Improvement Partner and Partnership Co-ordinator. The meeting considered that Mr Daniel Thomas, a previous applicant, offered project management skills and Governors agreed these would be valuable. Agreed that GA, ST and SKi meet DT for an informal discussion and report back at the October meeting.

GA/ST/SKi

### **3. Term of Office for Chair and Vice Chair**

Governors discussed the length of term and agreed the Chair and Vice Chair should be appointed until the first meeting of the autumn term school year 2016/17.

### **4. Elections**

2 nominations were received for the position of Chair: ST and SKi. The nominated candidates, and AB and JM, Associate Members, left the meeting for the election process. As a new governor, PF indicated he would abstain from the ballot. It was agreed that he would chair the election process.

PF led a discussion prior to the confidential ballot. The result was tied.

Governors discussed the options available: re-run the ballot; suggest appointment of co-chair; seek additional nomination from the floor; and the drawing of straws. If none of these resulted in the appointment of a Chair the Vice Chair would become acting Chair and appointment would be deferred to the next meeting. After further discussion Governors agreed to re-run the Ballot. Result was tied. Those nominated for Chair were asked whether they would consider acting as co-chair. SKi and ST agreed to do this. SKi and ST were unanimously appointed as Co-Chair and welcomed back to the meeting.

One nomination was received for the position of Vice Chair: DH. DH left the meeting while this nomination was considered. All agreed that David Hartland be duly appointed as Vice Chair. DH returned to the meeting

### **5. Audit Committee membership**

It was proposed that Patrick Ferguson should join the Audit Committee Group. The proposal was unanimously agreed.

### **6. Apologies for Absence**

An apology had been received from Sarah Kemp.

### **7. Declaration of personal or pecuniary interest in any agenda item**

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

### **8. 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 July 2015

**Matters Arising from the minutes:**

Item 4 Governors asked that the update on HMS SATs result be rephrased.

**CG**

Item 6 Governor updates – Hearing body. GA advised no further information had been received since the 2 appeals which had been considered by a governor panel.

**9. Ethos**

GA informed governors that consultation on the proposed ethos statement resulted in eight responses. All bar one had been positive, with some offering suggestions for minor amendments. GA explained that the negative response had come from a form class at QE who had misinterpreted the purpose of an ethos statement but that he had seen them to clarify. GA and SKi had met to finalise the version circulated to governors with the meeting’s papers. Governors gave approval to this version. It was agreed to launch the revised ethos at a celebration event at HMS taking place on Monday 21 September and at QEHS at a date to be arranged.

**GA/Cg to arrange**

**10. School Development Targets**

The targets had been considered by each monitoring group. A query had been raised regarding two outcomes targets for QEHS; GA clarified that these had been included as intended. The governors gave approval to the priorities and targets as they stood but noted that those for attendance and for quality of teaching at QEHS needed re-visiting by the monitoring group.

**ANB/JMi/  
Monitoring  
Groups**

**11. Governor Updates**

JH circulated copies of the Minutes from the meeting of the QEHS Monitoring Group that had taken place earlier in the week and highlighted key points.

GA explained that Minutes from various other meetings that had taken place in recent days would be circulated shortly and that going forward we would seek to schedule meetings sufficiently in advance of Full Governing Body meetings to allow Minutes and reports to be circulated in advance.

**CG**

**12. Any Other Business**

GA advised that Jan Corlett is willing to meet governors to provide training on implications for governors during an inspection. Governors suggested that these were at 6pm Monday to Thursday. CG to arrange

**CG**

Chris Cottam, School Improvement Officer, returns to Hexham at the end of September and will be at HMS on Tuesday 29 and QEHS on Wednesday 30 September. GA will circulate details as to when CC will be available to debrief governors.

**GA**

Governors discussed recognition of results. Clear recognition and appreciation should be expressed to staff. The respective launches of the new ethos statement would provide an opportunity for governors to do this in person.

**GA**

Governors moved to Part II of the agenda.

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**Chair**  
\_\_\_\_\_  
**Date**