

GOVERNING BODY MINUTES

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

INAUGURAL MEETING – TUESDAY 11 NOVEMBER 2008 AT 6.00 PM

PRESENT

Mrs Kate Gessey
Mrs Sandra Thompson
Mrs Rosemary Theobalds
Mrs Sarah Buchan
Mrs Jane Wrigley
Mrs Alison Killen
Mr Alan Lynch
Mrs Helen Gray
Mr Adrian Woolley
Mr Roland Beevor
Mr Peter Maxwell
Mrs Annette Bedson
Mr David Watson (Headteacher, Hexham Middle School)
Miss Christine Carruthers
Mrs Rebecca Alderson
Mr Neil Morrison (Headteacher, QEHS)
Mr Robin Hodnett
Mr Andrew Hedley
Mrs Sue Boath
Mr Bill Wilson (Observer)
Mrs Di Harris (Observer)
Mr Andy Byers (Observer)
Mrs Helen Bailey (Observer)

ALSO PRESENT

Mrs Helen Pye (Clerk to 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.**

The meeting opened with introductions.

ACTION

REGULAR ITEMS

1. Election of Chair

Governors agreed the election process for Chair and Vice Chair as follows:-

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

**ELECTION PROCESS FOR CHAIR AND VICE CHAIR (AGREED AUTUMN TERM 2008 –
11 NOVEMBER 2008)**

QUESTIONS FOR THE GOVERNING BODY	OPTIONS	CHAIR	VICE CHAIR
METHOD FOR NOMINATIONS	proposer only		
	self nomination only		
	proposer or self nomination	√	√
WRITTEN NOMINATIONS (INCLUDING ADDRESS)	Yes	√	√
	No		
REQUIREMENT FOR A SECONDER	Yes		
	No	√	√
FOR ONE CANDIDATE (OR MORE THAT ONE), REQUIREMENT TO WITHDRAW FROM THE MEETING	Yes	√	√
	No		
VOTING METHOD	show of hands		
	secret ballot	√	√
LENGTH OF TERM OF OFFICE	1 – 4 years	1	1
START OF TERM OF OFFICE	Autumn Term	√	√
	Spring Term		
	Summer Term		
ARRANGEMENTS FOR SUCCESSOR'S TERM OF OFFICE	New term for successor		
	Serve out remainder of term	√	√

As a result of the agreement of the above, it was requested that nominations (including address) be submitted (closing date – Friday 21 November 2008) for inclusion with the agenda papers for the next full Governing body meeting, to the Clerk to Governors:
hpye@northumberland.gov.uk.

Mrs H Gray volunteered to Chair this meeting of the Governing Body, prior to the formal election process at the next meeting.

2. **Apologies for Absence and their acceptance or otherwise.**

Apologies were received and consent granted for the absences of Mr David Edwick and Mrs AngelaMole.

3. **Election of Vice Chair**

Deferred until the next full Governing Body meeting.

4. **Membership update**

i) **To confirm current membership**

Governors discussed protocols with regard to communications.

Mrs Shevlin would be asked to collate contact details of Governors (details to be provided by individual Governors). An up to date list would be circulated at the next meeting).

Governors voted in favour of Parent Governors providing contact details which could be published by the school.

ii) **To consider approval of staff invited to attend Governing Body meetings as observers**

Governors agreed that the following members of staff continue, during the course of the next year, to be invited to attend Governing Body meetings as observers:-

Mr B Wilson
Mrs D Harris
Mr A Byers
Mrs H Bailey

Governors agreed to delegate responsibility to the Headteachers to invite individuals to Governing Body meetings to advise on particular issues as and when required.

iii) **To consider Community Governor vacancies**

Governors agreed that nominations for consideration of Community Governors be deferred until the next meeting – to allow for an audit of present Governor skills / expertise and interest in committees to be completed.

(Mr Morrison would arrange for Mrs Shevlin to contact Governors – and would collate responses).

In the meantime, those who had put nominations forward were to be thanked for the interest they had shown and advised that nominations were to be considered at the next meeting.

**Mr
Morrison
Mrs Shevlin**

**Mr
Morrison
Mrs Shevlin**

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

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

The register of Governors interests was circulated at the meeting for completion by Governors. A copy of the form would be retained in school for audit purposes.

6. To consider Committee Membership and Terms of Reference

Governors considered committee membership and agreed that the following Committees be formed:

Pupil discipline Committee *
Complaints Committee *
Appeals Committee *
Headteacher Performance Committee *
Finance and Premises Committee*

* refer to attached sheets.

Further consideration would be given at the next meeting with regards to Staffing Committee, Curriculum / School Development Committee and Delegation To The Headteacher.

Furthermore, Governors received for information the Decision Planer which showed the level at which they may legally delegate functions.

(Mrs Gray, Chair, apologised and left the meeting at this point – Mrs A Bedson, volunteered to act as Chair for the remainder of the meeting).

7. Arts Policy

Governors considered and adopted the 'Arts Policy,' (comments were duly noted for a future revision of the policy).

Governors hoped that both QEHS and Hexham Middle School could work towards joint policies in future.

8. Urgent Business

There was no further urgent business for consideration.

9. Dates of Future Meetings

The majority of Governors voted in favour of a 5.00 pm start for Governing Body meetings. Mrs A Killen particularly wished to record that she was not in favour of this and would have preferred a later start.

It was agreed that the next meeting of the Governing Body be held on Tuesday 9 December 2008 at 5.00 pm.

There being no further business the meeting closed at 7.45 pm.

_____ **Chair**
9 December 2008
Ch.'s Initials_____