

**GOVERNING BODY MINUTES AUTUMN TERM 2008**

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

Meeting held on Tuesday 9 December 2008 at 5.00 pm in the School.

**PRESENT**

Mrs Sandra Thompson  
Mrs Rosemary Theobalds  
Mrs Sarah Buchan  
Mrs Jane Wrigley  
Mr David Edwick  
Mrs Alison Killen  
Mr Alan Lynch  
Mr Adrian Woolley  
Mr Roland Beevor  
Mr Peter Maxwell  
Mr David Watson (Headteacher)  
Miss Christine Carruthers  
Mrs Rebecca Alderson  
Mrs Angela Mole  
Mr Neil Morrison (Headteacher)  
Mr Robin Hodnett  
Mr Andrew Hedley  
Mrs Sue Boath

**ALSO PRESENT**

Mrs Helen Pye (Clerk to Governors)  
Mr Bill Wilson (Observer)  
Mrs Di Harris (Observer)  
Mr Andy Byers (Observer)  
Ms Helen Bailey (Observer)

**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**

**1. Election of Chair**

As a result of a secret ballot, Mr Adrian Woolley, was elected Chair of Governors for the next year.

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

Apologies were received and consent granted for the absences of Mrs Kate Gessey, Mrs Helen Gray and Mrs Annette Bedson.

**3. Election of Vice Chair**

As a result of a secret ballot, Mr David Edwick was elected Vice Chair of Governors for the next year.

**ACTION**

**4. Membership update**

Governors agreed that a working party meet on Tuesday 16 December 2008 at 4.30 pm (Hexham Middle School) to consider nominations for the Community Governor vacancies. In light of timescales Governors agreed to delegate power to the working party to make decisions – on behalf of the Governing Body and confirm appointments (Clerk to be advised of details who in turn would confirm appointments in writing).

It was noted that there were currently 3 nominations for consideration. Governors were requested to forward these details and any others to the working party by no later than 12 December 2008).

Working Party members:-

Mr Adrian Woolley  
Mrs Rosemary Theobalds  
Mr Neil Morrison (Headteacher)  
Mr David Watson (Headteacher)  
Mrs Jane Wrigley.

**5. Instrument of Government**

A copy of the 'Instrument of Government' was received by Governors for information (copy filed in Minute Book).

**6. 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 would be updated accordingly.

A copy of the register would be retained in school for audit purposes.

**7. Minutes**

The Minutes of the meeting held on Tuesday 11 November 2008, having been circulated to the Governors were adopted and signed subject to amendment to the list of Governors present at the meeting; (correction to spelling of surname / title):-

Mr A Woolley  
Miss C Carruthers

Furthermore it was requested that minutes record Christian names of Governors. The minutes of 11 November 2008 would be amended to reflect this and a copy of the revised minutes would be emailed to the schools.

It was also requested that once minutes were approved they be filed on the school's website for information.

**8. Matters Arising from items 6 and 7**

Item 4 (i) membership update – The Clerk would arrange for 'observers' to receive agenda papers.

**AW, RT,  
NM, DW,  
JW**

**Clerk**

**school**

**Clerk**

Item 4 (iii) A Governor Information Booklet containing a 'Pen Portrait and Contact Details' of individual Governors was circulated for information (copy filed in Minute book).

Item 6 – Committee Membership and Terms of Reference. It was noted that Mr D Edwick had attended the Finance and Premises Committee meeting held on 25 November 2008.

#### **9. Minutes of Committees meetings**

Governors received the Minutes from the following Committee meetings:

Finance and Premises Committee – 25 November 2008 (copy filed in Minute Book)

The Committee reviewed the draft terms of reference and suggested amendments. It was clarified that the Finance and Premises Committee would have delegated power to set / approve and review the annual operational budgets for each school. Actions / decisions would be reported to the next full governing body meeting.

Governors received a budget monitoring report from Hexham Middle school and Queen Elizabeth High school.

It was noted that the planned date for the next Finance and Premises Committee was to be 11 March 2009 at 5.00 pm (Queen Elizabeth High school -Conference Room). In order to allow for minutes to be available for the Spring Term full Governing Body meeting (see agreed date in item 17), it was agreed to bring the F & P meeting forward to take place on 4 March 2009 at 5pm (QEHS Conference Room)

#### **10. Annual Review of Committee Membership and Terms of Reference**

Committee membership and terms of reference for committee were agreed as per the attached document (copy attached).

Furthermore, arising from discussion:

It was noted that the Headteacher Performance Management Committee would need to meet by the end of term to set and agree objectives.

Items for 'Delegation to the Headteacher' – Delegated Powers agreed.

Governing Body Decision Planner (Cream Document).  
Item deferred – for further consideration at a later date.

### **SCHOOL ITEMS**

#### **11. Headteacher's Report**

Hexham Middle School – Mr Watson

Governors received and considered the report that had been circulated at the meeting (copy filed in Minute Book).

Arising from the report:-

Staffing – no further changes to report.

Ch.'s Initials\_\_\_\_\_

Pupils – information noted.

Curriculum – Key Stage 2 Test Results. Headteacher explained (Page 3 to be replaced by new sheet – circulated).

Headteacher explained Fischer Family Trust Targets.

The Partnership Middle Schools have decided to continue optional SAT's in Year 8. To discuss further at Curriculum Committee.

Financial Report – Summary sheet received. Full review undertaken of budget (refer to minutes 25 November 2008).

Property – Plans to work with Transition Towns to perhaps develop a community garden. Governors would be fully consulted.

School Development Plan – Key priorities noted. Within Leadership and Standards to address the two post Ofsted priorities for improvement.

Specialist schools status – Update by Mr Watson. Agreed appointment of Assistant Headteacher at Queen Elizabeth High School. To act as co-ordinator for performing arts across the two schools.

Queen Elizabeth High school – Mr Morrison

Governors received and considered the report that had been circulated at the meeting (copy filed in Minute book).

Arising from the report:

Admissions – noted current numbers (limits exceeded in Year 9 and 11). Large numbers entering 6<sup>th</sup> form from other schools.

Attendance – figures noted.

Exclusions and Racist Incidents – Noted / relatively rare occurrence.

Examination Data / Target Setting – Separate sheets attached:  
Examination Results Summer 2008  
Queen Elizabeth High school – Target setting sheet  
Updated SEF sections 3 (a) and 3 (c). Overview by Mr Morrison.

Development Plan – Update on key issues (Mr Morrison presently going through process of rewriting SEF form which will develop new initiatives.

Staffing – Noted appointments / departures since September 2008.

Curriculum – Summarised key priorities / initiatives.

Devolved Formula Capital Grant - £75,000 to be lodged with the school for use on capital projects. Senior Leadership Team identified priorities for expenditure.

**12. Consider Governor Support and Development needs**

Mr Watson and Mr Morrison would arrange to invite Governors to an 'open morning' at both schools on Tuesday 13 January 2009 (9 am – 12 noon) for a tour of the sites and a briefing session.

The Chair asked the meeting if any Governor would like to act as Link Governor for Governor Training and Development. There were no volunteers.

The Clerk would arrange to circulate information with regard to Governor training courses that were available.

**Mr Watson  
Mr  
Morrison  
Clerk**

**LOCAL AUTHORITY REPORTS**

**13. Racist Incidents Report**

Governors received the completed return for 2007/08 from Mr Morrison (copy filed in the Minute Book).

It was noted that Hexham Middle School had no incidents to report (Nil Return).

Governors noted and agreed to implement the new procedure from 5 Sept 2008 with regard to revised reporting arrangements. Mr Watson and Mr Morrison agreed to make sure all staff were made aware of the new procedure.

**14. Planned Admission Number**

The Governing Body agreed the following planned admission numbers for the schools in 2009/10.

Hexham Middle School – 120  
Queen Elizabeth High school – 302.

The Chair signed the 'returns' for submission to the Local Authority via the Clerk.

**Clerk**

**15. Safeguarding Children: Safer Recruitment and Selection**

It was confirmed that Mr Watson and Mr Edwick were to complete the 'on line safer recruitment' training course.

**Mr Watson  
Mr Edwick**

**CONCLUDING ITEMS**

**16. Urgent Business**

Discussion was held in relation to the schools' health and safety policy. Concerns were expressed by Mr Beavor as to whether the policies were adequate and whether all legislative requirements were being met. It was confirmed by both Headteachers that policies were in place as recommended by the Local Authority. In view of the depth of concern still expressed by Mr Beavor, the Chair asked both Headteachers to carry out an early review to ensure that their existing Schools' H & S policies were indeed fully compliant with latest LA requirements and recommendations and to report back on the matter in the Spring Governors' meeting.

**Mr Watson  
Mr  
Morrison**

17. **Dates of Future Meetings**

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

Tuesday 10 March 2009 at 5.00 pm.

There being no further business the meeting closed at 7.15 pm.

\_\_\_\_\_ Chair  
10 March 2009