

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C of E SCHOOL
CUMBERLAND ROAD
KEW
SURREY
TW9 3HJ

Minutes of the Meeting of the Governors of The Queen's School
Held at the school on 1 October 2014 at 7.30 pm

Present: *Foundation Governors (8)*

| | |
|-------------------------|---|
| (KA) Kristen Andersen | (NS) Noel Singh |
| (PC) Phyllis Cunningham | (BV) Bonney Venning (<i>Chairman</i>) |
| (NW) Rev. Nigel Worn | (LC) Lisa Calvert |
| (SP) Sabina Purewal | (DD) David Durie (<i>Vice Chairman</i>) |

Non-Foundation Governors (6)

| | |
|------------------------|---------------------|
| (KB) Katie Bentham | (VO) Vicky O'Neill |
| (BB) Bernadette Bird | (LL) Leanne Lisney |
| (EL) Eleanor Lamberton | (LG) Lucy Gradillas |

Associate Members (0)

Non-voting (2)

| | |
|---------------------|----------------------|
| (MJ) Michelle Jones | <i>Interim Clerk</i> |
| (GD) Ged Davies | |

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Jenny Stroud, Susie Connor, Laura Coughtrie and Caroline Butler.
Bernadette Bird and Lucy Gradillas would be arriving late.
The Governing Body welcomed Ged Davies to the meeting.

2. APPOINTMENT OF THE CHAIRMAN OF THE GOVERNORS AND THE VICE CHAIRMAN

As no other nominations had been received for the positions of Chairman and Vice Chairman. Bonney Venning agreed to stand again as Chairman and David Durie agreed to stand again as Vice Chairman. The Governors noted that Bonney would be stepping down this year. If anyone is interested in taking on the role of Chair or would like more information please speak to Bonney.

3. DECLARATION OF FINANCIAL & OTHER MATERIAL INTERESTS

Governors were reminded of the need to declare any direct or indirect pecuniary interest, which might relate to any matter under discussion. All Governors submitted their completed Register of Governors' interests form, which had been circulated prior to the meeting, to the Clerk.

4. MINUTES OF THE MEETING OF 30 JUNE 2014

Sabina Purewal had been present at the last meeting, but had not been listed in the names of those present. Subject to the above amendment being made, the minutes of the meeting of 30 June 2014 were approved and signed by the Chair.

STRATEGIC – LINKED TO VISION

5. TO AGREE A PROPOSAL FROM THE STRATEGY COMMITTEE FOR RECONSTITUTION OF THE GOVERNING BODY, IN LINE WITH GOVERNMENT LEGISLATION

A summary of the legislation concerning the reconstitution of Governing bodies had been sent to the Chair by the SDBE. A copy of the document was circulated prior to the meeting.

The Strategy Committee recommended:

- The Governing Body should remain with 16 Governors
- This would include 2 co-opted Governors
- The GB would have a prejudice in favour of appointing a staff governor as one of the co-opted governors, however this would not be binding.
- At times when the elected staff governor is a teacher, the prejudice would be towards a non-teaching staff member; at times when the elected staff governor is not a teacher, the prejudice would be towards a teacher.
- A Parent Governor would also be lost and there would be a declared prejudice to have a Parent Governor as the second co-opted Governor. This governor would be appointed based on skills currently required by the governing body.
- The transition to the new structure needs to be considered carefully
- The timing is the same for all Governing Bodies; everyone is required to re-constitute before September 2015.

The next step is to ask the Diocese to draw up a revised Instrument of Government. This will then be sent to the LA for approval.

LG & BB arrived 8.45 am

The Governors asked if we would maintain the balance with Foundation Governors from St. Anne's and St. Luke's?

The skills required for the GB would be taken into account when selecting a foundation Governor.

The Governors were asked to vote on the proposed new Committee Structure.

Fourteen Governors voted and fourteen votes were received in favour of the new Committee Structure.

ACTION: The Chair and the Clerk to take next steps towards putting the new Instrument in place.

6. TO DISCUSS APPROACH AND TIMETABLE FOR REVIEW AND IMPLEMENTATION OF THE COMMITTEE STRUCTURE FOR THE GB

All Governors took part in a small group exercise in which they were asked to give feedback (replicating the School Marking Policy “2 stars and a wish”) on what they felt the Governing body did well and also an area to improve on.

The feedback from this group exercise has been included as an appendix to these minutes.

A discussion took place at the Strategy Committee with regards to the structure of our Committees. Governor Support (AfC) felt we should have fewer committees. The Strategy Committee felt this should be looked at in more detail by the FGB.

- The LA view is that it is desirable to have fewer committees.
- As a VA school, we have increased responsibilities, particularly with regard to Admissions, Finance, Personnel and Health and Safety.
- Both the LA and SDBE have circulated model committee structures.

In small groups the Governors discussed the pros and cons of streamlining the Committees, in line with the LA model. The feedback has been included in the appendices. The Governors discussed individual committees.

- **Marketing Committee**

The Governors felt that marketing should be an integral part of all committees and not a stand-alone committee. The Governors discussed this and agreed to dissolve the Marketing Committee but there would be a requirement for a Communications Governor who would report to the FGB. The next step is to define which activities are strategic and which are operational.

ACTION: KA/Head to look at the current Terms of Reference for Marketing and where responsibilities should be re-housed to ensure we are strategically linking to the Vision.

- **FGB and Strategy Committee**

The Governor's felt that it was not necessary to have six FGB meetings as well as two Strategy Committee meetings annually. After some discussion, governors agreed that it was desirable to absorb the responsibilities of Strategy Committee into the work of the FGB.

Governors agreed that in order to make the FGBs more efficient

- Papers should be sent out in good time.
- The agenda should clearly state what we are discussing, noting, approving etc.

ACTIONS:

KA will look at Terms of Reference for Curriculum and Standards and bring a proposal with any recommended changes to the next FGB.

BV will put a proposal together for the next FGB, combining the responsibilities of FGB and Strategy Committee.

NW/NS/BD/KB – to look at Kairos and Pastoral, looking for any overlaps and clear separation of responsibilities

BB/LG/DD - to look into the pros and cons of combining Finance, Premises and Pay and Personnel committees to form a Resources Committee, and make a recommendation to the next FGB.

Clear papers and recommendations for the above are to be brought back to the next FGB.

7. TO AGREE THE LEADERSHIP AND MANAGEMENT SECTION OF THE SEF (SELF EVALUATION FORM)

The **Quality of Leadership and Management** document was circulated prior to the meeting.

The Governors complimented the Headteacher on the comprehensive document.

The FGB were happy to agree the Leadership and Management Section of the SEF.

STATUTORY

8. MATTER ARISING

a) APPOINTMENT OF AN ASSOCIATE MEMEBER

Governor Support, AfC, had introduced Ged Davies as a potential LA Governor candidate. Unfortunately as the GB has not yet re-constituted we are unable to appoint him as an LA Governor. It was proposed, that in the meantime, we appoint Ged as an Associate Member until we have completed re-constitution. The GB voted in favour of appointing Ged Davies as an Associate Member.

b) TO NOTE THE LOCALITY COLLABORATION DOCUMENT HAS BEEN AMENDED TO REFLECT CONCERNS RAISED AT A PREVIOUS MEETING (GB CONTROL OF FINANCIAL COMMITMENTS) AND WILL NOW BE SIGNED OFF

A copy of the Locality Collaboration Document was circulated prior to the meeting. A final version of the document, which includes the Statement of intent and the school logo in red, had not yet been received. The final document will be distributed upon receipt.

c) TO NOTE THE A VERBAL UPDATE ON PROGRESS WITH THE PRIORITY SCHOOL BUILDING PROGRAMME

This has been covered in the Chairs report.

- One builder who will submit a bid
- We will know this week if the bid has been submitted

9. ITEMS FOR APPROVAL

a. To APPROVE THE COMPLAINTS PROCEDURE, WHICH HAS BEEN UPDATED IN LINE WITH THE LATEST GUIDANCE

The GB agreed to adopt the document as it is. David will suggest some minor rewording and corrections to typos.

ACTION: DD to come up with rewording and advise EL of the minor typos for correction to the Complaints Procedure document.

b. TO APPROVE THE COLLECTIVE WORSHIP POLICY

The dates need to be checked and the annotations are to be removed. Subject to these amendments being made the Collective Worship Policy was approved

ACTION: Head teacher to review dates and remove annotations from the Collective Worship Policy.

c. TO APPROVE THE RE POLICY

The Headteacher is to review this Policy. The dates on the footers of each page and the cover sheet need to be amended/completed. Subject to these amendments being made the RE Policy can be taken to Curriculum and Standards for approval.

ACTION: Headteacher to review RE policy and take to Curriculum and Standards for approval

10. CHAIRS REPORT

- The Chairs report was circulated prior to the meeting.
- The GB agreed to the Chair sending a letter to the SDBE noting the improvement in service since Colin Powell took over as Director.

ACTION: BV to write to SDBE noting the improvement in service..

11. HEADTEACHERS REPORT

- There are currently 408 children on roll, which is consistent. This will rise to 410 as we have just received an application from a set of twins.
- There are a number of new teachers. Good feedback has been received from parents and likewise with TA's.
- At the last FGB funding was requested for an extra TA, who unfortunately accepted another job over the Summer holidays.
- A TA left at the end of last term.
- We currently have a TA from a supply agency and parent who has come in to gain experience as a TA
- Advertisement for the Recruitment for a HLTA has gone out.
- Mrs Ough has been appointed as HLTA
- The first newsletter of the year outlined the areas of responsibility for the Deputy Head and the two Assistant Heads.
- Attendance – in 2013 we were at 92.5% on Ofsted's Data Dashboard. This year we have moved to 96.2%, which is a great improvement.
- Learning and Teaching – the school is continuing the Triad with Kew Riverside and Darrell, which enables us to use resources.
- The first cycle of appraisals has finished. There is one more meeting to go.
- The SLT will be evaluating how this has worked this year.
- PSA it has been brought to the schools attention that there are overlaps with events from the PSA and the Community.
- The Headteacher passed on how much Staff appreciate the work that the Governing Body do.

12 TO AGREE TERM DATES FOR 2015/16

The schedule of dates was circulated in advance of the meeting.

The inset days have been based around the new build and when believe we may have to move from one building to another.

The Governors approved the proposed dates.

13 FOR NOTING – GOVERNORS TRAINING

DD – Has attended the School Teachers Pay training.

BB – Has completed the School Teachers Pay training.

LC – Has completed the Taking the Chair training.

All Governors were asked to identify their training needs and book on to courses asap.

ACTION: Clerk to arrange access to GEL training for Ged Davies and to send out SDBE/LA training schedule.

14. TO NOTE - COMMITTEE & PHASE REPORTS

14.1 Premises – Not met

14.2 Pastoral – Met on 29/9/14 – minutes to be taken to next FGB

14.3 Marketing

- Will be pulling together a working party for the name change. KB would like to be included in this working party.
- Working with PSA for the Governor's Ball. BB & KA will be co-chairing the ball

14.7 Admissions – Held an emergency meeting. The minutes from this meeting will be taken to the next FGB.

The notes are included in the Chairs report. The Office of the Schools adjudicator has published their report and has raised an entirely different issue. The only route of appeal is through a judicial review.

The report detailing how many children from each criterion are admitted to the school has not yet been reported for this year.

ACTION: Admissions to bring the breakdown of children who are admitted to the school report to the next FGB

14.8 Kairos – July minutes refer to meeting in May. The actual date of the meeting was March.

ACTION: Clerk to amend the July Kairos minutes to refer to the March Minutes

14.9 Phase 1 – Must be brought to next FGB

14.10 Phase 2 – Must be brought to next FGB

14.11 Phase 3 – Must be brought to next FGB

ACTION: KA to bring all outstanding Phase minutes to next FGB

15. AOB

There were no items for AOB

16. Date of Next Meeting:

Monday 15th December 2014 at 7.30pm

There be no further business the meeting closed at 9.40 pm

ACTION POINTS

**Katie Bentham KA/Head to look at the current Terms of Reference
for Marketing and where responsibilities should**

be rehoused to ensure we are strategically linking to the Vision.

NW/NS/BD/KB – to look at Kairos and Pastoral, looking for any overlaps and clear separation of responsibilities

Head teacher to review dates and remove annotations from the Collective Worship Policy.

Headteacher to review RE policy and take to Curriculum and Standards for approval

Voulla Demetriou NW/NS/BD/KB – to look at Kairos and Pastoral, looking for any overlaps and clear separation of responsibilities

**Bonney Venning The Chair and the Clerk are to work on the Instrument of Governance
BV will carry out a responsibility review**

BV to write to SDBE noting the improvement in service since Colin Powell came on board.

Kristen Anderson KA/Head to look at the current Terms of Reference for Marketing and where responsibilities should be rehoused to ensure we are strategically linking to the Vision.

**KA will look at Curriculum and Standards and bring a proposal to the next FGB.
KA to bring all outstanding Phase minutes to next FGB**

David Durie BB/LG/DD - to look into the possibility of combining Finance, Premises and Pay and Personnel committees to form a Resources Committee

DD to come up with rewording and advise EL of the minor typos for correction to the Complaints Procedure document.

Bernadette Bird

BB/LG/DD - to look into the possibility of combining Finance, Premises and Pay and Personnel committees to form a Resources Committee

Lucy Gradillas

BB/LG/DD - to look into the possibility of combining Finance, Premises and Pay and Personnel committees to form a Resources Committee

Nigel Worn

NW/NS/BD/KB – to look at Kairos and Pastoral, looking for any overlaps and clear separation of responsibilities

Clerk

The Chair and the Clerk are to work on the Instrument of Governance.

Clerk to arrange access to GEL training for Ged Davies and To send out SDBE/LA training schedule.

Clerk to amend the July Kairos minutes to refer to the March Minutes

Noel Singh

NW/NS/BD/KB – to look at Kairos and Pastoral, looking for any overlaps and clear separation of responsibilities

Admissions

to bring the breakdown of children who are admitted to the school report to the next FGB

Appendices 1

FEEDBACK TO DISCUSS APPROACH AND TIMETABLE FOR REVIEW AND IMPLEMENTATION OF THE COMMITTEE STRUCTURE FOR THE GB

Group exercise – 2 stars and a wish

Stars

- Committed governing body
- An achieving school – in all aspects
- Amount of time. Dedication etc. that Governor's are prepared to give
- All working for the very best outcomes for the children
- Governing Body take it's responsibilities very seriously and is pretty well qualified to handle issues it faces (with professional support & training where necessary)
- The GB get on very well with each other and respect all views
- Commitment of Governors/Skill mix of Governors
- Good relationships between staff governors and willingness of all to work towards an outstanding school
- Devoted Governors
- Outstanding staff that make my children feel valued and excited to come to school everyday.
- Generally people are sensitive & diplomatic
- Staff are efficient but approachable
- Passion and Commitment to the children (School/teachers)
- Diversity (Governors)
- Tireless input from Governor's
- Positive learning environment
- Hardworking dedicated Governor's
- School has moved forward in many respects
 - Structure etc.
 - Curriculum
 - Motivation
- Professionalism & Commitment of Governors
- High level of Professional Expertise
- Warm life giving community
- Put children's interests first
- People complete their actions
- Committed, high quality professional staff
- Willingness of Governors to learn
- Ambitious Governing Body aligned with leadership group targets
- Good Staff/Governor relationships

- GB working together as a team for the good of the school as a whole. Very satisfying to be part of that.
- Great understanding of how the School works and appreciation of what goes on behind the scenes and how.

Wishes

- **Meetings could be briefer**
- **Fewer meetings**
- **Teachers can be defensive and critical when all we are doing is trying to help**
- **Continue to improve the relations between teachers and GB – more relaxed on both sides**
- **Do not “reply all” to e-mails if not necessary.**
- **Upload documents for FGB onto website portal so easily accessible**
- **That the Governors are seen as a complement, not a burden**
- **A new school fit for purpose**
- **FGB meetings start and end earlier in the day**
- **For staff and other Governors to work together**
- **Fewer requirements and processes that take a lot of time but have limited benefit.**

Pros and Cons of adopting more streamline Committees

Pros

- **More efficient**
- **Avoids overlap/repetition**
- **Reduced workload**
- **Streamlined Structure**
- **Finding Committees that obviously fit together**
- **Governors allocated to Committees according to skills**
- **Delegated responsibilities given to Committees**
- **Tighter more concise framework**

Cons

- **Lead to having more sub committees – LA Model**
- **Larger delegation to Committees**
- **Longer meetings**
- **Training required on how to be a better Governing Body**
- **People moving around Committees**