

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 15 December 2014 at 7.30 pm

Present: *Foundation Governors (7)*

(KA) Kristen Andersen ((BV) Bonney Venning (*Chairman*)
(PC) Phyllis Cunningham (DD) David Durie (*Vice Chairman*)
(NW) Rev. Nigel Worn
(SP) Sabina Purewal

Non-Foundation Governors (5)

(KB) Katie Bentham (VO) Vicky O'Neill
(BB) Bernadette Bird (LG) Lucy Gradillas
(GD) Ged Davies (*LA*)

Associate Members (0)

Non-voting (1)

(MJ) Michelle Jones *Interim Clerk*

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Noel Singh, Eleanor Lamberton, Laura Coughtrie and Caroline Butler.
Eleanor Lamberton would be arriving late.

2. 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.

3. APPROVAL OF THE MINUTES OF THE MEETING OF 1ST OCTOBER 2014

The minutes of the meeting of 1 October 2014 were agreed to be an accurate reflection of the meeting and were approved by the Governing Body and were signed by the Chair of Governors.

STRATEGIC – LINKED TO VISION

4.1 TO NOTE THE ADOPTION OF THE NEW INSTRUMENT OF GOVERNMENT AND NOTE THE RESULTING CHANGES IN PERSONNEL AND TERMS OF OFFICE

The SDBE have drawn up a revised instrument of Government, this was then forwarded to the LA and has been adopted with effect from the 1st November 2014.

A copy of the new Instrument of Government was circulated to the Governing Body prior to the meeting.

Subsequently, there are resulting changes both to personnel and the dates of terms of office.

- Susie Connor's term as an Associate Member came to an end on the 9th October 2014. The Governing Body noted it's thanks to Susie for her input and commitment as both a Governor and an Associate Member.
- Lisa Calvert has resigned due to new work commitments. The GB noted it's grateful thanks to Lisa for her input and commitment during her term as governor.
This has left a vacancy for a Foundation Governor
- As the Governing Body has now reconstituted it was now able to appoint Ged Davies as the LA Governor. The Governing Body voted in favour of this appointment and noted, as advised by AfC, the term would be effective from the 1st November 2014 (the date of the reconstitution).
- The GB agreed that one parent governor will be required to become a Co-opted governor.
- Since there is only one Staff governor in the new structure, LL will step down.

LG arrived at 7.45 pm

It was proposed by the Chair to the Governing Body, with the Headteacher's approval, that BD and LL be appointed as Associate members. All three senior leaders will be Associate Members of the Governing Body as a whole and will attend committees as required, linking with their own specific roles. The GB agreed that JS, LL and BD would not have voting rights, except when attending in place of the Headteacher.

The Governors voted unanimously in favour of appointing BD and LL as Associate Members.

The reconstituted Governing body shall comprise of:

- Two parent governors – Bernadette Bird and Lucy Gradillas
- Two co-opted governors - Eleanor Lamberton and vacancy (co-opted Staff governor)
- One LA governor – Ged Davies
- One Headteacher – Katie Bentham
- One Staff governor – Vicky O'Neill
- Nine Foundation governors, 1 ex officio, 2 appointed by SDBE and 6 appointed by the PCC of St Anne's -

- Rev. Nigel Worn (ex-officio)
- Phyllis Cunningham (SDBE)
- David Durie - Vice Chair (SDBE)
- Bonney Venning - Chair – PCC of St Anne's
- Caroline Butler – PCC of St Anne's (linked to St. Luke's)
- Kristen Anderson – PCC of St Anne's
- Sabina Purewal – PCC of St Anne's
- Noel Singh – PCC of St Anne's
- Vacancy – PCC of St Anne's (linked to The Barn)
- Associate members – Laura Coughtrie, Jenny Stroud, Leanne Lisney and Voulla Demetriou
- Clerk – Michelle Jones

There is a requirement to appoint an additional co-opted governor. There will be a prejudice for a staff member

There is also a requirement to appoint a Foundation Governor.

It is important to note that the Governing Body is moving away from a Stakeholders based to a skills based Governing Body and will therefore be aligning Committees with the skills audit.

**ACTION: Clerk to advertise for the Co-opted Staff governor vacancy
Clerk to liaise with Fr. Nigel with regards to the appointment of a Foundation Governor.**

Clerk to update the Governors names, positions and terms of office dates on the School's website

DD/KA to look at the Skills Audit looking in particular at the skills required for the vacant governors positions.

GD to complete the Skills Audit

4.2. TO NOTE A VERBAL REPORT FROM THE CHAIR ON THE PROGRESS WITH THE PBSP

This is covered in part in the Chairs report.

The key issues are the site entrance, which is currently under discussion as TFL are responsible for the South circular and the LA are responsible Cumberland Road.

Governors raised, that it had been in the news about the effect on school children regarding schools built in areas of heavy traffic. There is a meeting on Thursday with the EFA and this point will be raised.

The other issue is ensuring that there is secure fencing at the front of the school during the build.

Planning will be going in this week.

The Governing Body thanked the PSBP committee, Head teacher and the Chair of Governors for all their hard work on this project.

ITEMS FOR APPROVAL

5.1 TO APPROVE THE ALLOCATION OF FUNDS FOR ADDITIONAL ITEMS WITHIN THE PBSP

The PSBP document was circulated prior to the meeting. The School is now coming to point where it will be necessary to say 'Yes' or 'No' to items on the 'Wish list'. These were shown on the document circulated.

The predicted funds from fundraising and the PSA are shown on the spreadsheet. The provision included monies from Richmond. A conservative view has been taken of the figures submitted.

The GB agreed 'spend' in line with the proposed budget and authorised decisions in line with the tabled budget.

KB left the meeting at 8.05 pm

*Governors asked if Richmond Parish Lands had been asked for funding?
It was recommended the School get into a proper dialogue with RPL.*

ACTION: BB/KA/DD to work together to submit a funding proposal to RPL.

Governors asked where the PSA figure came from?
The numbers were provided by the PSA Treasurer.

*Governors were asked if they felt our Wish list was ambitious enough?
It was pointed out that landscaping and furniture were not included in the list.
Some of the excess funds from the Governors Fund will be used to enlist an architect, to landscape the front field to enable use during the build as discussed at the last FGB.*

It was noted that the previous SBM kept a "wish list".

ACTION: SP to dig out a copy of the previous SBM's wish list.

KB returned to the meeting at 8.25 pm

5.2 TO APPROVE THE REQUEST FROM THE FINANCE COMMITTEE TO INCREASE THE THRESHOLD FOR NON-BUDGETED ITEMS TO £3K

BB & LG have produced a flow chart (copies circulated to the GB in the meeting). The flow chart shows which expenses should be brought to the Premises committee and which expenses should be brought to the Finance Committee for approval.

Approval was requested to increase the threshold for non-budgeted items to £3k. Currently there is a £2k delegated authority threshold for non-budgeted items for a single project, it was felt this amount is too low. The proposal is to raise the threshold to £3k for a single project. This would also be in line with the £3k expenditure threshold set out in The Schools and Financial Regulations and Standing Orders where three or more quotations are required for a single project.

The GB agreed the increase to £3k for a single project.

STATUTORY

6. TO NOTE THE 'ACHIEVEMENT' SECTION OF THE SEF

The Achievement of Pupils document was circulated prior to the meeting. The Head teacher shared that lots of different types of data is being received from the LA.

The school made it into The Telegraph list of the top 50 Primary Schools in England and was second in Richmond, for the second year running, based on APS (average points score).

The Governors recommended looking at the local schools that were ranked above Queen's.

The Governors asked how the School's Value Added compared?

The School's value added was good, but it was not exceptional. All children made expected progress, bar one in Maths and Literacy.

Going forward careful consideration should be given into who this data is for e.g. FGB and Ofsted.

In Spring 1, KB will revisit and develop the Achievement Section of the SEF.

The Governors asked on the report under 'Areas being addressed' why 'Teachers' confidence in Maths Assessments are being developed' was raised?

Other measures e.g. APP are used in literacy to assess children, this is not used in Maths. Other factors to consider are that this is a new curriculum, there is a new Maths co-ordinator and sub levels are being removed.

- *There is now a new system in place to assess Math's.*
- *2015 tests will be leveled*
- *2016 tests for KS1 & KS2 will be different and will be checked for Secondary Ready*
- *Points will be APP.*

7. CHAIRS REPORT

The Chairs report was circulated prior to the meeting.

Governors shared that they had been contacted by a number of parents with concerns over the number of supply teachers.

The Head shared there had been problems both with recruiting permanent and supply teachers. This is a national issue.

The GB recognised that the Head teacher had done a fantastic job in plugging the gaps. It was also pointed out the Curriculum Evening notes contained information about teacher's PPA time. The only Year group that had not received this information was Reception.

ACTION: KB will send out Curriculum evening notes for Reception.

8. HEADTEACHERS REPORT

The report was circulated prior to the meeting.

- A member of staff will be leaving at Christmas.
- A part time member of staff will be returning back to the Classroom
- Mrs Stroud will be doing an extra day in the classroom.
- This will put additional pressure on the Leadership team
- The Pupil Information threw up a quite significant skew on the number of girls compared to boys.

ACTION: Pastoral to add investigation into the number of girls compare to boys to the next agenda

Governors queried the number of accidents during the Autumn term.
One of these related to an After School Club.

9. TO NOTE GOVERNOR'S TRAINING

LG completed the GEL Health and Safety Training
KA completed the CPD Health and Safety Training
MJ attended the induction module of the SWLSEP Clerks Development.
BV attended the Chairs Briefing

GD confirmed his Induction Training is in progress.

ACTION: All Governors to commit to completing 1-2 GEL modules or CPD training before the next FGB.

10 TO NOTE - COMMITTEE & PHASE REPORTS

10.2 Admissions – It was noted that the breakdown of children who are admitted to the school report was included in the minutes.

10.3 Premises – Education Visits reports and risk Assessments need to be collected

10.4 Finance – to note that the Draft Budget had been submitted

10.5 Curriculum and Standards

- A new Phase Leader is required for next term
- Action from the last minutes was to review ToR's for efficiencies, this is still on going
- Phase Calendar will be sent termly
- Visit reports have not yet been received. The visit form is currently being revised.
- Propose sending an e-mail encouraging Governors to attend events such as Sports Day, Assemblies and the Nativity as part of Curriculum Visits.

*Governors asked has the feedback been given to the teachers?
Not all Staff have received feedback.*

**ACTION: KA to give some guidance on visits and visit reporting.
KA to contact Kew Riverside for a copy of their Visit Report**

10.7 Kairos – *Did not meet.*

10.8 Phase 1 – Must be brought to next FGB

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

11. AOB

There were no items for AOB

12. Date of Next Meeting:

Tuesday, 10th February 2015 at 7.30pm

There being no further business the meeting closed at 9.25 pm

- Sabina Purewal** **To dig out a copy of the previous SBM's wish list**
- Nigel Worn** **To liaise with Clerk with regards to the election of a
Foundation Governor**
- Noel Singh/
Pastoral** **Pastoral to add investigation into the number of girls
compare to boys to the next agenda**
- All Governors** **To commit to completing 1-2 GEL modules or CPD
training before the next FGB**