

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 30 June 2014 at 7.40 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
(CB) Caroline Butler	(SP) Sabina Purewal

Non-Foundation Governors (5)

(KB) Katie Bentham	(VO) Vicky O'Neill
(BB) Bernadette Bird	(LL) Leanne Lisney
(EL) Eleanor Lamberton	

Associate Members (1)

(LC2) Laura Coughtrie

Non-voting (2)

(MJ) Michelle Jones
(CP) Colin Powell

Interim Clerk
Director of Education, SDBE

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Susie Connor, Jenny Stroud, Lucy Gradillas and David Durie.

The Governing Body welcomed Colin Powell, Director of Education from the SDBE to the meeting.

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. MINUTES OF THE MEETING OF 20 MAY 2014

The minutes of the meeting of 20 May 2014 were approved and signed by the Chair.

STRATEGIC – LINKED TO VISION

4. REVIEW OF SHARED PROGRESS AGAINST VISION TARGETS

The Vision Plan Control document was circulated to the Curriculum and Standards, Finance, Pastoral, Pay & Personnel and Kairos Committee Chairs prior to the meeting. The Committee Chairs were asked to feedback on progress to date, using this document as the basis for their reports.

a. LEARNING AND TEACHING – 1a

Curriculum and Standards

Curriculum and Standards and the Phase teams cover Learning & Teaching.

- The results of the observations are that we are “Good” to “Outstanding”.
- Improved communications between Phase Leaders, Governor Phase Team Leaders and Staff.
- Governor Phase team leaders more engaged with Staff within their phase.
- Improved dialogue ensures items are brought to Curriculum & Standards and dealt with more efficiently.
- Data for cohorts, specific groups and individual pupils is scrutinised with the teachers, enabling us to understand key issues and individual circumstances around the children’s individual performance.

The Governors asked where are we against the Vision Targets?

- Learning walks have taken place this term, rather than lesson observations, so there is no new quantitative data available.
- Very much on track for the 50% outstanding teaching target set for 2014/15.
- The objective of eliminating all ‘requires improvement’ teaching has been met.

Pay & Personnel

- We have been successful in implementing a New Performance Management Framework.
- Targets cascade from the Head to the SLT to the Staff, therefore if all staff achieve their targets, the overall Vision aims and targets are achieved.
- Prioritised training supported by the budget.
- Governors are engaged in the recruitment process. As well as benefitting the school, this has benefitted Governors by improving our knowledge.

The Challenges for the next academic year are:

- First set of reviews under the new Performance Management system.
- Supporting the higher than usual number of new staff next year, although we are confident with the staff we have recruited.

LEARNING AND TEACHING – 1b

Curriculum & Standards

- We do not currently know how close we are to the target of 100% of children achieving their expected levels of progress. (Data will be reviewed at the start of the next academic year.)
- There was an issue with accuracy of Year 5 baseline data. We need to ensure there is a realistic baseline from which to map progress going forward.
- The Data doesn't support 100% achievement; there are mechanisms in place to track this in the future.
- The SLT have a snapshot of each child so they know exactly where they 'sit'. No child is "not seen".
- We have completed Year 2, Phonics and Early Years tests and undergone moderation.
- We have been moderated for Year 6 writing.
- We will revisit the full year picture when we have the full information.

The Governors asked when the SAT's data could be shared?

- The Year 2 & 6 top line data will be taken to the Strategy meeting on the 14th July.
- The Full data will be taken to Curriculum and Standards and Phase Teams in September.

Finance

A hard copy of the Finance Dartboard (annual plan) was shared with the Governors. This has previously been shared with the Finance committee and at a previous FGB.

- Finance has responsibility for funding training, staffing and resources for the New Curriculum and Vision Priorities.
- The overall spend is in the monitoring reports.
- Funding is provided for the financial year but internal planning and spending are for the academic year. New financial timetable and processes allow us to manage this difference.
- Currently looking into how best to present the data and how to extract the data. This will be presented to the Finance Committee
- Finance has a strategic role in ensuring how the money is spent and that it is spent efficiently.
- Ensuring the budget is in place and that it links to the Vision Priorities.
- Mapped out milestones, budgeting cycle and the academic cycle.

- The Budget cycle starts in March.
- Vision pots were put in the budget; these were dispersed at the final budget.
- After the performance reviews have taken place, we need to ensure we have sufficient money in the budget.

The Governor's asked where G&T and SEN will be picked up and whether this will drip feed through the Committees?

Both G&T and SEN will be picked up by the Phases. KB, BV & KA are meeting this week to discuss the Phase Team timetable.

The Governors also asked how G&T is monitored?

- Progress is measure ensuring the children made expected progress, or exceeded this.
- C&S are covering how G&T is brought to the classroom at their next Committee meeting.
- By knowing the story for each child, we will have something similar for G&T as we already have for SEN in the Phases.

b. NEW CURRICULUM – 2 Curriculum and Standards

- There has been regular interaction with the SLT and Curriculum & Standards.
- Inset day brainstorming session on “What does the new curriculum look like?” has taken place.
- A formal presentation was given by LL and KB to C&S.
- C&S feel very close to this process and are currently documenting this in the Committee minutes.

LL gave a brief outline of the New Curriculum to the Governing Body:

- List of 12 Learning Certainties (skills progression).
- Promoting the learning certainties by using a logo to be used on all New Curriculum documents. The logo has been designed by Mr. Lisney and is the word ‘Queen’s’ with the learning certainties incorporated in the letters. It also depicts cartoon children, the certainties and inserting the school’s logo into the apostrophe.
- Art and D&T are still being worked on.
- Cross curricular links have been highlighted.
- Every Year group has a Long Term Plan and a detailed plan for the Autumn term.
- Each subject leader has mapped out what their subject is going to look like.
- History and Geography have both undergone significant changes.
- There will be a two-year rolling programme to move all year groups to the new curriculum. Years 2 and 6 will stick to the old curriculum, as this is what they will be tested on.

- Historically the school has worked hard at making everything cross curricular but focused less on skills progression. The use of 'learning certainties' will address this.
- Next Monday evening (7th July) there will be another inset, where books for the New Curriculum will be looked at. Governors are welcome to join this session.
- Overall we are on course with the New Curriculum.
- We still have the same overriding Vision.

ACTION: KA & LL to schedule update at first Curriculum & Standards Meeting

Kairos

- Recognised levels of attainment are low in relation to other core subjects.
- Created a 4 Year Plan for collective worship.
- Visits to schools with Outstanding RE planned to see where/how we can improve.
- Introduction of Polytheistic religions.
- RE teaching linked with the key festivals in the Year where possible.
- Accessed support from Shaun Byrne at the Diocese.

The Governors noted that the unveiling of the New curriculum with RE at the centre was very inspirational.

c. THE WHOLE CHILD – SPORT 3

Pastoral

- Sport was identified as a priority and given a two year vision plan.
- All agreed that the school had to do some work on developing excellence in sport and making it more accessible for all children.
- The school contains a visual reminder of our sporting success - currently in the entrance foyer.
- The PE Policy and Sport Policy are on the school website.
- Photos and successes are also shared on the website.
- £9k Sport premium has been received and ring-fenced for this year.
- £3k SLA from the LA for sports.
- School has exceeded the vision target of 25% of children participating in Sports events and teams.
- Ongoing challenge is the organisational and administrative side of arranging/attending external matches/sporting events e.g. CRB's, parental consent and volunteer drivers.

d. VALUING STAFF

Pay & Personnel

- Valuing staff statement developed and shared with staff.
- Christmas and End of Year tokens and Staff Governor party.

- Staff survey conducted, analysed and presented to Governors and then on to Staff.
- Two-year window was set for Pay and Personnel to achieve targets. Pretty much achieved these already.

The Governors invited Colin Powell to share advice on best practices from other schools.

- Next year will be a real challenge with the introduction of the New Curriculum.
- Ensure you are adjusting your budget.
- Tight targeting on teaching.
- G&T focus.
- Ensuring you are picking up softer measures, especially for more able children e.g. how your children are learning and what their approach to learning is.
- Be ambitious in what your children can do.
- History curriculum and resourcing is going to be a challenge.
- RE development Level 6 is very challenging.
- Being careful with the transition – ensuring there are no gaps.
- Mapping Curriculum and skills progression.

5. APPROVAL AND SIGN OFF OF BUDGET

The Final Budget report was circulated prior to the meeting.

The Final budget has already been presented and approved by the Finance Committee.

The Final budget reflects:

- 1% salary increase for teaching staff
- Percentage spent on staffing is relatively high
- £84,600 submitted on Surplus Balance Return
- £35k provision for New Build
- £9k for Smart Boards
- £5k for the Eco area

This is a prudent and sustainable budget with clear supports. This budget was recommend to the FGB for approval. The Governing Body approved the Budget and it was submitted to the LA.

The Governing Body passed on their thanks to Bernadette Bird and Anne Wickham.

STATUTORY

6. MATTER ARISING

a) SAFEGUARDING POLICY UPDATE

- Previously, comments had been raised on the use of the word “staff” within the Safeguarding Policy and how this relates to different groups.
- The policy has now broken down staff into different categories e.g. volunteers, contractors e.g. gardeners etc.
- It also ensures we are very clear on training and induction for each of these different groups.
- The policy refers to the LSCB procedures, which refer to LA policies. As a VA school, we have our own raft of staffing policies (largely based on SDBE templates and guidance), so the Safeguarding policy refers to these policies rather than the LA policies where appropriate.
- The Headteacher is working on a Safeguarding leaflet.

The Safeguarding Policy was approved by the FGB.

7. ITEMS FOR APPROVAL

a. ADMISSION ARRANGEMENTS – TO CONSIDER CHANGES TO THE ADMISSIONS CRITERIA FOR ADMISSION 2017/18

The Admissions Committee has been considering the Admissions Criteria. Under Criterion 3, children who have siblings in the school are admitted without a Church reference.

Under Criteria 4 and 5 Parents are required to provide a reference from their minister.

The Committee felt that as a Church School this was unfair, as a sibling without a Church reference would be admitted to attend the School before a child without a sibling, but who has a Church reference.

Therefore the Committee proposes that siblings without a church reference will be placed below all children with a church reference in the revised criteria. Ordering of all other criteria will remain unchanged.

The Committee proposed:

- Sending a letter to all Parents advising that we are proposing a change to the Admissions criteria in 2016/17 and we will go out to consultation in due course.
- The letter will go to all parents in September, informing them that we will go to consultation at the appropriate time.
- We are obliged to consult and have to consult the LA, Diocese, local Churches and feeder nurseries. It will also go on the Schools website.

The Governors asked if the Criteria applied to In-year admissions?

The Criteria applies to all admissions.

The Governors also asked how long the consultation period was?
The consultation period usually lasts 8 weeks.

The Governors approved the recommendation of the Admissions Committee on proposed changes to the Admissions criteria for admission from September 2016, subject to the correct consultation process.

b. SECURITY POLICY

The appendices list of Key holders has been amended to remove the SBM from the list and to replace with the Office Manager's details.
The Governing Body agreed to the amendments being made.

ACTION: Clerk to amend the Security Policy to include the temporary Caretaker's details

c. DBS

Not all Governors have provided their CRB/DBS details.

ACTION: Clerk to e-mail those Governors who have not yet responded, requesting they provide their details by 7th July.

8. CHAIR'S REPORT

- The Chair's report was circulated prior to the meeting.
- Working Group on Tutoring – The group has been formed and a meeting will take place as soon as it can be arranged.

The Governors asked when the Schedule of Dates would be circulated?
Finance will be sending their dates to the Clerk on Thursday. The Budget will dictate the most appropriate dates for the FGB. Once these are in the diary, the remaining Committee Chairs will be contacted to fill in their dates.

ACTION: BV to arrange a meeting for the Working Group on Tutoring.

9. HEADTEACHER'S REPORT

- The number on roll is lower than it has been. We are losing quite a few big families. However, in September we will be looking a lot healthier for the October census, as vacancies will be filled by pupils currently on the waiting list.
- Fully staffed in terms of teachers.
- Quite a few NQTs. Plans are in place for their induction.
- One HLTA is becoming a teacher, the HLTA post will be advertised internally.
- TAs were interviewed today. The calibre was very high. The panel has recruited one with three pending.

Update on Building Work

- We have a new lead on our batch, who is very keen to progress the batch.
- The batch has been split in two, we are in the second half.
- Outline plans have been submitted to the LA and received very negative feedback from the Planners. The school has received no detailed plans further to the proposed outline location on site.
- We will be receiving weekly updates.
- Due to start work on site on 16th March, this has been pushed back a bit.
- We are not the only school having problems with planning but we are the only Richmond School.
- Representatives from the EFA will be meeting with planners to discuss the plans.

ACTION – KB/BV to discuss with KA the communication to be sent to parents.

LL left at 9.15pm

10. GOVERNOR TRAINING

DD – Has attended the Chairs Briefing

SP– Has completed Governance of a Church School GEL module.

LC – Has completed the Understanding School Finance GEL module.

MJ – Has attended the Clerks Briefing.

It was suggested that Governors should complete 'Taking The Chair' training module.

11. TO NOTE - COMMITTEE & PHASE REPORTS

11.5 Curriculum & Standards – Minutes to follow

11.8 Kairos – Did not meet

11.9 Phase 1 – Minutes to follow

11.10 Phase 2 – Minutes to follow

11.11 Phase 3 – Minutes to follow. A number of Governors are visiting this week.

ACTION – KA to forward minutes from C&S and Phases to the Clerk ASAP.

12. AOB

a) SKILLS AUDIT SURVEY

- The Survey was completed by 18 Governors
- The report will be sent to the Chair of Governors to view

- We received good qualitative feedback

The Governors thanked KA and the team for their work on this.

ACTION: KA to send out a note to Governors on the survey.

b) TAs

The Headteacher asked if it would be possible to have an additional three days a week for TAs. This would incur costs of between £14-16k. The proposal would be to employ new TAs on a one year contract.

It was noted that this is a temporary deviation from the agreed staffing structure for one year.

Supply costs would be absorbed, as the first day of sickness would be covered in house.

The Governors agreed subject to there being sufficient budget.

c) SPORTS DAY

Sports day is on 11th July and the Governors will be running the tea tent again this year. A proportion of the money raised will go towards the New Build.

ACTION: KA to send out e-mail to the Governors requesting help and donations.

d) SERIOUS INCIDENT POLICY

The Serious Incident Policy has recently been circulated to Governors for comment. The Governors asked whether we should have two separate policies instead, one to cover a Serious Incident in School and one to cover a Serious Incident outside school.

Pastoral are to work on a Bereavement Policy.

**ACTION: NW to meet with LG to discuss the Serious Incident Policy.
Pastoral are to work on a Bereavement Policy.**

e) GOVERNOR STAFF PARTY

The party is on Tuesday 8th July. The Chair of Governors will be sending an e-mail to the non-staff Governors requesting help to set up etc. and sign up to bring a dish.

ACTION: BV to e-mail details of the party to Governors.

**13. DATE OF NEXT MEETING
TBC**

There being no further business the meeting closed at 9.40pm.

Glossary

EAL	English as an Additional Language
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs
SENCo	SEN Co-ordinator
ToR	Terms of Reference
LEA	Local Education Authority
LA	Local Authority
SLA	Service Level Agreement
TA	Teaching Assistant
NQT	Newly Qualified Teacher
HLTA	Higher Level Teaching Assistant
LSCB	Local Safeguarding Children's Board
G&T	Gifted and Talented

ACTION POINTS

Katie Bentham To arrange a meeting for the Working group on Tutoring
To discuss with BV/KA communication to go out to parents with regard to the New Build

Bonney Venning To arrange a meeting for the Working group on tutoring
To discuss with KB/KA communication to go out to parents with regard to the New Build

To e-mail details of the Staff party to Governors

Kristen Anderson	<p>To schedule a New Curriculum update with LL at the first Curriculum and Standards meeting</p> <p>To discuss with BV/KB communication to go out to parents with regard to the New Build</p> <p>To forward minutes from C&S and Phases to the Clerk ASAP</p> <p>To send out a note to Governors on the survey</p> <p>To send out E-mail to the Governors requesting help and donations for the Governor's tea stall at Sports Day</p>
Caroline Butler	<p>Pastoral to work on a bereavement policy</p>
Leanne Lisney	<p>To give a New Curriculum update at the first Curriculum and Standards meeting</p>
All Governors	<p>To complete 'Taking The Chair' training module</p>
Lucy Gradillas	<p>To meet with NW to discuss the Serious Incident Policy</p>
Nigel Worn	<p>To meet with LG to discuss the Serious Incident Policy</p>
Clerk	<p>To amend the Security policy to include Temporary Caretaker's details.</p> <p>To e-mail the Governor's who have not yet responded to the request for DBS details</p>