

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 Monday 5th October 2015 at 7.35 pm

Present: *Foundation Governors (5)*

(BV) Bonney Venning (*Chairman*) (*GH*) Gail Hiscock
(DD) David Durie (*Vice Chairman*) (*LC*) Laura Coughtrie
(KA) Kristen Andersen

Non-Foundation Governors (5)

(KB) Katie Bentham (*VO*) Vicky O'Neill
(LG) Lucy Gradillas (*LB*) Liz Bithell (*Local Auth.*)
(BB) Bernadette Bird

Associate Members (0)

Co-opted Governors (0)

Non-voting (2)

(MJ) Michelle Jones *Clerk (outgoing)*
(PA2) Philippa Anderson

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Noel Singh, Phyllis Cunningham, Nigel Worn and Eleanor Lamberton.
Lucy Gradillas would be joining the meeting later.

The governing body welcomed Gail Hiscock and Philippa Anderson.

2. APPOINTMENT OF THE CHAIR AND VICE CHAIR OF THE GOVERNING BODY

Prior to the meeting nominations were requested for the roles of Chair and Vice Chair. As no other nominations had been received, Bonney Venning was reappointed as Chair of the governing body and agreed to continue in this role for one more year. David Durie was also reappointed as Vice Chair.

3. DECLARATION OF FINANCIAL & OTHER MATERIAL INTERESTS

All Governors and Associate Members were reminded of the need to declare any direct or indirect pecuniary interest, which might relate to any matter under discussion.

All governors present completed a Declaration of Pecuniary and Personal Interest form, which had been circulated prior to the meeting. Governors also signed a statement of commitment form.

4. APPROVAL OF THE MINUTES OF THE MEETING OF 30th June 2015

The minutes of the Full Governing Body meeting of 30th June 2015 were agreed by the FGB as an accurate reflection of the meeting and were approved and signed by the Chair of Governors.

5. TO NOTE THE VISION CONTROL DOCUMENT AND AGREE A TIMETABLE FOR REVIEWING OVERALL PROGRESS

The Vision Control document was circulated prior to the meeting. Governors flagged that given that new governors would be coming on body, it might be a good time for clarification of the Learning certainties. The Learning certainties had been discussed previously at the FGB. They focus on the core attributes children need, to progress on to the next stage of their learning. These Learning Certainties should also appear on the school website.

ACTION: KB will ask JS to present Learning Certainties at the next FGB in December

KB/BV/LB and PA will meet to discuss the website and to ensure that key information such as the Learning Certainties are on there.

Governors asked if it would be possible to have a document that showed how the various aspects of the Vision all piece together e.g. SEF, Learning Certainties, Staff Performance management etc.

ACTION: BV/LC will prepare something e.g. a graphic to show how the various pieces of the Vision fit together. This will also highlight which documents fit under which heading.

LG joined the meeting at 8.05 pm

Each committee is to look at which priorities they are responsible for at their next committee meeting and produce a framework and timetable for monitoring progress against targets.

Governors were asked for feedback on how frequently the progress on Vision should be shared at the FGB.

- At the next FGB (December) all committees should share their monitoring timetable

- Governors discussed and agreed to present a summary in the Summer 1 FGB. All committee chairs with primary responsibility are to circulate a report back to the FGB in advance of the meeting. In Spring 2 of the following year

ACTION: Clerk to give committee chairs 3-4 weeks notice before the Summer 1 FGB and Spring 2 FGB to remind them to circulate a summary on progress on Vision to the FGB.

6. TO NOTE AN UPDATE ON THE BUILDING WORK

- Since the last FGB, the contractors attended a meeting where they were advised they couldn't start work until November, as the work site was on a major trunk road and there was a ban on any such works taking place during the Rugby World Cup.
- Thanks were minuted to Cllr Monica Horner and MP Zac Goldsmith, for all their efforts to ensure that the building work could continue.
- The building work is currently two weeks behind, however additional time has been allowed at the end of the project so completion is still on track for July 2016.
- Thanks were minuted to KB and VO whose summer holidays were disrupted by the building works starting and various issues arising from this.
- Steel works will be going in during the October half term. The Year 6s will be involved by the builders when the steel works go in.
- Peepholes have gone into the hoarding for children to view the site.
- The school has worked hard to ensure that offsite PE works.
- The governing body minuted their grateful thanks to AF for how well the clubs have been run and space utilised.
- The Pay and Personnel committee have agreed that a pot of money for staff wellbeing will be used for staff drinks on Thursday 22nd October at the Greyhound from 4.30 pm. This is to thank staff for their hard work in preparing the school for the children's return following the internal works over the summer. Governors are also welcome to attend.

Governors asked about the noise levels of the building works?

The front of the school is unaffected by the noise levels. There has been some noise from drilling but the contractors have tried to keep this to a minimum.

7. TO NOTE THE COMPLETED SEF (SELF EVALUATION FORM) AND AGREE A TIMETABLE AND RESPONSIBILITIES FOR ANNUAL REVIEW OF EACH SECTION

The SEF was circulated prior to the meeting.

- This SEF is based on the old OFSTED framework and will need to be changed into the new framework.
- Going forward the format of the Headteacher's report will be changed to fit OFSTED's recommendations
- The SEF is non statutory but is OFSTED do require schools to demonstrate that they are evaluating their effectiveness.

- Until last year the Quality of Teaching wasn't outstanding, which held back the school classing itself as 'Outstanding' overall.
- Quality of teaching is now considered to be 'Outstanding' and consequently the school now judges itself to be 'Outstanding'.
- The SEF is a working document.

ACTION: KB to bring the reformatted SEF (in line with the new framework) with a proposed timetable as to who (committee or FGB) monitors which area of the SEF to the next FGB (December).

STATUTORY

8. ITEMS FOR NOTING

8.i TO NOTE PROGRESS ON GOVERNOR RECRUITMENT AND SUCCESSION PLANNING – WITH REFERENCE TO THE SKILLS AUDIT

- NW has stepped down as an ex-officio governor. He will continue to participate in school life, in particular he continues in his pastoral role.
- The acting Archdeacon Tim has given clear guidance that the replacement for NW should be a member of St Anne's Church community. Following discussions between NW, BV, SDBE and Acting Archdeacon Tim, Gail Hiscock has been appointed by the Archdeacon. Written confirmation is in the post.
- MJ has increased the number of days she works in school and as a consequence will be stepping down from the role of Clerk.
- The governing body advertised for a new clerk and Philippa Anderson has been appointed.
- PC resigned as SDBE governor and will put herself forward as an Associate member.
- KA has been appointed as SDBE governor.
- Governors were asked to appoint PC as an Associate member sitting on the Admissions and Pastoral and Kairos committees. Governors agreed to the appointment with PC being given voting rights on the Admission and Pastoral/Kairos Committees.
- EL has had to step down as a governor due to personal reasons at the present time and will become an Associate member with a view to reapply for a governor role should a vacancy become available.
- The governing body appointed EL as an Associate Member, without voting rights until she becomes connected to a committee.
- There are two co-opted governor vacancies to be filled.
- The governing body has advertised for Foundation governors. Lots of applications have been received.
- There will be an extraordinary PCC meeting to appoint the Foundation governors.
- There will be three new Foundation Governors, two from the congregation of St. Anne's and one from the congregation of The Barn Church.

- St Anne's PCC are awaiting the relevant paperwork for the candidate for the Barn
- CB resigned as a Foundation Governor. (She had previously extended her term until LC was able to take up her position fully.)
- LC will become the Safeguarding Officer.
- LB will become the SEN Governor.
- SP resigned as a Foundation Governor.
- The governing body minuted their grateful thanks to CB, EL, SP and MJ.

ACTION: LG, KA, DD and VO to agree and implement a process for appointing up to two Co-opted Governors. Candidates not successful in their application for a Foundation Governor role will be considered if they are willing. Skills and experience of candidates for the two co-opted positions will be mapped against the skills audit. KB and BV will also provide input. This group should meet the week commencing 19th October.

Clerk to send a doodle poll to LG, KA, DD, VO, KB and BV to come up with a suitable date for the sub-group to meet to select candidates for the co-opted governor position.

ITEMS FOR APPROVAL

9. TO APPROVE THE REVISED SAFEGUARDING POLICY – UPDATED TO INCLUDE FGM AND RADICALISATION

- The Safeguarding policy was reviewed in full in May 2015
- As the policy has been amended in part (sections on FGM and Radicalisation have been added) it was agreed that the policy should be reviewed in May 2016
- The Safeguarding policy was approved by the FGB.

ACTION: LC will review the Safeguarding policy and make recommendations on whether the policy requires a review earlier than May.

Clerk to amend the Safeguarding Policy cover sheet, remove highlights to amendments and change the name of the safeguarding officer. Policy is then to be added to the website.

10. ITEMS FOR DISCUSSION

i. TO REVIEW THE STRUCTURE OF THE GOVERING BODY AND ITS COMMITTEES AND AGREE ANY CHANGES. IN PARTICULAR THE NEED FOR A STRATEGY/STEERING GROUP; AND THE STATUS OF THE KAIROS GROUP

Strategy/Steering group

- The Strategy committee was disbanded at the start of the last academic year.
- The SDBE has a model committee structure which is very closely aligned with our committee structure. The SDBE structure includes a Steering Group and separate Faith Group.

- The proposal is for a Steering committee to be put together, which will meet at least once a year, typically twice a year (beginning and end) and more often if required.
- The Steering committee will be made up of the Chair, Vice Chair and the committee chairs.

ACTION: Clerk to call a Steering committee ASAP.

Pastoral and Kairos

- The Pastoral and Kairos committees were amalgamated as a trial.
- As Father Nigel can no longer be a member of the Pastoral committee and given the workload of the combined committees it seems practical to revert back to separate committees, with Fr. Nigel becoming a full member of Kairos, which will be structured as a working group.
- The next Pastoral and Kairos committee meeting on 13th October will go ahead and be used for discussion to take place on how the committees will move forward, split responsibilities etc.

Committee Membership

Due to the change in Governors, new governors coming on board and the current vacancies a review of committee membership needs to be carried out against the skills audit.

ACTION: BV will start work on committee membership once the new governors have been appointed.

ii. TO NOTE THAT A NUMBER OF ITEMS, INCLUDING GOVERNOR ATTENDANCE, TRAINING NEEDS AND SUCCESSION PLANNING NEED TO BE CONSIDERED BY A STEERING GROUP OR FGB AS A PRIORITY

- There are a number of areas which would need to be considered by a steering group or the FGB, these include:
 - Reviewing the effectiveness of committees
 - Reviewing governor attendance
 - Terms of Reference (TOR's)
 - Training needs
 - Succession planning

ACTION: Clerk will call a Steering committee ASAP, as minuted under item 10.i

iii. TO ELECT THE COMMITTEE CHAIRS FOR THOSE COMMITTEES THAT HAVE NOT YET MET THIS ACADEMIC YEAR AND TO NOTE THOSE THAT HAVE ALREADY BEEN ELECTED/APPOINTED

- BB is no longer able to chair the Finance committee, as she has become an employee of the school in a role that creates a conflict of interest.
- GH has agreed to take the lead on the Finance committee at least in the short term
- The committee chairs will be as follows;
 - Finance – GH (at least in the interim)
 - Curriculum and Standards – KA

- Pastoral – NS
- Pay and Personnel – DD
- Premises – LG
- Admissions – PC
- Kairos – KA at least in the short term

iv. TO NOTE THE PHASE TEAM MEMBERSHIP AND TIMETABLE FOR VISITS

- The Phase teams will be as follows:
 - Phase 1 – NS governor lead, HW (staff lead), BV and DD
 - Phase 2 – KA (governor lead), KW, (staff lead), LB, VO
 - Phase 3 – BB (governor lead), TG (staff lead), LC, LG

The governing body fed back how well prepared the Phase leaders have been at the first Phase meetings this year.

ACTION: KA to recirculate the Phase visit timetable

v. TO NOTE KEY POINTS FROM THE RECENT TRAINING ON OFSTED INSPECTIONS AND AGREE ACTIONS

To ensure this item receives the time it deserves, this item has been carried forward to the next FGB

ACTION: BV/LC will generate a governor summary for Queen's as proposed at the Ofsted training

Clerk will add 'TO NOTE KEY POINTS FROM THE RECENT TRAINING ON OFSTED INSPECTIONS AND AGREE ACTIONS' to the December FGB.

11. FOR NOTING THE CHAIR'S REPORT

The Chair's report was circulated at the meeting.

- An update on the new build has already been discussed in this meeting as part of the main agenda
- The Chair will be reviewing committee membership once the new governors are onboard
- Standing orders are to be considered at the next FGB

Governors were asked to feedback any questions to the Chair outside of the meeting.

ACTION: All Governors to feedback any comments on the Chairs report to the Chair after the meeting.

12. HEADTEACHER'S REPORT

The Headteacher gave a verbal report.

Role numbers

- The total on roll is 401.
- This is due to a number of issues including families moving out the area and children moving to private schools.

Attendance

- Attendance stands at 97.22%
- The benchmark for attendance is now 90%
- The attendance policy has been amended to reflect this change.

Staffing

- New teachers have been recruited in Reception and Year 3
- The Admin team is now complete

Accidents

- There were two accidents on site, one involved the caretaker

Racist Incidents:

There were no racist incidents

Incidents involving protected groups:

There were no incidents involving protected groups

13. FOR NOTING – GOVERNORS TRAINING (STANDING AGENDA ITEM) – ALL GOVERNORS TO E-MAIL TRAINING/GEL MODULES UNDERTAKEN SINCE THE LAST FGB TO THE CLERK IN ADVANCE OF THE MEETING

- Governors were reminded they have a responsible for their own training.
- All governors are to forward details of training they have undertaken to the Clerk
- LC has attended FGM training and will be attending Safeguarding training.

ACTION: KB will ask the trainer if there is anything that could be circulated to governors on FGM

- BV attended a Curriculum presentation at the Royal Society and Ofsted briefing at the Diocese.
- BV, DD, KA, LG, VO, BB, LB and KB attended the Ofsted preparation training given by Chris Byrne.
- VO attended Admissions training.

ACTION: Clerk to recirculate SDBE and CPD online training schedules to all governors

14. FOR NOTING - COMMITTEE & PHASE REPORTS

16.1 Premises – Committee not yet met

16.2 Pastoral and Kairos – Committee not yet met

16.3 Finance – Minutes attached

- Approximately £2k (including tax and fees) has been quoted for double doors and this was what was budgeted for. However, it now appears the double doors will actually only open up to the width of a single door. Double doors, which open to double door width, will cost more. It will be necessary to make a quick decision. Therefore the Chair of governors asked the governing body if they would be happy

for the Finance committee to make decisions as necessary. The governing body agreed the Finance committee would be authorized to make the decisions on the Double Doors, as reasonable.

- Fundraising target for the PSA is £160k, It was agreed that governors would communicate to parents other sources of funding for the new building (i.e. contributions from SDBE, savings pots, charitable donations).

ACTION: KA will promote fundraising and advertise through the “Create a Brighter future” campaign, highlighting where funds have come from e.g. Diocese

16.4 Curriculum & Standards – Minutes Attached

- Governors to note there is an Assessment overview evening for parents on Thursday 15th October 7-8pm. Governors are encouraged to attend.

16.5. Pay & Personnel – Minutes will be brought to next FGB

16.6 Admissions – Committee not yet met

11.7 Phase 1 – Minutes will be brought to next FGB

11.8 Phase 2 – Minutes will be brought to next FGB

11.9 Phase 3 – Minutes will be brought to next FGB

12. AOB

There were no items for discussion under any other business.

13. DATE OF NEXT MEETING

- The next meeting is scheduled for Wednesday 9th December 2015. Governors asked if the date could be changed to **Thursday 10th December at 7.30pm.**

The Governing body noted it might be necessary to move future FGB's to enable the clerk to attend.

There being no further business the meeting closed at 10.15 pm

ACTION POINTS

All Governors

All Governors to feedback any comments on the Chairs report to the Chair after the meeting.

KB

- Will ask JS to present Learning Certainties at the next FGB in December.
- Will meet with BV, LB and Paul Adams to discuss the website and to ensure that key information such as the Learning Certainties are on the website.
- Will ask the trainer if there is anything that could be circulated to governors on FGM
- To bring the reformatted SEF (in line with the new framework) with a proposed timetable as to who (committee or FGB) monitors which area of the SEF to the next FGB (December).
- LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input

KA

- To recirculate the Phase visit timetable
- LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input
- KA will promote fundraising and advertise through the "Create a Brighter future' campaign, highlighting where funds have come from e.g. Diocese

BV

- Will meet with KB, LB and Paul Adams to discuss the website and to ensure that key information such as the Learning Certainties are on the website.
- Will start work on committee membership once the new governors have been appointed

- ***BV/LC will prepare something e.g. a graphic to show how the various pieces of the Vision fit together. This will also highlight which documents fit under which heading***
- **LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input**
- **BV/LC will co-ordinate a document highlighting the key points from the Ofsted training**

LB

- **Will meet with BV, KB and Paul Adams to discuss the website and to ensure that key information such as the Learning Certainties are on the website**

LC

- ***BV/LC will prepare something e.g. a graphic to show how the various pieces of the Vision fit together. This will also highlight which documents fit under which heading***
- **BV/LC will co-ordinate a document highlighting the key points from the Ofsted training**
- **LC will review the Safeguarding policy and make recommendations on whether the policy requires a review earlier than May.**

Clerk

- **To send a doodle poll to LG, KA, DD, VO, KB and BV to come up with a suitable date for the sub-group to meet to select candidates for the co-opted governor position. - Done**
- **To give committee chairs 3-4 weeks notice before the Summer 1 FGB and Spring 2 FGB to remind them to circulate a summary on progress on Vision to the FGB.**
- **Clerk to amend the Safeguarding Policy cover sheet, remove highlights to amendments and change the name of the safeguarding officer. Policy is then to be added to the website. - Done**
- **To call a Steering committee ASAP - Done**
- **Will add 'TO NOTE KEY POINTS FROM THE RECENT TRAINING ON OFSTED INSPECTIONS AND AGREE ACTIONS' to the December FGB.**

- To recirculate SDBE and CPD online training schedules to all governors – Done

LG

- LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input

DD

- LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input

VO

- LG, KA, DD and VO to meet to select two suitable candidates for the two co-opted positions, mapped against the skills audit. KB and BV will also provide input