

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 10 February 2015 at 7.30 pm

Present: *Foundation Governors (6)*

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

Non-Foundation Governors (5)

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

Associate Members (0)

Co-opted Governors (2)

(EL) Eleanor Lamberton

Non-voting (1)

(MJ) Michelle Jones *Interim Clerk*

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Noel Singh, 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 15th DECEMBER 2014

The minutes of the meeting of 15 December 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.

It was noted that all Actions were in hand. SP will send the “wish list” originally held by the previous SBM directly to the Headteacher.

STRATEGIC – LINKED TO VISION

4.1 TO REVIEW PROGRESS ON VISION PRIORITIES AND AGREE A TIMETABLE FOR VISION SETTING

Each Committee was asked to give a review of progress on Vision Priorities, covering the four key areas:

- Learning and Teaching
- New Curriculum
- Whole child and Sport
- Valuing Staff

The Committees worked through the Vision Plan document, which had previously been circulated to the FGB.

The Vision Plan document will be reviewed annually in January.

The Vision setting will take place on the Inset day after Easter (13th April).

EL arrived at 7.40 pm

Curriculum & Standards – Learning & Teaching Part a

- The Head reported last year, that there wasn't any teaching that requires improvement
- There continues to be a commitment to scrutinizing data
- The School is getting better, continuous improvement
- The Committee felt the plan was ambitious
- Evidence sheets for appraisals have been created and are in use. They have been divided into three sections: Ofsted, Attainment and Teaching and Learning.
- All feedback from lesson observations, notes, reviews etc. are put into one A4 sheet. Highlighting where the Teachers are at and feeding back what the staff need to improve on.
- The Head and Deputy Head are reviewing the Teachers overall performance. They are approximately half way through. They plan to sit with every teacher and have a discussion as to where the teacher currently is. This is in line with Ofsted's requirement for Evidence Based appraisals.
- Reviewing the whole picture gives a fairer judgment.
- Currently nobody is deemed as requires improvement. All are with strong goods or outstanding.

Governors asked do we need to rewrite the vision plan document?

The Data should be checked and it should be noted where we were, we can then note where we are against the modern framework

Curriculum & Standards – Learning & Teaching Part b

- 100% of children will achieve 3 sub levels in KS1 and 2 sub levels in KS2 or 4 sub levels across two years.
- Interventions around SEN are very robust.
- HW has done a great job of keeping the Phases informed around G&T.

- The Committee was able to review data and spreadsheets and match these up.
- LL shares interventions that work and those that don't
- Every Phase meeting and every Data meeting, excellent feedback is received on those children who aren't making the required levels of progress and explanations as to why they haven't are given
- TA support is an ongoing challenge, which the Governors recognised.
- Expected progress is two complete sublevels per year with 8 sub levels in total. The school is being very ambitious.
- We are able to evidence that those children not making the expected level of progress are not falling through the cracks and that they are being supported.

Pay & Personnel – Learning & Teaching

- There has been extensive remodeling on the SLT, TA support pay arrangement and pay performance management.

Curriculum & Standards – New Curriculum

- The Head and SLT keep Governors well informed about the New Curriculum and some of the more challenging areas.

Kairos – New Curriculum Part A

- The new RE curriculum has been launched
- There is a four year programme for Collective Worship
- RE Inset training
- A very successful learning walk took place in September
- Bringing us back into line with SIAMS
- Focus at the moment is on Collective Worship

Kairos – New Curriculum Part B

- Teachers are reasonably confident in teaching the new RE curriculum, there are areas where they felt less confident.
- Need to embed the new curriculum
- LL has put a lot of work into implementing and evolving the Curriculum Implementation Timetable.

Pastoral – Sport and the Whole Child

- The School now participates in every sporting event Richmond hold
- Now have both a boys and girls football team
- Sports Premium spend has been reported i.e. how we plan to use the funding but the impact of the funding has not been reported. The October Finance committee has notes on these impacts.
- JS has produced a Skills Progression report to follow pupils sporting progress.

It was agreed that as neither NS nor JS were able to attend the meeting, Sport would be deferred until the next FGB.

ACTION: Clerk to dig out October Finance minutes and forward to the Pastoral Committee
KB will take the action of reporting Impacts back to JS
NS to report on Sports progress on Vision Plan at the next FGB (24th March)

Valuing Staff

- The Valuing Staff statement has been completed and forms part of the School Development Plan
- The Staff survey was completed last year and a second has just been completed. It has been reviewed but is not ready to be shared, as the analysis is not yet complete. 36 members of staff completed the survey. Once the analysis has been completed a confidential e-mail can be sent to Governors.

ACTION: KB will discuss Staff questionnaire further with DD and will share the results with Governors before it goes out to staff

There is still work to be done on Sport around the levels and the measurement of impact of the Sports Premium.

The Quality of teaching needs to be reviewed at the end of the year.

Vision setting is scheduled for Monday, 13th April in the morning, with the afternoon being given over to moving Classrooms.
Governors requiring assistance with childcare are to let the Clerk know ASAP.

Vision Plan questionnaires are to be sent out to both parents and staff. It was suggested that the previous questions were uses, topping and tailing as appropriate. The questionnaire would be sent electronically.
The Headteacher asked if the survey could be sent out to all parents and staff after half term.

Governors asked would the list of the ten key areas be attached to the questionnaire?

It was felt that this might not be appropriate.

ACTION: KA to work on the covering letter to accompany Vision Plan questionnaire
BV & DD will work on the Vision Plan
All Governors were asked to feedback any suggestions to the Chair of Governors.

STATUTORY ITEMS

ITEMS FOR APPROVAL

5.1 TO APPROVE THE EQUALITIES STATEMENT OF INFORMATION

The Equalities Statement was circulated to Governors prior to the meeting. The Statement has been updated to include information from Raise online and Community Cohesion.

5.2 TO RATIFY THE EQUALITIES POLICY

The Equalities Policy was circulated prior to the meeting.

The Governing Body discussed document and it was agreed that the last paragraph under the Community Cohesion section should be removed as it is duplicated in the Equalities Statement.

Subject to small changes the Governing body approved both the Equalities Statement and the Equalities Policy. The Statement will be reviewed annually and the Policy every three years.

ACTION: Clerk to amend both the Statement and Policy as appropriate and to add to the Schools website. This has been done.

5.3 TO APPROVE THE PROPOSED PASTORAL/KAIROS TOR

The Pastoral/Kairos ToR was circulated prior to the meeting.

The Pastoral section of the ToR remains unchanged but the Kairos remit has been added to.

Kairos is a standing item on all Pastoral committee agendas.

The first agenda of the Pastoral//Kairos committee will need to establish a Committee Chair.

A review date will be established to evaluate how well the combined committee is working.

Governors asked that under the Kairos remit the words “the faith group” be replaced with Kairos.

ACTION: Clerk to amend the wording under the Kairos remit from “the faith group” to Kairos. This has been done.

5.4 TO APPROVE THE SFVS (SCHOOLS FINANCIAL VALUE STANDARD)

A copy of the SFVS was circulated prior to the meeting.

The Governing Body approved the SFVS as a reflection of the situation up to the 10th February 2015.

6. CHAIRS REPORT

The Chairs report was circulated prior to the meeting.

Under current issues, item 3 states support has been requested from a local councillor.

Governors asked who the local councillor was?

The local councillor is Monica Horner.

7. HEADTEACHERS REPORT

The report was circulated prior to the meeting.

- The numbers on roll are going up.
- There is now an exit interview for children who are leaving to attend other local state schools

Governors asked about the racist incident.

The incident was in relation to an incident in the News.

8. TO NOTE GOVERNOR'S TRAINING

BV attended the Chairs Partnership Locality meeting

KA completed the Safer Recruitment Training

BB completed the How to Challenge Effectively training

MJ attended the second module of the SWLSEP Clerks Development.

VO completed the Safer Recruitment training (re-scheduled)

10 TO NOTE - COMMITTEE & PHASE REPORTS

10.1 Pastoral – Committee not met

10.2 Admissions – Committee not met

10.3 Premises – Will be brought to the next FGB

10.4 Finance – minutes circulated today

10.8 – 10 Phases 1,2 & 3 - There are still a number of Phase reports outstanding.

ACTION: KA/CLERK to meet to review what/which Phases have not been received.

11. AOB

11.1 CLEANING CONTRACT

The cleaning contract is up for renewal. Given that we don't know what our requirements will be in the new building it is proposed that the contract is renewed for year. The School will then go through a company that has been procured by the LA.

The Governing Body agreed it was impractical to go out to tender given the forth coming building work.

11.2 VOLUNTEERS TO CARRY OUT AN AUDIT OF THE WEBSITE

There is a requirement to carry out an audit of the Schools website, this is on the current website.

ACTION: EL, SP and LG volunteered to carry out the audit and will contact Paul Adams

11.3 NAME CHANGE WORKING PARTY

A working party needs to be put together to create the archive for the succession of the Monarch.

ACTION: NW, SP, KA and KB will form the name change working party

11.4 THANK YOU TO PARENT HELPERS COFFEE MORNING

The Thank you to parent helpers coffee morning is on Friday, 13th March at 8.40am. All Governors are welcome and any offers of help to set up or clear away would be gratefully received.

11.5 LEAGUE TABLES

The Governing Body congratulated the Head Teacher and Staff on coming in the top 50 primary schools, on APS.

There are 17,000 state primary schools in the country, which shows what a fantastic achievement this is.

The School also came 14th for Level 6's.

The Governors also thanked the Children for achieving such great results.

The Headteacher thanked all the Governors for their support.

12. Date of Next Meeting:

Tuesday, 10th February 2015 at 7.30pm

There being no further business the meeting closed at 9.25 pm

ACTION POINTS

Clerk -

To dig out October Finance minutes and forward to the Pastoral Committee

To amend both the Statement and Policy as appropriate and to add to the Schools website. This has been done

To amend the wording under the Kairos remit from “the faith group” to Kairos. This has been done

To meet with KA review what/which Phases have not been received.

KB -

Will take the action of reporting Impacts back to JS

Will discuss the Staff questionnaire further with DD and will share the results with Governors before it goes out to staff

NS –

To report on Sports progress on Vision Plan at the next FGB (24th March)

KA –

To work on the covering letter to accompany the questionnaire

To meet with Clerk to review what/which Phases have not been received

BV –

Will work on the Vision Plan with DD

All Governors -

Were asked to feedback any suggestions to the Chair of Governors.

DD -

Will discuss the Staff questionnaire further with KB and will share the results with Governors before it goes out to staff

Will work on the Vision Plan with BV

NW, SP, KA and KB will form the name change working party

EL, SP and LG volunteered to carry out the website audit and will contact Paul Adams