

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 24 March 2015 at 7.30 pm

Present: *Foundation Governors (8)*

(KA) Kristen Andersen	(SP) Sabina Purewal
(PC) Phyllis Cunningham	(BV) Bonney Venning (<i>Chairman</i>)
(NW) Rev. Nigel Worn	(DD) David Durie (<i>Vice Chairman</i>)
(CB) Caroline Butler	(NS) Noel Singh

Non-Foundation Governors (3)

(KB) Katie Bentham	(VO) Vicky O'Neill
(LG) Lucy Gradillas	

Associate Members (1)

(LC) Laura Coughtrie

Co-opted Governors (0)

Non-voting (1)

(MJ) Michelle Jones	<i>Interim Clerk</i>
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Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Bernadette Bird, Eleanor Lamberton and Ged Davies.
Kristen Anderson, Lucy Gradillas and Caroline Butler would be arriving later.

2. 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.

3. APPROVAL OF THE MINUTES OF THE MEETING OF 10th FEBRUARY 2015

It was noted that Lucy Gradillas had been present at the meeting. The minutes have since been amended to reflect this.

Under Item 4.1, To review progress on vision priorities and agree a timetable for Vision Setting, Curriculum and Standards – Learning and Teaching Part a, point 5 should be amended to read:

- Evidence sheets for appraisals, have been created and are in use. They have been divided into three sections: Ofsted, Attainment and Teaching and Learning.

It was also noted by the Governing Body that the results of the staff survey would not be shared with the Governor's prior to the meeting with Staff. The results will be shared at the Vision Setting Day on 13th April 2015.

Subject to the above amendments being made, the minutes were approved as an accurate reflection of the meeting and were signed by the Chair of Governors.

**ACTION: Clerk to amend minutes of meeting of 10th February 2015
DD/CB will discuss sending the commentary to Governors in advance of the Vision Setting Day.**

KA arrived at 7.35pm

STRATEGIC – LINKED TO VISION

4 ITEMS FOR DISCUSSION

4.1 TO REVIEW PROGRESS ON VISION PRIORITIES – SPORT

This item was carried forward from the last FGB. The Pastoral/Kairos Committee Chair was asked to give a review of progress on Vision Priorities.

Sport

- Providing opportunities for more children to compete in sport
- The School has taken part in every competition/event the Borough has offered
- A sports register has been set up
- Regular matches, leagues and friendlies have been organised for a, b & c teams in a variety of sports
- Staff have completed a skills questionnaire to assess further training requirements
- Training is to be a regular part of the CPD for Staff
- The Inset day training after Christmas was on sport
- JS has committed to having the Sport assessment in place for September 2015.
- The Headteacher/JS are looking to format the Impact of the Sports premium

- One of the targeted outcomes for 2014/15 was to have a 25% increase in participation in competitive sport and participation in competitive events/matches. It was believed this target had already been met and had been minuted earlier in the year.
- Year 5's have been coached as Sports Leaders. There has been a good success rate in KS1 taking part in the lunchtime sports sessions but this has not been so good in KS2.
- External specialised coaches have been brought in to further develop staff skills and to supplement the PE curriculum
- Opportunities are being investigated for PE to be linked to science, PSHE and other cross curricular links under the New Curriculum

The Governing body minuted their grateful thanks to JS for all the hard work she had invested in Sport.

LG arrived 7.40pm

ACTION: Clerk to check previous FGB minutes to confirm that the 25% increase in participation in competitive sport and participation in competitive events/matches had been met.

Clerk to circulate the two documents on Sport sent via e-mail from NS

BD will ask the School council for feedback on sport.

CB arrived at 7.45pm

4.2 TO NOTE ARRANGEMENTS FOR THE VISION SETTING INSET

The Vision Setting Inset is on Monday 13th April, starting promptly at 9.00am. As there is no longer the requirement to move classrooms, this will be for the morning only. Lunch will be served at 12.30pm.

LC, NW and PC have already given their apologies, as they are unable to attend the Vision Setting Inset.

Tinies will not be running on the Inset day. Governors were advised that should they require it, there is financial assistance available, but were advised to be sensible and double up on childcare wherever possible.

ACTION: All Governors to feedback to the Clerk if they will not be attending lunch.

A draft timetable has been drawn up, subject to input from the Headteacher.

A survey has been sent to all parents, staff and governors on the Vision Plan. It was noted this has now closed and not all governors had the opportunity to complete it.

ACTION: KA to ask PA to re-open the Vision Plan survey

EL will extract the data from the Vision Plan survey, putting it into "buckets"

LG/KA will further analyse the data from the Vision Plan survey and produce a bulleted list of themes, as used last year.

4.3 TO AGREE SUITABLE DATES FOR TWILIGHT TRAINING ON 'EFFECTIVE MEETINGS'

As previously discussed, it is the turn of this Governing body to host a twilight training session and to invite Kew Riverside and Darrell Primary schools governing bodies to attend. The Chair of Governors has contacted Angela Langford at AfC and it has been agreed a session on 'Effective Meetings' would be run.

The Governing body was asked for its preference on days/time of the training and it was agreed it should take place in the evening, preferably starting at 7pm, in Summer 1. Monday to Thursday were the preferred days.

ACTION: Clerk to review the School Calendar for suitable dates and to liaise with the Clerks from Kew Riverside and Darrell to come up with a suitable training date.

STATUTORY ITEMS

5 ITEMS FOR APPROVAL

5.1 TO APPROVE THE DRAFT BUDGET

The draft budget was circulated prior to the meeting. In BB's absence, the Chair feedback on the draft budget:

- This draft budget had a much larger draft deficit than last year
- Last year the deficit was £55k, within this amount there were items that could easily be pulled out. We always budget cautiously.
- This year we are at break even.
- This is zero-based draft budget and is prudent on every item
- Funding for our local authority has been reduced and therefore, the funding the school receives has also been reduced. This is based on a formula, which is based on deprivation.
- The Finance committee agreed to recommend this draft budget to the FGB.
- The Finance committee will look at ways to reduce the deficit before the final budget.
- There will be difficult decisions to be made.
- This budget may not turn out as bad as we are predicting, but in the long term it is not a sustainable budget.

The governing body approved the draft budget.

The governing body minuted its thanks to Susie Connor who has stepped in in the absence of the SBM. The governing body also noted its thanks to BB.

5.2 TO REVIEW THE SPRINGTIME SIP REPORT

The Springtime SIP report was circulated to governors prior to the meeting. The governing body noted the content.

The School has given itself Outstanding for Behaviour but it was noted that if you don't have Outstanding for Teaching and Learning, you can't have outstanding for Behaviour. We are currently Good/Outstanding on Teaching and Learning.

5.3 TO APPROVE THE ATTENDANCE POLICY

The Attendance Policy was circulated prior to the meeting.

The Governors raised that at the Pastoral/Kairos Committee meeting, a firm approach was agreed, but the policy did not appear to convey this.

The Headteacher explained that the LA did not have a fine system in place as this was costly to implement and there was uncertainty as to where the money collected would actually go.

The governing body felt the policy should be adopted and attendance reviewed in a few months. If there is no improvement on attendance then a firmer approach should be taken and the policy should be amended to reflect this.

The governors raised that Point 5 under Authorised absence should be amended to read:

“School visits, exams and interviews (half days only)”

The governing body agreed to approve the Attendance Policy subject to the above amendment being made.

ACTION: Clerk to add Attendance to the next Pastoral agenda

5.4 TO APPROVE THE BEHAVIOUR AND SAFETY SECTION OF THE SEF

A copy of the Behaviour and safety of the pupils at the school (Updated Spring 15) report was circulated prior to the meeting.

The Governing Body approved the Behaviour and safety of the pupils at the school SEF document.

6. CHAIRS REPORT

The Chair gave a verbal report to the governing body.

- The Chair attended a planning meeting at the Maids of Honour with Councillor David Linette & Councillor Monica Horner.
- The Schools planning application was validated in January and a decision is expected in April
- The application was sent out for consultation. It was then discovered that the timing had been reset back to zero.
- The application will go to a planning committee. There is a 4-6 week waiting list.
- Based on these timings, it was necessary to make a decision on whether to postpone the starting of works on the new build to the beginning of the Summer holidays.
- A Parentmail communication has been sent to all parents on the new build timeline.
- A neighbour has been in touch about the placement of the school. He has expressed a preference for the building to be placed in the centre of the site.

7. HEADTEACHERS REPORT

The Headteacher gave a verbal report.

- There are a number of children leaving at the end of the term.
- Two children are leaving to go to a private school
- All other children are moving out of the area.
- Richmond has a fair access policy. There are a number of children who do not have school places. There are at least seven Reception age children; the School thinks it may have at least one of these children.
- The first G&T event at Queen's has been held. HW is working with the co-ordinator based at Marshgate. This included twelve schools over two sessions and has had good success.
- A member of staff has resigned
- There are two members of staff currently covering this position
- The SBM has left. The school is looking to recruit a Finance Officer and will also be recruiting for an Admin Assistant.
- A member of staff will be going on maternity leave in July
- The after school clubs were based on the new build starting in April, as this is no longer the case AF has worked hard to claw back as many clubs as possible for this term.
- The quality of Learning and Teaching has been analysed, 50% are Good (many were a strong good) and 50% were Outstanding. The governing body noted the School had hit it's aspirational target.
- The mid year reviews are almost complete.
- There has been one accident

8. TO NOTE GOVERNOR'S TRAINING

BB has completed the How To Challenge Effectively training.

MJ attended the AfC Clerks briefing. A summary will follow shortly.

VO has now attended the Safer Recruitment training, which had previously been re-scheduled.

The Clerk advised that GEL modules and external training (e.g., SWLSEP, SDBE etc.) can be logged on individuals CPD accounts. This can be used as evidence for Ofsted. This must be logged by the individual and cannot be done by the Clerk.

ACTION: Clerk to find out whether Inset training can be logged on the CPD

9 TO NOTE - COMMITTEE & PHASE REPORTS

9.1 Pastoral/Kairos – minutes were circulated prior to the meeting

9.2 Admissions – minutes were circulated prior to the meeting

9.3 Premises with Health and Safety – minutes were circulated prior to the meeting

9.4 Finance – Committee met 23/3/15 – minutes will be brought to next FGB

9.5. Curriculum & Standards – minutes were circulated prior to the meeting. The Leadership team are working diligently on Level 6 writing

attainment. It was noted the Vineyard did very well with Level 6's, but they were not moderated. The plan going forward, is to work with them and make comparisons with our Level 6's and upper Level 5's.

9.6 Pay & Personnel - Committee met 23/3/15 – minutes will be brought to next FGB

9.7 Phase 1 – Minutes circulated prior to the meeting. The feedback from Phase 1 was they felt Reception was fantastic with very clear learning outcomes.

9.8 Phase 2 – SP will send minutes to the Clerk

9.9 Phase 3 – Clerk to follow up with Phase 3 Leader

The Class Visit Evaluation forms should be fed back to the full governing body,

**ACTION: SP to send minutes from Phase 2 to the Clerk ASAP.
Clerk to contact Phase 3 Leader for the outstanding minutes.**

10. AOB

10.1 WEBSITE AUDIT

The website audit has been carried out using the DfE Audit form for guidance/as a reference. Feedback has been given to PA.

It was noted that some of the policies which were meant to be on the public side of the website were on the Governors only area of the website. There were also a number of duplications.

**ACTION: Clerk to add Website Audit feedback to the next FGB agenda
Clerk to carry out a Policy review before the next FGB.**

12. Date of Next Meeting:

Tuesday, 19th May 2015 at 7.30pm

There being no further business the meeting closed at 9.40 pm

ACTION POINTS

Clerk -

To amend minutes of meeting of 10th February 2015 – Already completed.

To check previous FGB minutes to confirm that the 25% increase in participation in competitive sport and participation in competitive events/matches had been met.

To circulate the two documents on Sport sent via e-mail from NS

To review the School Calendar for suitable dates and to liaise with the Clerks from Kew Riverside and Darrell to come up with a suitable training date.

To add Attendance to the next Pastoral agenda

To find out whether Inset training can be logged on the CPD

To contact Phase 3 Leader for the outstanding minutes

To add Website Audit feedback to the next FGB agenda

To carry out a Policy review before the next FGB

BD –

Will ask the School council for feedback on sport

KA -

To ask PA to re-open the Vision Plan survey

Will further analyse the data from the Vision Plan survey and produce a bulleted list of themes, as used last year.

All Governors –

To feedback to the Clerk if they will not be attending lunch.

DD -

Will discuss sending the commentary to Governors in advance the Vision Setting Day with CB

CB -

Will discuss sending the commentary to Governors in advance the Vision Setting Day with DD

SP –

To send minutes from Phase 2 to the Clerk ASAP

EL -

Will extract the data from the Vision Plan survey, putting it into “buckets”

LG –

Will further analyse the data from the Vision Plan survey and produce a bulleted list of themes, as used last year.