

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](#) 2015 at 7.[45](#) pm

Present: *Foundation Governors* (4)

[\(BV\) Bonney Venning](#) (*Chairman*)

[\(DD\) David Durie](#) (*Vice Chairman*)

[\(KA\) Kristen Andersen](#) [\(\(NS\) Noel Singh](#)

Non-Foundation Governors (4)

[\(KB\) Katie Bentham](#) [\(VO\) Vicky O'Neill](#)

[\(LG\) Lucy Gradillas](#) [\(LB\) Liz Bithell](#) (*Local Auth.*)

Associate Members (0)

Co-opted Governors (1)

[\(EL\) Eleanor Lamberton](#)

Non-voting (1)

[\(MJ\) Michelle Jones](#) *Clerk*

Opening prayer

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Caroline Butler, [Laura Coughtrie](#), [Bernadette Bird](#), [Phyllis Cunningham](#) and Nigel Worn. Lucy Gradillas would [need to leave and return to the meeting](#). [Kristen Anderson and Eleanor Lamberton would be arriving late](#). [Apologies were not received from Sabina Purewal](#).

[The governing body welcomed Liz Bithell](#).

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 19^h [May 2015](#)

The minutes of the Full Governing Body meeting of 19th May 2015 were agreed by the FGB as an accurate reflection of the meeting and were approved and signed by the Chair of Governors.

~~STRATEGIC – LINKED TO VISION~~

4. To note the outcome of the skills audit and to agree next steps for the governor recruitment

Skills Audit

DD fed back to the governing body that the analysis had been carried out. There were one or two governors missing and these details would be filled in.

- The first point to note is that the original data is now almost a year old, so there maybe some updates.
- Overall, the governing body has a pretty good range of skills
- There are a number of members of committees that have basic level expertise and whom should consider undertaking training.
- Pastoral is by far the largest committee and this should be made more moderate
- Curriculum and Standards is short of non-staff governors. When recruiting we should consider recruiting in this area
- Finance committee is short of governors
- Pay and Personnel is also short of governors
- To future proof the governing body, governors should consider willingness to chair a committee or the FGB itself.

EL arrived 7.53 pm

LG left 7.55 pm

KA arrived 7.55pm

5. To appoint a new LA Governor

Liz Holden-Bithell has been nominated by the Local Authority (LA) as the LA governor. LB was ratified as the LA governor, by the governing body. She will sit on the Curriculum and Standards committee. LB has attended SEN governor training and will take over the SEN role from LC. LC will take on the Safeguarding officer role from CB.

There are parties interested in filling the Foundation governor vacancies from the Barn and St. Anne's, who have the necessary skills in light of the skills audit.

BV, DD and Clerk are meeting tomorrow (1st July) to run through the Standing Orders. It may be necessary to reinstate the Strategy committee.

**ACTION: KA to send an induction pack to LB
DD to carry out new skills audit in the next six months**

Formatted: Indent: Left: 0 cm

STATUTORY

6. ITEMS FOR APPROVAL

6.1 TO APPROVE THE FINAL BUDGET

- The Final budget was circulated prior to the meeting
- The Finance committee agreed this is a sensible and cautious budget
- The deficit is budgeted at £
- Initially it was expected that there would not be a cost attached to 'outside' PE, but there will be as the facility is now passing on charges.

*Governors asked how did this compare to last years budget?
The budgeted deficit was £55k but we broke even*

The budget was recommended to Governors for approval and was approved by the full governing body.

The governing body minuted thanks to Susie Connor and Bernadette Bird for their work on the budget.

The Finance committee will be writing to Nick Whitfield (AfC, Children's Services for Richmond and Kingston) to inform him that the budget going forward is not sustainable. Our budget, compare to other budgets nationally is very small. Our deprivation budget is extremely low.

6.2 TO APPROVE THE TERM AND HOLIDAY DATES FOR 2016/17

A copy of the proposed term and holiday dates were circulated prior to the meeting. These dates assume that the new building will be ready for 3rd September 2016. The 5th and 6th September and 31st October inset days maybe need to change if the building dates move.

The governing body approved the proposed term and holiday dates for 2016/17.

7. ITEMS FOR NOTING

7.1. To note the Surplus Balance has been approved and submitted

The FGB noted that the Surplus balance has been approved and submitted by the Finance committee.

7.2 The Unofficial Accounts have been audited and approved

The Unofficial Accounts for the last two years have been externally audited and approved by the finance committee. A copy of the accounts was circulated prior to the meeting.

LG returned at 8.25pm

7.3 To note the updated Learning and Teaching section of the SEF

The Teaching and Learning section of the SEF was circulated prior to the meeting. It has been updated alongside the SLT. There were many positives and the school now rates itself as outstanding on learning and teaching.

The Headteacher is meeting with Elaine English tomorrow (1st July).

The School's last Ofsted was in November 2011. Under the new regime this means we can expect an inspection early next year.

The governing body thanked the Staff for their hard work on achieving this outcome.

STRATEGIC LINKED TO VISION

8. ITEMS FOR DISCUSSION

8.1 To agree and approve the Leadership and Management section of the SEF

The Leadership and Management section of the SEF was circulated to the governing body on 21st June 2015. The governing body discussed the Quality of Leadership and Management document. The Headteacher updated the document during the meeting with the Governors comments and feedback.

- EYFS is still to be reviewed.
- Overall we have rated ourselves as good given that the teaching and learning was good.

8.2 To agree the new Vision control document

The new Vision control document was circulated during the meeting.

The School does not have a School Development plan but we have a Vision Control document instead.

- The Vision pyramid needs to be on the Schools website
- There are 10 long-term vision areas, which were agreed in 2011.
- These areas are reviewed every 2 years to establish whether we want to change them
- Short-term priorities are set every 2 years; these detail specifically what we are working on.
- The Short-term priorities are input into the Vision control document.
- Committees with primary responsibility have the main responsibility to ensure the Vision is met.
- Supporting committees also have responsibility to ensure the Vision is met.
- The related action plan/document can be reviewed specifically with measurable targets, with actions that can be tracked by committees.
- It was suggested that going forward, committees should put the objectives at the top of agendas or attach them to the minutes.

- In April this year, the Vision control document was reviewed and progress and achievement were assessed against this.

ACTION: KA/LB to work with PA to ensure the new website is audited against the audit document.

The governing body reviewed and gave feedback on the Vision Control document during the meeting. The following amendments are to be made

Priority 1. Learning & Teaching

- This section has been reviewed with the Headteacher, BD and JS and has been updated to focus on:
- Children's progress
- Assessment – new assessment procedure on life without levels. This will sit with the Curriculum and Standards committee, supported by Finance and Personnel and Pay.
- A column for evidencing is to be added
- Performance management appraisal process is to be added under Learning and teaching.
- Pay and Personnel committee are to monitor teacher appraisal

Priority 2. The Whole Child

- Change wording under first point to learning certainties under pin the curriculum (not learning).
- Under Related Action plans Learning and Teaching AP is to be removed and be replaced with New Curriculum AP.
- The second bullet from point 2a is to be removed. The Head teacher will tweak this bullet point.

Priority 3. New Build

- Creative is to be removed from the first line of point a
- The Headteacher will complete the Related Action Plans/documents section and be used to provide evidence.
- Curriculum and Standards to added under supporting committees

Priority 4. Secondary Transfer

- BV will tweak the wording under Secondary transfer.

ACTION: All Governors to respond with any feedback on the Vision control document by 6th July.

8.3 To discuss and agree meeting protocol

This item is to be carried forward to the next FGB.

9. CHAIRS REPORT

The Chairs report was circulated during the meeting.

- Planning permission for the new build has been granted and work will start at the end of term

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

10. HEADTEACHERS REPORT

The Headteacher gave a verbal report.

Role numbers

- Pupil numbers are fluctuating more than we are used to
- Two year groups (Years 4 & 6) do not have waiting lists
- This impacts on headcount and funding.
- No longer have supplementary forms
- Our waiting lists are correct as far as we can tell. We now go to the LA for advice before going to parents on the waiting list.

Attendance

- Attendance overall there has been 0.1% positive increase.

Staffing

- A member of staff has gone on maternity leave
- JS is now out of class
- VT will cover SENCO
- A Reception teacher will be leaving, this was a temporary roll and teacher has been successfully recruited today.
- A teacher has been recruited as an NQT
- A member of the Admin team is leaving, meaning another restructure is being finalised.

Clubs

AF has put a lot of work into ensuring we have clubs up and running for the new term

Forthcoming Dates:

Summer Fair on Saturday, 4th July

Sports Day on 10th July

14th & 15th July Year 6 Production

ACTION: Clerk to e-mail forthcoming dates to Governors

11. GOVERNORS TO E-MAIL DETAILS OF TRAINING UNDERTAKEN SINCE THE LAST FGB TO THE CLERK PRIOR TO THE MEETING

- EL has completed the Monitoring Performance Data and Targets module
- CB, PC, LG, BV, BB, VO, DD, NS, KA and MJ attended the Governor Twilight training on How to challenge effectively

12. TO NOTE - COMMITTEE & PHASE REPORTS

12.1 Pastoral/Kairos – Minutes were circulated prior to the meeting

12.2 Admissions – Minutes were circulated prior to the meeting

11.3 Premises with Health and Safety – two set of minutes were circulated prior to the meeting

12.4 Finance – two set of minutes were circulated prior to the meeting

12.5. Curriculum & Standards – Minutes will be brought to next FGB

12.6 Pay & Personnel - two sets of minutes were circulated prior to the meeting

11.7 Phase 1 – Committee not met

11.8 Phase 2 – Committee not met

11.9 Phase 3 – Committee not met

12. AOB

- An emergency meeting will be called to discuss PSBP additional costs relating to the new build.
- Need to schedule a meeting of Committee chairs early next term.

ACTION: Clerk to send out a doodle poll for suitable dates for emergency meeting to discuss PSBP additional costs relating to the new build

- Governors party is on 7th July 7-8pm

ACTION: KA will contact St Anne's regarding using the hall for the Governors party

EL will send out for a list of volunteers/food and drink donations

13.DATE OF NEXT MEETING

ACTION: Clerk to circulate FGB dates

There being no further business the meeting closed at 10.25 pm

ACTION POINTS

Clerk

- To e-mail forthcoming dates to Governors
- To send out a doodle poll for suitable dates for emergency meeting to discuss PSBP additional costs relating to the new build
- To circulate FGB dates

LB

- To work with KA and PA to ensure the new website is audited against the audit document.

KA

- To send an induction pack to LB
- To work with LB and PA to ensure the new website is audited against the audit document
- Will contact St Anne's regarding using the hall for the Governors party

EL

- EL will send out for a list of volunteers/food and drink donations

DD

- To carry out new skills audit in the next six months

All Governors

- All Governors to respond with any feedback on the Vision control document by 6th July
- All Governors to feedback any comments on the Chairs report to the Chair after the meeting