

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

**THE QUEEN'S C OF E SCHOOL
CUMBERLAND ROAD
KEW
SURREY
TW9 4HF**

Minutes of the Meeting of the Governors of The Queen's School
held at the school on Wednesday 5th October 2016 at 7.30pm.

Present: *Foundation Governors (8)*
(LC) Laura Coughtrie (*Co-Chair*) (GH) Gail Hiscock
(DD) David Durie (*Co-Chair*) (ER) Emma Roberts
(KA) Kristen Anderson (*Co-Vice Chair*) (HC) Hatty Cadman
(IH) Inga Hall (*Co-Vice Chair*) (CR) Caroline Roberts

Non-Foundation Governors (3)
(KB) Katie Bentham (*Headteacher*) (VON) Vicky O'Neill
(LG) Lucy Gradillas

Local Authority Governor (1)
Liz Holden Bithell

Co-Opted Governors (2)
(JU) Jean Utshudiema (MO) Mark Ollard

Associate Governor (2)
(LMF) Luci Mitchell Fry (BV) Bonney Venning

Non-Voting (1)
(PA) Philippa Anderson (*Clerk*)

Opening Prayer (led by GH)

- 1. APOLOGIES AND WELCOME**
Apologies were received from Bernadette Bird. Caroline Roberts was welcomed to the governing body and all governors introduced themselves and their roles. DD/LC noted that they had agreed that DD would Chair this meeting.
- 2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS**
All Governors and Associate Members are reminded of the need to declare any direct or indirect pecuniary interest which might relate to any matter under discussion. All governors completed their Declaration of Interest forms and returned to the Clerk.
- 3. TO SIGN THE STATEMENT OF COMMITMENT APPROVED AT FGB ON 16/05/2016**
All governors signed the Statement of Commitment and returned to the Clerk.
- 4. TO NOTE THE APPOINTMENT OF CAROLINE ROBERTS BY ST. ANNE'S CHURCH AS A FOUNDATION GOVERNOR**
Noted.
- 5. APPROVAL OF THE MINUTES OF THE MEETING OF 28th June 2016**
The minutes were approved as an accurate reflection of the meeting and signed by DD.

STRATEGIC – Linked to Vision

6. TO NOTE THE PROPOSAL FROM STEERING GROUP TO SET UP A WORKING GROUP CHARGED WITH PREPARING FOR HALF DAY VISION SETTING ON 03/01/17 AND TO APPOINT THREE GOVERNORS TO FORM THE GROUP.

LC gave background overview of the Vision Priorities and their setting and noted how massively influential these had been within the school since their inception and then went through the options available for the next cycle 2017-2019 in order to involve all stakeholders in the Vision Setting process.

It was agreed that LC, LG and KA would form the Working Group, with two meetings this term prior to INSET morning on 3rd January 2017, with a view to preparing ideas for the January meeting. It was noted that these should not be too prescriptive, but a way to open debate and consultation.

It was noted that BD will be one of the staff members on the Group, with KB to confirm a second staff member.

7. TO RECEIVE AN UPDATE ON EXPENDITURE IN THE CURRENT FINANCIAL YEAR AND FORECAST OUT-TURN

The Finance Chair took the committee through the Finance Report, pointing out that it was too early for out-turns and forecasting, with an element of catch-up on administration following the move to the new build. It was noted that all is on track, particularly with regard to staffing. It was further noted that other costs are distorted by new build expenditure, which will filter out over the next two years.

GH went on to report that all is going as planned, pupil roll currently stands at 408 for the census report due for submission on 06/10/16 and that this is good news, with all year groups bar 5 and 6 now full. The Chair went on to report on the delay of a year on implementation of Fair Funding by the government, giving the school a further year of continuing with the status quo.

8. TO RECEIVE AN UPDATE ON CURRENT STATUS OF PLANNING CONSENT FOR THE 3G PITCH

IH reported that matters are now progressing quite speedily. Detailed feedback has been received from the school's contact at Richmond Council regarding key issues. The school should therefore be in a position to submit paperwork within the next two weeks. Thereafter, timing is in the hands of Richmond Council Planning Department - the Minor Material Amendment will be subject to the full rigours of planning consultation – likely an eight week period, which will carry the process through to Christmas.

Prior to submission, it was noted that the school must be able to demonstrate that Community Consultation has taken place, and in-depth consideration given to concerns raised. BV/IH explained the consultation process in detail, the order in which events should take place, some of the issues raised and how they can be addressed.

BV went on to explain the advantages of the larger sized pitch, both in terms of lettings and for the pupils (with particular reference to 'run-off'), for whom the amenity really needs to be full sized. It was noted that the PSA have fund-raised on the basis of a 3G pitch, whether the bigger or smaller option is eventually approved.

The committee noted that the contractor is ready to sign the Letter of Intent and that their support is very timely, with all contract terms and specifications ready to proceed.

Q: Will the pitches be floodlit?

A: No, this is a popular misconception.

Q: When do we anticipate the pitch being ready for use?

A: It could be completed by the end of the Spring Term.

Q: What is the budget shortfall from PSA fundraising?

A: £40,000 (VAT excl.)

Q: Without the provision, what will the children do in the meantime?

A: From October half-term, Westerly Ware will no longer be used, since PE will be able to take place on site – the contractor is adamant that the site will be ready.

IH then gave an overview of the current position between the EFA, Queen's School and LA with respect to the Community Use Agreement. A draft document was produced over the summer to enable the move to take place in September. BV then gave clarity on the issues regarding the CUA being fit for purpose, since it is currently far from ideal.

After further discussion, the FGB agreed the framework of the document and to delegate the approval process of the final document to the Premises Committee at their meeting on 18th October 2016.

ACTION: Final Community Use Agreement to be approved by Premises Committee on 18th October 2016.

9. TO CONSIDER A PROPOSAL AND AGREE A WAY FORWARD REGARDING SEN/PPG BUDGETARY UNDERSTANDING c/f to FGB Autumn 2.

It was noted that whilst this item to be c/f, PPG outcomes have been circulated and the Headteacher went on to present PPG Forecast document (attached), going through each item in the budget.

Q: What is the c. £3k shortfall in the document?

A: BD to email explanation to FGB.

Following governors' questions, clarity was given on exactly how and when PPG funding is allocated (with particular reference to Learning Gaps).

Following further questions and discussion, and subject to a response from BD, it was agreed that this Item has now been covered and does not need carrying forward to the next FGB.

The governing body approved the proposed expenditure and it was agreed that this should now be added to the school website.

**ACTION: BD to email FGB regarding PPG shortfall.
LHB to add PPG documents to the school website.**

10. TO RECEIVE A VERBAL NEW BUILD UPDATE FROM THE HEADTEACHER

The Headteacher gave a verbal report on the training and handover process and the delays which had occurred and pointed out the difficulties in getting the school ready in time for the beginning of term and how very hard the staff had worked to ensure this happened.

It was agreed that the governing body would like to recognise the impact on the Headteacher, the SLT and the staff and that this should be considered at Pay & Personnel committee.

NB Following the meeting and due to the timing of making an award to staff, the Chairs, in conjunction with the Headteacher, agreed a payment to staff to go into October payroll, for noting at next Pay & Personnel meeting.

ACTION: P&P committee to note payment to staff in October payroll. Clerk to add to agenda for P&P meeting on 17th November 2016.

The Headteacher then highlighted the problems which have occurred with the school water supply and went on to explain the decision to close the school on 16th September and the ongoing work by the contractors to resolve the issues.

It was noted that ongoing Snagging issues are still being worked through and particularly the air purging system problems with regard to temperature and it was noted that the building must maintain a certain temperature and that this is being monitored by staff.

It was further noted that it is the governing body's responsibility to ensure that these problems are fully monitored, reported and rectified in a timely way. There is a yearly cycle for this process so ongoing monitoring is required. It was agreed that this should go to Premises Committee for noting.

ACTION: Governing body responsibilities to be noted by Premises Committee. Clerk to add to Premises Agenda for 18th October.

The Headteacher then drew the governors' attention to the issues surrounding the new furniture, both from a school and B&K perspective. Currently the school is refusing to pay the invoice until the problems, mainly in the admin office, have been resolved. It was noted that the school is now awaiting a commercial decision by the supplier.
NB Subsequent to the FGB meeting, agreement has been received from the furniture supplier to cover all the costs.

The FGB formally requested that the Headteacher thanks the staff for their great effort in trying circumstances to ensure a successful and smooth start to the new building. The Headteacher noted that there has been very positive feedback from pupils, parents and staff alike.

11. TO NOTE THE HEADTEACHER'S REPORT (SEF UPDATE)

The SEF will be updated in more detail before the next FGB. KB noted it is currently proving difficult to report outcomes for pupils due to the delay in RAISEOnline until January 2017. KB reported exceptionally high outcomes in terms of Phonics, KS1 and KS2, which are available on the school website.

Q: Are these rankings moderated?

A: Yes, by our School Improvement Partner (Jennell Chetty).

The Headteacher reported in detail on the Quality of Teaching & Learning document, giving anonymised figures for 2014/15, 2015/16 for the governors to utilise and to enable understanding and then responded to questions from the governors. The results are a huge shift forwards, due to a great deal of professional development, coaching and regular termly monitoring. It was noted that there has been a very determined effort by KB and the SLT to bring about these improvements.

KB reported Authorised Absences of 1.66% and Unauthorised Absences of 0.45% of total attendance to date and it was noted that there is no story in this respect.

12. TO RECEIVE UPDATE ON THE STATUTORY INSPECTION OF ANGLICAN AND METHODIST SCHOOLS (SIAMS) FROM THE HEADTEACHER

The Headteacher noted that the SIAMS SEF has been circulated and gave an overview of the previous SIAMS results and very recent SIAMS results, in the latter of which the school received Outstanding across the board. Staff will be informed at the staff meeting on Friday 8th October, after which an email will be sent to parents with a copy of the SIAMS report. It was agreed that this is a very creditable outcome and that the governors will provide a thank you gesture to the staff at Friday's staff meeting.

13. TO RECEIVE A VERBAL REPORT ON SAFEGUARDING FROM THE HEADTEACHER (*Standing Item*) AND TO APPROVE UPDATED CHILD PROTECTION POLICY

The Headteacher drew attention to the new Keeping Children Safe 2016 document that has been circulated and asked all governors to read Part I. The document now requires the inclusion of a mechanism for checking that all staff have read and understood the report. It was agreed that a version of the "Quiz" compiled for staff (Who Wants to be a Millionaire style) will be brought to the next FGB for governors to undertake.

ACTION: Clerk to add Keeping Children Safe 'Quiz' to next FGB Agenda (10 mins)

Following discussion, it was agreed that it would be appropriate for an adapted version to be included in the Volunteers Induction Pack.

ACTION: KB to adapt Keeping Children Safe Quiz for inclusion in Volunteers Induction Pack.

The Headteacher noted that the Child Protection Policy requires updating in light of the new Keeping Children Safe guidelines. KB has made amendments and ER has scrutinised and recommended further amendments which require implementing. Following queries regarding Children Missing Education and peer to peer alerts, KB will investigate these areas.

It was agreed that KB will recirculate the amended document, with governors to raise any queries/objections within a specified time frame after which it will be deemed to be approved in principle prior to ratification at next FGB on 13th December 2016. In the meantime, the document will be put on the school website.

A further query was raised regarding exactly what the Staff Behaviour Policy Code of Conduct is – KB confirmed this is contained within the Staff Handbook and that it is currently under review.

ACTION: KB to recirculate amended Child Protection Policy for governors to raise any queries/objections after which it will be approved in principle. Clerk to add document for ratification to next FGB Agenda on 13th December. KB to bring revised Staff Code of Conduct to next FGB on 13th December for noting. Clerk to add to Agenda.

14. TO RECEIVE A REPORT FROM THE CHAIRS, INCLUDING NOTING OF ROLE RESPONSIBILITIES AND DISCUSSION OF ADDITIONAL GOVERNOR RESPONSIBILITIES

It was pointed out to all governors that these documents have been circulated and are available on the Governors' Only area of the school website. LC then gave a broad overview of the first document and its purpose. Volunteers were then asked to respond to an email that will go out in order to fulfil the additional governor responsibility roles as Lead Governor, with support from other governors. It was noted that KA has been the Lead Governor in all these areas to date, virtually single-handedly, and that this is being requested in line with the distributed leadership policy.

LC noted that following the FGB meeting, the Clerk will ensure that the website is brought up to date to reflect the new changes in the governing body. It was further noted that the Clerk has limited budgeted hours in which to fulfil the clerking role and that governors should do as much of their own administrative tasks as possible and that due to the Clerk's dual roles in the school, clerking work cannot be undertaken in Admin office hours.

ACTION: Clerk to ensure website is updated to reflect the changes within the governing body. IH/KA to email governors requesting volunteers to 'lead' on some of the social activities undertaken by governors.

STATUTORY

15. TO NOTE VERBAL UPDATE FROM HT/CHAIR ON SDBE APPROACH TO ACADEMISATION AND AGREE NEXT STEPS.

No current action required, other than ongoing monitoring.

16. FOR NOTING

i. To note Policy Governance document and to receive verbal Policy Progress Report from LHB (*Standing Item*)

LHB gave a brief overview of current position and was thanked for the huge amount of work she has done in this area.

ii. To note Annual Schedule of Work approved by Steering Group and now to be on the Governors' Only area of the school website.

DD gave a brief overview of finalised document, which was noted and IH was thanked for pulling this document together and answered questions from the governors.

A brief discussion was had regarding the benefits of using Dropbox or an equivalent to enable governors to make changes to a central document and it was agreed that this should be added to the next FGB agenda on 13th December.

ACTION: Clerk to add Shared Drive options to next FGB Agenda on 13th December for LG to present to governors.

iii. To note progress on Governor Away Day outcomes, reporting and actions:

Discussion took place around Ofsted readiness and the expectations placed on governors in this respect, including which governors will ideally need to be available. It was noted that the Ofsted documents are a further good example of documents which will need updating on a rolling basis and would benefit from being available on a shared drive, enabling all governors to access the latest version of the documents.

KB outlined the Ofsted process for the benefit of the new governors.

iv. To note PPG outcomes from 2015/16

This item is covered under Item 9.

17. GOVERNORS' TRAINING (*Standing Item*)

i. Noted.

ii. This was agreed to be another area which would benefit from a shared drive. In the meantime, it was agreed that governors should inform IH/Clerk of training undertaken.

iii. Governors expressed a preference for 30 minute Target Tracker training to take place at 8/8.30am. JS to provide dates.

18. FOR NOTING – COMMITTEE & PHASE REPORTS

Pay & Personnel, on which HC reported as follows:

18.6 P&P

P&P recommended a 1% increase to staff salary, with a change made to the Policy reflecting the discretionary nature of the award. HC further reported that Pay Policy amendments are being made, after which the Policy will go to staff consultation prior to finalisation at next FGB on 13th December.

18.8/9/10 MO reported on current status of Phase membership.

18.13 Governor Visit Feedback Forms

Following discussion, it was agreed that it was best practice for these to be distributed to all governors, but that they could be circulated separately from FGB papers and then circulation noted at FGB.

ACTION: Following governor visits and subsequent return of completed forms to Staff Phase Lead and KB, Clerk to circulate forms to all governors, with circulation noted at FGB.

OTHER

19. AOB
None.

20. Date of next meeting: 13th December 2017, 7.30pm.

The meeting concluded at 9.45pm.

FGB Meeting, 5th October 2016

ACTIONS:

BD

To email FGB regarding PPG shortfall.

LHB

To add PPG documents to school website.

KB

To adapt Keeping Children Safe 'Quiz' for inclusion in Volunteers Induction Pack.

To recirculate amended Child Protection Policy to all governors for comment/queries/approval.

To bring revised Staff Code of Conduct to next FGB on 13th December 2016 for noting.

LG

To present Shared Drive options at next FGB on 13th December 2016 for consideration.

Clerk

To add payment to staff in October payroll to agenda for P&P meeting on 17th November 2016 for noting.

To add governing body responsibilities re snagging list to Premises Agenda of 18th October for noting.

To add Keeping Children Safe Quiz to next FGB Agenda on 13th December 2016.

To add Child Protection Policy to FGB Agenda on 13th December for ratification.

To add revised Staff Code of Conduct to FGB Agenda on 13th December for noting.

To ensure website is updated to reflect recent changes within the governing body.

To add Shared Drive options to next FGB Agenda on 13th December for LG to present to governors.

To note new process for distribution of Governor Visit Forms to all governors.