

# 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 16<sup>th</sup> May 2016 at 7.30pm

Present: *Foundation Governors (8)*

(BV) Bonney Venning (*Chairman*)

(DD) David Durie (*Vice Chairman*)

(LC) Laura Coughtrie

(HC) Hatty Cadman

(GH) Gail Hiscock

(KA) Kristen Anderson

(ER) Emma Roberts

(IH) Inga Hall

*Non-Foundation Governors (4)*

(KB) Katie Bentham

(LG) Lucy Gradillas

(VON) Vicky O'Neill

(BB) Bernadette Bird

*Local Authority Governor (1)*

(LHB) Liz Bithell

*Co-opted Governors (2)*

(JU) Jean Utshudiema

(MO) Mark Ollard

*Associate Governor (1)*

Phyllis Cunningham

*Non-voting (1)*

(PA) Philippa Anderson (*Clerk*)

*Opening prayer (led by DD)*

### **1. APOLOGIES AND WELCOME**

Apologies were received from Emma Roberts, who may arrive late or not at all.

### **2. NEW GOVERNOR APPOINTMENTS**

The appointment of Inga Hall by St Anne's PCC as a Foundation Governor (the Barn Church / St Philip & All Saints) was noted.

### **3. NEW GOVERNOR APPOINTMENTS**

The appointment of Mark Ollard as a Co-opted Governor was ratified following approval by email.

Each governor then briefly introduced themselves, giving their name and role.

#### **4. DECLARATION OF FINANCIAL & 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.

#### **5. APPROVAL OF THE MINUTES OF THE MEETING ON 21<sup>st</sup> MARCH 2016**

Approved as an accurate reflection of the meeting, subject to an amendment to the wording in Item 6. (changed from '97% of budgeted income' to '97% of budget share').

#### **STRATEGIC – LINKED TO VISION**

#### **6. TO NOTE MONITORING PROCESS AND SUMMARY OF PROGRESS ON VISION PRIORITIES FROM EACH COMMITTEE CHAIR**

*Deferred to FGB meeting on 28<sup>th</sup> June 2016.* However, committee chairs to note that both an overview of how monitoring of progress against vision priorities is happening within each committee, and also a midway review on progress through the cycle, to be presented at FGB as written summary report.

#### **7. TO RECEIVE UPDATE FROM FINANCE CHAIR ON BUDGETING PROCESS**

GH pointed out that the governing body had already looked at an initial budget for 2016 at FGB on 21<sup>st</sup> March, following which debate took place regarding the deficit position.

GH then presented a further draft budget proposal (*attached*) prepared by the Headteacher and her SLT which is getting much closer to a final budget position, highlighting:-

- a 7% cut in staffing;
- an eventual in-year deficit of £27k;
- £50k increase on anticipated reserve at end of current financial year;
- reserve brought forward therefore looking healthier;
- reserve carrying forward at end of 2016/17 looking fairly healthy at £115k.
- figures for 2017/18 demonstrate full year impact of Headteacher's proposals - smaller in-year deficit and a healthy reserve carried forward.
- projecting forward five years, staffing costs increasing quite dramatically (with no staff changes, but inflationary pay rise and move up pay scale as per entitlement), as does in-year deficit. Therefore, need to look at finding a sustainable staffing level to enable KB to plan for the very best provision possible for the pupils.

GH pointed out that FGB not expected to know the details, which is the responsibility of the Finance committee, but as a governing body our responsibilities are not just strategy, ethos and as custodians of Christian distinctiveness, but also of making sure we have sound financial management and an understanding of the headline figures and the decisions that are required.

GH went on to highlight the opportunities and challenges going forward (*attached*), covering Lettings; pupil numbers; key issue of Admissions as contribution to funds; and further discussion took place.

**Q:** Any impact on numbers anticipated if parents hold back Summer born children?

**A:** Should not have an impact. The school always has a waiting list.

With regard to Pay Policy, GH pointed out the need to maintain flexibility and foresight with regard to fluctuations. BV highlighted the STPCD document which the school is obliged to follow, and it was noted that changes are expected from central government which ought to facilitate increased flexibility.

**Q:** What percent used for cost of living increase?

**A:** 1% used, therefore aspirational in terms of numbers, cost of living flat-lined across the five years, which could have an impact in either direction.

The potential impact of fair funding was also discussed as was the possible planned structure of MATs by SDBE and the options that would be on offer.

*Emma Roberts arrived at 8.05pm.*

The Headteacher then took the governors through the impact of the 7% staffing budget cut.

**Q:** Any prospect of clawing anything back for staffing in the near future?

**A:** Probably need to get through the current financial year with some flexibility in staffing, and review once lettings income has bedded in with the new build facilities.

**Q:** Has any forecasting taken place re the impact on bottom line of lettings?

**A:** A Working Group led by JU is currently evaluating this.

**Q:** Are those areas impacted expected to be for a temporary period?

**A:** Yes.

**Q:** How will the impact of the cuts be tracked?

**A:** Much will stay the same, the challenge will be around identifying which groups to target and where the most help is needed. Data is available after the Autumn half-term, after which any impact will become clearer.

It was agreed that Pastoral and C&S committees needed to be particularly vigilant in this area over the coming academic year.

It was then agreed that this was as prudent and sensible a policy as FGB should adopt in the short term and that once the new revenue streams are in the pipeline, a review can then take place with more certainty.

BV confirmed to the governing body that a structure will be put in place as to what governors will see and when, giving clarity with regard to who is responsible for what and when in terms of budgetary/financial responsibilities.

## **8. TO RECEIVE AN UPDATE FROM THE CHAIR ON SUCCESSION PLANNING AND AGREE A PROPOSAL FOR KEY ROLES, EFFECTIVE 2016/17**

Following the recent Governors' Away Day, the Chair presented the proposed new structure for the governing body going forward. It was noted that the personnel will not be elected until the first FGB of the next academic year.

The proposal is:

- LC will take on the position of Chair, but not immediately. DD will co-chair for an academic year or until LC is able to take on the role fully.
- LC/DD will be supported by KA and IH as Co-Vice-Chairs.
- GH will remain as Chair of Finance Committee.
- JU will chair Curriculum & Standards Committee.
- LG will chair Pastoral Committee, freeing LC to become Chair of Governors.
- IH will chair Premises Committee.
- HC will chair Pay & Personnel Committee and be responsible for Headteacher Performance Management.
- ER will take on Lead Safeguarding governor (supported by VON).
- ER will also work closely with LG in order to take on Pastoral chair on LG's departure from the governing body.
- Kairos, Admissions and Phase Teams are still in transition.
- LHB will continue as the SEN governor and will also be named governor for PPG and Children Looked After.

It was noted that Beth Simmons has resigned from the governing body with immediate effect.

The Chair pointed out that on her own departure at the end of term, there will be two governor vacancies. However, it was noted that BV will continue as an Associate Governor with responsibility for the New Build, starting in September 2016.

#### **9. TO NOTE THE HEADTEACHER'S REPORT (SEF UPDATE)**

KB pointed out that EYFS was still the greatest area of focus and that staff have been working really hard in this area. SPARK credits have been used to have an EYFS specialist working with the staff with further work due for the transition into the new build for Reception.

The Headteacher noted that by year end her Report and SEF will be completely updated. KB went on to point out that at the beginning of the academic year a baseline assessment had been done, alongside this Target Tracker assessments were made. It felt that this showed not enough progress was being made, therefore the data set has been revisited and a further data meeting has taken place. The provision and the environment are now being looked at to enable accurate assessment to take place at year end. It had been identified that teachers were very conservative in their assessments. KB noted that nursery transition is an important area for those starting in September and that a questionnaire is going to be issued regarding start times for the children, which will be given to current Reception parents.

**Q:** What were EYFS specialist's main recommendations?

**A:** Changes to the classroom environment – more focus has been given to the various different areas e.g. role play area, plus general decluttering.

**Q:** How confident is the HT EYFS will be graded as Outstanding by Ofsted?

**A:** Currently confident it would be Good, not Outstanding.

It was noted that a workflow is in place to monitor EYFS, which will be picked up by C&S committee and Phase I Lead and that a detailed Action Plan has been produced, with very specific timescales, all related to the updated SEF.

**Q:** Are absences broken down into Authorised/Unauthorised figures for the Ofsted Summary Report?

**A:** Yes, these can be supplied.

**10. TO RECEIVE WRITTEN REPORT ON SAFEGUARDING (KB)**

The Headteacher presented an annual written report on Safeguarding, which was felt to be very helpful.

**11. TO RECEIVE PRESENTATION ON THE NEW BUILD (KB)**

The Headteacher gave a slide show presentation of the new build and then took governors through the decant process, with reference to timings and access, pointing out that much of this has yet to be finalised by the contractors. It was noted that EFA are the client in a PSBF initiative not the school, and that this makes it more difficult to receive feedback from the contractors.

KB then flagged Sunday 10<sup>th</sup> July, 11.30-1.30, as an Open Day for those alumni wishing to visit the school prior to demolition. This will be a fundraiser, supported by the PSA. Governor volunteers were requested. The event will be promoted in the Newsletter and on posters and it was suggested it was put into Church newsletters.

**STATUTORY**

**12. ITEMS FOR APPROVAL**

**i) To approve updated Statement of Commitment** – HC summarised the changes implemented following Governors' Away Day. One change was requested – HC to implement. Revised document will be signed by FGB for first meeting of next academic year. Approved and all thanked.

**ACTION: HC to implement change re committee membership and date.**

**ii) To approve updated ToR for Curriculum & Standards committee and for Kairos Working Group** – approved.

**13. ITEMS FOR DISCUSSION**

**i. To confirm Term and Holiday Dates 2017/18 and proposed INSET days.** Confirmed and noted.

**14. FOR NOTING**

**i. Chair's Report** - received and noted, with no questions.

**ii. To receive verbal update (GH) on Annual Schedule of Work** - it was noted that this will go to Steering committee meeting on 22<sup>nd</sup> June 2016. It was noted that Annual Schedule of Work should be done in tandem with Annual Calendar (including Phase meetings).

**iii. To receive verbal Policy Progress update from each committee chair and overview from LHB**

LHB reported that all statutory policies are now up to date and on the school website. KB confirmed that JS is currently reviewing Assessment policy and BD is reviewing Positive Handling.

It was noted that the school is responsible for updating the Equalities Statement annually following receipt of RAISEonline data and that ER is responsible for holding the school to account on this.

**ACTION: GH to ensure Policy Review is added to Annual Schedule of Work.**

**iv. To note RE/CW Policies will be the responsibility of C&S committee, with obligation to consult Kairos and to be Standing Items on Kairos Agenda.** Noted, but agreed RE/CW Policies to be scheduled annually on Kairos Agenda, but not as standing item.

**v. To note a statement on British Values, circulated prior to the meeting.** It was noted all governors should familiarise themselves with this. It was recommended that “all local churches” should be added, not just St. Anne’s.

**ACTION: JS to add “all local churches” to British Values statement (clerk to advise).**

**vi. To note SIP Report Spring 2016.** Noted, with no questions.

**vii. To note progress on Governor Away Day outcomes, reporting and actions (DD)**

- Skills Audit – to be circulated to all governors.
- Performance Management report – awaiting input from KB/BV. *c/f.*
- Actions related to Ofsted readiness –ER working on this. Answers to questions raised at Away Day to be forwarded to ER.

*This item to be c/f to next FGB on 28<sup>th</sup> June.*

It was noted that a number of actions arising at the Away Day have already been undertaken and implemented e.g. Succession Planning, Statement of Commitment and it was agreed the day had been very productive and useful.

**ACTION: DD to forward Skills Audit to Clerk for circulation to all. Answers from Governors’ Away Day to be sent to ER. DD and ER to liaise re report on Away Day to be prepared for next FGB.**

**15. GOVERNORS’ TRAINING (Standing Item)**

All governors gave verbal confirmation of training undertaken.

**16. FOR NOTING – COMMITTEE & PHASE REPORTS**

All noted following brief verbal feedback from each committee chair.

Following circulation of the Collective Worship Week feedback forms it was agreed that Fran West’s summary report will be circulated to all governors.

**ACTION: Clerk to circulate CW Week Summary to all governors.**

**17. AOB.**

**i. To agree arrangements for governor end of year commitments.**

- Thank You Coffee/Assessment – Friday 20<sup>th</sup> May, 8.40-9.45am.
- Cumberland Road Schools' Street Party – Friday 10<sup>th</sup> June, 10am-3pm. Governor support requested (a great deal of security required).
- Staff/Governor Party, St Anne's Church, Wednesday 29<sup>th</sup> June, 6pm. KA highlighted requirements from the governors.
- Sports Day – Friday 15<sup>th</sup> July, venue to be confirmed.
- Queen's Summer Fair, Saturday 2<sup>nd</sup> July, 11.00-3.00pm. A Governors' stall to sell bricks discussed. KB to revert with size of bricks.

**ACTION: KB to revert to KA with size of bricks.**

**15. DATE OF NEXT MEETING: Tuesday 28<sup>th</sup> June, 7.30pm.**

*The meeting concluded at 9.40pm.*

**FGB Meeting, 16<sup>th</sup> May 2016**

**ACTIONS:**

**HC**

To implement changes re committee membership and date to Statement of Commitment.

**GH**

To ensure Policy Review is added to Annual Schedule of Work.

**DD**

To forward Skills Audit to Clerk for circulation to FGB – DONE.

To liaise with ER re report on Away Day for next FGB.

**ER**

To liaise with DD re report on Away Day for next FGB.

**KB**

To revert to KA with size of bricks.

**All governors**

Those responsible for note taking at Away Day to forward notes to ER.

**Clerk**

To advise of amendment to British Values Statement to Jenny Stroud – DONE

To circulate Skills Audit to FGB – DONE.

To circulate CW Week Summary to all governors on receipt from Fran West.