

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 21st March 2016 at 7.30pm

Present: *Foundation Governors (7)*

(BV) Bonney Venning (*Chairman*)

(DD) David Durie (*Vice Chairman*)

(BS) Beth Simmons

(HC) Hatty Cadman

(GH) Gail Hiscock

(KA) Kristen Anderson

(ER) Emma Roberts

Non-Foundation Governors (2)

(KB) Katie Bentham

(BB) Bernadette Bird

Local Authority Governor (1)

(LHB) Liz Bithell

Co-opted Governors (2)

(JU) Jean Utshudiema

(IH) Inga Hall

Non-voting (1)

(PA) Philippa Anderson (*Clerk*)

Opening prayer (led by BS)

1. APOLOGIES AND WELCOME

All attendees introduced themselves. Apologies were received and accepted from Laura Coughtrie, Lucy Gradillas, Vicky O'Neill and Phyllis Cunningham. Bernadette Bird would be arriving slightly late.

2. NEW GOVERNOR APPOINTMENTS

The appointment of Inga Hall as a Co-opted Governor was ratified and the appointment by St Anne's PCC of Hatty Cadman as a Foundation Governor was noted.

ACTION: Clerk to ensure new governors are sent, sign and return Statement of Commitment – DONE.

3. 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.

4. APPROVAL OF THE MINUTES OF THE MEETING ON 26th JANUARY 2016

Approved as an accurate reflection of the meeting.

STRATEGIC – LINKED TO VISION

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

C&S – meeting taking place on Wednesday 23rd March – nothing to report.

P&P – nothing to report.

Finance – nothing to report.

Premises – c/f in the absence of the Chair.

Pastoral – c/f in the absence of the Chair.

Admissions – BS/BV have met regarding Secondary Transfer going forward and BS has also met with Chair of Pastoral to gain a holistic view, as it is also a vision priority for Pastoral committee.

The Chair gave a brief overview of the School Vision priorities for the benefit of the new governors.

KA then reported that all Phase teams have very recently met and visits have been undertaken.

The Chair requested a full written report from each Chair for the FGB meeting on 28th June 2016 (date change).

6. TO APPROVE DRAFT BUDGET 2016/17 AND DISCUSS KEY ISSUES ARISING

The Chair pointed out that FGB are not being asked to approve the draft budget at this stage as it has not yet been circulated.

Finance Chair gave a broad overview to put governors in the picture:

- Set out the challenge facing the school in achieving a balanced budget given the increase in employer's National Insurance contributions from April 2016, the increase in employer's % pension contribution since October 2015 and the fall in our pupil numbers to 403.
- Highlighted that accounting year does not match academic year.
- Explanation of budget share from LA and how it is calculated.
- Projected figures outlined for financial year 2015/16, together with a first draft budget for 2016/17 based upon the current staffing structure.

This initial draft budget was showing a deficit, with total staffing costs running at 97% of budget share for the year. The Headteacher suggested that the average in the locality group is over 90%.

BB arrived at 8.00pm.

An in-depth discussion then took place regarding the figures highlighted by the Finance Chair and the options available to the school were explored, with the aim of achieving a solution that is financially sustainable.

The Chair noted that the Finance Committee are meeting on Tuesday 22nd March, after which it should be possible to demonstrate that a balanced budget can be achieved prior to a draft budget being submitted by 31st March 2016. A more detailed budget will come to FGB for agreement before final budget submission date of 30th June 2016. This will give SLT time to finalise decisions.

The Chair gave an overview of how the staffing structure works and noted that a meeting with Chris Neil from Schools HR is scheduled immediately after the Easter break.

It was suggested that all governors should undertake the Financial Understanding GEL module and that training will be discussed in more detail, with regard to the level of expertise already within the committee, and training required by governors, at the forthcoming Steering committee meeting.

It was also noted that governors have a responsibility to be challenging in their questions at FGB.

FGB agreed to delegate approval of the draft budget to the Finance Committee and it was agreed that it was achievable to set a draft budget that is not in deficit . It was also agreed that zero reserves for the final budget is not desirable i.e. there needs to be some contingency built in. Reassurances were given that the school can achieve a sustainable budget situation going forward.

The Headteacher highlighted the need for governors to be aware of the press coverage and proposed consultations regarding the changes to the funding formula and the impact of this on our school in the future.

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

KB highlighted that EYFS is currently good, but working towards outstanding and that the school is aiming to use SPARKS credits to ask LA in to work with EYFS teachers in specific areas.

The Headteacher drew attention to the samples of decorating materials/colour schemes for the new build for governors to have a look at.

8. TO RECEIVE VERBAL UPDATE ON SAFEGUARDING (KB)

The Headteacher gave a verbal update on Safeguarding.

9. ITEMS FOR APPROVAL

i) To approve updated ToR – all approved except C&S and Kairos which were c/f to next FGB.

ii) To approve Accessibility Plan – approved and can now go on the website. Primary responsibility delegated to the school going forward, but it will remain on Premises/Pastoral agendas.

iii) To note that Pastoral committee have approved Whistleblowing Policy and to agree they will be responsible for this going forward – noted and agreed that Pastoral committee will have responsibility going forward.

iv) To note adoption of updated RE and Collective Worship Policies and agree a proposal that these should be delegated to the school for approval, with obligation to consult Kairos Working Group – agreed that these should be delegated to the school, but remain within the remit of C&S (as a core subject within a church school). KA to advise how this will be managed by C&S/Kairos going forward.

v) To approve Freedom of Information Policy and Data Protection Policy Policies approved, with thanks to GH for updating them, and agreement to delegate to the school going forward. It was noted that Data Protection Policy has to be renewed at least every two years.

**ACTION: Clerk to add RE/CW Policies responsibility to C&S Agenda.
KA to feedback outcome of discussion at C&S to FGB.**

10. ITEMS FOR DISCUSSION

i. To consider proposed Term and Holiday Dates 2017/18 received from LA for consultation

No strong views were expressed. No necessity to feedback to LA.

11. FOR NOTING

i. Chair's Report – Following presentation of her written report, the Chair elucidated on the 360 process for the Headteacher's performance management and questions were raised regarding PSBP and issues surrounding the decamp to the new school.

ii. To receive verbal update (GH) on Annual Schedule of Work - no progress reported – c/f to next meeting.

iii. To receive verbal Policy Progress update from each committee chair - c/f to next meeting – LHB is overseeing policy review – it was noted that the Equalities Statement is the only statutory policy which is out of date. ER/BD are meeting on 22nd March to progress this.

iv. To note workflow for Phase Committees – noted.

v. To note progress on Governor Skills Audit – KA reported that 11 responses have been received, with only a couple outstanding. New governors to be sent skills audit form.

vi. To note new DBS requirements for governors – outlined by BV, with Clerk to check DBS status of all governors and revert as necessary.

vii. To note SEND data and update – very useful report from LHB/BD.

Q: Why is the school expecting larger numbers of SEN pupils?

A: Two applications in the pipeline which have been accepted, plus potentially two further pupils. Budget/staffing implications highlighted. It was noted that the trend is for numbers to increase (they are currently very low).

viii. To note finalised version of 2017/18 Admissions Policy now on school website – BV pointed out this is in line with what was agreed at last FGB.

ix. To note first draft of Prioritised Admissions List sent to LA – BS gave verbal update on behalf of PC.

**ACTION: Clerk to send Skills Audit to new governors – DONE.
Clerk to check DBS status of all governors and revert – DONE.**

12. GOVERNORS' TRAINING (Standing Item)

The Chair highlighted the importance of all governors keeping up to date with regular training.

13. FOR NOTING – COMMITTEE & PHASE REPORTS

All noted. Forms following governor visits during Collective Worship week have all been received. Item to be added to next Kairos agenda for discussion.

ACTION: Clerk to add Collective Worship feedback to Kairos Agenda.

14. AOB.

15. DATE OF NEXT MEETING: 16th May 2016, 7.30pm.

The meeting concluded at 9.40pm.

FGB Meeting, 21st March 2016

ACTIONS:

KA

To feedback outcome of discussion re RE/CW policies at C&S to FGB.

All Committee Chairs

To provide a full written report on Vision Priorities for the FGB meeting on 28th June 2016 (date change).

Clerk

To add RE/CW Policies responsibility to C&S Agenda.

To send Skills Audit to new governors – DONE.

To check DBS status of all governors and revert – DONE.

To add Collective Worship feedback to Kairos Agenda – DONE.