

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 Tuesday 26th January 2016 at 7.30pm

Present: *Foundation Governors (7)*

(BV) Bonney Venning (*Chairman*)

(DD) David Durie (*Vice Chairman*)

(BS) Beth Simmons

(LC) Laura Coughtrie

(GH) Gail Hiscock

(KA) Kristen Anderson

(ER) Emma Roberts

Non-Foundation Governors (4)

(KB) Katie Bentham

(BB) Bernadette Bird

(LG) Lucy Gradillas

(VO) Vicky O'Neill

Associate Members (1)

(PC) Phyllis Cunningham

Co-opted Governors (1)

(JU) Jean Utshudiema

Non-voting (2)

(PA) Philippa Anderson (*Clerk*)

(BD) Voulla Demetriou

(JS) Jenny Stroud

Opening prayer (led by BD)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Liz Holden Bithell.

The Chair notified FGB of the resignation of Luci Mitchell Fry as a Foundation Governor due to ill-health. LMF sent her thanks for the support and good wishes she has had.

2. 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.

3. APPROVAL OF THE MINUTES OF THE MEETING ON 10th DECEMBER 2015

Approved. Clerk to amend attendance record of last meeting. BS was absent and had sent her apologies.

4. TO APPOINT NEW CHAIR OF PASTORAL COMMITTEE

In the absence of any other candidates, Laura Coughtrie was thanked for volunteering to Chair the Pastoral Committee and her appointment approved.

LG arrived at 7.35pm

STRATEGIC – LINKED TO VISION

5. TO RECEIVE A PRESENTATION ON LEARNING CERTAINTIES

JS introduced Learning Certainties as the basis to learning, providing children with generic life skills that provided the foundation for successful learning, and giving a broad overview of learning certainties within the school both in the short term and into the future. Report attached.

The governors asked various questions, including:

Q: How will they play out over the next two years?

A: Will not embed instantly, but use will be encouraged across the whole curriculum in varying ways.

Q: How will their impact be measured?

A: Focused on in monitoring schedules; ongoing staff/pupil feedback; children's confidence in their abilities to fully access the curriculum.

The Chair of the Pastoral Committee noted that Pastoral will be monitoring this Vision Priority (which sits under the 'Whole Child' umbrella) and queried whether children from the school council could be invited to a committee meeting to talk about learning certainties. BV is having a planning meeting with Jen Rothwell (JR) to agree a timetable for pupil feedback to governor committees. It was noted that Pastoral is lead committee in this area.

JS was thanked.

The Chair asked for any questions regarding Assessment arrangements. JS noted that governors could email her and that there are FAQs and the full presentation on the school website. The Chair highlighted that it is fundamental for all governors to be completely clear about the new Assessment arrangements.

Q: Has there been communication with parents on this topic?

A: Yes, parents have had a presentation evening and at subsequent parent consultations they were very pleased with the information and clarity provided.

Q: When will next Parent Consultations be?

A: Year 6, before TG goes on maternity leave at half term, for all others w/c 7th March 2016.

7. TO NOTE WRITTEN REPORTS ON PPG/PE FOR LAST ACADEMIC YEAR

Voulla Demetriou (BD) pointed out that three different reports had been circulated, two statutory which are on the website, one for the last academic year and one which is a forecast of the spend for this academic year and a third, which shows that our disadvantaged children do better than national averages for disadvantaged children and are only slightly behind all pupils. The Chair pointed out that Finance monitor the effectiveness of the spend while Curriculum and Standards consider impact.

BD pointed out that funds have been very difficult to spend this year due to the national recruitment crisis.

BD highlighted that the LA Report (circulated) had given very positive feedback and that the external support had been very helpful and thought-provoking.

- Q:** PPG now included in new SDBE ToR for Finance – is it also in Curriculum & Standards?
- A:** Bulk of it sits with Finance but C&S is tasked with monitoring impact/outcomes.
- Q:** Has the difficulty between financial year v academic year been a problem?
- A:** Initially yes, but now monies are managed on the academic year with the knowledge that any gap in funding will be a lag in funding arriving.
- Q:** Do we have 15 or 18 PPG children?
- A:** We have 18 children, with funding for 15, but obviously have a duty to care for all 18 – and this is where the lag comes in.
- Q:** Is the spending difficulty purely a resource challenge? Is need being met?
- A:** Meeting need through Quality First teaching and children are being monitored closely. JS and BD using their time, costs could be offset from PPG budget.
- Q:** Should brief anonymous case studies of PPG/SEN children following their journey be given to the governors?
- A:** Yes, these are being done.

ACTION: Finance to look at whether SLT time diverted to PPG children can be taken from PPG budget.

The Chair noted what a positive picture this is, with our PPG children making excellent progress. BD was thanked for all her work.

JS pointed out that Sport Premium Report was summary of spend for last academic year based on number of children in the census. Spend was therefore £9,720, nearly all of which has been spent.

- Q:** How are girls doing in County football?
- A:** Early days, but very positive that many more staff are involved in PE providing a broad range of sports. Children are very determined and motivated – it provides a good opportunity to reinforce learning certainties.

The Chair commented on the clarity of the report and it was agreed that thanks should be minuted to the teachers for their team effort in this area and for their increased time commitments.

6. UPDATE FROM PASTORAL COMMITTEE CHAIR ON AGREED FRAMEWORKS FOR MONITORING PROGRESS AGAINST VISION PRIORITIES

LC noted that she had met with LG to discuss monitoring, in particular around learning certainties and transition. JR will attend next Pastoral meeting to discuss transition together with Year 6 or KS1 children moving to KS2.

BV suggested that each committee should have a clear monitoring timetable in place across the two year period of the Vision Control Document.

GH pointed out that draft budgeting time is approaching and requested each committee should think about budgetary requests for the coming financial year, creating a more definite link between the Vision Control Document and the budget.

Q: Is this in addition to the costs within the Action Plans or simply to highlight costs within the Action Plans related to the Vision?

A: Both areas, with a very transparent link to the Vision.

ACTION: GH/KB to liaise on how to make this happen in line with existing processes, with feedback to committee chairs.

ACTION: All committees, at their next cycle of meetings, to create a clear timetable and actions for monitoring process and consider the budgetary implications.

8. VERBAL UPDATE ON GOVERNANCE OVERVIEW FROM BV/LC

LC explained the proposed new document framework (circulated) which will, in due course, be on the school website (with appropriate links) and which will give a summary of top line information for governors and where to source the relevant information, and can be used for induction going forward. This now needs populating, with a view to clarifying the governance overview and links to the Vision.

Following discussion, it was agreed to move this forward. BS has agreed to develop the existing Induction pack/programme together with other new governors. LC/BV/BS therefore will take this forward as an Induction/Summary together. Due to LC's workload, GH volunteered to assist – this will fit in with Annual Plan of work.

KB highlighted the need for Child Protection document to be included in the Induction pack.

ACTION: LC/BV/BS/GH to liaise on completion of Governance Overview.

9. TO NOTE THE HEADTEACHER'S REPORT

KB gave an overview of changes to the SEF, with particular reference to Early Years. Another review meeting scheduled for 23rd February with a view to moving things forward.

Q: Given the difference in each Reception intake, with children completely unknown to the school, how much of a challenge does this pose for teachers?

A: Teachers do baseline now, which provides data around areas of learning which as a cohort generally may be weaker/stronger, and can then plan their provision around those areas. EYFS constantly evolving so constant re-evaluation required.

The Headteacher drew attention to good news - number on roll, which is now 403 potentially going up to 404.

- Q:** Is attendance up?
A: Yes, gone up .8%. It was also noted that 85% was cut off point, but now been changed to 90% so we are monitoring to 90% and are sending out more letters than before.
Q: Is the rise due to increased effectiveness?
A: Bigger focus on this is contributing to greater awareness.

10. TO RECEIVE VERBAL UPDATE ON SAFEGUARDING

The Headteacher gave a report on safeguarding issues.

STATUTORY

11. ITEMS FOR APPROVAL

i. To ratify Terms of Reference following agreement in principle by email.

All ToR except C&S were approved in principle by email prior to the meeting. This decision was ratified. ToR for C&S were approved. The Chair highlighted updated ToR issued by SDBE. All chairs therefore need to review their ToR and discuss with their committee as necessary and forward proposed revisions to Clerk prior to next FGB on 16th March for approval.

ACTION: All committee chairs to send reviewed/amended ToR to Clerk for circulation prior to next FGB on 16th March 2016.

Clerk to ask LHB to put C&S ToR on school website.

ii. To approve SRE Policy - approved.

iii. To ratify Whole School Pay Policy – subject to typographical errors and date change on page 2, approved to go on website.

ACTION: Clerk to make amendments and forward to LHB for website.

iv. To approve Child Protection Policy – approved.

12. ITEMS FOR DISCUSSION

i. To consider proposal from Finance Committee to limit committee minutes to action points and decisions made, as far as possible.

Agreed, together with fewer meetings if/where possible.

ii. To determine Admissions Criteria for 2017/18 – PC gave background on how the committee arrived at the current position and after a detailed discussion, FGB agreed to determine arrangements as per the proposal circulated i.e. as per 2016/17. Thereafter, the Admissions Committee will look at other models, test them against our cohort and come back to the FGB with a proposal for a full discussion prior to going out to consultation.

13. FOR NOTING

i. Chair's Report

ii. Verbal update on progress on Annual Schedule of Work - GH reported various models of schedules of work, including nationwide LA version, have been evaluated. She then explained the rationale for the current document, currently a work in progress, with a view to providing a template for all

committees going forward in years to come. This will be consolidated, giving committee chairs their template in Summer 1 for implementation in the next academic year.

iii. Verbal Policy Progress Report from each committee chair – The Chair gave an overview of policy work undertaken by LHB/BV and noted that all committee chairs are working hard on this at the present time.

iv. To note workflow for Phase Committees

ACTION: Clerk to circulate to all governors. All feedback via email directly to KA.

14. GOVERNOR TRAINING

Ofsted training on INSET day noted. Governor Visit training by all governors confirmed.

15. FOR NOTING – COMMITTEE & PHASE REPORTS

All noted. P&P Chair noted that Staff Survey is under way.

16. AOB

17. DATE OF NEXT MEETING: 16th March 2016.

The meeting concluded at 9.30pm.

FGB Meeting, 26th January 2016

ACTIONS:

BV

To liaise on completion of Governance Overview (with LC/BS/GH)

LC

To liaise on completion of Governance Overview (with BV/BS/GH)

BS

To liaise on completion of Governance Overview (with LC/BV/GH)

GH

To liaise on completion of Governance Overview (with LC/BS/BV)

To liaise with KB on how to link budget and Vision Control Document and feed back to committee chairs.

KB

To liaise with GH on how to link budget and Vision Control Document and feed back to committee chairs.

KA

To send final version of Workflow document to Clerk for circulation.

Finance Committee

To look at whether SLT time diverted to PPG children can be taken from PPG budget.

All Committees

To create a clear timetable and actions for monitoring process and to consider budgetary implications.

To send reviewed/amended ToR to Clerk for circulation prior to FGB on 13th March 2016.

Clerk

To ask LHB to put C&S ToR on the school website.

To make typographical amendments to Whole School Pay Policy and forward to LHB for the school website.

On receipt from KA, Clerk to circulate Workflow document to all governors.