

# 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 Tuesday 27<sup>th</sup> June 2017 at 7.30pm.

- Present: *Foundation Governors (9)*  
(LC) Laura Coughtrie (*Co-Chair*) (GH) Gail Hiscock  
(DD) David Durie (*Co-Chair*) (LMF) Luci Mitchell Fry  
(KA) Kristen Anderson (*Co-Vice Chair*) (HC) Hatty Cadman  
(IH) Inga Hall (*Co-Vice Chair*) (CR) Caroline Roberts  
(LMF) Luci Mitchell Fry
- Non-Foundation Governors (5)*  
(KB) Katie Bentham (*Headteacher*) (VON) Vicky O'Neill  
(LG) Lucy Gradillas (CC) Catherine Christmas  
(BD) Voulla Demetriou
- Co-Opted Governors (1)*  
(JU) Jean Utshudiema
- Non-Voting (1)*  
Philippa Anderson (*Clerk*)

*Opening Prayer (led by GH)*

### 1. APOLOGIES AND WELCOME

Apologies were received from Liz Holden Bithell, Emma Roberts, Mark Ollard and Bonney Venning. Caroline Roberts and Lucy Gradillas sent apologies for late arrival.

### 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.

### 3. APPROVAL OF THE MINUTES OF THE MEETING OF 15<sup>th</sup> MAY 2017

The minutes were approved as an accurate reflection of the meeting and signed by LC.

### **STRATEGIC – Linked to Vision**

#### 4. TO RECEIVE FEEDBACK ON GOVERNORS' AWAYDAY OUTCOMES AND AGREE VISION PRIORITIES TIMETABLE

LC reported on very positive feedback and ideas from the Awayday and governors agreed it was a very productive meeting. KB reported that Phase Leaders will be taking outcomes to staff meeting on 3<sup>rd</sup> July, followed by TA training sessions and Admin, to focus on Vision actions for 2017-19.

LC has completed first draft of the Vision Control document, with the aim of a final version before the end of term so that Annual Schedules of Work can be updated by committee chairs over the summer break and in time for the Steering Committee meeting on 21<sup>st</sup> September.

It was agreed that committee chairs will return their updated ASWs to the Clerk by Friday 8<sup>th</sup> September. It was further agreed that chairs will also review their committee's Terms of Reference and return to the Clerk by the same date.

**ACTION: Clerk to circulate TORs for review. Committee chairs to return updated ASWs and TORs to Clerk by Friday 8<sup>th</sup> September.**

**5. a. TO RECEIVE FINANCIAL OUT-TURN FOR 2016/17**

**b. TO APPROVE THE FINAL BUDGET FOR 2017/18**

GH took the governors through the report circulated, which draws together last year's actual results and the budget for the current year and noted that schools essentially use a cash accounting system which tends to skew figures.

The Finance Chair went on to note that last year's results were very much in line with expectations, with good budgeting and a net deficit of £48k, which is very manageable. Revenue reserves brought forward and carried forward are grossly inflated. Of revenue reserve of £329k carried forward at end of March 2017, £220k already spent or committed, which GH itemised. Actually left with a real reserve of £108K.

The current year's budget, being approved today, is largely self-explanatory. This is very positive in terms of the extra grant income, although this tends to be capital funding which the governors need to find a way to use to relieve the pressure on the budget. On the salary side, the budget reflects 1% pay increase based on current staff head count.

BD reported that a portion of PPG has gone into staffing with the rest ring-fenced for PPG to ensure adequate PPG funds are available and noted that PPG figures could rise, but are unlikely to fall.

GH noted that all budgets are assuming 416 pupils on roll through to 2019/20.

GH responded to questions from the governors on specific items, including 3G pitch funding from the PSA; in-year admissions and the census; and catering. On the latter, it was noted that the Finance Committee will continue to ring-fence a suitable amount for catering maintenance in the future.

**Q: With a £48k actual deficit for the financial year and £108K in reserve, going forward the school only has enough for two years to cover costs?**

**A: Yes, and with the assumption there are no unexpected staffing issues.**

It was noted that the Lettings Income Schedule has been as thoroughly calculated as possible, but many assumptions have had to be made.

The Finance Chair then noted that both MO, as new Finance Chair, and KB are very aware that from next year a contingency plan has to be brought into play fairly rapidly if this time next year the budget is looking worse. GH confirmed that no assumptions have been made regarding PSA or parent contributions going forward and that this is the worst case scenario.

Discussion took place around what contingency plans are or could be, including the possibility of going out to parents, which cannot be ignored for the future. DD noted that this has been raised at AfC Governor Partnership Meeting and strategies for fundraising from parents are to be shared at the next meeting of the GPM.

It was agreed that very rigorous research would be done before decisions were made.

GH was thanked for the clarity of the budget papers circulated, which was very helpful.

**Q: What is the timeline for addressing the need to raise significant funds?**

**A: Serious debate needs to be had pre-Christmas. It is looking very tight for 2018/19, bearing in mind the school is operating at a bare minimum across the board, with a lot of pressures already being experienced.**

The Chair thanked GH from the governing body for all the work she has done for the school and the children.

**6. TO RECEIVE AN UPDATE ON CURRENT STATUS OF COMMUNITY USE AGREEMENT/CONSULTATION**

IH reported that the school is well placed to present a very well researched application. All the material from informal guidance provided by the Council has been completed. The final submission will be made shortly, but a decision will not be received before the summer break. During the School Fair, events scheduled for the pitch will be moved off by 1.00pm to meet current terms of use, with the school adhering stringently to these.

IH went on to report on the Yellow Brick Road, noting that the profits from this will be published in two weeks' time at the PSA AGM, and that it has been extraordinarily successful. It is still possible to insert bought bricks and a further drive on brick sales will take place at Christmas. The YBR should be finished prior to the School Fair.

*CR arrived at 8.15pm.*

**7. TO RECEIVE A VERBAL UPDATE ON THE NEW BUILDING, INCLUDING YELLOW BRICK ROAD UPDATE**

YBR update covered by IH, above at Item 6.

KB reported that snagging issues are still being experienced, particularly the heating of the classrooms. KB has received assurances that the night purge issue has been resolved, but has asked the EFA for guidance on acceptable classroom temperatures, with no response yet received. A meeting is scheduled for Tuesday 4<sup>th</sup> July to discuss the issue further. Communication is poor. Concern was expressed around the cut-off for problems, although anything still on the Outstanding list should still require resolution. Assurance of this will be sought from the EFA by KB/IH at the 4<sup>th</sup> July meeting. KB further reported that the canopy installation has not run smoothly, with some damage caused by the company, but this is being rectified following a positive meeting. No concerns regarding the integrity of the structure, but KB will ask consultant to confirm.

**8. TO RECEIVE THE HEADTEACHER'S REPORT**

No questions received from governors. KB noted the School Fair on Saturday, incorporating 24-hour cycle starting on Friday. Governors can participate between 1.30-3.30pm.

KB drew attention to staffing updates, which are still confidential and requested any help with recruitment of TAs on Monday 3<sup>rd</sup> July. LC is able to attend. KB confirmed that no communication has yet gone out to parents regarding staffing. A special retirement party has been organised for TA retiring on sickness grounds.

**9. TO RECEIVE A SAFEGUARDING REPORT FROM THE HEADTEACHER**

KB noted that this has been kept relatively straightforward. LC drew attention to minor discrepancies. DD noted that governors are not listed on the report, other than for Safer Recruitment. They will be incorporated – Clerk to supply information to KB.

It was agreed that KB/LC/ER will discuss the future of the Safeguarding Report to the governors and whether this can be covered by ER's termly audit, to avoid repetition.

**ACTION: KB/LC/ER to meet to discuss future content of Safeguarding Report v. termly audit and the possibility of streamlining these.**

The Clerk reported that there may be spaces for governors to attend Level 2 Safeguarding Training on 3<sup>rd</sup> January INSET day (morning session).

BD queried status of Positive Handling Policy – BD will forward to the Clerk, who will follow up with LHB.

**ACTION: Clerk to discuss Positive Handling Policy with LHB.**

10. **a. TO RECEIVE A VERBAL UPDATE ON PLANNED PHASE MEETINGS / VISITS**  
**b. TO NOTE THE PROGRAMME OF GOVERNOR VISITS FOR 2017/18**  
A brief discussion took place regarding status of phase meetings and visits and focus.

KA has updated Phase Visit template to include Christian Distinctiveness. Clerk to recirculate to governors.

**ACTION: Clerk to recirculate updated Phase Visit template to all governors.**

The Clerk noted that following discussion with Jenny Stroud, dates for next year's phase meetings and visits have been included on the proposed Calendar, but that themes will be identified following Vision setting and completion of Action Plans.

DD confirmed that there will be some reallocation of governors to phases to ensure governors are not in the same phase as their child/ren.

11. **TO RECEIVE A REPORT FROM THE CHAIRS, INCLUDING ITEMS OF GENERAL SIGNIFICANCE CONSIDERED BY THEIR COMMITTEES SHOULD BE DRAWN TO THE ATTENTION OF THE FGB AND TO NOTE THE MINUTES CIRCULATED.**
- i. Premises** – nothing arising from the minutes. Priority is the broader issue of security policies and procedures in the current climate. KB noted that Serious Incident Policy is under discussion and procedures are due to be tested. New guidance re practise of lockdowns is due out from LSCB and will be addressed on receipt. Parents have raised questions about security levels and the school has taken advice and done due diligence to ensure the school is as robust and secure as it can be. KB further confirmed that the children going to Wimbledon next week will be with adults at all times. IH confirmed that CCTV/Security policies will be reviewed before next Premises meeting in Autumn 1.
  - ii. Kairos** – discussed incorporating more rigour into Kairos at meeting on 8<sup>th</sup> May.
  - iii. Finance** – nothing further to report.
  - iv. C&S** – discussed impact of reduced number of TAs in Phase I and picked up on the changes in assessment monitoring in Year 4.
  - v. Pay & Personnel** – staff survey will be issued tomorrow and raw data will be available by P&P meeting on 6<sup>th</sup> July. Analysis of data will be ready for Autumn 1 P&P.

*LG arrived at 8.50pm.*

**vi. Pastoral** – the Safeguarding Audit has been added to Pastoral ASW for November in response to LA suggestion.

**vii. Admissions** – meeting taking place on 14<sup>th</sup> July largely to discuss potential change to the Admissions policy following considerable background work. LMF noted the lengthy process involved – for a decision to consult on changes for 20/21 admissions year the process would have to be starting now. LC thanked LMF for all the work she has done. With regard to Christ's admissions changes, KB reported that Christ's is aware of Queen's views but nothing can be done until after them going to consultation next year, after which Queen's will need to galvanise parental response in this respect.

## **STATUTORY**

12. **TO NOTE ADMIN CHANGES TO SEND REPORT TO REFLECT STAFF CHANGES**  
In LHB's absence, LC reported that LHB will be meeting with Anna Chalcraft, the new SENCO, before the end of term and will continue to issue termly reports on her meetings to FGB.

**13. FOR NOTING:**

i. Co-Chair's Report, including correspondence – LC drew particular attention to Father Nigel Worn rejoining the governing body and then reiterated thanks to GH at her last governors' meeting. LC confirmed that DD is stepping down as Co-Chair at the end of this academic year and stated how much she has enjoyed working alongside DD over this year and thanked him for his contribution, noting that DD will stay on board as a governor. LC noted that the current model of joint co- and deputy chairs has worked well in a very busy year and gave a brief overview of the plans for the future in this respect. It was further noted that voting for roles will take place at Autumn 1 FGB.

DD gave a brief overview of Governor Skills Audit, noting that a broad range of skills is covered by the current governing body, however noting that training should be a priority for all governors in the new academic year. DD recommended that each committee chair should highlight training needs and gaps at their first Autumn 1 committee meeting. The Clerk confirmed that the CPD schedule for 2017/18 is due out 30<sup>th</sup> June, with booking opening on 11<sup>th</sup> July. IH then noted that a review of training will be taking place identifying the range of training undertaken and that this is correct for the FGB and for those moving into new areas of governance/committee work, with a view to producing a document identifying the training needs for each role/committee. A governor expressed dismay that all GEL training logs for the last four years have been lost by the LA. The Clerk to follow up on this with Governor Support at AfC.

LC/DD thanked the governing body for all their support and work over the past year, noting again how well the co-chair model has worked, and that FGB is now a very collegiate body, working very well together.

ii. To note verbal Policy Progress Report – in LHB's absence, LC requested that chairs review the policy progress report and ensure that LHB knows the status of any policies which have been updated/changed on an ongoing basis.

**14. GOVERNORS' TRAINING (*Standing Item*)**

Covered in Item 13. above.

**15. TO REVIEW PROPOSED ANNUAL SCHEDULE OF DATES FOR 2017/18**

The Clerk asked governors to review the schedule and feedback any requests for changes to times/dates as soon as possible. Final version will be brought to Steering Committee in Autumn 1, but those meetings scheduled in the meantime will take place on the dates specified.

The co-chairs confirmed that they will circulate the revised committee list / phase list once finalised, together with a schedule of governor responsibilities.

**OTHER**

**16. AOB**

- a governor asked whether there was any assistance governors could offer in terms of clearing/tidying/moving/preparing at the beginning of the Autumn term. KB thanked the governor and will revert in due course.
- help was requested for Sports Day stall on 14<sup>th</sup> July being organised by CC.
- Governor/Staff party on 19<sup>th</sup> July – update from KA.

**20. Date of next meeting: Wednesday 4<sup>th</sup> October, 7.00pm (note new time).**

*The meeting concluded at 21.20pm.*