

# 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 Thursday 14<sup>th</sup> December 2017 at 8.00am.

Present: *Foundation Governors (9)*  
(LC) Laura Coughtrie (*Chair*) (ER) Emma Roberts  
(DD) David Durie (LMF) Luci Mitchell Fry  
(KA) Kristen Anderson (*Co-Vice Chair*) (HC) Hatty Cadman  
(IH) Inga Hall (*Co-Vice Chair*) (CR) Caroline Roberts  
(NW) Father Nigel Worn

*Non-Foundation Governors (4)*  
(KB) Katie Bentham (*Headteacher*) (JM) James Merel  
(BW) Bethany Claus Widick (CC) Catherine Christmas

*Co-Opted Governors (1)*  
(JU) Jean Utshudiema

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

*Opening Prayer (led by Father Nigel Worn)*

### 1. APOLOGIES AND WELCOME

Apologies were received and accepted from Mark Ollard. James Merel and Bethany Claus Widick were welcomed to their first meeting as Staff and Parent Governor respectively following the very recent election of BCW.

### 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 4<sup>th</sup> OCTOBER 2017

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

### **STRATEGIC – Linked to Vision**

#### 4. TO NOTE CHANGES IN THE GOVERNING BOARD; TO RATIFY THE APPOINTMENT OF MARK OLLARD AS LA GOVERNOR AS APPROVED BY AFC; TO NOTE THE ELECTION OF JAMES MEREL AS STAFF GOVERNOR

The appointment of MO as LA governor was ratified by the FGB. LC then discussed the possibilities for recruitment of a co-opted governor following a review of the Governing Board skills audit, particularly noting a desire to recruit outside the parent body given the number of current governors who are also parents. The AfC have been consulted by the Clerk regarding timings for this and it will be addressed early in the New Year.

*LG arrived at the meeting.*

**5. TO RECEIVE VERBAL FEEDBACK ON PROGRESS OF CURRENT PARENT GOVERNOR ELECTION AND TO DISCUSS THE APPOINTMENT OF A CO-OPTED GOVERNOR**

KA noted that all the relevant paperwork is available to hand over to another governor once KA has stepped down later this academic year. LC advised that Leo Morrell at SDBE suggested waiting until mid-point between two parent governor elections in order to avoid running two elections consecutively. It was noted that previous contenders cannot be approached/appointed without running the election again.

KA was thanked for her considerable work in running two elections this year. KA pointed out that the governing board should be communicating its brand to parents at all times, starting with new parents at the welcome coffee morning.

**6. TO RECEIVE A REPORT ON PROPOSED COMMITTEE REVIEW CONSULTATION**

LC gave background into her report, noting that following broad consultation, it was agreed that the Queen's FGB has a greater number of committees and meetings than any other borough primary school. LC then asked for any observations from governors regarding the issues raised, within the context of doing the job properly. Discussion took place around various options and how other schools managed the workload. It was noted that this needs to be a collective decision, and committee chairs should consult and give careful consideration to the needs of their individual committees e.g. MO will need to discuss with Bernadette Bird before making any decisions on the number and timing of Finance meetings.

It was agreed that decisions can be approved by email as long as all governors involved do respond. However, LC will investigate with AfC the legislative constraints around what can and cannot be approved via email.

**ACTION: LC to investigate with AfC legislative constraints around email approvals.**

Further discussion took place regarding the considerable volume of work that takes place outside of meetings and the need to be mindful of this. It was agreed that this is a dynamic process that can continue to be reviewed. Following a question regarding committee structure, LC reported that it mapped exactly to diocesan recommendations.

Going forward, chairs to hold discussions with any other governors, in particular DD, to gain insight and then to revert to LC by Friday 5<sup>th</sup> January with recommendations for their own committees.

**ACTION: Committee chairs to revert to LC by Friday 5<sup>th</sup> January 2018 with recommendations for their committees.**

It was agreed that it is perfectly sensible to reduce Phase Visits to two per annum, but that there should be other opportunities to come into school at other times and also to rotate governors within Phases. It was then agreed to add in-school events to the schedule of dates for next year, so governors have plenty of notice.

**ACTION: Clerk to add relevant in-school events into schedule of dates.**

**7. TO RECEIVE AND DISCUSS FUNDRAISING STRATEGY OVERVIEW**

The Chair advised that this is a summary of MO's observations from Finance and further reported that AfC are leaving it to schools to come up with their own ideas, with no real recommendations. The budget is being tightly monitored, and LC noted disappointment at the £16k granted by RNST against the £90k that the school bid for this year. The board discussed further communication with parents regarding the current financial constraints, noting that if a training programme is in place for volunteers, retention is improved and those schools with the most volunteers are the most successful financially. However, balance is required in giving valuable time to training for a voluntary function, where people may be unreliable.

The Chair expressed the view that the board has been in the discussion phase for generating income for some time and there is a need to move forward into an action phase with some of the ideas. LC/MO are putting together a scoping paper in order to decide on actions. National Funding Formula indicates the school is unlikely to receive much more support financially. The school is therefore very dependent on income from lettings and will have a clearer view in this respect after the Community Use Agreement decision, hopefully on 17<sup>th</sup> January 2018, for both internal and external use. Scoping paper will go to Finance committee in January and come to the Spring FGB meeting with recommendations.

**8. TO RECEIVE AND NOTE SUMMARY REPORT OF STAFF QUESTIONNAIRE OUTCOMES TO DATE**

HC reported many positives, but also noted some concerning themes, particularly in the verbal commentary. HC has been into a staff meeting and felt there had been a positive feeling from staff. This has been addressed at P&P committee and a frank exchange has been had with KB since most of the response to the outcomes rests with the Senior Leadership Team. KB reported that many items have already been addressed. Various strands e.g. responses regarding CPD, will be taken up in P&P over the forthcoming year. HC was thanked for her work on the paper.

**9. TO RECEIVE FEEDBACK ON OFFICIAL SCHOOL OPENING**

The Chair invited NW to discuss the theme of the event, which is confirmed as taking place on Wednesday 23<sup>rd</sup> May 2018 from approximately 10.30am-1.00pm, with the Bishop of Croydon, Jonathan Clark attending in his capacity as Chair of the SDBE. The plan is to host an occasion that celebrates the timeline of the school from the outset on Kew Green to present day. Different classes may take a different phase of the school's history. There will be lots of activities and hopefully Wizard of Oz characters to link with the Yellow Brick Road. The Bishop will be in official regalia and will bless the school. Further meetings of the Working Group are planned and actions will be delegated as needed. It was agreed that pastors from other faiths will be invited e.g. Richmond Synagogue, Mosques. KA to meet with KB to discuss the guest list. LC will feed back with more information at next FGB.

**ACTION: KA to meet with KB to discuss the guest list. LC to update at next FGB.**

**10. TO NOTE THE HEADTEACHER'S REPORT (SEF) AND TO RECEIVE VERBAL UPDATE ON HEATING AND DEFECTS ISSUES**

KB pointed out the two sections that have been updated since Ofsted and will bring a further update to Spring Term FGB as well as a Headteacher's Report.

KB and IH reported on Heating and Defects issues, noting that these are currently being worked through. TFT, the school's Consultants, put together a letter for ESFA (Education and Skills Funding Agency) and B&K (Bowmer & Kirkland, builders) in February, finally receiving a response in October, generating 200 further items onto the Defects list. KB is hoping for work on these to continue. Heating and ventilation issues were addressed last February after which no further cold weather occurred. This winter the same problems have been identified quite rapidly. Radiator valves are being replaced as necessary, although KB raised concerns regarding them tweaking, but not actually resolving the issue. A letter to ESFA regarding overheating was written last Summer, with a big meeting later today regarding heating and ventilation. However, governors expressed great concern regarding the attitude from both the contractor and the ESFA and received reassurance from IH that issues will be escalated as necessary.

**11. TO RECEIVE A SAFEGUARDING REPORT FROM THE HEADTEACHER (*Standing Item*)**

The LSCB (Local Safeguarding Children Board) has now produced a new and thorough model Child Protection policy, and the school policy, which is due for renewal, is still currently being worked on to reflect this and will be brought back to Spring Term FGB.

KB reported on two referrals to Single Point of Access this term.

- 12. TO NOTE THEMES ARISING FROM VISIT REPORTS W/C 22/11/2017**  
Governors were asked to ensure any outstanding reports should be returned as soon as possible. KA noted consistency regarding the positive way in which the children demonstrate mutual respect, collective problem solving and Christian values. It was noted that visits are being reduced to two p.a., but governors will be encouraged to visit the school for other events e.g. sports day and governors are also encouraged to raise any questions or issues with staff during visits. From a Phase meeting data perspective, KB has responded to queries raised by JU/KA. Any outstanding reports to be returned as soon as possible.
- 13. TO RECEIVE A VERBAL REPORT ON SAFEGUARDING FROM THE HEADTEACHER (*Standing Item*)**
- 14. a. TO NOTE KA WILL BE TAKING OVER AS PHASE LEADER  
b. TO RECEIVE VERBAL UPDATE ON SUMMER 2 GOVERNOR VISITS  
c. TO NOTE THE PROGRAMME OF GOVERNOR MEETINGS AND VISITS 17/18**
- 15. 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 further to report.
  - ii. Pastoral – nothing other than E-Safety policy is ongoing. KB confirmed that this is near completion. LG noted that ER is now Chair of Pastoral committee as this is LG's last governor meeting at the end of her term of office.
  - iii. Kairos – CR will be taking over as Chair. Following recent committee discussion, the academic component of RE is to move to C&S, in order to focus on Kairos goals, with the intention of creating more rigour around the Kairos remit.
  - iv. Finance – LC reported that the school is on target to be in line with our deficit budget at year end. BB will not provide projected outcomes until Period 9. There is a small surplus position which is skewed by timing of monies in and out. Deficit will be more or less as planned. RNST (Richmond National Schools Trust) has donated £16.1k rather than the £90.5k requested, with the biggest shortfall being in funds for addressing the EYFS area. No clear guidance has been received from them – BB is asking for feedback. No major changes in staffing costs.
  - iv. C&S – Writing is now a school focus from Reception all the way up. JU reported on the very successful and well attended Maths Mastery workshop. KS1 predictions – KB is feeding back. BD will attend next C&S meeting to give Inclusion Report.
  - v. P&P – nothing further to report.
  - v. Admissions – consultation has commenced on changes to Admissions Policy for 2019/20, with some responses received. Clergy meeting took place to discuss changes to Admissions and the Clergy Form. Decision and email to all respondents will go out by February half-term. In the meantime, a holding email is sent to respondents from LC.

#### **STATUTORY**

- 16. FOR NOTING:**
- i. Co-Chair's Report, including correspondence.  
LC drew particular attention to Christ's School admissions consultation and the positive benefit this could have on children within Kew. It was agreed that this will go in the Newsletter encouraging parents to give positive responses.

Governors' Partnership meeting – not good news from a funding point of view. Particular focus was on the amount of additional funding the LA is now spending on children with high needs, which is taking up more budget than in past years. The LA do not yet know how we will be affected by National Funding Formula and are awaiting government guidance.

Housekeeping - the Chair asked for agendas and papers to be issued in a timely fashion.

Emergency Powers – LC reported a Staff Disciplinary in the last term, with two governors in attendance.

Data Protection – LC attended GDPR (General Data Protection Regulation) training and reported on a tightening of the regulations and greater penalties should schools fall foul of these. The school will be doing an internal audit to ensure processes are tightened up as necessary.

ii. To note verbal Policy Progress Report – c/f to Spring Term FGB, but committee chairs were asked to ensure they keep on top of the policies that fall within their remit.

iii. To note final version of Annual Schedule of Work for 2017/18 – noted.

iv. To note final version of Annual Schedule of Dates for 2017/18 – noted.

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

Governors are reminded of their training obligations and it was noted that more training needs to be undertaken after a particularly busy period when little training has taken place. The value of face-to-face training was noted. Governors were asked to ensure that any training is recorded in the Dropbox Training Log.

KA undertook to create a Training Briefing document over the summer holidays to clarify the relevant training for different roles, together with mandatory training required.

The Clerk invited all governors to attend Safeguarding Level 2 Training at the school on the INSET day on Friday 26<sup>th</sup> May, 9.00am-1.00pm and requested that governors respond with their availability by Monday 22<sup>nd</sup> May 2018. LC drew attention to a Safer Recruitment training course coming up on 8<sup>th</sup> June 2018.

**OTHER**

**18. AOB**

KA confirmed that all is in place should the Queen pass away and that documents will be circulated to all governors via the Clerk.

With regards to school uniform issues raised, KB will discuss this with The Shoe Station.

**ACTION: KA to forward documents to Clerk for circulation to all governors.  
KB to liaise with The Shoe Station re school uniform orders.**

**19. Date of next meeting: Wednesday 21<sup>st</sup> February 2018, 7.00pm.**

*The meeting concluded at 9.40am.*