

# 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 Monday 15<sup>th</sup> May 2017 at 7.30pm.

Present: *Foundation Governors (7)*  
(LC) Laura Coughtrie (*Co-Chair*) (GH) Gail Hiscock  
(DD) David Durie (*Co-Chair*) (ER) Emma Roberts  
(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 (4)*  
(KB) Katie Bentham (*Headteacher*) (VON) Vicky O'Neill  
(LG) Lucy Gradillas (CC) Catherine Christmas

*Co-Opted Governors (1)*  
(JU) Jean Utshudiema  
(MO) Mark Ollard

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

*Opening Prayer (led by GH)*

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

Apologies were received from Liz Holden Bithell and Bonney Venning. Inga Hall 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. **TO WELCOME A NEW PARENT GOVERNOR TO THE BOARD**

LC welcomed Cathy Christmas to the governing body in her role as Parent Governor and thanked her for attending at very short notice. All governors introduced themselves.

### 4. **APPROVAL OF THE MINUTES OF THE MEETING OF 27<sup>th</sup> FEBRUARY 2017**

The minutes were approved as an accurate reflection of the meeting and signed by LC, incorporating LHB's amendments to wording of Item 17.ii.

LHB was thanked for the enormous amount of work she has undertaken over the last 18 months to bring all the school policies up to date.

**STRATEGIC – Linked to Vision**

**5. TO RECEIVE UPDATE ON PROGRESS OF VISION PLANNING FOR 2017/19 AND TO NOTE PLANS FOR GOVERNORS' AWAYDAY.**

LC gave an overview of the process to date and noted that four main vision priorities had been agreed at the FGB meeting in December that would sustain the school to 2019 and beyond as they were so core to the school's vision.

LC went on to point out that the Governors' Awayday had been postponed due to the Ofsted inspection and to await the outcome. This will now take place on Tuesday 7<sup>th</sup> June at The Barn Church. KB will be meeting with BD/JS to prepare an Agenda aimed at achieving closure of the Vision Priorities. This will be circulated in due course.

LC went on to note that the Steering Group meeting will now take place on Monday 3<sup>rd</sup> July at 8.30am following cancellation of the 26<sup>th</sup> June meeting. Prior to the meeting, Chairs will be asked to refresh and review the Annual Schedule of Work for their committee to ensure these remain relevant. Chairs will also be asked to review their Terms of Reference and input into the Meetings Calendar for next year.

**6. TO RECEIVE FEEDBACK ON OFSTED INSPECTION AND REPORT**

DD opened the Item by noting that this Ofsted Report is extraordinarily good and a huge credit to the school and, in particular, to the leadership under KB's tenure over the last six years. The Report reflects a lot of hard work and drive from the top and the work, not only of the SLT but also the response of the teachers and the children. It was noted that the children are singled out for praise in a wonderful way. DD went on to acknowledge the governors' support of the school during Bonney Venning's time as Chair from the time of the last inspection.

*LG arrived at 19.50pm.*

KB then referred to Item 10 of the Agenda (To note the Headteacher's SEF), noting that this was submitted to the Ofsted Inspector on the first day, with one amendment. KB then gave an overview of the inspection process, noting the HMI had been very thorough, very clear and very fair, and highlighted those areas the inspector had covered and his methodology throughout the inspection. KB noted the focus on the way the children learn and support each other. KB noted that the Inspector had decided to convert from a Section 8 to a Section 5 very quickly, when three more inspectors joined the HMI and did a lot of evidence collecting over the second day. KB pointed out that there had been ample opportunity to take note of the feedback from the inspectors, not all of which is in the Report, which can be used to input into the Vision.

KB noted how impressed the Inspector had been with the children and that the team had performed excellently. KB went on to point out that under the current Ofsted framework The Queen's School is the first in Richmond and Kingston to receive Outstanding and noted that, via AfC, Jennell Chetty, the school's SIP, had made an exceptional contribution to the preparation process for Ofsted and thanked her for her support, both to the school staff and the governors.

KB has been working with KA on a press release and publicity material for the Ofsted outcome and KA elaborated on this and how it will reach out to the local community. KB noted the congratulations she has received from various stakeholders and parents and read out a message from Bishop Jonathan at SDBE.

*IH arrived at 20.10pm.*

**7. a. TO RECEIVE AN UPDATE ON CURRENT FINANCIAL POSITION**

GH opened by reiterating what an incredible achievement the Ofsted outcome was, having been through four Ofsted inspections over a period of 13 years as a governor when Outstanding had not been achieved and what great delight this has given.

GH gave an overview on the current year to date, going through the fairly self-explanatory Financial Report in detail, noting that £81k capital funds from RNST cannot be spent on the day to day running of the school.

GH pointed out that the huge cost of staff runs very close to revenue, being by far the most sizeable cost, explaining why this had gone over budget and noting that this was not alarming and decisions had been made knowingly.

Premises, in the move to the new build, have created some uncertainty e.g. around energy costs, for which no bill has yet been received.

Total revenue expenditure for the year is c. £200k over budget, but again this was anticipated. However, GH noted the critical figure is the net deficit for the year, which stands at £245k and that this is an issue. At the present time, this is manageable as the school has built up reserves and the school is still in surplus of £135k. However, going forward this is not sustainable from 2017/18 onwards. This is why the Funding Working Group has been set up.

**Q: Can the underspent items be carried forward?**

**A: There is a cap of 5% of revenue, but the school is underneath the cap so not a problem.**

**Q: Is there a reason for the underspend on ICT?**

**A: Timing – now that the new server is up and running, this should become easier to move forward with.**

**Q: Should the governors be noting ICT demands from a strategic point of view?**

**A: Very good infrastructure from the EFA, plus the new server. The Working Party have discussed exploring further grants to build on ICT strategy and it was agreed that it may be appropriate to re-evaluate the strategy, particularly in light of a possible charter mark.**

It was agreed that there should be an ICT Working Group across Pastoral, C&S and Finance committees.

#### **7. b. TO RECEIVE FEEDBACK ON PROGRESS OF FUNDING WORKING PARTY**

DD reported that following the March Finance committee meeting a Funding Working Party was formed to address the financial deficit and to look at alternatives for funding. MO and BB (Finance Officer) have looked at both minimum and ideal staffing levels, the latter of which is clearly not affordable at the moment. However, the RNST has an income of c. £300k to distribute annually across four local schools and the school has already benefited significantly from this. Following investigation, DD reported that RNST are in favour of funding areas that improves teaching and learning so a bid will be made in this area for the current year, including ICT. It was acknowledged that this could make a huge difference. Furthermore, DD noted that it seems highly plausible that there should be a substantial increase in net income from Lettings. DD pointed out that if these two things come to fruition it is possible the school could end the year with a small surplus, although this does not address longer term deficits.

In the medium term, DD pointed out that the governors should look at the relationship between the PSA spending and potential RNST funding and to think hard about the best way to approach parents for a greater contribution than they currently make via the Governors' Appeal, which currently raises c. £8k per year, used to contribute 10% of the capital expenditure into the school, and which has stalled at this level for a considerable time.

Discussion took place regarding the best approach to the Governors' Appeal and how to ensure parents understand the budgetary circumstances the school is facing going forward and how to engage parents in this for the future.

**Q: Should the remit of the Working Party be extended to look at ICT and the RNST bid in this respect?**

**A: A separate group probably, which may only need to meet once or twice with Paul Adams, who it was agreed would appreciate this support.**

It was then agreed that LG will lead on the ICT Working Group with KB, CR and VON in liaison with Paul Adams in order to revisit the spend on ICT over one or two meetings prior to reporting back to FGB meeting in Autumn 1 and the submission of the RNST bid in late September.

LC noted that MO/JU are attending a lecture at Canterbury Christchurch University on 29<sup>th</sup> June looking at the implications of fundraising in schools. The Funding Working Party will meet again after this lecture has taken place and before the end of term.

**ACTION: LG to organise one or two meetings of ICT Working Group to take place with a view to bringing feedback to FGB in Autumn 1 2017.**

**DD to organise further meeting of Funding Working Party after 29<sup>th</sup> June and before the end of term.**

It was agreed that the Finance Annual Schedule of Work should include an item that explores the way forward regarding potential fundraising and parental communication.

**ACTION: GH to include Funding action in Finance Annual Schedule of Work for next year.**

**8. TO RECEIVE AN UPDATE ON 3G PITCH COMPLETION AND ON STATUS OF THE COMMUNITY USE AGREEMENT/CONSULTATION**

IH reported that Nomow has been on time and on budget and very accommodating during the course of the work, which has been much appreciated by the school. Small snags outstanding, but all gone very well. At Planning Committee on 22<sup>nd</sup> March the agreement to the larger pitch was split from the use of the pitch so currently only pupils and staff may use it. A further consultation and planning process still needs to happen to agree Community Use Agreement. VON has undertaken a hands up survey of existing hirers at school and a formal parking survey is being carried out. A proposal will then be resubmitted, but it is unlikely a decision will be reached prior to the summer break. No marketing can take place until the outcome is known.

In parallel to this, the school is starting to discharge conditions associated with the planning, of which the Travel Plan is critical, as the key issue is parking and congestion. Innovative ways to address this need to be considered.

**Q: Do governors need to see the Travel Plan before submission to the LA?**

**A: This is a school responsibility traditionally, however due to the attainment of a Silver Standard being a condition attached to planning consent, it becomes part of the governors' remit through Premises committee (not FGB).**

IH and JU were thanked for the enormous amount of work done in this respect.

Editorial in The Link was discussed, both with regard to the pitch and to the Ofsted outcome, noting that editorial deadline is end of May. Also, there will be a plaque on the astroturf to acknowledge the huge PSA fundraising contribution.

**9. TO RECEIVE A VERBAL UPDATE ON THE NEW BUILD (KB)**

KB outlined the current status of snagging issues, noting B&K directors are attending a meeting at the school on 18<sup>th</sup> May. IH is looking into whether the EFA can extend the warrantee period and explained the circumstances around this, and KB detailed the ongoing issues with the contractors, highlighting the heating problems as the biggest issue, given that no true test of this has taken place.

- 10. TO NOTE THE HEADTEACHER'S SEF**  
Covered under Item 6.
- 11. TO RECEIVE A VERBAL REPORT ON SAFEGUARDING FROM THE HEADTEACHER (*Standing Item*)**  
Formal Report c/f to Summer 2 FGB meeting. Nothing further to report at present.
- 12. TO RECEIVE AN UPDATE ON THE STATUS OF THE SAFEGUARDING AUDIT**  
ER reported that at the LA Safeguarding Review in November last year, an alternative annual Safeguarding Audit template was suggested that is quite different from the current one, but that is clear and helpful. ER has liaised with a Safeguarding Governor at another school to discuss the procedure and noted that the Audit will be used as a source of topics for Governor Visits by ER/VON. The Audit needs completing by November 2017, but this can be done internally.
- 13. TO RECEIVE A REPORT ON PHASE VISITS, MEETINGS AND ANY THEMES IDENTIFIED**  
MO reported that nine visit reports have been completed, and briefly outlined feedback, which it was noted was predominantly positive. LC noted that MO was giving a verbal report in order to avoid an excessive amount of paperwork, but to identify any themes that arise. It was however, agreed that the reports should be added to Dropbox.
- KA will be circulating, from a Kairos perspective, an updated Visit Report template to include a Christian Distinctiveness section, which was outlined.
- 14. 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 – recently met. All documents through for Year 6 School Journey for submission to LA.
  - ii. Pastoral – Safeguarding Audit covered by ER. LG drew attention to E-Safety Charter Mark, which should definitely be aimed for by the school.
  - iii. Kairos – focus on Collective Worship. With departure of GH, the Governing Board is now looking for an ex-officio governor to represent Father Nigel.
  - iv. Finance – nothing further to report.
  - iii. C&S – Year 1 teacher reported on TA issues, currently having a minimum impact, but which may not be sustainable going forward.
  - iv. P&P – Staff Survey nearly finalised for issue in June 2017.
  - v. Admissions:  
Offer letters made to 60 children on 18<sup>th</sup> April in the following categories:
    1. 0
    2. 2
    3. 28
    4. 15
    5. 6
    6. 9
- Some discussion took place around the offers made and the changes in numbers year on year.

#### **STATUTORY**

- 15. TO NOTE MINOR AMENDMENTS TO CHILD PROTECTION POLICY AS MARKED**  
Noted and approved.
- 16. TO APPROVE THE BEHAVIOUR PRINCIPLES – GOVERNORS' STATEMENT**  
DD noted that staff and parents have been consulted. DD has also met with the School Council. No further changes are required. Once approved by the governors, this will be passed to the Headteacher for the Behaviour Policy to be written. Approved.

**17. FOR NOTING:**

i. Co-Chair's Report, including correspondence (circulated at the start of the meeting). LC took the governors briefly through the report, noting in particular the Parent Complaint received just before half term and the decision of the Complaints Panel. As a result of this, LC noted that the school's Complaints Procedure requires reviewing in line with new DofE guidelines. An alphabetical list of governors has been created to deal with any panels, and LC has created Guidance Notes following the recent complaint, which will be kept by the Clerk, having taken advice from Angela Langford at AfC.

LC went on to note that LC/DD will meet with all governors individually in the second half of the term and will email governors to arrange these meetings.

It was further noted that the Skills Audit should be evaluated and refreshed as appropriate.

ii. To note verbal Policy Progress Report – E-safety being reviewed for Autumn 1 by KB. Nothing further to report.

iii. To note finalised Term and Holiday Days from the LA and to agree to proposed INSET days for 2018/19 – agreed.

iv. To note verbal report on Parent Governor recruitment process and outcomes – KA gave feedback on the protocols and workflow for this process.

**18. 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.

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. LC drew attention to a Safer Recruitment training course coming up on 8<sup>th</sup> June.

**OTHER**

**19. AOB**

- KB thanked the governors for their huge contribution and commitment and for the time they give.

- Buy a Yellow Brick before closure of sales.

- In light of the forthcoming election, impartiality needs to be maintained, particularly in Playground conversations.

**20. Date of next meeting: Tuesday 27<sup>th</sup> June 2017, 7.30pm (date change).**

*The meeting concluded at 21.34pm.*