

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 10th May 2018 at 8.00am.

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

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

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

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

Opening Prayer (led by David Durie)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Father Nigel Worn, Hatty Cadman and Mark Ollard. LC apologised for leaving the meeting at 9.00am, after which IH will chair the meeting.

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. Governors returned their completed and signed annual Registration of Governor's Interests forms to the Clerk.

3. TO WELCOME HARRY CHARRINGTON TO THE GOVERNING BOARD AND TO RATIFY HIS APPOINTMENT AS A CO-OPTED GOVERNOR

HC was welcomed in his role as the new co-opted governor and gave a brief overview of his background, after which governors introduced themselves and his appointment was taken as ratified.

4. APPROVAL OF THE MINUTES OF THE MEETING OF 21st FEBRUARY 2018

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

- update on status of pack prepared in the eventuality of HM The Queen's passing
It was noted that this is all in order and that KA has prepared the pack for handover to LC/IH at the end of her term of office, in particular noting that a new logo will be in place for The King's School.

- update on additional wording to Statement of Commitment regarding email approval by FGB and committees as recommended by the LA.
Governors agreed the wording as circulated, however with the proviso that this should be for committee use only and not by FGB.

ACTION: The Clerk to change the date at the end of the SoC, incorporate the additional wording and upload to the school website.

- update on plans for launch of the new Child Protection Policy to parents and the status of a Volunteers' version of the CPP
The Headteacher noted that this will go out to staff by the end of this week, with a launch to parents taking place after the half term break.

STRATEGIC – Linked to Vision

5. TO RECEIVE UPDATE ON PLANS FOR THE QUEEN'S SCHOOL CELEBRATION EVENT ON 23rd MAY, GOVERNORS' INVOLVEMENT AND ALSO AN UPDATE ON THE TREE PLANTING EVENT AND DEDICATION ON 24th MAY 2018

LC reported on progress to date, asking governors to respond regarding help on the day as soon as possible, pointing out that the governors' role will be mainly to ensure safeguarding of the children at all times and guiding guests into the school and to their seats. A full briefing will take place at 8.30am on 23rd May. LC went through the provisional timetable, noting the expectation on numbers is 50+ and advising the board of the wet weather contingency plan. LC then gave governors an overview of the Dedication ceremony for Barbara Perry taking place on 24th May, following the planting of the mimosa on 11th May. DD will officiate at this ceremony with Father Nigel giving a blessing in the presence of Mr Perry. Governors are invited to attend at 12pm on 24th May.

6. TO RECEIVE A REPORT ON THE CURRENT FINANCIAL POSITION AND DRAFT BUDGET SUBMISSION, INCLUDING UPDATE ON PROPOSALS FOR BUDGETARY SPEND CUT OF £50K FOR 2018/19

In the absence of MO, LC suggested that following the departure of Bernadette Bird and the very recent appointment of a new SBM, there should be a more rigorous finance item at the FGB meeting in June.

KB noted that work needs to be done on the figures, which need drilling down into more thoroughly and that this is currently taking place. It was pointed out by a governor that two aspects of income were hoped to be greater last year, notably a contribution from the Richmond National Schools' Trust and also revenue from lettings, which was delayed by the late decision on the Community Use Agreement, although this may not have added up to the variance in the figures of £69k. The complications with school finances relating to the cash accounting system were highlighted by the Chair who went through the figures arrived at for last year.

LC pointed out that one of the core responsibilities for governors is to oversee the financial performance of the school and ensure that the budget is well spent, noting that the Finance committee have been working over the past year to look in detail at income generation or expenditure cuts, with staff salaries alone accounting for 92% of income. LC went on to outline the issues for the school and the ways in which other schools are tackling similar financial constraints, noting that all eventualities have been considered and explored.

With regards to a way forward, LC reported that Finance and P&P committees have held an Extraordinary Finance meeting and agreed a draft Financial Plan which has been adopted but which now needs to come to FGB, as it is of huge importance for the future. This is aimed at saving in the region of £50k in the next year.

A great deal of consideration has been given to the possibility of the PSA supporting the operational costs of the school, and initial, positive meetings have taken place with the Chair and Treasurer of the PSA. Governors will be invited to attend a PSA meeting to communicate their message to parents.

A full and open discussion took place regarding the best way to approach parents to ensure that a very clear picture is given, not only of the financial position of the school, but also of the various spending 'pots' currently available to the school and the restrictions and ring-fencing in place regarding the use of these funds. LC reiterated the need for collective understanding of what the FGB is trying to achieve to secure a solid financial position, and the stance it is taking. The need for a formal holistic change management process in order to alter perception, both within and outside the school, was further discussed and agreed upon as a component of the roll out.

In the first instance, it was agreed that LC/MO will draft a letter as part of a consolidated approach.

ACTION: LC/MO to draft a letter regarding current financial position of the school.

7. i. TO DISCUSS THE PLANNED DEVELOPMENT AT THE OLD MORTLAKE BREWERY SITE AND AGREE OUR APPROACH TO COMMENTING ON THE CONSULTATION

LC noted the importance of this to the Queen's school given the lack of secondary school places offered to our children within the Borough in the first round. Part of the plans in development on the Stag Brewery site are for a 900 pupil secondary school, including a sixth form, which will be called the Livingston Academy. The project has been awarded to the Aspirations Academy Trust. Following discussion and input from KB, it was agreed that LC will respond on behalf of the FGB in favour of the proposals, noting that individual governors can also respond; it was further agreed that KB will also put this in the school's Newsletter. In the meantime, KB has invited the Headteacher from the new Richmond Academy to come into Queen's to talk to parents, since this school still has five places available.

ii. TO RECEIVE FEEDBACK ON ANY RESPONSE RECEIVED TO LETTER REGARDING CHRIST'S SCHOOL ADMISSIONS CONSULTATION

Response letter circulated and noted.

LC left the meeting at 8.55am.

8. TO REVIEW PROGRESS OF SCHOOL VISION AND TO NOTE AND DISCUSS THE SPRING SCHOOL IMPROVEMENT PARTNER REPORT FOR GOVERNORS

KB gave clarity on the comments given in the report and on the SIP's role, noting that the SIP relationship can be enormously useful and supportive and that the school has a new SIP, Karen Feeny, who has now visited the school twice, so this is a new relationship. KB responded in detail to questions from the governors regarding the impact and expectation from the SIP's feedback and reports for an Outstanding school and how the school addresses this.

Q: What do we as governors now do as a result of the feedback given in the SIP report?

A: A lot of the content should have been covered in C&S committee, and can be followed up by C&S where necessary, with the action being for the committee to consider the questions contained in the report and identify any new issues

Governors agreed that this is a useful document.

The Headteacher pointed out that the SIP comes as part of the SPARKS package that the school buys into, and it was noted that a SIP can be externally sourced and that this will need to be evaluated from a cost effectiveness perspective in the future.

Q: Maths Mastery training has been very well received, both by staff and parents. Is the training received sufficient?

A: JM reported that more training is always welcome, but that the training received through SPARKS is of a very high standard.

9. TO RECEIVE VERBAL REPORT ON OUTCOME OF LBRUT PLANNING MEETING REGARDING COMMUNITY USE AGREEMENT AND IMPLICATIONS THEREOF FOR LETTINGS

IH advised, with great delight, that since the last FGB, the CUA is now in place largely on the terms that the school expected, bar some minor, somewhat surprising amendments. IH went on to note the importance of the school adhering to the terms over the next two years, with a view to expanding the school use rather than it being constrained, in the future. IH reported on the current status of lettings and its management, noting the aim for anchor tenants, most notably Pleaides, going forward and also noting that accurate figures for lettings should be more readily available with the arrival of the new School Business Manager.

Governors agreed that the amount of work put in by IH in this respect has been phenomenal and that the school would not be in the current position without her work.

10. TO NOTE ADMISSIONS OFFERS MADE FOR RECEPTION STARTERS IN SEPTEMBER 2018

LMF reported that the Admissions committee had met via email to sign off on the list of places offered in all Criteria for Reception places in 2018/19.

C.1 (Looked After Children)	- 0
C.2 (Additional medical/social needs)	- 0
C.3 (Siblings)	- 22 (lower than in previous years)
C.4 (Church places within Kew)	- 10
C.5 (Other CofE churches within parish)	- 8
C.6 (Distance)	- 20 (record number offered on distance)

Upon advice from LMF, governors queried the reasons behind the decrease in first choice applicant places for Queen's this year. Whilst it was agreed that there are fewer Reception aged children in Kew, it was acknowledged this should affect overall applicants not first choices. However, there were enough first choice applicants to fill all Queen's places, but with a waiting list of only eight. It was noted that a year on year comparison is difficult to make with the data kept on record. Governors were reassured that prospective parents are given clear communication regarding the application process when they visit the school, although this may need further thought. LMF confirmed that the school received a total of 130 applications for places for Reception 2018, with the number over the last two years being approximately 150 applications per annum.

LMF then advised governors that following the consultation process and approval at FGB of the new Admissions Policy for 2019/20, this is now on the school website.

11. TO NOTE THE HEADTEACHER'S REPORT (SEF)

KB apologised for the delay in circulating the SEF, noting that only the data section has been updated for today's meeting, but that through the course of the year every section except the first has been updated, and that this will also be done.

KB pointed out that the in-year data is tracked through Phase meetings, and that there is therefore data for all phases included. KB proposed that this should be included for further scrutiny in the Annual Schedule of Work for C&S committee in Spring 2, for data up to Spring 1, then going to FGB in Summer 1.

Q: Are there any particular concerns identified?

A: PPG is being monitored, particularly around progress, especially in Year 6 which has seven PPG children, four of which are likely to make very good progress and three of which have additional needs and may not make quite such good progress. These children have had a lot of interventions over the years and are receiving even more now. However, the greatest success has come from one-to-one teacher support and, unfortunately, there are not many staff who take this up. KB pointed out that staff are paid a £300 flat fee over 10 sessions, taxable and it may be that this could go to P&P committee to look at other options.

ACTION: PPG one-to-one after school interventions to go to P&P for consideration of ways to increase the take up of this by staff.

Q: From their starting point, do the SEND children make the necessary steps progress?

A: Not all PPG children are making the progress that they should be, which can be seen from the data. The school needs to be diminishing the difference in this respect.

Q: How do you manage the impact of fewer interventions this term than previously due to funding issues?

A: More interventions in the mornings via Quality First Teaching in the classroom, maximising the use of TAs in class in the mornings, and then comparing it to prior data. Very few one-to-one interventions are taking place however. With more EHCPs, in the event of staff absence, then TAs are stretched to cover the EHCP children first. The situation is closely monitored by the SENCO, who attends C&S meetings to report.

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

KB reported on one referral made to SPA recently, noting a further two cases where the situation is ongoing and where as much liaison as possible is taking place with SPA.

Following a question from a governor, KB then addressed the rise of bullying raised in the Pastoral minutes by BD, and KB/JM highlighted the various aspects to this, particularly in the playground, and how these are addressed. It was noted that more playground cover would be ideal. However, JM also pointed out that whilst more bullying is being reported, not necessarily more bullying is taking place and it was agreed it is a positive to note that children are communicating with the staff. KB advised that it is planned that Gill Hines, an education and parenting consultant who works widely with schools, including Queen's, will come into school to address the issues identified.

13. TO NOTE FINALISED SCHOOL TERM AND HOLIDAY DATES FOR 2019/20 SUPPLIED BY THE LA AND TO APPROVE PROPOSED INSET DAYS FOR THE ACADEMIC YEAR

KB reported on discussion at SLT regarding the INSET prior to these being recommended. Governors agreed to the dates.

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 – nothing further to add.
- ii. Pastoral – ER noted the Safeguarding visit recently made by ER/BCW which focused on Risk Assessments for Trips, notes from which will be circulated to KB in the first instance and thereafter to all governors.
- iii. Kairos – nothing to report.
- iv. Finance – noting further to add.
- iv. C&S – JU reported that the last meeting was postponed due to a thin agenda, but that JU/KB will be meeting to discuss whether a further meeting is necessary and to set the agenda for the Summer 2 meeting.
- v. P&P – HC absent, but governors should follow up on what, if anything, can be done regarding the need for additional interventions.
- v. Admissions – no further update.

STATUTORY

15. FOR NOTING:

- i. Chair's Report, including correspondence.
IH took the governors briefly through the Report, noting, in particular, thanks to KA and other governors – para 2 - . Governors are asked to make a note of the date of the Annual Governor/Staff Party on Wednesday 18th July at St. Anne's Church. Attention

was drawn to the recent termly mailing from AfC, which contains a great deal of pertinent information.

ii. To note verbal Policy Progress Report – CC took the committee through the Policy Update document, highlighting responsibilities for each committee:

- Behaviour Policy Summer 2017 update (Pastoral) – with BD for finalisation, ER to follow up with BD.
- E-Safety Policy (Pastoral) – approved, but final version needed for the website.
- Health Food Policy June 2018 – (SLT) – KB will organise review.
- Banning from School Premises (Premises) – this follows SDBE guidance and IH/ER/BCW have met to discuss and will pass their findings to KB for her views.

KB noted that SLT are aware of the school policies which require review – CC noted that those highlighted are outstanding from 2017.

iii. Status of Equality Information and Objectives (Public Sector Equality Duty) Statement for publication (due for review February 2018) – CR has heard back from the Government Equalities Office with very useful feedback, which CR will pass on to BD.

iv..Updated Schedule of Dates (V10) – noted.

16. TO RECEIVE UPDATE FROM THE CLERK ON THE CHANGES REQUIRED TO GB BUSINESS PRIOR TO 25TH MAY IN ORDER TO BE GDPR COMPLIANT AND AN UPDATE FROM THE HEADTEACHER ON THE RECENTLY PUBLISHED DFE GUIDANCE AND THE LOCALITY WORK BEING DONE ON GDPR WITH OTHER SCHOOLS

The Clerk noted that to comply with best practice, it is recommended that all governors use a school e-mail address, and that this is endorsed fully by Governor Support at AfC. KB pointed out that new and lengthy DfE guidance has been issued very recently and that this will require reviewing. The CoG has asked that all governors watch two short podcasts by Peter Cowley aimed particularly at governors and advise the Clerk once they have done this. The Clerk will send the link very shortly.

ACTION: Clerk to send links of Peter Cowley GDPR podcasts to all governors and governors to inform the Clerk once they have viewed these.

17. GOVERNORS' TRAINING (*Standing Item*) – TO RECEIVE ANALYSIS OF TRAINING SOURCES USED BY THE GOVERNING BOARD OVER THE PAST TWO YEARS AND TO DISCUSS THE IMPORTANCE OF COST-EFFECTIVE UTILISATION OF THE AVAILABLE RESOURCES

IH noted that the document circulated is an analysis of the training log kept of all governor training undertaken in order to ensure that enough use is made of the AfC training resource to ensure that it is worth paying for. Governors are encouraged to use this resource fully and to undertake all recommended relevant training and record it fully. The Clerk will be investigating a different resource available through the AfC for recording training, as an alternative to Dropbox.

OTHER/AOB

18. i. FOR/FROM OTHER COMMITTEES:

To note approval by Premises committee of budget spend of £1.5k p.a. for necessary 3G pitch maintenance, for one year only prior to review.

ii. AOB

The Headteacher drew attention to the planned development of the triangle area at the front of the school, to form a quiet area and an outside classroom, which will take a whole class. KB circulated the plans and quotes received to the governors and requesting approval of the £26k spend. KB pointed out that £10k was agreed and ring-fenced by the PSA last year as was £15k from last year's RNST funding. The PSA have subsequently agreed to a further £10k spend, but in order to cut costs, a fence has

been removed from the plans at a saving of £8k, therefore requiring only £1k further from the latter £10k. KB then went through the quotes received and, following analysis of these, the recommendation made by Jenny Stroud. All four companies have presented to the School Council and were provided with feedback and it was noted that the development should assist with the playground issues raised at Item 12. above.

Governors raised various questions regarding the quote to which the HT responded. It was noted that the CoG is fully apprised of the quotes.

A governor pointed out that whilst the project costs should be agreed to, in light of the finance discussions which have taken place regarding budget cuts, careful consideration should be given to the lowest quote, albeit not the most creative – the school must be seen to be making the most cost effective choices. The optics of this spend at a time when the school is asking the PSA for operational funding was acknowledged to be difficult. However, it was pointed out that there are other projects that are being placed on hold due to finances. This feeds back into the necessity of ensuring clarity of communication regarding budget spend to parents, particularly with regards to ring-fenced funds. Governors approved the £26k spend with Playforce.

KB noted that the area at the back of the school is being cleared on the staff INSET day on 25th May. To assist with this, ER will approach the PSA Chair regarding clearance of all PSA items prior to this date.

ACTION: ER to approach PSA Chair regarding clearance of PSA items at back of school prior to INSET on 25th May.

19. **Date of next meeting: Wednesday 27th June, 7.00pm.**

The meeting concluded at 10.20am.