

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 Wednesday 11th October 2018 at 7.00pm.

- Present: *Foundation Governors (7)*
(LC) Laura Coughtrie (*Co-Chair*) (DD) David Durie
(IH) Inga Hall (*Co-Chair*) (ER) Emma Roberts
(HC) Hatty Cadman (*Vice Chair*) (CR) Caroline Roberts
(DB) David Boddy
- Non-Foundation Governors (4)*
(KB) Katie Bentham (*Headteacher*) (JM) James Merel
(CC) Catherine Christmas (BCW) Bethany Claus Widick
- Local Authority Governor (1)*
(MO) Mark Ollard
- Co-Opted Governors (2)*
(JU) Jean Utshudiema (HJC) Harry Charrington
- Non-Voting (1)*
(PA) Philippa Anderson (*Clerk*)

Opening Prayer (led by DD)

- 1. APOLOGIES AND WELCOME**
Apologies were received and accepted from Luci Mitchell Fry and Father Nigel Worn.
- 2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS**
All Governors are reminded of the need to declare any direct or indirect pecuniary interest which might relate to any matter under discussion.
- 3. TO NOTE THE APPOINTMENT BY ST ANNE'S CHURCH OF DAVID BODDY AS A FOUNDATION GOVERNOR**
David Boddy was welcomed to the FGB by LC and then gave an overview of his background, largely in private and tertiary education and stated that he is looking forward to the opportunity of serving in any way he can.
- 4. TO NOTE THE APPOINTMENT OF CAROLINE ROBERTS IN THE ROLE OF DIOCESAN GOVERNOR TO THE BOARD**
CR was thanked for stepping into the role of Diocesan Governor to the Board. Paperwork to follow from SDBE.
- 5. ALL GOVERNORS TO RETURN A SIGNED COPY OF THE STATEMENT OF COMMITMENT TO THE CLERK AT THE MEETING** – Done.
- 6. ALL GOVERNORS TO SIGN A DECLARATION OF INTERESTS FORM FOR 2018/19 AND RETURN TO THE CLERK AT THE MEETING** – Done.

7. APPROVAL OF THE MINUTES AND THE CONFIDENTIAL MINUTES OF THE MEETING OF 27th JUNE 2018

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

- LMF to explore a distance map for the school website – it was advised that this is being considered by the Admissions committee.

STRATEGIC – Linked to Vision

6. TO NOTE THE VISION CONTROL DOCUMENT WITH ACTIONS ACHIEVED DURING 2017/18 AND TO CONFIRM VISION PRIORITIES FOR THE CURRENT ACADEMIC YEAR

LC gave an update on how the school has progressed the Vision from last year, noting the addition of a column of Work Completed. The two main areas of focus will be Writing and Maths Mastery for the forthcoming year. LC then highlighted various other areas of ongoing work including gaining the Primary Science Quality Mark Gilt Award. The playground is progressing well, although an additional funding bid has not been granted – the school will be submitting a bid to Richmond National Schools Trust and the PSA may also be approached if this is agreed at Finance Committee. IH noted that Lettings are progressing well, and the first meeting of the Volunteer Working Group has taken place in order to set up a framework for parents to come into the school, with a view to extending this to broader community volunteering in the future. KB advised that six volunteers have come forward to date, and the school will be going out to parents again in the next Newsletter. No trends have been identified in terms of year group or of preferences for indoor/outdoor learning.

HC stated that she felt it was a very helpful format, with the inclusion of the action column making it very clear.

9. TO RECEIVE ACTUAL ADMISSIONS STARTER NUMBERS FOR RECEPTION, SEPTEMBER 2018, IN CRITERIA ORDER

LC gave an update sent by LMF in her absence which stated that the last child to be offered a place was No. 55 on the list, with distance at 1,261m from the school and which also included statistics for all offers to No. 60. LMF advised that the most notable point is the large number of distance places (Criteria 6) awarded this year, further noting that the school is full in Reception so that whilst LMF raised concern at the last FGB regarding the reduction in applicants and the shorter than usual waiting list, she is delighted that this has proved to be wrong. There are currently four children on the waiting list. Places were allocated as follows:

- Criteria 1 (looked after children) - 0
- Criteria 2 (exceptional needs) - 0
- Criteria 3 (siblings) – 21
- Criteria 4 (Kew Anglican church places) – 9
- Criteria 5 (Kew other church places) - 4
- Criteria 6 (distance) – 26

Q: Has there been much discussion regarding macro trends across the Borough?

A: Low birth rate has been discussed and a number of primary schools have cut their intake as a result of lower applicant numbers.

10. TO DISCUSS APPROVAL OF SCHOOLS DIRECT FUNDING IN 2019/20 FOR A CANDIDATE COMMENCING TRAINING IN SEPTEMBER 2019

KB noted that Tania Sesay (TS) had trained at the school through this route. This worked well, and another candidate would like to take this route from September 2019. KB advised that the school receives £6k of funding towards this to offset against paying an unqualified teacher salary of c. £23k.

Q: How long has the candidate been a TA?

A: Just started as a TA. This was the route approved by P&P to then go to Finance or FGB for approval of cost.

Q: If trained at the school, how long do teachers then stay?

A: As with TS, candidate would be required to take a job at the school if offered one, although no timescale to be placed on how long she would have to stay.

It was pointed out the school 'growing its own' talent is in keeping with its ethos and a partial solution to recruitment and retention issues. Whilst there is clearly an outlay of funds in the short term, these teachers then enter on a relatively low pay scale and therefore prove to be a good investment.

Q: When in training, does the trainee teacher replace a TA in terms of head count?

A: That did happen last year, so potentially yes. However, it will depend on where the teacher wants to do her practice – KS1 works better than KS2 due to all day TA cover in KS1.

It was agreed that there are future potential benefits to this, with a strong preference expressed that the salary costs be offset against a TA, as otherwise it could potentially add c. £35k to the staffing budget. KB pointed out that an offset solution may not work and gave the reasons for this, noting that it could complicate staffing significantly. After consideration of additional questions regarding the sums that can be realistically offset and anticipated cost, it was pointed out that if governors agreed, in principle, to this going ahead, the finances would have to be left to the management of the Headteacher to ensure that there would be no additional costs incurred by going over head count. It was recognised that there is a need to balance our aspirations of being an employer of choice against the current financial constraints the school is facing. It was further noted that next year's financial position is currently a likely deficit of up to £50k, with the potential for this decision to move that figure up to £85k, with savings having to be made in other areas.

Q: Will we have to say no to anything else in the pipeline as a result of this decision?

A: Nothing at the present time that would be affected.

It was agreed any plan to proceed with this proposal needs to be approached with caution, carefully planned and monitored. Any proposal to offer a teacher training opportunity should ideally be structured for the teacher to be able to carry on in an available job once qualified. It was noted that this is not always possible but that this would be a risk that the school has to take if the decision is taken to proceed (beyond the current in principle decision that this is a sensible approach).

11. TO RECEIVE VERBAL FEEDBACK ON PLANS FOR THE QUEEN'S SCHOOL IN RESPECT OF ENVIRONMENT AND POLLUTION AND BROADER COUNCIL LIAISON INITIATIVES

CR reported that the school, led by KB and Jo Bushell, has recently been involved in a LA-run project monitoring air quality in the Borough following investment in a programme run by the London Sustainability Exchange. A full report has been received, with some steps already taken and more in the pipeline. The current priority is to address unacceptable levels of pollution coming through the gap in the trees planted along the fencing on the South Circular road which have failed to grow. Various alternatives are being considered.

CR/LC/HJC have met to discuss various options, with the aim of approaching Lottie Campanale, a new Councillor who is very environmentally concerned, with propositions to address local road usage and to investigate the school's leverage with regards to the current Community Use Agreement (particularly increasing lettings without changing usage zones as our planning officer had previously advised would be needed). HJC gave governors the detail of this, noting that contact with a Planning Officer regarding their interpretation of the planning law will be pursued. HJC further noted that since so many objections to the astro usage are to do with car use, taking measures regarding day to day traffic in partnership with Kew College to ensure best practice is demonstrated may be a way to unpick some objections. HJC also referred to the Mayor

of London's new plan for investment in trees and planning measures across London regarding road use outside schools, with some banning cars altogether. It was noted that any approach will have to be very measured and that investigation into what other schools have done to ameliorate issues will be required. It was suggested that the school invites the Councillor to the school for a tour and to demonstrate that Queen's is a community school.

It was agreed that filling the current gap in the hedge must be a priority, with various options, costs and grants for environmental projects to be explored. Professor Roger Mason, a local expert, is very happy to assist with any funding requests.

12. TO NOTE THE HEADTEACHER'S REPORT

KB commenced with Pupil Information, noting that approximately 20 children left at the end of the Summer Term, and that exit interviews had been conducted where appropriate, with a common theme emerging. This has been discussed with LC/IH and will be addressed. KB stated that Michelle Jones has worked extremely hard to replace all the children and has been very successful, with numbers the best they have ever been. Thanks were minuted to MJ for all her hard work.

The school is over head count in Year 1, on grounds instructed by Hounslow Borough Council. There has been a degree of parental concern, but the class will be going back to 30 pupils after half term, which has been communicated to parents. In Year 3, a number of children have left and there is no waiting list, but two new enquiries have been received. A few children are leaving at half term, but the hope is that these places will be rapidly filled.

Q: What are the reasons for the children leaving at half term?

A: Leaving the area; returning to Australia; moving to a more local school; Brexit. Now important to build up waiting lists, with some year groups doing better than others.

Q: When the school goes over head count, does that count for the census?

A: Yes, the census was reported at 419, and the school went to 420 the following day, which is the current number on roll, and this will not go to 421.

KB advised that she is attending an In-Year Admissions Appeal on Monday, which is the second appeal from the same person.

KB drew attention to the number of SEN children in the school and increasing number of EHCPs, causing a capacity issue which is currently being addressed. There are four EHCPs in one year group, plus a potential fifth starting. An Outreach worker is working with a child who is new to the country and therefore does not have an EHCP, and the school will decide going forward how that progresses.

In response to questions re EAL, KB noted that the EAL figure is higher than usual but not significantly so – it is normally in the 30% range. Staff are noticing a real change in the needs of children joining the school. More children are arriving with no English, but they pick it up extraordinarily quickly on immersion.

KB went on to report on staffing capacity issues. The school needs more TAs than previously thought, and more specialist TAs. There are advertisements out at present with interviews taking place next week. However, applications are low across all schools as reported at Heads' Forum.

In terms of progress data, KB noted that this has been discussed to some degree at C&S Committee, but further analysis will take place following receipt of Analyse School Performance (ASP) data. LC advised that all governors are encouraged to attend the ASP data meeting on Tuesday 20th November at 7.00pm.

POST MEETING NOTE: This date has been changed to Tues 15th January 2019.

KB advised that a letter had been received from the ESFA (Education and Skills Funding Agency) specifying that a full building performance evaluation will be carried out, which was the desired outcome following ongoing issues with the heating and cooling system. IH gave a brief overview of the current position in this respect.

Q: With regards to staff training, are there any significant gaps in training that need to be addressed?

A: There has been a significant change in the INSET timetable. This was due to two days of Bereavement Training which was delivered in September, following the very sad loss of a pupil in the summer break. Some catch up will now be needed.

Discussion then followed regarding training generally and bereavement support specifically. Regarding the former KB noted that the greatest focus will be on Writing this term, whilst next term the focus will probably be on SEN due to the influx of pupils with EHCPs. KB noted that not as many staff are sent on individual courses, with the school using the AfC Bronze package, plus Diocesan courses through the SLA. The biggest investment this term is in coaching for SLT which has taken place over three sessions.

Regarding bereavement, KB reported that the Education Psychology Team will come in to school on an 'as-needed' basis going forward and Jason Moore has also been in school supporting the staff and pupils. Various dates and events have been pinpointed for additional support. In response to questions, KB noted that many of the pupils had started to process the bereavement prior to returning to school. The siblings and pupils speak quite openly. Staff were very shocked, but have responded very well to the training and have had support. The staff mood generally is very positive and they give each other a lot of support when necessary. KB considers that she and SLT have the resources and capabilities to identify any struggling colleagues.

Q: From the exit interviews, was there any family that left that made you feel there was a reputational risk?

A: No, not directly. There was a common theme from two separate families and KB is aware of a bigger picture around that, but it is not a current reputational concern.

13. TO RECEIVE A SAFEGUARDING REPORT FROM THE HEADTEACHER (Standing Item), INCLUDING FEEDBACK FROM SAFEGUARDING AUDIT UNDERTAKEN BY THE SAFEGUARDING GOVERNORS AND PLANS FOR UNDERTAKING FUTURE AUDITS

KB referred to Safeguarding covered in the HT report and advised that with regards to the Safeguarding Audit there are still outstanding questions to be answered.

A governor queried the timeliness of the Audit, following a report in the AfC Newsletter which referenced an annual audit and KB confirmed that it is due annually, and advised that the thoroughness of the current audit will not need to be replicated annually, it will then only require an annual update. Linda Sheehan will come into the school and carry out a mini health check in order to identify themes which need to be addressed.

Q: Going forward, will the governors' termly safeguarding visit be based on the themes identified in the audit?

A: No specific guidance on this, but the topics will be worked through, which will take a significant amount of time, unless a specific area of concern is identified, in which case this would be brought forward. Furthermore, reports produced by the safeguarding governors following the termly visits will be submitted to FGB.

Once the current audit is completed, it will be much more straightforward and less time consuming to evaluate annually.

ER/BCW were thanked for their hard work on the Audit.

14.a TO RECEIVE INFORMATION ON CHANGES TO PHASE GROUP STRUCTURE AND TO NOTE CHANGES TO PHASE GROUP MEMBERSHIP AND NEW PHASE GROUP CHAIRS

LC reported that the Phase group structure of the school has been changed, with phase meetings taking place this week. Reasons for this are highlighted in the Co-Chairs' report, and the success of the changes will be monitored over the course of the year.

14.b. TO NOTE THE OUTCOME OF GOVERNOR VISITS IN SUMMER 2 2018

CC thanked everyone who completed a report following visits during International Week – seven reports were received, covering the majority of the school, with very pleasing and positive outcomes – CC outlined specific comments regarding what was evidenced, giving detail of only two negative comments made. CC noted that parents came in during the morning on International Day which the children loved, and thanked Katherine Matheson for her work co-ordinating the event, which was hugely successful.

15. TO RECEIVE A VERBAL REPORT FROM THE CHAIRS, INCLUDING ITEMS OF SIGNIFICANCE CONSIDERED BY THEIR COMMITTEE SHOULD BE DRAWN TO THE ATTENTION OF THE FGB AND TO NOTE THE MINUTES CIRCULATED

Premises – meeting in two weeks. On Lettings, CC/JU/IH are working closely with Hannah Mbaire and Andy Rooney, on different work streams. The first Community Liaison meeting is taking place in Autumn 2, which will feed into the environmental discussion and what residents are thinking are the current top priorities. With regards to mixed use, IH is endeavouring to collate a body of evidence regarding demand for astro at times not currently permitted. IH/HM are bringing existing contracts into line with current terms/Policy, CC/AR are tracking the finances, and JU is working closely with AR particularly regarding the astro, and increasing its use on a Saturday.

Curriculum & Standards – met this week and were presented with the Action Plan for Writing which will be a major focus following a dip in the school's results, which need to be examined in greater detail following ASP meeting. The Committee also received a presentation on the Science award gained by the school, which was very pleasing in an area which is only tested randomly – it was interesting to see the school incorporating science as a very important subject for the children.

Finance – have already met this half term and will be meeting in November. At this point the school will be six months into the financial year and will be due an update from Lettings and a re-forecast from Andy Rooney following staff salary review results. This will probably move from a zero deficit down by £30k/£40k, which was potentially anticipated.

Kairos – CR circulated all Collective Worship dates (compiled by Katherine Matheson) and encouraged as many governors as possible to attend these events.

Pastoral – the Committee has not yet met, so minutes circulated are from June. Relevant items – Volunteer policy and working group; and safeguarding – have been covered elsewhere in the agenda. Parent questionnaires are due to go out after half term. Concerns regarding bullying are a standing item for Pastoral at present, and are being fully addressed by the school.

Pay & Personnel – will be discussed under Item 16.

Admissions – not met, numbers reported.

Steering – a number of topics in Steering have also been covered in this FGB agenda.

STATUTORY

16. TO DISCUSS RECOMMENDATIONS FROM P&P COMMITTEE FOR APPROVAL OF THE WHOLE SCHOOL PAY POLICY FOR 2018/19

HC noted that the P&P minutes circulated are from the Summer Term meeting, with a meeting of P&P and Pay Committee having recently taken place. The 'You Said We Did' response to the Staff Survey has now been circulated, with one response received to this. HC reported on the major items addressed relating to the government's recommendations on teacher pay increases, which the Committee has recommended be accepted in full. HC noted that the cost implications for this had been budgeted for closely and accurately. The Whole School Pay Policy is therefore recommended for approval by FGB, after which it will go out to staff for consultation.

It was noted that it was difficult to assess the figures as the Appendix circulated did not show how numbers had changed. HC advised that higher percentage pay rises were recommended for less well paid teachers, with percentages dropping up the pay scale.

The Whole School Pay Policy was approved by the Board.

17. TO APPROVE UPDATED CHILD PROTECTION POLICY

It was agreed that it was very useful to see the changes highlighted in the proposed policy and no questions were raised. The policy was approved by the FGB. KB noted that the final version which will be uploaded to the website will also contain photos.

ACTION: KB to liaise with Paul Adams to ensure that the final approved version of the Child Protection Policy is uploaded to the school website.

LC asked governors to confirm to the Clerk that they have read Keeping Children Safe in Education Part I.

18. FOR NOTING

i. Co-Chairs' Report, including correspondence

LC/IH pointed out that all items have been covered by the Agenda, except for the Annex document on Common Themes, which focuses on the strategic role of the FGB and on ensuring that due regard is given to the needs of the teachers and managing the work asked of them in a way which is respectful and timely. To that end, the Clerk requested that any Committee meetings to which staff are to be invited are identified as soon as possible, for inclusion in the Schedule of Dates.

IH drew attention to headline training, in particular the induction courses for new governors and the Critical Friend training taking place in February 2019.

ii. Finalised Committee and Phase Membership – noted.

iii. Finalised Governor responsibilities document – noted.

iv. Finalised Co-Chair/Vice Chair responsibilities document – noted.

v. Verbal Policy Progress Report

CC reported that a list of outstanding policies has been circulated, some going back to 2017, many of which are SLT responsibility. It was noted that time and workload is affecting SLT ability to review these policies. Chairs were asked to keep on top of their own Committee responsibilities in this respect.

vi. Finalised Annual Schedule of Work for 2018/19

It was noted that this has now been reviewed and is as up to date as possible, with thanks given to all Chairs for their input.

vii. Finalised Schedule of Dates for 2018/19

The Clerk advised that following minor changes to the schedule, a final version will be issued before half term.

19. GOVERNORS' TRAINING (*Standing Item*)

LC is now taking over responsibility for this from IH and highlighted the very comprehensive SDBE and AfC programmes of training which have been circulated, and suggested that all governors revisit this document with a view to attending the appropriate courses. IH will recirculate last year's document identifying the required training needs for governors depending on committee membership and responsibilities.

ACTION: IH to recirculate Training document to all governors.

The Clerk advised that the AfC portal for storing and sharing documents is currently being updated, but that once this is completed the intention is for the FGB to use this as

a replacement for Dropbox. In the meantime, it was requested that governors continue to use Dropbox to record their training.

ACTION: The Clerk to provide update on progress at December FGB meeting.

20. TO RECEIVE UPDATE ON SOCIAL EVENT OPTIONS FOR 2018/19 AND ALSO ON PLANS FOR A GOVERNORS' AWAY DAY IN 2019

BCW gave an overview of last year's Summer Staff/Governor party and highlighted a key aim for these events is to foster staff/governor relationships, therefore recommending a date earlier in the academic year (May or June) to give time for those relationships to develop, with a pub or quiz night proposed. BCW will issue an email requesting governor feedback on proposals for social events and requested that governors respond. KB will advise on suitable dates to avoid SATS week, the Year 6 school journey etc. BCW then invited all to Governor Drinks at The Botanist on 7th November.

LC briefly discussed proposals for a Governors' Away Day, for which LC/IH will liaise with KB to set a date, after which themes for discussion will be identified.

21. TO RECEIVE UPDATE ON THE QUEEN'S SCHOOL RENAMING PROTOCOL IN THE EVENT OF THE SUCCESSION OF HM THE QUEEN

IH gave feedback on a meeting with Kristen Anderson regarding the renaming protocol for becoming The King's School when necessary. IH has subsequently put together a basic structure document which will now be discussed with KB prior to being brought back to FGB over the next six to twelve months.

OTHER

22. FOR/FROM OTHER COMMITTEES: None.

23. AOB

i. Level 2 Safeguarding will take place on Monday 30th October, 8.30am-12.30pm, to which all governors are invited.

ii. A governor asked about the new school plaque, to which IH responded that she has met with AR/Blake Borland (BB) (Caretaker), and BB has the plaque. It is very heavy, so suitable options are being explored for putting this up together with the 200th Anniversary Plaque.

iii. LC asked for any governor volunteers who may be interested in joining the Schools' Forum (details of which are in latest AfC Newsletter).

20. Date of next meeting: Thursday 13th December 2018, 8.00am-10.00am.

The meeting concluded at 8.55pm.