

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 21st February 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*) (NW) Father Nigel Worn
(IH) Inga Hall (*Co-Vice Chair*)

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

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

Associate Governor (1) *Non-Voting (1)*
(BD) Voulla Demetriou Philippa Anderson (Clerk)

Opening Prayer (led by Father Nigel Worn)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Hatty Cadman and Luci Mitchell Fry.

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 NOTE JEAN UTSHUDIEMA'S APPOINTMENT TO THE ROLE OF TREASURER TO THE GOVERNORS, EFFECTIVE 1st JANUARY 2018

This was noted, with thanks to JU, who confirmed that he has met with Gail Hiscock already and will meet further with Bernadette Bird to progress signatories etc.

4. APPROVAL OF THE MINUTES OF THE MEETING OF 14th December 2017

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

- Update on legislative constraints regarding email approval by FGB and committees. The Chair noted that, following discussion with AfC, whilst there are no legislative constraints, AfC recommend that this should be included in the school's Statement of Commitment. However, best practice continues to be approval in person whenever possible. LC will draft an addition to the SofC. It was agreed that there is no issue with having meetings via Skype or video link, but with a robust system in place to enable this. Governors will need to bear in mind that there are some documents where there are likely to be comments and others where it is more of a formality and can far more easily be done via email. Clerk to be included in email chains so that items can then be ratified at committee after email decisions are made.

ACTION: The CoG to draft an addition to the Statement of Commitment.

- Circulation of documents regarding action in the event of HM The Queen's passing and any further action required at the present time
KA is preparing a handover file of documents which have been compiled over the years in conjunction with other governors. KA will forward these to KB and the Clerk for circulation to all governors.

ACTION: KA to forward all documents pertaining to the passing of HM The Queen to KB and the Clerk for circulation to all governors.

STRATEGIC – Linked to Vision

5. TO RECEIVE UPDATE ON GOVERNORS' SKILLS AUDIT OUTCOME

DD reported only two (new) governors have yet to complete the audit (JM and BCW), which is otherwise up to date, noting it is slightly less skilled than this time last year due to three new governors, but still a very competent group.

DD highlighted the somewhat weaker areas, as documented in the Audit (attached), noting that some of these are learnable skills, whilst also noting that an in-depth analysis of training needs was not undertaken, and pointing out that if governors have identified areas of relative weakness in relation to their committees, then they should be exploring the training available. LC noted that the Skills Audit should be done annually, with the inevitable ongoing turnover of governors.

6. TO NOTE OUTCOME OF COMMITTEE REVIEW CONSULTATION AND PHASE GROUPS RESTRUCTURE, INCLUDING PHASE GROUP MEMBERSHIP AND LEADS

LC noted the relatively few changes that have been made in the meetings schedule, given that the governing board functions well by staying on top of the work, also noting that the current committee structure works, by and large, as it is. This will be reviewed at Steering committee in September.

7. TO RECEIVE VERBAL REPORT ON OUTCOME OF ADMISSIONS CONSULTATION PROCESS AND TO APPROVE THE ADMISSIONS POLICY 2019/20

LC gave an overview of the admissions consultation, noting that FGB are now asked to approve the Admissions policy for publication, and read out the statement prepared by Luci Mitchell Fry, in absentia (attached), giving details of the new criteria, and actions that have been taken. LC asked the governors for any comments or questions.

Q: With regards to PPG Reception intakes, if three places were filled but one child subsequently did not join the school, would a PPG child on the waiting list be able to take that third place and how would that affect the order of admissions?

A: A third PPG child would join the school and, furthermore, if a non-PPG child did not join, a fourth PPG child could join the school, but not under the PPG criteria. The same applies for Staff. There are in a sense now two categories (including Criteria 1) which cover PPG children. LC read out a statement from HC (attached).

Thanks to LMF and the Admissions committee were minuted for all the hard work done. FGB approved the Admissions Policy 2019/20.

8. TO RECEIVE VERBAL UPDATE ON FORMATION AND PROGRESS OF LETTINGS WORKING GROUP TO DATE AND CURRENT STATUS OF COMMUNITY USE AGREEMENT

IH reported that Monica Horner is involved in trying to move things forward at Council level, with the best possible date for planning meeting now 21st March 2018, one year exactly since this first went to planning. A Lettings Working Group has been formed (Pippa/Bernadette/CC/BCW/IH/LC/KB), in order to put together a plan to recoup some of the funds lost through the planning delays. IH took the board through the work of this group and progress made to date.

The governors expressed enormous thanks to IH for the vast amount of work done over the past year under frustrating circumstances.

9. TO RECEIVE VERBAL UPDATE ON PLANNING FOR CELEBRATION EVENT TAKING PLACE ON 23rd MAY 2018-02-21

The Chair reported on KA/DD/NW/LC/BD have formed a working group, meeting monthly with a project plan which is being worked through systematically, noting that funding has been received from the local PCCs, and more is being done to source more funding from PCC, with the PSA funding all refreshments. LC updated the governors on planning to date, asking that all governors set aside the morning of 23rd May to assist, as there will be much to organise. This will replace the governors' away day, which will not take place this year. This will be a financially low key event, but it is hoped it will be a special day in the history of the school. Safeguarding on the day will be difficult and needs considerable focus prior to the event to manage due process.

10. TO NOTE RESPONSE TO CHRIST'S SCHOOL ADMISSIONS CONSULTATION 2019/20

LC drew attention to the letter sent to Christ's Headteacher (attached), to which no response has yet been received. Any response received will be brought to FGB.

11. TO NOTE THE HEADTEACHER'S REPORT AND SEF, INCLUDING POTENTIAL EFFECT ON LOCAL SCHOOLS OF CONSULTATION ON PROPOSED ALTERATIONS TO BARNES PRIMARY SCHOOL (attached)

KB highlighted the huge amount of movement with numbers on roll, although this is still quite high. There is no waiting list in Year 2, which has never happened before. Year 5 has now filled with three children, all EAL, as well as an EAL child in Year 4. BD has followed up on PPG children who have not previously been registered. The Staffing items in the report are confidential and KB requests that these remain so. One child with a SPA referral for a child with an EHC Plan. A Team Around the Child meeting is being organised.

A meeting regarding the school's use as a Polling Station is taking place on 27th February to resolve any issues. If adequate compromise can be reached on a number of issues, the school will remain open. If not, the school may have to close.

Q: How many children have been taken out of the school and why?

A: A wide variety of reasons – moving out of area or abroad; moving to private school; home education (due to family logistics). It has not been for reasons of dissatisfaction with the school.

KB then gave details of the Barnes Primary School consultation on moving from a two form to three form entry school, and the concerns raised, particularly from the Headteacher at Lowther (a Good school) which is 86 places down, and further elucidated on the issues involved and the broad impact on local schools. Whilst Queen's will not be directly affected, there could be some knock-on effect. Following on from a locality meeting, as a collective, huge concerns were identified, on which KB gave clarity. Some responses to questions raised have been answered and the consultation period has been extended by one week, but the general feeling is that this will go ahead. The issue is exacerbated by all schools' financial constraints going forward. Very little data research has been done and KB gave details on some of the statistics involved.

Q: 11 accidents are reported, which is much higher than normal. Any specific reason?

A: There is no pattern, just an unfortunate phase. No unusual accidents.

Q: Regarding TA training, the last three sessions didn't take place, which means 3 out of 5 have not taken place.

A: KB has asked for this half term's training plan to ensure the sessions are made up.

Q: Year 6 is an acknowledged anomaly in terms of interventions etc. What is the potential impact on results?

A: High PPG, so a lot more intervention happening through PPG funding. C&S have looked at the potential results, which are currently looking positive.

Finally, the Headteacher noted the Quiz Night on 16th March and asked the governors to consider hosting a team.

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

Covered under Item 11.

13. TO DISCUSS/APPROVE EXPENDITURE OF £10k, FUNDED BY RNST, FOR PURCHASE OF NEW DINING TABLES

KB reported that the current tables are very worn out. RNST funding is confirmed, the preferred supplier is one used before and also the cheapest quote received. The FGB approved this spend.

14. TO NOTE AND AGREE TO AFC CONSULTATION ON PROPOSED SCHOOL TERM AND HOLIDAY DATES FOR 2019/20

No issues raised. KB will report back at next FGB with proposed school INSET dates.

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 – have met, minutes still outstanding. MS visited with Risk Assessments. 50 out of 56 children are attending the Year 6 school journey to France this year.

ii. Pastoral – meeting cancelled. Outstanding policies for discussion. Meeting to be rescheduled.

iii. Kairos – KA will be Chairing the next Kairos meeting prior to handing over to CR.

iv. Finance – minutes circulated. Internal audit done, which was very useful and highlighted some weaknesses that were known about. Key item was the Purchasing Policy – MO to spend a day with Bernadette Bird before the next Finance committee meeting. The aim of the additional Finance/P&P meeting scheduled for 26th February is to simplify and identify the areas of concern with regards to a deficit budget and to achieve clarity within the committee. KB will be meeting with BB regarding staffing figures, which will be available and reasonably accurate for the meeting. A shortfall of £17k in funding from the Borough for this year was noted. LC noted the Schools Financial Value Standard has to be signed by FGB – in light of the deadline (31st March), this will be done via email.

iv. C&S – have met and looked at results for last year and predictions for this year. The committee met the new SENCO, Anna Chalcraft, who outlined her needs to enable her to do her job effectively, some of which will be passed to Finance. KA reported that Phase meetings are taking place next week, noting that since there is no current Phase II lead, this has been postponed for a brief time. New phase groups were highlighted.

v. P&P – HC absent.

v. Admissions – no further update.

STATUTORY

16. ON THE RECOMMENDATION OF THE FINANCE COMMITTEE, THE FGB TO ADOPT THE FINANCIAL REGULATIONS AND STANDING ORDERS 2018

The Financial Regulations and Standing Orders for 2018 were adopted by the FGB.

17. TO RATIFY SEND AND DISABILITY POLICY

Minor amendments have been made to contact details, otherwise no changes from last year's policy. This was approved by the FGB and will now be uploaded to the website.

18. TO APPROVE THE CHILD PROTECTION POLICY

The school has updated the CP policy to incorporate the updated LSCB model policy. Concern was expressed at how unwieldy and lengthy the current format is, rendering it unrealistic for it to be read and understood by all those who should. All staff are expected to have read the whole document, understanding in particular the relevant areas, and it was noted this is constantly evolving. Peter Cowley is happy to come in and do an online safety talk in conjunction with a presentation to parents.

The committee approved the Child Protection policy. However, it was agreed that, going forward, the LSCB should receive feedback on the complexity of the document, in particular with respect to the expectation that volunteers in the school will fully understand it. It was agreed that a brief volunteers' version will be produced by the school.

ACTION: The school to produce a Volunteers' version (i.e. much abbreviated) of the CP policy.

The policy will now be prepared for the website by KA and forwarded to CC/the Clerk, who will then report to KB so that the policy can be launched to parents prior to going on the website.

16. FOR NOTING:

i. Chair's Report, including correspondence.

At one of next two FGB meetings, a brief half hour training slot on GDPR will be incorporated into the agenda. LC to plan with KB. LC then drew attention to Keeping Children Safe in Education, included specifically for the benefit of new governors.

ACTION: Clerk to add GDPR training to FGB agenda before end of academic year.

Letter of complaint received from an ex-parent, which LC has responded to.

LC will be attending a disciplinary panel at another Borough school.

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

17. GOVERNORS' TRAINING (*Standing Item*)

Governors are reminded of their training obligations and IH noted that more training needs to be undertaken after a particularly busy period when little training has taken place. A governor needs to undertake Safer Recruitment training in light of the imminent departure of KA from the governing board.

Internal Safeguarding Level 2 training on Friday 26th May, 9.00am-1.00pm INSET is open to governors, who are asked to inform the Clerk of their availability to attend by 22nd May at the latest.

The value of face-to-face training was noted.

OTHER

18. AOB

Volunteers coffee morning this Friday 23rd February after drop-off. KA asked any governors available to attend.

19. Date of next meeting: Thursday 10th May, 8.00am-10.00am (note new date).

The meeting concluded at 8.45pm.