

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C OF E SCHOOL CUMBERLAND ROAD KEW, SURREY, TW9 4HJ

Minutes of the Meeting of the Governors of The Queen's School
Held at the school on Monday 11th November 2019 at 7.30 pm.

Present: *Foundation Governors (4)*
(IH) Inga Hall (Co-Chair) (LC) Laura Coughtrie
(HC) Hatty Cadman (ER) Emma Roberts
(CR) Caroline Roberts

Diocesan Governors (1)
(BR) Barnaby Rodgers

Non-Foundation Governors (4)
(BD) Voulla Demetriou (Co-Headteacher) (JM) James Merel
(JS) Jenny Stroud-Turp (Co-Headteacher)
(BCW) Bethany Claus Widick (Co-Chair)
(CC) Catherine Christmas (Vice-Chair)

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

Associate Governor (1) *Other (1)*
(DD) David Durie (MJ) Michelle Jones (Clerk)

Opening Prayer (led by Voulla Demetriou)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from NW & HCH. CR would be arriving later. IH chaired the meeting.

2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS

All Governors were reminded of the need to declare any direct or indirect pecuniary interest which might relate to any matter under discussion.

JM attended the meeting not in his capacity as a staff governor but as one of the class teachers affected. JS acted as staff governor by proxy for JM.

STATUTORY

3. TO RECEIVE PROPOSALS FROM THE SCHOOL TO ADDRESS SPECIFIC TEACHING AND LEARNING CONCERNS WHICH ARE BEING EXPERIENCED IN A PARTICULAR YEAR GROUP AND TO DISCUSS THE FUNDING OF THESE PROPOSALS

The CHT provided a brief background and addressed the key points made in the note circulated with the agenda to explain the issues which have arisen in Year 4 and proposals to address these in a meaningful and sustainable way.

In terms of staffing, there are currently 2 teachers, 1 trainee teacher and 2 teaching assistants. One TA is assigned to the pupil with the EHCP. The CHT reported that, in their views and having discussed it with the staff involved and the SENCO, additional interventions are needed.

The teaching staff are under additional pressure to close the gap on attainment and to ensure more children are 'working at' the age expected range. The CHT reported that the current attainment results for the year group indicate that a significantly larger than usual percentage

of children across the year group are at risk of or are 'working below' in each of reading, writing and maths.

The Educational Psychologist is providing advice to support strategies. The CHT outlined the array of strategies which the school has already put in place to assist this year group, including:

- Richmond Vulnerable Children's Fund (RVCF) has approved £3k of emergency funding which is being used to fund an additional TA for 5 weeks until the end of November.
- Teaching Assistants from other year groups have been temporarily reallocated to support this particular year group, which has in turn reduced the support available for other children across the school, which is not a sustainable solution
- Additional emotional support is being provided by Emotional Literacy Support Assistants (ELSA) but also pulling from other year groups

The governing board was presented with three possible options to resolve the solution:

Option 1 – Do nothing additional [*no additional cost*]

Option 2 – Increase support staff by employing 2 full time TA's and an additional afternoon ELSA to provide dedicated support until the end of the Summer Term [*net additional cost of £33k*]

Option 3 – Employ an additional full-time teacher [*net additional cost of £27k*]

The CHT proposed Option 2 as the preferred model. The Educational Psychologist felt that options 1 & 3 were not in the best interest of the children. In addition, Option 3 may de-skill the teacher/TA's.

The Governing Board heard from the teachers affected, this has been minuted separately under the "confidential minutes". Additional questions of a confidential nature have also been minuted separately in that document.

CR joined the meeting at 8.05pm

JM left the meeting at 8.47pm and was thanked for his contributions to the issues under consideration.

The Governing Board then received input from the Finance Committee chair regarding the financial viability of Options 2 and 3 to the extent that either would be required to be funded from our reserves. MO reported that the current financial position is there is a deficit of £137k. At the beginning of the year the brought forward reserves were £323k, of which £100k has been ring-fenced. The forecast for the reserves at the end of the financial year is £223k. The proposed costs for Option 2 – increasing support staff and an afternoon ELSA until the end of the Summer term is £41k. This would be offset by the balance of RVCF funding of £1.2k and £5k from the PSA. Option 3 to employ an additional teacher, would cost £27k based on agency fees of £186 per day for 145 days. Based on these figures the funds could be found to cover the costs for either Option 2 or 3 whilst maintaining an appropriate level of reserves.

The Governing Board proceeded to discuss which option should be taken. The first Option 1 – To do nothing additional, was ruled out as this would not be beneficial to either pupils or staff. IH asked whether anyone considered that there were any other options which had not yet been tabled but which should be considered but it was agreed that there were not.

The Governing Board voted unanimously in favour of Option 2 - to Increase support staff by employing 2 full time TA's and an additional afternoon ELSA to provide dedicated support until the end of the Summer Term. This was agreed with the following provisos:

- A review should take place no later than the end of next term with a further review for options for the following year to take place at Summer term FGB.
- Feedback on progress of additional support must be included in the CHT's report to the FGB as a standing item
- Communication to parents has to be crystal clear

- The Governing Board also noted that things may look worse before they get better but confirmed they will keep governors closely involved and fully informed.

ACTION: JS/BD to draft a letter to parents regarding the increase of support staff in the year group, with input from certain governors

ACTION: JS/BD to work with AR on the recruitment of the TA's and extending the ELSA's hours

The Governing Board thanked JS and BD for their creative and steady leadership. They also thanked JM and AD for their frank and honest input into today's meeting and their continued hard work. The Governing Board wished to minute their appreciation for all of the efforts put in by the staff to support this year group.

4. AOB

a. WSPP

Provided that no comments are received from staff on the WSPP by the 20th November, the Governing Board agreed to pay the teachers the higher salary approved at the Autumn 1 FGB (in order for that increase to be included in the next payroll).

ACTION: If no further comments are received on the WSPP, HC will confirm the payment of the higher salary to teaching staff to AR at the end of the consultation period on 20th November 2019.

b. All governors to use the Queen's school e-mail addresses

BCW reminded all governors that they must start using their Queen's school e-mail addresses for governor business by the end of the year, 31st December 2019.

c. JU's term comes to end in December, unfortunately he is unable to attend the next FGB due to work commitments. The Governing Board thanked him for all his hard work and commitment over the years.

Meeting ended at 9.10pm

ACTIONS

JS/BD to draft a letter to parents regarding the increase of support staff in the year group, with input from certain governors

JS/BD to work with AR on the recruitment of the TA's and extending the ELSA's hours

HC will confirm the payment of the higher salary to teaching staff, if no further comments are received on the WSPP, to AR at the end of the consultation period on 20th November 2019.