

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 Thursday 12th December 2019 at 8am.

Present: *Foundation Governors (7)*

(IH) Inga Hall (*Co-Chair*)

(HC) Hatty Cadman

(MM) Marian Mollett

(CR) Caroline Roberts

(LC) Laura Coughtrie

(ER) Emma Roberts

(VP) Vasiles Polydorou

Non-Foundation Governors (4)

(JS) Jenny Stroud-Turp (*Co-Headteacher*)

(BCW) Bethany Claus Widick (*Co-Chair*)

(CC) Catherine Christmas

(SK) San Kodia

Co-opted Governors (1)

(HCH) Harry Charrington

Associate Member (1)

(DD) David Durie

Other (2)

(MJ) Michelle Jones (Clerk)

(AR) Andy Rooney (SBM)

Opening Prayer (led by Laura Coughtrie)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from NW, BR and MO. CR would be joining the meeting later. CC would need to leave the meeting early due to an emergency. AR would be covering the Items 8 and 9 in the absence of MO, the Finance Committee Chair, and would be joining the meeting at 9.15am.

IH chaired the meeting up to Item 18 and BCW chaired the meeting from Item 18 onwards. Governors introduced themselves to the new governors.

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.

CR joined the meeting at 8.05am

3. TO WELCOME AND RATIFY MARIAN MOLLETT AND VASILES POLYDOROU TO THE GOVERNING BOARD

The Governing Board ratified the appointment of Marian Mollett and Vasiles Polydorou and welcomed them to the Board.

4. TO NOTE THE APPOINTMENT OF SANOBER KODIA AS THE NEW STAFF GOVERNOR FOLLOW THE RECENT ELECTION AND TO THANK JAMES MEREL, THE OUTGOING STAFF GOVERNOR

The Governing Board noted the appointment of Sanober Kodia as the Staff Governor, who had stood unopposed in the recent elections. The Governing Board thanked James Merel for his commitment during his term.

5. TO NOTE THE RE-APPOINTMENT OF EMMA ROBERTS AS A FOUNDATION GOVERNOR (ST ANNE'S)

The Governing Board duly noted the reappointment of Emma Roberts as a Foundation Governor for St Anne's and thanked her for her continued commitment.

6. APPROVAL OF THE MINUTES OF THE MEETING HELD ON THE 10TH OCTOBER 2019 & THE EXTRAORDINARY MEETING OF 11TH NOVEMBER 2019

The minutes of the meeting of the FGB on Thursday 10th October 2019 were agreed as an accurate reflection of the meeting and were approved and signed.

The minutes of the meeting of the Extraordinary FGB on Monday 11th November 2019 were agreed as an accurate reflection of the meeting and were approved and signed.

The Governing Board noted the Confidential minutes of the meeting Extraordinary FGB on Monday 11th November 2019 required amendments around funding figures and was not approved. These minutes are to be amended by the Clerk and brought to the next FGB.

ACTION: Clerk to amend the Confidential minutes from the Extraordinary FGB on 11th November 2019 and to bring to the FGB on 11th February 2020.

MATTERS ARISING:

Matters arising from the last FGB would be addressed under items 13 (ii) and 18 in this meeting.

STRATEGIC – Linked to Vision

Item 13 was brought forward as CC had to leave the meeting early.

13. PHASE VISITS:

(i) To receive an update on the Governor visit report template (CC)

An 'After visit' line has been added to the template with CC explaining that this is for use if a governor has any concerns they wish to raise which do not otherwise 'fit' (or seem appropriate to include) in the body of the form.

CC asked governors to please email the CHT's before completing. CC noted that AfC run training on School visits. The next Phase visits are scheduled for 3-7 February.

Q: Should the same form be used for short visits as for the full 3-hour visits?

A: Each visit has a focus; this form usually covers a lesson (approx. 30 mins) you will then usually move on to another class/year group so will need to complete a new form. The visits provide good insight into what is happening on the ground. Ideally Governors should make 2 visits a year.

The Governing Board approved the amended Phase visit form.

(ii) TO CONSIDER CHRISTIAN DISTINCTIVENESS VS CHRISTIAN ETHOS (CC/BD)

A document received from the Diocese has been uploaded to the Resources section of Governor Hub. Simple examples of Christian Distinctiveness are prayers and collective worship. An example of Christian ethos would be staff demonstrating the values of love, compassion and respect.

CC left the meeting at 8.30am

7. TO RECEIVE A VERBAL UPDATE FROM CHT REGARDING THE EXTRAORDINARY FGB DECISION AND OUTCOMES TO DATE

ELSA hours have been extended for afternoons. There is an agency TA currently in place who will be leaving in January. It is proving difficult to find quality staff.

Q: Has there been any feedback from parents following the return of the Class teacher?

A: No comments have been received from parents. The children are happy the class teacher has returned.

The year group are now starting the day with a nurture programme. Support for planning is in place. Planning has already been completed for January.

Q: How is staff morale in the year group?

A: Both teachers in the year group are more settled.

10. TO CONSIDER AND ADOPT THE LA GOVERNOR SEF FORMAT AND AGREE LEADS/ACTIONS/TIMELINES (IH/BCW)

LC summarised the benefits of having an up to date Governor SEF (including being prepared for OFSTED). AfC have circulated a new Governor SEF in line with the new Ofsted framework and will also have produced a Governors Ofsted checklist by January. The proposal is to adopt the AfC SEF framework but to add in focus on SIAMS related issues. A range of governors including committee chairs should input into the SEF content (action, impact and evidence) and consideration then be given to the best mechanism for agreeing (at full board level) the 'RAG rating' of actions arising. It was suggested the Away Day format be used to do this before the end of Spring 2, which is under consideration.

The Governing Board agreed to adopt the LA Governors SEF adding in focus on SIAMS.

ACTION: IH, BW and LC will start reviewing previous SEF and identify areas for each committee to work on and agree a detailed timescale for committee chairs to work with their committee to produce a draft.

11. TO RECEIVE A VERBAL UPDATE REGARDING THE NEW OFSTED FRAMEWORK AND TO NOTE TRAINING MATERIALS AVAILABLE

IH/DD have attended Ofsted framework training sessions. IH has put together a brief summary, but all governors are encouraged to attend formal training. Key points to note are:

- De-emphasising of data
- Focus on middle leaders
- 'Deep dives' into subjects
- Broader focus on the whole child

12. TO NOTE THE OUTCOMES OF THE SIAMS HEALTH CHECK

The SIAMS health check was carried out by Rachel Norman from the Diocese. After looking at the SEF the main feedback was:

- The school is underselling itself.
- Lots evidence has been obtained but need to show what is the impact
- The CHT's have put together an action plan setting the vision statement which will be brought back to Governors.

Q: The school already has a Vision Statement; do we need another?

A: This will be an action plan, clarifying the Vision Statement, mission statement and priorities.

Going forward SIAMS is to be a standing item on the Kairos agenda. We need to have a theological statement, then something explaining what this means. NW produced a document that was taken to Kairos and shared at the last Governor Away day.

The Diocese will revisit in July and will test out our evidence. The SIAM SEF is to be brought to Kairos and then the FGB before the Diocese visit in July.

ACTION: Clerk to add SIAMS (standing item) to future Kairos agendas

ACTION: CHT's to continue working on the SIAMS SEF to ensure completion before the July revisit.

14. TO RECEIVE A VERBAL UPDATE ON CUA2

The lettings for the last two years have been reviewed. Key points as summarised by BR included:

- Income totalled £35k for 2018/19
- 51% of income came from Pleiades and the Russian School with 49% coming from all other sources.
- Consider increases to letting charges for the Russian School and Kew College
- Investigate expanding the hours of use at weekends and evenings for the astro pitch
- Consider marketing the hall for party use on Sundays.
- Arrange another CUA meeting with neighbours to check in and see if they are happy with how things are going so far and to broach expanding hours.
- The PSA have requested a second shed. This would require planning permission as it is 4m from the boundary. A sedum roof has been suggested to make the view more favourable for the neighbours. It was agreed however that this project should be paused until CUA is resolved and this to be communicated to AR (and to the PSA).

AR joined the meeting at 9.10am and agenda items 8 & 9 were revisited

8. TO RECEIVE A VERBAL UPDATE ON CURRENT FINANCIAL POSITION AT THE HALF YEAR

AR reported that the P8 November Year to Date outturn is £92k. Key points to note included:

- Predominantly front ending of expenditure – work on the field, furniture
- Back ending of staff costs – supply teacher
- 2nd/3rd instalment of PPG
- Roughly on track with the budget
- Slightly ahead on staff costs which include the decision at the Extraordinary FGB for the additional TA which will be matched by funding.
- The LA have been chased on the VAT issue. Not yet received a response. £68k VAT asset has not yet been refunded

9. TO RECEIVE A VERBAL/Written UPDATE ON ITEMS ARISING FROM AUDIT OUTCOMES

- Close to completing the audit actions
- Those that are not yet 'green' are being worked on as a priority
- IR35 – SBM is working with club providers and is going through a checklist with them.

ACTIONS: IH will communicate with Grahame Craig to flag the actions have been completed

AR left the meeting at 9.20am

The meeting returned to following the order of the agenda.

15. TO NOTE THE CO-HEADTEACHERS REPORT

The Governing Board noted that school had been awarded Gold under TfL's Stars travel plan scheme. Thanks were passed on to all staff and pupils involved in achieving this result.

Q: How is the quality of teaching determined?

A: Ofsted no longer make a judgement on teachers, but staff are still asked to make a judgement based on learning walks and in class visits.

Q: It was noted that there had been a shift on quality of teaching from outstanding to good and no teachers required improvement. How will the shift be reversed?

A: Action plans are in place to get teachers moved from good to outstanding. An update will be provided towards the end of term.

Q: The numbers on roll are expected to reduce by 2 pupils at the end of term. What will the numbers look like for the next census?

A: It is expected that the places will be filled and the numbers on roll will remain at 416.

Q: Attendance for non-sickness related absences seems high?

A: These absences are due to hospital appointments for which time off has to be given. Staff are encouraged to make these appointments outside of work time wherever possible.

16. TO RECEIVE A SAFEGUARDING REPORT FROM THE CO-HEADTEACHERS (STANDING ITEM) INCLUDING AN UPDATE ON SAFEGUARDING AUDIT STATUS AND VERBAL UPDATE FROM THE SAFEGUARDING GOVERNOR ON THE TERMLY SAFEGUARDING REVIEW

The CHT fed back that the updated Safeguarding Audit carried out in November 2019 was all complete except the lockdown procedure. Currently looking into signals and intercoms using what we have on site already.

ER, BCW & JS to carry out a ½ day inspection in the Spring term with Linda Sherman.

The focus for the Safeguarding termly visit in the Autumn term was talking to a group of children (Pupil voice) around Safeguarding. Pupils from Years 1, 3 & 6 were met with yesterday. ER & JS will meet to discuss the outcome.

ER would like the opportunity to talk to parents about Safeguarding.

A Safeguarding visit will be organised in the Spring term look at how children are discharged from school at the end of the school day.

Q: Have we ever run workshops for parents on Safeguarding in school?

A: We have previously run some workshops and Gill Hines has run also run some in school.

17. TO RECEIVE A VERBAL REPORT FROM THE COMMITTEE CHAIRS, INCLUDING ITEMS OF GENERAL SIGNIFICANCE CONSIDERED BY THEIR COMMITTEES THAT BE SHOULD BE DRAWN TO THE ATTENTION OF THE BOARD AND TO NOTE THE FOLLOWING MINUTES:

17.1 Premises, Health & Safety & Lettings	Nothing further to report
17.2 Pastoral & Kairos	Nothing further to report
17.3 Finance	Nothing further to report
17.4 Curriculum & Standards	Nothing further to report
17.5 Pay & Personnel	Nothing further to report
17.6 Admissions	Admission policy will be discussed in item 20
17.7 Steering	Did not meet

STATUTORY

18. TO RECEIVE A VERBAL REPORT ON THE OUTCOME OF THE STAFF CONSULTATION ON THE WHOLE SCHOOL PAY POLICY (WSPP)

The consultation period for the WSPP had now finished.

HC noted that P&P had incorporated amendments at the last FGB mostly around Audit recommendations regarding the circumstances in which additional payments to staff can be authorised. The WSPP was approved via e-mail as it is important to get staff payments made asap.

ACTION: HC to send WSPP to CC/Paul Adams for uploading to the website/staff area.

19. TO RECEIVE A REPORT ON THE ANNUAL PUPIL SURVEY (C/F FROM AUTUMN 1) ER/BD

On the whole responses were positive. The main areas to investigate are:

- Bullying and how it is dealt with
- School council and how pupil voices are heard
- Differences in comments in KS1 & KS2
- Impact on children (current situation in a specific year group)
- Quality of school lunches

The data from KS1 and KS2 will be separated to get like-for-like comparisons.

The School Council have been more actively involved this year; this had slipped last year. Questions will be kept the same so we will be able to make comparisons next year and help show points to investigate have been addressed. The CHT's will send out a Bullying questionnaire to pupils, particularly focussing around playtimes.

CR left the meeting at 9.45am

20. TO APPROVE THE PROPOSED CHANGES TO THE ADMISSIONS POLICY AS RECOMMENDED BY THE ADMISSIONS COMMITTEE

The Admissions Committee carried out a robust review of the Admission Policy. No major changes have been made to the policy; it was more about providing greater clarity to support applicants.

The Governing Board approved the policy which will be going out for consultation tomorrow 13th December 2019.

21. TO EVALUATE ACHIEVEMENT AND ATTAINMENT OVER THE LAST YEAR, INCLUDING

(i) AN OVERVIEW OF ANALYSE SCHOOL PERFORMANCE (ASP) DATA; AND

The school has high attainment in the top 20% in the country but a negative progress score. This is calculated by comparing like with like at KS1 and progress in KS2.

It is essential that we work to improve progress scores in KS2.

Whilst looking deeply into why this dip in progress measures has been happening, a group of children, mostly middle attainers, were identified. SLT will continue to look at this group and will also be look at writing.

LC noted that the C&S Committee has been focussing on this issue at their meetings as well. They are also looking into PPG and SEND and focussing on are we making a difference and is school input making a difference.

The school is currently in the bottom 20% of the country for progress in writing for the 3rd year in a row but the top 20% for attainment.

At the next Governor visits the question "How are you addressing progress of the prior middle attainers?" needs to be asked; in addition writing should be added to what will be looked at.

The English lead and SIP will carry out a writing review.

Q: Have we been focussing on the right data comparisons?

A: The school has now started using Fisher Family Trust comparative data. Prior attainment was shared at pupil progress reviews using different data with each child looked at individually.

HC left the meeting at 9.55

(ii) TO RECEIVE AND NOTE SPA(RK) OUTCOMES REPORT

Matt Brown presented the SPA(RK) outcome report as part of the ASP data meeting, which a number of governors had attended.

Q: Would it be possible to receive training, particularly for the new governors on how the ASP data works?

A: IH will contact Matt Brown, AfC, for advice on training governors on the ASP data

ACTION: IH will contact Matt Brown, AfC, for information/training on the ASP data

22. FOR NOTING:

i. CO-CHAIRS' REPORT

There were no comments on the Co-Chairs' report.

ii. POLICY PROGRESS REPORT

This item is carried forward to the next FGB.

23. TO NOTE OUTCOMES OF SKILLS AUDIT AND MATTERS ARISING

The Skills Audit document has been analysed. It's clear that there are some things that are done very well but there are other areas that require improvement. The following areas in particular require improvement/need more work:

- Finance
- Appraisals
- Dealing with complaints

There is a clear link with skills and training undertaken by Governors.

24. GOVERNOR TRAINING (STANDING ITEM)

All training undertaken by Governors must be recorded on CPD online and Governor Hub. Previous training completed by Governors up to the end of the academic year 2018/19 has been uploaded to Governor Hub. There is guidance in the Governor Handbook outlining the minimum training requirements for governors, that covers Safeguarding, the Governors role, finance, taking the chair etc.

- Training undertaken has a direct impact on how Ofsted view the management of the school.
- Employees have to be given reasonable time off to perform their Governor duties.
- All Governors should undertake a minimum of two training courses per academic year, at least one should be in person.
- Training governor – currently IH is managing this but would like someone to take responsibility for this. Please let her know if you would be interested.

OTHER/AOB

25. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES:

As discussed in item 12. The Clerk is to add SIAMS (standing item) to future Kairos agendas

26. AOB

i. Governor e-mail addresses

All Governors were reminded of the requirement to use their school e-mail addresses by the end of the year.

ACTION: Clerk will check the current list of school e-mail addresses for Governors and request new e-mail addresses for those still requiring one.

ii. Nativity Feedback

Governors who had attended the Nativities fed back that they had been exceptional and asked for this to be passed on to all the staff involved.

iii. Recruitment Panel

A recruitment panel is required for the next round of the recruitment process. The Governing Board agreed to appoint LC, DD, CC, HC, NW, BCW and IH to form the panel.

Date of next meeting: **Tuesday 11th February 2020 at 7pm**

The meeting concluded at 10.10am

LIST OF ACTIONS:

Item 6: Clerk to amend the Confidential minutes from the Extraordinary FGB on 11th November 2019 and to bring to the FGB on 11th February 2020.

Item 9: IH will communicate with Graham Craig to flag the actions from the audit have been completed

Item 10: IH, BCW and LC will start reviewing previous SEF and identify areas for each committee to work on and agree a detailed timescale for committee chairs to work with their committee to produce a draft.

Item 12: CHT's to continue working on the SIAMS SEF to ensure completion before the July revisit.

Item 12 & 25: Clerk to add SIAMS (standing item) to future Kairos agendas

Item 18: HC to send WSPP to CC/Paul Adams for uploading to the website/staff area.

Item 21 (ii): IH will contact Matt Brown, AfC, for information/training on how the ASP data

Item 26: Clerk will check the current list of school e-mail addresses for Governors and request new e-mail addresses for those still requiring one.