

# 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 10<sup>th</sup> October 2019 at 7 pm.

Present: *Foundation Governors (4)*  
(IH) Inga Hall (*Co-Chair*)  
(HC) Hatty Cadman

(LC) Laura Coughtrie  
(ER) Emma Roberts

*Diocesan Governors (1)*  
(BR) Barnaby Rodgers

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

*LA Governor (1)*  
(MO) Mark Ollard

*Other (1)*  
(MJ) Michelle Jones (Clerk)

*Opening Prayer (led by Laura Coughtrie)*

### **1. APOLOGIES AND WELCOME**

Apologies were received and accepted from DD, NW, JU, HCH, JM and CR. HC would be joining the meeting 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.

### **3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON THE 25<sup>TH</sup> JUNE 2019**

The minutes of the meeting of the FGB on Tuesday 25<sup>th</sup> June 2019 were agreed as an accurate reflection of the meeting and were approved and signed.

### **4. ALL GOVERNORS TO RETURN A SIGNED COPY OF THE STATEMENT OF COMMITMENT TO CLERK AT THE MEETING**

All those governors present at the meeting signed and returned a Statement of Commitment.

**ACTION: Clerk to chase up those Governors who have not yet signed a Statement of Commitment.**

**To scan all signed Statements of Commitments to Governor Hub**

## **5. TO RECEIVE AN UPDATE ON GOVERNOR HUB AND THE 'HOW TO USE' PRESENTATION**

BCW will be holding two training sessions at her home on 17<sup>th</sup> and 20<sup>th</sup> October please let her know which date you wish to attend. All governors should have completed their profiles by 17<sup>th</sup> October.

There should be consistency in the formatting and naming of documents only Word, Excel and PDF should be used.

## **6. To consider and adopt proposed changes to Standing Orders**

The draft amended Standing Orders were circulated prior to the meeting. The Governing Board reviewed these and proposed the following amendments, highlighted in bold:

Item 21. "...governors may ask the Clerk to place an item on the agenda, **provided 10 days' notice is given**

Item 32. The signed minutes of the Governing Board and committee meetings will be scanned and entered into Governor Hub by the Clerk within **5 working days** of the meeting at which those minutes were approved....."

The Governing Board adopted the Standing Orders subject to those amendments.

**ACTION: Clerk to amend changes to Standing Orders and upload to Governor Hub**

## **7. ALL GOVERNORS TO UNDERTAKE TO COMPLETE THE DECLARATION OF INTERESTS FORM FOR 2019/20 ON GOVERNORHUB BY 17<sup>TH</sup> OCTOBER**

**ACTION: Clerk to remind Governors to complete the Declaration of Interests and follow up**

### ***STRATEGIC – Linked to Vision***

## **8. TO RECEIVE AN UPDATE REGARDING THE NEW OFSTED AND SIAMS FRAMEWORKS AND IMPACT ON THE SCHOOL AND GOVERNORS' WORK AND TO NOTE WORK NEEDED ON THE GOVERNORS SEF**

IH noted that a consolidated Governor SEF for both Ofsted and SIAMS is being prepared by the SDBE, and we will ideally base our work on this model, if it will be available soon. Governors should note there is training available for the new OFSTED Framework at both the SDBE and Achieving for Children. These courses are very popular so please book on to one ASAP. IH noted that a more detailed discussion of the key changes would be included as an agenda item at the next FGB.

The Co-Headteachers explained that 'teaching and learning' is now known as Quality of Education, which is focusing on a broad curriculum and progression across the whole school. The focus has shifted to the whole child rather than data scrutiny, and the aim is to identify what is taught and how, with a new focus on 'intent, implementation and impact'. OFSTED will want to talk to middle leaders about their subject. They will carry out a 'deep dive', looking into a subject throughout the whole school. The Co-Headteachers are working on the curriculum, ensuring it is mapped out and showing intent. Implementation will provide the outcomes.

One impact on our work is a move away from data and focusing on the whole child in the Phase meetings and visits, and data (across all Phases) will be brought to FGB instead to ensure all governors have a coverage across all Phase data.

There will be a SIAMS health check in November, this is halfway through the SIAMS cycle. The Co-Headteachers, Deputy Head and Christian Ethos lead will work together to complete the SIAMS SEF.

**9. TO REVIEW THE VISION CONTROL DOCUMENT WITH ACTIONS ACHIEVED DURING 2018/19 AND TO CONFIRM VISION PRIORITIES FOR THE CURRENT ACADEMIC YEAR**

The Vision Control Document was provided by the Co-Headteachers prior to the meeting. It was approved by the Steering Committee. A key update which has been made in this version is to reflect the OFSTED Framework 'whole child' focus. The Co-Headteachers also noted other key points including (i) Learning certainties are still ongoing but are taking a background role, (ii) Maths and English Writing will continue to be worked on, (iii) New PSHE units will go out to parents, governors and staff for consultation.

It was also noted that much has changed regarding the focus of governors' work as set out in the 2019 revision to the Governance Handbook. IH noted that a high level summary document for Governors of the key changes was circulated with previous FGB papers and would be useful to review.

**ACTION: BCW will upload the summary of changes to the Governor Handbook document to Governor Hub**

**10. TO RECEIVE ACTUAL ADMISSIONS STARTER NUMBERS FOR RECEPTION 2018 IN CRITERIA**

Places allocated to:	Criterion No.	No. of Children
Looked after children or previously looked after children	1	1
Children with an exceptional social or medical need	2	0
Children living within Kew Anglican parishes and eligible for the Pupil Premium Grant	3	0
Children of Staff	4	1
Sibling at time of admission	5	16
Living in Kew Anglican parish areas where one or both parents are members of and committed worshippers at one of the three Anglican Churches in those areas	6	17
Living in Kew Anglican parish areas where one or both parents are members of and committed worshippers at other Christian Churches	7	1
Distance	8	23
Home to school distance of first child offered under Criterion 8		205.460 m
Home to school distance of last child offered under Criterion 8		1042.710 m
Number of appeals heard		2
Number of successful appeals		0

*Question: There is a lack of applications under Criteria 3. Do parents really understand if they should be applying under this category?*

*Answer: In the future we will be looking into amending the Admissions Policy to make this clearer.*

Prior to the meeting the Year 6 leavers' data ('where did they go next') was circulated. The leavers went on to 27 different schools. With the largest group of 17 children going on to Christ's.

The Governing Board thanked MJ and the Admissions Committee for their work on Admissions.

#### **11. TO RECEIVE A REPORT ON THE AUDIT OUTCOMES AND PROGRESS TO RESOLUTION**

IH summarised the key points from the recent LA audit which took place in the Summer term and steps since taken by school and governors to address priority points. AR has also produced an Audit tracker (circulated prior to the meeting) to flag up where we are. The Audit will stay as a standing item until all actions are completed and highlighted as green. This will enable us to gain a broader understanding of best practice. We now have a positive dialogue with Graham Craig and Samantha Griffiths. They have taken us through the VAT issues which has been a valuable process. Going forward bids for RNST funding will be plus VAT.

The Governing Board thanked AR for his work on this.

#### **12. TO RECEIVE A VERBAL UPDATE ON MAJOR PROJECTS INCLUDING THE GREEN WALL, FAN TRIALS AND CUA2**

The new fence has been put in between trees and the fence facing the South Circular. Bushes will be planted in front of the fence later in Autumn to complete the green wall.

An update has not yet been received on the fan trials. Staff and pupils were consulted. ESFA sent in a team to take data samples and the intention is that this will be an on-going trial to ensure a solution is found to persistent temperature issues.

BR and HCH are taking the lead on negotiating a revised Community Use agreement. They will work with AR, liaise with residents and the planning department, look at rates, concessions offered, who discounts have been given to and why. They will also be looking at how much money has been made and the number of opportunities not being taken due to constraints of the Community Use agreement. They will be meeting with Council planners and residents for consultation to enable the School to increase lettings revenue going forward. This will be a significant project and will be reported into FGB due to its significance.

#### **13. TO NOTE THE CO-HEADTEACHERS REPORT**

The Co-Headteachers report was circulated prior to the meeting. The CHTs noted that this is a new format with content and structure developed in consultation with Karen Feeney (SIP) and Co-Chairs. Other changes included the addition of reference to CPOMS (Child Protection Online Management System) safeguarding system for teaching staff is now in use.

From the Autumn term Music events will be added to enrichment opportunities.

*Question: Governors asked are yellow cards tracked?*

*Answer: Both yellow and red cards are tracked identifying straight red cards or 2 yellow cards leading to a red card.*

*Question: Is there a good mix of children i.e. not always the same children taking part enrichment opportunities?*

*Answer: There is a similar group of children, children who always get picked are identified and where possible replaced by other children.*

**ACTION: Governors were asked to feedback to the Co-Chairs on the following proposed changes to the Co-Headteachers report to:**

- **To re-instate the incident/accident data**
- **To incorporate additional material as an appendix instead of having separate sheets to be read alongside the report.**
- **To amend the 'actions for governors' box to be actions for/from governors.**

*HC arrived 8.20pm*

**14. TO RECEIVE A SAFEGUARDING REPORT FROM THE CO-HEADTEACHERS (STANDING ITEM) INCLUDING SAFEGUARDING AUDIT UNDERTAKEN BY THE SAFEGUARDING GOVERNORS AND PLANS FOR UNDERTAKING FUTURE AUDITS**

Recommendations made from the last Safeguarding audit have been worked on with regards to staff files and the Single Central Register (SCR)

Lockdown procedures have been discussed with safeguarding leads from external organisations. The lockdown procedure will be brought to Premises.

The Attendance Policy has been amended to include "Poor attendance is a safeguarding issue".

The dates contained within the Child Protection Policy have been updated.

Dates are to be set at the next Pastoral committee for the next Safeguarding Audit termly checks.

It was noted a weekly first aid bag check now takes place, although the first two weeks of term had not been checked (the first check was an Inset and the second check was carried out on the following Monday).

*Question: What is the forum for identifying procedures which had not been completed?*

*Answer: This should be raised at Pastoral and noted in the next FGB meeting.]*

**15. a. TO RECEIVE INFORMATION ON CHANGES TO PHASE GROUP STRUCTURE, LEADS AND PHASE MEETING APPROACH/CONTENT**

CC re-iterated that data will be brought to FGB and not discussed at Phase meetings in the depth it has been previously. The Annual Schedule of Work has been updated post-Steering meeting to reflect the new approach.

The Phase Leads for the Governing Board are Phase 1 – CC, Phase 2 – LC and Phase 3 – CR.

**b. TO RECEIVE PROPOSALS REGARDING THE CHANGED APPROACH TO PHASE VISIT REPORTS, CHANGES TO PHASE GROUP MEMBERSHIP AND NEW PHASE GROUP CHAIRS**

CC explained the proposal that there is now an additional page for any other comments which the visiting governor may be unsure as to whether they should form part of the formal report e.g it could be used for identifying areas that do not form part of the vision but that need to be raised with the Co-Headteachers or possibly more contentious issues. This is an optional page to complete.

The Governing Board agreed that a structure for dealing with observations from visits should be agreed and guidance should be given to Governors if they have any areas of concern. These concerns should be discussed with either the Co-Headteachers or the Co-Chairs of Governors ASAP and before completing the additional form.

**ACTION: CC to amend the size of the box on the additional page of the Governor Visits to School form.**

**ACTION: CC/LC to work with BD to give guidance notes to Governors if there are any areas of concern with regards to completing the additional page.**

The Co-Headteachers clarified the difference between Christian Distinctiveness (based in theology from the Bible) and Christian Ethos (is the feeling and values we exhibit as individuals/as a school).

**ACTION: NW to be asked to discuss Christian Distinctiveness vs Christian Ethos for Governor visits at the next FGB in December.**

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

- |   |   |
|---|---|
| 15.1 Premises, Health & Safety & Lettings | - Nothing further to report   |
| 15.2 Pastoral                             | - The Pastoral meeting has been rescheduled for Wednesday 6 <sup>th</sup> November at 8am |
| 15.3 Kairos                               | - Nothing further to report   |
| 15.4 Finance                              | - Nothing further to report   |
| 15.6 Pay & Personnel                      | - update to be given in agenda item 17  |
| 15.7 Admissions                           | - Not met this term   |
| 15.8 Steering                             | - Nothing further to report   |

**STATUTORY**

**17. TO DISCUSS RECOMMENDATIONS FROM PAY & PERSONNEL COMMITTEE FOR STAFF CONSULTATION OF THE WHOLE SCHOOL PAY POLICY FOR 2019/20**

HC gave a verbal update to the Governing Board. The Pay & Personnel committee review the Whole School Pay Policy (WSPP) annually, which sets teaching staff pay rates. The P&P committee discussed the proposed government changes and discussed the Pay Policy in line with the Audit outcomes. The committee proposed increasing teachers' pay in line with the governments' recommendation of 2.75%. Other changes have been made to the WSPP to reflect Audit recommendations regarding the circumstances in which additional payments to staff may be authorised.

The WSPP now needs to be sent out to Staff for consultation. The finalised document will be brought back to the FGB in December with any staff feedback to be considered.

*Question: NQT'S are employed for 2 weeks in the summer term and are paid a sum, this is not in the WSPP. Do all Richmond Schools offer this and do we need to continue to do this?*

*Question: Staff attend twilight training outside their normal hours, this is not in WSPP.*

*Answer: BD/HC will investigate/review both of the above queries.*

**ACTION: BD/HC to investigate/review the queries raised around NQT's working in the summer term and staff attending twilight training.**

The WSPP was approved for consultation subject to amendment.

**18. TO RECEIVE FEEDBACK ON THE ANNUAL PUPIL SURVEY**

The Pastoral committee meeting on 9<sup>th</sup> October 2019 had to be rescheduled. This item will be carried forward to the rescheduled Pastoral meeting on Wednesday 6<sup>th</sup> November and will feedback to the FGB in December.

**19. TO APPROVE THE UPDATED CHILD PROTECTION POLICY**

The CPP was circulated prior to the meeting. The recording procedures are now on CPOMS (Child Protection Online Management Systems) although the paper forms are still being used for those members of staff who do not have access to CPOMS. The only other change was that the safeguarding leads have now been updated.

The Governing Board approved the updated Child Protection Policy.

**20. FOR NOTING:**

**i. CO-CHAIRS' REPORT**

IH noted that two new Foundation Governors have been identified Marian Mollett, the new St Anne's Governor will be joining the December FGB. Subject to ratification at the next At Anne's PCC Vasilis Polydorou will also be joining the FGB in December.

**ii. FINALISED COMMITTEE AND PHASE MEMBERSHIP AND GOVERNOR RESPONSIBILITIES**

IH noted that any gaps would be reviewed once the two new governors were on board, and that there are currently a number of additional responsibilities which need to be filled or transitioned from current governors. BCW would like to pass on the baton for organising social events/activities if anyone would like to take this on please let her know.

**iii. FINALISED CO-CHAIR/DEPUTY CHAIR RESPONSIBILITIES DOCUMENTS**

This document was circulated prior to the meeting. Governors' attention was drawn to the shaded areas where responsibility also lies with the committee chairs or all governors generally.

**iv. POLICY PROGRESS REPORT (STANDING ITEM)**

The document was circulated prior to the meeting all Governors to are to review the policies which fall under their committees/remit.

**v. FINALISED ANNUAL SCHEDULE OF WORK 2019/20**

All committee chairs are to use this document when putting together agendas for committee meetings.

**vi. FINALISED SCHEDULE OF DATES 2019/20**

Document circulated prior to meeting. All Governors are invited to attend the C&S Data meeting on Thursday 28<sup>th</sup> November 2019 at 7pm (not 8am as on Schedule of Dates)

**ACTION: Clerk to amend the Schedule of Dates on GovernorHub**

**21. TO NOTE OUTCOMES OF SKILLS AUDIT AND TO DISCUSS ACTIONS ARISING**

The Governing board Skills Audit document was circulated prior to the meeting. This item is carried forward to the next FGB in December 2019 to ensure that discussion of the key messages from this process can be fully discussed by a greater number of governors.

**22. GOVERNOR TRAINING (STANDING ITEM)**

Governors were reminded they have a responsibility to upskill themselves through training if they feel they have weak areas.

AfC are offering PREVENT training for Governors on Thursday 5<sup>th</sup> March, please book through CPD online.

All training should now be recorded on Governor Hub and governors are responsible for transferring their existing training records across from Dropbox.

**OTHER/AOB**

**23. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES:**

**a) SDBE communication regarding LCVAP funding (To Finance)**

The funding structure is under review. The Co-Headteachers will review with MO, this is to be completed by 8<sup>th</sup> November 2019.

**b) SDBE communication regarding Brexit preparations (To Pastoral)**

A letter has been received from Lord Agnew, regarding Brexit preparations guidance for schools.

**24. AOB**

Communication has been received from ISS, the schools caterers, with regards to Brexit preparations.

The Stag Brewery have asked the Governors to support their proposal for a new school. The Governing Board agreed to decline the offer to make a public statement.

*The meeting concluded at 9.05 pm*

**LIST OF ACTIONS:**

**ITEM 4. Clerk to chase up those Governors who have not yet signed a Statement of Commitment.**

**To scan all signed Statements of Commitments to Governor Hub**

**ITEM 6. Clerk to amend changes and upload to Governor Hub**

**ITEM 7. Clerk to remind Governors to complete Declaration of Interests on Governor Hub and follow up**

**ITEM 9. BCW will upload the summary of changes to the Governor Handbook document to Governor Hub**

**ITEM 13. Governors were asked to feedback to the Chair of Governors on the following proposed changes to the Co-Headteachers report to:**

- **To re-instate the incident/accident data**
- **To incorporate additional material as an appendix instead of having separate sheets to be read alongside the report.**
- **To amend the 'actions for governors' box to be actions for/from governors.**

**ITEM 15. b CC to amend the size of the box on the additional page of the Governor Visits to School form.**

**CC/LC to work with BD to give guidance notes to Governors if there are any areas of concern with regards to completing the additional page.**

**NW to be asked to discuss Christian Distinctiveness vs Christian Ethos for Governor visits at the next FGB in December.**

**ITEM 17 BD/HC to investigate/review the queries raised around NQT's working in the summer term and staff attending twilight training.**

**ITEM 20. vi. Clerk to amend the Schedule of Dates with correct timing for C&S Data**

**ITEM 23. a) Clerk to note SDBE communication regarding LCVAP funding (To Finance)**  
The funding structure is under review. The Co-Headteachers will review with MO, this is to be completed by 8<sup>th</sup> November 2019.

b) Clerk to note SDBE communication regarding Brexit preparations (To Pastoral)  
A letter has been received from Lord Agnew, regarding Brexit preparations guidance for schools.