

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 Tuesday 21st May 2019 at 8.00am.

Present: *Foundation Governors (4)*
(IH) Inga Hall (*Co-Chair*)
(LMF) Luci Mitchell Fry

(DB) David Boddy
(HC) Hatty Cadman

Non-Foundation Governors (4)
(KB) Katie Bentham (*Headteacher*)
(CC) Catherine Christmas

(JM) James Merel
(BCW) Bethany Claus Widick

LA Governor (1)
(MO) Mark Ollard

Co-Opted Governors (0)

Associate Members (2)
(DD) David Durie

(JS) Jenny Stroud

Other (2)
(AR) Andy Rooney

(MJ) Acting Clerk

Opening Prayer (led by DD)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from LC, ER, JU, BR, CR, NW, PA and BD. IH chaired the meeting. MJ would Clerk the meeting in the absence of PA.

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 CONFIRMATION BY THE SDBE OF BARNABY RODGERS' APPOINTMENT TO THE GOVERNING BOARD AS A FOUNDATION AND DIOCESAN GOVERNOR

Congratulations were noted to Barnaby Rodgers, as his appointment to the Governing Board as a Foundation and Diocesan Governor had been ratified by the SDBE.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON THE 12TH FEBRUARY 2019 AND THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETING HELD ON 25TH APRIL 2019

It was noted that both sets of minutes listed DD as a Foundation Governor and not an Associate Member. The question and answer section of the Confidential minutes should be anonymised by removing the initials of the Governors. The minutes should be amended by the Clerk and were approved subject to amendment.

ACTION: Clerk to amend minutes as detailed

STRATEGIC – Linked to Vision

5. TO CONSIDER ISSUES ARISING FROM 3-YEAR STRATEGIC FINANCIAL PLANNING INCLUDING:

- RECEIVING AN UPDATE ON SUSTAINING OUR FINANCIAL FUTURE REGARDING COMMUNICATIONS TO THE SCHOOL COMMUNITY
- UPDATE ON VAT ISSUES RE CAPITAL EXPENDITURE
- UPDATE ON GOVERNOR LIABILITY INSURANCE

Update on sustaining our financial future regarding communications to the school community:

The Finance report to the Governing Board was circulated prior to this meeting. MO and AR reported that the school finances are in a better place than previously thought, with contributing factors being that the school is currently at full capacity and we have a generous parent body and donor (RNST).

However, the potential risks are that in the future we have a reversal of a full school, there is a fall in birth rate, the RNST withdraw funding, the PSA does not continue to contribute as they currently do owing to the full PSA committee leaving at the end of the academic year and a new committee yet to be appointed..

The aim is for a zero outturn. An issue which we need to carefully consider is whether, and if so when, we will be asking for more money from parents, and what form we want that message to take. After discussion on the various options for this, and based on the report which MO and AR have provided, it was agreed that a short video will be produced with MO being questioned on school finance.

Final points to note are that the number of unspent donations equals £155k of spend and that this is a large deficit budget but for very clear reasons.

Q: Will the Head be going back to the PSA with regards to the unrestricted funds agreed in December?

A: The funding from the PSA was agreed in December to cover one year.

Q: Could we go back to the PSA before the FGB in June and get an agreement in principal for continued funding before the year is up and there is a change to the PSA leadership and to the school Headship?

A: The next PSA meeting will be in July, after the next FGB so this is something which can be considered further closer to that time.

It was noted that as the New Reception Parents meeting is on 4th July and the PSA AGM will be in the 2/3rd week of July, it would be useful to have the script and video ready for these meetings.

It was agreed that the script and video are to be ready for review at the next FGB, when it will be confirmed if the video will go the New Parent meeting and on to the school and Governor website.

Q: What is the key risk factor if pupil numbers were to drop, e.g. what would be the effect of a 5% drop in pupils on role?

A: The school receives £3.5k per child, a 5% drop would equate to £73.5k.

ACTIONS: *MO, LC and JU will work on the script
MO, JU, JM & CR to film the video
KB will provide an update on leaver numbers for the next FGB.*

Update on VAT issues re capital expenditure:

AR and IH provided an update. The VAT risk identified has now been brought down to a likely maximum exposure of £22k. AR has approached two VAT expert firms to seek advice on reducing this further. The VAT risk can be broken down into three categories/three sets of questions have been identified. It should be noted that we may receive a positive outcome on one but not on others. The final numbers will be brought to the next FGB if available by then. AR was thanked for his work on this.

Q: What have we learnt from this experience?

A: Future RNST donation bids are to add VAT components to ensure there are enough reserve.

Update on Governors Liability Insurance:

IH and LMF summarised the issue as raised at previous meetings. IH and LMF have met to discuss the issue of financial solvency and governor liability further. IH/LMF reported their conclusion that that due to the improvement in Finances the liability insurance issue has been resolved. There is a standard insurance policy, Governors are insured and don't have personal liability as long as they are acting in good faith. LMF was thanked for her work on this.

6. TO DISCUSS AND APPROVE EXPENDITURE FOR CLASSROOM FURNITURE

The summary sheet and furniture quotes were circulated prior to the meeting. The spec was drawn up for replacing chairs and tables in Years 2- 6. The lowest quote was received from Westcountry Group. The quote received is just for classrooms, existing furniture which is still in good usable order will go to the group rooms.

It was noted we had not been able to spend the donation received from RNST for a bid submitted to replace furniture.

Q: Can we recycle the existing furniture?

A: The Russian school have expressed an interest in the furniture we are looking to replace.

ACTION: AR will look into recycling the furniture and follow up with the Russian School.

The Governing Board agreed to the proposal of the Westcountry quote and the disposal of the existing furniture.

AR left the meeting at 8.35am

7. TO DISCUSS AND PLAN FOR THE GOVERNING BOARD SELF EVALUATION

IH reminded governors of the detailed file which LC and DD had put together before the last Ofsted. This now requires updating and there are a number of categories with naturally fall into different committees which will be followed-up post meeting.

Q: Would it be possible to evaluate how the Governing Board works e.g. structure of committees, how the Governing Board works, frequency and length of meetings as we seem to have a great number?

A: It has been approximately a year since the Governing board structure was last reviewed with these issues in mind. Whilst something to consider further, reducing the number of meetings but increasing their length could be a false economy.

KB noted that she has some anecdotal research from other schools and can make this available if needed.

8. TO RECEIVE VERBAL FEEDBACK ON GOVERNOR VISITS DURING W/C 04/02/2019

CC reported that nine visits took place and eight reports have been received to date. All reports have previously been circulated and have all been very positive. Thank you to everyone for making these visits a success.

The next visits will take place the week commencing 8th July (Curriculum week) and reports will be required. Governors are invited to attend collective workshop and/or an event.

Dates for the Phase Meetings are as follows: Phase 1 on 20th June, Phase 2 on 26th June and Phase 3 on 27th June.

9. TO NOTE THE HEADTEACHERS REPORT

There are currently 418 pupils on roll with vacancies in Reception and Year 6.

There have been 14 reportable accidents to date, although none have been for reasons of concern.

The Co-Heads are in place for September. HW has been appointed as the temporary Assistant Head. Following the resignation of AC, shortlisting for the SENCO took place yesterday. One interview will take place today and a further three will take place next week. Two class teachers have resigned since the Headteacher's report was written. Shortlisting has taken place for class teachers and back fill for HW. Interviews will take place over the next few weeks. We received 2 applicants for the maternity cover. TA's haven't been looked at yet.

Q: Is there still value in having TAs, as other schools are looking at reducing the number of TAs in the classroom?

A: We have a number of high quality, well trained TAs at Queen's.

Q: Are interventions run by TAs and is there a link between the increase in the number of interventions and funding from the PSA?

A: There is a small increase but not a direct impact.

There is to be a review of the heating issue, KB and IH will be attending with Paul Forrest (SDBE) and various representatives from the ESFA and B&K. This is following the positive response received last October to the overheating issue. The review (following the subsequent investigation to price up the solution) will focus on deciding who pays, how this will go ahead and the expectation.

Q: How are the pupils coping?

A: They appear to be taking it in their stride but we haven't had any really hot weather yet to test it for the 3rd year.

The SIP report was circulated prior to the meeting. Karen Feeney discussed this at the Away Day. It was acknowledged there are certain issues in various year groups around Maths mastery.

There will be Peer review after Easter from St Edmunds as part of the Peer Review project and writing. A written report will be received based on their findings and this will be reviewed.

The Peer review quota has not been mapped this is due to a Peer review not being carried out by another school because of an issue arising. Therefore, a self-review was carried out.

ACTION: KB will bring notes on Peer Review to the next FGB

Q: How do Governors address the SEN achievement gap?

A: Chairs should identify areas to focus on through their committees. However, this is usually discussed through the Curriculum and Standards committee.

10. TO RECEIVE A SAFEGUARDING REPORT FROM THE HEAD TEACHER (standing item)

There is an online system for CPOMS however there are potential issues around GDPR.

ACTION: KB will sift through the paperwork and see what needs to be sent to other Schools.

MO left the meeting at 9am

11. TO NOTE RECENT CHANGES TO THE TERM DATES FOR NEXT ACADEMIC YEAR (2019/20)

The board noted that the November Inset day had been removed. There will now be 3

Inset days at the beginning of the new school year in September 2019.
The inset dates for 2020/21 have been set as 2,3,4 September 2020 (with the pupils returning on the 7th September), 4th January 2021 and the 28th May 2021.

ACTION: JS to circulate list of dates

12. TO NOTE OUTCOME OF THE ANNUAL PUPIL/PARENT SURVEYS

IH reported on ER's behalf in her absence that the Pupil survey has been completed by pupils but results are not yet available. In the Parent surveys School negative feedback has been received regarding school lunches have and BD will continue to work on this. Parents currently complete 1 survey per family and not per child. A number of positive comments have been received with regards to individual teachers and this has been fed back.

13. TO RECEIVE A REPORT FROM PREMISES ON LAST YEAR'S YEAR 5 CATEGORY A SCHOOL TRIP AND STATUS OF THIS YEAR'S YEAR 6 CATEGORY A SCHOOL TRIP

IH reported the Year 6 school trip is going ahead with all but a small handful attending, and positive feedback has been received from parents. The Year 5 risk assessments have been approved by the Premises committee. Both trips are popular and have a good uptake.

JM left the meeting at 9.05am

14. TO PROVIDE AN UPDATE ON THE PROGRESS OF THE GREEN WALL

IH confirmed sign off is currently being sought on the look of the Green Wall and the plants to be used to achieve this.

15. TO DISCUSS AND PLAN FOR REFRESHING THE GOVERNOR SKILLS AUDIT

IH hopes to get the Skill Audit circulated in the next few weeks and requested Governors to complete the document once it has been received. Identifying skills gaps is an important part of our planning for next year and governor recruitment/training.

CC left the meeting at 9.19am

16. TO RECEIVE A VERBAL REPORT FROM THE CHAIRS, INCLUDING PROGRESS OF THE SCHOOL VISION PLAN AND ITEMS OF GENERAL SIGNIFICANCE CONSIDERED BY THEIR COMMITTEES, SHOULD BE DRAWN TO THE ATTENTION OF THE FGB AND TO NOTE THE FOLLOWING:

Premises – nothing further to report

Curriculum & Standards – nothing further to report.

Finance – nothing further to report.

Kairos – nothing further to report.

Pastoral – nothing further to report.

Pay & Personnel – Apologies were given for the late circulation of the committee minutes.

Nothing further to report

Admissions – 145 applications were received for Reception 2019/20. All were ranked, there were 12 tricky applications. Those that had applied under Social & Medical need required an individual response by letter. Several of these tricky applications related to incomplete clergy forms. Places were offered as follows on National Offer Day (16th April 2019):

Criterion 1 = 1

Criterion 2 = 0

Criterion 3 = 0

Criterion 4 = 1

Criterion 5 = 16

Criterion 6 = 17

Criterion 7 = 1

Criterion 8 = 23

Total = 59

The 60th place has been allocated to a child who has named Queen's in their EHCP.

One appeal has been received to date, however a second is expected. Each appeal costs the school £250 and several hours of the Headteachers time attending the hearing. There is also

a great deal of time put into preparation of paperwork by the Admissions administrator and Admission Committee Chair. The hearings will take place in July.

There are currently 32 applicants on the waiting list, 3 of which were late applications. To date we have received one rejection and 1 deferred entry. 2 further places will hopefully be offered out today.

The website needs to be updated in relation to admissions under Criterion 2 which should be amended to state that documentary evidence must be sent to the school and not to the Local Authority, It was also noted that currently the Headteacher is spending at least two hours a week giving prospective parents tours of the school.

Q: How much time did LMF spend on the Reception Admissions and was it a requirement?

A: Approximately a week had been spent on from the start of the process to dealing with the queries. It was felt that as it is the Admissions Committee chair's responsibility to ensure that the policy is adhered to it was necessary for this level of involvement. It was also noted that this was the first time the Admission administrator and the Admission Committee chair had gone through the whole Admission cycle; it was felt that next year should be a lot slicker. The PA to the Headteacher is also the Admissions administrator and admissions takes up 80% of her time.

The Governing board thanked LMF, KB and MJ for their work on Admissions.

Steering – not met.

STATUTORY

17. FOR NOTING

i. Co-Chairs' Report

LC and IH would like to meet with all Governors before the end of the year.

Committee Chairs are to provide the Clerk with full copies of papers from their meetings.

ACTION: IH will put together a brief note on the key changes to the Governors Handbook for the next FGB

ii. Verbal Policy Progress Report (Standing Item)

CC is continuing to work on the policy update on the policies due for review.

18. TO RECEIVE UPDATE ON GOVERNORS TRAINING

LC is seeking assistance with the capturing of all types of training undertaken by Governors. It was noted that not all new Governors have completed the Induction/Basic training and safeguarding training. This has been set out for each committee. It is unclear if Governors are not doing the training or whether they are just not recording it. Governors who feel the need for further instructions on what training is required and/or instructions on how to connect to the CPD online training will receive this.

19. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS

The Staff Thank you event was well attended and well received by staff members. Positive feedback was received from Governors with regards to contributing money.

The Governors' Drinks night in May was cancelled due to a conflict of diaries.

Sports Day is on Wednesday 10th July and the Governors will be running a beverage stall, all Governors are encouraged to take a shift.

The Governors discussed organising a farewell to the Headteacher.

HC left the meeting at 9.30am

OTHER

20. AOB

There was not any other business for discussion.

21. DATE OF NEXT MEETING: TUESDAY 25th June 2019 at 7pm

The meeting ended at 9.35am.