

# 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 12<sup>th</sup> February 2019 at 7.00pm.

Present: *Foundation Governors (7)*  
(LC) Laura Coughtrie (*Co-Chair*) (DD) David Durie  
(IH) Inga Hall (*Co-Chair*) (DB) David Boddy  
(LMF) Luci Mitchell Fry

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

*LA Governor (1)*  
Mark Ollard

*Co-Opted Governors (1)*  
(JU) Jean Utshudiema

*Associate Members (2)*  
(BR) Barnaby Rogers (BD) Voulla Demetriou

*Opening Prayer (led by DD)*

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

Apologies were received and accepted from HC, ER, CR, BCW, NW and HJC. IH, MO and LMF sent apologies for late arrival to the meeting (due to local traffic incident). LC chaired the meeting until IH's arrival.

### **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 WELCOME BARNABY ROGERS TO THE GB AS AN ASSOCIATE MEMBER (PENDING APPOINTMENT AS A FOUNDATION AND DIOCESAN GOVERNOR) AND TO AGREE SCOPE OF VOTING RIGHTS**

It was noted that Diocesan confirmation of BR's appointment should be received by the next FGB meeting in May 2019. BR was welcomed and gave a brief outline of his background and relevant skill set, particularly in marketing and communications. It was then agreed BR should be given full voting rights once ratified by SDBE.

### **4. TO WELCOME DAVID DURIE IN HIS ROLE AS ASSOCIATE MEMBER AND TO AGREE SCOPE OF VOTING RIGHTS**

It was agreed that all governors were delighted DD had agreed to remain on the GB as an Associate Member and DD was given full voting rights.

**5. TO NOTE SDBE CONFIRMATION OF THE APPOINTMENT OF CAROLINE ROBERTS AS A DIOCESAN GOVERNOR.**

LC advised that this appointment was approved by SDBE at their meeting in September 2018.

**6. APPROVAL OF THE MINUTES AND THE CONFIDENTIAL MINUTES OF THE MEETING OF 13<sup>th</sup> DECEMBER 2018**

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

-Clerk to update on migration to AfC (Achieving for Children) portal and use of AfC CPD Online – the Clerk advised that the upgraded AfC portal is still not fully functional and AfC have advised against using the existing portal so this is still on hold.

*LMF arrived at 7.17pm. IH arrived at 7.20pm. MO arrived at 7.35pm.*

***STRATEGIC – Linked to Vision***

**7. TO REVIEW PROGRESS OF THE SCHOOL VISION PLAN WITHIN ALL COMMITTEES, INCLUDING IDENTIFICATION OF ACTIONS IN AUTUMN TERM SIP**

It was intended that this would be a verbal interim update from individual chairs, with the purpose of reviewing the extent to which all committees support and identify the items within the Autumn Term SIP Report and the Vision relevant to each committee. However, following a discussion on the best format for the review process, it was agreed that in future, a written report updated from the annual review at FGB in September 2018 be considered for future meetings

C&S – JU reported on the implementation of the whole school approach presented at C&S by Hilary Wilson, noting this should be embedded within all phases, as should Maths Mastery, with progress measures still outstanding as it is still early days. The school is on track to achieve targets.

Pastoral – in ER's absence her email update was read out, noting that, as evidenced in visits last week, Learning Certainties are clearly displayed and incorporated into lessons throughout the school. Regular talks occur in PHSCE, in lessons and in assemblies regarding life after Queen's, with a lot of work going into transitions and preparing pupils for the next stages at all levels. Work continues on using other sections of the community in a volunteer capacity to enrich the learning and experiences of all pupils.

Admissions – nothing to report.

Pay & Personnel – nothing received from HC in her absence.

Premises – IH advised on the continued development of the outside learning environment, with a current focus on aspects of health and safety.

Finance – nothing outstanding for this committee at the present time.

**8. TO CONSIDER ISSUES ARISING FROM 3-YEAR STRATEGIC PLANNING, INCLUDING:**

- Update of annual SFVS (School's Financial Values Standard) completion prior to submission to the LA by 31<sup>st</sup> March – MO advised that this document, outlining the school's financial processes, systems and governor skills was updated greatly last year, so does not require a lot of work this year and is currently being reviewed by the Finance committee for approval by FGB via email prior to the submission deadline.

- Receiving update on Sustaining Our Financial Future regarding communications to the school community – MO reported on the current financial position year to date, with the expected out-turn £28k in excess of expenditure over income, which has now worsened to a £61k deficit, part of which is due to a lower lettings income than budgeted. An area of concern is the £18k less income received from school lunches, which was discussed, with KB giving an update on ISS provision. It was agreed that parent trust needs to be rebuilt and to this end,

parent review panels are ongoing. KB will provide further financial data regarding school lunches to the Finance Committee.

IH then recapped on the current position regarding information sharing with the parent body, pointing out that it is part of a long term strategy to liaise with the PSA to increase knowledge of school finances with regards to the diminishment of central government funding and the ring-fencing of much of the funds received, with many items therefore outstanding for which the school cannot get funding. MO advised that following discussion at Finance Committee, it has been decided that a straightforward Q&A video session will be carried out by two, possibly three governors, which will then be put onto the school's secure You Tube account for viewing by parents. This will be followed in due course by further communication to parents, culminating in the PSA meeting at the end of the Summer term. Detailed discussion took place regarding the appropriate steps towards this course of action.

MO advised that the projected deficit is £121k, which is an improvement on the £151k reported at the last FGB meeting, and meaning that the reserves are therefore looking healthier.

**Q:** Is there a percentage of reserves remaining which the governors feel uncomfortable with, where a very different course of action would need to be investigated?

**A:** If the next academic year proves similar to this one, there will be more serious concerns.

It was noted that the Governors' Appeal letter is being issued this week.

- Update on VAT issues re capital expenditure – MO reported on receipt of a letter issued Borough-wide by the LA regarding the potential of VA schools having reclaimed too much VAT and noting that there is currently a 'grey area' which is being investigated further. MO then gave a detailed breakdown of the scrutiny taking place.

- Update on governor liability insurance – It was reported that LMF/IH are in the process of reviewing the school's current insurance policies specifically in relation to governors' personal liability and would report to the next FGB. Preliminary advice has been received from the LA legal advisers, with initial feedback being that there is no issue to address.

**ACTION: A full discussion on the agreed steps towards Sustaining Our Financial Future will be added to the agenda of the next FGB meeting in Summer 1.**

A governor proposed a meeting prior to the FGB meeting and following discussions at Finance Committee, at which interested governors will work towards a proposal to take to the FGB meeting in May to ensure consensus on the way forward and it was agreed that DB will be invited to join the Finance Committee for this forum.

## **9. TO EVALUATE ACHIEVEMENT AND ATTAINMENT OVER THE LAST YEAR, TAKING AN OVERVIEW OF 'ANALYSE SCHOOL PERFORMANCE' (ASP) DATA**

Following circulation of the SIP and Outcomes Report prior to the meeting, various specific areas were raised for discussion. Governors noted the very different cohort this year with regards to Learning and Progress e.g. the very high number of EHCPs in Year 1. The impact on G&T children of the Maths Mastery approach to teaching was discussed, noting that this will be picked up through phase meetings. It is currently too soon for any significant comment. In response to a question, KB outlined the work and function of the West London Maths hub, confirming that staff find this extremely valuable.

With regards to Writing, KB pointed out that a picture of the progress measure should be apparent through Target Tracker and that extensive moderation and monitoring is taking place. It was noted that, with methods changing constantly it is difficult for both governors and, indeed, staff to effectively compare data. AfC is confident that their data is standardised accurately, but this is not necessarily the case nationwide. KB noted that the school's SIP Partner, Karen Feeney is very helpful to the SLT in analysing data and assists in drilling down to individual cases and rationales, with the aim of attaining both qualitative and quantitative

data. She was very impressed with the standardisation the school had undertaken up to the time of the Autumn SIP Report.

It was agreed that whilst the data is obviously extremely important, it is only one measure against which governors evaluate the school's performance, with many other subjective aspects to be taken into consideration when judging if the school is operating effectively. It was further agreed that it is very much the remit of the Pastoral Committee in particular to feedback to FGB on this. It was noted that the last Ofsted Report precisely gave the school Outstanding remarks regarding the children's behaviour, happiness and attitude to learning, which stood out as an incredibly strong part of school life.

Finally, it was confirmed that Target Tracker provides more consistent data for the children, and that it does align with assessment data.

#### **10. TO NOTE OUTCOME OF ANNUAL PUPIL/PARENT SURVEYS**

*C/F to next FGB meeting due to postponement of recent Pastoral Committee meeting.*

#### **11. TO RECEIVE VERBAL FEEDBACK ON GOVERNOR VISITS HELD W/C 4<sup>th</sup> NOVEMBER 2019**

CC reported that one visit took place in Phase I, five visits in Phase II and three visits in Phase III, with one report received to date. This will be brought back to the next FGB for discussion following circulation of the Visit Reports.

**ACTION: Clerk to add Governor Visit feedback to FGB agenda for May meeting.**

#### **12. TO NOTE THE HEADTEACHER'S REPORT (SEF) (*Standing Item*)**

KB drew attention to various specific items, including 145 applications for Reception for September 2019 (although not necessarily first choice), which is very pleasing and significantly higher than last year. Number on roll is 418, with a place in Year 3 and a place in Year 6 at present. The number of accidents has increased from six to nine, all of which are reported to the LA. KB pointed out that there was no fault involved in the accidents and nothing that could have been done differently – some due to behaviour (not necessarily in school) and this is being addressed where necessary. KB then gave an update on the ongoing heating issues in the school, noting that TK Clarke are addressing the issue with the heat pumps w/c 18<sup>th</sup> February after which a review of the heating system will take place. Governors were then advised of the PSA fundraising Cycle To Bruges event and were encouraged to join this should they so wish.

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

KB reported on the LA Safeguarding Audit which took place in the Autumn Term, noting that due to illness at the LA the written report has not yet been received. Many actions have been undertaken and some completed. A school lock down procedure will be a focus after half term, which will be communicated to parents prior to it taking place.

#### **14. TO RECEIVE 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**

*c/f to FGB meeting in Summer 1 (as Premises has not yet met to consider).*

#### **15. TO RECEIVE A VERBAL REPORT FROM THE CHAIRS, INCLUDING ITEMS OF SIGNIFICANCE CONSIDERED BY THEIR COMMITTEE SHOULD BE DRAWN TO THE ATTENTION OF THE FGB AND TO NOTE THE MINUTES CIRCULATED**

**Premises** – associated policies are all due for approval at meeting on 14<sup>th</sup> February. The Lettings Group has recently met, with actions going forward including plans for seeking revision and extensions to the Community Use Agreement, due for review in one year.

**Curriculum & Standards** – nothing further to report.

**Finance** – nothing further to report.

**Kairos** – nothing further to report.

**Pastoral** – nothing further to report.

**Pay & Personnel** – HC requested, in her absence, that FGB be advised that following the

pay issue discussed at the last FGB, letters have been issued to relevant staff and no feedback received.

**Admissions** – the Admissions Policy for the next academic year will be going on the school website, however this is unchanged. There has recently been yet another consultation on the Admissions Policy for Christ's School, with only minor changes made.

**Steering** – not met.

## **STATUTORY**

### **16. FOR NOTING**

#### **i. Co-Chairs' Report, including correspondence**

IH asked for any comments

#### **ii. Verbal Policy Progress Report (*Standing Item*)**

CC noted that an updated report was circulated on 11<sup>th</sup> February, with a further two policies to be reviewed – Anti-Bullying and Serious Incident. CC advised that there are a significant number of policies due for review in March and that a further update will be circulated after half-term.

### **17. GOVERNORS' TRAINING (*Standing Item*)**

LC noted receipt of a report from AfC identifying all training undertaken as part of the school's SPARK package, noting that this does not capture any in-house, online or SDBE training undertaken. The report flagged that only two governors have accessed AfC training in the current academic year to date and LC pointed out that governors should be maximising access to training via SPARKS and requested that it be minuted that training is extremely important, with certain aspects invaluable to governors, and some of which is mandatory, plus the huge catalogue of training available online. LC also drew attention to the three-year cycle for revisiting training.

**ACTION: Clerk to screenshot and circulate to all governors the steps in recording CPD Online training.**

### **18. TO RECEIVE UPDATE ON GOVERNORS AWAY DAY ON 29<sup>th</sup> MARCH 2019 AND FORTHCOMING SOCIAL EVENTS**

IH advised that the Away Day on 29<sup>th</sup> March will be a full day with a break for lunch. The agenda will be circulated shortly.

IH then gave the following diary dates supplied by BCW in her absence:

Thursday 4 <sup>th</sup> April	- Staff/Governor Party (details to follow)
Early May (date tbc)	- Governors' Drinks
Friday 8 <sup>th</sup> March	- Queen's Quiz Night

### **19. TO NOTE LATEST SCHEDULE OF DATES FOR 2019 AND CHANGES THEREOF**

Noted.

**ACTION: Clerk to upload latest version of Schedule of Dates to Governor's Only section of the school website.**

## **OTHER**

### **20. AOB**

i. The Consultation on school term and holiday dates received from AfC and circulated prior to the meeting was noted by the governors, with KB confirming that there were no issues.

ii. BD's term of office as Associate Member expired on 1<sup>st</sup> November 2019 and BD was reappointed for a further four-year term.

iii. *The Clerk left the meeting while the Clerking post was discussed further to the Clerk's resignation and possible re-appointment under different terms.*

### **21. DATE OF NEXT MEETING: TUESDAY 21<sup>st</sup> MAY 2019, 8.00am.**

*The meeting ended at 9.55am.*