

# 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 by Google Meet on Tuesday 2 February 2021 at 8am

Present: *Foundation Governors (9)*

(IH) Inga Hall (Co-Chair)

(NW) Nigel Worn

(VP) Vas Polydorou

(JF) Janine Farrance

(BR) Barnaby Rodgers

(MM) Marian Mollett

(HC) Harry Charrington

(MI) Mark Ivory

*Non-Foundation Governors (5)*

(BD) Voulla Demetriou (Co-Headteacher)

(BCW) Bethany Claus Widick (Co-Chair)

(CC) Cathy Christmas (Vice chair)

(JM) Jason Moore

(SK) San Kodia

*LA Governor (1)*

(MO) Mark Ollard

*Other (3)*

(DD) David Durie (Associate Member)

(HW) Hilary Wilson (Assistant Head)

(MJ) Michelle Jones (Clerk)

*Opening Prayer (led by Fr. Nigel Worn)*

### 1. APOLOGIES AND WELCOME

BCW chaired the meeting.

Apologies were received from ER. SK would be joining the meeting late. The CHT's and JM would need to leave early as they had a meeting/training to attend. JF would briefly need to leave the meeting at 8.45 am.

### 2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS

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

### 3. TO RATIFY THE APPOINTMENT OF CATHY CHRISTMAS AS CO-OPTED GOVERNOR AT THE CONCLUSION OF HER TERM AS PARENT GOVERNOR. TO NOTE THERE WILL BE A DOUBLE PARENT GOVERNOR ELECTION IN SEPTEMBER.

The Governing Board ratified the appointment of Cathy Christmas as Co-opted Governor and thanked her for her term as parent governor, and continued commitment to the Board.

BD joined the meeting at 8.10 am

### 4. TO NOTE THE APPOINTMENT OF JASON MOORE AS EQUALITY & DIVERSITY GOVERNOR. JM TO BRIEFLY OUTLINE WHAT THE ROLE INVOLVES

- The Governing Board noted the appointment of Jason Moore as the Equality and Diversity Governor.

- JM noted that it is important to note Equality and Diversity are two very different areas but are looked at together, not as one but closely together. Equality is about treating everyone fairly and equally without discrimination. Diversity is about looking at our differences and celebrating or valuing these differences.
- JM will be working with Isabella James, the Equalities teaching Lead who has recently reviewed and revised the Equalities policy which has been taken to the Pastoral committee in March.
- JM has completed the Equality training for Governorship and Unconscious Bias training. He will also take part in a seminar on Diversity within the Governing Board.

*Q: Should the role not be Equality, Diversity and Inclusion Governor?*

*A: We have a SEN Governor who covers Inclusion, in the future we may consider whether this comes under one umbrella.*

*[Post meeting the Clerk checked with Governor Support who confirmed these are usually two separate roles within school governance.]*

## **5. TO NOTE THE ARRANGEMENTS REGARDING THE EX-OFFICIO ROLE AND PCC ENGAGEMENT UPON FATHER NIGEL'S DEPARTURE**

- Sadly, this will be Father Nigel's last FGB.
- There is a temporary replacement at St. Anne's in Father Nick until a permanent replacement is found. It is expected this will take some time as it's a very detailed process.
- Reverend Melanie will be joining St Luke's shortly.
- Discussion has taken place about temporarily covering NW's place on the board with either Fr. Nick or Rev. Melanie, it was concluded that it would be better to wait until the permanent replacement is found.
- This does have an impact on any new appointments we might consider making to the Governing Board, as the majority of these appointments require ratification by St. Anne's PCC. The suggestion from Fr Nigel is we make contact in the first instance with the Church wardens to undertake the approval process.
- In terms of reporting to the St Anne's PCC IH has discussed with MI and JF about carrying this work forward for St. Anne's and co-ordinating with HC and VP to ensure reporting covers all three Churches.
- An olive tree has been gifted to Father Nigel and this will be planted in the school's reflection zone and prayer garden. The olive tree had been donated by Bethany Claus Widick and family, the school and Governing Board thanked them for their generous donation.
- Father Nigel has suggested an inscription that might be used, the Prayer from St Teresa of Avila:

"Christ has no body now but yours. No hands, no feet on earth but yours. Yours are the eyes through which he looks compassion on this world. Yours are the feet with which he walks to do good. Yours are the hands through which he blesses all the world. Yours are the hands, yours are the feet, yours are the eyes, you are his body. Christ has no body now on earth but yours."

The initial idea was to put this on a plaque however this is quite big. It should be in a position for the children to be able to see and read the prayer whilst they play outside. The CHT's are looking into displaying this in another suitable area of the playground.

The CHT's read out a poem they had written for Father Nigel (attached to these minutes)

The Governing Board thanked Father Nigel for his commitment, support, and spiritual guidance over the many years to both the Governing Board and Queen's, and wished him well on his retirement.

*JF joined the meeting at 8.21am*

## **6. APPROVAL OF THE MINUTES OF THE FGB MEETING OF 2<sup>ND</sup> FEBRUARY 2021**

The minutes of the FGB on Tuesday 2<sup>nd</sup> February 2021 were agreed as an accurate reflection of the meeting and were approved.

## **STRATEGIC – LINKED TO VISION**

### **7. TO RECEIVE AN UPDATE ON RETURN TO SCHOOL AND COVID-19 RELATED MATTERS**

- The school opened on 8<sup>th</sup> March in line with Government guidance. A warm welcome with music was arranged for the children coming into school and this helped to relieve any anxieties the children or parents may have had around the return to school.
- Attendance was at 98% the first week back and has remained at similar percentage throughout.
- Two families have been abroad and didn't return to school the first week. They are now back in school although one family has now moved on out of the area.
- The safety measures remain in place, the children are still in bubbles, lunches and playtimes are separate, parents are still queuing to drop off and pick up and there are staggered start times and finishing times.
- Staff are carrying out Lateral Flow testing twice a week.
- There have been no cases of Covid amongst staff and pupils so no closures or people isolating have been necessary.

*Q: What will change next week to the school's Covid arrangements with the next stage of lockdown easing?*

*A: Currently we have not received any updated Government guidance, so social distancing will remain in place. There may be some changes in the classroom with children working in groups. We want to maximise on the opportunities the children are allowed but also we need to weigh up the workload involved in scaling back Covid arrangements. Currently we are taking stock of the good things that have come out of Covid and what we want to keep doing when things return to normal.*

*Q: Are the pickup arrangements one of the things we are planning on keeping?*

*A: Yes, in terms of safeguarding the pickup arrangements work so much better and enables the children to be dismissed safely and because parents aren't in the playground it enables clubs to start on time.*

### **8. TO RECEIVE A PROGRESS UPDATE REGARDING THE TIMETABLE FOR VISION SETTING**

- SK met with the CHT's who will be consulting with all the staff teams for their input into the Vision priorities. This will be completed by half term. The input from the staff will feed into the Vision Priorities proposal document the CHT's have been working on using the previous existing vision priorities. Once this process has been completed and any adjustments or tweaks have been made to this document will be brought to the Governing Board for consideration and discussion of potential timeframes. The purpose of this initial review by the Board will be twofold (i) considering the merits of the proposed priorities and (ii) considering whether the changes proposed are of an extent requiring further review at FGB or whether the Vision working party can start detailed work on refining the draft Priorities and preparing for broader stakeholder engagement.
- This will be a major item for the next FGB agenda to ensure this is robustly undertaken.
- The Governing Board thanked SK for her work on the Vision Priorities so far.

*Q: When does the working party expect to commence work?*

*A: Realistically, the working party is anticipating starting work at the beginning of Summer 2.*

*Q: Is there a timeline for when we would like the Vision Priorities to be in place?*

*A: It would be great to have these in place by the Autumn as it sets the scene for the school and outlines the school's development. This is quite optimistic but assuming the changes aren't too radical it is achievable.*

*Q: How set will the document be when it comes to FGB, will it still be open for suggestion for what we might want to change in it?*

*A: This is a working document at every stage, the school's view point will be added first but there is a role for every group to inputting and developing the document.*

*Q: In previous years we have had an away day or half day for Governor input into the vision priorities, one session as part of an FGB doesn't seem to be sufficient?*

*A: The vision proposals are not radically different from the previous priorities. The CHT's will investigate providing more information before the FGB. They will also look at rejigging the timeline. The working party and CHT's will have a discussion to see what can be done differently to involve the Governors earlier, this could be via email so they have sight of the vision priority document and can comment.*

*The CHT's and staff expectation is that the proposal for the new vision priorities will be building upon the existing vision priorities rather than a significant departure from the existing priorities. There is always the opportunity if we feel it is required for an extended session but probably not an in-person away day. At the next FGB we will have the opportunity to conclude not to give the Vision to working party and to pause and reconvene at an extraordinary FGB to debate things in more detail.*

**ACTION: Clerk to ensure 'To receive a progress update regarding the timetable for setting new vision priorities' is on the next agenda with sufficient time allocations**

## **9. TO RECEIVE AND APPROVE THE DRAFT BUDGET**

- It was agreed at the last FGB that Finance committee would be given delegated authority to approve the draft budget for submission. Submission of the draft budget has taken place. The SBM has circulated three documents, the most important being the word document that identifies the main variances.
- We were previously worried about the impact of pupil numbers on our income at the per pupil rate. As the number on roll had finished at 22 pupils down we were looking at a hit of £70k to our income per pupil.
- The Average Weighted Pupil Rate has increased from £3,175 to £3450. The net result of this is our total income for pupil numbers has dropped by only £7k rather than £70k.
- There are several line items that are difficult to compare to each other as they have been affected by COVID, such as school journeys, energy costs were up as the heating was on, but the windows and doors were required to be open for ventilation.
- The two big one-off cost items are an increase in agency suppliers staff for specific maternity cover which is £70k, and the other is the medical retirement issue where we have put a provision of £50k to cover potential medical costs. The actual figure has still not been confirmed. Whilst we have done everything we can to contest this, it does look as if we will have to pay this. We should know more in the coming weeks. It is important that this amount remains ring-fenced for the medical retirement issue.
- All the above give a deficit of £115k for the coming year, which is the largest deficit we've had for a while, mainly due to the two one-off cost items.
- The assumption for the next two years is a steady increase in the number of pupils, by 8 pupils per year. We will continue doing everything we can to boost pupil numbers above the assumptions.
- At the end of the 3 years, we are looking at our reserves dropping down to just under £100k which is 5% of our income. This is lower than the reserves we've previously held but is a much more common average for schools.
- The Governing Board thanked the SBM and MO for their work on the draft budget.

*Q: Is £50k the worst-case scenario for the medical retirement issue?*

*A: We don't know as we have nothing previous to compare this to. There may be scope for sharing some of the cost with the local authority which would be the best-case scenario or a staggered payment approach over several budget periods, which may help to soften the blow, but these are still being investigated.*

- The draft budget was approved by the FGB

## **10. TO NOTE THE CO-HEADTEACHER'S REPORT INCLUDING AN UPDATE OF THE STAFF QUESTIONNAIRE AND AN UPDATE ON YEAR 1 PHONICS ALTERNATIVES TO STATUTORY ASSESSMENT**

- All assessments were cancelled by the Government, however the school still plans to carry out these assessments, this will enable the school to report to parents and identify where the gaps in any missed learning are.

- The school will be using a past paper to do a Phonics screening check.
- All other statutory assessments we would normally do will be carried out using past papers.
- The CHT's thanked MM for forwarding the Governors draft survey.
- The Survey will go to the next P&P meeting with a view to sending out to staff before the end of term.

#### **11. TO RECEIVE A SAFEGUARDING REPORT FROM THE CO-HEADTEACHERS**

- A fire test took place last week which took under three minutes to evacuate the building. Another test will take place in Summer 2.
- There have been issues around the Year 6's home use of devices and the year 6's talk has not been of age-appropriate content. This is possibly a product of COVID and increased device time and flexibility around device use, and is typical of the National picture for boundary testing and device usage. The school is engaging with our parent community and the local police community officer. A series of support sessions are being put in place for the Year 6's.

*Q: The session planned with the local community officer is this because there are legal implications?*

*A: No, the local community officer is part of a Trailblazer team for mental health support and is NHS mental health trained.*

*Q: Which committee will this sit under?*

*A: It sits under the Pastoral committee.*

**ACTION: Clerk to add Discussion of Year 6 Trailblazer safeguarding sessions to next Pastoral committee agenda.**

*JF left the meeting at 8.45am*

#### **12. TO DISCUSS THE SPRING SIP REPORT**

- The SIP report has just been received back by the CHT's.
- The Curriculum and Standards committee have not yet had the opportunity to review the Report, but the next C&S meeting will be reviewing this in detail.
- The SIP visit took place 3 weeks after the start of term. The report on EYFS is accurate but not a true reflection of the full picture of learning and teaching across the school day. That is however the nature of such visits.
- The same area is used for learning time and play time. The children having been away from school for so long were just getting to grips with this.
- For the next visit the SIP will be invited to attend in the morning to see a more structured view, this is when core learning takes place.
- This has generated a discussion in EYFS about the problem of learning in a play space.
- The points for the Governors to consider will be taken to the next Curriculum and Standards committee for discussion.

*Q: Are SIP visits normally a few hours or all day?*

*A: The visits usually have a focus which dictates the length of the visit. This visit didn't have a focus. It is sometimes better not to have a focus to enable someone to have a look at everything.*

*Q: How extensive is the evaluation of texts decolonising the curriculum?*

*A: Work was started a year and a half ago, looking at wider representation in texts. This is a long-term piece of work. MI and JM will be involved. JM and the Equalities lead have discussed the wording to be used around decolonising in the Vision.*

#### **13. TO APPROVE THE TERM DATES FOR 2022/23**

- The term dates for 2022/23 were approved by the Governing Board.

#### **14. TO RECEIVE A VERBAL UPDATE ON PROGRESS WITH CUA2**

- The application has been submitted.

- The changes are to extend week day evening lettings until 8pm during daylight hours in the Summer and until 6pm on Saturdays.
- It is proposed this will give a 20-30% increase in revenue which is much needed.
- An update should be received in the next few days.

*Q: Is there potential for greater lettings income?*

*A: Most enquiries are for birthday parties. We are looking for sustainable tenants to replace the Russian school.*

*JF rejoined the meeting at 9.02am*

#### **15. TO RECEIVE A DEFECTS UPDATE**

- B&K have agreed to replace the wooden cladding on the outside of the building and the vinyl on the staircase.
- Alex Windle had previously agreed to oversee the works and gave a quote of £600 for 5 hours work. Alex has since left. The request to oversee that the works are completed thoroughly and to the correct standard has been sent to Nathan, Alex's replacement.
- The Fire Doors closures are not functioning correctly as either the doors have dropped or the door closures have dropped. The SBM received a quote of £800 from Tetra, to come and inspect the doors. Agreed at FGB for SBM to seek alternative quotes.

**ACTION: CHT's will discuss progress and expediting the repair of the fire doors with the SBM**

**ACTION: HC to ask SBM to discuss with CHT's when the work should be carried out and to also ask SBM to chase up alternative quotes.**

*Q: Is It still safe to use the school with the fire doors not working properly?*

*A: It is a matter of urgency to get these doors repaired. The building is safe, but this is a priority. The hall has two fire exits. We are mitigated by the faults all being on the ground floor. Premises will explore this further including protocols around ensuring doors are closed.*

#### **16. TO RECEIVE A PHASE RELATED OVERVIEW C/FWD FROM FEBRUARY**

- We still don't have any data to report on this item; to be carried forward to the next FGB.
- CC will discuss with CHT's if it will be possible to have a final virtual Phase visit before the end of the year and will report back.
- Whilst we are waiting for fire doors to be repaired there should be a procedure in place for closing the doors during a drill or in the event of a fire.

**ACTION: Clerk to add 'To receive a phase related overview c/fwd. from February to the next FGB agenda**

**ACTION: CC to discuss possibility of a virtual phase visit before the end of the year with CHT's and will report back**

**ACTION: Clerk to add 'To ensure procedure for closing the fire doors is in place' to the next Premise committee meeting**

*JM left the meeting at 9.12am*

**17. TO RECEIVE AN REPORT FROM ADMISSIONS ON HOW RECEPTION PLACES WERE OFFERED ON NATIONAL OFFER DAY.**

**How Places Were Offered On National Offer Day 16<sup>th</sup> April 2021**

	<b>Applications as ranked by Queen's - March 2021</b>	<b>National Offer Day - 16 April 2021</b>
Criterion 1 - LAC/Previous LAC	0	0
Criterion 2 - Social/Medical	2	1
Criterion 3 – PPG	0	0
Criterion 4 - Staff	2	2
Criterion 5 – Siblings	28	27
Criterion 6 - Living within boundaries of Kew Parishes - regular worshippers of one of the three Anglican Churches	15	13
Criterion 7 - Living within the boundaries of Kew parishes - regular worshippers of other Christian Churches	8	4
Criterion 8 - Proximity	90	13 (Last distance 721.44m)
EHCP	0	0
	<b>145</b>	<b>60</b>

- The sibling numbers are similar to last year's.
- The last distance offered this year is further out than last year, but still very tight to the school.
- More applications were received from Brentford/Chiswick this year.

**18. TO NOTE PLANNING FOR GOVERNOR SUCCESSION PLANNING IS UNDERWAY**

- The Co-Chairs of Governors will be having end of year meetings with Governors and will be discussing succession planning.
- Following CC's transition to Co-opted Governor there is a Parent Governor vacancy.
- Sadly, BCW will be moving away at the end of the academic year.
- This means there will be a double parent governor election in the Autumn term.

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

**19.1 STEERING**

- Not met

**19.2 PREMISES, HEALTH & SAFETY & LETTINGS**

- Meeting on 6 May was cancelled due to quoracy and will be rescheduled
- CUA2 and Defects were covered under Items 14 & 15

**19.3 PASTORAL**

- The next meeting is on Monday 24th May
- Nothing further to add

**19.4 KAIROS**

- The next meeting is on Monday 24th May
- Nothing further to add

## **19.5 FINANCE**

- Nothing further to add

## **19.6 CURRICULUM & STANDARDS**

- Nothing further to add

## **19.7 PAY & PERSONNEL**

- The next meeting is Thursday 13th May
- Nothing further to add

## **19.8 ADMISSIONS**

- Update on how reception places were offered on National Offer Day covered under item 17
- The minutes from the March meeting will be brought to the next FGB for approval, as Admission will not be meeting again until the end of the calendar year.

*JM left the meeting at 9.12am*

## **STATUTORY**

### **20. FOR NOTING:**

#### **i. CO-CHAIR'S REPORT**

- AfC have sent through good practice guidance advising that all prospective Governors should provide references and asked to provide CV's.

#### **ii. POLICY PROGRESS REPORT (STANDING ITEM)**

- Committee Chairs are reminded to check the list to ensure policies under their remit are in date and are included in the list.
- There have been 2 additions to the policy list from the Pay & Personnel committee.

### **21. TO CONSIDER THE SKILLS AUDIT AND RECEIVE AN UPDATE ON GOVERNOR TRAINING**

- The Clerk will be running a Committee Chairs training session after half term. Dates TBC
- JM has completed the Unconscious Bias training and Safeguarding [Level \_]
- BR is due to attend Safeguarding Level 2 training in June.
- The Co-Chairs of Governors will be holding 1 to 1's with each Governor
- Previously the Governing Board has used the Co-opted Governor option to fill skills gaps. As we already have our maximum co-opted spots filled this option is no longer available and we will need to specifically identify the skills to recruit for in the Autumn Parent Governor elections.

**ACTION: Clerk to ensure 'To consider the skills audit and receive an update on Governor Training (Standing item) remains on future agendas.**

*HC, JST & BD left the meeting at 9.30am*

*VP left the meeting at 9.32am*

*SK left the meeting at 9.33 am*

## **OTHER/AOB**

### **22. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES**

- None

### **23. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS**

- No events are currently scheduled to take place due to Covid.
- The staff event (Staff Thank You) which Governors usually organise will be discussed at the next FGB.

- For the Governing Board to remain effective and collective meetings should return to being in person and in school at the earliest opportunity, particularly for FGB, with the needs of committees to be considered by committee chairs.
- The next FGB is scheduled to take place after 21<sup>st</sup> June, when it is expected lockdown will be lifted. Possibility of having the meeting in school face to face, either outside or in the hall.

**ACTION: Clerk to check with CHT's if the next FGB can be in person meeting in the school, subject to COVID restrictions.**

CC left the meeting at 9.39am

**24.. AOB:**

i. To note Father Nigel's leaving service is on 19<sup>th</sup> May at 2pm. Please let the Clerk know if you plan to attend

**To note the date of next meeting: Thursday 24<sup>th</sup> May 2021 at 7pm.**

*The meeting concluded at 9.42 pm*

## **LIST OF ACTIONS**

**ACTION: Clerk to ensure 'To receive a progress update regarding the timetable for setting new vision priorities' is on the next agenda with sufficient time allocations**

**ACTION: Clerk to add Discussion of Year 6 Trailblazer safeguarding sessions to next Pastoral committee agenda.**

**ACTION: CHT's will discuss progress and expediting the repair of the fire doors with the SBM**

**ACTION: HC to ask SBM to discuss with CHT's when the work should be carried out and to also ask SBM to chase up alternative quotes.**

**ACTION: Clerk to add 'To ensure procedure for closing the fire doors is in place' to the next Premise committee meeting**

**ACTION: Clerk to add 'To receive a phase related overview c/fwd. from February to the next FGB agenda**

**ACTION: CC to discuss possibility of a virtual phase before the end of the year with CHT's and will report back**

**ACTION: Clerk to ensure 'To consider the skills audit and receive an update on Governor Training (Standing item) remains on future agendas.**

**ACTION: Clerk to check with CHT's if the next FGB can be in person meeting in the school, subject to COVID restrictions.**

## **Poem For Father Nigel from the Co-Headteachers**

Father Nigel,  
There's so much we could say  
But mainly, how you have enhanced our lives in such a spiritual way  
Your guidance and wisdom have supported our school and helped us as leaders in all that we do  
In your weekly collective worship, we gather and share in the love of God and your abundant care  
A special point in the week for pupils and staff, to stop, reflect and share  
Thank you Father Nigel for always being there and guiding us through your readings and prayer  
You joined us online sharing collective worship with us all throughout the lockdown and all the changes in school.  
We have missed our visits to St Anne's and seeing you in school, but your words and prayers have helped us through  
You will always remain at the heart of the Queen's School Kew, as we wish you happiness in your retirement and all that you do.  
With love and best wishes from the Co- Heads at The Queen's School, Kew.  
Jenny and Voulla