

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C of E SCHOOL
CUMBERLAND ROAD
KEW
SURREY
TW9 3HJ

Minutes of the Meeting of the Governors of The Queen's School
held at the school on 19 October 2010 at 7.30pm

Present: *Foundation Governors (8)*

Will Cavendish (*from item 8*)

Phyllis Cunningham

David Durie

Debbie Fife

Rowena Fuller

Eleanor Garland

Nick Macmillan

Bonney Venning (*Chairman from
Item 4*)

Non-Foundation Governors (7)

Caroline Butler

Susie Connor

Jan Deykin

Richard Laming

Vicky O'Neill

Susan Pavlis

Telfer Saywell

Non-voting

Joanna Brackenbury

Stephanie Edmonds

Clerk (Chairman until item 4)

Deputy Head

Opening prayer

1. APOLOGIES

Rev.Nigel Worn sent apologies which were accepted.

2. DECLARATION OF FINANCIAL & OTHER MATERIAL INTERESTS

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

3. ELECTION OF CHAIRMAN AND VICE CHAIR

Bonney Venning was proposed as Chairman by David Durie, seconded by Debbie Fife and unanimously elected.

Eleanor Garland was proposed as Vice Chair by David Durie, seconded by Susie Connor and unanimously elected.

4. MINUTES OF THE MEETING OF 30 JUNE 2010

The minutes of the meeting of 30 June 2010 were approved, and signed by the chairman.

It was noted that item 6 which said that governors would be asked to approve the LA's Safeguarding Policy at the next (ie this) meeting, has been partially overtaken by events. The LA is revising their policy and it is not known when a new one will be available. It was **AGREED** to adopt the policy that had been circulated at the June meeting and in the mean time,

Caroline Butler, as Chair of the Pastoral Committee will respond to the LA's invitation to comment on the policy during the LA review process.

ACTION: CB

5. MEMBERSHIP OF COMMITTEES & LINK GOVERNORS

The Committees will continue to be chaired as last year:

Marketing and Communications: Eleanor Garland

Pastoral: Caroline Butler

Finance: Susie Connor

Admissions: Phyllis Cunningham

Curriculum and Standards: Bonney Venning

Personnel and Pay: Bonney Venning

Strategy: Bonney Venning

Premises with Health and Safety: Nick Macmillan

Jan Deykin will join the Curriculum and Standards Committee.

Bonney Venning will join the Admissions Committee

Telfer Saywell will formally join the Finance Committee which he has been attending for the last two terms

The Pay sub-committee currently has three members and it was **AGREED** that this could increase to four members with a quorum of three.

Link Governors:

Susie Connor will take over Maths from Rowena Fuller later this term.

Telfer Saywell will take over ICT from Richard Laming

The clerk will circulate a revised list.

ACTION: JB

ITEMS FOR APPROVAL

6. ESTABLISHMENT OF A WORKING PARTY TO CONSIDER OPTIONS FOR SCHOOL MEALS PROVISION

The LA's existing contract with Sodexo for the provision of school meals in the borough is due to expire in July 2011. All schools in the borough have been asked to decide whether they wish to opt into the new LA contract from next September or to make independent arrangements. It was agreed that a working group would be established for this. David Durie will chair the group and members will be Susie Connor, Susan Pavlis, Eleanor Garland, Caroline Butler, Vicky O'Neill and Cathy Tilley (SBM).

The LA wishes to go out to tender in early January and so has asked for a response by the end of term.

7. GOVERNOR TRAINING REQUIREMENTS

It was noted that Nick Macmillan and Will Cavendish need to attend a Safeguarding course.

It was noted that it would be useful for more governors to be trained in Recruitment.

Richard Laming could provide a session for governors on Data Management, although it would be beneficial for some governors to attend formal training for governors on this subject to enable governors to challenge the school appropriately on this subject.

All governors were reminded that the Governor Support page of the LA website has information on the current training available for governors. Susan Pavlis also recommended the SWLSEP website which has information about training provided by neighbouring boroughs.

8. SIP REPORT

Two versions of the SIP's report had been circulated before the meeting. It was noted that the SIP was to meet with some governors before the end of the current term.

Will Cavendish arrived at 8.05

Governors expressed concerns about the apparent lack of rigour in the report which included comments that had been made without any evidence to support them and did not appear to accurately reflect what the school had done last year.

ITEMS FOR NOTING

9. BICENTENARY OF THE QUEEN'S SCHOOL

The school was established in 1810 and it was proposed that this should be celebrated during the current academic year with fund-raising and some celebratory events.

Terms of Reference for a new working group to be chaired by Eleanor Garland were unanimously **APPROVED**.

Membership of the group will be Susan Pavlis, Will Cavendish, Phyllis Cunningham, Jan Deykin, Debbie Fife and Joanna Brackenbury. Other people with links to the school from the 1970s will be invited to join the group.

10. GOVERNORS' WEEK

Susan Pavlis and Bonney Venning recently visited a school in Battersea during their 'Governors' Week' when governors were encouraged to visit the school several times to see the school at work and to look at a year group, or a subject area. It was agreed that a similar event should be run at The Queen's School once each term, with the first to take place in the week 15 – 19 November. Governors should advise Susan Pavlis when they intend to come in and to let her know what they would like to see.

ACTION: ALL

11. CHAIRMAN'S REPORT

11.1 Chair's Briefing

This new termly meeting for LA chairs of governors replaces the termly Chairs' Forum meetings.

11.1.1 Academy Status

The LA is a proponent of academies and wants all schools in the borough to seek academy status. The LA would like all school to be academies within 18 months and is moving to be a facilitating authority rather than a service provider. If schools do become academies and the LA is providing services for a smaller group of schools, its services are likely to reduce so whether or not an individual school becomes an academy, the LA provision for the remainder is likely to change.

The Catholic schools have all declined to take part in the scheme. The Church of England wants more information and SDBE has not yet formed a view. Other schools have expressed varying degrees of interest.

The LA has recommended that all schools should think carefully about whether or not to go down this route. The borough's top ten schools are being encouraged by the LA to seek academy status now, and The Queen's School is likely to be in the second round of schools encouraged to make this move.

The change in legal status that academy status brings will give more flexibility to the make-up of the governing body and the Church could set its own model for this.

It was suggested that the financial benefits of academy status could all be eroded by the costs involved in conversion. It was agreed that, as the LA would be encouraging the school to apply for academy status in foreseeable future this should be a substantive item for discussion at the next meeting. Rowena Fuller is attending a diocesan meeting on 17 November and will find out how other diocese schools view this. More information from the LA should be available by the time of the next meeting. Will Cavendish will also speak about this.

11.1.2 School Budgets

No information was available until the results of the government's Spending Review have been published (due tomorrow).

11.2 Confidential Item (separate minute)

Bonney will keep a Correspondence Log and report to governors at each meeting about any correspondence that she receives as chairman.

11.3 Other

Colin Powell, Primary Advisor for SDBE, will be visiting the Strategy Committee on 1 December at 8.00pm.

Nick Whitfield, Director of Children's Services at the LA visited the school last week and toured the school with Susan Pavlis and Bonney Venning. He found good practice in the classroom and that the children were clear about what they were doing and why. He will help the school to improve communications with the LA.

12. COMMITTEE REPORTS

12.1 Admissions Committee

12.1.1 A working group established last June to look at possible minor amendments to the Admissions Policy has made recommendations which are to be discussed with SDBE.

12.1.2 New terms of reference for the Admissions Committee will be brought to the next meeting for approval.

12.2 Curriculum and Standards Committee

The Committee is working effectively but the Link Governor system is not working as well. Link governors need to visit, to see what is going on academically and what needs to be worked on. Guidance for Link Governor visits is available on the governor section of the website, together with the Visit form which needs to be completed after each visit. Reports should be agreed with the teacher and with Susan

Pavlis before being sent to the C&S C'tee. The Committee will circulate reports to all governors.

If any governors have suggestions to improve the Visit form they should let the committee know. Susan Pavlis can also let governors have observation templates that they can use.

12.3 Finance Committee

12.3.1 The Mid-year financial review had been circulated before the meeting. The budget shows an over-spend of £33,000 of expenditure over income, however over half of the over-spend has been clawed back so far and it is now anticipated that the school will breakeven. Despite this, the committee is still looking for additional sources of income for the school.

The committee is following the financial situation closely and will report again at the next meeting, but without such a detailed written report.

12.3.2 The school is about to advertise for an assistant caretaker to lock up in the evenings and weekends to allow for more lettings outside school times.

12.3.3 A review of Internal Controls has been undertaken and was presented for approval. The review found that controls were adequate and effective given the resources available. The Statement of Internal Controls was **APPROVED** and signed by the headteacher, the chair of the governing body and the chair of the finance committee. The meeting **THANKED** Susie Connor and David Durie for their review.

12.4 Marketing and Communications Committee

The new prospectus has been delivered by the printers. It was the result of considerable work by Richard Laming and Susan Pavlis. The cost was £1,500 which was considerably under budget. The next focus for the committee will be the website.

12.5 Pastoral Committee

The Committee has been looking at behaviour and discipline, sanctions and rewards. The SMT and the school council are looking at the existing arrangements and their thoughts will then be considered by the Committee.

A twilight training session for staff to introduce the Child Protection policy is planned, and staff will be asked to sign up to the policy.

A review of the Sex Education policy is being lead by Jan Deykin, as part of the PSHE policies. The review group includes a group of parents, Father Peter Hart and Gill Hines, the LA's Health Education Co-ordinator, and has met once. The group intends to develop a new policy by May 2011. The group is drawing up its terms of reference. New rules are needed on physical interaction and on physical restraint.

12.6 Premises with Health and Safety Committee

Minutes of 7 October were circulated before the meeting.

12.6.1 Cathy Tilley has amended the risk register formats.

12.6.2 The Health and Safety Policy is up to date but the Critical Incident Policy needs to be reviewed and this will start later this term.

12.6.3 Building work has been delayed as the etched glass for the new corridor will not be delivered for another two weeks and so will not be

competed until after half term. So far the building works are £500 under budget, but this is after SDBE took over the cost of the electrical work.

12.6.4 Following a change in the SDBE insurance providers, the school's security arrangements have been reviewed by the new insurance company which wants the school to install CCTV outside the building by the front and back doors. SDBE has agreed to meet the cost of this. Once more information about exactly what the insurers require are understood, the insurers' proposal will be presented to the parents. The insurers have also asked for additional sensors to be installed for the intruder alarm system, and have called for some roof repairs to be carried out.

12.6.5 The Committee will be looking at spending priorities for discussion with the Finance Committee later this term.

12.6.6 Governors noted that improvements to the buildings had been noticed by parents and were welcomed.

13. STATUTORY POLICIES UP-DATE

As noted at item 4 above, the Safeguarding Policy has been agreed. David Durie reminded governors that he would like to be notified of all policy reviews in time to up-date the register before each governors meeting.

14. STRATEGY COMMITTEE FEED BACK

Minutes of 21 September had been circulated last month. The committee reviewed the governing body structure, self-evaluation, progress on policy review, governor training and governor attendance.

14.1 Lesson observations – this is covered under 12.2 above..

14.2 Vision Meeting – the Strategy Committee has concluded that a facilitated meeting was needed to assist governors in developing their vision for the school. Bonney Venning will arrange a date for this with governors. Staff and the PSA chair would be invited to attend.

ACTION: BV

14.3 Data Analysis – the data is still not available in a standardised format for use by governors.

15. SCHOOL JOURNEY

National guidance on governors' responsibilities for school journeys was circulated before the meeting. This includes the responsibility to monitor and review journeys and with this in mind, Susan Pavlis was asked to provide a report to governors on the school journey to the Isle of Wight, in the context of its objectives.

16. ANY OTHER BUSINESS

It was noted that the link with Christ's School has now been broken as insufficient children from The Queen's School are moving on to the school.

17. DATES OF MEETINGS FOR NEXT YEAR

Monday 29 November
Thursday 17 February

Thursday 31 March
Thursday 26 May
Thursday 30 June

There being no further business the meeting closed at 10.15pm

LA Local Authority (London Borough of Richmond upon Thames)
PSHE Physical, Social & Health Education
SBM School Business Manager
SDBE Southwark Diocesan Board of Education
SMT Senior Management Team
SWLSEP South West London School Effectiveness Partnership (an arrangement between the London boroughs of Kingston, Merton, Richmond, Sutton, Wandsworth and Croydon)