

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 25 March 2010 at 7.30pm

Present: *Foundation Governors (6)*

Phyllis Cunningham
Rowena Fuller
Eleanor Garland

Nick Macmillan
Bonney Venning (*Chairman*)
Rev.Nigel Worn

Non-Foundation Governors (7)

Caroline Butler
Susie Connor
Jan Deykin
Richard Laming

Vicky O'Neill
Susan Pavlis
Telfer Saywell

Non-voting

Joanna Brackenbury
Cathy Tilley

Clerk
School Business Manager

Opening prayer

1. APOLOGIES

David Durie & Debbie Fife 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. MINUTES OF THE MEETING OF 10 FEBRUARY 2010

The Clerk added all the SATS levels that had been agreed at the meeting to the Minutes of the meeting of 10 February 2010 which were approved, and signed by the chairman.

4. STATEMENT FROM THE CHAIRMAN

Bonney Venning explained to governors that the agenda had been drawn up in three parts – items for approval, items for discussion and items for noting. It was intended that the Committee Reports would be included in the items for noting. The meetings timetable for the next academic year will be drawn up next term and committee meetings will be scheduled to allow for reports to be presented at the full meetings.

ITEMS FOR APPROVAL

5. BUDGET FOR APRIL 2010 – MARCH 2011

The proposed budget and report were circulated before the meeting. Cathy Tilley drew attention to the following points:

The forecast for the current year is now a forecast of £22,000 deficit compared with the £110,000 deficit forecast a year ago.

Reserves are forecast to stand at £113,000 at the end of the financial year and governors were asked to approve a transfer of £55,000 to capital reserves in view of the school's capital expenditure plans. This was unanimously **APPROVED**.

The 2010/11 budget for approval uses £15,000 of reserves and approximately £20,000 each over the following two years, gradually reducing the carry forward balance. The budget has been prepared in line with the School Development Plan. It allows for an increase of 3 TAs although this includes 2 to be covered by SEN funding. The budget also allows for the implementation of ParentMail and the creation of a new school prospectus.

The budget was unanimously **APPROVED**.

6. TERMS OF REFERENCE FOR STRATEGY COMMITTEE

A copy was circulated before the meeting.

Following a discussion it was decided that the new committee should be introduced with a view to having two meetings a year. The terms of reference were unanimously **AGREED** but would be reviewed in a year or earlier if the committee recommended.

7. SCHOOL JOURNEYS FOR 2010/11

Year 6 is due to go on School Journey to the Isle of Wight during the week of 12 – 16 July. There will be 52 children and 6 adults in the group. The visit will include a visit to Osborne House, Queen Victoria's home, which ties in with 'the Victorians' that the children are studying in the summer term. The children will be participating in a range of activities around the island, including a 'boogie boarding' activity in the very shallow and sheltered bay between Sandown and Shanklin. The activity will be run by an established and reputable company, which provides tuition and equipment. There are wet weather activities available during the week in need. Appropriate detailed risk assessments will be carried out for the week's activities. Following a discussion, the school journey was **APPROVED**. Full details of the Year 5 school journey for the autumn term will be presented to governors next term.

ITEM FOR DISCUSSION

8. GOVERNORS' PRIORITIES, SELF-ASSESSMENT AND TRAINING

Governors need time to share a vision and assess their own and the school's strengths and weaknesses. The governing body and the head are relatively new and have not had the time to develop a corporate view. The governors' SEF needs to be completed but could not be done earlier because new governors were not in a position to assess their strengths

and weaknesses. There was a discussion about how this could be best achieved.

- It was agreed that a meeting should be arranged next term to look at the SEF and make an initial self-evaluation.
- Susan Pavlis and the SMT are meeting to look at strategy over two days next term. Any governor who wishes to join the team on the second day are welcome to do so (contact Susan via the school office for details).
- A facilitated meeting for governors may be arranged for the autumn term if governors feel this will be valuable after they have tried their own self-assessment.

Susan Pavlis will provide the Clerk with the Self-Assessment Form to circulate to all governors so that everyone can start to think about this, and arrange a date for the SEF meeting. **ACTION: JB**

ITEMS FOR NOTING

9. HEADTEACHER'S REPORT

The headteacher's report was circulated before the meeting and was focussed on the School Improvement Report.

A "culture visit" to the Foundation Stage was conducted by the LA. The visitors gave positive feedback to the teachers on the day. They will come back in June and deliver a formal report on what they have found after this second visit.

In the first week of the next term the Diocese and LA are to visit to review the school after Susan Pavlis's first year in post. They will meet with four key subject leaders and also with pupils.

ParentMail, a system for disseminating information to parents electronically, is to be purchased with a view to using it from next September. The cost - £500 – is cheaper than had previously been thought and has been included in the school budget. Feedback from a neighbouring school who is about to start using ParentMail is that the helpline for setting up is very good. ParentMail will be used for newsletters, messages to individual classes, texts, messages to governors.

10. SCHOOL IMPROVEMENT PARTNER REPORT

The SIP visited on 15 March. His report has not yet been received.

11. CHAIRMAN'S REPORT

A report on the Deputy Head appointment process is included in the report of the Personnel and Pay Committee. No appointment has been made. A total of 10 applications were received, 6 candidates were short-listed, 2 of these dropped out and 4 were interviewed. One candidate has been invited to be included in the short list when the process is resumed next term. A new advertisement has been placed and the same interview panel will be used next time. The new advertisement allows for the possibility of a part-time deputy head; if an appointment is made on this basis, an assistant head will also be appointed. It is possible that there will be internal candidates.

12. COMMITTEE REPORTS

Reports had been circulated from the Curriculum and Standards Committee, the Personnel and Pay Committee, the Pay Committee, the Finance Committee and the Premises and Health and Safety Committee, the latter including a list of proposed works and a Health and Safety Review Action Plan.

12.1 REPORT OF ADMISSIONS COMMITTEE

The admissions committee met in January to allocate places. There were 78 applications for 60 places which were allocated under the school's admissions policy as follows:

Category 1 (children in care)	0
Category 2 (exceptional needs)	1
Category 3 (siblings)	19
Category 4 (CofE church-goers to Kew churches living in the Kew parishes)	15
Category 5 (all other church-goers living in the Kew parishes)	9
Category 6 distance from school	16

Offers will be sent to parents tomorrow, 26 March, which is the national day for primary offers.

The Admissions Policy will remain the same for the next year; it was reviewed in great detail last year and the new SDBE guidance to schools reflects comments made by The Queen's School during this review. The Admissions Committee will review the policy before the October half term. This position was unanimously **APPROVED**.

13. ANY OTHER BUSINESS

13.1 Cycling Policy

In the past the Local Authority has had a policy of dissuading primary school children from cycling to school. The school has recently installed a cycle shed as part of its School Travel Plan. A question was asked about the LA's cycle policy. The LA changed its guidance on primary school children cycling to school a couple of years ago to say that the decision should be that of the parents.

The school will be issuing permits to children for the use of the cycle shed. Following a discussion it was agreed that the school's own policy should make it clear that the parents are responsible for bicycles being roadworthy.

The school will be applying for a grant for a scooter rack.

13.2 Deputy Head

There will be a farewell party for Steph Bailey on Monday 29 March to which all governors are invited. Contributions for a gift may be left with Vicky O'Neill at the school office.

13.3 Parent Questionnaire

The responses to this term's annual questionnaire to parents have not yet been collated. Governors will see the detailed results and parents will be sent a summary which will go out early next term. A Year 6 exit poll will be conducted next term.

14. DATES OF THE NEXT MEETINGS

Thursday 27 May 2010

Wednesday 30 June 2010

There being no further business the meeting closed at 9.05pm