

**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 27 May 2010 at 7.30pm

Present: *Foundation Governors (8)*

Will Cavendish ( <i>from item 4</i> )	Rowena Fuller
Phyllis Cunningham	Nick Macmillan
David Durie	Bonney Venning ( <i>Chairman</i> )
Debbie Fife	Rev.Nigel Worn

*Non-Foundation Governors (6)*

Susie Connor ( <i>from item 6</i> )	Vicky O'Neill
Jan Deykin	Susan Pavlis
Richard Laming	Telfer Saywell

*Non-voting*

Joanna Brackenbury	<i>Clerk</i>
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*Opening prayer*

**1. APOLOGIES**

Caroline Butler and Eleanor Garland 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 25 MARCH 2010**

The minutes of the meeting of 25 March 2010 were approved, and signed by the chairman.

**ITEMS FOR APPROVAL**

**4. BUILDING WORK FOR THE SUMMER HOLIDAYS**

A schedule of proposed works had been circulated by the Premises Committee before the March meeting including some items to be undertaken during the summer holidays. SDBE has been asked for their proposals for the summer work.

*(Will Cavendish arrived at 7.40pm)*

1) Moving the Welfare Room nearer to the School Office;

- 2) Enclosing the outside area next to the library to create an enclosed walkway to bypass the library;
- 3) Creating a new SEN room near the Upper School Hall
- 4) Conversion of the existing Welfare Room into an office for the Deputy Head.

The total cost of the work is estimated at £99,000 which can all be met from Capital Funding. The Finance Committee recommends that this is a good use for the money. There is a need to go out to tender as soon as possible and three tenders will be sought.

During a discussion it was noted that refurbishment of the ICT is not included for the summer because extensive alterations will be needed to make this worthwhile. This area remains a high priority and the Diocese's architect is preparing some plans for consideration by the Premises Committee next term. The PSA will contribute towards the cost of fittings. Work needed on the roof will be undertaken by SDBE at some time in the near future.

It was noted that any increase in the rate of VAT is likely to affect the total cost of the work.

The proposal for summer holiday works was unanimously **AGREED**.

#### **5. CHILD PROTECTION POLICY**

Susan Pavlis and Caroline Butler have reviewed the school's Child Protection Policy and the revised policy has been sent to the LA for their comments. It is important that the school has an up-to-date policy and governors were asked to approve the revised policy, which had been circulated before the meeting.

The Pastoral Committee has also been sent the LA's model Safeguarding Policy. This will be considered by the Committee.

*(Susie Connor arrived at 7.55pm)*

Following a discussion it was agreed that under the heading "Supporting Children" point 6 of the ways "Our school will support all pupils" should be rephrased to read "Ensuring that the pupils know that some behaviour is unacceptable but they are valued."

It was also agreed that the policy should be marked with the date of governor approval and with the review date of May 2011.

The policy was unanimously **APPROVED**.

#### **6. 2009/10 SURPLUS BALANCE RETURN**

The Surplus Balance Return ("SBR") looks at the surplus of carried forward reserves, over the 8% of income threshold, at the end of the financial year. At the March meeting the forecast SBR showed a surplus for the year of £22,000 and governors approved a £55,000 capital transfer to give a net deficit for the year of £33,000. The transfer allowing the school to make some much-needed investment in capital items in 2010/11.

The actual position shown on the SBR, after the transfer of £55,000 to capital funds is a deficit of £26,341 i.e. a positive variance of £6,659 compared to forecast. This has arisen as a number of invoices which

should have been presented for payment before the financial year end arrived too late. When the deficit for the year is added to the prior year carry forward, this results in an excess over the 8% of income threshold that the school is allowed to carry forward to 2010/11. However, the school has been advised by the LA advisor to schools that the excess carry forward is justifiable as it is supported by the late invoices as detailed in the SBR.

Governors unanimously **APPROVED** the Surplus Balance Return.

#### **7. SCHOOL JOURNEY TO MARCHANTS HILL**

Approval was requested for next year's Year 5 to go on a residential visit to a PGL centre at Marchants Hill near Hindhead, Surrey for a 3 day team-building school journey. Information about the centre was circulated before the meeting.

Susan Pavlis also advised that the school was planning a "sleepover" at school for year 4 at the end of term on Friday 23 July.

The school is exploring the possibility of taking year 6 on a day trip to France next year.

After a discussion, the school journey to Marchants Hill was unanimously **APPROVED**.

#### **8. APPOINTMENT OF TEMPORARY DEPUTY HEAD**

Following two rounds of recruitment advertising, the school has been unable to appoint a Deputy Head to start in September. The 7-person panel agreed that the school was unlikely to find a suitable candidate via the usual process in the short term and so asked SDBE to look out for a person to be Acting Deputy Head on secondment from another diocesan school, to allow the School Improvement Plan to proceed.

SDBE has put forward a candidate from one of their local schools who has been interviewed by Bonney Venning and Rev.Nigel Worn. They agree that the candidate is well suited to the job in three important areas. A contract with a maximum term of 1 year from September 2010 is to be offered although notice can be given to terminate the contract earlier if a suitable permanent candidate is found. The Personnel and Pay Committee will be looking at how best to recruit for the permanent post at their next meeting.

After a short discussion, the appointment of the temporary Deputy Head was unanimously **APPROVED**.

#### **9. ADMISSIONS POLICY**

The Admissions Policy for entry in September 2011 was approved at the last meeting. However we have now been advised that we must make an amendment to the policy. We are part of the co-ordinated admission in Richmond and so have to have the same admission criteria throughout the school. At present, the school has administered all "casual" admissions ie admissions other than at Reception in September and held a waiting list for places. In future, Richmond will administer all admissions throughout the school and so the school will not maintain its own waiting list.

An amendment to the policy to say that the admission arrangements for the whole school would be the same as those for Reception in September was unanimously **APPROVED**.

## **ITEM FOR DISCUSSION**

### **10. STATUTORY POLICIES**

David Durie presented an up-date on the status of Statutory Policies for which governors are responsible and some recommendations as to how governors should prioritise those that are over-due or review, and how governors should ensure that they are kept up-to-date (papers circulated before the meeting).

A policy on Physical Intervention by Staff had been omitted from the list that was circulated before the meeting.

Particular attention was drawn to some Rules proposed – that all policies should be dated and marked with their next review date, and that policies should be published on the school's website unless governors specifically agreed that individual policies should not be so published.

Following a discussion it was agreed that the school should hold a central file of policies to which staff should have easy access.

It was **AGREED** that:

the principles proposed should be adopted;

each committee should draw up their own plan to develop/up-date policies that fall under their remit, prioritising those highlighted in David Durie's report. Of the policies not previously allocated to committees:

the Curriculum and Standards Committee should look at the PSHCE policy (including Sex and Relationships Education)

the Pastoral Committee should look at the Complaints Policy and the Behaviour and Discipline Policy, which should cover bullying

the Personnel and Pay Committee should ensure there is a Pay and Performance Policy

David Durie will co-ordinate progress which will be an agenda item at each full governors' meeting

Progress would be reviewed at the first meeting of the autumn term.

Governors also need to understand who is responsible in school for implementing each policy and what evidence there is for effective implementation.

Governors **THANKED** David Durie for his report.

### **11. SCHOOL IMPROVEMENT PARTNER REPORT**

This was discussed at the last meeting although the written report was received subsequently. There were no comments or questions. It was noted that normally the Chair of Governors would be present during the SIP visit but that this had not been possible on this occasion. Susan Pavlis advised that there has been another change to the school's SIP.

### **12. SHORT INSPECTION REPORT BY SDBE**

A report of a visit on 22 & 23 April was circulated before the meeting. It was noted that the report was positive but that governors had no earlier report with which to compare it.

It was noted that the report's conclusions from learning observations were very similar to those of the headteacher's assessments. The report found that 74% of sessions observed were Good or Outstanding. The school's aim is for 85% of sessions to be rated at these levels as this is needed before a school as a whole can be rated Outstanding.

The Curriculum and Standards Committee is looking at the report's recommendations and is monitoring progress.

**13. TERM DATES 2011-12**

The LA asked governors to note and comment on the proposed dates for 2011/12. The spring bank holiday will be on 4 June 2012 and there is to be an extra bank holiday on 5 June 2012 to celebrate the Queen's Diamond Jubilee. The total number of school days is reduced by one to reflect the extra bank holiday. This was noted.

**14. SCHOOL VALUES**

It is good practice to reflect the school's values in the Curriculum policy, currently under consideration by the Curriculum and Standards Committee. School Values have not been discussed for several years and should be re-considered by the current pupils, staff and governors.

Richard Laming has consulted with the members of the School Council and he read out a long list of positive qualities that the children have identified about the school. He will arrange for this list to be circulated to all governors.

**ACTION: RL**

Governors **THANKED** Richard for his report.

Susan Pavlis will consult with staff and the PSA will be asked what parents believe to be the school's values. Governors were asked to think about this subject and contribute their own ideas by email to Bonney Venning.

**ACTION: ALL**

At the next meeting Susan Pavlis will provide feedback on a pupil survey that has been recently carried out to enable governors to draw up their own statement about school values.

**ITEMS FOR NOTING**

**15. HEADTEACHER'S REPORT – CONFIDENTIAL ITEM**

**16. CHAIRMAN'S REPORT – CONFIDENTIAL ITEM**

**17. COMMITTEE REPORTS**

Reports had been circulated from the Curriculum and Standards Committee, the Finance Committee, the Marketing and Communications Committee, the Pastoral Committee and the Premises and Health and Safety Committee.

It was noted that the Marketing Committee was up-dating the school prospectus and would need approval from governors before printing. This would be sought by email once the final version was ready.

It was noted that the Pastoral Committee minutes made reference to an anticipated Safeguarding Audit but that the auditor had not arrived on the

arranged day. The audit was urgently needed and the LA needed to organise this. **ACTION: Pastoral**  
It was also noted that a Community Cohesion audit was due soon.

**18. ANY OTHER BUSINESS**

**18.1 Training Update**

It was noted that three governors had attended a recent LA session on Health and Safety and that one governor had recently been trained in Safer Recruitment.

**19. DATES OF THE NEXT MEETINGS**

Wednesday 23 June 2010 – to discuss the SEF

Wednesday 30 June 2010

*There being no further business the meeting closed at 9.45pm*