

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 29 November 2010 at 7.30pm

Present: *Foundation Governors (8)*

Will Cavendish	Eleanor Garland
Phyllis Cunningham	Nick Macmillan
David Durie	Bonney Venning (<i>Chairman</i>)
Rowena Fuller	Rev.Nigel Worn

Non-Foundation Governors (7)

Caroline Butler	Vicky O'Neill
Susie Connor	Stephanie Edmonds
Jan Deykin	Telfer Saywell
Richard Laming	

Non-voting

Joanna Brackenbury	<i>Clerk</i>
Cathy Tilley	<i>School Business Manager</i>

Opening prayer

1. APOLOGIES

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 19 OCTOBER 2010

The minutes of the meeting of 19 October 2010 were approved, and signed by the chairman.

4. MATTERS ARISING

11.1.1 ACADEMY STATUS AND GOVERNMENT SPENDING UP-DATE

Will Cavendish advised that the government has recently published a Schools White Paper which includes information about the process by which schools can achieve academy status, and a website has been produced which answers frequently asked questions about the process. Academy status changes the legal status of a school which operates under a contract with central government rather than operating through the local authority. Academy status gives greater freedom to governors to

set staff pay, curriculum and number and types of governors. The views of the diocese will be important to a church school.

There are separate proposals concerning a common funding formula for schools, but it will continue to be affected by the same criteria as at present – number of pupils, deprivation etc.

There are also proposals concerning school targets.

Will will give a substantive report at the next meeting

ACTION: WC

Caroline Butler arrived at 7.40pm

14.3 DATA ANALYSIS

It was noted that data has now been made available to governors and that Richard Laming and Will Cavendish will meet soon to discuss the date before feeding back to all governors.

ACTION: WC & RL

5. CHAIRMAN'S REPORT

5.1 CURRENT UP-DATE

Governors have seen last week's letter to parents advising that Susan Pavlis has been suspended while an investigation is being conducted. Governors may not be told any more information at the moment.

While Susan is away from school Stephanie Edmonds is doing a wonderful job as acting headteacher under difficult circumstances. She is being very ably supported by the leadership team, and by Elaine England, a Lead Inspector for the LA and a former headteacher in the borough, and by Liz Jackson, the headteacher of Marshgate School and a Local Leader of Education.

Following a discussion it was agreed that if there was no resolution before the end of term, Bonney should write to parents again to reassure parents and tell them whatever was permitted.

5.2 VISION MEETING

No arrangements for this have been organised, because of the current situation at school, but it was agreed that developing a vision for the school could not be delayed any longer. Bonney will arrange a date with governors for a meeting.

ACTION: BV

5.3 CORRESPONDENCE

Bonney gave a verbal report on the number and category of complaints received this term. In future she will compile and circulate a log. This will allow the governors to monitor the extent of complaints being received, addressed and dealt with as appropriate in line with the schools complaints policy. It was reiterated that the content of each complaint remains confidential to the parties involved. The log will purely cover the statistical information (not the content).

6. REPORT OF THE HEADTEACHER

A report from Steph Edmonds was distributed before the meeting.

Governors complemented Steph on the excellent layout and contents of the report which was very useful and informative.

Governors expressed concern about the number of pupils at the school, although it was pointed out that at 399, this was only one less than last January. Most spaces are at the top of the school, particularly year 6.

Governors would like future reports to include the number of leavers and joiners for each class since the last report. **ACTION: headteacher**

7. ADMISSIONS COMMITTEE

7.1 ADMISSIONS POLICY

A revised Admissions Policy was distributed before the meeting. The policy was unanimously **APPROVED** and will be published on the school's website following the appropriate local consultation.

7.2 TERMS OF REFERENCE

Revised terms of reference for the committee were distributed before the meeting and were unanimously **APPROVED**.

8. SATS TARGETS FOR KS2

KS2 SATS targets for summer 2012 were distributed before the meeting. Targets need to be approved and sent to the LA by the end of term. A lengthy and detailed discussion regarding the targets levels took place. The GB then unanimously **APPROVED** the targets as presented by the school as follows:

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	Level 4	Level 5
English	100%	98%
Mathematics	100%	94%
English and Mathematics	100%	89%

Proportion of children progressing two National Curriculum levels between KS1 and KS2 English: 100% Mathematics 98%

These targets are very high but are based on an analysis of the available data for the relevant year group including the results of testing this term.

9. REPORT OF THE FINANCE COMMITTEE

Minutes of the meeting of 25 November were circulated before the meeting.

- Attention was drawn to the stable financial position of the school – the school has received higher income than anticipated during the first half of the financial year and there is positive variance against budget of £20,843.
- Attention was also drawn to a recent increase in HLTA hours to cover Steph Edmond's teaching timetable while she is Acting Headteacher and some other additional staff costs relating to grading.
- The school is now using agency staff rather than supply staff through the LA to provide cover. Governors were asked to approve a virement of £12,000 from school supply to agency supply. There are no cost implications to this virement which was unanimously **APPROVED**.
- To allow Steph Edmonds to provide the cover she needs to run the school while she is Acting Headteacher, a virement was requested of £10,000 from reserves to additional teacher cover. This amount was unanimously **APPROVED**.
- It was noted that a benchmarking exercise showed that other high performing schools in the country receive less funding per pupil than our school. This information was to be distributed to the SLT and other committees for review.
- A policy for the reimbursement of tuition fees incurred by staff, where the tuition is deemed to be of benefit to the school is being drafted by the

committee. It is intended that budget will be allocated for this in future, and funds will be allocated by the Personnel and Pay Committee. The policy will be presented at the next meeting. **ACTION: Finance**

10. REPORT OF THE PASTORAL COMMITTEE

Minutes of the meeting of 18 November were distributed before the meeting.

- 10.1** Attention was drawn to the continuing need for storage for confidential files on site and of the need for confidential materials to be brought back on site as soon as possible. Concerns were expressed that updated policies had not been put on the school's website. It now appears that there had been some misunderstanding about who was responsible for uploading policies so this problem should now have been resolved.

The committee has approved the terms of reference of the Sex and Relationship Education Consultation Group which had been circulated to governors earlier in the month.

10.2 Special Educational Needs Policy

This was circulated before the meeting and approval was requested. Following a discussion it was agreed that, subject to clause 5.5 being reworded to read "The Governors write and Annual Report to parents which contains a summary of policy in action." the policy was unanimously **APPROVED**.

11. REPORT OF THE SCHOOL MEALS WORKING GROUP

David Durie presented a substantive report which had been circulated prior to the meeting. The group has met three times, and members of the group have eaten school meals at The Queen's School and at two other borough primary schools. The borough is in the process of going out to tender for a new school meals contract since the existing contract expires in July 2011. The school has been requested to advise by the end of November as to whether it wishes to make its own arrangements or to participate in the borough contract. Attention was drawn to the following conclusions of the group:

- The lunch experience at The Queen's School is not a credit to the school and improvements should be made to the food and to the lunch time experience;
- The school's kitchens are not fit to produce 200 fresh meals a day and are probably not fit to produce 200 fresh, chilled and frozen meals a day;
- The school's relationship with the catering staff should be improved;
- Other schools are able to produce better meals and a better experience;
- Improvements to the experience could be made almost immediately – examples were given in the report;
- Cooking from fresh – either by the borough's contractor or by an independent contractor – would require a major improvement in the kitchens at considerable cost;
- The school should opt for the borough's contract from September 2011 but reserve the right to give 12 month's notice at the end of the first year and in the mean time investigate the possibility of improving the existing kitchens;

- Any work undertaken to the kitchen area should be done in such a way that it could be a step towards further upgrade later with the long term aim to cater for up to 300 hot lunches a day.

It was **AGREED** that the school should opt for the borough's contract under the terms recommended by the group.

The working group will remain in place and make further recommendations next term to progress the longer term aims.

Governors **THANKED** the group for their work so far.

12. OTHER COMMITTEE REPORTS

12.1 Curriculum and Standards Committee

Jan Deykin has agreed to take over the chairmanship of this committee and it was unanimously agreed that Jan should take over with immediate effect.

Minutes of the committee's meetings of 12 October and 16 November were circulated before the meeting.

A schedule of link governor visits and reports has been drawn up for governors to complete. This will be put on the governors' section of the website. **ACTION: ALL**

The school is to be inspected by Ofsted on 2 December, to look specifically at history. The Ofsted report will be posted on the website when it is available.

12.2 Marketing and Communications Committee

Minutes of the committee's meeting of 17 November were circulated before the meeting.

The prospectus has been reviewed.

A budget has been allocated by the finance committee for redeveloping the website. In the mean time Jo Bushell has been removing old material from the website and governors should send any new material for the website to Jo.

12.3 Premises with Health and Safety Committee

Minutes of the committee's meeting of 22 November were circulated before the meeting.

It was noted that the insurance provider had still not clarified what was required by them in terms of CCTV despite numerous requests, and the committee was well aware of the need for sensitivity in the placing of cameras. Governors would have to fund 10% if the cost of this.

Work is to start on repairing the roof as soon as possible and will concentrate initially on the worst areas. This will be funded by the diocese.

The committee is looking at the requirements for up-grading the kitchen area.

Work to remove concertina doors to classrooms is a priority and will require full governing body approval.

12.4 Personnel and Pay Committee

The committee's meeting has been postponed.

13. SCHOOL JOURNEYS

A feedback report on the school journey summer 2010 was circulated at the meeting, prepared in consultation with the staff who attended the school journey. The curriculum-linked objective of the school journey had

not been fully met but the objective of celebrating the children's time at The Queen's School and encouraging independence had been met. The staff recommended that future Year 6 visits should concentrate on celebrating their time at the school, given them challenges to build strength of character, work closely as a team and encourage independence and responsibility. Educational aspects of school journeys should be focussed on in year 5.

After a discussion it was agreed that school journey for year 6 in summer 2011 should revert to a adventurous outdoor residential centre.

This year's year 5 have already been to an adventurous centre; plans for their year 6 school journey in summer 2012 will be considered nearer the time.

14. POLICY UP-DATE

There were none.

15. GOVERNOR TRAINING UP-DATE

Bonney Venning and Eleanor Garland have attended a session on Interpreting Educational Data.

It was noted that Recruitment training was needed but that the borough no longer offer these sessions as part of their regular annual programme. Instead they prefer to come in to schools where recruitment of senior staff is needed and train all governors who are part of the appointments committee.

16. ANY OTHER BUSINESS

16.1 Governors Accounts

Susie Connor reported that the Governors' Accounts to 31 August 2010 had been audited by the independent auditor. They show net surplus of income over expenditure of £6,132. Net assets held are £19,416 but £13,500 is to be spent on the works already agreed and a further £2,500 is likely to be needed for the security enhancements leaving £4,500. It was **AGREED** that the accounts should be signed off by the chairman and the treasurer.

16.2 Annual Appeal to Parents

The annual appeal to parents was issued two weeks ago. Last year the appeal raised £10,700 of which £7,000 was paid to SDBE. Previous appeals have benefited from three substantial donors, two of whom have now left the school. The appeal is therefore likely to result in lower funds and the position will need to be monitored closely as governors will have limited funds from which to make their 10% contribution to capital projects.

17. DATES OF MEETINGS FOR NEXT YEAR

Thursday 17 February

Thursday 31 March

Thursday 26 May

Thursday 30 June

There being no further business the meeting closed at 9.35pm

Glossary

HLTA	Higher Level Teaching Assistant
KS2	Key Stage 2 – years 3 – 6, children aged 7 – 11
LA	Local Authority (London Borough of Richmond upon Thames)
Ofsted	Office for Standards in Education (school inspectors)
SATS	Standard Attainment Tests (national tests) (sometimes also said to be Standard Assessment Tasks)
SDBE	Southwark Diocesan Board of Education
SLT	Senior Leadership Team

ACTION POINTS

All governors	up-date Link Governor log
Finance C'tee	policy on Reimbursement of Tuition Fees to Staff
Headteacher	future reports to include information about leavers and joiners
Will Cavendish	substantive report on academy status, funding formula and new targets
	data analysis report with Richard
Richard Laming	data analysis report with Will
Bonney Venning	arrange date for Vision Meeting and for facilitator
Clerk	upload Link Governor log onto governors' website