

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 30 June 2010 at 7.30pm

Present: *Foundation Governors (5)*

David Durie
Rowena Fuller
Eleanor Garland

Nick Macmillan
Bonney Venning (*Chairman*)

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

Will Cavendish, Phyllis Cunningham, Debbie Fife and 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. MINUTES OF THE MEETING OF 27 MAY 2010

The minutes of the meeting of 27 May 2010 were amended at item 7 to show that the school is exploring the possibility of taking year 5 and not year 6 on a day trip to France next year. Subject to this amendment the minutes were approved, and signed by the chairman.

ITEMS FOR APPROVAL

4. FINAL BUDGET 2010/11

The School Business Manager presented an annual financial review showing the budget for the 2010/11 and commenting on actual figures for 2009/10. She offered to present a shorter version of this new document on a quarterly basis.

Budget: Attention was drawn to key information for the 2010/11 budget showing expenditure for the year to March 2011 of £1,467,831, income of £1,434,390, and an overspend for the year of £33,441 and reserves will fall from £122,318 to £88,877. Governors unanimously **APPROVED** the budget and consider that it is a Best Value budget.

Budgets for the following two years are based on extrapolated figures for income since future funding is unknown and approval for these years was not requested. Since a pay freeze for public sector pay has been announced, it is possible that expenditure in future years will reduce compared with budgeted figures.

Pupil numbers are key to income because the school receives approximately £2,500 per pupil.

There was a discussion about the possibility of using third party lettings to generate additional income and it was agreed that this was a decision for the school. However it was noted that the existing lettings policy envisages one-off casual lettings and that a framework for regular lettings was needed. The Premises Committee will draw up a framework next term.

ACTION: Premises

Year to March 2010: The position is much better than forecast last October because there has been a reduction in spending on resources and a £30,000 annual reduction in staff costs.

5. AMENDMENT TO ADMISSIONS POLICY

There is an assumption in the current admissions policy that each child goes into the age-appropriate year group. Following a specific query from the parents of one child with Special Educational Needs, there is a need to review this position.

It was **AGREED** that a working group should look at this as soon as possible so that the current query can be dealt with appropriately. The working group will comprise Jan Deykin, Caroline Butler, Phyllis Cunningham, Anna Harrison, Susan Pavlis and Bonney Venning and will meet tomorrow. Responsibility for drafting an amendment to the Admissions Policy (if necessary) was delegated to the working group who must seek approval from governors before any amendment can be made and it was **AGREED** that this could be done by email rather than waiting for presentation at the next full governing body meeting.

ACTION: Working Group

6. SAFEGUARDING POLICY

The Richmond LA Safeguarding Policy has now been reviewed by Caroline Butler and Susan Pavlis. The policy is comprehensive and is recommended to governors for adoption. The policy was distributed to governors to read before the next meeting when approval will be requested. The Clerk will send copies to absent governors.

ACTION: Clerk and ALL

ITEMS FOR NOTING

7. SCHOOL VALUES

Staff have been consulted, the school council has been consulted and parents are to be asked for their input via the PSA. Governors were

reminded that they should send their ideas on this subject to the Chair as soon as possible. **ACTION: All (who have not already responded)**

The Communications Committee is considering wording for a new school strap line.

It was suggested that a governor should attend a school council meeting

and Eleanor Garland offered to do this.

ACTION: EG

8. HEADTEACHER'S REPORT

A lot of changes have been implemented over the past year and the written report itemised the many achievements made during the year. All the staff are to be congratulated on their efforts in bringing these about. The headteacher's aim to have 85% of lessons rated as Good or Outstanding has not yet been reached, and some goals have been moved for meeting certain standards of achievement so the school is having to work harder to meet them.

It was AGREED that the headteacher should inform parents about the achievements made this year.

ACTION: SP

One member of staff is one of 93 in the country on the Excellent Headship scheme, training for headship and will be looking for a deputy headship in a year. The scheme provides funding for extra training for the individuals. It was noted that Mr O'Hara would be taking a year's sabbatical to train as a psychoanalyst. Mrs Kaczmarek is leaving to take up employment elsewhere.

During the year 3 racial incidents involving young children were noted, all resolved by Mr O'Hara. A new person is to be appointed to take on this role next year.

It was noted by governors that Susan Pavlis's husband George has given much practical support to the school over the last year and that this is appreciated by staff. Governors **THANKED** Mr Pavlis for his support at the school.

It was agreed that in future Vicky O'Neil would provide governors with copies of school communications to parents and that Eleanor Garland would provide governors with final versions of all Governors' Newsletters to parents.

ACTION: EG & VO

Only one member of staff has not received Safeguarding training. She has been offered a place at a training session to be held by the Local Authority at a neighbouring school before the start of next term.

9. CHAIRMAN'S REPORT

Two admissions appeals have been received and the Appeals Panel is due to meet on Friday to decide. The school is thought to have a strong case.

Up-date on confidential matter minuted separately.

10. COMMITTEE REPORTS

10.1 Curriculum and Standards Committee

Minutes from meeting of 22 June are not yet available and will be circulated as soon as possible. Governors were advised that they should all make an arrangement to go in to school to observe outstanding teaching practice and should contact Susan Pavlis to let

her know the subject they wanted to observe and make an appointment to visit school.

The Committee has a significant amount of work to do on PSHSE policies and although progress is being made, Caroline Butler is co-ordinating a working group to prioritise these.

10.2 Pastoral Committee

Minutes of 24 June were circulated before the meeting.

Governors attention was drawn to the fact that the Safeguarding Audit is still to be re-arranged.

Twilight sessions are to be arranged next term to introduce new Safeguarding policies to staff at which staff will also sign up to the policies.

Four applications for CAFs have been made, two of which were approved and have been well-received by the parents of the children concerned. CAF training for all staff is to be delivered on 22 September.

Community links with the Avenue Club are being explored and Debbie Fife is to provide a link to the Kew After-School Club.

10.3 Premises with Health and Safety Committee

Minutes of the 24 June were circulated before the meeting.

Tenders for proposed summer holiday works will not be received until 9 July and will then have to be sent to SDBE by the following week. Governors were warned that they would be required to give approval for the acceptance of tenders by email as soon as these had been received and assessed in order to meeting the timetable. Any governor was welcome to attend the tender meeting to take place at 8.00am on 9 July.

10.4 Other

Minutes of Finance Committee and Personnel Committee were circulated before the meeting. Minutes of the Pay Committee would be circulated soon.

11. STATUTORY POLICIES UP-DATE

David Durie will send to each committee chair a list of the polices for which their committee is responsible and ask for a report on progress in time for the next full governing body meeting.

12. STRATEGY COMMITTEE

The Strategy Committee will need to meet before the end of term to discuss the governing body structure and the priorities for the coming year. All governors were asked to think about their current committee memberships etc and link governor positions, and to advise Bonney if they wished to make any changes to their current responsibilities and in particular if they were in a position to take on more responsibilities.

13. UP-DATE ON GOVERNORS' SEF

A group of 10 governors met on 23 June to discuss the governors Self Evaluation Form.

It was noted that the SEF for the current year was set by Susan Pavlis because there was a new governing body, who met for the first time in

early October. Governors must be more involved in setting strategy and in helping with the SEF in future.

The meeting showed that governors were largely in agreement over their self-evaluation, which also agreed with Susan Pavlis's evaluation of governors. Nick Macmillan will be collating the governors' individual responses to the SEF.

It was noted that there were very limited opportunities for governors to meet informally to get to know what was happening in the committees. The SEF would be circulated to governors for their comments.

14. CHANGE IN THE LENGTH OF THE SCHOOL DAY

It was agreed in June 2009 that from September 2010 the school day would be extended by 10 minutes at the end of the day. Susan Pavlis will remind parents about this in her last newsletter of the school year and a reminder will also be included in the next Governors' Newsletter.

ACTION: EG & SP

15. DATES OF MEETINGS FOR NEXT YEAR

Proposed dates for next years' full governing body meetings and committee meetings were circulated before the meeting. If anyone wishes to make changes to these dates they should inform the Clerk as soon as possible.

ACTION: ALL

16. ANY OTHER BUSINESS

16.1 A couple of the committees were struggling to get minutes circulated promptly. However it was noted that formal clerking of committees would be expensive.

16.2 Governors were reminded that there was a Staff and Governors' Cake Stall on Friday and all governors were asked to provide some cakes for this.

16.3 The Governor/Staff party would take place on Monday 19 July in the church hall. A small working group would meet after this meeting to make arrangements and governors would be advised about how they could contribute towards the event as soon as possible.

There being no further business the meeting closed at 9.30pm