

# 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 17 February 2011 at 7.30pm

Present: *Foundation Governors (9)*

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

*Non-Foundation Governors (7)*

|                 |                |
|-----------------|----------------|
| Caroline Butler | Richard Laming |
| Susie Connor    | Vicky O'Neill  |
| Jan Deykin      | Telfer Saywell |
| Pat Henchie     |                |

*Non-voting*

|                    |                    |
|--------------------|--------------------|
| Joanna Brackenbury | <i>Clerk</i>       |
| Steph Edmonds      | <i>Deputy Head</i> |

*Opening prayer*

## 1. APOLOGIES

There were none.

## 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 29 NOVEMBER 2010

The minutes of the meeting of 29 November 2010 were approved, and signed by the chairman.

*Caroline Butler arrived at 7.40pm*

## 4. CHAIRMAN'S REPORT

### 4.1 Confidential Item

### 4.2 Update on Vision Setting

Bonney Venning has met with the facilitator on several occasions and developed an agenda for the Vision Setting day on 28 February. In the morning the meeting will be attended by all governors, staff and four members of the PSA. With the three parent governors, there will be one parent in each of the seven groups in the morning sessions.

*Caroline Butler arrived at 7.40pm*

#### **4.3 Recruitment Update**

Finalised headteacher recruitment papers have been circulated to all governors and the advertisement is available on the TES website.

There have been visits from three prospective candidates – each lasting about 70 minutes – another candidate is visiting tomorrow and a fifth candidate has spoken to the school on the telephone.

The tasks for the candidates who are short-listed have been agreed. Jan Deykin and Bonney Venning provided feedback to staff on their comments about the past 18 months, and the staff have been invited to make suggestions as to how they can be involved in the recruitment process, and the children have been asked for their ideas.

Meetings will be held after half term and after the vision setting meeting to arrange the recruitment process for deputy head.

#### **4.4 Communications Log**

This will be circulated to all governors shortly, comprises:

- 1 letter thanking the governors for the way they dealt with the former headteacher's resignation
- 1 letter concerning an individual holiday request
- 1 letter concerning the former headteacher that has been overtaken by events

All other letters concern matters already on this meeting's agenda.

*Will Cavendish arrived at 7.55pm*

### **5. ACADEMY STATUS**

There is a clear indication from the Local Authority that they wish all schools in the borough to become academies. On 2 March 2011 the LA is holding a meeting for all school governors' chairs to brief about academies.

The chairs of governors of the local quintrat met on 14 February. All had independently concluded that they could see no compelling agreement to seek academy status immediately. A letter from the quintrat to the LA had been drafted by the quintrat, and circulated to governors before this meeting.

Following an extensive discussion it was agreed that:

- the school will not convert to academy status without more information about the benefits and the risks;
- efforts will be concentrated on meeting the challenges of the LA's move to becoming a commissioning authority;
- the situation will be reviewed again at the first meeting of the autumn term;
- the school and governors will continue to build relationships with other schools in the quintrat and the borough;
- the governors will aim to approach the issue of academy status collectively with other schools in the quintrat and the borough;
- the quintrat letter should be signed by the school;
- if possible the letter should be amended to remove references to federation.

## 6. **SECONDARY TRANSFER**

Comments have been received from parents about how the school deals with the children in year 6 and their applications for secondary school. Following a discussion it was agreed that a policy needed to be developed that would be fair to all the children in the school but that it would be better not to start this process until after the school's vision setting day on 28 February. Bonney Venning will set out some discussion points arising out of the letters received to give focus to a discussion at the next meeting.

**ACTION: BV**

## 7. **PROPOSED TERM DATES 2012/13**

Term dates proposed by the local authority for its schools for the academic year 2012/13 were circulated before the meeting. It was agreed that the school had no objections to the dates proposed.

## 8. **SCHOOL JOURNEYS**

Following recent changes to the pattern of Year 5 and Year 6 school journeys a review has been held at the school to look at the purpose of the school journeys and plan for the future. A document setting out the rationale for school journeys was circulated with a view to agreeing this. Information was also included about possible visits to France in the future.

Following a discussion the proposed Year 5 school journey for autumn 2011 was approved, subject to Bonney Venning being satisfied that HSE guidance on governors' responsibility had been followed for this visit.

**ACTION: RL & BV**

It was also agreed that at the next meeting the governors should be provided with a brief document setting out the learning experience objectives for each year group's school journey including a proposed sleepover for year 4 children, and the benefits of a visit to France.

**ACTION: RL**

## 9. **RECRUITMENT POLICY FOR APPROVAL**

The Personnel and Pay Committee and Pat Henchie have developed a Recruitment Policy, the draft of which was circulated before the meeting. Following a discussion about several clauses it was agreed that clause 6.6 Safeguarding Statement needed to be reworded to comply with recently revised guidelines but all other clauses should remain as drafted. Subject to clause 6.6 being revised, the policy was **APPROVED** for review in three years.

## 10. **COMPLAINTS POLICY**

A copy of a new Complaints Policy was circulated before the meeting. Following a discussion it was agreed that the policy should include a definition of the term 'safeguarding', should include information about where related policies could be found and clarification about how a complaint could be made about the headteacher. It was agreed that the policy should be stated to be for review in three years. Subject to these amendments the policy was **APPROVED**.

## **11. GOVERNORS' EXPENSES POLICY**

A Governors' Expenses Policy has been developed by the Finance Committee and was circulated before the meeting. The policy was **APPROVED** for review in four years.

## **TUITION REIMBURSEMENT POLICY**

A Tuition Reimbursement Policy has been developed by the Finance Committee and was circulated at the meeting. This was **APPROVED** subject to any comments that governors wished to email to Susie Connor in the next few days.

## **12. HEADTEACHER'S REPORT**

Pat Henchie circulated an interim report before the meeting setting out how she has spent her first 6 weeks at the school, her assessment of the school and its staff and her focus for the rest of the academic year which will include the school development plan and staff planning. Governors congratulated Pat on the report with its clear focus.

## **13. COMMITTEE REPORTS**

### **13.1 Curriculum and Standards Committee**

Minutes for the meeting of 25 January 2011 were circulated before the meeting together with the report of the SIP's visit on 15 November 2010 and the Ofsted report on an inspection of history on 2 December 2010. In response to a question it was noted that Pat Henchie was investigating budget implications for some changes proposed for years 2 and 6 literacy and maths teaching.

### **13.2 Pastoral Committee**

Minutes of the committee's meeting of 27 January were circulated before the meeting. It was noted that, although the Healthy Schools mark no longer exists, the school still aspires to the Healthy Schools standards.

It was noted that since the meeting, a means of strengthening community links with The Avenue Club had been agreed – the club members are going to help the children to create a community quilt or tapestry during Arts Week. Funding has been requested from a charity that funds intergeneration projects, and the local MP Zak Goldsmith will visit the school during the week.

### **13.3 Marketing and Communications Committee**

Minutes of the committee's meeting of 4 February were circulated before the meeting. There were no questions.

### **13.4 Premises and Health and Safety Committee**

Minutes of the committee's meeting of 8 February were circulated before the meeting. It was noted that the committee had queried the need for the number of CCTV cameras requested by the insurance company but has been advised that a failure to agree to the CCTV cameras will result in a £50,000 excess for damages and that there will be no reduction in premiums for agreeing to the installation of the cameras. It was noted that the cost of installation will be met by SDBE.

### **13.5 Personnel and Pay Committee**

Minutes of the committee's meeting of 15 December were circulated before the meeting.

### **13.6 Finance Committee**

Minutes of the committee's meeting of 10 February were circulated before the meeting.

**13.6.1** Agreement was requested to accept a quote for refurbishment of the library – the most expensive of three quotes, but considered to be the best value. This was **AGREED**. Funding will be provided by the PSA.

**13.6.2** Draft forecast for the current financial year was for a breakeven position. Since last week's meeting a large gas bill has been received so a small deficit is likely.

**13.6.3** The school's unofficial funds have all been audited and were formally **APPROVED** by governors.

### **13.7 Admissions Committee**

The committee met on 20 January to consider the applications for entry into reception classes in September 2011 that had been made direct to the school. Applications received were:

| Category                | Applications | Agreed |
|-------------------------|--------------|--------|
| 1 Looked After Children | 0            |        |
| 2 Exceptional Need      | 0            |        |
| 3 Siblings              | 25           | 25     |
| 4 Kew Churches          | 14           | 10     |
| 5 Other Churches        | 13           | 12     |
| 6 Distance from school  | 47           |        |

The borough has still not sent the applications that it has received, which may include those from categories 1, 2 and 6. Once these are received, all the applications will be ranked by the school, returned to the borough which will make the offers. 9 March is the deadline to return the rankings to the borough.

### **13.8 The Queen's 200 Working Group**

It has been agreed that celebrations will include a Summer Ball in a marquee at the school, probably on 7 May. Princess Alexandra will be visiting the school but the date for this will remain confidential for the time being.

## **14. POLICY UP-DATE**

Several policies are nearly ready for approval. A written up-date will be provided at the next meeting.

## **15. GOVERNOR TRAINING UP-DATE**

Jan Deykin and Bonney Venning have attended a session on dealing with complaints.

David Durie has attended a session on School Improvement Planning.

## **16. ANY OTHER BUSINESS**

### **16.1 Annual Appeal to Parents**

The annual appeal to parents has raised £9,480. Last year the appeal raised £10,700. Previous appeals have benefited from generous donations from families who have now left the school however, it was encouraging to see that there was an increase in the number of

families donating this year. The amount raised is sufficient to cover the £7,000 that is payable to SDBE.

There was a discussion about the best time to run the appeal and this will be looked at next year prior to the appeal. It was agreed that new parents should be told about the reason for the appeal when they come for their introductory day. Cathy Tilley is investigating whether the Just Giving website could be used by parents to make contributions to the appeal.

There were 403 children on the role on the national census day (used for calculating school funding) although there has been a small reduction in numbers since then.

#### **16.2 ICT**

Telfer Saywell, link governor for ICT, is working with the school to assess whether money for ICT should be used to up-date the existing hardware in the ICT suite or used to distribute ICT throughout the school. Telfer will be visiting two local schools which have come to different conclusions on this issue and will be preparing a report for the next governors meeting, with relevant members of staff. Once a decision has been made, the PSA will be asked to help with the costs.

#### **17. DATES OF MEETINGS FOR NEXT YEAR**

Thursday 31 March

Thursday 26 May

Thursday 30 June

*There being no further business the meeting closed at 9.50pm*

#### Glossary

|          |  |
|----------|--|
| DfE      | Department for Education                                 |
| LA       | Local Authority (London Borough of Richmond upon Thames) |
| Ofsted   | Office for Standards in Education (school inspectors)    |
| PSA      | Parent Staff Association                                 |
| Quinirat | Grouping of local schools within the borough             |
| SDBE     | Southwark Diocesan Board of Education                    |
| SIP      | School Improvement Partner                               |

#### **ACTION POINTS**

|                 |   |
|-----------------|---|
| Richard Laming  | Clarify Y5 School Journey details with Bonney Venning<br>Report on School Journey |
| Bonney Venning  | Check Y5 School Journey details with Richard Laming                               |
| Carried Forward | Discussion on Secondary Transfer  |