

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 2011 at 7.30pm

Present: *Foundation Governors (7)*

Will Cavendish (<i>from item 8</i>)	Eleanor Garland
David Durie	Nick Macmillan
Debbie Fife	Bonney Venning (<i>Chairman</i>)
Rowena Fuller	

Non-Foundation Governors (6)

Caroline Butler (<i>from item 4</i>)	Richard Laming
Susie Connor	Vicky O'Neill
Jan Deykin	Telfer Saywell
Pat Henchie	

Non-voting

Katie Bentham	
Joanna Brackenbury	<i>Clerk</i>

Opening prayer

1. APOLOGIES

Apologies were received from Phyllis Cunningham and Rev.Nigel Worn and 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 26 MAY 2011

The minutes of the meeting of 26 May 2011 were approved, and signed by the chairman.

Caroline Butler arrived at 7.40

4. CHAIRMAN'S REPORT

4.1 School Alumni

Eleanor Garland reported that the school fair had raised £13,000 and an estimated 200 alumni had come, with 115 signing the alumni book. In total 600 adults had attended the fair, which is 200 more than usual. It was agreed that alumni should be invited to be involved in the life of

the current school in future. Eleanor **THANKED** all the staff and governors who had helped welcome the alumni at the fair.

4.2 Local Authority Commissioning Authority

Susie Connor reported that she had represented the GB at the recent meeting held by the LA on their move to being a commissioning authority. The LA has to save £2m and are trying to increase the services they provide to save jobs. It is possible that there will be a joint arrangement with Kingston that allows the strengths of each LA to be retained and shared, and best value provided. Nick Whitfield (Director of Education and Children's Services) is organising a representative group of schools to talk to the LA about its services.

4.3 Communications

A communication expressing concern about club provision had been received.

4.4 Community Links

Cllr.J-F Burford came to school to visit Pat recently to talk about community involvement by the school.

He is trying to organise 'guerrilla gardening' on the path by the railway between Mortlake Road and the tow path and invited the school to join in, planting vegetables in plots to be created there. Governors were asked to give their feedback on this idea to Bonney Venning.

ACTION: ALL

J-F is encouraging schools to work together with other Kew schools, with each school running a community event from time to time and charges to cover costs only.

A Kew community Olympic event is being planned.

5. BUDGET

The final draft budget, approved by the Finance Committee, had been circulated before the meeting. The main change since the draft presented at the last meeting was that £27,000 has been transferred from the revenue budget to the capital expenditure budget to cover works to the school kitchens this summer. The budget was unanimously **APPROVED**.

6. KITCHEN WORKS

Plans and costs of the proposed work to the school kitchens were approved by the Premises Committee and the Finance Committee and recommended to governors. The proposed work was unanimously **APPROVED**.

7. LINK GOVERNOR STRUCTURE

Pat Henchie and Katie Bentham have worked together on the staffing structure for next term. A proposal on how governors may link with this structure was handed out. It is proposed that governors will work in phase teams, to work with the phase leaders in the new staff structure. The new staffing structure has been agreed by the Personnel and Pay Committee and it was agreed that the structure reflected governors' vision priorities. It was noted that there needed to be communication between the three phase teams, and that the proposed link governor structure did not yet include any links with the administration team. The new structure was

unanimously **AGREED**. It will be reviewed before the end of the next school year.

Will Cavendish arrived at 8.20

8. CHARGING STRUCTURE FOR FREEDOM OF INFORMATION REQUESTS

This has not yet been finalised and is carried forward. **ACTION: PH & BV**
The two requests mentioned at the last meeting were costed by Cathy Tilley. Payment has not been received for either request yet so no information has had to be produced.

9. SEX AND RELATIONSHIP EDUCATION POLICY

The new policy has been developed after parent and staff consultation and with guidance from Gill Hines, the LA Health Education Co-ordinator. The policy was unanimously **APPROVED** for review in two years. It was noted that the policy needs to be posted on the school's new website and Vicky O'Neill offered to ensure that this was done.

ACTION:VO

10. SAFEGUARDING POLICY

The Safeguarding policy has been reviewed by Pat Henchie and Caroline Butler. The policy, which is still based on the LA model, has now been better personalised and is more relevant to The Queen's School, for example it includes reference to the religious ethos of the school. A Section 11 Safeguarding audit from the LA has been carried out recently and the LA Safeguarding Officer is due to visit soon to discuss any issues raised by the audit.

Other related policies are still needed, for example a school specific policy on Whistleblowing.

ACTION: Pastoral

The policy was unanimously **APPROVED**, for review annually, and this review date will be added to the policy.

ACTION: CB

11. GOVERNOR SUCCESSION PLANNING

Following the last meeting Will Cavendish and Phyllis Cunningham developed a governor succession plan to create a situation where governor retirement dates will, in future, be staggered. Some governors have agreed to resign and stand for reappointment for another four years. Nigel Worn will brief the PCC of St Anne's Church on what is required. Governors **THANKED** Will and Phyllis for their plan.

12. SECONDARY TRANSFER

The PSA recently organised a meeting for parents to discuss secondary transfer at which Pat Henchie spoke about the range of secondary schools in the area.

Work is progressing on improving links with Christ's School.

The Marketing Committee will be communicating to parents where this year's year 6 children are moving on to.

Work is still needed on the policy for charging for references to secondary school, drafting a Queen's School reference format that will be acceptable to local school, and on issuing guidance to parents on what the school

expects from children and their parents where children are applying for places at independent schools. **ACTION: PH/SLT**

13. SCHOOL DEVELOPMENT PLAN

There was a short discussion about the appropriate name for this document and Bonney Venning asked all governors with a view on this subject to send her their views by email. **ACTION: All**

It was thought that the draft plan was too large and their needed to be a sharper focus on the real priorities for the school, with lower priorities being noted at the end. Ofsted priorities should be borne in mind when setting school priorities. Realistic timings were also needed, and progress should be noted on the document. It was agreed that Katie should bring a revised draft plan to the first full governing body meeting of the new school year for a substantive discussion. **ACTION: KB**

14. CURRICULUM POLICY

The Curriculum and Standards Committee has looked at the curriculum and wishes to formalise a statement of over-riding principles for the curriculum, providing an overall context and including a statement of how the curriculum is to be delivered. The Curriculum Policy should be written by the headteacher for approval by governors. It was agreed that Katie should refer to the school's aims when drawing up the policy. Katie was asked to draft a broad framework, to be brought to the first meeting of the new school year and to bring a more detailed policy to the second meeting. **ACTION: KB**

15. PSA SPENDING PRIORITIES

The PSA has asked for suggestions on how it should best spend its funds and would like to discuss this at the AGM on 14 July. Pat Henchie and Bonney Venning will attend.

The PSA has already agreed to provide £5,000 for ICT this year and has suggested that a rolling programme of ICT spending could be agreed for the next few years. It was agreed that this was a good use of PSA funds, and Katie will consult with ICT staff and make a list of ICT spending priorities.

It was agreed that the Premises Committee should draw up a list of spending priorities for the building that would be suitable for the PSA to fund. It was agreed that at their meeting the PSA should be given details of the building works that were planned by the school this summer.

ACTION: Premises

16. HEADTEACHER'S REPORTS

In place of her headteacher's report, Pat circulated before the meeting, and presented to Katie Bentham at the meeting, a report covering the last school year, written by most members of the teaching staff, reflecting on their achievements and what they believed was needed in the future. Pat told Katie and the governors that the report demonstrated the professional confidence of the staff.

Pat concluded by saying what a privilege it had been to return to The Queen's School over the past two terms.

Katie and the governors **THANKED** Pat for the gift of her report from the staff and governors noted that they should also contribute to a future report about the school's achievements. Governors commented that the staff reports appeared to be open and honest, and to highlight problems as well as achievements. It was agreed that Rowena Fuller, Susie Connor and Eleanor Garland would study the report and bring strengths and weaknesses identified in the report to the relevant committees for discussion next term. **ACTION: SC, RF, EG**

17. COMMITTEE REPORTS

Reports were circulated before the meeting.

17.1 Premises with Health and Safety Committee

It was noted that the school's overall score from a health and safety score last May had risen from 55% last year to 77%. Governors **THANKED** Pat, Dave Freeman and Cathy Tilley for their work behind this improvement.

17.2 Finance Committee There were no comments or questions.

17.3 Curriculum and Standards Committee

The committee has not yet met this half term but has arranged two meetings on curriculum and data analysis in July.

17.4 Marketing and Communications Committee

The meeting of 17 June 2011 was inquorate. The committee requested ratification of its decisions made at the meeting, however it was advised that the publication of secondary school results is currently under review. This was **AGREED**.

17.5 Pastoral Committee

There were no comments or questions about the minutes. Since the meeting local MP Zak Goldsmith has visited the school and has expressed his interest in ecological projects. He has provided the school with some contacts for developing ideas in this direction.

17.6 Personnel and Pay Committee There were no comments or questions.

18. POLICY UP-DATE

David Durie reminded everyone that policies should be made available on the school's new website as they were approved.

It was also noted that a full set of printed copies of policies should be kept in school to be made available to any parent who wished to read them. A new induction pack for new staff would include references to policies.

19. VISION UPDATE

This point was covered during discussions about the school development plan.

20. GOVERNOR TRAINING UP-DATE

Debbie Fife and Bonney Venning have attended a training session on Behaviour Challenges and Best Practice last week.

21. ANY OTHER BUSINESS

21.1.Update on Restraint Policy

This has been updated and training has been delivered.

21.2 Update on SIP replacement service

Brenda Spencer, a former School Improvement Partner has agreed to provide a termly health check on the school and provide the guidance that used to be provided by the SIP service.

21.3 Update on Staff Tutoring

Pat Henchie reported that her survey has revealed that four staff provide tutoring to children at the school and three staff provide childcare of children at the school.

Pat Henchie reported that there is an understanding by many staff that it may not be considered appropriate for teachers to tutor pupils at the school, and this may send out the wrong message into the wider community.

A question was raised about the provision of private music lessons by school staff and it was agreed that this and the provision of childcare would be considered at the next meeting. **C/F Agenda**

21.4 Local Quintrat

Pat Henchie and Caroline Butler met the quintrat's interim children's centre manager with a view to involving the Queen's School.

21.5 Admissions Outcomes

David Durie commented that the Admissions Committee had not reported back on the outcome of this year's admissions process, however since there can be movement in the children starting in September right up until the start date, it was thought that the process could not yet be considered concluded. Governors had been advised about the places offered.

It was noted that the Church of England has recently issued new guidance on admissions and the Admissions Committee will be asked to advise governors of its implications at the next meeting.

ACTION: PC

21.6 Information for Parents about SEN

It was noted that parents must be provided with a statement about Special Educational Needs provision at the school annually. Eleanor Garland will check if this has already been done and if necessary will draft an appropriate statement to be included in the next edition of the Governors' Newsletter.

ACTION: EG

21.7 Lady Capel's Charity

It was noted that Lady Capel's Charity (which was established in under Lady Capel's will of 1714 to provide funds for specific schools) had given the school £989 this year.

21.8 End of Year Party

The governors' party for staff will be held at St Anne's Church Hall on the evening of 13 July. Non-staff governors were each asked to contribute £20 towards the costs. Any governor available to help set-up should liaise with Susie Connor.

ACTION: All

Pat Henchie left the meeting at 9.50

21.9 Staff Leavers

Three key members of staff will be leaving at the end of term. Pat Henchie, Steph Edmonds, Deputy Head for the past year, and Yvonne Wright, school administrator for 18 years. All will be presented

by a book of pictures and other contributions from the children at assembly on the last day of term.

22. DATES OF MEETINGS FOR NEXT YEAR

Draft dates were circulated before the meeting. All committee chairs should review dates for their meetings and liaise with Joanna Brackenbury who will issue a revised list before the end of term. **ACTION: Chairs & JB**

There being no further business the meeting closed at 9.55pm

Glossary

ICT	Information and Communication Technology
LA	Local Authority (London Borough of Richmond upon Thames)
Ofsted	Office for Standards in Education (school inspectors)
PCC	Parochial Church Council (St Anne's)
PSA	Parent Staff Association
Quindrat	One of five geographical areas within the borough, used to group some local service provision

ACTION POINTS

All	Feedback to Bonney on guerrilla gardening idea Name for future SDP £20 to Susie + offers of help for staff party
Ctee Chairs Katie Bentham	Review meeting dates and revert to Joanna draft SDP for next meeting outline Curriculum policy for next meeting
Caroline Butler	date for review on Safeguarding policy
Susie Connor	Review Staff report for next meeting
Phyllis Cunningham	report on Admissions outcomes? update on implication of new Church of England admissions guidance
Rowena Fuller	Review Staff report for next meeting
Eleanor Garland	Review Staff report for next meeting Statement about SEN for parents in newsletter
Pat Henchie	C/F from May draw up charging schedule for FIRs with Bonney
Vicky O'Neil	ensure SRE policy is put on website
Bonney Venning Leadership team	draw up charging schedule for FIRs with Pat guidelines for year 5 parents on applications for independent secondary schools new reference format for secondary schools
Marketing	publication of secondary school places
Pastoral	policies related to Safeguarding
Premises	list of spending ideas for PSA
Clerk	circulate a draft calendar for next year's meetings
Agenda	provision of private music lessons and childcare by staff