

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 31 March 2011 at 7.30pm

Present: *Foundation Governors (8)*

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

Non-Foundation Governors (6)

Caroline Butler	Richard Laming
Jan Deykin	Vicky O'Neill
Pat Henchie	Telfer Saywell

Non-voting

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

Opening prayer

1. APOLOGIES

Apologies were received from Will Cavendish and Susie Connor 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 17 FEBRUARY 2011

The minutes of the meeting of 17 February 2011 were approved, and signed by the chairman.

4. CHAIRMAN'S REPORT

4.1 Update on Recruitment of Headteacher and Deputy Head

Interviews for the post of Headteacher will be held on 4 April. One candidate, who is also to be interviewed for a post at Darell, will be allowed to attend interview there prior to making a decision if offered the post and the governors at Darell have been advised of this.

Eleanor Garland is heading the recruitment panel for the post of Deputy Head. Short-listing of candidates will take place very early next term with interviews on 3 & 4 May.

4.2 Communications Log

There have been no communications to report since the last meeting.

5. SECONDARY TRANSFER

This item was carried forward from last time, when comments from parents expressing conflicting views on how the school should treat children applying for places at independent primary schools had been circulated. There followed a lengthy discussion during which governors unanimously **AGREED** the following points:

- 1) In future the curriculum should not be stopped when large numbers of children were out of school attending exams for secondary school, but the parents of those children should be given information on what was being taught and how to help their children catch up. It was also agreed that homework should not be suspended during periods when children were attending exams for secondary school, that normal sanctions should be used if children did not complete homework and that children should only be away from school for the duration of the exam and should return to school as soon as possible. These rules should set out for year 5 pupils so that parents understood them before the children reached year 6. Pat and her staff will draft a communication and make it clear that this is the Governors' policy for the school. **ACTION: PH**
- 2) The school should not write many individual reports for each child. Secondary schools accepted generic reports, provided these were well drawn up. The school should devise a generic report for future use, in consultation with some of the local secondary schools. There is a statutory obligation to report and so no charge should be made for one report. An administration fee of £20 each would be charged for second and subsequent reports. Pat will check the existing situation for charging and a working group will draw up a generic report and report back to governors. **ACTION: PH, RF**
- 3) The school will not advertise independent schools but will keep a folder of information which will be available to parents on request.
- 4) The school will try to establish stronger links with local maintained secondary schools.

Cathy Tilley arrived at 8.20

- 5) On the question of tutoring, for most children, tutoring is not needed. The school has good teachers. There is a layer of need that the state cannot meet – mild SEN – where pupils might benefit from external help. The school cannot prepare children to exams for independent secondary school. Concern was expressed about the school's own staff tutoring pupils at the school and particular children in their own class. Pat will ask staff about their tutoring activities and check staff contracts. **ACTION: PH**
- 6) Pupils should not be publicly rewarded for gaining places at particular secondary schools. The Marketing and Communications Committee will look at this issue. **ACTION: M&C**

6. SCHOOL JOURNEYS

A handout was circulated setting out the rationale behind various residential school trips in KS2 at the school. The meeting **THANKED** Richard Laming for his excellent report and noted that governors should look at this annually together with feedback from previous school journeys.

7. BUILDING PRIORITIES

A handout was circulated.

Cathy Tilley advised that the school has £101,000 available for capital projects and that once this is spent there will be no further significant funds to use as the school is not currently building up reserves. Spending £101,000 will leave £67,000 of reserves which is the amount recommended by the government for to be held, based on a percentage of annual income.

The PSA expects to have a further £20,000 to donate to a suitable high-profile project.

A list of 9 potential spending areas was circulated.

After an extensive discussion it was unanimously **AGREED**:

Item 1 – refurbishment of 7 classrooms, including the removal of concertina doors and brick cupboards should be undertaken at an estimated cost of £35,000.

Item 2 – replacement/upgrade of the server and IT network and teacher's PC should be undertaken at an estimated cost of £30,000.

Item 4 – upgrade of the school kitchen should be made at a cost of the school of £27,000 to take advantage of an offer from LBRuT of new kitchen equipment at a cost to LBRuT of £21,863.

Item 5 – 6 new dining tables at an estimated cost of £1,000 each, will be purchased under a rolling programme.

Items 7 & 8 – a shelter for the Reception area, sail over the courtyard and new doorway into the courtyard will be undertaken if there is sufficient money left after the other items.

Item 9 – redecoration of halls, corridors and classrooms will be undertaken as a rolling programme

ACTION: Premises

Item 6 – the PSA will be asked if they would like to fund the purchase of a replacement laptop trolley and 16 laptops.

Item 3 – refurbishment of the ICT suite at an estimated cost of £30,000 will not be undertaken for the time being. A clear vision for ICT in the school is needed. Telfer Saywell's report is currently being considered by the Curriculum and Standards Committee.

8. RESTRAINT POLICY

This was circulated earlier and recommended for approval by the Pastoral Committee. The policy was unanimously **APPROVED** for review in 6 months.

9. GOVERNOR VISIT FORM

This was circulated in advance and recommended for approval by the Curriculum and Standards Committee. The form was unanimously **APPROVED**.

10. VIREMENT REQUEST

A request to transfer funds between several related accounting categories was circulated in advance and recommended for approval by the Finance Committee. The request was unanimously **APPROVED**.

11. TUITION REIMBURSEMENT POLICY

This policy for the reimbursement of tuition fees incurred by staff was circulated in advance and recommended for approval by the Finance Committee. After a discussion it was **AGREED** that existing requests should be judged against this policy, but that the committee should look again at the timing of requests to allow more flexibility for staff, and also allowing tuition for beyond a staff member's current role. The committee would bring a revised policy to the next meeting with a view to reviewing it again in three years. **ACTION: Finance**

12. BEHAVIOUR CHARTER

Staff have drawn up a new behaviour charter which was presented by Steph Edmonds. The charter was unanimously **APPROVED** for review in July 2012 subject to including the words "The Queen's School" at appropriate places. Steph Edmonds will ensure that all the staff are notified. **ACTION: SE**

13. DRAFT BUDGET

The annual financial review and draft budget for 2011/12 was presented by Cathy Tilley.

It was noted that the school is in a fairly stable financial position but that the budget for the current year (2010/11) continues the recent trend of expenditure exceeding income and a reduction in the level of reserves. Staff costs account for 83% of expenditure and are monitored closely. The latest forecasts for the current year projects a tiny increase in reserves, from £122,318 to £123,821 and the draft budget for 2011/12 projects a reduction in the level of reserves to £110,224. The final budget will be brought for approval to the June meeting. The draft budget was unanimously **APPROVED**.

14. HEADTEACHER'S REPORT

The report was circulated before the meeting. The Vision Day in February had provided Pat the direction to bring the senior management team together and this report had been written collaboratively with the Headship team and other two staff governors.

A strong induction process would be needed for the new Headship team and a working group has been formed to prepare this – Phyllis Cunningham, Debbie Fife and Pat Henchie.

Historical data for KS2 and KS1 results from 2005 together with targets for 2011 & 2012 were included in the report.

The latest School Improvement Partner report was circulated. The SIP system is no longer funded by the LA so the school will need to buy in this advice in the future. Governor training would be useful in this area and Pat will make enquiries about the possibility of arranging joint training with other quintrat schools or of asking Brenda Spencer (the current SIP) to provide school-specific training. **ACTION: PH**

Pat has been invited to join a national advisory board for pan-European education seeking to stimulate good science teaching.

15. COMMITTEE REPORTS

Reports had been received from
Curriculum and Standards Committee
Pastoral Committee
Premises Committee
Finance Committee

and were circulated before the meeting.

Items for discussion and approval were discussed separately (items 7 – 11 & 13 above) and there were no other questions.

16. POLICY UP-DATE

David Durie reported that there had been many new policies approved recently and that there were no immediate concerns.

17. GOVERNOR TRAINING UP-DATE

Recruitment training has been undertaken on 1 March by Phyllis Cunningham, Jan Deykin, David Durie, Debbie Fife, Rowena Fuller, Bonney Venning and Rev.Nigel Worn.

18. ANY OTHER BUSINESS

18.1 Colin Firth (known to a year 4 pupil) had attended this morning's year 4 rehearsal for their Passiontide play and delivered a masterclass.

18.2 Governors were invited to join the children at school lunch.

18.3 It was noted that there are a lot of Queen's 200 events being organised, but at the moment no fund-raising. A new message will be sent out encouraging donations.

19. DATES OF MEETINGS FOR NEXT YEAR

Thursday 26 May

Thursday 30 June

There being no further business the meeting closed at 9.55pm

Glossary

LA Local Authority (London Borough of Richmond upon Thames)

PSA Parent Staff Association

Quinirat Grouping of local schools within the borough

ACTION POINTS

Pat Henchie	Draft information for year 5 parents about secondary school applications/exams etc. Make enquiries about staff tutoring activities Look at replacing SIP service
Working group	Draft generic school reference format
Marketing	Look at treatment of pupils and secondary school offers
Premises	Action capital expenditure programme
Finance	Revise Tuition Reimbursement Policy
Steph Edmonds	Inform staff about Restraints Policy