

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 4th July 2012 at 7.30pm

Present: *Foundation Governors (6)*

Kristen Anderson

Will Cavendish (*from item 5*)

David Durie

Debbie Fife

Sabina Purewal

Bonney Venning (*Chairman*)

Non-Foundation Governors (5)

Caroline Butler

Susie Connor

Jan Deykin

Leanne Lisney

Vicky O'Neill

Non-voting

Cathy Tilley

Clerk

Opening prayer

1. APOLOGIES

Apologies were received from Katie Bentham, Phyllis Cunningham, Voulla Demetriou, Eleanor Garland, Telfer Saywell, Rev.Nigel Worn & Joanna Brackenbury 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 29 MAY 2012

The minutes of the meeting of 29 May 2012 were reviewed. It was agreed the following changes will be recorded and the minutes will be signed off at the next FGB meeting

David Durie gave his apologies

Point 16.1 should be amended to say that prior to joining any committee where personal liability could be incurred; Governors should be made fully aware of the extent of this liability.

Point 13.7 was deemed to be incomplete and the following text needs to be added under the back office section "the role of the Phase Governors in supporting back office staff. A number of internal operational issues were also realised; a priorities plan was drawn up to address these"

BV requested that point 5 needs rewording – new wording will be circulated to governors.

4. CHAIRMAN'S REPORT

A written report was circulated. Governors were asked to note the following

4.1 CONFIDENTIAL ITEM FOR NOTING – separate minutes

4.2 CONFIDENTIAL ITEM FOR NOTING - separate minutes

4.3 The redundancy process concerning SMSAs is progressing and will be discussed at the Pay and Personnel Meeting on Friday following the end of the formal consultation period.

4.4 The case study that BV presented regarding the vision setting process has gone forward to the National College as an example of best practice in governance. It will be included on their database.

4.5 A copy of a historic letter from a parent, which was not on file, was received and will be acknowledged.

4.6 Bonney Venning has been invited, along with three other Chairs in the LA, to meet with the Director of Education with the purpose of discuss communication between the borough and governing bodies.

4.7 Governors were asked to give their contributions to SC for the Governor Staff Party on Friday 13th July.

4.8 Governors were thanked for providing the refreshments at Sports Day.

7.55 Will Cavendish arrived

5. AMENDMENT TO THE TERMS OF REFERENCE FOR THE PREMISES COMMITTEE

This was deferred to the next meeting.

The Chair of the Premises Committee to provide the wording for the suggested amendment with regards to responsibility for monitoring Educational Visits.

ACTION: TS

6. MEETING DATES FOR NEXT TERM

Governors were asked to email Joanna Brackenbury with any issues regarding the proposed schedule of dates for the next academic year.

ACTION: ALL

7. PRIORITY SCHOOLS BUILDING UPDATE

No further information has been received by the school or governors. Jason Bickerstaff (SDBE) has sent a press article to the school which states that the programme will progress in two phases, The majority of schools will be in the second phase. Two parents with relevant expertise have offered to sit on a sub-group of the governing body in an advisory capacity.

8. SCHOOL JOURNEY POLICY

Governors requested that the policy be renamed to be the Educational Visits policy.

ACTION: CT

Governors questioned why the policy requires parents to not be in charge of a group containing their own child. Governors suggested a checklist for

staff may be a useful facility to ensure nothing was forgotten when planning a visit.

The policy was approved subject to Governors understanding the rationale of the points raised above. It was agreed that this policy should be used as a basis for planning and executing the year 5 school journey in October. The school journey will need to be formally approved by Governors at the Premises Committee on 8th October. Once the year 5 school journey has taken place, it was felt that the Educational Visits Co-ordinator should update the Premises Committee on 13th November as to whether the policy was effective or required some modifications. **C/F**

WC asked staff whether school journeys were enjoyable for staff and whether staff were happy to continue to take children away on residential visits. LL has just returned from a visit and reported that it was hard work but great fun. Governors expressed **thanks** to the staff for undertaking residential trips as it was believed to be enormously beneficial to the children.

9. AFTER-SCHOOL CLUBS UPDATE

The provision of an After School Clubs for Queen's school children has this term been made possible by Kew Kids at Kew Riverside School. Feedback from parents and children has been very positive. The school and governors conducted a parental survey in March 2012 and responses indicated that parents would like after-school care to be provided on site at The Queens. The School and Governors looked at 2 possible providers. Kew Kids was selected on the basis of its safeguarding procedures, feedback from existing users of the club at Kew Riverside and on the basis that it will provide a hot meal for the children: this was a priority for parents of younger children according to the parental survey.

Governors received a request from Kew Out of School Club (KOSC) to make a contribution towards the deficit that the KOSC is forecasting that it will make. SC and BV have told the KOSC that neither the governors nor the school has funds that could be used for these purposes.

The school questioned the level of debt that the KOSC is anticipating being left with. The school will request that Kew Kids does not take on any children that have outstanding debts with KOSC. The school believes this will help minimise the level of debt that KOSC will be left with.

SC and BV are looking back through previous governing body minutes to ascertain the nature of DF's involvement with KOSC. It is believed that any liability will not represent a large amount of money.

10. STAFF WORKING FOR SCHOOL PARENTS

This item will be considered by the Pay and Personnel Committee at their meeting on Friday 6th July 2012

11. EQUALITIES POLICY

The draft equalities policy was circulated to Governors. Governors were asked to review the policy over the summer and provide input and feedback to Sabina Purewal. SDBE and LBRUT have also been asked for feedback. **ACTION: ALL**

The background to this policy is that legislation has been changed to provide equal levels of protection against discrimination to all subgroups such as sex, race. Extra provision is allowed for the disabled, as they have physical challenges that do not apply to other groups. SP is proposing that the school updates its Disability Equality Scheme Policy but that all other discrimination policies will be superseded by the new equalities policy. It was also noted that as we are a church school we lawfully discriminate on the basis of religion,

The law does not currently protect some subgroups such as 'inter sex' or socio-economic groups. Governors need to reflect on this and decide whether our policy should go beyond legal requirements.

Governors felt that it was not realistic to expect visitors and contractors to read this policy and so the policy needs to be amended to reflect what we do require from visitors. Once it is agreed many other policies e.g. Recruitment and Retention, SEN, Whole School Pay Policy will need to be reviewed to ensure they are in line with this policy.

BV thanked SP for the work she has done on this policy and commented that she believed that this is a well-crafted policy that will serve the school well.

It was proposed that this policy be approved at the first meeting of the FGB in Autumn 2013. **C/F**

12. COLLECTIVE WORSHIP POLICY

The policy was reviewed. It was agreed that the Appendices should be removed from the policy as the information within them is specific to the current situation and that they may quickly become out of date.

It was agreed that the policy should be changed to outline Governors' responsibilities in this area. In addition paragraph 7 should be changed to read "our school celebrates.....when year groups are leading collective worship their parents will be invited to join in." **ACTION: Anna Harrison**

The Terms of Reference from the Curriculum and Standards Committee needs to be reviewed to determine whether this policy should be the responsibility of this group or Kairos going forward. The Strategy Committee will make the final decision at their next meeting. Anna Harrison was **thanked** by Governors for all her hard work. **ACTION: Strategy**

13. HEADTEACHER'S REPORT

As the Headteacher was absent, this agenda item was not covered.

14. COMMITTEE AND PHASE REPORTS

Reports were circulated before the meeting from the following committee.

14.1 Pastoral Committee

There were no comments

14.2 Personnel and Pay Committee

The committee is meeting on 6th July 2012 and so there was no update. The bribery policy will be reviewed at this meeting and then approved by the FGB in the Autumn.

14.3 Premises with Health and Safety Committee

There were no comments

14.4 Finance Committee

The FC proposed that the FGB approve the Final Budget. The budget was approved

14.5 Curriculum and Standards Committee

There were no comments.

14.6 Phases

Phase 1 (reception and year 1) – met but were unable to review data and the development plan as it was not yet available. It was agreed that there would be a meeting next term for all phases co-ordinators to set expectations and work out the schedule of meetings so that meetings would take place once information was available to be reviewed

Back office – Susie Connor and Phyllis Cunningham had a productive meeting with the admin team which reviewed several operational issues.

Phase 4 (Religious Education and Ethos- Kairos) – have met but no governors were at the meeting to report back.

15. TRAINING UP-DATE

Jan Deykin has done the GEL module on data.

Bonney Venning encouraged all governors to partake in training in particular governors who were new to the role.

16. ANY OTHER BUSINESS

Leanne Lisney invited Governors to the Year 6 Production of Aladdin on Tuesday or Wednesday evening of next week

17. DATE OF NEXT MEETING

17 October 2012

There being no further business the meeting closed at 9.00pm

Glossary

GEL	Governor E-Learning
LA	Local authority – London Borough of Richmond upon Thames
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs
SMSA	School Meals Supervisory Assistant

ACTION POINTS

All	Feedback on Equalities Policy to Sabina Purewal Amendments to schedule of meeting dates to clerk (JB)
Strategy Group	Determine future responsibility for Collective Worship Policy
Telfer Saywell	Amended wording for Terms of Reference for PH&S C'tee covering educational visits
Cathy Tilley	Re-naming of Educational Visits Policy
Anna Harrison	Amendment to Collective Worship Policy
C/F	Up-date on effectiveness of Educational Visits Policy – Educational Visits Co-ordinator to report to Premises with Health and Safety C'tee on 13 November Equalities Policy to be approved