

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 6 December 2012 at 7.30pm

Present: *Foundation Governors (5)*

David Durie (*Chairman*) Sabina Purewal (*from item 5*)
Debbie Fife (*until item 12*) Rev.Nigel Worn
Eleanor Garland

Non-Foundation Governors (5)

Katie Bentham Leanne Lisney
Susie Connor Telfer Saywell
Jan Deykin

Non-voting

Joanna Brackenbury *Clerk*
Voulla Demetriou *Associate Member*

Opening prayer

1. APOLOGIES

Apologies were received from Kristen Anderson, Caroline Butler, Phyllis Cunningham, Vicky O'Neill & Bonney Venning and were accepted.

It was agreed that an additional item on governor relationships with stakeholders would be added to the agenda after the headteacher's report.

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 OCTOBER 2012

The minutes of the meeting of 17 October 2012 were approved and signed by the chairman.

4. POLICY ON DELEGATION OF FINANCIAL DECISIONS BY THE HEADTEACHER – FOR APPROVAL

The Finance Committee presented a revised policy for approval. This increases the monthly limit for use of the school's procurement card from £500 to £1000. The revised policy was unanimously **APPROVED**.

Sabina Purewal arrived at 7.45

5. GOVERNOR SUCCESSION PLANNING

Debbie Fife has tendered her resignation as the governor representing St Luke's from 1 January 2013. Dr Caroline Butler is to be appointed in her place and has tendered her resignation as parent governor. A vacancy for a new parent governor will therefore arise on 1 January.

Following a short discussion it was agreed that the vacancy should be advised to all parents tomorrow and that the parents should be advised that the governing body has a particular need for a governor with financial experience. In the event of more than one nomination being received by 20 December, an election will be held on 16 January 2013. **ACTION: Clerk**

6 NEW POLICIES, AND POLICIES REVIEWED BY COMMITTEES – for noting

The Finance Committee has reviewed the Charging Policy and the Debt Collection Policy.

The Personnel and Pay Committee has approved a new Policy for Appraising Teacher Performance, using a model provided by the NAHT, a new Staff Capability Policy using a model provided by the NAHT and approved a new Policy for Managing Health and Attendance provided by LBRuT.

The Premises with Health and Safety Committee has reviewed the CCTV Policy and the School Security Policy.

The Marketing Committee has approved a new Third Party Communications Policy.

It was noted that the Appraising Teacher Performance Policy made references to academies that should be removed. **ACTION: CTilley**

It was noted that the School Security Policy should also include a reference to the PSA being given the gate code on days they were running a school fair, and that the code was changed every half term. These changes will be made by the chair of the H&S C'tee **ACTION: TS**

7. MATTERS ARISING

7.1 The Equalities Policy has been updated as agreed at the last meeting and has been published on the school website.

It was noted that parents' attention to the new policy should be drawn and Katie will do this via the next newsletter. **ACTION: KB**

7.2 The Behaviour Policy – the Behaviour Incident Report form needs to be replaced by the form that has been published in the Equalities Policy. **ACTION: VD & SP**

7.3 Admissions Policy – the Admissions Committee decided that no amendments were needed to the existing policy; the Equalities Policy provided clarification that did not need to be repeated in the Admissions Policy itself.

7.4 Recruitment Policy - ???

7.5 Terms of Reference for Premises with Health and Safety Policy – although the committee has taken responsibility for monitoring school outings in line with the recommendations of the Department for Education guidance to governors, this is not reflected in the Terms of Reference which need amending and approved by the Full Governing Body. **ACTION: TS & BV**

8. CHAIR'S REPORT

Bonney Venning sent a written report and David Durie drew attention to the following points:

- Priority School's Building Programme – the group is to meet before the end of term. Sabina drew governors' attention to the offer of help from an environmental expert. Katie Bentham made a note of the name of the person to be considered later in the process when environmental issues become more relevant to the group's discussions.
- Parking and pedestrian safety – following some communication to parents on this issue, there has been a marked improvement. Governors were reminded that it is essential that they set an excellent example to the rest of the school community on this issue.
- Post-Christmas social evening for governors and staff. Governors were all urged to complete the Doodle poll on availability so that a date can be agreed with staff next week. **ACTION: All who have not yet replied**

9. HEADTEACHER'S REPORT

This was circulated before the meeting. Katie drew attention to the following points:

- Staffing: Leanne Lisney is now on maternity leave and she is being covered by Helena Bourke for two days a week and Mrs Abdul Cader for three days a week until the end of the academic year.
- Improving/ensuring quality of teaching and learning: the staff have found the triad observation groups very valuable and the scheme will continue with different groupings next term. The group who received support from an external consultant also worked very well. Another consultant, funded by the borough, has been working on a 1:1 basis with the LA and next term will be working with TAs to improve the lunch times for the children.
- confidential item minuted separately.
- In response to a question about the school's membership of the diocese maintenance fund, Susie Connor reported that the school has decided to withdraw from the fund on financial grounds; with the possibility of a rebuild the school will be patching rather than replacing the hall roof and so will not be in a position to draw on the maintenance fund. The school has received an assurance from the diocese that it may rejoin the fund at a later date if the rebuild does not go ahead. In the mean time a provision of £7,000 will be made in the accounts each year in respect of the maintenance fund payments. The focus of spending on the buildings will be patching the roof and improving the drains.

10. BREAKOUT SESSION TO DISCUSS RELATIONSHIPS WITH STAKEHOLDERS

All those in attendance divided into four groups to discuss the governors' relationships with

- the wider community and church groups;
- Staff;
- Parents;
- Pupils

At the end of the session, the ideas were collected together, to be sent to Bonney Venning so that they may be used for further development next term.

11. OTHER BUSINESS part 1

Debbie Fife has been a governor representing St Luke's for the last seven and a half years, and is retiring at the end of the school year. The governors **THANKED** Debbie for her significant contribution to the school.

Debbie Fife left the meeting at 9.00

12. GOVERNOR TRAINING

The up-to-date list of courses attended is on the Governor-only section of the website. The chairman reminded governors to keep the clerk informed about any courses attended and urged all governors to book themselves on relevant courses. In particular the newer governors were recommended to attend the course for new governors, which he had found extremely valuable.

13. COMMITTEE AND PHASE REPORTS

Reports were circulated before the meeting from the following committee.

13.1 Pastoral Committee

There were no comments

13.2 Personnel and Pay Committee

Two sets; there were no comments

13.3 Premises with Health and Safety Committee

There were no comments

13.4 Finance Committee

There were no comments.

13.5 Marketing and Communications Committee

There were no comments.

13.6 Curriculum and Standards Committee

No minutes from the recent data meeting but Raise online data was circulated before the meeting. There were no comments.

13.7 Phases

There was a discussion about the general progress of the work of the phases. Governors have not yet been into classrooms but this should be happening next term. It was confirmed that each class should have been assigned a governor who would spend a day, or two half days, in the classroom, absorbing the class at work and helping the teacher where appropriate.

There will be a review of the process, including feedback from the staff, once the cycle is complete.

14. ANY OTHER BUSINESS

14.1 Term Dates 2013/14

Katie asked governors to approve the term dates for the next academic year. These follow the borough's dates. Four of the five INSET days were agreed for 3 & 4 September, 6 January and 23 May. Katie was given authority to set the final INSET date when she is able to confirm a booking from a trainer.

15. DATES OF NEXT MEETING

Tuesday 5 February
Wednesday 20 March
Tuesday 21 May
Wednesday 26 June

There being no further business the meeting closed at 9.10pm

Closing Prayer

Glossary

INSET In-service Training
LBRuT London Borough of Richmond upon Thames
NAHT National Association of Headteachers
TA Teaching Assistant

ACTION POINTS

All complete poll for social date with staff
Katie Bentham arrange for Equalities Policy to be advised in school newsletter
Cathy Tilley remove references to academies in the Appraising Teacher Performance Policy and send revised version to the Clerk for publication
Voulla Demetriou Amend Behaviour Policy with new Incident reporting form (to be received from SP)
Sabina Purewal send new Incident reporting form to Voulla
Telfer Saywell Amended wording for Terms of Reference for covering educational visits (consultation with Bonney Venning)
Amend Security policy as discussed and send revised version to the Clerk for publication
Joanna Brackenbury Start the Parent Governor election process