

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 7 February 2012 at 7.30pm

Present: *Foundation Governors (8)*

Kristen Anderson	Debbie Fife
Will Cavendish (<i>from item 4</i>)	Eleanor Garland (<i>Chairman</i>)
Phyllis Cunningham	Sabina Purewal
David Durie	Rev.Nigel Worn (<i>from item 14</i>)

Non-Foundation Governors (7)

Katie Bentham	Leanne Lisney
Caroline Butler	Vicky O'Neill
Susie Connor	Telfer Saywell
Jan Deykin	

Non-voting

Joanna Brackenbury	<i>Clerk</i>
Voulla Demetriou	<i>Deputy Head</i>

Opening prayer

1. APOLOGIES

Apologies were received from Bonney Venning and were accepted.

2. WELCOME TO NEW GOVERNORS

Sarbina Purewal, Kristen Anderson & Leanne Lisney were welcomed to their first meeting of The Queen's School Governors.

3. 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.

7.40 Will Cavendish arrived

4. MINUTES OF THE MEETING OF 8 DECEMBER 2011

The minutes of the meeting of 8 December 2011 were approved, and signed by the chairman.

5. CHAIRMAN'S REPORT

5.1 Thanks were offered to Richard Laming and Nick Macmillan who have each resigned from the governing body.

5.2 Nick Macmillan has been proposed for appointed as an Associate Member attached to the Premises with Health & Safety Committee with voting rights on that committee but not at full governing body meetings. The appointment was unanimously **AGREED**.

5.3 Bonney Venning is working with Katie Bentham and Yvonne Fryer on the Sports Development working group. More governors are welcome to join the group.

5.4 The school would like to develop the school's pond area and is working with the Royal Botanic Gardens, Kew (Kew Gardens). The working group would like a governor to join the group – any governor interested in this project should contact Bonney.

5.5 Correspondence:

5.5.1 A letter has been sent to and a reply received from Bishop Richard Cheetham concerning the school's relationship with the diocese and a meeting is to be arranged.

5.5.2 Congratulations have been received from the Southwark Diocesan Board of Education on the school's recent Ofsted report.

5.5.3 A letter of concern under the Disability Discrimination Act has been very recently received.

6. POLICIES AND DOCUMENTS FOR APPROVAL

Several Policies from the Pastoral Committee are in preparation but were not available for circulation prior to this meeting due to the illness of the committee chairman. They will be circulated for approval by email shortly..

ACTION: Pastoral

7. AUDITED GOVERNORS' ACCOUNTS

These were circulated prior to the meeting.

In answer to a question, Susie Connor advised that the an item carried in the balance sheet valued at £203 and known as the Ridley Trust, was Treasury Stock on which interest has been received. The stock matured in 2010 and no interest has been received since November 2010. The capital has not been repaid and the treasurer can find no supporting documentation to facilitate a demand for the capital and it may be that if further enquiries do not result in the payment of the capital to the school during the next few months, the capital will have to be written off.

In answer to a question, Susie Connor advised that the funds currently held by governors had accumulated over a period of years from the excess of the amounts received from the governors' appeal over the amounts spend each year. Since the purpose of funds raised was to benefit the school, the Finance Committee is to establish a procedure to allow the headteacher to request funds from the governors for specific purposes that are of direct benefit to the children, and to establish an approval process for such requests.

There were no further questions and the accounts were unanimously **APPROVED**.

8. HOLIDAY DATES

Proposed dates for school INSETS for the year 2012/13 were circulated. These are 4 & 5 September, 7 January, 28 March and 24 May. These had been chosen to be the least disruptive to the school's routine. Following a short discussion they were unanimously **APPROVED**.

Dates for the school year 2013/14 have been proposed by the LA as a consultation process with all borough schools. There were no objections to the proposed dates and so no comment will be made to the consultation.

9. GOVERNORS' STATEMENT OF COMMITMENT

A governors' statement of commitment was signed by most governors two years ago. The statement has been reviewed by Jan Deykin and a revised version was circulated before the meeting. Attention was drawn to governors' need to maintain confidentiality and to accept collective responsibility for decisions of the governors. It was recognised that the statement carried no legal force but was a statement of intent. Following a discussion, Jan agreed to look again at the clause on collective responsibility and circulate a revised copy to governors. **ACTION: JD**

10. CELEBRATION OF OFSTED REPORT

In the past the governors have hosted a party for staff towards the end of the summer term at which food and drink has been served, and a drinks party at the end of the autumn term. Last term, following the Ofsted visit, staff were too tired to enjoy a party and so this was deferred. It was suggested that governors should host a party this term to celebrate the Ofsted report with staff. Following a discussion with the three staff governors, it was agreed that the summer party format was enjoyed by the staff and would stay, and that a more informal drinks party would be appreciated this term. Eleanor Garland will consult with everyone about a suitable date. **ACTION: EG**

11. SCHOOL JOURNEY

A report from Richard Laming, reviewing the year 5 school journey to How Capel Grange was circulated for governors to read later. If governors have comments on this report they should email Katie &/or bring their comments to the next meeting. **ACTION: ALL**

Permission for the year 6 school journey in the summer term was requested. The trip originally favoured by the school to PGL in Hertfordshire was not available as the venue has changed, so an alternative to a centre near Grantham, Lincs has been provisionally booked for 18 – 22 June. Governors asked questions about risk assessments and travel arrangements and the school journey was then unanimously **APPROVED**.

Next year (summer 2013) the school proposes taking year 6 children to a chateau near Paris which offers a mix of educational, cultural and sporting activities. The dates for this will be 17 – 23 June and the costs will be about £400 per child, which is about £60 more than the UK PGL trip. In response to a question, Katie Bentham advised that the recommended staff to pupil ratio for the trip is 1:8.

Governors were anxious that no child should be excluded from the trip due to its cost and strongly recommended that payment by monthly or other instalments should be offered.

Governors were also keen that parents should be advised as soon as possible about the trip so that the school could judge take-up before confirming the booking.

The proposed school journey to Cha letter being circulated to parents to seek the number who would be interested in the trip.

12. **OUTSOURCING UPDATE**

Cathy Tilley and three other members of the quintrat are looking at HR services provided by providers other than the borough, but have still not seen all the providers under consideration so this is on-going.

Elaine England, the school's School Improvement Partner, has been paid for this year within the Service Level Agreement with the borough.

The Finance Committee and other committees are looking at each area of the SLA that relates to them to decide which elements to retain for the next financial year.

In response to a question, Katie Bentham reported that the proposed joining of Kingston and Richmond to provide complementary services is progressing in some areas, but not in others.

13. **GOVERNORS' INDUCTION PACK**

A copy of this was distributed before the meeting. Governors were asked to pass on their comments on this document to Jan Deykin, and in particular new governors were asked to give feedback on how useful the document is.

ACTION: ALL

14. **PHASE STRUCTURE**

This was circulated before the meeting.

The Terms of Reference for each phase group have not yet been written.

Jan Deykin will email these to governors soon.

ACTION: JD

The governors phase lead must be a member of the Curriculum and Standards Committee.

It was agreed that the phase leads should be:

Reception/year 1	Will Cavendish
Years 2 – 4	Jan Deykin
Years 5 – 6	David Durie
Inclusion	Caroline Butler
Business Support and Administration	Susie Connor

8.30 Rev.Nigel Worn arrived

It was agreed that all governors on a phase team should meet the phase lead as soon as possible after half term.

ACTION: Phase teams

It was also agreed that Jan Deykin and Bonney Venning would be members of the Inclusion phase, and that Phyllis Cunningham and Telfer Saywell would be members of the Business Support and Administration phase team.

Inclusion is to be on the agenda of every phase.

15. SCHOOL VISION PLAN

There are no updates to report.

16. HEADTEACHER'S REPORT

This was circulated before the meeting.

In response to a question about preparing for new league tables which are to include additional information, Katie Bentham advised that the school is moving towards a system that will track children's performance more accurately and quickly to allow for the monitoring of children and groups and a more systematic intervention to raise performance. Teachers' confidence in their own assessment is also being raised through training. In response to a question about able pupils, Katie Bentham advised that the borough has some money that schools can bid for through Education Richmond, and that the school is intending to bid for funding to be used for Gifted and Talented programmes.

In response to a question about inclusion at the lower end, Katie Bentham advised that the school already accessed many services provided by Richmond for SEN children and that recent improvements in the school's provision is already having a positive impact.

In answer to a question asking for feedback on monitoring, Katie Bentham advised that not all observations will be completed until March but there would probably be feedback for the next meeting.

There were no further questions.

17. PUPIL NUMBERS

A list of admissions and leavers since the beginning of the school year was circulated before the meeting. This shows that more children have joined the school than have left, that most of the joiners have moved from other schools in the area and that most of the leavers have moved away from the area. There are now 399 children on the school roll.

18. COMMITTEE REPORTS

Reports were circulated before the meeting from the following committee.

18.1 Marketing and Communications Committee (in draft – final to be circulated soon)

18.2 Pastoral Committee

18.3 Premises with Health and Safety Committee

18.4 Finance Committee

18.5 Curriculum and Standards Committee

Verbal reports were provided by the committee chairs of the following committees:

18.6 Personnel and Pay Committee has been considering the Pay and SEN policies and will bring these to the March meeting. The Performance Management policy is on hold, pending the announcement of national changes.

18.7 Admissions Committee is still awaiting information from LBRuT with details of admission applications. The committee will be meeting on 21 February to consider the applications, and Vicky O'Neill will be working with Phyllis Cunningham over half term to process the applications once they are received.

19. GOVERNOR TRAINING UP-DATE

Susie Connor, Debbie Fife and Bonney Venning attending training in the new Ofsted Framework, about providing evidence to Ofsted to show that governors are informed. A new book has been left in the school office which all governors must sign each time they visit the school, to provide a clear record of governor attendance at meetings and school events.

The support material provided at the training session will be circulated by the clerk via email after the meeting. **ACTION: JB**

20. ANY OTHER BUSINESS

Voulla Demetriou advised governors that the "Everybody Different" week, celebrating diversity, had been a great success and this was endorsed by several parents on the governing body. A wheelchair user who visited school during the week commented that the school was a very inclusive one. A parent workshop has been arranged for 23 February between 5.30 & 6.45 to which all governors were invited.

19. DATES OF MEETINGS FOR NEXT YEAR

Thursday 29 March

Tuesday 29 May

Wednesday 4 July

There being no further business the meeting closed at 9.05pm

Glossary

LA	Local Authority (London Borough of Richmond upon Thames)
LBRuT	London Borough of Richmond upon Thames
Ofsted	Office for Standards in Education (school inspectors)
Phase	
PSA	Parent Staff Association
SDBE	Southwark Diocesan Board of Education
SIAS	
SVP	School Vision Plan

ACTION POINTS

All	self-nominations for Working Group for child-care arrangements
All Committees	look at implications of Ofsted report
Katie Bentham	Guidance on Professional Boundaries
Bonney Venning	arrange induction for new governors
Clerk	arrange induction for new governors
Personnel & Pay	look at TA working hours