

**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 17 October 2012 at 7.30pm

Present: *Foundation Governors (8)*

Kristen Anderson	Eleanor Garland
Phyllis Cunningham	Sabina Purewal
David Durie	Bonney Venning ( <i>Chairman from 3.2</i> )
Debbie Fife	Rev.Nigel Worn

*Non-Foundation Governors (7)*

Katie Bentham	Leanne Lisney
Caroline Butler	Vicky O'Neill
Susie Connor	Telfer Saywell
Jan Deykin ( <i>from item 6</i> )	

*Non-voting*

Joanna Brackenbury	<i>Clerk (Chairman to 3.1)</i>
Voulla Demetriou	<i>Associate Member</i>

*Opening prayer*

**1. APOLOGIES**

Apologies were received from Will Cavendish 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. ELECTION OF CHAIRMAN, VICE CHAIRMAN AND COMMITTEE CHAIRS**

**3.1 Election of Chairman**

One nomination from Bonney Venning has been received. Bonney was therefore elected unopposed for one year.

**3.2 Election of Vice-chairman**

One nomination from David Durie has been received. David was therefore elected unopposed for one year.

**3.3 Election of Committee Chairs**

All existing committee chairs have agreed to stand for another year as follows:

Personnel and Pay Committee – David Durie  
Finance Committee – Susie Connor  
Admissions Committee – Phyllis Cunningham

Curriculum and Standards Committee – Jan Deykin  
Pastoral Committee – Caroline Butler  
Premises with H&S Committee – Telfer Saywell  
Marketing Committee – Eleanor Garland

**4. MINUTES OF THE MEETING OF 4 JULY 2012**

The minutes of the meeting of 4 July 2012 were approved and signed by the chairman.

**5. SAFEGUARDING PROTOCOL**

A protocol for dealing with safeguarding issues in the local community, provided by the London Borough of Richmond upon Thames department for Education, Children's and Cultural Services was circulated before the meeting. This was unanimously **APPROVED** and will be appended to the school's Safeguarding Procedures.

**6. EQUALITIES POLICY**

A draft, prepared by Sabina Purewal, was circulated before the meeting. This highlighted several areas for which governors' opinion was specifically sought. Following a discussion, including some comments provided by Will Cavendish by email, the draft was unanimously **APPROVED** for review in one year, subject to the following amendments:

The definitions will be moved to an appendix;

The definition of harassment will be shortened. It was noted that the school's Anti-bullying and Behaviour policies already dealt with these matters.

Recognition of intersex individuals would be included.

The term "multi-cultural" will be removed.

**ACTION: SP**

The draft policy has already been sent to the LA for comment. Sabina Purewal will send the final version to Velia Hartland at the LA and invite her comments.

**ACTION: SP**

It was agreed that the policy should be published on the school's website with an invitation to people to comment, and any comments received would be taken into account during the policy's review next year.

**ACTION: KB**

It was also noted that the school's Recruitment, Behaviour and Admissions policies should be reviewed to ensure they were in harmony with the Equalities Policy.

**ACTION: Personnel, Pastoral & Admissions C'tees**

Governors **THANKED** Sabina for her heroic efforts in writing the policy.

**7. EXCLUSION POLICY**

This was circulated before the meeting. Subject to the final paragraph on page 1 being moved to being the first point, the policy was unanimously **APPROVED**.

**ACTION: VD**

Governors **THANKED** Voulla Demetriou for writing the policy.

**8. BEHAVIOUR POLICY**

A short Amendment to the policy was circulated before the meeting.

Subject to the paper being renamed "Addition" rather than "Amendment" to the policy, this was unanimously **APPROVED**.

**ACTION: VD**

**9. CONFIDENTIAL ITEM**

**10. GOVERNOR SUCCESSION PLANNING**

Following the school's statutorily required reconstitution seven years ago, the majority of the school's governors were appointed at the fourth anniversary of the reconstitution, meaning that the majority of them are due to retire in September or October 2013, although some governors have expressed a willingness to be reappointed. It is important that governors with suitable skills replace retiring governors. Bonney will be asking individual governors to help to draw up "job descriptions" for governors to assist in the appointment of new governors and to encourage people with the right skills to stand for election.

**11. PRIORITY SCHOOL BUILDINGS PROGRAMME UP-DATE**

The school has been offered a complete rebuild in the future under PSBP.

A **CONFIDENTIAL** paper was circulated setting out LA proposals for the school together with other options available to the school.

Bonney proposed a committee of named individuals comprising school senior management, governors and parents with relevant skills should consider the options and make a recommendation to the FGB. Governors **AGREED** to this proposal.

The matter is to remain confidential until the feasibility of the LA proposal has been established.

**12. MATTERS ARISING**

**12.1 Educational Visits Policy** has been approved by the Premises with Health and Safety Committee

**12.2 Premises Committee Terms of Reference** **C/F**

**12.3 Collective Worship Policy** – it was agreed that the Curriculum and Standards Committee will take responsibility for this policy

**13. CHAIR'S REPORT**

A written report was circulated. Bonney drew attention to the proposed Governors' party for staff before Christmas. The summer party was poorly attended, and governors were asked to feed back to Eleanor Garland on whether they thought such events should be continued and whether individual governors felt able to commit to them. Governors were also asked to advise Eleanor whether they would attend the proposed event on 14 December at 6.30.

**14. HEADTEACHER'S REPORT**

This was circulated in advance. A question was raised about performance data included in the report. There is a Curriculum and Standards meeting scheduled for next week at which the data will be considered in detail, and it was agreed that all questions about data could be addressed at that meeting.

## 15. GOVERNOR TRAINING

A schedule of training attended by governors was circulated before the meeting. The future requirements for governor training will be discussed by the Strategy Committee at their meeting on 23 October.

## 16. COMMITTEE AND PHASE REPORTS

Reports were circulated before the meeting from the following committee.

### 16.1 Pastoral Committee

There were no comments

### 16.2 Premises with Health and Safety Committee

There were no comments

### 16.3 Finance Committee

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

### 16.4 Curriculum and Standards Committee

## 17. ANY OTHER BUSINESS

17.1 Katie Bentham advised governors that Y6 children might be featured on the BBC London news tomorrow evening playing volleyball.

17.2 The Chair's report made reference to some difficulties at the PSA and a question was raised about this. The PSA is finding it difficult to resolve some issues under the existing constitution, which is not fit for purpose. The parent governors and Bonney Venning are supporting the PSA committee in their efforts to resolve the situation.

17.3 It was noted that Ofsted recommended that SEN and G&T should be standing items on the governing body agenda and that they are now regularly included in the headteacher's report.

17.4 Bonney Venning offered her **THANKS** to Eleanor Garland for her support as Vice Chair over the past two and a half years.

## 18. DATES OF NEXT MEETING

Thursday 6 December

Tuesday 5 February

Wednesday 20 March

Tuesday 21 May

Wednesday 26 June

*There being no further business the meeting closed at 9.20pm*

## Glossary

G&T	Gifted and Talented
FGB	Full governing body
LA	Local authority – London Borough of Richmond upon Thames
Ofsted	Office for Standards in Education (school inspectors)
PSA	Parent Staff Association
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs

## **ACTION POINTS**

All	Feedback on governor staff social meetings to Eleanor Garland
Admissions C'tee	Check Admissions Policy against Equalities Policy
Pastoral C'tee	Check Behaviour Policy against Equalities Policy
Personnel C'tee	Check Recruitment Policy against Equalities Policy
Strategy Group	Look at training requirements for governors
Katie Bentham	arrange for Equalities Policy to be published on the school website with an invitation for comments.
Voulla Demetriou	Check Behaviour Policy against Equalities Policy & also amend as noted above
	Amend Exclusions Policy
Sabina Purewal	update Equalities Policy, add review date and consult with Velia Hartland
Telfer Saywell	Amended wording for Terms of Reference for covering educational visits