

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 29 March 2012 at 7.30pm

Present: *Foundation Governors (6)*

Kristen Anderson	Sabina Purewal
Will Cavendish (<i>from item 10</i>)	Bonney Venning (<i>Chairman</i>)
David Durie	Rev.Nigel Worn (<i>until item 11</i>)

Non-Foundation Governors (5)

Katie Bentham	Leanne Lisney
Susie Connor	Vicky O'Neill
Jan Deykin	

Non-voting

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

Opening prayer

1. APOLOGIES

Apologies were received from Caroline Butler, Phyllis Cunningham, Eleanor Garland, Debbie Fife and Telfer Saywell 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 7 FEBRUARY 2012

The minutes of the meeting of 7 February 2012 were approved, and signed by the chairman.

4. CHAIRMAN'S REPORT

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

4.1 Following discussions with the headteacher of Christ's School, Bonney will be asking their governors to look again at their catchment area, which currently excludes many children from The Queen's School..

4.2 A meeting with the LA is scheduled for tomorrow.

4.3 Confidential item

4.4 It was noted that the names of new governors have not been announced to parents and this will be done in the next governors' Newsletter.

ACTION: EG

5. POLICIES AND DOCUMENTS FOR APPROVAL

The following policies were circulated before the meeting:

5.1 Whistle-blowing Policy, recommended for approval by the Pastoral Committee. This was prepared by the borough and considered fit for purpose. It was unanimously **APPROVED** for review in March 2013.

5.2 Allegations Against Staff Policy, recommended for approval by the Pastoral Committee. After a discussion it was agreed that this policy should be reviewed in detail next year with particular attention given to the point of view of the child. This policy was prepared by the borough and considered fit for purpose. It was unanimously **APPROVED** for review in March 2013.

5.3 Whole School Pay Policy, recommended for approval by the Pay Committee. This was unanimously **APPROVED**.

5.4 Special Leave Policy, recommended for approval by the Personnel and Pay Committee. This was unanimously **APPROVED**.

5.5 Equalities Statement, recommended for approval by the Pastoral Committee. This was unanimously **APPROVED** and **THANKS** were given to Caroline Butler for her work in preparing this excellent statement.

6. APPOINTMENT OF NEW ASSOCIATE MEMBER

The Pastoral Committee has appointed Voulla Demetriou as an Associate Member of the Pastoral Committee.

7. BRIBERY ACT 2010

It was noted that individuals and organisations can be prosecuted under the Bribery Act 2010 and the first prosecutions under the Act have now been made. In order to protect staff and the school the borough recommends that all staff and governors should complete an annual declaration of interests and an annual declaration of hospitality and gifts received. A register of the declarations should be kept.

The school needs to decide what limit to put on the value of hospitality and gifts to be declared.

It was noted that staff should be clear with parents offering gifts that there can be no link between the receipt of gifts and any decisions made in school. Katie Bentham will prepare some guidance to be included in the staff handbook.

ACTION: KB

It was also agreed that some guidance should also be offered to parents in the prospectus about giving gifts to staff. The Personnel and Pay Committee will look at this, and at what level of gift should be recorded in a register.

ACTION: P&PC'tee

8. SCHOOL VISION PLAN

Development of the three year plan is taking place.

9. HEADTEACHER'S REPORT

This was circulated in advance.

A question was raised about whether the gender imbalance between classes in some year groups was an issue. Katie Bentham responded that it was not.

The school is currently advertising for maternity cover, expected to be needed from September. No resignations for the end of the year have been received; the deadline for this is 31 May.

Curriculum Development – all teaching observations have now been undertaken. Staff are now being monitored against new criteria, focussing on evidence of learning shown in the children's work. This is a big shift in approach but a good one. Observations showed a small decline in outstanding teaching, using the new criteria, and Inset training is planned to ensure all staff are aware of the requirements of the new criteria. Additional support of staff judged to be satisfactory will be given as well as the Inset.

No reportable accidents or racial incidents were recorded in the written report, but a reportable accident has occurred in the last few days.

Parents of year 5 children have been asked if they support next year's proposed school journey to France. Thirty two people have responded. Although most people were positive, a number have expressed concerns about the cost of £470 per child. The school is looking at possible fundraising for help with the costs, and the PSA is to be asked if they will provide some funds for disadvantaged families. During a discussion it was suggested that parents should also be given the opportunity of making comments anonymously since some might feel embarrassed to say what they really feel. Governors were satisfied that appropriate attention was being given to ensure that children need not be excluded because of cost. The trip has been provisionally booked and was **AGREED** that the booking could be made.

In answer to a question, Katie reported that outside club providers all agree to make available two free or low cost places if these are required by families who cannot afford the full charge.

8.25 Will Cavendish arrived

10. COMMITTEE AND PHASE REPORTS

Reports were circulated before the meeting from the following committee.

10.1 Pastoral Committee

It was noted that work on the required Equality Policy had been started but that Caroline Butler already had a heavy workload. Jan Deykin is helping but more help was needed in checking policies and procedures and ensuring that all appropriate paperwork was in place. A Named Governor is needed for Equalities – it was **AGREED** that Sabina Purewal would be the Named Governor.

10.2 Premises with Health and Safety Committee

10.3 Finance Committee

10.3.1 Budget

Governors were presented with three options for the draft budget, the difference between them being headcount. Following a discussion, governors agreed to option 2 which maintains the number of teaching assistants in school for one more year with the possibility of reducing numbers next year, if the budget requires it. The current staffing structure was considered suitable for the school and so should be retained while this was affordable.

10.3.2 Virements

Governors were presented with two internal accounting budget adjustments that exceed the authority given to the headteacher and school business manager to make without governor approval. These were £9,500 from supply teaching budget to teaching budget and £1300 from class computer budget to ICT maintenance budget. These were unanimously **APPROVED**.

10.3.3 Request for Governors' Funds

Katie Bentham has requested funds from the governors' surplus funds for use in four projects.

- 1) £270 to assist in updating the school's Sex and Relationships Policy. After a discussion this was unanimously **APPROVED**.
- 2) £675 Peer Mediation Programme to help children resolve difficult situations they encounter. After a discussion this was unanimously **APPROVED**.
- 3) £2,025 to help develop communities in certain groups which should have a positive impact throughout the school. After an extensive discussion, this was unanimously **APPROVED**.
- 4) £1,500 for additional staff training. The school is applying to Richmond borough for funding for this, but if not successful would like to use part of the governors' funds. After a discussion, this was unanimously **APPROVED**.

The total expenditure requested represents about 50% of funds available. Governors were convinced that all expenditure was for the ultimate benefit of the children. The project leader for each project will report on the expected outcomes and success criteria at the conclusion of their project. All projects will take place during the summer term and governors will receive feedback by the first meeting of the autumn term. **C/F**

10.4 Curriculum and Standards Committee

10.5 Phases

Phase 1 (reception and year 1) – Will Cavendish has met with Jenny Stroud and set a date for a team meeting.

Phase 2 (years 2 – 4) – the group met on 8 March and it was suggested that Governors could visit on days when their practical help could be useful.

Phase 3 (years 5 & 6) – a meeting has been held and it has been suggested that governors should spend a day or half day in school seeing how school works, rather than observing specific lessons.

Phase 4 (Religious Education and Ethos) – will meet after Easter

9.00 Rev.Nigel Worn left the meeting

11. GOVERNOR TRAINING UP-DATE

Telfer Saywell has recently attended a session on Health and Safety at the borough.

David Durie and Rev.Nigel Worn attended an Inset afternoon in school on Values

David Durie attended an Inset in school on ICT.

The borough's updated training schedule was released today. New governors were encouraged to attend training for new governors.

12. ANY OTHER BUSINESS

Leanne Lisney thanked all those governors who had attended the parents' workshop on diversity.

Governors were reminded that they were hosting a drinks evening for staff at the Greyhound on Kew Green at 6.30pm.

13. DATES OF MEETINGS FOR NEXT YEAR

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

PSA Parent Staff Association

ACTION POINTS

Personnel & Pay Make recommendations on guidance to parents in respect of the Bribery Act 2010 and on the limit of gifts to be included in the register

Katie Bentham Prepare guidance for staff on compliance with Bribery Act 2010

Eleanor Garland Include announcement of new governors in next
governors' newsletter

C/F Summer term Feedback on projects financed from governors' funds