

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 May 2012 at 7.30pm

Present: *Foundation Governors (7)*

Kristen Anderson	Sabina Purewal
Will Cavendish (<i>from item 4</i>)	Bonney Venning (<i>Chairman</i>)
Phyllis Cunningham	Rev.Nigel Worn (<i>during item 6</i>)
Debbie Fife	

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>Associate Member</i>
Nick Whitfield	<i>Director of Education, Children's & Cultural Services (until item 7)</i>

Opening prayer

1. APOLOGIES

Apologies were received from David Durie and Eleanor Garland 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 MARCH 2012

The minutes of the meeting of 29 March 2012 were approved, and signed by the chairman.

Bonney Venning welcomed Nick Whitfield to the meeting. It was agreed that the agenda should be rearranged so all items that were relevant to Nick should be dealt with first.

4. PRESENTATION FROM NICK WHITFIELD ON SAFEGUARDING

Most safeguarding is common sense and should not be about procedures. If we become ruled by polices rather than common sense, there is a danger that we don't allow children to make judgements for themselves.

7.40 Will Cavendish arrived

There is now a great fear of strangers and of paedophiles. We need to be aware and prepared for these risks but not fearful. We need to teach children how to do things for themselves, to prepare them for a world of complexity so that they can measure and understand risk. Of course we need to comply with all the statutory requirements, but it is important to invite people into school to mix with the children. It is also important to be aware of the risk that cyber-bullying can pose to children and to consider the use of IT and phones in school. School staff need to be able to educate the children to learn to be safe, and this should be included in the school curriculum. All the governors' committees, not just Pastoral, and Premises with Health and Safety, should consider how the safety of the children comes within their remit.

The school can obtain help from the local quindrat on a wide range of measures relating to safety.

5. SCHOOLS BUILDING PROGRAMME

The school has been named on the list of schools to be awarded funding under the national Schools Building Programme. Nick offered his congratulations to the school. The Programme is linked to PFI and so whatever funds are awarded have to be used to purchase a contract with a PFI company for the provision of infrastructure and the provision of buildings maintenance for 35 years. For this reason, if an award is relatively small, governors may decide not to accept it. As a VA school, The Queen's School will also have to raise 10% of the cost of any infrastructure to be funded. Nick explained some of the details about the workings of the programme.

Nick also advised governors that the borough needs more school places because of the increasing number of children in the area – probably the equivalent of one additional class per year will be needed in Kew. He will be having discussions with the Kew schools about how many additional places can be shared between the three of them over a seven year period. Additional children will mean schools receive additional funds, and Nick would seek to place children in such a way as to minimise fixed costs. It was also noted that after-school provision for the three schools was an issue and Nick would like additional facilities and infrastructure for this.

The announcement about how much the school has been awarded, and when over the next five years the award is to be made should be made within the next two weeks, and at that stage the governors can start assessing it. The borough had no advance notice what would be in the announcement.

6. CONFIDENTIAL ITEM FOR DISCUSSION

Separate minutes

8.30 Rev.Nigel Worn arrived

8.35 Nick Whitfield left the meeting

7. CHAIRMAN'S REPORT

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

7.1 CONFIDENTIAL ITEM FOR NOTING – separate minutes

7.2 Consultation over possible redundancy has begun with SMSA staff. All staff are aware that a procedure has begun.

7.3 Any governors who are able to do so were invited to help with the preparation of Jubilee bibles, to be presented to each child on 31 May.

8. STAFF WORKING FOR PARENTS OF THE SCHOOL

The governors have already decided that it is not acceptable for teachers at the school to provide tuition to pupils at the school but that it is acceptable for teaching assistants to act as nannies to pupils at the school.

The governors now need to consider if school staff may provide other services to parents of pupils such as specialist teaching (music lessons, dance lessons, children's parties) and baking. Also, at present the PSA pays members of staff to run a school disco.

During an extensive discussion it was agreed that if any existing arrangements were to be banned, there would have to be a period of notice. There was a vote to gauge governors' feeling about commercial relationships with parents. Two thought that it was appropriate, seven thought it was inappropriate and three believed that it was appropriate subject to a code of conduct. Since the majority believed that a commercial relationship was inappropriate, it was agreed that Katie Bentham should talk to the teachers' unions about their views on banning staff providing commercial services to parents (the unions do not object to the school banning the provision of tutoring). In addition, Katie should make further enquiries about the extent of current commercial activities. The Personnel and Pay Committee should look at the implications of commercial relationships between staff and parents in connection with the Bribery Act. The Personnel and Pay Committee should prepare some recommendations to the Full Governing Body at their next meeting.

ACTION: KB & P&PC'tee

9. TERMS OF REFERENCE FOR PREMISES COMMITTEE

These are not yet available and will be considered at the next Premises with Health and Safety Committee meeting. It was AGREED that the wording relating to health and safety on school outings should fulfil the recommendations of the Glen Ridding Beck enquiry. **ACTION: PH&S Ctee**

10. APPROVAL OF FLEXIBLE WORKING POLICY

It was noted that the Flexible Working Policy had been agreed by governors via email earlier this month.

11. SURPLUS BALANCE RETURN

It is a requirement of the LA that the school provides them with a Surplus Balance Return, which sets out the surplus that the school holds at the end of the financial year.

The return was signed by Bonney Venning.

12. HEADTEACHER'S REPORT

This was circulated in advance.

Congratulations were offered to Lianne Lisney who is expecting a baby in December.

It was noted that 46% of year 6 children are moving to maintained sector secondary schools next term. There are 46 children in the year. At least 7 of them are going to Christ's School.

A question was asked about the disparity between boys and girls on the SEN register. Voulla Demetriou advised that the school was aware of the disparity in the numbers, but is confident that the numbers are an accurate reflection of the children requiring support.

13. COMMITTEE AND PHASE REPORTS

Reports were circulated before the meeting from the following committee.

13.1 Pastoral Committee

It was noted that the committee is currently looking at the number of pupils, staff and parents with disabilities – part of the requirement of Equalities legislation is for the school to understand the scale of need.

Staff were asked to note that Safeguarding training is being held at school on 7 January 2013 and all governors were asked to try to attend.

13.2 Personnel and Pay Committee

The committee is currently looking at the requirements of the Bribery Act and will report back on this later.

13.3 Premises with Health and Safety Committee

It was noted that three projects have been agreed to for the summer holidays – upper school hall decorating, new sun lights in the PPA area and undertaking various plumbing works as recommended by the water risk assessment. It was also noted that the committee had expressed concern over the number of cars parked on school premises and that this posed a potential danger to the children and that solutions were being considered.

13.4 Finance Committee

There were no comments

13.5 Curriculum and Standards Committee

Governors' attention was drawn to the new Governors' Visit guidance and record form. These had been circulated and were also available on the school website.

Bonney Venning advised governors that the GEL guidance of governors visits was excellent and urged all governors to subscribe to this on-line training (links provided by email from the LA).

13.6 Admissions Committee

Since the committee had prepared its report, one child had been withdrawn and the place had been offered to a sibling. Another child was expected to withdraw and the place would be offered to a child on the waiting list.

13.7 Phases

Phase 1 (reception and year 1) – has met for an introduction to the work of the EYFS, and to prepare an action plan for the year. The

group will meet again in June to talk about data and priorities for the future.

Back office – Susie Connor met with the group to agree the role of the Phase Governors in supporting back office staff, A number of internal operational issues were also raised and a priorities plan was drawn up to address these.

Phase 4 (Religious Education and Ethos) – had had fruitful discussions about worldwide links and secondary sharing.

Governors were reminded of the need to document what the phases were doing and feed in anything that needed to be noted.

ACTION: ALL

14. POLICY UP-DATE

David Durie has asked Joanna Brackenbury to co-ordinate the schedule of policies and ensure each committee was aware of any policies that were due for review.

Sabina Purewal reported that she was looking at the Equalities Policy, including versions provided by SDBE and the LA, and will be offering various options for the relevant committees to consider.

15. TRAINING UP-DATE

Bonney Venning has done the on-line GEL training on Chairing meetings, Educational Visits, and Governor Visits to School

Susie Connor has done the GEL training on Educational Visits

Jan Deykin has done the GEL training on SEN

Telfer Saywell attended a Schools Financial Values Systems Workshop last February.

16. ANY OTHER BUSINESS

16.1 Kew After-school Club

Debbie Fife, who joined the committee of the KAC to represent the school, advised that the club had closed for financial reasons, because there was no longer the same demand for its services. All members of the committee were jointly and severally liable for the club's financial commitments to its staff and this amounted to £500 per committee member. It was agreed that prior to joining any committee where personal liability could be incurred, Governors should be made fully aware of the extent of this liability. Susie Connor and Bonney Venning will investigate how the position at KAC has arisen.

ACTION: SC & BV

16.2 Governors in School

Governors were reminded that they should always sign in the governors signing book when they come into school as governors, unless it is to evening meeting such as this one. In addition the Marketing Committee was asked to communicate to parents about governors' work in school.

ACTION: All & Marketing

16.3 Photos – governors who have not had their pictures taken were advised that the photographer would be in school tomorrow morning between 8.00 & 8.40.

16.4 Tea Party – could governors please let Vicky O'Neill know if they will be attending the Jubilee tea party tomorrow afternoon.

17. DATES OF MEETINGS FOR NEXT YEAR

Wednesday 4 July

There being no further business the meeting closed at 10.00pm

Glossary

EYFS	Early Years Foundation Stage (reception classes)
GEL	Governor E-Learning
LA	Local authority – London Borough of Richmond upon Thames
PFI	Private Finance Initiative
PPA	Planning Preparation and Assessment
SDBE	Southwark Diocesan Board of Education
SMSA	School Meals Supervisory Assistant

ACTION POINTS

Marketing	Communicate to parents about the work of governors in school
Personnel & Pay	Look at implications of commercial relationships between staff and parents.
Premises with H&S	Ensure that school policy for educational visits complies with the recommendations of the Glen Ridding Beck enquiry. Review the committees Terms of Reference
Phase leaders	Ensure all actions of the phase groups are documented
Katie Bentham	Make enquiries about the extent of commercial relationships between staff and parents.
Susie Connor	Investigate position of Kew After School club liabilities with Bonney Venning
Bonney Venning	Investigate position of Kew After School club liabilities with Susie Connor
All	Sign in the governors' signing book
C/F	Feedback on projects financed from governors' funds