

**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 8 December 2011 at 7.30pm

Present: *Foundation Governors (7)*

Phyllis Cunningham	Eleanor Garland
David Durie	Bonney Venning ( <i>Chairman</i> )
Debbie Fife	Rev.Nigel Worn
Rowena Fuller	

*Non-Foundation Governors (6)*

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

*Non-voting*

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

*Opening prayer*

**1. APOLOGIES**

Apologies were received from Nick Macmillan 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 19 OCTOBER 2011**

The minutes of the meeting of 19 October 2011 were approved, and signed by the chairman.

**4. CHAIRMAN'S REPORT**

A written report was circulated covering:

Commissioning of LA services –

LA's Governor Briefing (meeting for Chairs / Vice Chairs) includes the information that three free schools are to open in neighbouring boroughs and three applications for free schools to open in LBRuT, most of which will be catering for children from Reception to age 13 and so could impact our school's numbers.

No complaints have been received since the last meeting.

## 5. POLICIES AND DOCUMENTS FOR APPROVAL

The following policies and documents were circulated before the meeting and all nine were unanimously **APPROVED** for adoption:

- Debt Collection Policy
- Lettings Policy
- Scheme of Charges for the Hiring of the Queen's School Hall
- Charging Policy
- Policy on Delegation of Financial Decisions to the Head Teacher
- The Scheme for Financing Schools 2007
- Schools Financial Regulations and Standing Orders
- Behaviour Policy
- Policy on the Use of Force to Control/Restrain Pupils
- Admissions Policy

## 6. VIREMENTS

The Finance Committee and the school have been re-arranging the school budget and a list of virements was circulated which moves budget between different expense areas. There is no impact on the total expenditure. All Virements were unanimously **APPROVED**.

## 7. WORKING PARTIES

The School Meals Working Group has concluded its work but will continue in the new year with a revised remit. The group is meeting in January and will propose a new name and remit.

The Music Working Group has concluded its initial work but will continue to have a role developing and monitoring music in the school and reporting to the Curriculum and Standards Committee.

The Queen's 200 Working Group has concluded its work and is now disbanded. The next meeting of the Marketing and Communications Committee will review the successes of the working group to ensure that the experience can be retained for future projects. Governors **THANKED** Eleanor Garland and the rest of the working group members for their success in steering the 200 anniversary celebrations.

Sport – the school needs a clear vision for sport in the school, and the means of achieving that vision, in the same way that a vision has been given to Music. It was agreed that a working group should be established for this. It was agreed that Bonney Venning and Vicky O'Neil would represent governors on this working group which would also include Yvonne Fryer and Leanne Lisney, staff members, and two parent volunteers, Belinda Godwin the chair of the PSA, and Janet Coyle. The group will meet as soon as possible to set terms of reference, and start work in January.

*Eleanor Garland declared an interest in the following item and withdrew*

## 8. PROVISION OF CHILD MINDING AND PRIVATE MUSIC LESSONS BY SCHOOL STAFF

Some school staff – mostly teaching assistants – look after some of the school's pupils after school. Some staff also provide babysitting or lead other extra-curricular activities, which pupils attend. If a member of staff is

mind a child from the moment the child finishes school, there is a short time between the child finishing school and the member of staff finishing work, and concern was expressed about where the school's responsibility for the child ended and where the member of staff's responsibility began if a member of staff was caring for a child when still working. In the future the school would like to extend the working hours of teaching assistants and this would exacerbate this problem of where responsibility lies for a child.

The question of wrap-around care was raised. Debbie Fife declared a conflict of interest – in her capacity as governor at the school, she is also on the committee of the Kew After-school Club and any care offered by the school could have an impact on the Club.

It was agreed that a working group should be established to look at all aspects of care for children before and after school, including any impact that changes made by the school could have on existing provision. The working group would include the school's Breakfast Club in its review.

Susie Connor and Katie Bentham will be part of this group. If any governor wishes to join the group they should contact Bonney. **ACTION**

The majority of governors agreed that the difficulty of a teaching assistant acting as a nanny for a pupil, or a member of staff providing additional lessons and services to pupils in or out of school, such as music lessons, was not the same as that presented by a teacher at the school providing tutoring to a pupil of the school for subjects that are taught in school.

However following a discussion it was agreed that any advertising of services could only be made with the agreement of the Headteacher and that professional boundaries needed to be made clear. Katie Bentham will draw up guidance on professional boundaries which she will share with governors and keep under review, Governors will review the guidance in a year. **ACTION: KB**

The Personnel and Pay Committee will look at the possibility of extending the working hours of TAs. **ACTION: P&P Ctee**

*Eleanor Garland returned*

## **9. CONFIDENTIAL ITEM**

Separate note.

## **10. OFSTED REPORT AND SIAS REPORT**

The Ofsted report was circulated at the end of November.

Governors congratulated Katie and her staff on the recent Ofsted report.

The inspectors were impressed with the new leadership team and expressed confidence in them. Katie gave calm and level-headed leadership during the inspection.

The draft report from SIAS has been received and will be circulated when it has been finalised.

Plans have already been put in place in response to Ofsted's recommendations. The SVP had been drawn up before Ofsted's visit and a separate page of the plans has been added. These will be fully integrated into the document at its review next year.

All committees were asked to discuss the implications of the report. Curriculum and Standards Committee would have the most to look at.

**ACTION: Ctees**

In response to a question, Katie said that the revised plans in response to the Ofsted report are all achievable but that a lot of work will be needed to ensure that all elements meet the high standards set by the school leadership and governors.

**11. FINANCIAL AUDIT**

It was noted that a two day audit by Deloitte and Touche is to start on Monday 12 December.

**12. SCHOOL BANK ACCOUNTS**

Susie Connor reported that two small bank accounts have been closed recently.

**13. SCHOOL VISION PLAN**

A copy of this was distributed before the meeting. There were no questions but comments had been made by email in advance of the meeting.

**14. HEADTEACHER'S REPORT**

A copy of this was distributed before the meeting. Governors liked the clear format. Katie will provide this report for every meeting rather than just once a term.

**15. COMMITTEE REPORTS**

Reports were circulated before the meeting from the following committee.

**15.1 Marketing and Communications Committee** report circulated before the meeting

**15.2 Personnel and Pay Committee** report circulated before the meeting

**15.3 Pastoral Committee** report circulated before the meeting

**15.4 Finance Committee** report circulated before the meeting

**15.5 Curriculum and Standards Committee** – there has been no meeting but it was advised that the committee believes that the statutory report to parents on SEN was sent in hardcopy in January 2011. This year the statement will be sent at the same time as the SIAS report when this is available, either before the end of term or in early January 2012.

It was also advised that Phase Meetings will start next term, having been delayed by the Ofsted visit. It was decided that the agenda should be set by the teachers for the first two meetings before the rolling programme of agenda items is introduced to cover all terms of reference. Kathryn Walker will be taking over the Phase II while Helena Bourke is on maternity leave.

**15.6 Premises with Health and Safety Committee** met yesterday and a report will be circulated later in the month. The committee has serious concerns about the school's roof and how its repairs can be financed. The committee is looking for alternative sources of funding as well as the LA and SDBE.

## 16. FREEDOM OF INFORMATION CHARGES

Cathy Tilley has up-dated the schedule of charges.

## 17. GOVERNOR TRAINING UP-DATE

Data Analysis training was delivered by Elaine England to the Curriculum and Standards Committee – Bonney Venning, Jan Deykin, David Durie, Rowena Fuller and Eleanor Garland.

Jan Deykin attended Equality training on 10 November and will feed back to the Pastoral Committee.

## 18. ANY OTHER BUSINESS

### 18.1. New Governors

Vacancy for a new teacher governor has been advertised in the staff room.

Two new foundation governors have been appointed from January 2012, both with children at the school.

David Durie has been put forward as a new SDBE governor and will resign as foundation governor for St Anne's when his new appointment has been confirmed.

Induction for new governors will be organised by Bonney Venning and Joanna Brackenbury

**ACTION: JB & BV**

## 19. DATES OF MEETINGS FOR NEXT YEAR

Tuesday 7 February

Thursday 29 March

Tuesday 29 May

Wednesday 4 July

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

## 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