

# 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 19 October 2011 at 7.30pm

Present: *Foundation Governors (8)*

Phyllis Cunningham	Eleanor Garland
David Durie	Nick Macmillan
Debbie Fife	Bonney Venning ( <i>Chairman from item 1.2</i> )
Rowena Fuller	Rev.Nigel Worn

*Non-Foundation Governors (5)*

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

*Non-voting*

Joanna Brackenbury	<i>Clerk (Chairman item 1.1)</i>
Voulla Demetriou	<i>Deputy Head</i>

*Opening prayer*

## **1, ELECTION OF CHAIRMAN, VICE CHAIRMAN AND COMMITTEE CHAIRS**

### **1.1 Election of Chairman**

Since no nominations were received, Bonney Venning agreed to continue as Chair. Bonney was therefore elected unopposed for one year.

### **1.2 Election of Vice-chairman**

Since no nominations were received, Eleanor Garland agreed to continue as Vice Chair. Eleanor was therefore elected unopposed for one year.

### **1.3 Election of Committee Chairs**

It was agreed that the committee chairs for the year will be 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 – Nick Macmillan until the end of term;  
Telfer Saywell from January 2012

Marketing Committee – Eleanor Garland

*Eleanor Garland arrived at 7.40pm*

#### **1.4 Governor Resignations**

Rowena Fuller will be standing down at the end of term but has offered to assist governors on specific premises projects.

Nick Macmillan will be standing down at the end of term and will become an Associate Governor on the Premises Committee.

*Nick Macmillan arrived at 7.42pm*

#### **2. APOLOGIES**

Apologies were received from Caroline Butler and Will Cavendish and were accepted.

#### **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.

Governors were asked to complete their annual Declaration of Interests forms before the end of the meeting.

#### **4. MINUTES OF THE MEETING OF 30 JUNE 2011**

The minutes of the meeting of 30 June 2011 were approved, and signed by the chairman.

#### **5. CHAIRMAN'S REPORT**

##### **4.1 Chairman's Actions**

The school's buildings are now a priority for the diocese, but there is no money available. The diocese is looking at the possibility of PFI finance for its schools and The Queen's School meets the initial criteria. Governors would have to contribute 10% of the costs under the current arrangements, however flexibility has been indicated. The school would need to accept an annual charge of £55/m<sup>2</sup>. The school had to express an interest by last Monday and Katie has done so after consulting with Bonney Venning, Susie Connor and Voulla Demetriou. The school has informed SDBE that it is not in a position to cover the 10%. No further action is required for the time being.

##### **4.3 Academies**

All the borough's secondary schools that are not already academies are planning to convert by April 2012. Any changes in the intake for sixth forms will also take place by then, for September 2012 intake.

##### **4.2 Local Authority Commissioning**

Bonney Venning is on a working group that is meeting in November with Nick Whitfield and Cllr. Hodgins so if governors have any concerns about the commissioning model or process, they should let Bonney know before the meeting.

The LA is proposing offering a price for a package of services but it is not clear how easy it will be to reduce costs to the school by removing some of the services from the package. It is also not clear what level of support is provided by each service offered. The LA is advising schools about the packages on offer now to give schools time to make comparisons with other providers in terms of both the scope of the

service and the price. Human Resources is a large part of the budget. Gill Gooch is meeting with Cathy Tilley and Katie Bentham to look at the initial package on behalf of the school.

After a discussion it was agreed that Katie and Cathy should look at the LA offer and make comparisons with other providers. The committee chairs should liaise with Katie over those services that their committees are concerned with. Katie and Cathy should report back to governors with their comparisons.

#### **4.3 Complaints**

Bonney Venning summarised the contents of a letter on a confidential matter.

Following a complaint by several parents at the end of last term concerning class-allocation, it was decided that the school's complaints procedure should be used and Bonney asked Phyllis Cunningham, as a governor with no children at the school to investigate. Phyllis, with Voulla, offered to meet with four parents, one of whom took up the offer. There have been no further issues raised this term on the subject. Governors **THANKED** Phyllis, Voulla and Vicky O'Neil, who gave up time in the school holidays to help deal with the complaints.

#### **6. STRESS MANAGEMENT HANDBOOK**

This document, prepared by the LA, was circulated before the meeting. Governors **APPROVED** its use, for review in two years.

#### **7. CURRICULUM POLICY**

This document, entitled Learning and Teaching Policy, was circulated before the meeting and was **APPROVED** for review in July 2012. Governors thanked Katie for the document which will be published on the school's website.

#### **8. INDUCTION PACK**

Pat Henchie drafted an induction pack before she left last summer. This was used by Katie Bentham and Voulla Demetriou and Katie has made some amendments to the pack which will be circulated to all governors. The pack was **APPROVED** subject to any comments received after circulation.

#### **9. PROVISION OF TUTORING BY SCHOOL STAFF**

The new Induction Pack states that staff are not to provide tutoring for children at the school. The staff are aware of this although not all agree with the principle. The school leadership believe that the provision of tutoring sends out the wrong message. After a discussion it was agreed that the school should also not permit leaflets or advertisements for tutoring to be provided on school premises or notice boards. The school will continue to work hard to ensure that all children are encouraged and supported in reaching their full potential. In particular, teaching assistants should be up-skilled and more teaching assistant time provided to allow the school to provide more personalised learning and reduce the perceived need for tutoring.

It was recognised that tutoring is provided by some teachers at present. One member of staff has agreed not to take on additional children and it was agreed that all tutoring by school staff of the school's own pupils should end by the end of the current academic year. This was unanimously **AGREED**.

It was agreed that the discussion of the position relating to the provision of child care and individual music lessons should be considered at the next meeting. C/F

**10. SCHOOL CATEGORY ALLOCATION BY THE LA**

It was noted that the LA categorises its schools with a letter and that the school is graded B. A is the top grade. The grades are used by the LA to allocate resources. It was not known how many schools in the borough were graded A.

**11. CRIMINAL RECORDS BUREAU CERTIFICATES**

The LA has a policy of renewing CRB certificates every three years. The school has not renewed CRB certificates this regularly in the past. Following a discussion it was **AGREED** that the school should follow the best practice recommended by the borough for all staff and volunteers.

**12. GOVERNOR SUCCESSION PLANNING**

A report on this was circulated before the meeting. It was agreed to move forward with the recommendations of the working group and try to manage a more staggered end of term of office of governors by Foundation governors standing down early for reappointment to ensure continuity. As well as the two foundation governors who will be retiring at the end of term, it is anticipated that two more foundation governors will be reappointed for new four year terms shortly.

**13. SCHOOL VISION PLAN**

Following the meeting of the Strategy Committee at the beginning of the term, Katie Bentham and her SLT have drafted a Vision Plan. The plan encompasses a three year plan, and more detailed SMART targets for the current year. The school is required to have a School Development Plan, which covers one year, for inspection purposes. Once this has been finalised, the SLT will concentrate on the three year School Vision Plan.

**ACTION: KB**

**14. HEADTEACHER'S REPORT**

Katie thanked the governors for their welcome and support to her and to Voulla in their new roles.

There are now 403 children in the school. There is a waiting list for two year groups only.

Attendance is currently 97.5%

Inclusion – personalised learning and targeting is being worked on

An audit of TA skills and of equipment has been carried out. Two new TAs have been appointed, one for SEN and one for year 3. Support is currently focussed on SEN, including under-achievers, but Katie would like to broaden this. The second new TA, formerly a volunteer, is now working full time in reception.

Maternity cover for one full time teacher will be needed. A part time teacher will be covered by an existing part time teacher. Interviews are scheduled and governors will be involved in the selection process. Katie and Voulla are reviewing all teaching and learning. Nearly all teachers have now been observed. Some teaching is outstanding, a lot is good and two satisfactory teachers are being supported with additional training.

Katie Bentham is the only member of staff to have received performance management so far this term. SLT members are to receive training in performance management in early November and will start applying it the following week.

Inset training on the learning environment at the beginning of term has lead to excellent work being displayed in the classrooms, and this is to be extended into the communal areas.

A motivating parents evening is planned.

A new assessment system is to be introduced with training for staff.

The PSA are planning events to raise money for specific projects. They have agreed to fund the purchase of two laptop trolleys and the recent Quiz night raised money for sports coaches.

The staff seem calm, happy and purposeful and are working collaboratively.

It is likely that OFSTED will visit some time in November.

## **15. COMMITTEE REPORTS**

Reports were circulated before the meeting from the following committee.

**15.1 Strategy Committee** – there we no questions

**15.2 Curriculum and Standards Committee** – there were no questions

**15.3 Pastoral Committee** – there were no questions

### **15.4 Premises with Health and Safety**

The Security Policy was circulated before the meeting. There was a short discussion about the gate code. It was agreed that this needed to be changed frequently. Governors would be advised the new code on request, as and when they need it. All governors were reminded to follow the guidelines for using the code that were circulated on email by Bonney Venning. The Security Policy was **APPROVED**, subject to the above change.

**ACTION: NM**

### **15.5 Finance Committee**

Susie Connor reported that budget priorities cannot be set until the SVP has been finalised.

The annual appeal has so far raised £5,736 and the use of ParentPay seems to be helping. Historically three large donations have been received. One family has now left the school but the other two families have continued to make generous donations.

The school does not expect to receive high capital funding now and Susie suggested that the governors should transfer some of their £6,000 surplus funds to the school to support capital projects. It was agreed that the Finance Committee should judge how much the governors needed to retain.

**ACTION: Finance**

## 16. PHASE STRUCTURE MODEL

This is now in place in the school, and so governors need to set up phase team meetings as soon as possible. An agenda for each half term has been drafted by Jan Deykin and Bonney. Meetings with the staff should take place between 8.00 and 9.00am once every half term for each phase leader and team. **ACTION: JD, BV & teams**

## 17. POLICY UPDATE

A revised schedule of statutory policies was circulated before the meeting and committee chairs had been sent some guidance on the current situation. Each committee was asked to check which of its policies needed attention and make a plan to address any gaps. **ACTION: Committees**  
It was noted that the school's staff needed to be involved in the writing of policies and that this was not the sole responsibility of governors. David Durie and Joanna Brackenbury will liaise over which policies should be available on the school's website. **ACTION: JB & DD**

## 18. GOVERNOR TRAINING UP-DATE

David Durie attended a refresher session on Headteacher Performance Management on 5 October.

## 19. ANY OTHER BUSINESS

### 19.1. Charging Structure for Freedom of Information requests

This needs to be finalised by Bonney Venning. **ACTION: BV**

### 19.2 School Reference for Secondary Schools

This has been written and is in use..

In view of the time it was agreed that the remaining items on the agenda would be carried forward. **ACTION: JB**

## 20. DATES OF MEETINGS FOR NEXT YEAR

Thursday 8 December  
Tuesday 7 February  
Thursday 29 March  
Tuesday 29 May  
Wednesday 4 July

*There being no further business the meeting closed at 10.20pm*

## Glossary

ICT	Information and Communication Technology
LA	Local Authority (London Borough of Richmond upon Thames)
Ofsted	Office for Standards in Education (school inspectors)
PCC	Parochial Church Council (St Anne's)
PSA	Parent Staff Association
Quindrat	One of five geographical areas within the borough, used to group some local service provision

## **ACTION POINTS**

Ctee Chairs	review status of relevant policies and plan for rectifying gaps
Katie Bentham	School Vision Plan
Susie Connor	Review Staff report (from June)
David Durie	liaise with Clerk over policies on the web
Rowena Fuller	Review Staff report (from June)
Eleanor Garland	Review Staff report (from June) Statement about SEN for parents in newsletter (from June)
Nick Macmillan	minor amendments to Security Policy
Bonney Venning	schedule of charges for freedom or information requests
Phase teams	meet during next half term with phase leaders
Finance	Decision over amount of governors' funds to transfer to the school
Premises	list of spending ideas for PSA (from June)
Clerk	liaise with David Durie over policies on the web
Agenda	provision of private music lessons and childcare by staff