

**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 5 February 2013 at 7.30pm

Present: *Foundation Governors (7)*

Kristen Andersen	Sabina Purewal
Phyllis Cunningham	Bonney Venning ( <i>Chairman</i> )
David Durie	Rev.Nigel Worn
Eleanor Garland	

*Non-Foundation Governors (5)*

Katie Bentham	Jan Deykin
Bernadette Bird	Vicky O'Neill
Susie Connor	

*Non-voting*

Joanna Brackenbury	<i>Retiring Clerk</i>
Cathy Tilley	<i>Trainee Clerk</i>
The Venerable Chris Skilton	<i>visitor and Archdeacon of Lambeth</i>

*Opening prayer*

*Introduction of new parent governor Bernadette Bird, and the Archdeacon of Lambeth, The Venerable Chris Skilton.*

**1. APOLOGIES**

Apologies were received from Caroline Butler, Voulla Demetriou, Leanne Lisney, & 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 6 DECEMBER 2012**

The minutes of the meeting of 6 December 2012 were approved and signed by the chairman.

**4. CONFIDENTIAL ITEM.**

**5. RELATIONSHIP WITH STAKEHOLDERS**

Following the work undertaken at the last meeting, where the governors' relationship with four groups of stakeholders was discussed, Bonney

Venning proposed that, in view of the time, this item should be progressed by four groups using a draft action plan she had drawn up as follows:

Wide community – Pastoral Committee

Staff – Personnel and Pay Committee

Parents – Marketing and Communications Committee

Pupils – and FGB Sub-group or the Strategy Committee

and that each committee should consider its stakeholder group by asking questions about strategy, looking at the ideas that came from the discussion on 6<sup>th</sup> December and deciding which ideas are for governors to take forward and by which committee, and which are for the school.

Bonney will circulate the summary of the 6<sup>th</sup> December discussion together with the action plan after the meeting. **ACTION: BV & C'tees**

*(the action plan was circulated on 6 February)*

*The Archdeacon left the meeting at 9.00pm*

## **6 ITEMS FOR APPROVAL**

**6.1 Governors' Accounts** were audited by Gail Hiscock and approved by the Finance Committee. They show there is £22,000 in the bank and £7,000 is owed to SDBE. They were unanimously **APPROVED** and signed by the chairman.

**6.2 Unofficial Fund** – this started and ended the year with £7,000. It is used to buy small items such as flowers as thank-you gifts. Its income this year came from commission on school photographs. The statement was unanimously **APPROVED** and signed by the chairman.

**6.3 Safeguarding Policy** – this was unanimously **APPROVED** for review in 12 months. It was noted that the 'harm' that the school is tasked with looking for only anticipates harm from an adult, and the possibility of harm from illness or self-harm should be included. It was also noted that there is no mention of Safeguarding training for governors. The Pastoral Committee was asked to look at these points and make appropriate amendments as soon as practicable. **ACTION: Pastoral C'tee**

**6.4 Grievance Policy** – this was unanimously **APPROVED** for review in three years.

**6.5 Disciplinary Policy and Procedure** – this was unanimously **APPROVED** for review in three years. It was noted that references to racial and sexual harassment should be expanded to include other protected groups and the Personnel Committee was asked to make this amendment. **ACTION: Personnel C'tee**

**6.6 Redundancy Policy** – this was unanimously **APPROVED** for review in three years.

## **7. SCHOOL POLICIES AND CYCLE FOR REVIEW**

An up-to-date schedule of policies was circulated before the meeting. It was agreed that Cathy Tilley, the new clerk, would maintain the schedule and highlight policies for review periodically.

## **8. MATTERS ARISING**

- 8.1. It was noted that Cathy Tilley had amended the Appraising Teacher Performance Policy as agreed at the last meeting.
- 8.2 It was noted that the Security Policy had been amended as agreed at the last meeting.
- 8.3 It was noted that Katie Bentham had advised parents about the new Equalities Policy in the school newsletter sent out shortly after the last meeting.
- 8.4 It was noted that the amendment to the Behaviour Policy agreed at the last meeting was in hand but was not yet reflected in the published version. **ACTION:**
- 8.5 **Terms of Reference for Premises with Health and Safety Policy –**  
This document has still not been amended, **ACTION: TS & JB**

## 9. CHAIR'S REPORT

A written report was circulated earlier in the day and Bonney drew attention to the following points:

- Priority School's Building Programme – there is still nothing definite to report and discussions with the local authority are still at a theoretical level.
- Bonney drew everyone's attention to the Statement of Commitment which all governors have been asked to sign, The full text will be circulated to governors after the meeting. **ACTION: Clerk**
- Bonney offered congratulations to Bernadette Bird, recently elected as new parent governor.
- Bonney offered congratulations to Leanne Lisney on the birth of baby Liam.
- Bonney welcomed Cathy Tilley to the meeting and thanked her for agreeing to take on the role of Clerk.
- Bonney thanked Joanna Brackenbury for her work in the role of Clerk over the past 10 years.

## 10. HEADTEACHER'S REPORT

This was circulated before the meeting. Governors observed that the report showed a significant increase in the number of children with SEN and EAL. Katie advised that there has been an increase in numbers, but numbers have also risen because identification processes are much better than they were, and parents are happier to come and talk about concerns with Voulla Demetriou, who took over the role of SENCo in September 2011.

## 11. GOVERNORS' TRAINING

It was noted that there is an urgent need for the governors who joined the governing body in January 2012, Kristen Andersen and Sabina Purewal, to undertake training. Sabina advised that she was now booked on the two day National Programme next month.

*Confirmation received 6 February that places were also booked for Kristen and for Bernadette on the same course.*

Rev.Nigel Worn will be undertaking a day of Safeguarding training at SDBE on 9 February.

Governor Support has advised Bonney that ideally governors should undertake one training session each half term. Governors were all urged to look at the training needs identified by the Strategy Committee and to advise all governors whenever they made a booking, so that everyone was kept up to date with the current level of training of the governing body as a whole.

## **12. COMMITTEE AND PHASE REPORTS**

**12.1** Reports were circulated before the meeting from the following committee.

### **Pastoral Committee**

### **Personnel and Pay Committee**

### **Premises with Health and Safety Committee**

The report made reference to Daniel O'Connor and, in response to a question, Cathy Tilley advised that he was a surveyor employed by a private company that the school has used for building work in the past.

It was noted that there were some changes proposed to future Year 5 school journey and that the policy on Educational Visits would need to be amended before these changes to the visit could be approved by governors. It was suggested that the revised policy should be worded to allow greater flexibility and Katie Bentham will arrange for this to be drafted.

**ACTION: KB**

### **Finance Committee**

### **Curriculum and Standards Committee**

**12.2 Admissions - Confidential Item**

## **13. ANY OTHER BUSINESS**

### **13.1 Invitation to male governors**

All male governors are invited to join the World Book Day Dad's Breakfast on 5 March from 8.00am. Dress is mufti, pyjamas or a book character.

## **15. DATES OF NEXT MEETING**

Wednesday 20 March

Tuesday 21 May

Wednesday 26 June

*There being no further business the meeting closed at 9.40pm*

## **Glossary**

EAL	English as an Additional Language
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs
SENCo	SEN Co-ordinator

## **ACTION POINTS**

Marketing C'tee	Review of relationship with parents
Pastoral C'tee	Review of relationship with community Review comments made about Safeguarding Policy and amend as necessary
Personnel C'tee	Review of relationship with staff Review comments made about Disciplinary Policy and amend as necessary
Strategy C'tee	Review of relationship with pupils
Katie Bentham	Revise Educational Visits Policy to allow greater flexibility for School Journeys
Telfer Saywell	Amended wording for Terms of Reference for covering educational visits.

Joanna Brackenbury Circulate Statement of Commitment