

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 9 October at 7.30pm

Present: *Foundation Governors (8)*

Kristen Andersen	Sabina Purewal
Phyllis Cunningham	Bonney Venning (<i>Chairman</i>)
David Durie	Rev.Nigel Worn
Caroline Butler	Lisa Calvert

Non-Foundation Governors (5)

Katie Bentham	Telfer Saywell
Bernadette Bird	Leanne Lisney
Susie Connor	

Non-voting

Michelle Jones	<i>Interim Clerk</i>
Eleanor Garland	
Laura Coughtrie	Observer

Opening prayer

1. APOLOGIES

Apologies were received from Jan Deykin & Vicky O'Neill and were accepted. Bernadette Bird joined the meeting at 8.05pm.

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. The meeting noted that the Governors should sign new declarations annually.

ACTION: CLERK

3. MINUTES OF THE MEETING OF 26 JUNE 2013

The minutes of the meeting of 26 June 2013 were approved and signed by the Chair.

4. VOTING IN CHAIR, VICE CHAIR & COMMITTEE CHAIRS.

Nominations were received from Bonney Venning and Sir David Durie, for the positions of Chair and Vice Chair respectively. As no other nominations were received, they were elected automatically.

5. ELECTING ASSOCIATE GOVERNORS

The Governing Body is looking to appoint 1 foundation and 2 parent governors. Vicky O'Neill's term as Staff (support) governor comes to an end today, election of a Staff Governor will be arranged asap.

Both, Jan Deykin and Susie Connor's term as parent governors are due to end later this month and an election for two new parent governors will be arranged.

Given that a number of governors are relatively new and there would be new governors coming on board. It was felt, during this transitional time, essential to strengthen and support the Governing Body by appointing Associate Members who would share their expertise. Voting took place and was unanimously in favour of Eleanor Garland and Susie Connor being appointed as Associate Members for a term of 1 year. Eleanor Garland would be linked to the Marketing & Communications committee and Phase 1. Susie Connor would support Bernadette Bird on the Finance and Pay & Personnel committees. As Voulla Demitriou is on Maternity leave, Jenny Stroud (Acting deputy Headteacher) was appointed as an Associate Governor for a period of 1 year. Jenny stated that she would resign when Voulla returns to work.

ACTION: CLERK

6 COMMITTEE MEMBERSHIP

Chairs were appointed and members were allocated to each committee. The meeting formally agreed that Bernadette Bird would take over from Susie Connor as Treasurer to the Governors. This would be reviewed when the new governors came on board. The Chair explained the purpose and need for the Phase teams for the benefit of the new governors. All new phase leaders and team members will attend future meetings. Ben Watt would be invited to join the KAIROS team in his capacity as head of RE. Please see the appendices for the full list of Committee and Phase team members. **ACTION: KB**

Bernadette bird joined the meeting at 8.05pm

Laura Coughtrie left the meeting at 8.20pm

7. MATTERS ARISING

7.1. It was noted the Behaviour and Exclusions policy had not yet been approved. **ACTION: KB**

7.2 There was a discussion at the last FGB with regards to minute taking at committee meetings. It was suggested that for consistency and to improve the effectiveness of committees, all committee meetings should be professionally clerked. Governor Support has confirmed that it is best practice to have all meetings clerked. Susie Connor confirmed that there was currently £2k allocated in the budget for clerking. To have all meetings clerked would mean a proposed cost of £4k. The leading member of the relevant committee should still take on executive responsibility. The governors were all in agreement.

7.3 St.Anne's Tercentenary is to be linked in with Curriculum week. There will be cross-curricular involvement and a party. This is to be delegated to KAIROS team and Rev. Nigel Worn. **ACTION: NW**

7.4 The Phase timetable 2013-14 has been reviewed and will be shared with the governors by email. **ACTION: JD/KA**

8. CHAIR'S REPORT

A written report was circulated prior to the meeting and the Chair drew attention to the following points:

- A previous Governor, who had sat on the Kew out of School Committee and was liable for a debt had been re-imbursed. In future we should be wary of putting governors/staff members in situations where they could potentially find themselves to be liable for debts.
- The Chair thanked the outgoing governors for their valuable contribution and commitment.
- It was noted that a new foundation governor was required. Nigel has had a conversation with a potential interested party. **ACTION: NW**
- The Chair welcomed Michelle Jones to the meeting and thanked her for taking on the role on interim clerk until a long term appointment is made,
- The Chair will meet with Kristen, Eleanor and Katie, before half term to work on advertising for the forthcoming governor elections. **ACTION: BV**

9. HEADTEACHER'S REPORT

This was circulated prior to the meeting. A copy of the Vision 2013 is attached in the appendices. The 'Valuing staff' statement, agreed by the Personnel and Pay Committee, has been presented to all staff on the first day of term. The Head shared the Pupil Premium report. Very few children are eligible. Ofsted requires the document to be displayed on the schools website. The current report applies to 15 children. The school propose to improve the data by providing information on exactly how the money was spent. The governors asked if the report could be broken down according to gender and SEN. **ACTION: KB**

10. GOVERNORS' TRAINING

Everyone was reminded of the need to commit to their own personal training. Clare Meadows is the point of contact at Governor support. David Durie has completed the Head teacher Appraisal & capability training. Leanne Lisney has completed the Staff Governor GEL module. Kristen and Caroline are attending 'The Role of Governors and Looking to the Future'. Caroline is attending a focus group at Queen Mary's on Governor Experience. Lisa and Laura need to complete basic training. The link for GEL online modules is <http://www.elc-gel.org/>. Lisa signed the statement of commitment.

11. COMMITTEE AND PHASE REPORTS

11.1 Since the FGB meeting is so early in the term, there were no minutes to approve (meeting had not been held or minutes not yet agreed). Verbal updates were given by Committee Chairs where appropriate.

Pastoral Committee - Richmond Borough advised through E-news for Schools that schools should consider not having the Head teacher as the

child protection/safeguarding lead professional. This was discussed at a Heads forum and comes as the result of a serious case review. KB and CB met to discuss this issue. It was felt that in view of the current staffing arrangements at the school (a newly appointed Assistant Head and an Acting Deputy Head Teacher in post) that it would not be in the best interests of the school for KB (who is the current lead professional) to relinquish this role at present. CB recommended to the Governing Body that we continue with our Head teacher as the lead professional and review again, once the senior leadership team is better established.

11.2 Admissions – Confidential item to be discussed at end of meeting.

11.4 Finance Committee – There is a new payroll system. The school has a new Business Manager, Anne Wickham. The new financial system is in place, there have been a few delays in the system. The LA have set a deadline of the 14th October for reporting. Many schools are finding it difficult to meet the LA deadline. Once an appropriate set of data is available and extraordinary finance meeting will be held.

11.7 Personnel and Pay Committee – The Performance pay for teachers document will be ready in the next few days. The committee is looking at the whole school. There'll be a 1% pay increase for all staff. The Valuing Staff document has committed the committee to carry out a staff survey. A sub committee has been set up to do this.

11.8 Phase 1 feedback from meeting will be fed back through Curriculum and Standards.

12. ANY OTHER BUSINESS

12.1 Kew College's planning application has been turned down and they are asking for us to support their appeal. The planning applications can be seen on Richmond Council's website and the reference numbers are: 13/2228/FUL and 13/2229/FUL. If anyone has any strong views, one way or the other, please e-mail Telfer.

12.2 Sustainability – BV raised issues relating to sustainability, set out in a letter from a parent. KB advised that she understood that there had been progress in this area. It was agreed that BV and KB would pick this up outside of the meeting

Eleanor Garland and Jenny Stroud left the meeting at 9.30pm

13. DATE OF NEXT MEETING

Tuesday 10 December 2013

There being no further business the meeting closed at 9.45pm

Glossary

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

ACTION POINTS

Clerk	Declarations of Interest Action Staff & Parent governor election
KAIROS	St Anne's Tercentenary
Rev. Nigel Worn	Action Foundation Governor
BV/Marketing & Comms	Advertising for governor elections
Jan Deykin/Kristen Anderson	Share Phase timetable 2013-14
Katie Bentham/ Bonney Venning	Sustainability
Katie Bentham	Follow up Behaviour & Exclusions report. Invite Ben Watt to join KAIROS Pupil Premium report break down

Committee Membership

Committee Name	PAY & PERSONNEL
Chair	David Durie
Members	Bonney Venning
	Caroline Butler
	Bernadette Bird
	Katie Bentham
Associate Member	Susie Connor

Committee Name	FINANCE
Chair	Bernadette Bird
Members	David Durie
	Telfer Saywell
	Katie Bentham
Associate Member	Susie Connor

Committee Name	PREMISES WITH HEALTH & SAFETY
Chair	Telfer Saywell
Members	Phyllis Cunningham
	David Durie
	Bernadette Bird
	Katie Bentham
	Kristen Anderson

Committee Name	ADMISSIONS
Chair	Phyllis Cunningham
Members	Caroline Butler
	Vicky O'Neill
	Bonney Venning
	Katie Bentham

Committee Name	PASTORAL
Chair	Caroline Butler
Members	Rev. Nigel Worn
	Sabina Purewal
	Phyllis Cunningham
	Katie Bentham
Associate Member	Jenny Stroud

Committee Name	CURRICULUM & STANDARDS
Chair	Kristen Anderson
Members	Leanne Lisney
	David Durie
	Bonney Venning

	Lisa Calvert
	Katie Bentham
Associate Member	Jenny Stroud

Committee Membership continued

Committee Name	MARETING & COMMUNICATIONS
Chair	Kristen Anderson
Members	Sabina Purewal
	Caroline Butler
	Katie Bentham
	Lisa Calvert
	Katie Bentham
Associate Member	Eleanor Garland

Phase Team Membership

Name	PHASE 1
Leader	Eleanor Garland
Members	David Durie
	Caroline Butler
	Katherine Walker

Name	PHASE 2
Leader	Sabina Purewal
Members	Bernadette Bird
	Telfer Saywell
	Hilary Wilson

Name	PHASE 3
Leader	Kristen Anderson
Members	Lisa Calvert
	Bonney Venning
	Richard Laming

Name	KAIROS
Leader	Rev. Nigel Worn
Members	Phyllis Cunningham
	Kristen Anderson
	Sabina Purewal
Co-ordinator	Anna Harrison

Name	BACK OFFICE
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Leader	Lisa Calvert
Members	Phyllis Cunningham

The Queen's Church of England Primary School
Vision 2013

1. Learning and Teaching

- a. To continue to increase the teaching rated as 'Outstanding.' The target for 2013/14 will be for no teaching to be 'Requires Improvement' and there is a steady increase in the number of lessons judged to be 'Outstanding'; the aspirational aim is for 2014/2015 this will be 50%.
- b. That 100% of children will achieve their expected levels of progress which for children in KS1 is 3 sub levels and for children in KS2 is 2 sub levels annually or 4 sub levels over 2 years. Any exceptions will be agreed within the school and discussed with parents.
 - The role of the HLTA and TA will be important in reaching these targets
 - The success of the G&T and SEN programmes will also be important by measuring the success of the interventions.

2. New Curriculum

- a. Analyse and consider the implications of the new national curriculum by the end of the Summer Term 2014 so that we can begin to '*provide an enriching and exciting curriculum that will enable every child to learn, achieve and be empowered to reach their full potential*' from September 2014.
 - The aim is for all targets relating to the New Curriculum in individual Action Plans to be achieved, any exceptions will have a new clear way forward.
- b. Develop a plan of implementation across the school/curriculum by Easter 2014 taking account of the budget/resource implications.
 - Specific targets relating to the implementation of the new Curriculum; will be provided in a detailed timetable.

3. The Whole Child- Sport

- a. To provide opportunities for more children to be involved in competitive sport and for Queen's to participate in more competitive events/matches. The target for 2013 - 2014 is to increase both of the above by 25%.
- b. To plan for the new curriculum and make a strategic plan for the spending of new Government funding for PE.
- c. To develop skill sets that inform planning and enable children's progress to be assessed and tracked against an agreed set of skills.

4. Valuing the Staff

- a. Value staff statement to be presented to staff from Governors
- b. A staff survey to be an annual event to monitor staff morale, to help to identify areas which can be improved to impact positively on morale.