

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 10 December 2013 at 7.30pm

Present: *Foundation Governors (9)*

(KA) Kristen Andersen	(SP) Sabina Purewal
(PC) Phyllis Cunningham	(BV) Bonney Venning (<i>Chairman</i>)
(DD) David Durie	(NW) Rev.Nigel Worn
(CB) Caroline Butler	(NS) Noel Singh
(LC) Lisa Calvert	

Non-Foundation Governors (7)

(KB) Katie Bentham	(TS) Telfer Saywell (LA)
(BB) Bernadette Bird	(LL) Leanne Lisney
(LG) Lucy Gradillas	(EL) Eleanor Lamberton
(VO) Vicky O'Neill	

Non-voting (3)

(MJ) Michelle Jones	<i>Interim Clerk</i>
(LC2) Laura Coughtrie	
(SC) Susie Connor	

Opening prayer

New Governors were welcomed.

1. APOLOGIES

Apologies were received and accepted from Eleanor Garland and were accepted. Nigel Worn & Laura Coughtrie would be joining the meeting later.

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. All Governors signed new declarations prior to the meeting.

3. MINUTES OF THE MEETING OF 9 OCTOBER 2013

The minutes of the meeting of 9 October 2013 were approved and signed by the Chair.

4. STRATEGIC ROLE OF THE GOVERNING BODY.

Recognising where the GB has come from, the Governors were required to step in and were very involved as the school didn't have a permanent Head. Now that the Head is on board it's essential to be clear on the role of the Governors, to move away from the operational and focus on the strategic. Governors are to act as a "critical friend" by holding the school to account, ensuring objectives are achieved and by supporting the school.

4.1. The Governing Body recognised that the School Development Plan had not worked particularly well for us in the past. The Head uses a School Development Plan, but it is far more comprehensive than the standard School Development plan.

NW arrived 7.50pm.

4.2. The Vision consists of 10 Vision priorities, which were agreed at a vision setting exercise 3 1/2 years ago. There is a list of Headlines, which are aligned with the school action plan. All Governors need to be clear on the Vision Plan, particularly when asked by Ofsted. The Diocese has a list of questions, which are asked of their schools, one of these questions is "Do you understand the vision and your role within it?"

There are Strategic mapped targets for each Committee.

All meeting Agendas going forward, should be broken down into three key areas

- i. Strategic – should support vision plan.
- ii. Statutory – this will consist mainly of policies.
- iii. Other – Committee chairs should check with the Head, what the agenda should be.

A copy of the Vision is included in the appendices.

LC2 arrived 7.55pm.

5. APPOINTMENT OF ASSOCIATE GOVERNOR

Laura Coughtrie will be joining in the near future as a Foundation Governor for St Lukes. The Governing body voted to appoint Laura as an Associate Governor. 17 Votes were received in favour. Laura was appointed and will primarily be attached to the Pastoral committee. An updated Committee Membership schedule is attached in the appendices.

6. GOVERNOR VISITS

There is a requirement for training for Governor Visits. GEL training for Governors visits should be completed before visits take place and must be completed by February half term. All Governors should also complete the Safeguarding module before the end of January.

It was recognised that Governor visits haven't been particularly successful in the past and it's a definite area for the GB to grow in. In house training can be organised through Clare Meadows at the LA and it's the GB's turn to host a training session and invite Darrell & Kew Riverside along.

The Report form for visits is on the Governor only area of the school website, under Governor Visits.

All Governors should familiarise themselves with the Phase teams and Kairos (Christian ethos & worship committee).

The GB asked how the programme of visits would fit in with the phases. Phase teams are meant to meet with the head of Phase, once per term. The next phase meetings are in Spring 1. School observations will be carried out in Spring 2. Governor visits should take place between first week after February half term and Easter. All Governors were reminded of the requirement to complete Safeguarding training.

**ACTION: ALL to commit to complete Safeguarding training by 31st January and GEL Governor Visit training by 10th February.
BV to organise date for training and invite Darrell and Kew Riverside.**

7. REVIEW OF RE POLICY & POLYTHEISTIC RELIGIONS

At the last Kairos committee meeting, the teaching of polytheistic religions (introducing Hinduism, Sikhism & Buddhism) to the curriculum was raised. Currently RE is taught as 2/3 Christianity and 1/3 Judaism & Islam. The RE policy falls under the Curriculum & Standards committee. The GB asked "If there had been a recommendation from Southwark" The changes had been driven by staff. The GB also asked "what effect this would have on staff?" The school has teaching staff of other religions, so didn't feel this was a problem.

It was agreed that the Kairos committee should provide clarity of expectation i.e. are we asking to understand all aspects or just to have a feel for each religion.

The RE policy is to be updated by Kairos, for approval by the GB in due course, a copy should be given to the Curriculum & Standards committee,

ACTION: KAIROS to update the RE policy (copy to C&S committee)

8. SEN GOVERNOR

Jan Deykin's term as Governor has come to an end, therefore creating a vacancy for a Link Governor for SEN. Laura Coughtrie volunteered to take on this role, as she has expertise in this field. Jan Deykin will arrange a handover.

**ACTION: LC2/Jan Deykin.
LC2/LL will liaise.**

9. ITEMS FOR APPROVAL

9.1. The Governors Accounts have been audited and were approved and signed by the Chair.

The main source of income is the Governor's appeal. So far £7k has come in, this is about 60% of funds raised last year. A reminder will be sent in January. The main items of expenditure are the 10% contribution we need to pay for building works, 2012/13 projects and contribution to the Breakout rooms.

The GB asked should we be thinking of serious fundraising for the new build? The PSBL (Priority School's Building Link) group is looking into considering fundraising for the project.

This should be referred back to the Finance committee.

Action: Finance

9.2. E-Safety policy the pastoral committee are in the process of agreeing the policy. CB will circulate a copy of the policy and any comments should be sent to Pastoral. Pastoral will approve the policy at the next committee meeting.

ACTION: CB

10. ITEMS FOR NOTING

10.1. Pupil premium report breakdown. The Head asked for more information on how the GB wished the report to be further broken down. The Clerk will check previous minutes and advise.

ACTION: MJ

10.2 Minutes from Committees. It was noted that some of the Committee minutes required updating and resending.

ACTION: MJ

10.3. St Anne's Tercentenary will take place at the beginning of July. Visits will be arranged for the entire school to St. Anne's. There will be cross-curricular projects/activities.

ACTION: KB/NW to arrange suitable date/s.

10.4. Review Phase Timetable 2013-14. The new phase timetable has now gone out. KA will update and pass on. This should now be taken off the agenda.

ACTION: KA

11. CHAIRS REPORT

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

Priority School Building programme is happening much quicker than anticipated. The Chair and Head attended a launch briefing. KB, BV & PC will be attending a meeting on site on 12th December. We will find out in June if we are to be a sample school, the benefit of this is we will have more input.

Telfer Saywell's term as Governor comes to an end on 3rd January 2014, before the next FGB. The Chair thanked him for his commitment and professionalism during his term.

The Chair welcomed Lucy Gradillas and Eleanor Lamberton who were successful in the parent Governor elections.

Noel Singh has been appointed as a Foundation Governor for St. Anne's.

A Working Group on Tutoring is being put together. Governors will be invited to join the group once the composition has been determined.

Clerking. The Clerk is now up to speed and in future the distribution of papers and minutes will follow best practice.

12. HEADS REPORT

This was circulated prior to the meeting. The head gave an update on Ensuring/Improving the Quality of teaching. 15 teachers have been observed and 2 are still to be observed. The grid will be updated and put into the Spring 1 report. The school has maintained "no unsatisfactory teaching".

GOVERNORS TRAINING

BB has completed Finance training on budgeting and monitoring. Also RAISE online – understanding data.

CB has attended the London Safeguarding Children's conference and is also taking part in a panel reviewing Governor's experiences.

All Governors were reminded they are responsible for their own training. It was recommended all completed the Taking the Chair course.

Link for GEL online modules is <http://www.elc-gel.org/>.

It was also suggested all Governors should consider completing the 'Taking the Chair' module, this is particularly useful for Committee Chairs.

ACTIONS: All new governors are to complete basic training.

All governors are to complete Safeguarding by 31st January & GEL – Visiting classrooms module by 10th February.

Clerk to email new governors with the list of training.

LL left meeting at 9.25pm

14. COMMITTEE & PHASE REPORTS

It was noted, with the exception of Admissions and Premises, all minutes attached to the agenda were first drafts.

14.1 Pastoral

14.4 Finance – all references will now be charged at £25, of which £20 will go to the teachers and £5 towards admin.

14.5 Curriculum & Standards

14.6 Marketing & Communications

14.7 Personnel & Pay - a questionnaire will be sent to staff in the third week of January.

14.8 Kairos

14.9 Strategy

15. AOB

DD will be arranging a Governor training day using the Parish room at St. Anne's.

ACTION: DD

Serious incident planning – Cathy Tilley had already pulled together a Critical Incident plan through Premises

ACTION: KB/CB/LC2 to review.

A schedule of Polices and their expiry dates needs to be put together.

ACTION: Clerk

The Chair asked for volunteers to help with decorating the Staff room as a Christmas thank you to Staff.

ACTION – LG/KA/BV

16. DATE OF NEXT MEETING

Monday 10 February 2013, 7.30pm

There being no further business the meeting closed at 9.50pm

Glossary

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

ACTION POINTS

All	To complete Safeguarding training by 31 st January & GEL Governor Classroom Visits training by 10 th February 2014.
New Governors	To complete basic training.
Bonney Venning	Training Date and invitation to Darell & Kew Riverside.
Kairos Committee	Update RE policy (copy to C&S committee)
Laura Coughtrie/ Leanne Lisney	SEN handover with Jan Deykin
Finance Committee	To review fundraising for New Build.
Caroline Butler	Circulate copy of the E-safety policy.
Pastoral Committee	Approval of E-safety Policy
Clerk	Provide further information to Head on how GB wished Pupil Premium report should be broken down. Amend and resend Committee minutes. To e-mail New Governors with list of training. Schedule of policies and expiry dates.
Katie Bentham/ Nigel Worn	To arrange suitable dates for whole school visit to St. Anne's for Tercentenary.
Kristen Anderson	Update Phase timetable and distribute.
David Durie	Arrange date for Governor away day.
Katie Bentham/ Caroline Butler/ Laura Coughtries	Review current Critical Incident Plan
Lucy Gradillas/ Kristen Anderson/ Bonney Venning	To decorate Staff room

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	Laura Coughtrie
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
	Hilary Wilson

Name	PHASE 2
Leader	Sabina Purewal
Members	Bernadette Bird
	Telfer Saywell
	Kathryn Walker

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

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

Name	BACK OFFICE
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 very 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.