

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 20th March 2013 at 7.30pm

Present: *Foundation Governors (7)*

Kristen Andersen	Sabina Purewal
Phyllis Cunningham	Bonney Venning (<i>Chairman</i>)
David Durie	Telfer Saywell
Eleanor Garland	

Non-Foundation Governors (6)

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

Non-voting

Cathy Tilley	<i>Clerk</i>
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Opening prayer

1. APOLOGIES

Apologies were received from Rev.Nigel Worn and Voulla Demetriou 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 5TH FEBRUARY

The minutes of the meeting of 5TH February 2013 were approved and signed by the chairman.

4. INSET DAY – QUEENS SCHOOL VISION

BV informed Governors that a questionnaire had been circulated to staff and parents in order gain input that will be used as part of the inset day to create the new Queen's School Vision. The questions used are the same as when last the vision was created in 2010; this will allow Governors to compare response rates and to gauge whether stakeholder issues have changed. BV asked for volunteers to help collate the survey.

All Governors will attend the inset day on Thursday 28th March from 9:00am to 12:00pm and then join the staff afterwards for lunch. The first part of the session will be spent ensuring that everyone understands the purpose of a vision and the new expectations of the Government on the whole school community. The Government's expectations for state schools have changed within the last few years and it is important that staff and Governors understand the direction that education is moving in and the ensuing implications for Queen's school.

SP entered the meeting at 7:40pm

The second part of the morning will be spent prioritising the areas that the school wishes to focus on within the next two to three years. There was recognition amongst Governors that the previous vision was all encompassing and consequently so broad that it was difficult to measure progress against. Governors agreed that they wanted to ensure that the new vision was achievable and that there was key performance indicators associated with each vision area. Governors did however believe that although the previous vision was hard to measure it was successful in setting a new direction for the school at the time.

BB entered the meeting at 7:45pm

KA and SC believed it was important that during the inset session, the school reviews the existing vision in order to help it determine the next steps and future priority areas. Governors debated what the deliverable should be from the session. After some discussion, it was agreed that the school hopes to have a clear picture of what it wants to achieve within the next two or three years. This vision will feed into the creation of the School Development Plan. It is important that the school is clear as to whether the vision will cover the next two or three years. The deliverables from the inset day will then be progressed by the Governor's Strategy Committee.

5. ANNUAL SCHOOL DEVELOPMENT PLANNING CYCLE

Following a review of the school development planning cycle it was agreed that there are weaknesses with the current process. Currently the school waits for results from the previous academic year prior to starting the planning process for the current academic year. It was agreed that the priorities for the year need to be agreed at the first Governor's Strategy meeting in early September. In addition a review of the current year needs to be completed prior to the end of the academic year in July

JD is setting up a working party to look at the detailed timetable and activities that will need to take place within this cycle e.g. the timing of data analysis, subject leadership action plans. JD asked for volunteers to form a working party. DD and KM offered to participate and it was agreed that this group would report back with a proposed annual plan of activities at the next FGB

ACTION: JD

6 ITEMS FOR APPROVAL

6.1 Draft Budget and Virement List - SC recommended that the FGB approve the draft budget for the Financial Year 2013-14. The budget will allow the school to break even in 2013-14. SC reported that in the draft budget the reserves are being carried forward. KB has been asked by the Finance Committee to report in time for the final budget, as to how some of the reserves could be best spent within the next financial year to aid school improvement.

The Virement list submitted to Governors was approved.

6.2 SFVS – Governors on the Finance Committee have completed the Schools Financial Value Standard. The SFVS has been designed to assist schools in managing their finances and to give assurance that they have secure financial management in place. The Finance Committee stated that they had evidence to support all points in the SFVS report. The report will be submitted prior to 31st March 2013 and annually thereafter. Governors believed that the school finances were healthy and that the processes and procedures detailed in SFVS were strong. **APPROVED** and signed by the chairman.

6.3 SEN Policy - The SEN policy was approved by Governors. Governors questioned whether the policy covered sufficiently a child with behavioural needs. KB stated that she believed it did. This point was referred back to BD for consideration in future versions. **APPROVED**

6.4 Behaviour and Exclusion Policies- Prior to the meeting, the school and Governors realised that the Behaviour and Exclusion policies had not undergone sufficient consultation with Governors and parents. A working party from the Pastoral Committee was set up with the aim of providing BD with sufficient input to make some amendments to the draft policies. The Document 'Behaviour and Discipline in Schools' published by the DFE would be referenced in order to ensure the policies were comprehensive.

Although it was agreed that the current draft policies were incomplete, Governors were happy with the content of them to date. It was agreed that the line about Queens's having had no exclusions would be removed from the policy as this could change and it was felt that it did not add to the policy. SP has also emailed BD with some minor changes to the wording to ensure it is in line with the equalities policy. Once the policies have been amended they will be circulated for approval by email.

ACTION: BD to update Behaviour and Exclusions policies

6.5 Anti Bullying – This policy was unanimously **APPROVED** for review in one year. Governors were interested in receiving feedback from teachers once the policy has been implemented.

7. ITEM for NOTING

7.1. Report from Committee Chairs Regarding Stakeholder

Relationships. The actions from the meeting on 5th February were carried forward to the next meeting. Committee chairs were asked to ensure that agendas for next set of committee meetings included this item so that they could report back at the next FGB. . **ACTION: C'tees**

7.2. Terms of Reference for Premises with Health and Safety C'tee.

The terms of reference needs to be changed to include the responsibility of authorising school journeys.

7.3 The transition policy was noted.

8. CHAIR'S REPORT

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

- One child has been excluded three times this term. The school has kept BV informed of all actions being taken. BV stated that she was confident the actions being taken were appropriate for the child, staff and other children in the school.
- Clear expectations on quality of teaching and learning are being set by the leadership and governors. BV stated that she believed the increased focus on monitoring to improve teaching and learning and the on-going consultation for the re-organisation of TAs had meant that staff morale had dipped. Short term and longer term measures such as training and development are being put in place to ensure that staff morale improves.
- The TA Consultation process is progressing according to the original timeline outlined to Governors.
- BV has drafted a letter of complaint to SDBE. She has circulated it to other Governors and incorporated their feedback. Governors felt that as the complaint was concerning the Director of Education and her team, it was not appropriate to send it to Barbara Lane as outlined in the SDBE complaints procedure. It was agreed that it should be sent to The Venerable Chris Skilton, Archdeacon of Lambeth who is the chair of the SDBE Education Committee. A covering letter should be written explaining why the SDBE complaints procedure was not being followed. It should be copied to the Right Reverend Richard Cheetham, chair of SDBE and the Bishop for Kingston. **Action BV**
- Priority Schools Building Programme. It was noted that the BBC had recently been reporting that the Government was having difficulty in securing private financing for its priority schools building programme.
- BV informed the Committee Chairs that she would be discussing clerking arrangement with them all in the near future.

9. HEADTEACHER'S REPORT

- KB said that she was pleased to report the number of lessons judged to be 'requiring improvement' had fallen from 33% to 25% during the last round of monitoring. She told Governors that 25% of lessons were 'outstanding', 50% were 'good' and 25% 'required improvement'. Governors questioned what was being done to move those teachers who's lessons 'requires improvement' to be at least 'good'. KB stated that the Appraisal policy was being followed and that teachers would be given support to improve or if there was no improvement then the capability policy would be used. It was recognised that monitoring is stressful for teachers. SLT are discussing ways in which stress can be alleviated.

Governors questioned what has caused the improvement in the number of lessons graded outstanding. KB stated that she believed SLT was increasing their ability to accurately assess lessons. A skills bank is to be developed that documents what teachers are doing well with the aim of sharing good practice.

- Staffing – Mrs West has gone on maternity leave and has been replaced by Mrs Greenwood until the end of the summer term. Ms Wilson has been appointed G+T Co-ordinator. She will give a presentation to the Curriculum and Standards Committee at the start of next term.

CB left the meeting at 9:05pm

10. GOVERNORS' TRAINING

KA, SP and BB are all attending the induction training for Governors, The National Programme for Governors Training. They said that the training was useful. All Governors were encouraged to attend training on a frequent basis. Meeting Governors from other schools is useful as it allows for sharing of best practice. GEL also provides useful training courses on line.

Safeguarding training for all Governors will take place on the evening of 23rd April. All Governors need to attend unless they have recently undertaken safeguarding training or have plans to attend another session on an alternative date. CT will circulate a note stating which Governors are currently booked on the course.

Action Clerk

11. COMMITTEE AND PHASE REPORTS

11.1 Reports were circulated before the meeting from the following committees.

Pastoral Committee

Admissions Committee

Offer letters will sent to parents on 18th April 2013

Premises with Health and Safety Committee

This month a template for a new Health and Safety policy has been received by the school. This will be included on the next agenda. SP said she had been alarmed to hear that there had been an incident with a child eating a nut in school. KB stated that an extended schools club provider had given the child a chocolate containing nuts. The incident has been dealt with and all after school club providers reminded that they should not give out any food items to children.

Finance Committee
Curriculum and Standards Committee

11.2 Phases Reports Governors for Phases 2 and 3 have met with the phase leaders and believed that the meeting was useful. Phase 1 has yet to meet. EG said that she was happy to co-ordinate and organise a meeting for Phase 1. **Action EG**

15. DATES OF NEXT MEETING

Tuesday 21 May
Wednesday 26 June

There being no further business the meeting closed at 9.25pm

Glossary

EAL	English as an Additional Language
FGB	Full Governing Body
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs
SENCo	SEN Co-ordinator
SFVS	Schools Financial Value Standard
TA	Teaching Assistant

ACTION POINTS

Point	Action	Responsible
5	Report to FGB on detailed timetable within School Development Planning Cycle	Jan Deykin and working party
6.4	To update Behaviour and Exclusions policies and gain approval via Email	Baraskavoulla Demetriou
7.1	Review of relationship with parents	Marketing C'tee
7.1	Review of relationship with pupils	Strategy C'tee
7.1	Review of relationship with community	Pastoral C'tee
7.1	Review of relationship with staff	Personnel Committee
7.2	Amended wording for Terms of Reference for covering educational	Telfer Saywell
8	To send covering letter and complaints letter to SDBE	Bonney Venning
11.2	To organise Phase 1 Meeting	Eleanor Garland