

# 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 21<sup>st</sup> May at 7.30pm

Present: *Foundation Governors (7)*

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

*Non-Foundation Governors (4)*

Katie Bentham	Jan Deykin
Vicky O'Neill	Leanne Lisney

*Non-voting*

Cathy Tilley	<i>Clerk</i>
Jenny Stroud	<i>Observer</i>

*Opening prayer*

## 1. APOLOGIES

Apologies were received from Baraskavoulla Demetriou. Susie Connor and Bernadette Bird 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 20<sup>TH</sup> MARCH

The minutes of the meeting of 20<sup>TH</sup> March 2013 were approved and signed by the chairman.

## 4. FEEDBACK ON VISION SETTING PROCESS

The Strategy Committee met to consider the outcomes from the vision setting day in March. They agreed that all strategic targets need to be set by the end of the summer term. Responsibility for individual targets has now been allocated to the appropriate Governor committees. The Strategy Committee also considered how the vision area of 'valuing staff ' should best be communicated to avoid misinterpretation. Personnel and Pay, and Marketing and Communications Committees (for internal and external communications respectively) will consider this at their next meetings.

## 5. DATA DASHBOARD FOR SCHOOLS

Governors reviewed the current Data Dashboard that was published by Ofsted in April 2013. This is public information and can be viewed on the Ofsted website. It was agreed that all Governors need to be able to answer question on the Data Dashboard.

Governors expressed concern that the results from KS1 did not appear to be as good as in previous years. The Headteacher replied that in 2012 the school was not moderated externally for KS1 and she believes that the school's self-assessment may have been conservative. External moderation will happen in 2013. DD asked whether the KS1 results were an accurate reflection of the current Year 3 cohort. KB stated that she believed it was.

The Chair alerted Governors to the fact that this data is based on attainment rather than achievement and so significant fluctuations will happen between cohorts. Target tracker is used by the school to monitor the progress being made by every child and by groups of children e.g. Free School Meals, SEN and ethnicity groups.

CB entered the meeting at 7:45pm

Governors discussed whether the school needs to alert parents to the Data Dashboard. It was agreed this is not necessary as the school already communicates attainment to parents at the end of each school year.

The Chair urged any Governor who did not feel comfortable talking about the Data Dashboard to ensure they had received the appropriate training. All new Governors need to receive training on understanding data as part of their induction.

## 6 ITEMS FOR APPROVAL

**6.1 Terms of Reference for Premises with Health and Safety** – The ToR for this Committee has been amended to include responsibility for monitoring school visits and authorising Category 'A' visits. Governors questioned whether they need to 'authorise' all category A visits or only those ones that involved an overnight stay. It was agreed that the GEL training for Governors would be checked and this would be included on the next Premises Agenda. Once the amended ToR has been reviewed by the Premises Committee it will be submitted to the FGB for approval

**ACTION: TS**

## 7. ITEM for NOTING

**7.1. Report from Committee Chairs Regarding Stakeholder**

**Relationships.** CB, the Chair of the Pastoral Committee reported that the

Pastoral Committee felt they still needed to define 'community'; however they would produce an annual report that outlined the schools links with the community. No other Committee Chairs had anything to report. It was agreed that BV would recirculate the request from the Strategy Committee to review Stakeholder Relationships and this would be included on the relevant subcommittee agendas

Governors were also requested to consider how the children of Queen's school can contribute to our understanding of valuing the individuals. Committees may also like to consider valuing SDBE and Governors.

**ACTION: BV and C'tees**

**7.2. Report from JD on School Development Plan Timetable.** There will be an extra Curriculum and Standards meeting this term in order to define the timetable. It was agreed that this deliverable is required by the end of this academic year.

**7.3 Behaviour and Exclusion Policy.** This item will be carried forward to the next meeting.

**ACTION: BD**

**7.4 Clerking Arrangements for Sub-Committees.** This item will be carried forward to the next meeting.

**ACTION: BV**

**7.5 Health and Safety Policy.** The Chair of the Premises Committee reported that the Premises with Health and Safety Committee has reviewed the initial policy produced by LBRUT and believed that it meets the school's needs. However this covers only responsibilities for Health and Safety. Governors are now awaiting from LBRUT the section on practices and procedures. Governors hope to review this at the next Premises Committee prior to asking for approval for the new policy from the FGB.

**7.6 Phase 1 Meeting.** This has not yet taken place. EG stated that a date will be arranged prior to Half term.

**ACTION: EG**

**7.7 Term Dates.** The term dates for the academic year 2014/15 were agreed by Governors. In addition KB proposed that the inset days would be on 2<sup>nd</sup> and 3<sup>rd</sup> September 2014, 5<sup>th</sup> January 2015 and 13<sup>th</sup> May 2015. There is one further inset day to be scheduled. JD questioned whether inset days could be positioned strategically to reduce unauthorised absence, KB and VON did not believe this was the case as there is unauthorised absence prior to and following all school holidays.

**7.8 Minutes From Committees** The Chair outlined that at recent training she had attended regarding Ofsted, it was explained that Ofsted now do a large amount of pre-inspection work prior to informing the school of an inspection date. It was felt it would be useful for Ofsted Inspectors to be able to access sub-committee minutes prior to coming into school. This is not currently possible as these minutes are not able to be accessed from the school website.

Governors felt that the work of Governors should be more transparent and parents should be more aware of the role of Governors. It was discussed whether there were other ways of Governors appearing less of a 'secret society' other than publishing the sub-committee minutes.

Governors discussed whether would be an issue with sub-committee minutes being published on the school website. Under the Freedom of Information Act, anyone has the right to request these minutes. PC stated that it was normal for organisations to not publish minutes of working meetings. There was concern that parents or other stakeholders would see the minutes and this would result in many questions from those who did not understand the circumstances fully. The school could find itself spending a large amount of time answering questions about matters that were already in hand.

Some Governors did believe that publishing the minutes would contribute to Governors being viewed as more transparent. Another option explored was whether two sets of minutes could be produced and one would be marked as 'confidential'. This would increase the workload for the school in clerking meetings. It was agreed that the Marketing and Communications committee would review communication between the Governors and parents.

Governors asked what common practices were regarding the publication of sub-committee minutes. KB offered to ask other Headteachers and it was also suggested that the Governors invite an Ofsted inspector to a Governing Body meeting to discuss this issue with Governors.

**ACTION:Mktg and Comms and KB**

## **8. CHAIR'S REPORT**

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

- The Chair offered her congratulations on behalf of the Governors to Leanne Lisney who has been appointed as Assistant Headteacher and Jenny Stroud who will be Deputy Headteacher while BD is on maternity leave. The school has created the new role of Assistant Headteacher as it needs to increase its capacity to manage inclusion. The Deputy Headteacher will continue to manage Inclusion but the Assistant Headteacher will be responsible for SEN. The Deputy Headteacher will continue to lead on teaching and learning while the Assistant Head will lead on the new curriculum. It was noted that the Assistant Headteacher will work with the Governor Curriculum and Standards committee.
- The school has completed the internal selection process for HLTAs but did not appoint any of the three candidates. The selection panel felt that none of them were of the required standard. The Personnel Committee has reviewed the selection process very carefully and is satisfied that it was a robust process that was executed properly. KB has explained to individuals the reasons why they were not appointed. The post of HLTA has now been advertised externally and the deadline for applications is 3<sup>rd</sup> June 2013. The Personnel Committee agreed that, out of consideration to the previous applicants, they would not be allowed to reapply. Teachers have been kept informed of developments. The school has informed the unsuccessful candidates that it will support them with their training and development needs where it has sufficient capacity to do so,

- One class teacher has resigned and will leave the school at half term. This vacancy will be covered by a supply teacher until the end of term. The supply teacher has been working at Queen's on a part time basis since last October and is currently working alongside the class teacher in order to ensure a smooth handover. The class teacher will write the reports for the class. One TA has also resigned and will leave at the end of June. The Headteacher has also received the resignation from a part time teacher. The Chair stated that she believed some turnover of staff was healthy for the school and that the school should support individuals to move 'onwards and upwards'. Historically the amount of staff turnover at Queen's has been too low.
- One child has been excluded three times this term. The child has now left the school as a more suitable placement has been found.
- A disciplinary panel has been convened by the Clerk to the Governors and is due to sit on Wednesday 12th June.
- The GB noted that Colin Powell has been appointed as Director of Education for SDBE. The Chair informed Governors that following a discussion at Strategy Committee, a letter was sent to The Ven. Chris Skilton on behalf of the GB, expressing surprise that an appointment has been made prior to the school's complaint against SDBE being considered or a response received.
- The Chair has received a response to the letter of complaint to SDBE. The response was circulated to Governors. Governors were also able to view the letter of complaint. The Venerable Chris Skilton, Archdeacon of Lambeth who is the chair of the SDBE Education Committee has replied stating that SDBE have appointed a panel to review the complaint and report on their findings. The letter states that the panel will be interviewing members of the Governing Body. It was agreed that there are only three Governors who are in possession of all the facts and so these are the Governors that BV will nominate to participate. Governors expressed the hope that this process would be embarked upon sooner rather than later.

**ACTION: The Chair**

## **9. HEADTEACHER'S REPORT**

A written report was circulated prior to the meeting and the Headteacher answered the following questions from Governors.

- Governors questioned whether the Headteacher was concerned about the reportable incident in the report. The Headteacher stated that she believed this was an isolated incident that had been dealt with effectively.
- The number of reportable accidents has gone up significantly. The Headteacher stated that this was largely linked to the child who had been excluded and had now left the school.

## **10. GOVERNORS' TRAINING**

All Governors attended the the safeguarding training run by LBRUT in April apart from EG, SC and NW. NW has already completed Safeguarding training . It was agreed that CT would send the link to GEL training link to SC and EG

Governors felt it would be useful to receive training on understanding data. It was agreed that CT would speak to Governor Support to see if a session could be run during the second half of the autumn term and that Darell School and Kew Riverside would be invited.

BV, CB, JD, BB, TS, KA, DD and KB attended the training course 'Models of School Leadership' last week. It was agreed that it would be useful to reflect on this training and an item should be included on the next FGB agenda and the slides from this course should be circulated.

The Chair encouraged Governors to look at the list of training courses provided by Governor Support at LBRUT. **Action: Clerk**

## 11. COMMITTEE AND PHASE REPORTS

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

### **Pastoral Committee.**

This committee is reviewing the new safeguarding arrangements to ensure the school is following best practice.

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

A request was submitted for more Governors to join this committee. PC and KA said they would be happy to become members.

### **Finance Committee**

**Curriculum and Standards Committee.** All phases need to meet at the start of the second half of the summer term to discuss the whole child, community links, and progress in vision areas **ACTION: All Phases**

### **Personnel Committee (2 sets of minutes)**

### **Marketing and Communications**

## 11.2 Admissions Committee

The school has received 60 acceptances for places in Reception for 2013/14. The school has also received one appeal under category 6 of the admissions policy. This appeal will be handled by LBRUT.

**11.3 Phases Reports.** No phase meeting were scheduled for the first half of the summer term.

## 12. Any Other Business

Conflicts of Interest.

The Chair requested that Governors, who are also parents at the school, reflect on how they conduct themselves in their parent and also governor role.

The Staff Governor Party will be held at St Anne's on Wednesday 17<sup>th</sup> July 2013.

EG thanked Governors for their support at the parent booklet launch and asked for volunteers to help with the Governor coffee stand at sports day.

It was agreed to include the item as to whether the Governor's should have a presence at the summer fair, on the agenda for the next Marketing and Communications meeting.

### **13. DATES OF NEXT MEETING**

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
GEL	Governor E-Learning
HLTA	Higher Level Teaching Assistant
LBRuT	London Borough of Richmond upon Thames
KS1	Key Stage 1
SDBE	Southwark Diocesan Board of Education
SEN	Special Educational Needs
SENCo	SEN Co-ordinator
TA	Teaching Assistant
ToR	Terms of Reference

## ACTION POINTS

Point	Action	Responsible
6.1	Amended wording for Terms of Reference for covering educational visits	Telfer Saywell
7.1	Recirculate request from Strategy Committee to review stakeholder relationships	Bonney Venning
7.1	Review of relationship with parents	Marketing C'tee
7.1	Review of relationship with pupils	Strategy C'tee and all other C'tees
7.1	Review of relationship with community	Pastoral C'tee
7.1	Review of relationship with staff	Personnel Committee
7.2	Report to FGB on detailed timetable within School Development Planning Cycle	Jan Deykin
7.3	To update Behaviour and Exclusions policies and gain approval via Email	Baraskavoulla Demetriou
7.4	Review of clerking arrangements for sub-committee meetings	Bonney Vening
7.6	Arrange Phase 1 Meeting	Eleanor Garland
7.8	Review of Communication between Governors and Parents	Mktg and Comms C'tee
7.8	Review arrangements at other schools for publishing minutes of sub committees.	Katie Bentham
8	BV to inform SDBE of Governors who will be involved in providing evidence to the SDBE complaints panel.	Bonney Venning
10	Circulate link to Safeguarding training on GEL Review with LBRUT Govenor Support possibility to provide Data Training at Queen's in Autumn 2013. Include Models of School Leadership on next	Clerk



	agenda	
11.1	Meet at the start of the second half of the summer term to discuss the whole child, community links, and progress in vision areas	All Phases