

**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 26<sup>st</sup> June at 7.30pm

Present: *Foundation Governors (8)*

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

*Non-Foundation Governors (5)*

Bernadette Bird	Katie Bentham
Susie Connor	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 and Caroline Butler 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 21<sup>st</sup> MAY 2013**

The minutes of the meeting of 21<sup>st</sup> MAY 2013 were approved and signed by the chairman.

**4. MODELS OF SCHOOL GOVERNANCE**

Governors fed back on the discussions at the training they had attended on 16<sup>th</sup> May 2013. The training highlighted the Government's requirement for schools to start to work 'collaboratively' with other schools. It was agreed that it would be difficult to have a formal collaborative agreement with Kew Riverside and Darrell as there were fundamental differences between them as Queens was a voluntary aided school and the other two schools were community schools. Collaboration with Christ's school would

be easier as both schools are part of the Southwark Diocese. Governors were unclear as to the advantages of a formal collaborative agreement as opposed to an informal one but agreed that observing the workings of other schools could be valuable as part of the school improvement process.

SP joined the meeting at 19:42

KB reported that Queens was looking to undertake an informal collaborative project, concerning teaching and learning with Darrell and Kew Riverside in the near future; there was the belief that if all three schools collaborated they could better serve the community of Kew.

It was reported that the process of Christ's School converting to an academy was on hold as they did not currently have a substantive head. Governors wished to clarify SDBE's position on conversion to Academy status and it was agreed that KB would contact Carol Jerwood of SDBE in order to find out SDBE's official position regarding academy conversion

The Chair concluded that there were an 'infinite' number of possibilities regarding collaboration.

## **5. SCHOOL DEVELOPMENT PLAN 2013-14**

The Curriculum and Standards committee had met and agreed the following three targets It was noted that these are provisional until SLT have had a chance to agree them.

The targets are;

During lesson observations, no teaching should be deemed to be satisfactory / requires improvement and 50% of lessons observed should be outstanding

By the end of the academic year 2013/14, the aims of new curriculum should have been agreed and an implementation plan should have been drafted.

All children should make expected levels of progress. Any exceptions will be agreed within the school and discussed with parents.

Although SLT will review these targets and they may change slightly it was not believed that any substantial changes will be made. These measurable targets should enable phase meetings to be more focused on the SDP.

The vision area 'Valuing Staff' will be discussed at the Personnel Committee meeting on 4<sup>th</sup> July 2013

Governors discussed how the vision area of Sport should be monitored going forward. After some discussion it was decided that this should be under the remit of the Strategy Committee. The Strategy Committee will

also consider whether this is an area in which the school may benefit from collaborating with other schools.

## **6 CLERKING ARRANGEMENTS FOR SUB COMMITTEES**

Governors felt there were discrepancies in the efficiency of sub committees and believed this was due to clerking arrangements. Personnel, Premises and Finance are clerked by the SBM, whereas there is no formal clerk for Curriculum and Standards and Pastoral Committees. The co-ordination requirement for the Curriculum and Standards Committee is particularly high as it oversees all the Phase Committees. It was agreed that these two Governor Committees would benefit from having a clerk. The school is currently recruiting an SBM and Governors agreed to explore the possibility of the new SBM being responsible for clerking and co-ordinating all Governor Sub Committees. It was felt that this would aid in making all sub committees more effective.

## **7 ITEMS FOR APPROVAL**

**7.1 Terms of Reference for Premises with Health and Safety** – The ToR has been amended to clarify responsibilities for authorising educational visits. It was approved by the FGB following agreement by the Premises Committee. It was agreed that this committee now needs to put in place a monitoring plan as outlined in the policy. **ACTION: TS**

### **7.2 Final Budget 2013/14 and Surplus Balance Return 2012/13**

Best practice is for schools to carry forward balances less 8% of revenue. The school will carry forward £135,000 (8% of revenue is £138,000). Governors approved the Surplus Balance Return for 2012/13.

The Finance Committee have reviewed all changes between the final and the draft budget. The final budget reflects all recruitment that has taken place for the next academic year. Although the percentage of the budget that is being spent on staffing is high, it is the same percentage as last year and Governors believe that it is the right staffing mix for the school. The school will use £43,000 of reserves. This is an increase over the final budget for the previous financial year where the school projected it would use £12,000 of reserves.

A £43,000 provision has been made for repairing the drains and converting the ICT suite into two group rooms. Three quotes had been obtained to install a kitchen in one of the group rooms that could have been used for teaching purposes. The cost would have been an extra £20,000. The Finance Committee felt that this was not a good use of reserves in light of the likely rebuilding of the school within the next few years.

Governors on the Pastoral and C+S Sub Committees questioned why they had not been informed of the fact that the Finance Committee had decided against a teaching kitchen. It was agreed that in future it would

be good practice for the minutes of sub committees to have a standing item that identifies points for other sub committees.

The final budget for 2013/14 was agreed by the Full Governing Body

## **8. ITEM for NOTING**

### **8.1. Report from Committee Chairs Regarding Stakeholder**

**Relationships.** This has been included on the agendas for the upcoming Marketing and Personnel Committees. It was discussed at the last Pastoral Committee meeting and needs to be an annual standing item on Sub Committee agendas.

**ACTION: All Chairs of Sub**

**C'tees****8.2 Behaviour and Exclusion Policy.** This item will be carried forward to the next meeting.

**ACTION: BD**

**8.3 Governor Recruitment.** It was agreed to start the process of recruiting two new Foundation Governors. Governors were asked to encourage individuals who they believed to have the appropriate skills to apply. There is a job description and an application form. EG will step down once a replacement is found. In addition the Governing Body will hold elections for two new parent Governors during the Autumn Term 2013.

**ACTION: BV**

**8.4 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 believes 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 have been informed that this will be available for review in September 2013 and hope to review this at the next Premises Committee prior to asking for approval for the new policy from the FGB.

**8.5 Phase 1 Meeting.** This meeting has not yet taken place. EG stated that it would now take place on 28<sup>th</sup> June.

**8.6 Balancing Parent and Governor Roles.** The chair suggested that at the end of the meeting Governors spend a few minutes discussing the difficulties of combining the role of being a Governor with being a parent at Queens. As a Governor, one's opinions can carry greater weight and Governors need to be sensitive to this when expressing their view point on matters relating to their own children. It was suggested that Govenors could support each other in such circumstances.

## **9. CHAIR'S REPORT**

A written report was circulated by the Chair and Governor's attention was drawn to the following points.

- Confidential Item (x2)
- The Strategy Committee will be responsible for the appointment of a new clerk following the resignation of Cathy Tilley.

## **10. HEADTEACHER'S REPORT**

A verbal report was given by the Headteacher.

- No resignations had been received since the previous Governing Body meeting in May. Hilary Wilson will be phase 1 leader to cover maternity arrangements and Ms Suffee has been appointed on a one year contract also to cover maternity leave. Two other teachers who were appointed a year ago have been given permanent contracts as there were two vacancies due to one teacher leaving and another two teachers returning from maternity leave part time.
- Three TAs have now been appointed as HLTAs and so the new structure will be fully in place in September 2013. This has created a vacancy for a TA and the post will be advertised internally.
- One TA has been appointed as a full time IT Technician for one year. This is to support the tablet project that will be run at Queens from September.
- Teachers have been informed of which classes they will take year. KB is currently working on assigning TAs to classes. Once this has been completed then, a letter will be sent out to parents informing them of the class allocations for next year.
- SLT had undertaken 'learning walks' on two mornings in order to monitor lessons. Teachers have been fed back to and they had felt that 'learning walks' were a less stressful form of monitoring teaching and learning, than formal lesson observations. KB was pleased with the quality of teaching she observed.
- All children in year 6 attended the school journey to France. Staff who attended the school journey felt that it had been a great success. The PGL site In France was excellent. KB asked Governors for approval to book the same trip for next year. The school would approach Kew Village Market for funding towards supporting those families who could not afford to pay the full cost of the trip. Governors agreed to the school booking again for summer 2014.
- The PSA summer fair raised £9,400. This will be spent on improving the KS1 playground. JS is leading this project on behalf of the school.

#### **11. St ANNE'S CHURCH TERCENTENARY 2014**

NW expressed his desire for the tercentenary celebration next year at St Anne's to be a shared community and school experience. It was suggested that a project could be done to celebrate the school's history and its connections with the church of St Anne's. It was agreed that KB would ask Anna Harrison to come up with a proposal prior to the next Governor's meeting

**ACTION: KB**

#### **12. GOVERNORS' TRAINING**

SC has completed the GEL courses for Safeguarding and Pupil Premium. DD has completed the SDBE Pay and Performance Course. BB reported that she had completed the LA course, 'Changes in Education' and recommended it to others as a useful course.

#### **13. COMMITTEE AND PHASE REPORTS**

**13.1** Reports were circulated before the meeting from the following committees.

**Pastoral Committee.**

Governors questioned whether the list of stakeholders identified by this committee should include React and The Avenue Club. The Chair of the Pastoral Committee reassured Governors that these had been added to the list in a subsequent 'mapping' meeting.

**Premises with Health and Safety Committee****Finance Committee****Curriculum and Standards Committee.**

A new phase timetable has been included at the end of the minutes for all phases to review.

**ACTION: All Phases**

**14. Any Other Business**

The Staff Governor Party will be held at St Anne's on Wednesday 17<sup>th</sup> July 2013. Non staff Governors were asked to make a donation of £20 towards the costs

EG asked for volunteers to help with the Governor coffee stand at sports day.

**15. DATES OF NEXT MEETING**

TBC

*There being no further business the meeting closed at 9.20pm*

**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
7.1	Create and implement a monitoring plan for Educational Visits	Telfer Saywell
8.1	Include a standing item annually to review stakeholder relationships	All C'mtee Chairs
8.2	To update Behaviour and Exclusions policies and gain approval via Email	Baraskavoulla Demetriou
8.3	Initiate the process for recruiting two foundation governors.	Bonney Vening
11	To ask Anna Harrison to propose a joint project between St Anne's and the school to celebrate St Anne's Tercentenary.	Katie Bentham
13	Review the phase timetable for 2013-14	All Phases