



THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C of E SCHOOL
CUMBERLAND ROAD, KEW, SURREY TW9 3HJ

FGB MEETING

Thursday **22 June 2023** at **7.00pm** at the school

PRESENT

Inga Hall (IH) - Chair – Foundation Governor (St Anne's)
Harry Charrington (HC) – Foundation Governor (St Luke's)
Janine Farrance (JF) - Foundation Governor (SDBE)
Mark Ivory (MI) - Foundation Governor (ST Anne's)
Sanobier Kodia (SK) – Staff Governor
Kennan Michel (KM) - Co-opted Governor
Marian Mollet (MM) - Foundation Governor (St Anne's)
Mark Ollard (MO) - Local Authority Governor
Vasiles Polydorou (VP) - Foundation Governor (The Barn)
Jenny Stroud-Turp (JST) - Headteacher
Larissa Sutton (LS) - Parent Governor
Karen Verge (KV) - Deputy Headteacher – Associate Member

IN ATTENDANCE

Nicola Cheshire (NC) – Wandsworth Governor Services
Andy Rooney (AR) – School Business Manager for item 9 - Finance Report

Welcome and Opening Prayer

IH welcomed everyone to the meeting and thanked them for their attendance. LS led the opening prayer.

1. Apologies for Absence

Apologies for absence were received and accepted from Father Giles Fraser (GF), Auriol Hale (AH), Reverend Dr Melanie Harrington (MH) and Laura Leicester (LL) who is on maternity leave.

2. Declarations of Interest

There were no new declarations of interest.

3. Approval of the Minutes of the previous FGB meeting (18.05.23) Parts 1 & 2 and Matters Arising.

The minutes of the previous FGB meeting Part 1 & 2, held on 18 May 2023, were agreed, and approved. All matters arising had either been actioned or were on the agenda.

4. Governor Appointments

4.1 To note the appointment of Kennan Michel as Local Authority Governor

Based on the skills required and recommendations of the board at The Queen's Church of England Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominates Kennan Michel to the position of LA Governor. The term of office is for four years ending on 31 July 2027.

The board formally ratified Kennan Michel's appointment as LA Governor effective 1 August 2023 to allow for a handover from MO. Governors congratulated KM on his new appointment and thanked him for his valued and continued work on the Board.

Action – KM's appointment details to be updated as necessary on GovernorHub, GIAS.

4.2 To receive nominations for, and to elect a new Vice Chair of Governors for 2023/24

No nominations were received for the position of Vice Chair of Governors which becomes vacant 01 September 2023 when JF and LS take over as Co-Chair of Governors.

Action – JF and LS to discuss the Vice Chair position with other governors over the summer.

5. Chair's Report

Governors confirmed they had read IH's Chair's Report on GovernorHub. IH reiterated her thanks to JST and all Governors leaving the board at the end of term for all their work on the board and for the school.

STRATEGIC - Linked to Vision

6. To receive and consider Vision-related updates including:

6.1 Updated School Development Plan (SDP) including termly progress against targets.

The updated SDP was on GovernorHub. JST summarised the highlights and confirmed that substantial progress had been made across all areas over the last year putting the school in a good place moving forward, which Ofsted had recognised this during their recent inspection.

Q – The updated SDP clearly shows the progress made in curriculum development but is there anything that is not there and still needs to be done?

A – No but work to develop the curriculum is always ongoing. The key word for staff to focus on is development, but it does need to be recognised that the balance between work in the classroom and being a subject lead across the school is challenge for staff in all schools.

Q - How can Governors support you and help with this?

A – By continuing to do what you already do, undertaking phase visits, learning walks, focusing on the Ofsted questions, and presenting the school with challenge at every opportunity.

Governors thanked JST and her staff for the progress that had been made over the year and for the amazing amount of work they had done to achieve this.

6.2 Summer Term SIP Report

The summer term SIP report would go to the autumn FGB as well as being the subject of detailed consideration at the last Curriculum & Standards meeting of the year on 18 July 2023.

7. Headteacher's Report

The Headteacher's report was available on GovernorHub. JST provided an additional update on Year 6 leavers – 55 children were leaving, 15 (27%) going to the independent sector and 40 (73%) to state schools. The spread of schools was quite different from previous years and the proportion moving on to state school was higher than usual.

Q – Do we know why the pattern looks different this year and why more children are going to state schools?

A – We do not have any definitive information but expect that the economic situation is a factor, also that the choice and options of good state schools is better.

In terms of children leaving from other years, eleven children (9 families) had confirmed they would be leaving the school at the end of term, the majority because they were moving overseas or out of borough.

Two Year 2 children were leaving to go to the independent sector. An additional six children may be leaving because of relocation but these had yet to be confirmed.

7.1 Staffing Update

The school had successfully recruited teachers for the maternity leave cover post for Year 2, and for the two Year 4 posts (one full time and one for 3 days per week), and changes to subject lead responsibilities would be made because of this. All ECTs recruited last year had been successful and were staying at the school. The two vacant TA positions had also been filled.

7.2 SATs

Although the SATs results are still to be confirmed there were no real surprises, and the expectation is that the results will be positive.

8. Safeguarding Report from the Headteacher

All the 2022 safeguarding audit actions had been completed and a new safeguarding audit for 2023 had just taken place. An action plan would be generated from the latest audit and shared with governors.

Action - Governors safeguarding visits to be arranged before 7 July 2023.

DECISIONS/REPORTS

9. Finance Report - including recommendation from Finance Committee to approve 2023/24 budget.

Governors confirmed they had read the revised draft budget and accompanying notes. The main changes to note (since considering the draft budget at the previous FGB) were:

- A reduction in the agency staff budget for TAs following successful recruitment of two permanent members of staff.
- An additional provisional cost for holiday pay for part time and casual staff because of the Brazel ruling that confirmed all part time staff were entitled to 5.6 weeks holiday pay, not a pro-rated allowance. Clear advice on exactly how this should be calculated and applied was still awaited from HR but in the absence of that a 'best guess' provision of an additional £11k for the full year had been allowed for in the budget.
- An estimate for the impact of free school meals for Key Stage 2. As levels of take up are not yet known an estimated figure of c50% higher than this year had been included in the budget (c£1k extra). As other schools had reported take up levels of c90%, this could be an underestimate and a survey would be sent out to families before the end of term asking for an indication of the likelihood of them taking up the offer of a free school meal.

These changes resulted in a reduced final budget reserve of £47k for the 2023-24 year.

Q – Has any provision been made in the budget for back pay of holiday pay for part time staff because of the Brazel ruling?

A – No. The issue of back pay is unclear, although it is fair to assume that there will be some, but without guidance it is just too difficult to estimate.

Q – What assumptions have been made in the budget about energy costs?

A – Again because this is unknown, we have been cautious and assumed current levels of usage at current rates based on our current contract which is due to run until 2025.

Following a discussion about the challenging funding situation being faced by a lot of schools from next year onwards, Governors voted unanimously to approve the budget and for AR to submit it to the LA by their 23.06.23 deadline and to the DfE by their deadline of 30.06.23.

Action – 2023-24 budget to be submitted to LA and DfE by agreed deadlines.

The Board thanked MO and AR for all their excellent work on the budget.

10. Update from the HT Recruitment Panel

After the Board's recent EFGB decision, the announcement has been made to staff, parents, and children that Mr Adrian (Aid) Corke (AC) had been appointed as the interim Headteacher for the academic year 2023-24. AC has been the Headteacher at Bishop Perrin CofE Primary School in Twickenham for the last seven years and will be on full-time secondment to the King's School (with his Deputy acting up at Bishop Perrin).

Staff had reacted positively to this announcement and were pleased to know who their Headteacher would be next year. The Board thanked SK for her input to the recruitment process and the role she had undertaken in keeping other staff updated and informed.

The panel confirmed they had been advised to wait until January 2024 to restart the permanent recruitment process and would use the time before then to consider whether more proactive options for recruitment should be explored.

The Board agreed to delegate the interim Headteacher Performance Management for 2023-24 to JF, LS and MI.

11. Update Report from King's Working Group

A copy of the new Instrument of Government for the King's School, effective from 01 September 2023, is available on GovernorHub.

Action – New Instrument of Government for the King's School to be formally adopted as part of the 2023/24 governance documentation at the first FGB of the Autumn term.

The Local Authority is assisting with the communication of the name change to interested parties. Most of the logistical issues for the PSA, such as bank account name change, are in hand and will be effective from 01 September 2023.

A decision on an event to celebrate the name change to the King's School next summer still needed to be made and an invite to the Palace to attend the event was also outstanding.

Action – Celebratory event to mark the school's name change to the King's School to be agreed and an invite to the Palace to attend the event to be sent in JST's name before the end of term.

Plans have been made for some items of new King's School uniform to be on sale at the school summer fete and for excess Queen's school stock to be on sale at discounted prices.

12. Admissions Report

This had been covered under Item 7. Headteachers Report.

13. Update on the Community Use Application

BR would be meeting with the Local Authority on 19.07.23 to try get a clearer understanding of their advice in relation to the school's community use application and the criteria that would have to be met for the application to be considered further. FGB would be updated after the meeting and further discussions would follow on the viability of a further application. As BR would be stepping down from the Board at the end of the summer, other governors will need to take this project over from BR.

Action – BR, JF and LS to arrange a handover of this issue and any governor interested in taking this project over to contact JF & LS.

14. Land Sale Proposal

A copy of the deed for the land had now been found and this clarified that the land could be sold, but the question of who would benefit financially from the proceeds of the sale remained. AR would now contact the LA to try and obtain further clarification on this. As this would be an ongoing issue and IH would be leaving the Board, another governor would need to take this forward with AR's support.

Action – Volunteers to take the land sale proposal forward to contact IH.

15. Governing Board Committee Reports

15.1 Premises and Health & Safety

Following lengthy discussions with the DfE the school had finally received a Building Control Certificate.

An inspection of the premises defects had taken place on 25 May and highlighted the usual issues of heating, cooling, poor energy performance, cladding etc and a summary of these issues will be sent to the DfE. The fundamental problem remains that what was originally modelled for the school was not delivered and this is the root cause of these ongoing issues. As the building is now approx. 7 years old it is reaching the point at which money will need to be spent on it. Funding is available for retro fitting of schools and Paul Forest (PF), Building and Capital Projects Manager, Southwark Diocesan Board of Education, will need to be involved in securing funding for this.

Action – HC to arrange a handover of premises issues with JF, LS, VP & KM.

Updates from all the other committees are available as reports on GovernorHub.

STATUTORY

16. Governing Board Administration:

16.1 Preparation for the 2023/24 Academic year including:

a. Proposals for new committee structure

Governors confirmed that they had read the proposal paper for a new committee structure prepared by JF & LS. The proposal focused on creating a structure that gives the Board more time for strategic discussion and on the possibility of merging some existing committees into a Resources Committee, and whether this was something the Board felt they should and/or wanted to do.

Q – Might merging the Finance Committee with other committees take the focus away from financial issues at a crucial time?

A – It would not be intended that the new structure would remove scrutiny or dilute the work of individual committees, rather a committee with a broader remit would improve the strategic alignment of issues, allowing decisions to be made holistically, and everything can be seen in context.

Q – Whilst not opposed to the idea there is concern that we are trying to 'force a quart into a pint pot,' and we may end up not doing anything well.

A – The idea would be that the focus of the work of a resources committee would ebb and flow over the year, so at certain times of year finance would be the priority and at others it might be curriculum, staffing or premises. But whether balance can be achieved across the year is the kind of issue that needs to be explored further and where the input from the different committees and all governors will be vital.

Q – In theory the idea makes sense, but the committee structure as it is means that meetings are focused, involve only a few governors and are short, whereas the new proposal for a Resources Committee sounds like it will have to be a much longer meeting of more people.

A – It would not be intended that more time is spent in Committee meetings overall, in fact the intention would be to reduce the amount of time, with the focus of the committee meetings being more strategic, with work being undertaken by working groups outside of the main committees. But how this would work in practice is something else that needs to be explored further before a final decision is made.

JF & LS emphasised that they were open to all ideas and wanted to hear as many views as possible before producing a final proposal. Governors agreed that discussions should continue outside of the meeting and a final proposal for the new committee structure would be presented to the autumn FGB for approval.

Action – comments and ideas for a new committee structure to be sent to JF & LS.

b. Proposed meeting dates for 2023-24

A Committee meeting dates schedule for 2023-24 cannot be produced until the new committee structure has been agreed. IH, JF & LS will agree FGB meeting dates next week and circulate to governors. The new committee structure will be an agenda item on the first FGB (September 2023) and dates for meetings agreed then.

Action – IH, JF & LS to set FGB Committee dates by 30 June and notify governors.

17. Governing Board Strategy.

17.1 Policy Progress Report (standing item) including policies requiring FGB approval.

a. ECT Induction Policy

This had been approved by the Pay & Personnel Committee and was recommended to FGB for approval. FGB approved the new ECT Induction Policy.

b. Ensuring a good education for Pupils who cannot attend school for medical reasons.

This is a statutory policy and had been approved by Pastoral & Kairos Committee and was recommended to FGB for approval. FGB approved the policy.

c. Equality Policy

This policy had been updated and approved by the Pastoral & Kairos Committee and was recommended to FGB for approval. FGB approved the updated Equality Policy.

Action – Equality statement on school website to be updated.

17.2 Governing Board Reports

a. Governing Board Self-Evaluation Report

Most governors (12) had completed the self-evaluation report and the overall results were positive and an improvement on last year's results. In most areas the overall rating for the Board was green (good) but there were a few areas where some governors rated the board's performance as amber or red (requires improvement). These were – Governance professional, induction and ongoing development, collaboration, accountability – stakeholders and evaluation of impact. It was agreed that these would be the areas of focus for the Board going forward and the subject of further discussions between JF & LS (as the incoming Co-Chairs), MI (as the Governor Training Lead) and the rest of the Board.

Action – Further discussion on Governing Board Self- Evaluation Report needed and priorities for the Board to be agreed.

b. Governor Skills Audit

The outcome of the skills audit was positive and showed a strong skills base for the Board. It showed a slight improvement on the previous year with more governors rating their skills as 4s than 3s overall (1 is low and 4 is high) and there were no areas in which the overall average was less than 3, which is a positive position for the Board to be in.

Out of the six categories of the skills audit, only Compliance and EDI had gone up since last year, with the rest remaining the same. As for last year, Strategic Leadership and Accountability were the two areas which averaged an overall score of 3 and in which 3 or more governors gave themselves a rating of 1 or 2, highlighting some knowledge and skills gaps which might be addressed, although some issues highlighted such as 'I would not be confident in conducting the Headteacher's appraisal' might be

expected as only a minority of governors are involved in this. As a starting point the NGA learning links to the training modules for the issues raised were provided in the Governor Skills Audit Report available on GovernorHub.

Action – The Governors Skills Audit to be used in conjunction with the Governing Board Self Evaluation to identify priorities for the Board and inform recruitment of new governors.

17.3 Governor Training Update (MI)

This had been covered under item 17.2 b. Governor Skills Audit.

18. Any Other Business

18.1 Governor/staff drinks

The Governor end of year drinks for the staff will be held on Thursday 6 July from 4.00pm at St Anne's and will be the Board's opportunity to say goodbye and thanks to IH and JST and any other governors and members of the staff who are leaving.

Governors were also invited to a leaving event at the school for JST on Thursday 20 July which is being organised by the school.

18.2 Sports Day - 12 July

Volunteers are needed for the Governors refreshment stall at the school Sports Day (12.07.23).

Action – LS to co-ordinate the timetable for the day and any governors able to help should contact LS.

18.3 Thanks to departing governors.

IH and JST thanked MO for all his fantastic work as a Governor particularly his work as the Chair of the Finance Committee during such difficult and challenging times. His pragmatic approach, and willingness to share his skills and knowledge had really helped take the fear out of finance and put the school's finances on a sound footing.

The Board formally thanked IH for the wonderful job she had done as the Chair of Governors, not only in leading and chairing the board so efficiently and effectively, but also for her incredible investment of time in the school and the amazing enthusiasm she has brought to the role, which had been a true inspiration to everyone who had worked with her.

19. **Date and Time of Next meeting** – to be agreed.

Signed: _____ Dated: _____

Inga Hall (Chair)

Actions Agreed at Queen's FGB on 22.06.23.

No.	Agenda Item	Action	Who	Date
1.	4.1	Records to be updated as necessary to reflect KM's appointment as LA Governor from 01 August 2023 for a four-year term.	JST & NC	01.08.23
2.	4.2	JF & LS to speak to other governors about the Vice Chair of Governors position.	JF& LS & governors	01.09.23
3.	8.	Governor safeguarding visits to be arranged by 07.07.23.	Governors	07.07.23
4.	9.	2023-24 Budget to be submitted to LA & DfE by agreed deadlines.	AR	23.06.23 & 30.06.23
5.	11.	New Instrument of Government for King's School to be formally adopted at first FGB of 2023-24.	Board	25.09.23
6.	11.	Invite to the palace to attend celebratory event for the school's name change to the King's School to be sent by the school before the end of term.	JST	21.07.23
7.	13.	Any governor interested in taking over the community use application to contact JF & LS.	All governors	01.09.23
8.	14.	Any governor interested in taking over the land sale project to contact IH.	All governors	21.07.23
9.	15.1	HC to arrange handover of premises committee issues.	HC, JF, LS, VP & KM	01.09.23
10.	16.1. a	All governors to send comments and ideas for new committee structure to JF & LS.	All governors	31.07.23
11.	16.1. b	2023-24 FGB Meeting dates to be agreed and governors notified.	IH, JF & LS	30.06.23
12.	17.1 c	Equality statement on the school website to be updated in accordance with new Equality Policy.	JST	21.07.23
13.	17.2. a	Governing Board Self Evaluation – to be used as part of ongoing discussions between incoming Co-Chairs and the rest of the board.	JF, LS, MI & other governors	Ongoing
14.	17.2. b	Governors Skills Audit – to be used to in conjunction with Governing Board Self Evaluation to inform governor priorities & recruitment of new governors.	JF, LS and MI	Ongoing
15.	18.2	LS to co-ordinate timetable for refreshment stand at Sports Day 12.07.23	LS	10.07.23