

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C OF E SCHOOL CUMBERLAND ROAD KEW SURREY TW9 4HJ

Minutes of the Meeting of the Governors of The Queen's School
Held by Google Meet on Thursday 24 June 2021 at 7pm

Present: *Foundation Governors (7)*

(IH) Inga Hall (Co-Chair)

(ER) Emma Roberts

(VP) Vas Polydorou

(JF) Janine Farrance

(BR) Barnaby Rodgers

(MM) Marian Mollett

(MI) Mark Ivory

Non-Foundation Governors (5)

(BD) Voulla Demetriou (Co-Headteacher)

(BCW) Bethany Claus Widick (Co-Chair)

(JST) Jenny Stroud-Turp (Co-Headteacher)

(CC) Cathy Christmas (Vice chair)

(SK) San Kodia

LA Governor (1)

(MO) Mark Ollard

Other (3)

(DD) David Durie (Associate Member)

(AR) Andy Rooney (SBM)

(MJ) Michelle Jones (Clerk)

Opening Prayer (led by Janine Farrance)

1. APOLOGIES AND WELCOME

IH chaired the meeting. Apologies were received from JM and HC.

The Governing Board welcomed AR to the meeting, in order to release him from the meeting Item 6,11 and 12 would be dealt with first on the agenda. The meeting would then revert back to the order of the agenda.

2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS

All Governors were reminded of the need for confidentiality and to declare any direct or indirect pecuniary interest which might relate to any matter under discussion.

3. APPROVAL OF THE MINUTES OF THE FGB MEETING OF 11TH MAY 2021

Item 17, 'How places were offered on National Offer Day 16th April 201' Criterion 6 should read – Criterion 6 – Living within the boundaries of Kew Parishes – regular worshipper of the three Anglican Churches.'

Subject to amendment, the minutes of the FGB on Tuesday 11th May 2021 were agreed as an accurate reflection of meeting and were approved.

ACTION: Clerk to amend Item 17 of the minutes of the 11th May 2021 - Completed

Matters Arising are covered in the agenda:

Matters arising are covered in this agenda:

- Vision priorities update – Item 5

- Fire Door actions– Item 12 (x3)
- Phase related overview – Item 13 (x2)
- Skills audit and Governor training update – Item 19

STRATEGIC – LINKED TO VISION

6. TO RECEIVE RECOMMENDATION FROM FINANCE COMMITTEE TO APPROVE THE FINAL BUDGET

- There are three major variances between what has already been approved (draft budget) and the final budget:
 - Extra income from SEN funding, which is anticipated to be EHCP's for Reception pupils in September.
 - Negative earnings of £27k on teaching staff, which is maternity and also newly hired staff being more expensive and higher qualified than departing staff
 - Extra cost of £14,210 for agency staff for current Year 5/next Year 6.
- There are five components of movement under teaching staff category which net out the difference between the draft budget and the final budget:
 - There was a £9k error in the draft budget, the Phase leader allowances had not been taken into account for the two-phase leaders. The allowances were expiring and should not have been.
 - The Assistant Head was on the wrong scale point in the budgeting software.
 - There is maternity leave in both Year 2 classes. We save a certain amount from only paying 8% of SMP and OMP which is less than full salary. Offset against this is the cost of cover for these two classes, which have been recruited for. There is £11k of net cost in one class and £14k in another. This is slightly offset by the presumption we would have to cover one of the maternity leavers through agency staff.
 - The incoming Year 6 teacher is more experienced and on a higher pay scale than the teacher leaving which is costing £5k over the financial year.
 - Maternity cover is required for the SENCO. This will save around £11k in the teaching budget. The cost of cover will be in the agency staff budget.

DD joined the meeting at 7.12pm

- The draft Staff agency budget was £85k.
 - There is £21k in extra costs for assumed agency cover for the SENCO.
 - £17k less cost for one of the Year 2 maternity covers who has been recruited directly
 - Extra £10k for agency staff to cover some EHCP hours with agency staff
- The budget for TA support staff has decreased by £3.5k
 - A couple of TA's are leaving
 - We've assumed there will be extra EHCP's that we need to cover.
 - Assumption has been made that COVID constraints will remain and therefore we have tried to keep TA's in single year groups for the upcoming year.
 - There are some retirements coming up.

Q: *There is an extra £25k under SEN funding is this because of anticipated additional plans for next year?*

A: *All EHCP's are in process (for two new reception children as well as some of our existing cohort) but we have to support these children whilst we are waiting for the funding to come through.*

The situation with EHCP's is changing all the time as we receive enquiries regarding in-year admissions we are being approached by families with children who may have additional needs who may need EHCP's.

Q: *As discussed at Finance committee we can afford this budget this year but only just. Do we need to take more drastic action next year?*

A: *We can afford this year and one more like it before our reserves are down to around £30k. We are used to having much bigger reserves but we are still in the zone of recommended reserves. Included in the budget is the one-off early retirement cost of £50k, this is believed to be the worst-case scenario, although it may not be as large as this. The figure has been based on other schools' experience. It may be possible to have some of this cost covered by a fund the Schools Forum voted to establish in*

this financial year. There may be de-delegated central funding available to cover some of the cost, although we don't know how much is available or if they are able to pay out.

Q: *The projections going to 2024 show a downward trajectory, although we will still have a substantial reserve. We previously discussed the budget assumption that pupil numbers would increase by 8 pupils per year, Is there any sign of this beginning to happen?*

A: *Pupil numbers are up to 378, so that is a slight increase. However, at the end of year we are expecting a number of pupils to leave. We have had a number of enquiries from Hong Kong but unfortunately these families haven't arrived in the UK yet. This is a PAN London problem, and a number of our local schools are experiencing the same problem. Next year's Reception is full with a waiting list.*

Q: *Do we need to consider we have a number of staff members who are not at the top of their pay scales?*

A: *The budgeting software automatically takes care of this; it assumes that all staff who have room on their pay scales will receive the increments.*

Q: *We said we were looking to recruit the SENCO maternity cover through agency staff, is there a way to avoid using agency staff maybe going through the SENCO's network instead which could result in a cost saving?*

A: *We will advertise this term in preparation for October half term to enable a two-week handover. We still think it's wise to budget*

Q: *Is there a concern that when the SENCO leaves that the money we don't receive for EHCP's will increase?*

A: *The EHCP's will already have been submitted at this point and whoever is brought in will be an experienced SENCO and will be able to follow this through. We also have experience in house in BD, who can oversee the EHCP's. It is worth noting that with every EHCP that comes in, there is a cost to the school. To ensure the needs are fulfilled we have to fund the first £6k notional SEN budget.*

The FGB approved the budget as tabled. The SBM will submit the budget tomorrow Friday 25th June 2021. The Governing Board thanked the SBM for all his work on final budget.

11. TO RECEIVE A VERBAL UPDATE ON PROGRESS WITH CUA2

- The CUA2 application for variation of use of the AstroTurf is now live on the Planning Portal. So far there have been 2 objections and 1 comment in support.
 - The decision is due on 11th August 2021.
 - An update will go out in the Newsletter explaining the benefits of the changes, providing the link to portal and asking for the parent community support by way of making comment on the portal. This had been an extremely effective way of generating formal support during CUA1.

ACTION: BR to send the portal link to the CHT's to go out in tomorrow's newsletter. This will be kept in the newsletter until the end of term.

12.. TO RECEIVE A DEFECTS UPDATE INCLUDING PROGRESS WITH FIRE DOORS AND CONFIRMATION PROCEDURE FOR CLOSING FIRE DOORS IS IN PROGRESS

- **Cladding and staircases** - B&K will be replacing the timber cladding and staircase vinyl during the Summer holidays. The date will be dependent upon when the fire doors are repaired.
- **Fire doors** - Four sets of fire doors on the ground floor corridor have dropped and don't close without manual intervention. This could be due to the installation and B&K will also be fixing these. We have asked for these to be repaired asap.
- Tetra, a fire safety consultancy company, will be coming in to carry out a fire door audit. The date is to be confirmed. TFT who contacted Tetra in the first instance can't contract with Tetra due to their professional indemnity insurance, they can't hire fire consultants. The SBM has sent off an account application form to Tetra today, so we can hire directly from the school.
- **Fire access** - The London Fire Brigade is satisfied that the fire access is more than adequate. However, there is an ongoing concern with parked cars on Cumberland Road making it difficult for a fire engine to turn into the road.
 - The fire access wasn't covered in the original building regulations approval document when the school was built. The approved inspectors promised to send us this document but haven't sent

it to us. We have now contacted the Diocese to help us get the assurance in writing.

- The fire engine access should have been part of the planning file we are trying to get a copy something that exists and if it doesn't exist it is a serious oversight from B&K.
- As part of the first CUA we had to get together all of the papers. We explored whether the parking spaces between the pedestrian and emergency vehicle gate need to be removed to allow a bigger turning circle for getting into the school.
- **Overheating** - In 2019 there was a general consensus that building was too hot. In July 2019 ceiling fans were installed in 2 classrooms.
- We need to receive additional data to ensure that we are not at the 2019 levels, the process of how the data is collected will be discussed at in the next Premises meeting on 2nd July.
- The phone installation and tannoy system will take place at the start of the Summer holidays

Q: To clarify with regards to the fire access are we waiting on a report?

A: A report was done when all the work was completed at the school. We have never received a copy of this document. The approved inspector promised to send this, but we have never received it, despite requesting it. We are now going through the Diocese to ensure we have everything in writing. We've received verbal assurances.

Q: Has the fire engine been able to access the school?

A: No, we had a false alarm a few months ago which triggers Fire Brigade attendance the fire engine didn't attempt to come into the drive way, as it was a false alarm.

Q: Was the verbal confirmation that a fire engine could access the driveway from the Fire Brigade?

A: Yes it was but it wasn't official confirmation. It was from a fireman who was on site.

ACTION: BR, IH, HC and the CHT's to have a discussion on Monday 28th June about the strategy for ceiling fan trials, whether we will be responsive to collection of more data or whether we're going to continue with the trials.

ACTION: Premises committee to discuss Fire Engine access with Kew College who will experience similar problems to our own.

AR left the meeting at 7.43pm. The meeting reverted back to following the order of the agenda

4. TO RECEIVE AN UPDATE ON RETURN TO SCHOOL AND COVID-19 RELATED MATTERS (STANDING ITEM)

- This is covered in the CHT's report but since writing the report one member of staff is isolating due to a positive test within their household.
- There are increased cases of Covid in the local schools, with some secondary schools closing.
- There have been bubble closures within local schools too.
- Covid measures remain in place, we will be reminding parents in the newsletter to wear face coverings whilst and social distancing
- Staff will also be reminded to wear face coverings in communal areas and to social distance as not all staff have been vaccinated,.
- All bubbles remain in place, playtimes and lunchtime are as per the risk assessment
- As per the recent Parent communication we've had to change plans for the events at the end of the year, we had hoped to invite parents into school, but these performances will be recorded
- The Governing Board noted that given all the school closures in the local area, the staff should be congratulated for implementing the risk assessment and for following it so rigorously throughout the school. The only event that will go ahead will be the Year 6 leavers service as this is planned for 21st July, lockdown is due to be reviewed on 19th July. Parents will be invited in but in a careful and controlled way.

Q: The risk assessment stays in place until the end of this term will it still be in place in September?

A: It will be kept in place, however we will amend it in line with government guidance. We receive regular updates from the Local Authority and when there is an amendment that affects the Risk Assessment we add the changes.

Q: *Is the PSA jumble sale still going ahead?*

A: *The jumble sale and some of things that can be managed by individual households are still going ahead. The School Fair has been postponed until 18th September, by which time we hope to be able to invite peoples in subject to government guidance.*

5. TO RECEIVE A PROGRESS UPDATE REGARDING THE TIMETABLE FOR SETTING NEW VISION PRIORITIES AND CONSIDER PROPOSAL FROM SLT

- SK and CHT's took the Governing Board through the Vision document to explain what has changed
- The existing Vision priorities have been overlayed with the proposed new vision
- The mission statement has changed and includes the biblical citation from John, this is based on the recommendation from SIAMS that the Vision and the Mission Statement should be underpinned by theological quotes and ideas.
- The Vision statement has shifted to incorporate the views gathered so far during the informal, staff-led parts of the consultation and reflects what the staff see as a priority and what the children want.
- Learning & Teaching is suggested as remaining a fundamental priority (with the concept exemplified to capture existing Vision concepts of learning environment and whole child), the existing 'Community' priority is expanded and 'Sustainability' is a new element to be added to the Vision.
- The diversity and equality elements are already built into the Vision, but we need to build these explicitly into the curriculum and recruitment strategy.
- The environmental aspect of Sustainability includes development long term of the Environmental area and the development of the land, which has previously been discussed at FGB to enhance the curriculum and make use of all of our outdoor space.
- Financial sustainability was implicit in the last Vision, this time it is more explicit and in view of our previous discussion around the budget is at the heart of everything to ensure sustainability.
- The pupil views are reflected in the draft content, and a lot of the pupil ideas will more appropriately be addressed through the yearly action plan 'layers' of the vision as well.

Q: *Are the pupil views broadly consistent with the Vision?*

A: *Apart from the request for a swimming pool, everything the children raised was possible. There is a real passion from the children to do more active elements of the curriculum e.g., outdoor learning, nature and ecological focus and taking ownership. This also tied in with the staffs view for the Vision.*

Q: *How has the process with coming to this Vision document evolved and which stakeholders have been engaged with?*

A: *The whole process for the Vision started during the first lock down, and has been discussed between co-heads and co-chairs since the permanent co-head appointments as something to be done as soon as feasible. The Ed Psych carried out a CPD sessions on Ideal School, this wasn't initially for the purpose of the Vision, but it ended being very applicable to this process. The outcomes of the CPD were applied to the Vision Priorities' when it was reviewed this time and consulted with the staff over what should be added or taken away. The children were consulted through a collective worship which also outlined what the school Vision was. This was then handed over to the school council representatives to lead sessions with their individual classes. The result was a number of notes from the children in different formats. The next stage is to hand on to the FGB and then to the working party. Reverend Melanie of the Barn Church is to be involved in the working party. Finally, this will then go to parents for consultation.*

Q: *Why under Equality and Diversity, have we specifically suggested identifying "promote anti-racism" as opposed to promoting inclusion e.g., why not for example, people with disabilities?*

A: *We have worked on inclusion in the past and included all of our children and staff with disabilities, we've worked hard at making reasonable adjustments. The vision is about things we haven't yet achieved fully. Anti-racism is in element we need to work on alongside Achieving For Children including this element within the curriculum. Inclusion doesn't fully cover anti-racism this is more about us as a community in Kew being allies and advocates, seeing the issue of racism as our own and taking ownership of that.*

Q: *Promote anti-racism jumps out when you're reading the vision, and on first glance looks as if there is a problem with racism in the school. Is there a broader term, that covers the full spectrum that could be used instead?*

A: There is a societal problem.. For children growing up in Kew where there is a lack of diversity the opportunities to have discussions and teaching on a day-to-day basis around these issues are limited. This a time when we are looking at systemic racism and looking to break down the barriers. There is a difference between being inclusive and anti-racist, one is more of action and doing something about it, making a difference.

Q: A lot of very good work has already been done with the Vision priorities. However, ways need to be found to involve the Governors more, previously there has been a whole day's discussion at an away day. This is a fundamental to the future of the school and the Vision Plan.

A: There is no intention to agree this Vision at this FGB. The next part of the discussion tonight is whether we wish to delegate to the working group the scope to have detailed discussions on any issues and whether we are willing to accept the school's proposal document as an appropriate starting point for consideration (and accepting that it is permissible and appropriate to have a different starting point to last time). This is the first step and gives the opportunity to unpick the document and go back and reengage with stakeholders if we feel this proposal doesn't do what it should or is missing something important.

Q: Do we feel it is an efficient way to move forward to delegate some of the work to the working party?

A: The working party is made up of:

- SK and IH,
- CC from a C&S point of view from the fundamental positions of learning and teaching which is underpinned throughout the Vision;
- JM from a Pastoral and wellbeing of the whole child and how this is linked into the vision and real-life experiences
- JF from a communication aspect covering all aspects of the stakeholder engagement and community, how we approach them, how we engage with them and how gather the information we are seeking from them.
- MO from a Financial and budgetary aspect, i.e., can we afford to do what we say we want to do?

Fr. Nigel was part of the original group. All his input has already been embedded in the vision document. We will also be looking to consult with Rev. Melanie from the Barn Church.

Q: In the previous Vision we refer to the Learning Environment, this time we refer to Environmental, there is an overlap but there is also a definite discussion between the two, how do these marry up?

A: When the vision was last set we had just moved into the new building. This time round there is a real shift towards sustainability and our environment which the children are passionate about. There is also the desire to put into the curriculum the idea that children are the custodians of God's world. We have an amazing outdoor space but it's not fully utilised.

Q: Are we losing concept of the learning environment and making use of the internal and external spaces, do we need more balance?

A: We include in the environment mapping of the site for orienteering, planting gardens, learning opportunities with Kew Gardens from a horticultural aspect. There are also the longer-term issues being considered by the call for sustainability.

The concepts within the old Learning Environment priority need to be more explicitly stated as being components of the Learning and Teaching aspect.

Q: How do we want to keep this at FGB level, do we want to open this up to the wider Governing Board or do we wish to delegate to the working party to dig into the document in more detail?

A: This is a comprehensive document and given that we are losing a number of our more experienced Governors, it makes sense to open this out to the full Governing Board and have another meeting to interrogate on the details using these governor's expertise.

The school would ideally like to have the Vision set for September, but it is anticipated that the parent stakeholders review will be in Autumn 1. It is important everyone's views are included in the vision.

ACTION: Clerk to discuss with SK and CHT's a suitable date for EFGB in the next two weeks
Completed – post meeting EFGB will be on Monday 5th July at 7pm via Google Meet.

7. TO APPROVE THE DELEGATION OF THE HEADTEACHER PERFORMANCE MANAGEMENT (HTPM) FOR 2021/22

- A group of three governors are tasked with carrying out the Head Teachers Performance Management (HTPM). This year it has been MO, IH and BW. The proposal for the coming year is JF, MO and IH to take on the task
- The Governing Board approved the delegation of the HTPM to JF, MO and IH which will take place in the Autumn term.

8. TO NOTE THE CO-HEADTEACHER'S REPORT INCLUDING AN UPDATE OF THE STAFF QUESTIONNAIRE AND AN UPDATE ON YEAR 1 PHONICS ALTERNATIVES TO STATUTORY ASSESSMENT

- Year 1 have completed the Phonics assessment. This isn't a statutory requirement, but will be a requirement later in the Autumn term of Year 2. Doing the assessment now has helped to identify those children who need support and put it in place. The Year 2 results are the results that will be reported.
- The initial response on the staff survey was not particularly good and so the closing date has been extended for a further two weeks. The responses will be brought to Pay & Personnel committee to review then brought back to FGB.
- The next SIP visit is on 5th July, uncertain if this will be virtual or in person.

Q: The end of year CHT's report is a very useful document as it gives a snapshot of the entire year which would be very helpful to new Governors

ACTION: Clerk to include a copy of the CHT's report with induction pack for new governors

9. TO RECEIVE A SAFEGUARDING REPORT FROM THE CO-HEADTEACHERS

- All safeguarding training is up to date
- The Inset day was used to do the TA's training
- The CHT's have completed additional safeguarding training

10. TO RECEIVE AN UPDATE ON GOVERNOR SUCCESSION AND OFFICERS FOR NEXT YEAR C/fwd. to EFGB

ACTION: Clerk to add 'TO RECEIVE AN UPDATE ON GOVERNOR SUCCESSION AND OFFICERS FOR NEXT YEAR' to EFGB agenda

13. TO RECEIVE A PHASE RELATED OVERVIEW C/FWD FROM FEBRUARY

- Currently waiting for the Teachers to put together the Google classroom virtual Governors visits, this will then be sent out to all Governors to review and comment.
- The teachers are currently report writing but will then focus on the virtual visits.
- CC/MO will then arrange the Phase meetings
- There will be quick turnaround on providing comments, questions etc to take back to the Phase meetings.

14. TO RECEIVE INFORMATION ON YEAR 6 LEAVERS AND ROLL NUMBERS FOR 2021/2021

- The committee noted the high number of children going to Christ's this year, this is the highest it has been for a number of years.
- The Church of England secondary school in Kingston has received the go ahead which should open up places for our pupils in Christ's.

Q: Has every child received a secondary school place?

A: There is one child on the waiting list for Christ's, when we initially talked about offers back in March there were 11 children waiting for an offer of a school place.

ACTION: In response to questions, MJ to provide a retrospective list of the In-year leaver's destinations for the current year and to provide a year-on-year report for Year 6 destinations

15. TO CONSULT ON THE DRAFT SCHEDULE OF DATES FOR GOVERNOR MEETINGS

- The first draft has been circulated.
- Committee Chairs to review their scheduled dates and alert the Clerk to any issues
- We need to decide as a board how we will proceed with meetings e.g., will they be in person or virtual, mornings or evenings.

ACTION: Clerk to add 'TO CONSULT ON THE DRAFT SCHEDULE OF DATES FOR GOVERNOR MEETINGS AND HOW MEETINGS WILL PROCEED NEXT YEAR' to EFGB agenda

16. TO RECEIVE A VERBAL REPORT FROM THE COMMITTEE CHAIRS, INCLUDING ITEMS OF GENERAL SIGNIFICANCE CONSIDERED BY THEIR COMMITMENT SHOULD BE DRAWN TO THE ATTENTION OF THE BOARD AND TO NOTE THE FOLLOWING MINUTES:

16.1 STEERING

- Not met

16.2 PREMISES, HEALTH & SAFETY & LETTINGS

- Nothing further to add

16.3 PASTORAL

- ER has had a safeguarding catchup with the CHT's.
- Safeguarding visits will start in the Autumn term and will be seeking feedback from Parents and Children on how they feel about the school
- The SCR had been checked and is up to date

16.4 KAIROS

- Nothing further to add

16.5 FINANCE

- Nothing further to add

16.6 CURRICULUM & STANDARDS

- Nothing further to add

16.7 PAY & PERSONNEL

- Nothing further to add

16.8 ADMISSIONS

- The last minutes where the Reception applicants have been ranked are attached, these are usually brought to the first meeting in October but as BCW is moving on it seemed more appropriate to bring them to this FGB.
- We currently have 378 pupils on roll, this is slightly up, which leaves 42 vacancies.
- We are expecting 29 leavers at the end of this year. This compares to 28 at the end of last year.
- The majority of the leavers this year are in Years 2 and 3 compared to last year when the majority of leavers were in Years 4 and 5.
- More than half of the leavers come from families who are planning to relocate out of the area or move overseas.
- We received a number of enquiries from families in Hong Kong regarding vacancies in all years to start September, however these families are not currently in the UK.
- The expected number on roll for September is 365 but as usual, may be subject to upward change over the summer.
- We have one appeal on Reception admissions which is being heard on 9th July.
- The SDBE have sent through statutory guidance changes required to be made to our Admissions Policy. We do not need to consult on this as this is a legal requirement. The change relates to

International Looked After Children (ILAC). The Governing Board approved the change to the Admission Policy.

- SDBE have advised that we have until 1st October 2021 to decide if we would like the school to opt into the Local Authority to manage our In-year Admissions or whether we wish to manage the In-year Admissions ourselves. Currently both our Reception Admissions and our In-year Admissions are managed by the Local Authority. The Governing Board agreed to continue to opt into the Local Authority Admissions.

Q: Could we not advertise using a banner on the fence outside the school saying there are vacancies in Years x, y & z?

A: We have circulated an advert in the church newsletter. JF and the CHT's have had a discussion around marketing. This item is to be added to the next Admissions committee agenda.

ACTION: Clerk to add 'To discuss adding advertising pupil vacancies' to the next Admissions committee

STATUTORY

17. TO APPROVE THE FOLLOWING PASTORAL POLICIES WHICH REQUIRE FGB APPROVAL:

a. Whistleblowing

- There are no updates to the policy. This is a School's HR policy which is due for review in September. Our review date is June 2022, but this will be reviewed earlier if there are any changes to the policy. This policy is reviewed annually. The Governing Board approved the Whistleblowing policy.

b. Exclusions Policy

- There are no updates to the policy. This is a School's HR policy The Governing Board approved the Exclusions policy.

c. Behaviour Principles

- The school currently have their own Behaviour Principles but in addition to this the SDBE Behaviour Principles are available. The Pastoral committee have reviewed both sets of Behaviour Principles with a view to which principles to adopt.
- The Governing Board agreed to adopt the SDBE Principles as they were clearer, much easier to read and more structured. They also had a strong emphasis Christian ethos and principles.
- This is a model policy we would be informed of updates in timely manner,
- The Pastoral committee recommended adopting the SDBE principles and going out for consultation to parents and pupils.
- The Governing Board approved the adoption of the SDBE Behaviour Principles and to go out for consultation with pupils, parents, and other staff.

ACTION: Clerk to find how we consulted previously on Behaviour Principles. Post meeting the Clerk confirmed the previous consultation had been sent out via Parentmail.

18. FOR NOTING:

i. CO-CHAIR'S REPORT

- Subject to board approval in September, JF & MI have agreed to step up as Co-Vice Chairs.
- MI will also be taking over a Chair of Admissions
- The full succession planning will be provided at EFGB
- Committee Chairs were reminded to provide the Co-Chair of Governors with their end of year reports ASAP. Thanks to ER, CC and JF who have already provided their reports.

ii. POLICY PROGRESS REPORT (STANDING ITEM)

- There were no changes to the policy schedule

iii. Governors SEF

- IH will review the SEF over the Summer

19. TO CONSIDER THE SKILLS AUDIT AND RECEIVE AN UPDATE ON GOVERNOR TRAINING (Governors are to provide an individual update on training booked and undertaken since the last meeting)

- MI will take over as Training Governor in September
- SK has completed vision planning training: Creating a new Vision and Strategy, living your values, reaching your vision, and managing risk.
- CC has completed Creating a new Vision, EIF – (Ofsted) new inspectors' framework, Stakeholder engagement
- JF has completed Safeguarding
- MI has completed Safeguarding, Induction training and EIF – (Ofsted) new inspectors' framework
- BCW – Chair's network, Head Teachers Performance Review and NGA Progress and Attainment
- MM – Nothing to add
- MO – Performance Management of the Head Teacher
- ER – Safeguarding and FGM, Domestic Violence and COVID.
- BR – Governors Role, School Building and will be attending Safeguarding and Unconscious Bias in July
- VP – Booked completes EIF – (Ofsted) new inspectors' framework and SEND update training
- IH – Governor's role in staffing disciplinary panels, Stakeholder engagement for Vision setting, Building diversity on Governing Boards
- HC – Has had a discussion with IH around the gaps in his training
- The CHT's will be running Safeguarding training in the Autumn term for Governors

OTHER/AOB

20. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES

- Clerk to add Discussion of Year 6 Trailblazer safeguarding session to next Pastoral committee
- Clerk to add 'To discuss adding advertising pupil vacancies' to the next Admissions committee
- Premises committee to discuss Fire Engine access with Kew College who will experience similar problems to our own

21. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS

- Nothing to report

22.. AOB: The photos are no longer happening tomorrow; the photographer will be coming into school on Monday 28th June from 8.30 – 9.30 am.

**To note the date of next meeting: EFGB Monday 5th July 2021 at 7pm via Google Meet
Autumn 1 TBC**

The meeting concluded at 9.16pm

LIST OF ACTIONS

ACTION: Clerk to amend Item 17 of the minutes of the 11th May 2021 - Completed

ACTION: BR to send the portal link to the CHT's to go out in tomorrow's newsletter. This will be kept in the newsletter until the end of term.

ACTION: BR, IH, HC and the CHT's to have a discussion on Monday 28th June about the strategy for ceiling fan trials, whether we will be responsive to collection of more data or whether we're going to continue with the trials.

ACTION: Premises committee to discuss Fire Engine access with Kew College who will experience similar problems to our own.

ACTION: Clerk to discuss with SK and CHT's a suitable date for EFGB in the next two weeks Completed – post meeting EFGB will be on Monday 5th July at 7pm via Google Meet.

ACTION: Clerk to include a copy of the CHT's report with induction pack for new governors

ACTION: Clerk to add 'TO RECEIVE AN UPDATE ON GOVERNOR SUCCESSION AND OFFICERS FOR NEXT YEAR' to EFGB agenda

ACTION: MJ to provide a retrospective list of the In-year leaver's destinations for the current year.

ACTION: MJ to provide a year-on-year report for Year 6 destinations

ACTION: Clerk to add 'TO CONSULT ON THE DRAFT SCHEDULE OF DATES FOR GOVERNOR MEETINGS AND HOW MEETINGS WILL PROCEED NEXT YEAR' to EFGB agenda

ACTION: Clerk to add 'To discuss adding advertising pupil vacancies' to the next Admissions committee