

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

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

ROAD

Minutes of the Meeting of the Governors of The Queen's School Held by Google Meet on Tuesday 1st February 2022 at 7pm

Present: *Foundation Governors (7)*
(IH) Inga Hall (Chair) (HC) Harry Charrington
(MI) Mark Ivory (Co-Vice Chair) (MM) Marian Mollett
(JF) Janine Farrance (Co-Vice Chair) (BR) Barnaby Rodgers
(VP) Vas Polydorou

Non-Foundation Governors (7)
(BD) Voulla Demetriou (Co-Headteacher) (LS) Larissa Sutton
(JST) Jenny Stroud-Turp (Co-Headteacher) (LL) Laura Leicester
(SK) San Kodia

LA Governor (1)
(MO) Mark Ollard

Other (2)
(MH) Rev Melanie Harrington
(MJ) Michelle Jones (Clerk)

Opening Prayer (led by Rev Melanie Harrington)

1. APOLOGIES AND WELCOME

IH chaired the meeting.

Apologies were received from Emma Roberts.

The governing board welcomed Rev. Melanie Harrington, who was appointed as a co-opted governor at the December 2021 FGB but unable to attend that meeting, and introductions were made.

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.

ER joined the meeting at 7.03pm

3. APPROVAL OF THE MINUTES AND CONFIDENTIAL MINUTES OF THE 9th DECEMBER 2021

The minutes of the 9th December 2021 were agreed as an accurate reflection of the meeting and were approved.

Matters arising:

- Some Governors still need to complete their declarations etc and the Clerk will follow up
ACTION – Clerk to follow up Governors still to complete their declarations etc.
- There are no changes operationally to the COVID risk assessment, the existing links show the updated Government guidelines.
ACTION – IH will follow up with ER who was looking into express changes to the COVID risk assessment

4. TO RECEIVE UPDATE ON VISION PRIORITIES 2022/25

- Thanks to the Vision Priority working group and the wider board for their input in to the Vision
- Agreed in December the working group would reconvene in 3 months, to look at how the Vision was being embedded in the school, but that the group should then be disbanded, with responsibility for Vision resting with committee and FGB as agreed during the December FGB.
- Key updates include:
 - The new Vision is on the website
 - Details were added to all the Vision areas at the January Inset day and there are now detailed actions under each area
 - There is now one cohesive and comprehensive document combining both the Vision document and School Development plan, previously these were separate documents. These have been incorporated into all subject action plans. There are also separate action plans relating to specific areas not covered by subjects. All of this work will be shared with governors at the postponed Away Day in March.
 - The Vision will be shared with pupils after half term. There are plans for art projects to make the Vision more visual in the school.
 - A key monitoring tool for governors will be the termly update of the Vision Control Document, which tracks work on each Vision Priority against the responsibilities of each Committee.
- We need to consider how we regularly update parents on the Vision by sharing what we're doing and why. There will be a regularly updated web page, which the newsletter will direct too. This will also form part of the materials provided to new parents joining the school.

5. TO RECEIVE UPDATE ON OFSTED/SIAMS

- BR will put together a welcome pack of materials to discuss with MH in advance of the next Pastoral & Kairos meeting.
- OFSTED and SIAMS will be the focus of the Away Day.
- Work has begun to review and update the website, what people see when they log onto the website, ensuring policies etc are up to date.

6. TO RECEIVE AN UPDATE ON SFVS (SCHOOL'S FINANCIAL VALUES STANDARD) COMPLETION AND DELEGATING RESPONSIBILITY FOR APPROVAL TO THE FINANCE COMMITTEE

- This is an annual questionnaire which is filled in and submitted to the Local Authority.
- It requires FGB approval, and as previously, the FGB agreed to delegate authority to the Finance committee to approve.
- The SBM has produced a draft report, all governors are to read this document and feedback any questions to MO via email.
- The SBM has started work on the budget which will be brought to the Finance committee in March and then on to FGB for approval.

7. TO RECEIVE AN UPDATE ON COMMITTEES' REVIEW OF TERMS OF REFERENCE

- These are the delegations of authority for the FGB to do most of their work through the committees and are reviewed annually.
- All revised committee ToRs are to be agreed by committees and brought to the next FGB for review and approval.

ACTION: All committee chairs to ensure 'To review and update Terms of Reference' is on their committees agenda ready to be brought back to next FGB

ACTION: Clerk to carry forward to 'To receive an update on committees' review of terms of reference' to next FGB

8. TO RECEIVE AN UPDATE FROM THE PUPIL MOBILITY WORKING GROUP

- Falling pupil numbers are an issue in Primary and Secondary schools in our local area as well as more broadly across London.
- COVID and Brexit have both been factors in families moving out of the area. For us, 35 pupils out of the 68 leavers left the UK or London (and a number of these are families with several children leaving together).

- Based on the last census, there were 372 pupils on roll, with 48 spaces, this equates to 12% under capacity which is par with Richmond which is currently tracking at 10%. This equates to a loss of approx. £192k in funding.
- Retention of Reception and Year 1 pupils is strong, the spaces are in the higher year groups but particularly Years 2 and 3.
- Noting that there are factors (such as moves from the local area that we cannot influence), the group's focus will be on areas the school can influence to get a different outcome. The group is planning to:
 - review the exit interview questionnaires, talk to parents and governors who are parents for their views and feedback to understand both reasons for leaving, and also to understand why parents stay at the school;
 - in conjunction with the CHT's, identify if there is a gap in what we are currently offering at Queen's and if there isn't, are we communicating well enough that there isn't a gap in our offer; and
 - consider what work can be done on marketing and creating a marketing video to go on the website.

Q: Why do we believe children are leaving the school earlier in Year 2 to go to private schools?

A: There are a number of reasons but parents have shared the main reasons are that the 11+ is very stressful and by switching at 7+ they avoid this stress. A number of private schools have opened additional forms and are therefore able to accept more pupils. Class size has also been quoted. There is also no feeder school for Queen's pupils.

ACTION: BR to circulate dates for governors to comment on pupil mobility by

9. TO RECEIVE A PHASE RELATED OVERVIEW

- More detailed discussion on data takes place at C&S. The next C&S meeting has been postponed until after FGB.
- The data shows age related expectation for the whole school, EYFS, KS1 & KS2.
- Looking at KS2 the table below shows number of children on track and above. This overall figure is impacted by Years 3, 4 & 5 results but Year 6 have much higher results:

Whole of KS2 no. of children on track and above	Year 3 no. of children on track and above	Year 4 no. of children on track and above	Year 5 no. of children on track and above	Year 6 no. of children on track and above
Reading 84%	Reading 86%	Reading 72%	Reading 83%	Reading 96%
Writing 74.7%	Writing 74%	Writing 66%	Writing 66%	Writing 94%
Maths 85.6%	Maths 86%	Maths 80%	Maths 81%	Maths 96%

- Research from Juniper Education (providers of Target Tracker), shows it is the younger children who have been most impacted by COVID and recover more slowly due to the skills lost e.g., fine motor skills. Year 6's last full year in school was in Year 3, Year 5 has not had a full school year since Year 2 etc. Year 6 is however generally on track with attainment.
- In terms of Writing figures, there is engagement with the Quality First Teaching project to support writing for teachers, there is also support for a year group through AfC with one of their English teams. The Assistant Headteacher is also working with a year group.
- There will be training on data analysis for all governors at the Away Day, which will explain further the data used by the school.

Governors asked a number of questions, including regarding the role of handwriting as a component of "Writing", the differences between assessments based on SATs and teacher assessment, and the ongoing provision of online learning tools. Other questions included the followings:

Q: Is the general trend with the data the same or similar to what other local schools are also experiencing?

A: Schools don't tend to share data information. However, when we returned from lockdown at the Locality meeting Heads talked about pupils not having the same stamina in the classroom or concentration levels.

Q: Writing for the lower years really seems to be affected is this purely down to lockdown or are there other influencing factors?

A: Development of fine motor skills was affected by lockdown. Fine motor skills were lost as Writing is harder for parents to support compared to Reading and Maths. Fine motor skills also come from practising gross motor skills, and missing out on PE as well as the reduction of external sporting clubs, access to playgrounds etc during lockdown affected this. Writing is a complex process, including handwriting, spelling, grammar, thinking of ideas and constructing sentences. Reading is often ahead of Writing and if children are good readers it will help with writing.

10. TO CONSIDER AUTUMN TERM PHASE VISIT REPORTS AND TO NOTE SPRING TERM PHASE VISIT PLANS

- Five governor visits have taken place and the feedback has been very positive
- The new Phase visits will take place the week of the 7TH February. There are 4 governors able to visit per Phase, with further spaces available.

ACTION: VP will update the slots available for Phase visits on GovernorHub

11. TO NOTE THE CO-HEADTEACHERS REPORT INCLUDING AN UPDATE OF THE PUPIL/PARENT/ STAFF SURVEY

- Key points noted from the CHT Report included the following:
 - 26 pupils and 2 staff currently have tested positive for COVID.
 - Catering in school has also been affected by staff being absent with COVID. This has meant SLT are involved in emptying dishwashers and cleaning down tables to ensure service goes smoothly. SLT is also impacted by the fact we do not currently have a cleaner available for evening lock up duties.
 - In response to a question from a governor, it was also noted that it can be difficult obtaining supply staff due to COVID as well. The COVID catch-up interventions will be supplied through an agency, we are yet to appoint a teacher, but this is not linked to agency supply. The catchup programme will begin after February half term and is quite a complex timetable as it covers 72 children three times a week.
 - The pupil surveys are being completed this week.
 - The parent survey only received 50 responses from 288 families, which is a low 18% response rate. The plan is to redo the survey in the Summer term with the hope that we will receive a higher number of responses. Key points to note from the responses which were received however include:
 - 94% of children are happy
 - 100% of children enjoyed the extracurricular activities
 - 94% of parents feel their children are safe at school
 - Most parents felt children were well behaved
 - Parents would like more face-to-face meetings
 - A new parent raised they would have liked visits for their children to the school before joining, this relates to COVID and COVID restrictions. This is being addressed.
 - Due to way the survey was set up email addresses could not be viewed which meant parents could not be contacted directly to respond to any concerns raised. Next time they will be asked to provide their email address.
 - In response to a question, it was noted that the plan for the next round of parent/teacher meetings is for these to be online as it is felt we are putting staff at risk of exposure to COVID by meeting up to 60 parents.
- Key points discussed regarding the SIP Report and CHTs work on developing the SEF:
 - EYFS - a lot of improvement has been made to the outside are since the last SIP report, and our SIP will revisit EYFS in the Summer term. The new AfC EYFS lead is coming to visit in the Spring term.
 - There has been a lot of work completed on the curriculum on the Quality of Education and Leadership and Management areas. The intent, implementation and impact are almost on the website for all subjects and will then be ready to share with parents before the new curriculum is launched.
 - The AfC Quality First Teaching project is in place.

- There is a writing review on 22 February. Teachers have been preparing for this by replanning and mapping to the national curriculum. Texts have been reviewed across the school. This will all be shared with the SIP at the next meeting, and the process of the curriculum journey and signposting to the website will be shared with governors at the Away Day.

Q: Have you managed to cover the IT gap created by a member of staff retiring?

A: No applications were received for the post (despite advertising twice) but the various roles have been well distributed across the staff team.

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

- There are a number of high needs pupils currently in school and measures are being put in place to prevent exclusion, working alongside social workers, CAMHS and the SENCO.
- Rev Melanie Harrington will be joining Emma Rogers as the Safeguarding Governor.
- Annual Safeguarding Audit is being reviewed by AfC and we will be required to do this by July, with input from the Safeguarding Governors.

13. TO NOTE THE KEY POINTS IN THE AUTUMN SIP REPORT

- A detailed discussion on the SIP report will take place in C&S next week. Key points relevant to FGB are noted above in the context of the CHT Report.
- In terms of the Ofsted expectations the SIP has recorded our three main priorities for improvement as being (i) to have a robust SEF, (ii) coming back to a 'good' quality of education and (iii) long-term financial stability and sustainability.

ACTION: All governors to feedback any questions on the SIP report to VP

14. TO RECEIVE AN UPDATE ON LETTINGS, CUA AND DEFECTS

- The CUA is ready to be submitted, currently waiting on one element which is the Freedom of Information report, which is expected tomorrow. There will then be a 2 month process it is expected that by early April we will have confirmation that planning is in place so hours can be extended in the Summer term.
- Lettings rates are being reviewed. The SBM has increased the budget for heating due to the additional price increases.
- As far as defect rectification (cladding, lino) is concerned, two slots (February half term and the April holidays) have been agreed to make the repairs.

BD left the meeting at 8.38pm

15. 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:

No further updates were seen as needed by Committee Chairs other than as follows:

15.8 ADMISSIONS

- Current Admission process has closed on 15th January for Reception 2022 applications. We won't hear anything further from the Local Authority until late February/ beginning of March. At this point the committee will rank the applications according to our oversubscription criteria.
- A communication has been received from Leo Morrell SDBE Education Adviser who has received notification from the School Admission Adjudicator who has taken issue with the oversubscription criteria. Leo has responded to the Adjudicator and we await the outcome.

STATUTORY

16. FOR NOTING:

i. Chair's Report

- A memorial service is being held on the 18th February for Phyllis Cunningham who sadly passed away, a previous Governor at The Queen's school. David Durie will be attending and has offered to represent the Governing Board.

ii. Policy progress report

- The SBM is working on a policies spreadsheet which will enable us to be proactive about policies.
- LL will follow up with Committee Chairs regarding any out-of-date policies.

17. TO NOTE THE COMMENCEMENT OF THE SKILLS AUDIT 2022

- The last skills audit was completed last May.
- A new skills audit form will be circulated for all governors to complete shortly, for outcomes to be reported at the next FGB.

18. TO RECEIVE AN UPDATE ON GOVERNORS' TRAINING INCLUDING AWAY DAY UPDATE

- The Away Day is on 4th March at the Greyhound, Kew Green, having been rescheduled from January due to a rise in COVID cases.
- We will be joined by external speakers - Matt Brown will be discussing data analysis, Rosemary Hafeez will talk about Ofsted and Marcus Cooper, Assistant Director of Education SDBE will talk about SIAMS.
- In terms of other training recently attended, MI attended SIAMS training, and BR & IH attended the Environmental Sustainability at SDBE.

OTHER/AOB

19. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES

- None

20. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS

- There will be drinks at the Greyhound after the Away Day on 4th March.

21. AOB

Complaints Policy

- There are no changes to the policy apart from updating the front cover . This is a Schools HR model policy if there are any amendments they are expected to come through in May.
- The governing board approved the policy with a view to changing the renewal dates when the amendments are received.

To note the date of next meeting: Thursday 12th May 2022 at 7.00pm via GoogleMeet

The meeting concluded at 8.58pm

LIST OF ACTIONS

ACTION – Clerk to follow up Governors still to complete their declarations etc.

ACTION – IH will follow up with ER who was looking into express changes to the COVID risk assessment

ACTION: All committee chairs to ensure 'To review and update Terms of Reference' is on their committees agenda ready to be brought back to next FGB

ACTION: Clerk to carry forward to 'To receive an update on committees' review of terms of reference' to next FGB

ACTION: BR to circulate dates for governors to comment on pupil mobility by

ACTION: VP will update the slots available for Phase visits on GovernorHub

ACTION: All governors to feedback any questions on the SIP report to VP