

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 at the School on Thursday 19th May 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 (5)
(BD) Voulla Demetriou (Co-Headteacher) (LS) Larissa Sutton
(JST) Jenny Stroud-Turp (Co-Headteacher) (LL) Laura Leicester
(SK) San Kodia

Other (1)
(MJ) Michelle Jones (Clerk)

Opening Prayer (led by Jenny Stroud-Turp)

1. APOLOGIES AND WELCOME

IH chaired the meeting.

Apologies were received from Emma Roberts (Associate Member), Rev. Melanie Harrington and Mark Ollard.

JF would be joining the meeting later.

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. TO NOTE THE EXTENSION OF HARRY CHARRINGTON'S TERM OF OFFICE

- The Governing Board noted the reappointment of Harry Charrington as a Foundation governor for the next 4 years. This has been ratified by St Anne's.

4. TO RATIFY THE APPOINTMENT OF EMMA ROBERTS AS ASSOCIATE MEMBER AND DECIDE VOTING RIGHTS AND TO NOTE NEW SAFEGUARDING GOVERNORS

- Emma Roberts has stepped down as Foundation Governor but wishes to continue supporting the Governing Board and has agreed to stay on as an Associate member, this was ratified by the Governing Board.
- It was agreed ER would be given voting rights on issues that require a decision as a board.
- Rev. Melanie Harrington replaces ER as the Safeguarding Governor and a handover is in progress. IH will be the second Safeguarding Governor.
- Larissa Sutton becomes the new Pastoral Committee chair.

5. APPROVAL OF THE MINUTES OF THE 1ST FEBRUARY 2022 MEETING

- The minutes of the 1st of February 2022 were agreed as an accurate reflection of the meeting and were approved. All matters actions and matters arising are complete.

6. TO RECEIVE AN UPDATE OF MATTERS ARISING FROM THE EFGB ON 12 MAY 2022

All necessary notifications on the changes to the Co-Headship have been made to Staff and Governors by email. Parents have been notified via Parentmail and the Chair has informed the Churches.

As also noted:

- Positive feedback has been received from parents, who are pleased with the continuity of JST continuing as HT.
- CHT and the Chair have met with the SIP to discuss leadership and planning for next year, this was a positive meeting discussing the way forward and improvements to the working relationship.
- CHT provided an update on steps being taken to fill the roles of Deputy and Assistant HT, for those roles to be filled for September.
- From a budgetary perspective, this proposed SLT model allows us to come under the current SLT structure.

JF jointed the meeting at 7.15pm

STRATEGIC LINKED TO VISION

7. TO RECEIVE AN UPDATE ON FURTHER STEPS TO EMBED AND COMMUNICATE THE NEW VISION PRIORITIES, INCLUDING:

(i) Actions arising from the Away Day

- Work has begun during collective worship on the new vision priorities, particularly on sustainability.
- The School website contains details of the new Vision Priorities, and all documentation on the Curriculum will be on the website by the end of next week.
- The curriculum will be launched in the Autumn term followed by the curriculum workshops for parents. The presentations will explain what is taught, how we are teaching it and the quality of the teaching staff delivering the teaching, which ties in with Quality First Teaching.
- There has been a focus on the content of the newsletter to ensure it is reflective of the teaching going on in school, which buys into the Vision.
- CHTs also reported on work being done with the school development plan, SEF and other documents:
 - CHT are working on a document which pulls together all aspects of the school development plan and the action plans underpinning the Vision. This will also include the detailed curriculum planning sheets in a way that enables different 'layers'/levels of details to be accessed by different people, but ensuring that the key themes run through everything and enable each of intent, implementation and impact to be assessed and measured.
 - The three-year plan will be reviewed on top of the SDP and this will be the document that is shared with parents. The format and information provided needs to be considered.
 - The CHT's and the Chair of Governors are working on the School SEF assessment. This will also be used as an external marketing tool to show the impact of what we do and will be rag rated, and with impact recorded against each aspect of the SEF.
- In terms of subject leads working with SIP and governors, subject leaders will be invited to C&S meetings to talk about their subjects, and the Science Lead had a science focused meeting with the SIP, which the Lead found very useful practice as they would be required to explain their subject to Ofsted during an inspection.

A governor asked:

Q: With all the work undertaken by staff to build this curriculum are we at the point we should celebrate this and thank staff?

A: Almost, the documentation is complete, statements will be finished next week. There is a whole programme for the next half of term working with subject leaders getting to know their subjects in greater depth. Subject Leaders have been more responsible for auditing their subject e.g., ensuring there aren't any anomalies in the paperwork and seeing their subject in action throughout the school. The end of the Summer term will be a good time for a celebration.

(ii) Consideration of Vision Control Document

- Responsibility for delivering strategic input on all aspects of the Vision Priorities rests with specific committees as well as the FGB as previously discussed and 'Progress against Vision' aspects of committees' work should be closely linked to those priorities. It is considered that there is no further work needed by the Vision Working Group at this stage.

- The Vision Control Document will be a key aspect of the work being undertaken by both school and governors, and will be updated termly to track progress and to record and measure impact.
- This is the 'governor-level' working document that pulls together the strategic aspects of all of the work detailed in the school development plan documentation referenced above.

ACTION: Clerk to attach Vision Control Document (committee responsibilities) to all committee meeting papers to refer back to.

8. TO RECEIVE AN UPDATE REGARDING THE DRAFT BUDGET AND GOVERNORS ACCOUNT

- The draft budget is in hand and will be taken to the next Finance committee for recommendation for approval at the June FGB.
- SDBE have asked for the Treasurer to do the Governor Accounts to the end of 2021 comparison to 2020.
- The Treasurer is currently locked out of the bank accounts, but this should be resolved by the end of next week.

9. TO NOTE THE CO-HEADTEACHERS REPORT INCLUDING PROGRESS RE OFSTED/SIAMS

Key points from the CHT Report were discussed.

- Information on attendance by pupil group has been added to the CHT's report in line with SIP recommendation.
- The attendance of FSM and PPG children is lowest - this has been affected by one pupil on a reduced timetable and receiving additional tuition through external services.
- Year 5's attendance was slightly lower than other cohorts due to COVID and one pupil with additional needs who had a period of illness.
- Term time holidays are beginning to creep up. A Parentmail will be sent to parents about attendance.
- School led tutoring has started and is funded by the government.
- Governors congratulated the school on trips, clubs, and sporting events uptake.
- The school is being moderated on KS1 SATS and outcome of this will be reported back to next FGB.

A governor asked:

Q: How many children are attending the school led tutoring sessions?

A: There are sixteen groups of three children and five groups of six children attending sessions twice a week.

Q: Does the school fine parents who take their children on holiday during term time?

A: The school doesn't fine parents for taking their children out for holidays during term time, however the Education Welfare Officer (EWO) reviews our attendance half termly and may decide to fine parents.

Q: There is not much of an update on SIAMS within the CHT's report, why is that?

A: There is still quite a lot to do on SIAMS, however the focus has been on other areas. This will be picked up in Pastoral and Kairos next week.

Q: There was a visit from the EYFS lead and we are waiting on the formal judgement. Are we clear what needs to be done and is that broadly aligned with what the SIP and CHT's consider needs doing?

A: We are in a good position with EYFS. Staff are clear on what needs doing. We have a good working relationship with the AfC EYFS lead who will be coming back to provide training to the whole school on Purposeful deeper learning. The judgement will come back as part of the whole school review in October. A huge amount of work has been put in by staff on top of the new EYFS curriculum work and the children are now accessing those areas.

Q Why are we still showing EYFS on the SEF as RI/Good?

A: We haven't received the formal judgement yet; we can't change this until we've received the validation from AfC.

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

- The new safeguarding audit is a School and Governor joint audit which is carried out annually, and needs to be completed by July.

- The CHT will start the process and then involve the Safeguarding Governors. This automatically produces a report with actions.
- A meeting to work on this audit will also be an opportunity for CHT to discuss roles and responsibilities with the new safeguarding governors.

ACTION: IH/MH to meet to discuss the Safeguarding handover from ER, the Safeguarding Governor role, and any particular actions from this.

11. TO DISCUSS THE SPRING SIP REPORT

- The Governing Board noted there had been a thorough discussion on the items in the SIP report at C&S yesterday. The majority of the items raised by the SIP had a C&S focus but the few points regarding finance are brought to FGB now.
- In terms of key points raised in the report, and actions which have been taken (either independently of the report or in response to suggestions made in the report):
 - A productive SEND meeting took place last term (governors, CHT and SENCo) to discuss policy changes, improved communications and dealing with the huge workload.
 - The Science lead met with the SIP and had a very positive experience leading the subject and trailblazing for other subjects.
 - The Assistant Deputy Head talked to the C&S committee on Quality First Teaching and the Pedagogical Principals.
 - Curriculum impact section of the SIP report identifies the KS1 targets are lower than KS2, which reflects the challenging few years this cohorts have faced and the impact this had.
 - Summer 1 data, SATS data and Phonics data and KS2 benchmarking will be received by C&S and the FGB in due course.
 - The PPG strategy has been elaborated and the new version has been added to the website and the SIP had been updated.
- In terms of the finance-related points raised in the SIP Report:
 - A number of these are already workstreams being undertaken e.g pupil mobility to ensure retention of pupils as children progress through the school.
 - Governors are aware of the need to budget on a 3 year or 5 year forward position, we need to show variables in our figures if the pupil numbers are lower than expected in the future and the outcome of this.

ACTION: IH will speak to the Finance committee chair on the questions relating to Finance raised by the SIP.

12. TO REVIEW AND APPROVE UPDATED COMMITTEE TERMS OF REFERENCE

- There are a few standard changes which need to be made across all ToR's, (e.g ensuring they state Governing Board and not Governing Body) which the Chair and Clerk will complete once all TORs settled.
- Taking each committee's TORs in turn:
 - Admissions – No changes
 - Pay & Personnel – Proposed changes reflect (i) the two separate committees have now been merged (ii) the number of governors for quoracy should be aligned with the number of governors required for the Headteacher appraisal. review. The governing board approved the changes to the Pay & Personnel ToR.
 - Finance – The governing board approved the changes to the Finance ToR.
 - Pastoral – The major change is the introduction of the purpose for the Pastoral committee. The governing board approved the changes to the Pastoral ToR
 - Kairos - Added a point 'to monitor the spiritual, moral, social, and cultural wellbeing of all pupils to ensure this celebrates and promotes respect for people of all faiths, cultures, and lifestyles' and a final point 'to consider educating and fostering an understanding of other faiths and how they relate different from and sit alongside Christianity today.' The governing board approved the Kairos ToR subject to amendment.
 - Premises – HC said changes will include the provision of IT (software and hardware) and to help the school develop a Policy for Sustainability, but changes to TORs have not yet been settled by the Premises committee. HC also identified a potential query over the

extent to which IT issues have C&S remit and so will discuss with VP before TORs can be settled.

- Curriculum and Standards – these TORs have been amended to include a comprehensive update of the correct language and terminology to be used, and those changes were approved in committee. In light of the point above though, cannot yet be approved by FGB.

ACTION: HC and VP to discuss for C&S and Premises to finalise their ToR for the next FGB

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

- The pupil mobility group met on 24th April and discussed the current workstreams of the group.
- LL/JF are working on a marketing strategy. The group noted the two main areas of communication with parents are through the school website and through events/activities.
- An event will be held on 14 June with an education consultant for parents in Years 3,4, and 5, discussing the state and independent options available to parents, choosing the right school, bursary, and scholarships, import dates, applications, and transition.
- Discussion followed on a number of issues, including (i) the need to ensure balance and inclusion in language used in promoting the event, (ii) to align with our role as a state school and our links to state secondary schools, (iii) to recognise parents' interest in independent options as well and (iv) to emphasise not only the 'pathways' to the choices available to parents, but also the value added by Queen's in ensuring all options are open to our children at the end of Year 6 (as per our Mission). Consideration will also be given, after the event, to whether this is an event that may be useful for lower in the school as well.

A governor asked:

Q: Are we able to make provision for those parents who wish to come but are unable to attend?

A: Discussions are taking place with the SBM about the filming of the event. Parents need to register their interest, which will enable the sharing of the video for those parents who are unable to attend.

ACTION: Any questions on the mobility group event to be sent to BR before the weekend

14. TO RECEIVE AN ADMISSIONS UPDATE INCLUDING

(i) AN UPDATE ON CHANGES TO ADMISSION POLICY

- The only changes to the policy for 2023/24 is the addition of the section on separated parents and the correction of the numbering within the document.
- The governing board noted the Admissions Policy had been approved by the Admission committee and is now on the website.

ACTION: Clerk to notify SBM that the Admissions policy had been revised and approved to update the Policy Spreadsheet.

(ii) A REPORT FROM ADMISSIONS ON HOW RECEPTION PLACES WERE OFFERED ON NATIONAL OFFER DAY

- Number on roll is 366. 5 families left before the Easter holidays.
- 5 offers are currently out with the deadline for response by Friday
- There is a waiting list for Reception, Year 1, and Year 2
- We have one Ukrainian family on our waiting list, but not at the top of the waiting list.
- 59 offers have been sent out for Reception 2022. The 60th offer is to a child who has named Queen's in their EHCP. See the table below.
- As of yesterday, 52 of the 59 offers had been accepted, The second round of offers have gone out today.
- The committee noted the reduction in applications for Church places and corresponding rise in distance places this year.
- The appeal deadline is 24th May, we are not aware of any appeals at this time.

The Queen's Church of England Primary

1. Looked after children and previously looked after children
2. Children with exceptional social or medical need
3. Children living with Kew Anglican parishes and eligible for the Pupil Premium Grant

4. Children of Staff
5. Children with siblings at the time of admission
6. Living in Kew Anglican parish areas where one or both parents are members of and committed worshippers at one of the three Anglican churches in those areas
7. Living Kew Anglican parish areas where one or both parents are members of and committed worshippers at other Christian churches
8. Distance

How places have been offered on National Offer Day (60 places 2022) *

Number of applications	119
Places allocated to:	
Looked after children or previously looked after children	1
Exceptional medical or social need	1
Eligible for Pupil Premium Grant (PPG)	0
Staff	0
Sibling at time of admission	18
Foundation places as below	
a) Key parishes Church of England	5
b) Key parishes Christian	5
Proximity to school	29
Home to school distance of last child offered under this criterion	1359.33km
Number of appeals heard	TBC
Number of successful appeals	TBC
There is a waiting list	Yes

* The 60th place for 2022 was offered to a child who named Queen's in their EHCP

15. TO RECEIVE A PHASE UPDATE AND TO CONSIDER RECENT VISIT NOTES

- Three governors attended the last Phase meetings
- Feedback has been very positive. The children showed good engagement and good behaviour. Children were respectful. There was lots of embedding of the curriculum.
- In order to improve the targeted nature of phase visits, for our Summer 2 visits, the Phase leads will provide governors with book looks, opportunities to see teaching in action and to talk to the children. These will be specific, more detailed visits.

ACTION: VP to email time slots for governors to visit and governors to sign up to a slot.

16. TO NOTE PLANNING FOR GOVERNOR SUCCESSION PLANNING IS UNDERWAY AND TO CONSIDER OUTCOMES OF GOVERNOR SEF

- Chair of Governors will be having a discussion with Governors regarding plans for committees.
- Thank you to Governors for completing the SEF, the consolidated document has been shared and will be the subject of a more substantive discussion at our next meeting.

ACTION: Governors to look at collective responses and to send comments on the red and amber areas to Chair of Governors by the end of half term

ACTION: Clerk to send out the Chair of Governor 360 review for governors to complete.

17. 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:

Additional points were made by the Committee Chairs for the following committees:

- **Premises:**
 - The application for CUA2 was re-submitted after completion of the required noise survey but has been taken down by the LA a second time, as the Local Authority believed it was the wrong classification.
 - The Local Authority have recommended that a Community Liaison Meeting should be arranged as there was opposition to the previous CUA. BR noted that this is already planned (the meetings, which used to be held twice a year, have not been held since lockdown).

ACTION: CHT and BR to arrange community liaison meeting and BR to resubmit CUA with that input collated before end of Summer 2.

- **Pay & Personnel:** - The Staff survey has been agreed and sent out to staff for completion. It has been sent out a week later than planned so the deadline may need to be extended.

18. FOR NOTING:

i. CO-CHAIRS REPORT

- The Chair noted the important points set out in the section of the report titled Governing Board Efficiency and Effectiveness summary. All governors to read this document, it's very comprehensive and to use this to work together more efficiently.
- IH will feedback on any updates on the three communications; the claim for additional work, ill health retirement and the Mortlake Road underpass communications.

ii. POLICY PROGRESS REPORT (STANDING ITEM)

- AR, JST & LL have put together a new Policy tracker. Policies highlighted in red are out of date, amber policies are coming up for review
- The website has been updated to make it easier to find policies, which are now grouped by topic. Staff/confidential policies will not be accessible via the website, although a list of such policies will still be included for transparency.
- The new process is once a policy is approved amended please let LL/AR or JST know. AR will update the spreadsheet.

ACTION: Clerk to upload all policies to GovernorHub

ACTION: Clerk to remind committee chairs that approved amended policies are to be sent AR to update the website.

19. TO CONSIDER THE SKILLS AUDIT OUTCOMES AND RECEIVE AN UPDATE ON GOVERNING TRAINING

- Thank you to everyone who completed the skills audit – 12 responses were received
- It's hard to compare to the previous audit (May 2021) as the form and system have changed
- The skills audit is based on individual scores, which identifies both strengths and weaknesses
- There are links through to NGA resources to support individuals who have identified area of weakness. AfC also have useful resources and training opportunities.
- The three main weakness identified for the whole Governing Board are:
 - Strategic Leadership which identifies a training need for Chairing committees, it was recognised that confidence in this area comes with time
 - Accountability, particularly around school finance and stakeholder engagement.
 - Equalities, Diversity and Inclusion, the NGA has an excellent resource on this.

ACTION: IH will feed the results into the Governor SEF

OTHER/AOB

20. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES

- None

21. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS

- VP will facilitate a staff/governor end of term drinks and helpers will be required.

22. AOB

To note the date of next meeting: Thursday 23rd June 2022 at 7.00pm in person

- Apologies were accepted from LL for the next FGB as her baby is due and the Governing Board presented her with a small gift

The meeting concluded at 9.05pm

LIST OF ACTIONS

ACTION: IH and SK to discuss if one last Vision Working group meeting is required

ACTION: Clerk to attach Vision Control Document (committee responsibilities) to all committee meeting papers to refer back to.

ACTION: IH/MH to meet to discuss the Safeguarding handover from ER, the Safeguarding Governor role, and any particular actions from this

ACTION: IH will speak to the Finance committee chair on the questions relating to Finance raised by SIP

ACTION: Any questions on the mobility group event to be sent to BR before the weekend

ACTION: Clerk to notify SBM that the Admissions policy had been revised and approved to update the Policy Spreadsheet.

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ACTION: Governors to look at collective responses and to send comments on the red and amber areas to Chair of Governors by the end of half term

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