

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 23rd June at 7pm

Present: *Foundation Governors (5)*
(IH) Inga Hall (Chair) (MM) Marian Mollett
(MI) Mark Ivory (Co-Vice Chair) (BR) Barnaby Rodgers
(MH) Rev. Melanie Harrington

Non-Foundation Governors (5)
(BD) Voulla Demetriou (Co-Headteacher) (LS) Larissa Sutton
(JST) Jenny Stroud-Turp (Co-Headteacher) (MO) Mark Ollard
(SK) San Kodia

Other (2)
(MJ) Michelle Jones (Clerk)
(AR) Andy Rooney (SBM)

Opening Prayer (led by Voulla Demetriou)

1. APOLOGIES AND WELCOME

IH chaired the meeting.

Apologies were received from (LL) Laura Leicester, (VP) Vas Polydorou, (HC) Harry Charrington, (JF) Janine Farrance). The governing board welcomed Andy Rooney, SBM.

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 WELCOME FATHER GILES FRASER TO THE BOARD IN HIS EX-OFFICIO ROLE AS VICAR OF ST. ANNE'S

Formal welcome carried forward to the first meeting of the new academic year, with induction meetings to take place in the interim.

4. APPROVAL OF THE CONFIDENTIAL MINUTES OF EFGB (12TH MAY) AND THE MINUTES OF FGB (19TH MAY)

The confidential minutes of the EFGB on 12th May and the minutes of the FGB meeting on 19th May were both agreed as an accurate reflection of the meetings and were approved. All matters actions and matters arising are complete.

STRATEGIC LINKED TO VISION

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

- The budget was reviewed in the Spring 1 Finance committee and the final version was brought back in Spring 2 for Finance to approve and recommend to FGB.
- In terms of the 3 year forecast, there is an expected deficit every year for the next 3 years.
- Assumptions made in setting the budget include:
 - a general inflationary assumption that everything is rising by 2% including Teachers' salaries in Year 1;
 - Support staff salaries are expected to rise by 3% in year 1;
 - assumption is we will be full in Reception and but will lose 2 pupils per year group;

- we will receive the RNST donation of £25k based on last year, (although this has not been assumed for years two and three of the 3 year forecast);
- assumed we will receive the PSA contribution for a TA and this will continue for the next three years.
- Energy costs are 1/3rd higher than last year (and we have budgeted for this).
- Richmond Parish Lands have given £3k for the alleviation of poverty. The money is used for free after school clubs for FSM pupils and to subsidise school journeys.
- The biggest single problem we've had to deal with is falling pupil numbers. Two years ago, we were at 412 and the census on which we need to base the budget is 368 (although numbers are rising again from there). We receive approx. £4k per pupil in funding.
- There have been some savings on staffing: the TA structure has been adjusted, and to reduce staff costs without reducing head count, where teaching staff have left they have been replaced by three Early Career teachers.
- We have more children with EHCP's and will need to recruit more TA's for 1:1's. The Governing Board noted for each EHCP, the school is accountable for the first £6k of spend, meaning that even if a full EHCP is funded, we still cover a significant sum.

The Governing Board approved the budget and this will be submitted to the Local Authority

ACTION: Finance committee to report back to FGB Autumn 1 with a plan and a pitch for parent donations.

AR left the meeting at 7.30pm

6. TO RECEIVE AN UPDATE ON WORK DONE/PLANNED AGAINST EACH VISION PRIORITY AS PER THE VISION CONTROL DOCUMENT

Curriculum

A significant amount of work has been undertaken. The first phase of embedding the new curriculum work is almost done (i.e. moving from completing implementation to assessment of impact and refinement). In addition:

- Work on website update continues
- Quality first teaching project is continuing, with positive impact
- The school is working with AfC lead for Literacy/English with years 3 and 4
- A Maths deep dive with SIP is planned for 7th July
- Subject leaders will be attending C&S meetings
- Phase visits focused on Maths & English

Learning, teaching & spirituality

- Meeting with Father Giles to discuss his input into the school
- Christian Ethos lead is putting together a plan for the rest of the year on the approach for finishing off the SIAMS preparation
- Behaviour and Anti-Bullying policies will be sent out to parents by the end of term.

Community, Inclusion & Diversity

- Mental health audit and policies are progressing.
- A pupil with additional needs was able to successfully attend the Year 6 school journey.
- Parent book looks took place and feedback from parents was they enjoyed being back in school.
- Open afternoon for parents will take place on 8th July

Environmental and financial sustainability

- Key action for the Premises committee is the sustainability of the premises
- Secondary pathways event took place and budget is in place

7. TO NOTE THE CO-HEADTEACHERS REPORT

Various items referenced in the HT report were discussed, including (i) the continued progress of work on curriculum and preparation for external inspections and (ii) that Theresa Demir has been appointed as a 3 day a week Assistant Head for next year. She has previously been at the school as Year 6 teacher (as well as teaching in Years 4 and 5), Phase lead and Maths lead. She will be supporting the current Maths lead as well as taking on other leadership responsibilities.

In terms of SATs and moderation:

- Unofficial data has been received for writing and out of a Y6 cohort of 47 pupils;
 - 45% are greater depth
 - 51% are working at
 - 4% are working towards
- The moderation of the Year 2 results showed how organised and well prepared the Year 2 team were.
- Phonics 93% of pupils achieved working at and 4% were working towards.
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ACTION: Circulate the data to all governors after it's reviewed at the Curriculum and Standards meeting in July

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

- Safeguarding audit is underway and will be shared with Safeguarding governors shortly
- 1 child is on a child protection plan

9. TO APPROVE THE DELEGATION OF HEADTEACHER PERFORMANCE MANAGEMENT (HTPM) FOR 2022/23

- The delegation of the Headteacher performance management was approved by the Governing Board. IH/JF/MO will continue in their role as the panel for the HTPM.

10. TO REVIEW AND APPROVE UPDATED COMMITTEE TERMS OF REFERENCE FOR C&S AND PREMISES

- Premises Chair had previously raised the question on whether IT sat with Curriculum and Standards or Premises. Terms of Reference for both committees have now been finalised.
- Governing Board approved the Terms of Reference for Curriculum and Standards and Premises committees.

ACTION: Chair of Governors/Clerk will upload all committees Terms of Reference to Governor Hub and Website by the end of term

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

- Secondary Pathways meeting 100 parents signed up and 80% attended. The greatest number of attendees were from Year 4.
- Camilla Smiley gave a clear talk on secondary options in the private and state sectors, how to apply for bursaries and scholarships and application deadline.
- Karen Verge gave a talk on what Queen's is doing to assist.
- The SBM recorded the event and is editing the film so a link can be shared with parents.
- Next academic year the plan is to send a communication to parents to share the curriculum in more depth
- Parents fed back:
 - Parents were very positive about the evening
 - Should consider holding the event in January/February next year to allow sufficient lead times for parents to consider options
 - SEN wasn't adequately represented
 - Further clarity on what Queen's does as a package around secondary school transition was required.
- The mobility group will feedback to Camilla Smiley

12. TO RECEIVE AN UPDATE ON COMMUNITY LIAISON, CUA AND DEFECTS

- The vinyl on the stairs has been completed
- The SBM and Premises Chair are working with the contractor regarding the cladding
- There will be a meeting with SDBE next week regarding the fans in the classroom
- There will be a meeting with residents in the next 2/3 weeks to discuss the CUA2.
- The CUA2 will be submitted post meeting.

13. TO RECEIVE INFORMATION ON YEAR 6 LEAVERS AND ROLL NUMBERS

- Year 6 leavers data: 46 pupils are going to 24 different schools. 1 pupil does not have a school yet. This table will be uploaded to the website

- Numbers on roll = 368.
- Reception 2022 is full (59 places have been offered plus one confirmed EHCP).
- We have also received a number of applications for higher year groups.

14. TO CONSULT ON THE DRAFT SCHEDULE OF DATES FOR GOVERNOR MEETINGS 2022/23

Recommendation is for all FGB's to be in person, Committee meetings will remain mixed, in person and virtual meetings. Morning meetings will be in person at the school and evening meetings will be virtual.

ACTION: All committee chairs to review the calendar of dates and feedback to Chair of Governors/Clerk by beginning of July

15. TO NOTE THE PROGRESS WITH BOARD LEADERSHIP SUCCESSION PLANNING AND COMMITTEE MEMBERSHIP/ADDITIONAL RESPONSIBILITIES FOR NEXT YEAR

- All governors were contacted for nominations for the role of Chair of Governors and Vice Chair of Governors.
- Nominations have been received for IH to stand as Chair and JF and MI to stand as Vice Co-Chairs for 2022/23. No other nominations were received and appointments confirmed.
- IH will be arranging individual meetings with all Governors over the next few weeks to formalise plans for committee membership and responsibilities.

16. TO DISCUSS GOVERNOR SEF AND AGREE ACTIONS FOR IMPROVEMENTS/CHANGES AND TO NOTE NEXT STEPS RE CHAIR'S 360 REVIEW

- Governors were asked to feedback on the Governor SEF. The updated document is attached to the papers, based on the comments received.
- Governors felt constrained by what they could answer and give a RAG rating on because they were bound by the descriptors.
- Areas for focus are:
 - Induction and ongoing development – All Governors are reminded they have individual responsibility for their own training and development
 - Collaboration – All Governors should be using the additional resources, AfC updates and Better Governor, and sharing training, updates, or documents with colleagues.
 - Employer responsibility
 - Accountability – Quality of Education
 - Accountability – Financial oversight
 - Overall evaluation of impact
- Part of the SEF is the Chairs 360 review. The AfC version was circulated to Governors but attracted a low response rate. The Governing Board agreed to circulate a paper version for Governors to complete anonymously and return to the Clerk.

17. TO RECEIVE A VERBAL REPORT FROM THE COMMITTEE CHAIRS

No additional points were noted other than from Pastoral, to note that the Behaviour and Exclusion policies have been approved.

ACTION: Clerk to submit outstanding minutes to committee chairs.

STATUTORY

18. TO CONFIRM ALL GOVERNORS HAVE READ THE UPDATED KCSIE GUIDANCE

- Update has been received from AfC regarding the KCSIE guidance.

ACTION: All Governors to read the updated KCSIE guidance ready for the new academic year.

19. CLERKING MATTERS:

(i) TO RECEIVE AN UPDATE ON CLERK RECRUITMENT

- No replacement Clerk yet
- Chair of Governors/SBM are meeting Wandsworth Governor Services to consider buying in clerking services
- The advert for the Clerk is still out and closes on 1st July.

(ii) TO RECEIVE AN UPDATE FROM THE CLERK ON COMPLIANCE ISSUES AND WEBSITE

- The clerk will ensure the minutes, website, memberships are up to date and will hand over to the new clerk.

20. FOR NOTING:

i. CHAIR'S REPORT

- There is one Foundation governor vacancy, MM has been appointed by St Anne's as the point of contact.
- The Governing Board thanked BD the outgoing Co-Headteacher for her commitment to the school. The official 'goodbye' for BD, will take place at the end of year party.
- The Governing board thanked the outgoing Clerk.

ii. POLICY PROGRESS REPORT

- The new policy schedule is coming together
- Reminder to all committee chairs to email approved policies to the SBM who will upload the policy to the website and update the policy schedule, copying in LL and the Clerk.
- The SBM/HT will update the policy schedule and will send to the Clerk for circulation at FGB
- Discussion followed regarding the new Early Career Teacher policy
 - Early Career Teacher (ECT) guidance replaces the NQT guidance
 - This is a 2-year programme
 - A mentor has to be provided for the ECT
 - The programme is overseen by an authorised administrative body which the Government have stipulated can't be AfC Richmond. The administrative body is currently being finalised. We have to pay for this service.
 - The aim is to improve the quality of training and teaching and to better support the ECT.
 - The policy comes from the Key

The Governing Board approved the policy subject to a detailed review at the next Pay and Personnel committee.

21. TO RECEIVE AN UPDATE ON GOVERNOR TRAINING AND GOVERNORS TO REPORT ON TRAINING BOOKED AND UNDERTAKEN

- No training has been undertaken this term.
- MI will send individual training recommendations to governors

OTHER/AOB

22. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES

- None

23. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS (SPORTS DAY, SUMMER PARTY ETC.)

- **Summer party** - is after school on the last day of term.
- **Sports day** - The CHT's will send through the timetable for the day. More volunteers are required to man the Governors stall.

24. AOB

- None

Date of next meeting: TBC

The meeting concluded at 8.56PM