



**THE QUEEN'S SCHOOL BOARD OF GOVERNORS**

**THE QUEEN'S CHURCH OF ENGLAND SCHOOL  
CUMBERLAND ROAD  
KEW, SURREY  
TW9 3HJ**

**MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON  
THURSDAY 08 DECEMBER 2022 AT 7PM AT THE SCHOOL**

**PRESENT**

Inga Hall (IH)	Chair
Mark Ivory (MI)	Foundation Governor
Reverend Melanie Harrington (MH)	Co-opted Governor
Barney Rodgers (BR)	Foundation Governor
Larissa Sutton (LS)	Parent Governor
Jenny Stroud-Turp (JST)	Headteacher
Karen Verge (KV)	Deputy Headteacher – Associate member
Janine Farrance (JF)	Foundation Governor
Father Giles Fraser (GF)	Foundation Governor
Auriol Hall (AH)	Foundation Governor
Sanobier Kodja (SK)	Staff Governor

**IN ATTENDANCE**

Mark Samuel (MS)	Year 6 Teacher – in attendance for Data Review presentation.
Matt Brown (MB)	AFC – to deliver Data Review presentation
Nicola Cheshire (NC)	Clerk to the Governing Board
Selina McClure (SMCC)	Governor Services Co-ordinator

**WELCOME AND OPENING PRAYER**

IH welcomed everyone to the meeting. MH led the opening prayer.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from:

- Harry Charrington (HC) – Foundation Governor
- Marian Mollet (MM) – Foundation Governor
- Kennan Michel (KM) – Co-opted Governor
- Vasiles Polydorou (VP) – Foundation Governor
- Mark Ollard (MO) – Local Authority Governor.

**2. DECLARATIONS OF INTEREST**

None.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

The minutes of the previous meetings on 23.06.22 and 13.10.22 were agreed and approved.

All actions arising completed except for three Governors (GF, VP and LL) still needing to update their Declarations of Interest on GovernorHub.

**Action – IH to remind GF, VP and Laura Leicester (LL) to update their Declarations of Interest by start of Spring Term (04.01.23).**

#### **4. DATA REVIEW PRESENTATION – MATT BROWN, AFC**

Matt Brown gave a data analysis presentation on the school's 2022 progress and attainment data. The full OFSTED IDSR Report, Outcomes Report and other data analysis materials are available on GovernorHub. Noting that this was the first 'data meeting' the Board has had since before COVID, MB introduced the session with key points regarding the way in which statistically significant results are shown and a general note that these are a positive set of results across both progress and attainment. During the data discussion MS provided cohort-specific context to several the data points. Governors also asked questions and/or raised queries regarding their understanding of points, including:

**Q** – Can you explain how being categorised as significantly above the national average is different to being in the top 20%?

**A** – Significantly above the national average is based on the whole range of statistical tests, whilst the top 20% is purely rank order. Quite often, one suggests that you are close to the other, but they are still two separate things

**Q** – Could you explain the relationship between attainment and progress in the report? Is it possible for a school to have high attainment but little progress?

**A** – Historically the 'progress' measure was introduced to address concerns regarding 'coasting schools', ie schools where, because of their cohort their attainment was always good, but they only did the minimum necessary to retain their attainment status. The focus now is always on progress and how much the school is doing to add value and strive for even better attainment.

**Q** – How is progress calculated?

**A** – A lot of different factors are considered but in essence the school is always compared to other schools with similar cohorts and similar starting points at Key Stage 1.

**Q** - Can EAL categorisation be misleading?

**A** – Yes, that is possible. A student could be bi-lingual but still be classed as EAL. The data is taken from the school census and fluency levels are not recorded.

**Q** – Are there any areas we should be particularly concerned about?

**A** – In most areas the school's performance is strong and significantly above the national average. One area that might be worth exploring is Reading progress at Key Stage 2, as although overall attainment in reading is very high, reading progress is less so, but this could just reflect the school's very high starting point for reading attainment. Similarly, the reasons behind the data for levels of writing at Key Stage 1 may be worth exploring further.

**Q** – Is it possible that levels of writing at Key Stage 1 reflect the fact that during the pandemic families found it harder to home school children in writing than reading?

**A** – Yes, that might be a possibility but the only way to really answer this question is to look closer at your own school context. It has been an unusual year for improvement in reading attainment nationally and an increased focus on reading when children were being home schooled during the pandemic might explain this.

#### **5. CHAIR'S REPORT (IH)**

VP attended Ofsted for Governors Training to get a clearer idea of the kinds of questions Governors are likely to be asked in an Ofsted inspection.

**Action** – IH undertook to ask VP to set up an Ofsted Q&A crib sheet by next FGB (31.01.23) so all Governors can have easy access to data and key information.

AH shared her recent experience of an ungraded Ofsted review, as SLT at her school, which was a 2-day deep dive into Early Reading and Maths and PE, as well as a look at Art, Computing, History and Geography. This consisted of a learning walk and a lot of time talking to pupils and subject leaders - not that much time with the Head. The shallow dive focused on talking to the subject leaders. Although an ungraded inspection it still covered most of the curriculum. There was less of a focus on data and more of a focus on the children and what they had learnt and on questioning subject leaders about the curriculum structure and reasoning behind it. Not that much time was spent with the trustees, but they did need to be able to show an awareness of the key issues in the school and the steps being taken to address them.

IH and VP noted that several subject leads have attended recent C&S meetings to share progress with embedding the curriculum and plans/priorities for the coming year, which is beneficial both for governors and for the subject leads. In the context of AH's update, it was noted that the Q&A aspects of those committee meetings will also assist subject leaders in being confident of their knowledge during Ofsted inspection questioning.

**Action – VP to ask Subject Leads to attend the next Curriculum & Standards Committee meeting (25.01.23) in accordance with the school's current priority subject areas.**

## STRATEGIC

### 6. VISION RELATED DOCUMENTS

JST gave a presentation on the school's vision related documents including the school development plan (SDP), School Improvement Plan (SIP) priorities and the school's self-evaluation framework (SEF), outlining how they link up and how external sources of information are fed in and inform next steps, further actions & priorities for the year. All documents are available on GovernorHub.

**Q** – Where do you think we are in terms of progress against Autumn term targets?

**A** – Majority of targets have been achieved or for targets spanning more than one term are on track. The only exceptions and hence items to be carried forward into the Spring Term are the mental health policy for staff, work on the development of the school's church links and work on racial equality, all of which are being actively worked on.

### 7. HEADTEACHERS REPORT (JST)

The Headteacher's Report is available on GovernorHub. The main issues to note are:

a. **Increasing SEN need.** There are currently 14 SEN pupils with an EHCP in place, but this number will increase to 21 by the end of the year, assuming 7 more EHCP applications are approved - which equates to roughly 5% of the school. In addition to this there are a further 38 pupils with SEN support, making a total of 52 SEN pupils.

**Q** – Do we know how this % compares to the national average?

**A** – Know it is above the national average.

#### b. Pupil Numbers

**Q** – Currently there are 390 pupils on the school roll, is this continuing to increase?

**A** – Yes. Focus is on being a welcoming and inclusive school, which has been reflected in the recent website overhaul and, following constructive feedback from new parents a new induction programme and leaflet is being developed for new pupils. **Action – JST to share the new induction leaflet with Pastoral and Kairos Committee (14.03.23).**

**Q** – What links do we currently have with local nursery schools to ensure full Reception classes?

**A** – The links are good and reception classes are full every year. The only year group with a significant number of places available is Year 4, partly because of COVID and families moving out of London and Brexit with families deciding to move abroad. The school/governor pupil mobility group will meet again this term to progress initiatives to address the families who consider leaving the school to go to local independent prep schools. **Action - BR to arrange next pupil mobility group meeting and report on status to next FGB (31.01.23).**

**c. Parent Survey**

**Action - JST to send Parent Survey response to Pastoral & Kairos Committee and include it as an agenda item for next Pastoral & Kairos Committee (14.03.23).**

**d. Ofsted Staff Survey**

This is due to be sent out in the New Year.

**Action – JST to send outcomes from the Staff Survey to Pay and Personnel Committee and include it as an agenda item on the next Pay and Personnel Committee (09.03.23).**

## **STANDING ITEMS**

### **8. SAFEGUARDING (JST)**

Currently one child in need is attending the school and there are two pupils with challenging and aggressive behaviour issues where work is ongoing with the families and with external professionals (Educational Psychologist and EISS).

JST also noted the recent safeguarding visit with safeguarding governors IH and MH. Part of that visit had included checking the SCR and sampling the safer recruitment processes in place. A point arising during this had been to note recent government recommendations regarding **Online Safety Checking of staff**. JST noted that this was something that needed to be set up. Peter Cowley (PC), AFC Lead on Online Safety has recommended using an external company for this.

**Q** – Is this to check what staff have been saying online?

**A** – Yes, both what they have been saying but also what social media platforms they are on and whether any activities may be a cause for concern. In future, just as an offer of employment is currently made subject to references & Disclosure and Barring check, it would also be made subject to an Online Safety check.

**Q** – How far are you allowed to go in making these checks?

**A** – Further advice and guidance is needed about this. The advice to undertake Online Safety Checks is new, and although the Government is saying it needs to be done, to date no clear guidance on exactly what to do and how to do it has been issued.

Safeguarding governors noted that the focus of this term's visit has been staff, next term it will be pupil voice and the following term the focus will be on our community, particularly lettings. It was noted that more work needs to be done in relation to **safeguarding training and the school's Letting Policy**. Previously, any clubs or organisations letting school premises only had to confirm their safeguarding policy was compliant with the school's policy, whereas now there is a greater onus on the school and the school needs to actively ensure that clubs etc have appropriate safeguarding training in place.

## **DECISIONS AND REPORTS**

### **9. NAME CHANGE WORKING GROUP**

LS gave an update on the work of the Name Change Working Group. The project has been broken down into key areas of cost, logo, uniform, and implementation. Initial discussions have taken place around all areas of the project, but further work is still needed.

**Action – LS to bring a detailed report on changing the school’s name with recommendations in all areas, including a communications strategy to the next FGB (31.01.23) for final decision and sign off.**

#### **10. FINANCE REPORT**

MO was unable to attend FGB (08.12.22) to present the Finance report.

**Action - IH to email Finance Report to all members of FGB for information by 31.12.22.**

#### **11. PHASE UPDATE**

VP was unable to attend FGB (08.12.22) to provide update on phase visits. IH reminded all Governors to complete visit reports as soon as possible after a visit is undertaken. **Action - FGB to discuss these and any points arising at the next FGB meeting (31.01.23).**

#### **12. WHOLE SCHOOL PAY POLICY**

The staff consultation on this policy has been completed and no feedback received. FGB ratified Whole School Pay Policy. **Action - JST to implement the Whole School Pay Policy.**

#### **13. ADMISSIONS POLICY**

No changes have been made to the Admissions Policy and it has been approved by the Admissions Committee. FGB ratified the Admissions Policy. **Action – JST to implement the Admissions Policy.**

#### **14. UPDATE ON PROPOSAL FROM NEIGHBOUR ON LAND PURCHASE (DOWNES’ PROPOSAL)**

The situation regarding this piece of land is complex. Different portions of it are owned by different parties (LA, Diocese, Electricity Board) and subject to various covenants, easements, rights of way and historical trusts overlaying each other. The Diocese lawyers have confirmed they are prepared to unpick this if the school decides it wants to sell the land. Paul Forest (PF) Diocese Capital Projects Director has confirmed that the land in question is essentially wasted space and that the Diocese would support the school exploring the possibility of selling it. The question for FGB is whether to do this?

FGB agreed that further information about the potential value of the land was needed before a final decision could be made. FGB agreed JST would arrange for:

- The Downes to be asked what price they are prepared to pay for the land.
- A valuation figure for the land to be obtained from a land surveyor; and
- Local estate agents to be asked for comparison valuations of the Downes property with and without this additional land.

**Action – JST to obtain the agreed valuations for the Downes Proposal and present this information to the next FGB (31.01.23).**

#### **15. COMMITTEE UPDATES**

##### **a. Premises, Health & Safety and Lettings**

The consultation on community use agreement for premises is to go live next week. Consultation will take around 6 weeks because of the Christmas period. The outcome of consultation is expected during Spring Term.

A lot of good work is being undertaken on environmental sustainability across the school and a Sustainability Action Plan has been written and will be shared at the next Premises Committee (09.02.23). **Action – JST to circulate HC’s report on environmental sustainability work to governors**

**before next FGB (31.01.23). JST to put Sustainability Action Plan on next Premises Committee agenda 09.02.23.**

**b. Pastoral and Kairos**

BR confirmed Kairos has agreed to develop a calendar of events and initiatives for the next 12 months which demonstrates the strength of the school's links to the church community and how the 3 local churches and schools interact. Further work on this to be undertaken at Kairos before coming back to FGB.

There were no other additional updates from the other committees.

## **STATUTORY**

### **16. GOVERNING BOARD ADMINISTRATION**

#### **Governing Board Standing Orders**

Main change is that Committees are now self-clerking, and changes need to be made to the timescales for circulation of minutes and actions. General feeling from Committees is that self-clerking is working well and that it has improved engagement, increased understanding and given greater clarity to who is doing what and when.

**Action – IH to liaise with Committee Chairs about next steps on clerking of committees going forward by next FGB (31.01.23).**

FGB approved Governing Board Standing Orders with the above changes. **Action – NC to put an updated copy of Governing Board Standing Orders on GovernorHub.**

### **17. GOVERNING BOARD STRATEGY 2022-23**

#### **a. Policy Progress Report (IH)**

A lot of policies are up for review in January 2023. IH and Committee Chairs are dealing with this.

#### **b. Governor Training (MI)**

MI has provided all Governors with the AFC Governor Training link.

All Governors were reminded to keep their training records up to date.

Recent training highlights include:

- **Positive Behaviour Management Course** run by the school's Educational Psychologist (Alicia Craig) was very informative and well received.
- **Assessment for Learning and Quality First Teaching course** run by Karen Verge was also very good. It was particularly helpful and informative for Governors undertaking Phase visits. Slides are available on GovernorHub.
- Peter Cowley's **Online Safety Training** course was well received. This was an opportunity for parents and children to work together and have an open and honest conversation about this issue and this was welcomed and very positive. The course would be worth repeating.

MI noted that AFC have an Online Safety Training course coming up in February 2023 and that the NGA are also offering modules on Online Safety.

**18. AOB**

**a. Governors Christmas Newsletter (IH)**

The newsletter is going out next week. Key themes will be school name change to Kings, Finance and Church and School connections.

**b. Staff Drinks (IH)**

All Governors were reminded that staff drinks are on 13.12.22 in the staff room at 4.00pm.

**c. Darell School looking to recruit a new school governor (IH)**

The skill set needed is marketing, communications, and PR. Any Governors who know of anyone who might be interested to let IH know.

**d. Governors and Parents Coffee Morning (LS)**

LS and JST have received feedback from parents about the visibility of the Governing Board and a need for greater understanding of the Governing Board's role within the school.

**Action – LS to organise a coffee morning and Q&A session for parents and Governors and confirm date at next FGB (31.01.23).**

**19. DATE OF NEXT MEETING**

Monday **31 January 2023** at **7.00pm** at the school.

**SUMMARY OF ACTIONS AGREED AT FGB MEETING 08.12.22**

No.	Agenda item	Action	Who	Date
1.	3.	IH to remind GF, VP and Laura Leicester (LL) to update their Declarations of Interest on GovernorHub.	IH, GF, VP and LL	04.01.23
2.	5.	Set up an Ofsted Q&A crib sheet	IH & VP	31.01.23
3.	5.	Subject Leaders to attend Curriculum & Standards Committee meeting	VP	C&S 25.01.23
4.	7.b	New pupils Induction Leaflet to go to Pastoral & Kairos Committee.	JST	P&K 14.03.23
5.	7.b	BR to arrange next pupil mobility group meeting and report on status at next FGB.	BR	FGB 31.01.23
6.	7.c	Parent Survey response – agenda item for next Pastoral and Kairos Committee.	JST	P&K 14.03.23
7.	7.d	Staff Survey outcomes – agenda item for next Pay and Personnel Committee.	JST	P&P 09.03.23
8.	9.	Report, with recommendations, from Name Change Working Group to be presented to next FGB (31.01.23) for decision and sign off.	LS	FGB 31.01.23
9.	10.	Finance Report to be emailed to all members of FGB.	IH	31.12.22
10.	11.	Phase Visits to be an Agenda Item at next FGB.	NC	FGB 31.01.23
11.	12.	Whole School Pay Policy to be implemented.	JST	FGB 31.01.23
12.	14.	Downes Proposal valuations to next FGB.	JST	FGB 31.01.23
13.	15.a	HC's report on environmental sustainability work to be circulated to governors before next FGB.	JST	FGB 31.01.23
14.	15.a	Sustainability Action Plan to be agenda item on next Premises Committee	JST	09.02.23
15.	16.	IH to liaise with Committee Chairs about next steps on clerking of committees going forward.	IH	FGB 31.01.23
16.	16.	Copy of revised Governing Board Standing Orders to go on GovernorHub.	NC	FGB 31.01.23
17.	18.d	Coffee morning and Q&A session for parents and Governors to be arranged.	LS	FGB 31.01.23