

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

The Queen's Church of England Primary School
Cumberland Road, Kew, Surrey TW9 3HJ

PART 1 - MINUTES of the FGB MEETING held on Thursday 18 May 2023 at 7.00pm at the school

[Papers are stored on Governor Hub](#)

PRESENT

Inga Hall (IH) - Chair – Foundation Governor (St Anne's)
Janine Farrance (JF) - Foundation Governor (SDBE)
Father Giles Fraser (GF) – Foundation Governor (St Anne's)
Auriol Hale (AH) - Foundation Governor (PCC)
Mark Ivory (MI) - Foundation Governor (ST Anne's)
Sanobier Kodia (SK) – Staff Governor
Kennan Michel (KM) - Co-opted Governor
Marian Mollet (MM) - Foundation Governor (St Anne's)
Mark Ollard (MO) - Local Authority Governor
Vasiles Polydorou (VP) - Foundation Governor (The Barn)
Jenny Stroud-Turp (JST) - Headteacher
Larissa Sutton (LS) - Parent Governor
Karen Verge (KV) - Deputy Headteacher – Associate Member

IN ATTENDANCE

Nicola Cheshire (NC) – Wandsworth Governor Services

WELCOME AND OPENING PRAYER

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

1. Apologies for Absence

Apologies for absence were received and accepted from:

Harry Charrington (HC)
Reverend Melanie Harington (MH)
Barnaby Rodgers (BR)
Laura Leicester (LL) – on maternity leave.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of the Minutes of the Previous Meeting & Matters Arising

The minutes of the last FGB meeting (31.01.23) were agreed and approved and all matters arising had either been completed or were on the agenda.

Action – IH to sign FGB minutes (31.01.23) as agreed and approved.

4. Governor Appointments

JF & LS self-nominated themselves for the position of Chair of the Governing Board, with a proposal to undertake the role as Co-Chairs, and gave a brief presentation to the Board outlining their experience and skills and their reasons for proposing themselves for this role.

Q – It has been very beneficial for IH to attend all Committees, will both of you attend all Committees together?

A – This hasn't been decided yet and is one of the aspects of the Co-Chairing arrangement that still needs to be finalised. It will also be influenced by the Board's decision on the new Committee structure.

Q – Does having Co-Chairs of the Governing Board present any issues for Ofsted?

A – No, it's not an uncommon arrangement.

The Board voted unanimously to appoint JF & LS as Co-Chairs of the Governing Board effective from the beginning of the new academic year.

Action – GIAS, website and GovernorHub to be updated accordingly (NC).

IH encouraged all Board members to consider nominations for the role of Vice Chair which would become vacant once JF & LS moved into the Chair's role.

Action - Nominations for role of Vice-Chair to be on next FGB agenda.

5. Chair's Report

The focus of the Chair's report was recruitment and succession planning. IH confirmed she would speak to all Governors who are staying on the Board regarding roles and responsibilities moving forward.

SK's term of office as Staff Governor is coming to an end and given the generally busy summer term, it would be best for the election of a new staff governor to take place in the autumn term.

Action – New Staff Governor election to take place in the Autumn Term (JF/LS).

A full update on the HT recruitment process would be given later in the meeting but IH took the opportunity to formally thank KV, on behalf of the whole Board, for everything she had done and continues to do for the school.

STRATEGIC – Linked to Vision

6. Vision related documents

6.1 Updated School Development Plan (SDP)

The updated SDP was on GovernorHub. The key points highlighted for the next half term were:

- **Curriculum** – where the focus would shift to increased accountability and ownership of the subject leaders with them taking on more responsibility for the monitoring of work.
- **Quality First Teaching** – where the focus would be on key component knowledge.
- **SEND** – where the focus would be on staff training and ensuring staff are skilled and equipped to manage pupil transition effectively.
- **Excellence in Early Years** – the focus would be on achievement of a good level of development for pupils in Early Reading phonics enabling their transition to Year 1.
- **Mental Health & Wellbeing** - The Attachment Awareness Training will inform how families and staff are inducted into the school and raise awareness of all the different types of attachment, which had been a particular issue since Covid. The school's Educational Psychologist would be running two training sessions on this on 05.06.23 and 12.06.23 which Governors were invited to attend.
- **Sustainability and Environment** – as well as a continued focus on the use of the outdoor areas the Royal Refill Project would be launched and eco-friendly refill products such as washing up liquid would be on sale at the school. This is part of the school's courageous advocacy work which encouraged children to think about what they need to do to help the environment and link with their local community.

Q – Is everything you've included in the Summer Term update what you would have expected to be there and have you achieved everything planned to be achieved by this point?

A – Yes, think we are where we would expect to be. Even though we've had to move some things around and change some priorities, we have achieved what we set out to do.

Governors were reminded of the importance of Governor visits for phonics and to see guided reading in practice and VP encouraged Governors to arrange a visit to see this working with the children this term.

Action - VP to upload timetable for Governor visits to GovernorHub.

Q – Because specific phases have been allocated to Governors are any years a priority?

A - No the idea would be to cover as many years as possible. Phonics is a priority for Early Years and Year 1 and guided reading for all other years.

Q – In relation to Christian Distinctiveness and in view of the SIAMs review, is there a need to take a more in depth look at this and what it means particularly in relation to antisemitism and the ways in which things like passion plays are staged.

A – JST said that the school would welcome the opportunity to do this and that the Church’s input and guidance on this would be helpful and it was agreed that GF and JST would meet to discuss this further.

6.2 Spring Term SIP Report

The Curriculum & Standards Committee had discussed the SIP report in detail and were able to confirm that all actions had either been achieved or were ongoing.

Q – The report talks a lot about ‘assessment for learning’ - is this making a difference in the school?

A – Assessment for learning is basically a new phrase for an old concept and is essentially just good teaching. It’s a constant process of checking understanding and progress and there are lots of ways of doing it and we encourage staff to share good practice and try a variety of different approaches.

Q – Is the embedding of the Triad structure, with its focus on collaboration and peer to peer support, proving successful and helpful in creating a more open and sharing culture?

A – Yes, have really noticed a difference with more professional discussion in the school and staff room and having visited the school, the AfC (Achieving for Children) consultant had commented that ‘this is what a professional learning culture should look like’, which was obviously very positive and motivational feedback for the school to have received.

7. Headteacher’s Report

JST drew Governors’ attention to a few key points from the Headteacher’s Report.

- **EHCP** – 20 EHCPs had been agreed and a further 4 were pending. One further submission is expected for a child in Year 5 and 2 children with special needs who don’t have an EHCP yet, would be joining reception in September.

Q – Is it possible to start the EHCP application for the 2 children coming into reception before they get here?

A – No, it is not up to us at this stage. The process would have to be started by the nursery they are attending, but because we are aware of their needs, we have been able to budget for the staffing required to meet their needs.

- **Recruitment** – all teaching posts had now been filled and no further resignations were expected before the resignation deadline.
- **Sport** – the school had reached the semi-finals in Girl’s football, the finals in Tag Rugby and the finals in Boy’s football.

Q – The EAL number of 106 looks very high, is our ability to provide the appropriate support something to be concerned about?

A – It is a high percentage, but it encompasses a huge range of different abilities in English, from no English to fluency. This means that the impact of EAL interventions varies hugely, although even when a child has a high level of fluency there can still be issues when they get to Key Stage 2 and start encountering more complex grammar.

Q – The number of children receiving free school meals has doubled in the last 4 years, does this impact on enrichment activities like their ability to go on school trips?

A – Although the pupil premium figure has doubled it is still a very low % of the total pupil roll. The school covers the cost of school trips for these children although some of their families do offer to pay something towards the cost, but no child would ever miss out on a school trip because of it.

8. Safeguarding Report

The comments from the Ofsted inspection were that the school's safeguarding was effective and quick to identify and respond to issues when necessary. Although the Ofsted comments had been very positive, a few administrative changes would be made to make producing information and evidence for Ofsted easier in the future.

In response to a question about staff's ability to handle challenging situations with children, staff receive training on being aware of triggers for certain children, and to remain focussed on de-escalation strategies wherever possible and on keeping themselves safe. In such situations it is important that both staff and children are given the opportunity to talk about it and time to decompress.

In response to a question, JST explained that when there is an issue between children, wherever possible children are encouraged to talk about what happened, to reflect on what they did and the impact this has on everyone involved and sometimes the whole class will talk about what happened. This approach generally results in children being more able to articulate their feelings and control their emotions and to gain a better understanding of the impact of their actions. Family views about restorative practices are always respected. and staff always stay alert for any signs of issues between children.

DECISIONS/REPORTS

9. Update from the HT recruitment panel

This item was discussed in Part 2 – Confidential Matters and minuted separately.

10. Report from King's Working Group

IH confirmed that the formal notice of non-objection to the school changing its name to the King's School has now been received from the Royal Names Office. IH thanked MM for the thorough research she had done in relation to the history of the school and for putting together such a persuasive submission to the Royal Names Office.

LS updated that all aspects of the project were on track including plans for all school signage to be changed during the summer holidays, changes to the school uniform and the new school logo. Next steps would include a decision about an official launch event with a formal invite to the Palace to attend and the development of the Queen's memorial/reflection garden.

IH reported that the Instrument of Governance had been approved by the Foundation Governors and the Diocese. The next step is to forward this to the LA. Work is also underway to make all necessary changes to bank accounts, website etc.

Q – As MM's work on the history of the school is so interesting could it be published in some way?

A – Yes. It will go on to the school's website and the intention would be to make it more widely available too, but further thought is needed on the best way to do this. Thoughts and ideas on the best way to do this would be welcome.

11. Update from Pupil Mobility Working Group

A secondary pathways evening is being held on 27.06.23 for all Key Stage 2 pupils and their parents.

12. Finance Report

The final outturn for the year and the budget for the year ahead were discussed. The final outturn for the 2022/23 financial year was a deficit of £85k, caused through extra staffing costs and the funding of

the pay settlement, but this was £36k better than originally forecast owing to some additional income from clubs and lettings and some savings because of a water rate refund and the teachers strike days.

Q – What is the position in relation to our energy contract and budget?

A – To date we have been ok, but it is impossible to be sure of. We have recently renewed our contract and have budgeted for a 43% increase in costs, with this assumption proving realistic so far.

Q – The cumulative surplus figure has moved from a positive figure in 2022 and is projecting a negative figure by 2027, is this something the Board should be concerned about and what will the LA do about it?

A – Yes, the Board do need to be aware and concerned about this. The LA have been clear that they want this to be highlighted to them and are aware of issues putting pressure on school budgets such as the increased numbers of SEN children, the fact that ECHP funding doesn't match levels of need and teachers' pay awards not being funded by Government.

Q – Should the Board be concerned about the 66.4% cut in TAs?

A – Yes, it is concerning but we are trying to only have the number of TAs to match the number of funded hours for the children, even though this is often insufficient for that child's needs and the absence of 'general' TAs leaves little or no capacity to support other children. Staff do however do everything they can within these constraints to provide the support needed by all children. The QFT project has ensured CPD for teachers has focused on developing the skills/strategies to support all pupils to access the learning. This training has also been shared with teaching assistants.

Action - MO to produce a summary report of the key issues for the budget for the next FGB meeting.

13. Admissions Report

Admission numbers were included in the Headteacher's Report. The numbers were very positive with the school being full and with a good number on the waiting list wanting to join the school.

14. Premises Committee Report on Year 5 and Year 6 Category A trips

The feedback on these trips had been very positive, especially in relation to inclusion and access for children with specific medical needs, SEND or financial or other constraints that might have limited their access to these trips.

15. Neighbouring land purchase Update

The Diocesan lawyers were still trying to establish whether there is a public interest in the land which can be linked back to the transfer of the land in 1973. If the original transfer was publicly funded, it might mean LA approval would be needed to sell the land and the proceeds of the sale would go into the general LA income rather than into the school's income. IH will follow up with Paul Forrest on this again and this item will remain on the FGB agenda until resolved.

16. Approval of 2023/24 term dates

FGB approved the standard Richmond term dates for the 2023/24 academic year.

17. Governing Board Committee Reports

17.1 Premises, Health & Safety

In BR's absence, IH notified Governors that the school had withdrawn their community use application for the school, following objections from neighbours and advice from the LA Planning Officer that it would be rejected unless it included the erection of a high acoustic fence to protect the neighbours from noise. BR is arranging a meeting between our noise consultants and the Planning Office to consider the best way forward. The school generates important income from the hire of its facilities, and extending the hours of permitted use will also support local children's easy access to sporting facilities.

Action – BR to provide an update on the community use application to next FGB (22.06.23).

Governors confirmed they had read the committee reports available on GovernorHub and no further updates were given by any Committee Chairs.

STATUTORY

18. Governing Board Administration

18.1 Governing Board Self Evaluation

It was noted that last year's Governing Board Self Evaluation had been very useful in relation to Ofsted preparation and the NGA's '20 questions' document would be used again this year as the basis of the Board's self-evaluation of its effectiveness.

Action - All Governors to complete and return NGA's Self Evaluation document to IH by 26.05.23. IH to present Board's self-evaluation report to next FGB (22.06.23).

18.2 Preparation for the 2023/24 academic year

18.2.1 Proposal for new committee structure

The start of the new academic year and the change of Board leadership presented an opportunity for the Board to consider all aspects of the current committee structure. Although open to the idea of streamlining committees and reducing areas of overlap the Board expressed a clear preference for a committee structure of several short (1hour) meetings rather than fewer, but longer ones.

Action - JF & LS to consult with Committee Chairs and other Governors to obtain their views on this and prepare a proposal for a new Committee structure to the next FGB (22.06.23), together with a proposed calendar of dates for 2023/24 meetings.

18.3 Succession Planning

IH/JF/LS will arrange to meet with all Governors to discuss succession planning in more detail and this would be fed into and inform the committee structure work for next year that JF & LS are doing.

19. Governing Board Strategy

19.1 Policy Progress Report

All policies were tracking well but because it had not been possible to schedule a Pastoral & Kairos meeting this term some outstanding policies would be carried forward to the next FGB (22.06.23).

Action - JST to give IH updated copies of staff policies not published on the school's website.

19.2 Governor Training Update

MI reminded all Governors to update their training record on GovernorHub and thanked those who had already done this.

Action – Governors to update their training record on GovernorHub.

19.3 Governor Skills Audit

MI reminded Governors to complete the Skills Audit by 26.05.23, to help the Governing Board to identify its strengths and any skills gaps that might exist. MI noted that the skills audit allows governors to reflect on their personal skills and training needs, and it is useful to complete this alongside their views on the overall Board's effectiveness (via the Governors' SEF).

Action – MI to produce a Skills Audit Analysis for next FGB (22.06.23)

20. Any Other Business

As this was the first meeting of the Full Governing Board since the school's ungraded Ofsted inspection on 8 & 9 February 2023, the Governors took the opportunity to record their thanks JST and KV for all the excellent work they and their staff had done to retain the Outstanding Ofsted rating for the school.

21. Date and Time of Next Meeting

The next **FGB Meeting** will be held on **Thursday 22 June 2023 at 7.00pm** at the school.

JST and KV left the meeting.

Signed _____ Date _____
Inga Hall (Chair)

Actions agreed at the Queen's FGB Meeting on 18.05.23.

No.	Agenda Item	Action	Who	By When
1.	3.	Minutes of FGB (31.01.23) to be signed as agreed and approved.	IH	26.05.23
2.	4.	JF & LS to be appointed as Co-Chairs of the Governing Board effective from the Autumn term 2023. GIAS, website and GovernorHub to be updated.	NC	Autumn Term 2023.
3.	4.	Nominations for the role of Vice Chair to be agenda item for next FGB.	IH/NC	22.06.23
4.	5.	New Staff Governor Elections to be arranged in the Autumn term 2023.	JF & LS	Autumn Term 2023.
5.	6.1	Timetable for Governor Visits for phonics and reading to be uploaded to GovernorHub. All Governors to book visits.	VP & All Governors	26.05.23
6.	12.	Summary Report of key issues for the budget to be prepared for next FGB.	MO	22.06.23
7.	17.1	Update on the Community Use application to be given to next FGB.	BR	22.06.23
8.	18.1	All Governors to complete NGA self-evaluation form and return to IH.	All Governors	26.05.23
9.	18.1	IH to present Board's Self Evaluation Report to next FGB.	IH	22.06.23
10.	18.2.1	JF & LS to consult with all Governors and propose new committee structure and calendar of meeting dates for 2023/24 to next FGB.	JF & LS	22.06.23
11.	19.1	JST to provide IH with updated copies of all staff policies.	JST	22.06.23
12.	19.2	Governors to update their training record on GovernorHub.	All Governors	26.05.23
13.	19.3	All Governors to complete NGA skills audit and return to MI by 26.05.23.	MI	26.05.23
14.	19.3	MI to present Skills Audit Analysis to next FGB.	MI	22.06.23