

Full Governing Body Meeting
 Monday 10th July 2023, 6.00 p.m.

AGENDA

Governors Present:

Ambili Nair
 Craig Dyer
 Hannah Lewis
 Jo Dooley
 Joanna MacKenzie
 Richard Wilson
 Sean Lang (Chair)
 Stanley Wilson
 Steve Rothwell
 Sulochana Subramaniam
 Toby Allebon
 Victoria Renfro

Others present:

Cath Stubbs (Associate)
 Rachel Holman (Associate)
 Zoe Vassiliou (Clerk)

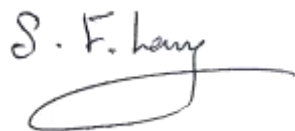
	Item	Supporting Paperwork and information	Minutes	Action
1	Apologies for Absence accepted		Apologies were received and accepted from Hayley Brooker, Sarah Jarman, Julia Neal, Harriet Phillips and Nicki Simmons.	
2	Declaration of Interest		None declared.	
3	Agree Minutes of the last meeting	Minutes 02.05.2023	Minutes agreed subject to an amendment on P.5 item 3 "The NAHT have set up the Fair Judgement Campaign to challenge ..."	<u>Clerk to amend</u>
4	Matters Arising		Incurred legal costs have been factored into the budget and parents will be further updated about Just Giving fund-raising.	
5	Headteacher's Report (SL)	Summer Term 2023 – Headteacher's Report	<ul style="list-style-type: none"> I. As EHT is preparing for the Ofsted inspection at Queen Edith tomorrow so unable to attend this evening, she has requested that Governors are advised that Suspensions ABC all involved in one incident at Queen Emma (see p.3). II. Additional suspensions have been made since the report was written involving the same children, with one child now being sent home for lunch every day. III. Challenge: Provision of clubs (p.11) at both schools includes both school run clubs and those run by external providers (therefore lettings). It would be easier to have them recorded separately. 	

			<p>IV. Governors were pleased to note the increased links with the Perse. Sixth formers have provided support after school to Year 6 pupils and this is now being extended to Year 5 pupils. The focus remains on improving confidence in English across the curriculum. Year 5 pupils had also had the opportunity to see a production of “The Railway Children” at the perse.</p> <p>V. Governors remain concerned about staff well-being, particularly following the very difficult inspection at Queen Emma in October 2022. Consideration was given to a ‘duvet day’ for staff, but due to budgetary constraints this cannot be supported. Governors to think about this further.</p> <p>VI. Thank you to Sarah for a very detailed and fulsome headteacher’s report and the very detailed information and up-date about safeguarding was noted by all.</p>	
6	School Development Plan April 2023 to March 2024 (SLT)	School Development Plan Summary of priorities	<ul style="list-style-type: none"> • Governors received the school development Plan for April 2023 to March 2024, along with a summary of priorities. • Governors noted L4 under Leadership and Management “Governors to use opportunities to monitor the work of the Federation” and will prepare a visit schedule to reflect this. 	
9	RSE Policy (SJ/CS/NS)	Updated RSE Policy for ratification	<ul style="list-style-type: none"> • The up-dated Relationships Education Policy has been received from Cambridgeshire PSHE service and shared with governors. • Ratification: the RSE Policy was ratified. 	Up-date website
10	Complaints Policy and Guidance (All)	Updated Model Complaints Policy – Local Authority	<ul style="list-style-type: none"> • Governors received the up-dated model Complaints Policy from the Local Authority which now includes the Serial and Persistent Complaints policy as Appendix 2) • Guidance was provided by the Local Authority to support the updates and shared with governors. • Ratification: the Complaints Policy was ratified. 	Update website
11	Managing Allegations of Misconduct (All)	For review and ratification by the FGB. No up-dates had been made by EPM.	The governing body reviewed and ratified the policy Managing Allegations of Misconduct. No amendments were made.	
12	Safeguarding (SJ)	<p>Safeguarding Audit – report from Phil Nash, Local Authority Green QED, Blue QEM black federation. Back page recommendations and actions.</p> <p>My Concern – Review of safeguarding files 2022-23</p>	<p>I. Governors noted that all recommendations made by Phil Nash following his safeguarding audit at Queen Edith and Queen Emma primary schools have now been implemented.</p> <p>II. Challenge: Does MyConcern support a lighter workload for staff? All concerns are logged on MyConcern, including behaviour incidents and attendance concerns, so it is very time-consuming. As it is a new system staff are still learning how to use it most efficiently so hopefully things will become more stream-lined over time.</p> <p>III. Social care do not respond to our concerns within the given time-frame so we have to chase them up to see what action is to be taken.</p>	

			<p>IV. The MyConcern Action plan at back of the audit reviews categories of concern used during this academic year. We started detailing the concern categories in November.</p> <p>V. If helpful, the Chair and safeguarding governors will meet with senior leaders in the Autumn term to look at how the administrative burden might be reduced.</p> <p>VI. Nurture provision is being set up at each school and we have recruited staff to run this.</p>	
13	Audit of Governing Body (SL)	Report following audit by Anna-Marie Cooper, Local Authority Governor Visits Policy – new policy for review and ratification	<p>I. Governors received a report following an audit of the governing body by Anna-Marie Cooper from the Local Authority.</p> <p>II. Overall this was a very positive review; items to note are that the governing body needs to conduct a self-evaluation and skills audit to identify training needs; also a Governor Visits policy should be implemented with a clear plan for governor visits that support the school development plan.</p> <p>III. Ratification: the clerk provide a Model Governor Visits policy from the Local Authority and this was reviewed and ratified. However, the Chair suggested that a small group of governors work together to develop a policy more relevant to the Queens’ Federation during the Autumn Term and to conduct a self-evaluation and skills audit.</p>	<p><u>Governors to arrange a visits timetable.</u></p> <p><u>Governors to set up working group</u></p>
14	Feedback from Governor Visits and Governor Training	Website Audit – Joanna MacKenzie and Harriet Phillips Safeguarding Governor Visit, Queen Edith, Joanna McKenzie Safeguarding Governor Visit, Queen Emma, Victoria Renfro SCR Visit, Queen Emma, Victoria Renfro Inclusion Governor Visit, Sean Lang History / Geography Governor Visit, Sean Lang	<p>I. Thank you to Joanna and Harriet who conducted a website audit which has been shared with governors. All statutory information is included on our websites and this was confirmed by Ofsted inspections at both schools. There are minor omissions which have been raised and will be worked through by the schools.</p> <p>II. Safeguarding governor visits have taken place at both schools and reports shared with governors at this meeting; at Queen Emma the safeguarding governor had also visited to audit the SCR. Personnel records have been checked against the information recorded on the SCR.</p> <p>III. An inclusion governor visit took place on 21st April 2023 and a report has been shared with governors.</p> <p>IV. The History and Geography link governor also visited the school on 19th June 2023 and looked in detail at Year 6 pupils books, especially noting how patterns of poor attendance hampered progress.</p> <p>V. Science link governor visited both schools with a focus on pupil voice. Pupils demonstrated that scientific knowledge learnt in earlier years was carried forward and embedded in greater detail as they progressed up the school. Science vocabulary and material was on display in classrooms and in corridors.</p> <p>VI. Moving forward the Clerk will ask the ICT Technician to set up a folder in the governor secure area where all visit reports can be saved and easily referenced.</p>	<p><u>ZV to work through</u></p> <p><u>Clerk to speak to ICT</u></p>
15	What is the impact of decisions made during this meeting upon		<p>I. Governor visit reports provide evidence that our schools are being regularly monitored by governors and the implementation of new curriculum over the past</p>	

	the standards and improvement of the Federation?		<p>three years is having a positive impact on outcomes.</p> <p>II. Outcomes of the safeguarding review were very instructive and reassuring.</p> <p>III. Understanding how MyConcern impacts work-load for staff.</p>	
16	Accept Minutes of Committee Meetings	<p>19.06.2023 – Standards & Improvement</p> <p>29.06.2023 – Finance & Resources</p>	<p>Standards and Improvement</p> <p>I. Excellent up-date by PSHCE Lead at each school showing clear work on developing the curriculum and how it links to other subject areas. Clearly demonstrated a love of the subject.</p> <p>II. Some curriculum areas are not yet fully embedded but are currently being further developed.</p> <p>III. Attendance date, including persistent absence, is improving at both schools.</p> <p>Finance and Resources</p> <p>I. New school meal provider has been selected and will start on 31st October.</p> <p>II. Staffing in place for 2023/24 although recruitment has been especially tough.</p>	
17	Items to be reported to parents		Chair will write to parents to provide an up-date about financial arrangements following our crowd-funding through the PSFA.	
18	Correspondence Circulated		None	
19	Any Other Business		None raised.	
20	Date of next meeting:		Monday 9th October 2023, 6.00pm	

Signed:



Date: 9th October 2023

Dr Sean Lang, Chair, Queens' Federation Governing Body