Full Governing Body Meeting
Monday 9th February 2026, 7.00 p.m.
Queen Edith Primary School
MINUTES

Present:

Sean Lang (CoG)	Richard Baldwin
Sarah Jarman (EHT)	Liz Gooster
Ambili Nair	Richard Wilson
Harriet Philips	Ana T Rego
Isabel Nicolson	Nicki Simmons
Nicole Wilson	Hayley Brooker
Julia Neal	Stanley Wilson

In attendance:
Charlene Monk (Clerk)   (Locum – Clerk- joined remotely)
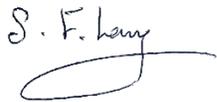
Apologies: Phil Kirkham, Cath Stubbs and Rachel Holman

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		Apologies were received	
2	Declaration of Interest (SL)		No declarations of Interest were received.	
3	Agree minutes of the last meeting	Minutes 01.12.2025	• ATR – first question: Add wording to response to reflect *showing parental preference*. • ATR – second question: Remove *"Added that"*. • PK: Remove the first part of the sentence so it begins with *"PK asked for clarification…"*. • Update response to: *"…We are deciding whether to choose option 1 or option 2 for the future of both schools."* • Add "too" after *"option 1 is"*. • Update PK's question from *"what are we consulting on"* to *"what are we specifically deciding?"* • Governor Challenge: Clarify practice on naming governors in minutes: amend to *"Yes, initials will now be included to reflect the breadth of governor challenge at meetings."*	

			• Page 2, Item 7: Point 2: In the following paragraph, add *"stakeholders"* after *"consult"* in the final sentence. • Page 2, Item 7: Point 5: Replace NS with NW. • HB question: Change to HP and remove the second sentence of the answer: *"No further positive points were put forward in answer to HB's question."* • Page 5, 4th bullet point: Replace *"are"* with *"can be"*. • Governor RR: Change to RH. • PK question: Add to response: *"Some schools in the LA must be consulted due to reduced numbers linked to demographic changes at QEM."* • Page 6: Replace *"CoG invited any other questions, or which there were none"* with *"…and there were none."* • Replace *EHT* with *CoG* in reference to drafting the consultation letter. • Attribute the first two questions currently listed under RH to PK instead. • Minutes agreement: Record that *the minutes were agreed based on all amendments noted.* • Page 7, 9th bullet point: Replace *"HP asked how well supported our ECTs are?"* with *"HP asked how our ECTs are supported."* • Replace: *"They are mentored by EHT to ensure that our EHTs progress."* with: *"They are mentored by the EHT to ensure ECTs progress."* The Clerk will update the minutes and send the revised version to the EHT and CoG for review before uploading to the secure Governor area by COB Monday 16 February.	The Clerk will update the minutes and send the revised version to the EHT and CoG for review before uploading to the secure Governor area by COB Monday 16 February.
4	Matters Arising		None	
5	What is the impact of decisions made during the last meeting upon the standards and improvement of the Federation?		• One-Form Entry (1FE) Decision: The move to 1FE has initiated a formal process aimed at stabilising the future of the schools and addressing the financial deficit at QEM. • Financial Impact: This is a significant step toward securing long-term financial sustainability across the Federation. • Stakeholder Engagement: The decision provides an opportunity for the Governing Body to consult with stakeholders as part of the process. • Update: The Chair of Governors confirmed that the process has begun following the 1FE decision and is progressing.	
6	Determined Admissions Arrangements for 2027 to 2028	Admissions Policy QED 2027 to 2028 Admissions Policy QEM 2027 to 2028	• The proposed admissions arrangements for 2027–2028 were shared with all governors ahead of the meeting. • The arrangements will be published on the school website by 15th May and set out the approach for the 2027/28 intake.	

			• Helen Pinner (LA Admissions) provided further clarification on admissions codes, the introduction of bulk admissions terminology, and the continuation of the retained waiting list. • For QEM, the Published Admission Number remains at 30. The consultation for this has already taken place and formed the requirement of the 7 year consultation as laid out in the Admissions Code. • The EHT confirmed there are no changes to the over subscription criteria. **The Governing Body confirmed that the Determined Admissions Arrangements for 2027–2028 were received.**	
7	Safeguarding up-date (SJ)		The EHT reported: • A quote for new doors is pending. • Several staff members have completed Safer Recruitment training. • Safeguarding Governors, together with the CoG, will carry out visits to both schools. • Governors LG and IN will share the QED safeguarding governor role. • The EHT directed governors to the LA-run Safeguarding Training for Governors available on GovHub.	
8	Up-dated policies for review	Appraisal and capability policy and procedures – *following consultation with Staff and Unions*	**Appraisal and capability Policy.** • The policy has been adapted following consultation with staff and unions. • Updates include changes to drop-ins and learning walks, with detailed guidance set out in the appendices to support the implementation of support plans. • The main amendments relate to data protection, and tracked changes were reviewed. **Governor Challenge:** With reference to *Page 4, Point 1 – Appraisal period:* A governor queried whether the appraisal period aligns with the school calendar year? Response: The EHT confirmed this was incorrect and will amend the policy accordingly **The policy was ratified subject to the stated amendment.** **Disciplinary rules for all employees** • The EHT recommended ratifying the Disciplinary Rules ahead of the Procedures, as the rules form part of the overall process. • Only minor amendments were made, with tracked changes reviewed. Updates include additional detail on disciplinary investigations, EPM guidance, staff suspensions, and the right of appeal. **The Rules were ratified.** **Disciplinary procedures relating to misconduct for employees**	
		Disciplinary rules for all employees		

		Disciplinary procedures relating to misconduct for employees Public Sector Equality Duty Statement Spring 2026 Equality and Diversity EYFS (including key person) Policy for children with health needs SEND Policy Organisational Change Policy	The Procedures were presented with no further amendments required. **The procedures were ratified.** **Public Sector Equality Duty Statement Spring 2026** **The statement was adopted and ratified.** **Equality and Diversity** Minor amendments were noted. **The policy was ratified** **EYFS (including key person)** • JN (QED, DHT) confirmed the policy now incorporates the use of the Tapestry platform to capture pupils' learning journeys, with opportunities for parental input. • The policy reflects current practice and feedback from staff and parents. **The policy was ratified** **Policy for children with health needs** Governor HP confirmed as the Welfare lead. **The policy was ratified** **SEND Policy** **The policy was ratified** **Organisational Change Policy** • The EHT reported that the policy follows the EPM model, providing clarity for staff on expectations and processes. **The policy was ratified**	
9	Feedback from Governor Training, Governor Visits and Link Governor Visits		• The CoG attended the recent S&I Committee Meeting, where a staff member delivered an inspiring music presentation. • CoG reminded all Governors of training available on Govhub and encouraged them to schedule and complete their Governor visits • The EHT reminded Governors to notify her once they have completed any training so the training log can be updated. • The EHT also asked governors to email details following each visit so that visit forms can be uploaded to the secure governors' area	

10	Receive Minutes of Committee Meetings	Standards & Improvement – 10th November 2025 Finance & Resources – 24th November 2025	**The Governing Body confirmed that the S&I minutes 10.11.25 and the F&R minutes 24.11.25 were received.**	
11	Items to be reported to parents	One form entry	One form entry	
12	Correspondence Circulated	Governor Cyber security responsibilities and named governor	The EHT circulated the Cyber Security Responsibilities document prior to the meeting, noting the support provided by the ICT service. **Governor Challenge:** A governor asked who holds responsibility for cyber security. Response: The EHT clarified that responsibilities are shared between the ICT service and the school, including regular checks, policy oversight, multi-factor authentication, and risk assessments. • The EHT also noted the possibility of subscribing to a phishing-testing service to send random test emails to staff, strengthen awareness, and support ongoing staff training. • Cyber security information has been added to the school website. • The CoG will ask Governor PK if he would be willing to take on the Cyber Security Link Governor role.	The CoG will ask Governor PK if he would be willing to take on the Cyber Security Link Governor role.
13	Any Other Business		None	
14	Date of next meeting:	**Monday 23rd March 2026, 6pm**		

Date: 24/03/2026

Signed:

Dr Sean Lang, Chair of Governors