

Finance & Resources Committee Meeting
Queen Edith School
Tuesday 6th May 2025, 6pm
Minutes

Governors Present

Richard Wilson
 Richard Baldwin
 Stanley Wilson
 Harriet Phillips

Others Present

Sarah Jarman
 Nicky Pedder
 Julia Neal
 Nicole Wilson
 Cath Stubbs

| | Item | Supporting Paperwork | |
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| 1 | Apologies for absence | Anna Biard | |
| 2 | Declaration of Interest | No interests to declare | |
| 3 | Agree Minutes of the last meeting | Minutes 17.03.25 Typo of c not a k in a name (Alison Cramer) | |
| 4 | Matters Arising | | |
| 5 | Personnel Update (SJ) | <ul style="list-style-type: none"> There have been 2 resignations of teacher at QED. Both relocating 1 part time, with effect from the end of August. This post was appointed today to a candidate (QED) 1 full time, with effect from the end of August. Job adverts have just gone out. (QED) At QED, 1 long standing TA will be retiring from August and is happy to come back and volunteer. At QEM, 1 teacher will be on Maternity Leave from October, considerations of how to cover this vacancy At QEM, 1 nursery assistant is also leaving, we will look at how to cover internally and save money | <ul style="list-style-type: none"> |

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| 6 | Federation Business Manager Report (NP) | <ul style="list-style-type: none"> • Photocopiers have been installed at both sites over Easter • New broadband was successfully installed over Easter • Aspens have a meeting with NP in the coming weeks regarding staffing structure. Natural wastage has occurred which has been fortunate timing. • QEM Year 6 residential for 2026 to consider • Alternative swimming provisions have been made for Year 5 and 6 at The Perse Swimming pool. A block of 6 weeks has been booked, with the added advantage of being able to walk to the pool and not incur any travel costs. • Doors have been an issue a QED, in particular the UPVC doors by the large hall needed a new hinge mechanism which has now been installed • QED Mobile classrooms are still waiting an update. • QED Internal reception/office doors, we are awaiting a quote • Ground Source heat pump waiting for QEM, a tender has been submitted. This is currently sitting with LA. The group expressed concerns of lack of urgency by LA now that weather has improved despite us chasing them several times for quotes, the heating system needs to be fit for purpose by next winter and in order to keep the school open. • Both Health and Safety site walks done. | • |
| 7 | KS1 Trim Trail Quotes Residential Trips for 2026 Quotes | <ul style="list-style-type: none"> • CS shared Residential plans. Governors have approved this. PGL chosen for QEM – great package on offer with multiple activities and support. • JN shared KS1 trim trail quotes after approaching three different companies and after consultation with the Leader in Me and Lighthouse Group at QED. <p>Governor challenge: Do the quotes include removing the existing structures and surfaces? JN confirmed that one company removes and replaces the existing and the other two companies make good of the existing and then add new material as required.</p> | |

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| | | <p>Governor challenge: Have we used these companies before and do you have anything to reflect from this? JN explained which was her least favourite and that she had brought these to the table not for recommendation but for ideas. The companies have quoted for every eventuality involved in the installation, and the quotes are over estimates.</p> <p>Exec Head question: Is the boat being removed? JN confirmed that the boat is staying.</p> <p>A Governor highlighted that the Sovereign quote includes 5 years of inspections. Exec Head added that whilst the quote includes 5 year inspections, we do need to factor in the longevity of the play equipment as the inspections will only include a recommendation of what remedial work needs to be done. We've since asked the PSFA to get a maintenance cost added to the quote avoid the school incurring maintenance charges further down the line. Exec Head stated that of all the pieces of equipment already installed by Sovereign at QEM, this particular structure was the first to deteriorate.</p> <p>Question regarding shrinkage and lifting of ground surface covering in the Sovereign quote. On recollection JN thinks the ground covering at QEM may have been installed retrospectively, as the original structure was installed on grass and so mud became a problem.</p> <p>It was agreed that all quotes have something that we want, but no quotes offer everything to cover our preferences/requirements.</p> <p>Governor Challenge: Would JN like Governors to make a decision tonight? Yes please.</p> <p>Governor- What about if we approve a cost or a company, and then school chooses what is best? Query also that the as the cost is over £5000 we cannot approve anything, only what is best for the children. It was then agreed that the Governors make a recommendation (not a decision) for the best use of our asset (and the best piece of equipment to have) which will be funded by the PSFA.</p> <p>Signs to go up saying that the piece of equipment is suitable only for children of age xx and above. This is to take into consideration parents waiting at the beginning and end of the school day where Early Years children may try and go on the equipment when under parent supervision. We need to check we have safeguarded against children who should not go on the equipment, and it's a good opportunity to remind parents of this message.</p> <ul style="list-style-type: none"> After a long discussion. Fawn (by Sovereign) option 1 was recommended at this meeting. There is a 6 week lead time | JN to check with Sovereign |
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| 8 | Policies for review | <ul style="list-style-type: none"> Bullying and Harassment – SJ to get clarification regarding annual training about equality, this is a new section. It is envisaged there will be a cost/time implication of adding a particular training package. If training is optional, we will remove this from policy. To reconsider if training is statutory. <p>Re table at next meeting Tracked changes are proposed</p> | <ul style="list-style-type: none"> SJ to get clarification and ask what will happen if we don't implement training. |
| 9 | H&S Report (NP) | <p>H&S minutes QED H&S Minutes QEM</p> <p>To be discussed at the next meeting</p> | Clerk to table for next meeting |
| 10 | Safeguarding (SJ) | <ul style="list-style-type: none"> SJ attended an EYFS briefing. Staff working with children aged 2-5 now need to have updated training. Staff may also need updated first aid training. (nursery, holiday club, breakfast and afterschool settings and also lunchtime). This will incur a cost to both schools. <p>In particular- there is additional training for those where children eat (allergies, choking) Paediatric first aid training is required.</p> <p>Sporadic attendance in nursery settings will have to be followed up from September (to get parents into good habits about informing the school of absences)</p> | |
| 11 | What is the impact of decisions made in the previous meeting upon the standards and improvement of the Federation? | Decided to choose Irvine Knight who have now started | |
| 12 | Correspondence Received | n/a | |
| 13 | Items to be reported to parents | <ul style="list-style-type: none"> Trim trail to be shared with parents via this half terms Newsletter | |
| 14 | Any other business | No | |
| 15 | Date of next meeting: | Monday 30th June 2025, 5.30pm, Queen Emma Primary School | |



Signed: _____
(Harriet Phillips, Chair, Finance & Resources Committee)

Dated: 30th June 2025