**Full Governing Body Meeting**
**Queen Edith School**
**Monday 27th April 2026, 5.30 p.m.**
**MINUTES**

Present:
Sean Lang (CoG) (remote attendance)
Sarah Jarman (EHT)
Richard Wilson
Ana T Rego
Isabel Nicolson (remote attendance)
Hayley Brooker
Richard Baldwin
Rachel Holman
Harriet Philips
Liz Gooster
Nicki Simmons

In attendance:
Charlene Monk (Clerk), Paula Sugars (School Business Manager)

Apologies: Nicole Wilson and Phil Kirkman

| | Item | Supporting Paperwork | Notes | Actions |
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| 1 | Apologies for Absence | | Apologies were received and accepted from Nicole Wilson and Phil Kirkman. | |
| 2 | Declaration of Interest | | No declarations of interest were received. | |
| 4 | Policies for Approval | 4.1 Management of bullying<br>4.2 Policy for the Education of Children who have or have had a Social Worker (replacing Policy for Care experienced children ) | Management of bullying.<br>The EHT confirmed that there are two separate bullying policies: one covering bullying between pupils and staff, and one covering bullying between employees; the policy presented relates to pupils. The QEM DHT (CS), has updated the wording to align with the Therapeutic Thinking approach, with a minor typographical correction noted to reference Cambridgeshire Therapeutic Thinking.<br><br>**Governor challenge:** What the Therapeutic Thinking approach involves?<br>Response: The EHT explained that it uses a restorative approach to managing behaviour.<br>**Policy ratified as amended.** | |

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| | | | Policy for the Education of Children who have or have had a Social Worker (replacing Policy for Care experienced children).<br>The policy, which replaces the former Policy for Care Experienced Children, was presented to reflect the updated title; the substantive content remains largely unchanged. QED DHT (HB) and Acting QEM DHT (RH) reviewed the model policy, with the only amendment being the change of name.<br>**Policy ratified as amended.** | |
| 3 | Draft Budget (SJ and CM) | 3.2 QEM Draft Budget*<br>Queen Emma Draft Budget as at 230426 attached:<br>• Summary of I&E Expenditure<br>• Budget supporting notes<br>• Detail of budget<br>3.1 QED Draft Budget*<br>Queen Edith Draft Budget as at 230426 attached<br>• Summary of I&E Expenditure<br>• Budget supporting notes<br>• Detail of budget<br>3.3 Deficit Recovery Plan* | The QED and QEM draft budget papers, including the summary of income and expenditure, budget-supporting notes and detailed budget information, were circulated to governors in advance of the meeting.<br><br>The EHT explained that, although this meeting had been scheduled for budget approval as in the previous year, it had been held too early, as the formal budget approval date is not until 22.05 2026. This allows additional time for further analysis and consideration prior to ratification.<br><br>A detailed budget review meeting is scheduled for Friday 1 May 2026 involving the EHT, Governor RW, the School Financial Adviser and Paula Sugars (SBM).<br><br>The EHT presented an overview of the draft budgets to Governors, summarising the revenue, capital and extended school care positions and highlighting the headline deficit figures(shown in blue). It was noted that further work is required to resolve coding issues and ensure full compliance with the DfE CFR 2026–27 requirements from April 2026, including the introduction of new E20 expenditure codes, clearer separation of software and ICT costs, and the accurate attribution of extended income relating to breakfast club, nursery and after-school provision by school.<br><br>QEM – Draft Budget - Summary of I&E Expenditure<br>The EHT advised Governors that QEM is forecasting a revenue surplus of £7,979.19 for 2026/27; however, this offsets a prior-year revenue deficit of £468,805.48, resulting in a projected revenue carry forward of –£460,806. This represents a significant improvement compared with the December SMER forecast of –£512,000.<br>When combined with the extended provision carry forward of £179,016.34, the overall projected position remains a deficit.<br><br>**Governor challenge:** What is meant by extended income? | |

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| | | | Response: Extended income relates to provision such as breakfast club, nursery, and after-school clubs.<br><br>It was noted that further work is required to ensure expenditure relating to school-age pupils is correctly allocated to revenue rather than extended provision, as some costs are currently misassigned, resulting in extended provision masking the underlying school revenue position and elements of the offer being subsidised by QEM.<br><br>Capital income of £7,690, against expenditure of £15,067, gives a capital deficit of £7,377, although the overall capital carry forward remains healthy at £35,425.39.<br><br>Extended income and expenditure also require further analysis to accurately identify school-age pupils and reflect the recently agreed price increase, following which the strong extended provision carry forward may improve the overall financial position.<br><br>**Governor challenge:** Can the extended carry forward be offset against the overall budget position?<br>Response: Yes, applying the extended surplus would improve the overall position and increase the reported surplus.<br><br>The EHT also highlighted the impact of falling pupil numbers on future capital funding and confirmed that these projections are being monitored for impact in future years, including 2028/29.<br><br>Staffing assumptions remain provisional, with pay awards anticipated at 2.2% for teachers and 3.3% for support staff, subject to confirmation. Governors noted concerns around rising staffing costs alongside declining pupil numbers.<br><br>**Governor challenge:** With staff costs increasing and pupil numbers falling, will income inevitably reduce?<br>Response: Yes, this impact is not fully reflected within local authority funding models.<br><br>Governors were informed that potential pupil movements, including EHCP-funded pupils leaving QEM, two Year 6 with EHCPs leavers, additional three pupils with EHCPs transferring to special schools could result in a reduction of approximately £10,500 per pupil, which now needs to be factored into the budget. | |

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| | | | It was reiterated that the budget is a planning document and will continue to be refined through monthly reviews. Updates to staffing, extended provision funding, and revised supplier quotes will support the production of more accurate figures.<br><br>QED – Draft Budget - Summary of I&E Expenditure<br>The QED draft budget was presented in an equivalent format. Revenue income of £2,359,473.93 results in a forecast surplus of £4,445.79, with a revenue brought forward of £8,626.17, leading to a projected revenue carry forward of £13,071.96.<br>The capital carry forward is £27,004.44, reflecting higher pupil numbers compared with QEM. Extended provision figures differ from QEM and require further analysis to ensure consistency and accuracy, with an extended carry forward currently forecasting a deficit of £42,551.35, raising concerns for future years.<br>Governors noted that the disparity between QED and QEM extended provision figures requires closer examination.<br><br>QEM & QED Budget Supporting Notes<br>For both QEM and QED, budget supporting notes have been largely completed with support from the School Financial Adviser. Further key work remains outstanding, including:<br>• Finalising staffing budgets<br>• Completion and correction of extended provision funding<br>• Review and correct coding of ICT expenditure (E20C)<br>• Review of ICT subscriptions<br>• Identification and correction of known expenditure currently mis-coded or under-reported.<br><br>**Governor challenge: Why is extended provision higher at QED than QEM?**<br>Response**:** QEM has a higher number of pupils accessing extended provision, including a greater proportion of disadvantaged pupils and children aged 2–3, whereas QED provision is limited to children aged 3 and above; as a result, some income has not yet been fully reflected in the current calculations.<br><br>Governors noted that QEM is forecasting a small surplus for 2026/27 but **agreed** that further scrutiny is required before approval.<br><br>It was **agreed** that the budget cannot be finalised until this work is completed. | |

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| | | | Governors **agreed** to hold an extra Full Governing Board meeting, to be held virtually on Tuesday 19 May 2026 at 5.00pm, for the purpose of approving the final budget and formally reviewing the Deficit Recovery Plan.<br><br>Deficit Recovery Plan<br>It was noted that the Deficit Recovery Plan cannot be finalised until the budget has been fully reviewed and agreed. | |

S. F. Lang

Signed: Date: 15/07/2026

*Dr Sean Lang, Chair of Governors*