

Finance & Resources Committee Meeting
Queen Edith School
Monday 27th April 2026, 6.00 p.m.
AGENDA

Present:

Sean Lang (CoG) (joined remotely)

Sarah Jarman (EHT)

Harriet Philips (Chair)

Richard Wilson

Cath Stubbs

Richard Baldwin

Isabel Nicolson (joined remotely)

In attendance:

Charlene Monk (Locum Clerk), Paula Sugars (Federation/ School Business Manager - SBM)

Apologies: Phil Kirkman and Nicole Wilson

Not in attendance: Stanley Wilson

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for absence		Apologies were received and accepted from Phil Kirkman and Nicole Wilson	
2	Declaration of Interest		No declarations of interest were received.	

3	Agree Minutes of the last meeting.	3.1 Minutes 16.03.2026	Amendment to Minutes: It was noted that an amendment was required to the minutes on page 5 (Review of Nursery Fees), clarifying that the challenge recorded was raised by the School Business Manager (SBM) rather than a governor. Subject to this amendment, the minutes were approved as an accurate record. <u>Actions from previous meeting held on 16.03.2026.</u> • EHT to find out what the SBS benchmarking data is based on – this has been confirmed as DfE driven. • EHT to speak to Irvine Knight about business continuity plans – complete. • EHT to update the Grievance Procedure to indicate that a HR representative would be included in stage 2 grievance meetings - – complete and amended policy accordingly. • EHT to amend menopause policy review schedule to every 2 years – complete. • EHT to add a link/reference to the mobile phone and carriable devices policy in the social media policy – complete. • All governors to send skills matrix for SFVS to EHT by Friday 20th March 2026 – complete – SFVS has been submitted	Clerk to amend minutes accordingly
4	What is the impact of decisions made during the last meeting upon the standards and improvement of the Federation?		1. Review of nursery fees and benchmarking, increasing nursery fees and wrap-around care fees from September 2026 in line with inflation, supporting the sustainability of early years and extended provision across the Federation.	
5	Matters Arising		No matters arising.	

6	Staffing Updates (EHT)		The EHT informed Governors of the very sad news of the passing of a long-standing and highly valued member of staff, which was shared on Friday 24 April 2026 with staff at QED. The colleague will be greatly missed, and staff are understandably deeply shocked and saddened by this loss. The EHT agreed to prepare a letter, after consultation with the next of kin before any sensitive correspondence is issued to families at QED. QEM • A teacher has returned from maternity leave. • One shared intention and one flexibility request were noted. • The resignation of a Teaching Assistant was reported. QED • Two flexible working requests have been received. Staffing and Finance • Following shortlisting and interviews, the Finance Manager position has been filled internally Jovita Dargiene (JD) • JD's previous role and offered hours will be finalised. • Redeployment of office staff is underway at QEM and QED, with final arrangements for Summer 2 office staffing currently being confirmed. This includes a reduction of 20 office staff hours from May at QEM. Consultation - QEM Consultation on the proposed QEM staffing changes is ongoing, with direct engagement already taking place with affected staff as part of this process. 1:1 meetings have been	The EHT will prepare a letter, after consultation with the next of kin before any sensitive correspondence is issued to families at QED.
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			offered during the consultation period that runs until 15 May 2026. The proposals align with the 2026/27 Business Plan and longer-term planning to 2030. Mitigating redundancy has been the prime purpose. Governor challenge: Are consultation discussions generally positive? Response: Discussions are not necessarily positive, but consultation is taking place as required. Staff were aware that changes were anticipated; however, some may have assumed the impact would be limited to one year and had not expected the longer-term position that has since been communicated. Feedback has been mixed, with staff expressing differing views once the proposals were shared more widely.	
7	Key Maintenance Work (PS)		The SBM, reported the following non-urgent maintenance updates: • QEM Heating - remedial work has been undertaken, and the system is currently functioning. • QEM Play Equipment – the repairs required are less extensive than initially anticipated. • QED Safeguarding Works: Contractor discussions are ongoing regarding safeguarding improvements at the front of the school. A site meeting with fencing contractors took place last week; a quotation is awaited to improve safeguarding. • Internal Works (Doors): Cost-efficient options are being explored. • Two separate quotes are awaited for the fencing and internal works.	

			Governor challenge: What is the total cost of the works? Response: Initial estimates indicate costs of approximately £40,000. The EHT confirmed the Federation will approach the LA regarding potential financial and capital support. Site Manager Update The Site Manager has submitted a formal notice of retirement, with a leaving date in mid-August. Governor challenge: What are the planning implications relating to the house, including any change of use, and is the Site Manager's resignation connected to the property? Response: The current intention is to let the house through estate agents. As the property is located on school land, clarification is required from the Local Authority regarding change of use and safeguarding implications. The EHT will raise this at the next FIG meeting and report back to governors. Site Management and Lettings Replacement arrangements for the Site Manager were discussed. It was noted that the role involves managing extensive late-night lettings which generates income for the school. It was agreed that any revised job description will need to include responsibility for lettings management. Governors raised concerns that QEM is a large, estate-style site requiring consistent and robust maintenance oversight. SBM and the EHT confirmed that site-related priorities will continue to be reviewed on a weekly basis.	
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			Governor challenge: If the house is on school land, can it be let to a non-employee, and do school safeguarding rules apply? Response: The EHT will seek clarification from the LA and report back to governors at the next meeting.	
8	Policies for review and ratification	8.1 Bullying and Harassment Policy 8.2 Flexible Working Policy 8.3 Lone Working Policy 8.4 Remote and Home Working Policy	8.1 Bullying and Harassment Policy The EHT drew governors' attention to the updated document, noting that it has been adapted to incorporate EPM guidance and that tracked changes highlight the amendments made. The policy was ratified. 8.2 Flexible Working Policy The policy was reviewed, noting its annual review cycle, cross-referencing, and simplified process. Governors discussed clarification of the terms calendar, working, and school month, expectations within staff requests (including notice periods), and agreed that an initial discussion should take place within 28 days of receipt. It was agreed that decisions may take up to two calendar months to allow time for consideration and clear reasons to be provided where requests are declined. It was agreed that a two calendar-month decision period would apply and that the policy would be reviewed annually. The policy was ratified with the amendment above. 8.3 Lone Working Policy The policy aligns with Local Authority Health and Safety Guidance. It was highlighted that lone working occurs more frequently at QEM than at QED. Lone working includes staff working alone in the building, and it was confirmed that lone working should only take place in accordance with the relevant risk assessments.	

			Appendix 1.2 requirements must be adhered to The relevant risk assessment is stored on the server and has recently been updated. Action: EHT to check the location of the QEM sign-in sheet for lone working (staff room) The policy was ratified. 8.4 Remote and Home Working Policy Governor challenge: Have there been any issues with home working? Response: It was noted that accountability can be difficult to monitor. Some staff work very effectively, while others demonstrate reduced accountability or visibility. PPA undertaken at home was discussed and described as occasional and more wide-ranging. The policy was ratified.	EHT to check the location of the QEM sign-in sheet for lone working (staff room)
9	Health and Safety Report (SW)		The Health and Safety Governor (SW) completed site visits at QEM during periods when contractors and engineers were working on site.	
10	Safeguarding		- Safeguarding information is displayed at the front of the school, in line with QED expectations. - The DSL will be attending the DSL network meeting this week, reviewing safeguarding procedures, record keeping, meeting documentation and the safeguarding evaluation form, in preparation for Ofsted. - Ongoing issues were noted regarding delays in completing health surveillance checks for new staff. - These have required extensive follow-up and have caused delays in progressing cases through case management systems, making the process onerous. - The SCR is being updated, and Heales Occupational Health have been chased regarding records for new staff.	

			A Safeguarding Risk Assessment has been completed for two members of staff at QEM. DBS checks have been completed, and overseas checks have been applied for. Governor challenge: What is a Safeguarding Risk Assessment required to do? Response: It ensures that appropriate checks are undertaken where standard safeguarding checks are not yet complete. This includes DBS clearance, correspondence with the relevant embassy, verification of previous education or employment, contextual safeguarding considerations discussed at interview, and the inclusion of safeguarding-related questions.	
11	Governor Training Reports	11.1 H&S 11.2 School Property Management	Governors confirmed receipt and acknowledged the training reports.	
12	Correspondence Circulated		- Governors were informed by the EHT regarding Prevent training requirements. - It was noted that, in addition to standard Prevent training, additional training had been recommended. - It was agreed that one or two Governors would complete the Prevent Training available on GovernorHub. Liz Gooster has already signed up to this. - CoG and Governor (LG) agreed to this action.	
13	Items to be reported to parents		As noted under agenda item 6 Staffing Update, the EHT will prepare a letter, after consultation with the next of kin, before any sensitive correspondence is issued to families at QED.	
14	Any other business		A working group meeting will be convened to review and discuss the structure of Full Governing Body and Committee meetings for the 2026/27 academic year.	
16	Date of next meeting:	Monday 6th July 2026, 5.30pm Held at Queen Emma School	There being no further business the meeting closed at 18.52pm.	

A handwritten signature in blue ink, appearing to read 'S. F. Lang', with a large, stylized loop at the end.

Signed by:

Date:15/07/2026

Sean Lang, Chair of Governors