

**Full Governing Body Meeting**  
**Monday 10<sup>th</sup> February 2025, 6.00 p.m.**  
**Queen Edith Primary School**  
**Minutes**

Governors Present:

Richard Baldwin  
 Sarah Jarman (EHT)  
 Sean Lang (Chair)  
 Phil Kirkman  
 Harriet Phillips  
 Marsha Merchant  
 Ambili Nair  
 Ana Toste Rego  
 Nicole Wilson  
 Richard Wilson

Others Present:

Hayley Brooker  
 Rachel Holman  
 Cath Stubbs  
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork and notes	Notes	Actions
1	Apologies for Absence		<ul style="list-style-type: none"> <li>Welcome to Phil Kirkman</li> <li>Apologies for absence were received and accepted from Joanna MacKenzie, Julia Neal, Steve Rothwell and Nicki Simmons.</li> <li>CoG welcomed Phil Kirkman to his first in person full governing body meeting.</li> <li>Sadly we have received two governor resignations from Steve Rothwell and Sulochana Subramaniam. Steve will conclude his term as governor on 31<sup>st</sup> March 2025. Sulochana has resigned with immediate effect and we will need to run an election for a new parent governor at Queen Emma.</li> <li>The Clerk has resigned effective from 31.03.2025.</li> </ul>	
2	Declaration of Interest		None received.	
3	Agree minutes of the last meeting	Minutes 02.12.2024	<ul style="list-style-type: none"> <li>Remove SS from the list of governors present.</li> <li>Item 7 (6) add "in line with L3 requirements".</li> <li>Item 7 (9) amend to read "we haven't yet shared"</li> <li>Item 8 (15) amend to read "this should be signed by a DHT with the EHT as the third signatory"</li> </ul>	Clerk amended.
4	Matters arising		No matters arising.	

5	New Instrument of Government	Reconstituted Instrument of Government – January 2025	<ul style="list-style-type: none"> <li>As agreed at our full governing body meeting in December 2024 the local authority have reconstituted the Instrument of Government.</li> <li><b>Governor challenge: Do we have to continue to replace partnership governors from previously established partnerships?</b> No, this is not necessary. Phil Kirkman has joined as a partnership governor establishing a partnership with ARU. When SR steps down on 31<sup>st</sup> March 2025, we will need to consider who we might wish to replace him with as partnership governor.</li> <li>Regarding appointing a new Clerk, would governors prefer to approach the local authority to appoint a Cam Clerk, or prefer to advertise for the post?</li> <li><b>Governor decision: It was agreed that an internal advertisement will be circulated amongst existing administrative staff.</b></li> </ul>	<a href="#"><u>Anna Biard appointed</u></a>
6	Update on financial recovery plan		<ul style="list-style-type: none"> <li>The federation have been asked to produce a three year financial recovery plan.</li> <li>We have continued to request support in preparing the recovery plan and would appreciate an endorsement of the steps we are taking or considering taking.</li> <li>FBM has started to put together a draft recovery plan with support from our new financial advisor at the local authority. The new financial advisor is very proactive and supportive.</li> <li>EHT has a meeting with the new Assistant Director of Education tomorrow and will ask for her thoughts on our draft plan. This will then be shared with governors.</li> <li>Potential scenarios will be put into the budget to see what financial impact they might have.</li> <li>No date has been set for the FIG.</li> </ul>	<a href="#"><u>Share at F&amp;R</u></a>
7	Financial audit management reactions	Queens' Federation Draft Internal Audit Report v2	<ul style="list-style-type: none"> <li>We received the 2<sup>nd</sup> draft of our financial audit report on 14<sup>th</sup> January and provided the Local Authority with our suggested amendments.</li> <li>We have worked through the detailed findings (pages 2 to 17) and put in the management response to recommendations. Governors can see actions recorded in the end column, along with who is responsible for the action and the timescale for completion. All actions fall within a six month time frame and Governors have to monitor and ensure that these actions are completed.</li> <li>Item 2.1 (cashflow forecasting) – from December 2024 the Finance Manager has checked the bank balance prior to all BACS runs, to ensure the balance is sufficient. From April 2025 we will use the local authority form that needs to be completed weekly. Presently it is unsustainable for our FBM and FM to complete this report weekly and this concern has been shared with the school financial advisor who is going to work on a more simplistic method of cashflow forecasting for us to use.</li> <li>1.3a – Since November 2025 all purchases above £5k have been supported by 3 quotes in a business proposal format and presented to the F&amp;R committee. It is not always easy to present 3 quotes and does slow decision making down but we are bound by the procurement processes.</li> </ul>	
8	Sustainability		<ul style="list-style-type: none"> <li>At the Headteacher and Chair of Governors termly meeting the main agenda item was sustainability leadership</li> </ul>	

	leadership and climate action plans in education		<p>and climate action plans in education. Each school is expected to have a plan in place to tackle sustainability and detail how we get to net zero.</p> <ul style="list-style-type: none"> <li>The expectation is that we have one in place by 2025; other local authorities have provided their schools with guidance and we have raised this with the LA.</li> </ul>	
9	Admissions consultation	Admissions Policy for each school – 2026 to 2027	<ol style="list-style-type: none"> <li>As part of our financial rescue package we have moved to one form entry for Reception year at Queen Emma and this was agreed for September 2024 and September 2025.</li> <li>We have consulted with local schools and all parents on continuing this reduction in PAN at Queen Emma for school year 2026-2027 and didn't receive any responses. We have therefore prepared an admissions policy for each school for the school year 2026-2027 detailing the reduced PAN which needs to be considered and ratified by the full governing body.</li> <li>Our recent new reception parent's events have been really well attended, however the decision was taken based on demographic statistics provided by the LA place planning team.</li> <li>Governor challenge: Could we revert back to two form entry in 2026/27 if numbers of children increase locally? We understand that if there were 5 pupils over PAN for Queen Emma, these pupils would be re-allocated to other schools, however, if there were 15 pupils over PAN we understand that the local authority would approach us to see if we would consider going over PAN. However, it would be vital to ensure that funding is agreed for a full class of 30 children in order to make this financial viable for the school. The policy does state that Queen Emma has a PAN of 30 for September 2026, but we can revert to 60 without consultation.</li> <li><b>Ratification: The Admissions Policies for both Queen Emma and Queen Edith were ratified by the full governing body.</b></li> </ol>	
10	Review subject link governors (Governors)	Subject link governor – review responsibilities	<p>The role of Subject link governor allows governors to build a picture of various aspects of the teaching and learning taking place in our schools. Governors are encouraged to visit and to meet with the subject lead in each school; after this they should complete a short report about their visit which will be shared at the full governing body.</p> <p><b>Governor challenge: Are these visits to look at the curriculum or to check matters of concern?</b> These visits are focused on curriculum, funding constraints which might impact resources given our current financial position or to learn about new initiatives in-line with the SDP. There is no expectation that governors are looking at the standards of teaching.</p> <p><b>Actions:</b></p> <p>Clerk to up-date the school subject leads and include school email addresses.</p> <p>Clerk to up-date subject link governor.</p> <p>Clerk to circulate up-dated responsibilities to governors, along with the governor visit policy and the visit report form.</p>	All actioned.
11	Safeguarding up-date (SJ)		<ul style="list-style-type: none"> <li>Since our last FGB we have seen higher numbers of families being referred to child protection; 4 families at Queen Edith and 10 families at Queen Emma.</li> <li>These families are either being assessed, or have been assigned a level of care as a child in need or higher.</li> </ul>	

			<ul style="list-style-type: none"> <li>Family workers are plugging a gap by attending TAF meetings and CP conferences, as they are also DSLs. They are also responsible for monitoring attendance.</li> <li>New drop-off and collection arrangements at Queen Edith will be trialled during Spring Term B followed by a consultation with parents.</li> <li>We have informed all our lettings that they are responsible for letting people into our buildings with a security fob and most lets have been very cooperative, apart from one.</li> </ul>	
12	Up-dated policies for review	<ul style="list-style-type: none"> <li>Appraisal and capability policy and procedures – <i>following consultation with Staff and Unions</i></li> <li>Disciplinary procedures relating to misconduct for employees</li> <li>Disciplinary rules for all employees</li> <li>Medical Needs Policy</li> <li>SEND Policy</li> </ul>	<ul style="list-style-type: none"> <li>Following a consultation with staff and Unions we have received no responses.</li> <li><b>Ratification: The appraisal and capability policy and procedures were ratified by the full governing body.</b></li> <li>Note item 4.2 – there is no appeal against management advice given. Written management advice is Informal advice and you cannot appeal against it.</li> <li>Job abandonment is now a disciplinary rule.</li> <li><b>Ratification: The disciplinary procedures relating to misconduct for employees was ratified by the full governing body.</b></li> <li><b>Ratification: The disciplinary rules for all employees was ratified by the full governing body.</b></li> <li><b>Ratification: The medical needs policy was ratified by the full governing body.</b></li> <li>Clerk to add Phil Kirkman as SEND governor.</li> <li><b>Ratification: The SEND Policy was ratified by the full governing body.</b></li> </ul>	Clerk to add name.
13	Feedback from Governor Training, Governor Visits and Link Governor Visits	<ul style="list-style-type: none"> <li>Joanna MacKenzie – safeguarding visit report</li> <li>Sean Lang – safeguarding visit report</li> </ul>	<ul style="list-style-type: none"> <li>Both safeguarding governors had inspected the SCR.</li> <li>HP had met with FBM to discuss areas of internal audit and controls that she's developing – report will be shared at the next FGB.</li> <li>Ambili Nair has recently conducted a science visit and will submit a visit report to the next FGB.</li> <li>Richard Wilson had attended a SEND training course on 6<sup>th</sup> February which provided a detailed overview of framework, legal framework, definitions and roles.</li> </ul>	
14	What is the impact of decisions made		<ul style="list-style-type: none"> <li>Deploy governors with a laser focus on key areas.</li> <li>Streamlined and targeted in our close monitoring relationship with the two schools.</li> </ul>	

	during this meeting upon the standards and improvement of the Federation?			
15	Receive Minutes of Committee Meetings	Standards & Improvement – 20.01.2025  Finance & Resources – 27.01.2025	Use of images of children – we had to determine how long we would be keeping children’s images on website / brochures – adding onto consent form parents only using for own personal use and not on social media.	
16	Items to be reported to parents			
17	Correspondence Circulated			
18	Any Other Business	Trim trail quote – Wicksteed Trim trail quote – Sovereign	<ul style="list-style-type: none"> <li>We have received a grant to cover the cost of repairs of the KS2 trim trail at Queen Edith. Out of prudence we are bringing this to governors for agreement even though our ToR detail that the EHT can authorise payments from £500 up to £4,999.99. We have received two quotes:</li> <li>Wicksteed quote - £3176 excl VAT. Wicksteed installed the original trim trail.</li> <li>Sovereign would not provide a quote as they didn’t install the original.</li> <li>Online Playgrounds would not provide a quote as they didn’t install the original.</li> <li>We have advised the local authority and they advised us to contact a 4<sup>th</sup> company which we have done. However if they cannot provide a quote then we will have done our best and would like to go ahead with Wicksteed.</li> <li>Wicksteed was the Local Authority’s own recommendation. The financial audit advised that reasons must be documented.</li> <li><b>In the absence of any other quotes being received from other companies governors agree that Queen Edith should move forward with Wicksteed’s quote.</b></li> <li>Beyond belief by Andrew Morrish has been published and is about Ofsted. CoG wrote a chapter about our experience at Queen Emma School.</li> </ul>	
19	Date of next meeting:		<b>Monday 31<sup>st</sup> March 2025, 6pm</b>	

Signature: S. F. Lang  
(Sean Lang, Chair, Full Governing Body)

Date: 31<sup>st</sup> March 2025