



**Full** Governing Body Meeting  
 Monday 14<sup>th</sup> July 2025, 5.30pm  
 Queen Edith Primary School  
 MINUTES

Commented [SJ1]:

**Present:**

Governors

Sean Lang (CoG)  
 Sarah Jarman (EHT)  
 Phil Kirkham  
 Richard Baldwin  
 Stanley Wilson  
 Ana Toste Rego  
 Rev Rob Hawkins  
 Ambili Nair

Others

Nicki Simmons  
 Nicole Wilson  
 Anna Biard (Clerk)  
 Hayley Brooker  
 Julia Neal  
 Rachel Holman  
 Cath Stubbs

	Item	Supporting Paperwork and notes	Notes	Actions
1	Apologies for Absence (Clerk)		No absences received	
2	Declaration of Interest (Chair)		No declarations	
3	Agree minutes of the last meeting (All)	Minutes 06.05.2025 for agreement/approval	HP needs to be added to attendees. P1- SCR not CSR P2- New "Local Authority" School Financial advisor P3- Moving, not loving	Clerk to correct
4	Matters arising (All)		No matters arising	

5	Headteacher's Report (SJ)	Summer Term Headteacher's Report - 2025	<p>In addition to the Headteacher's report for the Summer Term provided to governors for this meeting, the EHT added the following overview.</p> <ol style="list-style-type: none"> <li>1. At Queen Emma we have bucked the trend with our KS2 results. They are the best results since 2002.</li> <li>2. Early Years goals at both schools, we have surpassed expectations</li> <li>3. At Queen Edith our KS2 results, which previously have been flagged by LA as a cause for concern when this cohort were in Reception, came in and we are over the moon with the outstanding results for this particular cohort.</li> <li>4. At Queen Edith KS1 the phonics screening results are also good, the Early Years Lead- CA, was blown away by results on the new phonics scheme.</li> <li>5. Overall we are very pleased with our results, in the Autumn term we will present at the GB meetings and compare to national data.</li> </ol> <p><b>Governor Challenge:</b> How does the relatively new new phonics scheme compare to previous years? Answer: EHT and DHs informed the group that the new scheme focuses on knowledge gaps for each child, it targets and identifies knowledge gaps directly enabling a closing of the gap with greater results</p> <ol style="list-style-type: none"> <li>6. SEND KiT day at Queen Emma with LA. Extremely positive feedback received LA identified the many successful things put in place for Queen Emma children.</li> </ol> <p><b>Governor Challenge:</b> To what extent/when are we classed as experts in SEND? Answer: LA conducted a SEND KIT visit, led by Rachel Butterworth, and LA SENDCo. She was very complimentary about our level of knowledge for SEND children and we can be recognised for our efforts. EHT added that whilst the acknowledgement is great, it is <u>not</u> something we would like to pursue because of the obvious financial constraints that would typically accompany it.</p> <ol style="list-style-type: none"> <li>7. Since the EHT report was submitted for this evening's meeting, EHT has</li> </ol>	
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			<p>secured £6000 x 2 schools for additional support, this funding will pay the subscription for the next few years for the phonics schemes and additional phonics resources. This is great news for both schools, enabling us to tap into new resources.</p> <p>8. Leader in Me: Kirsty Gittens, the LiM coach, held coaching sessions with staff. These focussed on how to further develop leaders in our schools.</p> <p>9. High needs information: There is a disproportionately high number of children at Queen Emma. We have 8 children with complex needs and no funding attached to them.</p> <p>10. Suspensions have gone up since report was written.</p> <p>11. Wellbeing: A wellbeing action plan has been created and a wellbeing charter has been shared with all staff. NHS health checks also on offer to staff, some staff have taken these up already.</p> <p>12. More staff are now required to have paediatric first aid training, statutory requirement that a DSL has to be paediatric first aid trained.</p> <p>13. £13,000 has been raised by Queen Edith PSFA at their summer fete. This will go to the boat, train and resurfacing of the KS1 playground. Next on the list will be sound proofing in dining hall.</p> <p>14. The Queen Emma PSFA summer picnic final amount is not known yet, but both PSFA events have been successful.</p> <p>15. Aspens: the Federation Business Manager to have a meeting and will pick up on any issues. An example of such would be the fact that Queen Edith runs</p>	
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			<p>out of salad every day. It would appear that the Aspens managerial staff and kitchen staff do not agree on what a serving of salad should be (e.g. not half an iceberg lettuce per school). At Queen Emma, Aspens are losing a member of staff but have assured us they are going to cover this post internally for now. On talking to Headteachers at other schools, EHT said that they all report similar frustrating issues. EHT has had positive feedback about the catering provider at Netherhall School. However Governor AN said that her opinion differs and didn't have positive feedback from children who attend Netherhall School. From September, a new system called 'Swift' will be introduced, that is expected to simplify the current system, the child will tap on their name on an iPad when arriving at the kitchen. This will be considerably less of a burden on office staff.</p> <p><b>Governor Challenge:</b> It sounds like there isn't a better alternative for us? Response: EHT and all present agreed. It is worth considering though, that this will go out to tender near to contract end and will be an opportunity for us to reconsider our catering contract. EHT added the ex-Queens' Federation staff switching to being employed by Aspens was quite a challenging experience, the staff found the transition difficult.</p> <p>16. Premises &amp; grounds: All external items showing age and some serious issues. Even new items such as the trim trail in reception at Queen Edith, the wood is splitting. New equipment isn't such a good quality these days. Longer term investment is being looked at and how this would work, such as the maintenance PSFA funded equipment being funded by the PSFA and priced into the original contract.</p> <p>17. Queen Emma Central Heating: This failed in Jan 2025 and EHT alerted the LA immediately. This had to go to procurement due to size of the contract and a contractor has eventually been appointed (in the last couple of weeks).</p>	
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			<p>This essential work will be taking place over the summer holidays. All of our lettings running out of Queen Emma have had to be moved to Queen Edith for the duration summer holidays. EHT, FBM and Community Lettings Administrator are currently working on all relocation logistics.</p> <p><b>Governor Challenge:</b> Is this a repair or a replace? Answer: It's being replaced  <b>Governor Challenge:</b> What is life expectancy of such heating equipment? Answer: EHT advised that it was originally installed with the wrong components and the Local Authority have acknowledged this.</p> <p>18. Letting: A new Portuguese school will be starting at Queen Emma in September 2025 as a long term letting, this is great news as a new source of reliable income (funded by the Portuguese Consulate).</p> <p><b>Governor Challenge:</b> Going back to Suspensions; how do you feel the level of suspensions is? Answer: EHT stated that when speaking to other schools, she would say our level is on a par and that the number of suspensions can be attributed to having to take on children with additional needs.  The CoG also responded to say that on receiving each suspension information, he is struck by the nature of the suspensions and in particular the effect this has on staff wellbeing.  EHT added that suspending a child is a <u>last resort</u> and that we try everything possibly to avoid this.  A Deputy Headteacher also highlighted how traumatic these events are for all the other children; she felt that when a child is suspended, the other children see/feel that something is being done and that there is a consequence.  EHT added that internal' suspensions can also be successful. In this instance, the child sits with a DH. This however, stops the DH from doing their own work, as they cannot do anything whilst they are sitting with said child</p>	
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			<p><b>Governor Challenge:</b> Is there the capacity to move a student to other QF school for 1 or 2 weeks, a free transfer? Would this work for us as it often has a positive outcome at Netherhall School?</p> <p>Answer: EHT voiced that this has happened before. She noted that the child would have to be at risk of a PEX and the support of parent in a potential school switch is essential. Each case has to be taken on merit, but there are many practical challenges with this particular cohort at both schools.</p> <p>CoG thanked EHT for the Summer Term Headteachers Report.</p>	
6	Feedback following FIG Meeting (SL & HP)		<p>Chair of F&amp;R Committee gave her feedback from the FIG meeting.</p> <ol style="list-style-type: none"> <li>1. FIG stands for 'Financial Improvement Group'. They are regular meetings with the Local Authority about our current financial situation and the recovery plan.</li> <li>2. The last meeting had a more positive and constructive tone.</li> <li>3. The LA appeared to be more open to paying it back over a longer term, rather than 3 years.</li> <li>4. There was a marked change in tone from previous meetings.</li> <li>5. Minutes haven't been received yet.</li> <li>6. We don't know when the next FIG meeting will be.</li> </ol> <p><b>Governor Challenge:</b> What did they say about our budget?</p> <p>Answer: EHT advised that we received from Tom Kelly a standard letter (note this same letter was also to another 20 LA schools). It was a 'Notice of Concern' letter, saying that we were not showing enough of an improvement and that the recovery plan was not deemed to recover enough money over a certain period of time. EHT felt that parts of the letter did not reflect all the changes we have made at the time of receiving the letter. Following this, Tom Kelly then sent a personalised letter, recognising the challenges we face and the changes we have already made.</p>	

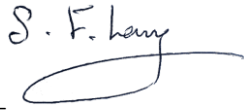
			<p>EHT added that after next recovery plan meeting in the Autumn term, consequent changes and with a new set of metrics, we can re address LA stance at the next FIG meeting.</p> <p><b>Governor Challenge:</b> Will we run out of time?  Answer: EHT confirmed that absolutely yes it is likely we will run out of time and is precisely why we have the confidential item this evening at the end of this meeting.</p>	
7	Well Being Steering Group Feedback (NW & SL)		<p>Wellbeing Questionnaire has been sent to all staff which received a limited response.</p> <p>Due to the low response, a new questionnaire about what staff wanted form governors was sent out. It became evident that some staff didn't know the role of a governor. Staff added that they would like a Directed Time Calendar, this is finalised and will be shared with staff on the INSET day in September. Linked Governors; many staff didn't know whose theirs was. NW has now let them know and staff now know that governors are there if they are needed. It was also discussed that on social media at the moment, Directed Time is very topical and in people's minds.</p> <p>CoG added that he very much wants to encourage all many governors as possible to visit schools, get to know things a little more. Even if you are here for something else it's a good opportunity to meet staff. The EHT also added that teachers may be reluctant to reach out to Governors so to reach out to teachers and let them know you are there might enhance relationships.</p>	Linked governor list – clerk to send in September
8	Safeguarding up-date (SJ)	Annual Safeguarding Report for Governors 2024-2025	<p>EHT clarified that this report is for Governors, but the EHT completes it. It's a snapshot in time of our safeguarding.</p> <p>Focus on section 20 regarding the online safety lead. EHT currently looks at filtering reports each week but since KMackilveen is leaving The Federation, EHT will now take this role on and will be doing training in the Autumn term.</p> <p>Governors Safeguarding Training: All governors must attend in Autumn Term.</p> <p><b>Governor Challenge:</b> Query on the date in drop down menu isn't correct.</p>	

			<p>Answer: EHT advised that it is correct, it's the only date you can select when completing the form.</p> <p>Governor Hub: CoG encouraged all staff to look on Governor Hub for any safeguarding training which can be done.</p> <p>Governor ATR completed a course last week</p>	<p>ATR to send details to EHT</p>
9	Up-dated policies for review	<ul style="list-style-type: none"> <li>Managing allegations of Misconduct</li> <li>Charging and Remissions Policy (early changes required ahead of Autumn Term 2025-26)</li> <li>Behaviour Policy</li> <li>Code of Conduct for Adults 2025</li> <li>Medical Needs Policy</li> </ul>	<p>Managing allegations: Minor changes, taken form EPM model Policy ratified</p> <p>Charging &amp; remissions: 15 to 30 hours of childcare. Need to make an additional charge to cover the length of the day. Policy ratified</p> <p>Behaviour: Leave as it is until the Autumn term</p> <p>Code of Conduct: Policy ratified</p> <p>Medical needs: Emergency inhalers are recommended to be supplied by schools. There is a permission form by parents, a consent form and written information that inhaler has been used. Defibrillators have installed at both schools. Regarding the emergency inhalers and spacers, it was discussed as to how we will manage the use</p>	<p>Behaviour: Revisit in autumn term. Clerk to table</p>

			by dates. Provider's websites should notify us of expiry dates. The inhalers supplied by the school will be for emergencies only, parents should provide an inhaler if their child is prescribed one.	
10	Feedback from Governor Training, Governor Visits and Link Governor Visits	<ul style="list-style-type: none"> <li>• Queens' Federation – website audit (HP)</li> <li>• SCR Governor Visit at QEM</li> <li>• SCR Governor Visit at QED</li> </ul>	<p>CoG updated the FGB that at the last S&amp;I meeting he talked about a recent governor course he had been on which he found helpful. In particular, the best way for all governors to inform each other of training and visit feedback etc. and perhaps a way to do this would be to write up a small report. A suggestion of making a digest for everyone to read and get an idea of what was covered during the visit. And then, how best to share this information between governors.</p> <p><b>Subsequent question from CoG:</b> Has anyone thought about this? No one came forward. CoG pointed out that it's clear we need a model for this.</p> <p>EHT added that once you have done a visit, write it up and send it to the clerk. Ofsted would need to see this type of evidence. Governor ATR stated that she couldn't find information about any previous visits on the website. EHT even a brief conversation constitutes a visit/feedback. Governor PK made a suggestion that a Microsoft Form would work, questions/entries must be in line with current form which is an Ofsted requirement. PK and Clerk to liaise</p>	<p>CoG volunteered to create model</p> <p>PK &amp; Clerk to liaise. Clerk to email PK governor visits form</p>
11	What is the impact of decisions made during the previous meeting upon the standards and		<p>A letter to parents was sent from CoG on the subject of lateness.</p> <p>The budget recovery plans have had an impact. Discussions of meeting have allowed informed decisions to be made about the budget.</p>	

	improvement of the Federation? (All)			
12	Receive Minutes of Committee Meetings	28.04.25 - Standards and Improvement Committee (Summer B) 17.03.25 - Finance and Resources Committee (Summer B)	S&I minutes were received  F&R minutes were received	
13	Items to be reported to parents		Good results and wishes of nice summer holidays	
14	Correspondence Circulated	Governor Services Service Level Agreement 2025-26 Governor Services SLA T & C – 2025-26 Governor meetings schedule 2025-26	SLA – no comments  EHT highlighted Safeguarding training meetings coming up in September 2025	
15	Any Other Business	Parent Governor Elections (clerk to prepare for upcoming election in September)	Governor PK: Request of meeting invites to be sent on Outlook to governors  <u>PPA Cover Business Proposal (added to this agenda)</u> 3 are quotes required and the September requirements have been reviewed. 3 days cover needed for QED and 2.5 days for QEM Premier Education have come in as the cheapest and these are our preference due to quality and cost.  CoG shared very positive feedback from all who attended the S&I meeting and listened to the PE Lead's presentation.  Some governors left the meeting due to the confidential item next . CoG wished	

			them a happy summer. Parent Governor Elections	Clerk to prepare
16	<b>Date of next meeting:</b>	<b>20.10.2025 (Autumn Term A)</b>		



Signature: \_\_\_\_\_ Date: 20<sup>th</sup> October 2025

(Sean Lang, Chair, Full Governing Body)