

**Full Governing Body Meeting  
Monday 8<sup>th</sup> July 2024, 6.00pm  
Queen Edith Primary School  
Minutes**

Governors Present:

Ambili Nair  
Fran Hughes  
Harriet Phillips  
Joanna MacKenzie  
Nicole Wilson  
Richard Wilson  
Sarah Jarman (EHT)  
Sean Lang (Chair)  
Stanley Wilson  
Sulochana Subramaniam

Others Present:

Cath Stubbs  
Hayley Brooker  
Julia Neal  
Nicki Simmons  
Rachel Holman  
Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork and notes	Notes	Actions
1	Apologies for Absence (Clerk)		Apologies were received from Siobhan Dickens, Craig Dyer and Steve Rothwell.	
2	Declaration of Interest (Chair)		There were no declarations of interest	
3	Agree minutes of the last meeting (All)	Minutes 29.04.2024, for agreement	The minutes of the last meeting (29.04.2024) were agreed.	
4	Matters arising (All)		<ul style="list-style-type: none"> <li>Item 5 (15) – we had previously been informed that there will be separate Ofsted inspections for our Nursery classes at each school when we transitioned to S27 provision, however, we have now been advised that this is not the case.</li> </ul>	
5	Co-opt new governor	Biography for Richard Baldwin	<ul style="list-style-type: none"> <li>The governing body has been looking to recruit a new finance governor; Ambili Nair suggested that a colleague, Richard Baldwin, was interested in this role. He heads up the R&amp;D Finance Controlling Group at AstraZeneca, is a chartered accountant and has expertise performing financial audits.</li> </ul>	

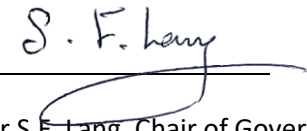
			<ul style="list-style-type: none"> <li>• <b>The governing body unanimously co-opted Richard to the governing body and he will join us in September.</b></li> </ul>	
6	Headteacher's Report	Summer Term Headteacher's Report - 2024	<ol style="list-style-type: none"> <li>1. Governors will note that there haven't been any suspensions at Queen Emma this term; however at Queen Edith 3 children have had suspensions. These pupils are colluding which is making the situation more tricky.</li> <li>2. The Local Authority is reviewing the rate of suspensions across Cambridgeshire (which is rising). They have set up a phone line that staff can call in to discuss specific incidents and where permanent exclusion is a possibility.</li> <li>3. There is one child missing in education at Queen Emma School and this has been reported.</li> <li>4. Attendance at Queen Edith stands at 94.4% an improvement of 1% on last year and at Queen Emma attendance stands at 94.8%, improved from 94.5% last year. Where attendance falls short of 95% without good reason the school continues to address this with parents and carers in order to make improvements before children reach the persistent absence level.</li> <li>5. Harriet Phillips, Chair of the Finance and Resources Committee, is receiving monthly reports about our financial position.</li> <li>6. <b>Governor: What are the schools most proud of?</b> We have some difficult and challenging children attending both schools and we have worked very hard to integrate them successfully into our school community and support their progress.</li> <li>7. The local authority has put back the financial audit to Autumn Term 2024.</li> <li>8. <b>Governor: In spite of financial hardships during this school year the variety of learning and extra-curricular opportunities available for all children is very impressive.</b></li> <li>9. <b>Challenge: How have staff received the news about the transition to S27 nursery provision at each school?</b> We met with staff and explained the financial position to them. Sadly two members of staff at Queen Edith resigned and we are advertising these vacancies without much success. At Queen Emma the change has created opportunities for existing staff.</li> <li>10. <b>Challenge: Has it been helpful to attend the Headteacher's cluster in terms of understanding how other local schools have been impacted financially?</b> We understand that there are other schools across Cambridgeshire that are in financial difficulties; we know one school is working on redundancies and staffing structures to make savings.</li> </ol>	
7	Variation to PAN at Queen Emma for September 2025 for consideration	Email from Alan Fitz regarding place planning First steps booklet First steps email from Admissions Team	<ol style="list-style-type: none"> <li>1. We have received further place planning information from the local authority.</li> <li>2. The birth rate has dropped and Reception numbers at Queen Emma for September 2025 remain low.</li> <li>3. Governors need to decide whether to apply to the schools Ombudsman to request that Queen Emma remains one form entry for Reception 2025.</li> <li>4. <b>Challenge: Do staff consider that remaining one form entry for two years might impact parent views of Queen Emma School?</b> It could affect how Queen Emma is viewed but there are several housing developments ongoing within the catchment area and the local authority is hopeful that numbers will increase.</li> </ol>	

			<p>5. <b>Challenge: Are there negative financial impacts?</b> Our income will be negatively affected – UIFSM, holiday club and wrap-around care income.</p> <p>6. <b>Challenge: Should we consider a permanent reduction in PAN?</b> The local authority is conducting a consultation in 2026 when they will re-consider allocations and it is worth waiting for this to take place before making further decisions.</p> <p>7. <b>Challenge: Are staff concerned about one form entry as these two year groups go through the school?</b> Yes there are concerns about work-load as there will be no teacher partner to share planning with. Year 1 staff are concerned about the fact that there will only be one Year 1 teacher needed in September 2025 and this is unsettling.</p> <p>8. <b>Are governors in support of applying to the schools Ombudsman to request that Queen Emma remains one form entry for Reception 2025 (PAN 30)?</b> 9 governors present are in support and 1 governor present abstained, therefore the governing body is in support.</p>	
8	Feedback following Governance Impact Review (SJ)		<p>1. Following the governance impact review conducted by Chris Sutton and Anna Caroe initial feedback received has been very positive.</p> <p>2. They found the governing body to be effective and robust with excellent levels of engagement and a high rate of training, with clerking considered to be a strength.</p> <p>3. The governing body needs to consider how useful information from visits and training is shared amongst governors to have the most positive impact.</p> <p>4. We will receive a full report from Chris Sutton and this will hopefully be shared at the FGB in October. Governors will be able to follow up actions arising from this review.</p> <p>5. A suggestion is that the governing body review the constitution and consider fewer governors; to be considered at the FGB in October.</p>	<p><u>October agenda</u></p> <p><u>October agenda</u></p>
9	Feedback following RIG Meeting (SJ)		<p>1. The RIG requested a 3 year financial plan from the governing body with one week's notice, this following a number of requests for support from our schools financial advisor which has not been provided. The Chair sent a letter advising them that this was not a realistic expectation and the letter has been escalated to an officer.</p> <p>2. Terms of reference for the RIG have been requested by the EHT however these have not been provided and will be reviewed ahead of the next meeting in September.</p> <p>3. The sharing of information by the Local Authority with the Federation is slow not rapid.</p> <p>4. There has been a lack of communication between departments in the local authority and with the Federation.</p> <p>5. Our School Improvement Advisor does not attend the RIG and given that the financial savings we are making may have a negative impact on the improvement in outcomes for pupils, it does seem to be important that they attend.</p> <p>6. <b>Challenge: How are members of the RIG selected?</b> The chair of the RIG selects members.</p> <p>7. It was noted at the F&amp;R committee meeting and at the RIG that £100k of early years funding is missing from</p>	

			<p>our budget. Our school financial advisor is working on that today.</p> <ol style="list-style-type: none"> <li>8. The financial report for the most recent RIG was run by the LA on 28.06.2024, however on 01/07/2024 the EHT and Business Manager inputted about £66k of savings, so the report was not accurate at the RIG.</li> <li>9. Federation was advised that it was a declining picture if funding continues at the same levels; the FLT will continue to consider staffing structures and bring scenarios to the full governing body for their consideration.</li> <li>10. FLT have considered having a Head of School at both Queen Edith and Queen Emma, however this doesn't provide any cost savings as staff salaries would have to be safeguarding for three years.</li> <li>11. EHT and Chair have met with the local councillor, Alex Beckett, who is happy to set up a meeting with a senior figure on the County Council so we can raise our concerns about insufficient SEND funding and the impact this is having on the Federation.</li> <li>12. Chair will contact the local M.P. to raise our concerns with them too. Agreed that this should be a joint approach with other local schools and the Chair will contact other Chairs of governing boards locally.</li> <li>13. We were advised that the RIG would be a supportive process, but we have found it to be detrimental and stressful with little support being provided.</li> </ol>	<p><u>EHT to chase up Alex Beckett</u></p> <p><u>SL to contact local Chairs and MP.</u></p>
10	Governor meetings 2024-25	Governor meetings schedule 2024-25	Meeting dates for 2024-25 have been shared with governors.	
11	Governor Services	Governor Services Service Level Agreement 2024-25 Governor Services SLA T & C – 2024-25	<ul style="list-style-type: none"> <li>• We have returned our governor services SLA and have selected element 10b, as we don't need a Clerk.</li> <li>• The cost is £91 per governor, however, they have charged us for the 15 governors we have and not the 21 governors that are referred to in our constitution. However we will revisit the constitution in September.</li> </ul>	
12	MyConcern – Safeguarding Review	MyConcern Review of Safeguarding files 2024	<ul style="list-style-type: none"> <li>• A safeguarding review of MyConcern has been completed for both schools.</li> <li>• Following the review we will add behaviour concerns to MyConcern and staff training and guidance will be provided by the end of September 2024.</li> <li>• At DSL meetings next academic year we will discuss the usefulness of referral tabs and decide on next steps.</li> <li>• We will start to develop a set of written principles / guidance that can demonstrate how our system is set up and used. We have asked the local authority to provide a model.</li> </ul>	
13	Safeguarding up-date (SJ)		On training day staff will receive guidance on using professional language when reporting concerns on MyConcern.	
14	Up-dated policies for review	<ul style="list-style-type: none"> <li>• Managing allegations of Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ratification: Managing allegations of misconduct was ratified by the full governing body.</b></li> </ul>	

		<ul style="list-style-type: none"> <li>Complaints Policy</li> <li>Governor Visits Policy</li> </ul>	<ul style="list-style-type: none"> <li><b>Ratification: Complaints policy was ratified by the full governing body.</b></li> <li>Need to consider how we make use of visit reports and training.</li> <li>Clerk to set up a Visit Report and to attach as an appendix to this policy.</li> <li><b>Ratification: Governor Visits Policy was ratified by the full governing body.</b></li> </ul>	<a href="#">Clerk set up Visit Report and add to policy</a>
15	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 – Queen Emma 21.06.2024 (SL)</li> <li><b>SCR Governor Visit at QED is taking place this Friday 5<sup>th</sup> July 2024.</b></li> </ul>	<ul style="list-style-type: none"> <li>Using a DfE list Harriet Phillips conducted an audit of our websites and the report was shared with governors. Missing information has now been added to our websites and they are fully compliant.</li> <li>Safeguarding governors for each school have been in to check the Single Central Record at each school and the visit reports have been shared with governors.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
16	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation? (All)		<ul style="list-style-type: none"> <li>Made a decision to contact the schools Ombudsman to request that Queen Emma remains at one-form entry in Reception for one further year.</li> <li>Decided to move forward with raising our concerns about SEND funding with our local councillor and the local MP.</li> </ul>	
17	Receive Minutes of Committee Meetings	<p>17.06.2024 – Standards and Improvement Committee</p> <p>24.06.2024 – Finance and Resources Committee</p>	Received.	
18	Items to be reported to parents		There will be new attendance requirements and fines are being increased. FLT have attended webinars and a new attendance policy will be shared with parents once this has been ratified by the governing body.	
19	Correspondence Circulated		None	
20	Any Other Business	DBS Checks for volunteers	<ul style="list-style-type: none"> <li>The cost of a DBS check is now £15. Whilst we have many committed volunteers who come in regularly, and in these cases it is worth our paying £15 for their DBS check, we have many who only come in and help once and this is becoming a financial burden.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Whilst we don't want to put off volunteers, would governors support the schools letting parents know that the condition for us paying for their DBS check is that they do provide support in school once a month?</li> <li>• <b>This was unanimously agreed by the full governing body.</b></li> <li>• With regard to some SEND pupils attending school trips; sometimes their parents attend the trip to support their child and there is no need for them to have a DBS check.</li> </ul>	
21	Date of next meeting:		Monday 7 <sup>th</sup> October 2024, 6.00 pm	

Signed: 

Dated: 7<sup>th</sup> October 2024

Dr S.F. Lang, Chair of Governors, Queens' Federation