



Full Governing Body Meeting
Monday 20th October 2025, 6.00 p.m.
Queen Edith School
Minutes

Present:

Sarah Jarman (EHT)
 Sean Lang (CoG)
 Richard Baldwin
 Rachel Holman
 Rev Rob Hawkins
 Cath Stubbs
 Ana Toste Rego
 Anna Biard (Clerk)

Nicole Wilson
 Hayley Brooker
 Julia Neal
 Richard Wilson
 Ambli Nair
 Stanley Wilson
 Liz Gooster

	Item	Supporting Paperwork	Notes	Actions
1	Election of Chair (Clerk)		<ul style="list-style-type: none"> Sean Lang was nominated as Chair of Governors by Richard Wilson; this seconded by Ana Toste Rego and unanimously agreed by the governing body Sean Lang is therefore elected as Chair of Governors for the term of 1 year 	
2	Apologies for Absence (Clerk)		Apologies for absence were received from Phil Kirkman, Harriet Phillips and Nicki Simmons.	
3	Declaration of Interest (Chair)		None declared	
6	Agree Minutes of the last meeting (FGB)	Minutes 14.07.25	<ul style="list-style-type: none"> Amend wording P2, second paragraph change from; "How does the new phonics screening compare to previous" To; "How does the relatively new phonics scheme compare to previous years" P3, point 13 – add "at their summer fete" to the end of the sentence. P4, second line – remove the word "aligning" and replace with "agree" P4, first paragraph – remove the extra full stop. P6. Item 6, point 3 – remove "5 years" and replace with "a longer term" <p>Based on the above corrections being made, the minutes were agreed as an accurate record.</p>	Clerk to amend

7	Matters Arising (FGB) 1. QEM Parent Governor Vacancy 2. Co-Opted Governor Vacancy		<ol style="list-style-type: none"> 1. We are delighted to welcome Liz Gooster to the governing body. Following an email sent to the parents at Queen Emma Primary School, Liz Gooster is now appointed the Queen Emma Parent Governor. A second nomination (IN) was received for this vacancy, however after a discussion with the Clerk, this nomination withdrew their nomination from the process. 2. CoG declared an interest in the withdrawn nomination. IN is a friend of the CoG, has 2 children at QEM and is a chartered accountant. It was discussed that we have the option to co-opt IN to the remaining governor vacancy. It was unanimously agreed to invite IN to the governing body at the next FGB meeting on 01/12/2025 3. Rev Rob shared with the governors that his curacy is ending in Jan 2026. He is a Foundation Governor and went on to explain that on his appointment it was made clear that his tenure was temporary. There will now be a vacancy for a foundation governor from January 2026. Rob will make enquiries with the church about whether or not his role on the governing body can be replaced. 4. Governor Challenge: Regarding P4 of previous minutes regarding the introduction of new kitchen system 'Swift', how is Swift working? Response: At the end of the Summer Term, our previous contract manager at Aspens did not order devices for both schools as promised, (touch screen pads) in time for getting set up online and working before the summer holidays. The devices did then arrive on the first Training Day in September, however there was a problem and they did not connect to the internet. We reverted to paper copies of lunch orders for all classes and colour coded wrist bands for a couple of weeks. After approx. 3 weeks into the term, all issues were resolved, devices are now in place and are working well. Children took some time to be trained into using these to start with but it has cut down the office admin duties around this. 	
8	To ratify Governing Body Standing Orders (FGB)	Standing Orders 2025 for review. <i>Items for review highlighted in yellow</i>	Model Standing Order from local authority. For the benefit of the new governor in attendance, EHT explained that this document sets out the requirements of Governing Bodies. The CoG added that this document explains the difference between the school management and the overall governance.	

			<ol style="list-style-type: none"> 1. Governing Board agreed that the term of office will remain at 1 year for a Chair and Vice-Chair with elections taking place at the first meeting of the academic year. 2. Governing Board agreed that any person who is paid to work at the school may not be Chair or Vice-Chair of the Governing Body. 3. Governing Board agreed that the name of the Clerk should be updated. <p>Ratification: the standing orders were ratified by the governing body</p>	Clerk to add SOs and ToR to website
9	To accept Code of Conduct for Governors (FGB)	Code of Conduct for Governors – <i>hard copy for signing to be available at the meeting</i>	<p>Ratification: the Code of Conduct for Governors was ratified by the Full Governing Body and a hard copy was circulated for governors to sign.</p> <p>Missing signatures: Harriet Philips, Phil Kirkman, and Nicki Simmons. Clerk to bring a hard copy to the next committee meetings and email a copy for electronic signature.</p>	Clerk to email and bring a copy to the next meeting for remaining signatures
10	Declaration of Pecuniary Interest (FGB) (Annual completion is statutory)	Please complete the form. <i>You can email an electronic/scanned copy to Clerk.</i>	Declaration of pecuniary interests completed by remaining governors at this meeting. Clerk to compile register of pecuniary interest to be shared on website	Clerk to put register on website
13	Term dates 2026-2027	Term dates 2026-2027	<p>Correction/deletion of unnecessary last line on the document.</p> <p>Term dates including staff training days were agreed by the governing body</p> <p>To go in newsletter this half term and on the website of both schools</p>	Clerk to distribute to staff, newsletter and website
14	Feedback from FIG (SL & HP)		<p>For the benefit of the new governor in attendance, CoG explained what a FIG was; it stands for Financial Improvement Group, it is a meeting with education and finance personnel from the local authority. (Queen Emma) are in 'FIG' due to concerns around finances. Contributing to this have been the high number of SEND children and a reduction in numbers at Queen Emma. The school was temporarily reduced to a 1 form entry, currently affective for Reception and Year 1. The 2025/6 may have to also have a 1 form entry intake.</p> <p>CoG went on to update all the governors present of feedback from the FIG meeting. The question which now</p>	

			<p>needs to be discussed at the next FGB is what the future structure of the Federation will look like, given the downturn in demographics moving forwards? Our options are likely to be as follows:-</p> <ol style="list-style-type: none"> 1. Do we continue as 1 form entry for the next few years at QEM? 2. Do we look at the Federation as a whole and consider 1.5 form entry across both schools (a total pan of 90 children intake across the Federation)? <p>It was discussed that there will be implications for staff and our resources, but importantly these changes will hope to address the Queen Emma current budget deficit. CoG went on to share that despite Cambridge itself seeing major growth in the city and it's housing, this has not yet arrived at our schools. It was noted that Morley School is very nearby and is the same catchment area as Queen Emma. All of these factors mean that we have to take a gamble on what to do, adding that if the local authority are not building new schools, another option could be to expand the Federation.</p> <p>We have made significant savings, but our high staffing costs still take us further into deficit. There was also a discussion about the QEM heating system which despite being replaced during the summer holidays and is now up and running, it will not be cost efficient due to missing parts. The missing parts being omitted from the original installation in 2011, has cost us and will continue to cost us, in the region of £50k -£60k per year according to the GHS consultant.</p> <p>There has been a meeting with Belinda Harvey from the Local Authority today who has been supporting with looking at future structures.</p> <p>The governors commented that the cost of the inefficient heating system since 2011 is almost equal to the amount of our budget deficit. Seeking further advice on how best to proceed.</p> <p>The next FGB meeting the pros and cons of going from two form entry or a PAN of 45 at both schools needs to be discussed and minuted very concisely.</p> <p>Governor Challenge: What are the Reception intake numbers at QEM? Response:</p> <ul style="list-style-type: none"> • 2024 = 30 • 2025 = 37 (7 were enrolled at QED) • 2026 applications so far = 20. Although of these, QEM may be the 2nd or 3rd preference. At the date of this meeting, the open days had not happened yet and the application deadline has not passed. There is time for the 2026 figures to change. 	
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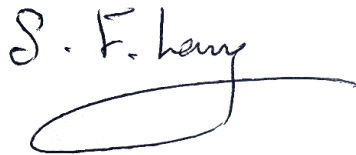
			<p>Governor Challenge: Did we lose any children at the last minute, to the private sector? Response: No more than usual at the end of Year 2 – mainly affecting Queen Edith. , If anything we have gained children from the private sector.</p> <p>The CoG asked the group if there were any other points to consider? EHT highlighted that the recovery plan we submitted was not approved and we have the opportunity to submit another by 30th April 2026 which must reflect the savings required. A business case will be put together, Jonty Holden a member of the finance team will take a look at the proposed scenarios before we then make a final submission.</p> <p>Governor Challenge: Have any other schools in FIG had their recovery plans approved? Response: We were led to believe that most schools did not have their recovery plans approved, however we do know that our budget deficit is the largest in the county and that other schools will have varying sizes of deficit</p> <p>There were no further comments.</p>	
16	<p>Safeguarding Statutory safeguarding documents have been emailed to all governors (16/10/2025); there is a link to electronically sign that these have been received and read.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Keeping Children Safe in Education (KCSiE), with Highlighted Changes - September 2025 • Guidance for Safer Working Practice - February 2022 • Code of Conduct for all Adults - September 2024 • What to do if you're worried a child is being abused - 2015 • Whistleblowing Policy • Safeguarding and Child Protection Policy 2025 • Online Safety Policy - May 2025 • Social Media Policy – TBC <p>COG – asked all governors to read documents and sign documents to confirm receipt</p>	
17	<p>Admissions Policy for 2026-2027</p>		<p><i>“Hi Alan I hope you are well. As you know, our admissions policies for Queen Edith and Queen Emma for 26/27 went through their consultation and prior to this, went to governors for approval. As our Admissions policy is due to be reviewed by governors annually, it comes up again for consultation in September. However, as you can see....this has already been done.</i></p> <p><i>However, would it be good practice to pass it through governors again in September in any case?</i></p>	

			<p><i>Kind regards</i></p> <p><i>Sarah Jarman</i> <i>Executive Headteacher</i> <i>Queens' Federation</i></p> <p><i>Queen Edith: 01223 712200</i> <i>Queen Emma: 01223 714300</i> ~ ~</p> <p><i>Hi Sarah</i> <i>Thank you.</i> <i>As you've consulted once I don't think there is a need to again, however it might be a good idea to put a note in your autumn term governing body minutes to state this.</i> <i>Kind regards</i> <i>Alan"</i></p> <p>This has already been reviewed and we do not need to do this again as per correspondence above</p>	
18	Up-dated policies for review	<ul style="list-style-type: none"> Whole School Pay Policy 2025/26 Safeguarding and Child Protection Policy (added to agenda) 	<p>Whole School Pay Policy 2025/26 EHT touched on P2 where a bullet point in part 1.2 is highlighted in yellow. The EHT's recommendation is to keep the option paragraph under 1.2 pertaining to TLR payments. Policy accepted</p> <p>Safeguarding and Child Protection Policy (added to agenda) The main changes are to reflect changes to Relationships and Sex education by July 2026. Correct item number to 2.7. "3" on P9 Accept this in the amended form of this policy</p>	
19	Feedback from Governor Training, Governor Visits and Link Governor Visits		<p>Suggestion made in the meeting - Should this feature further up the agenda?</p> <p>Suggestion. Improvement in current record of training. Discussions in the pipeline of how to record training and visits (2 different things)</p>	

			<p>CoG informed the group that the termly briefings on the LA portal are very helpful. As well as the Governor Conference in June, it's online and it's also very helpful for all governors.</p> <p>Regarding the Cyber Security training email sent to all governors – A Governor commented that he felt uncomfortable signing the self-certification sheet, as the associated training covers many policies which we do not currently have in place because it is a new area. He then asked:-</p> <p>Governor Challenge: What do we have in place?</p> <p>Response:</p> <ol style="list-style-type: none"> 1. A risk assessment 2. Staff training on cyber security 3. We have filtering. 4. We have Online Safety and Acceptable Use Policy. Going forward there will be one for governors and one for visitors. <p>Governor Challenge: Will these be shared with Governors?</p> <p>Response: Yes but they may not be on your committee. You can request to see the information if it's not at your committee meeting.</p> <p>CoG concluded that after half term, it would be a good time to start linked governor visits. For the benefit of the new governor present, EHT explained that a linked governor visit consists of arranging a time to visit a class to see the children's work, seeing children in action, you can choose which subject you would like to be linked to.</p> <p>Linked governor amendments:</p> <ul style="list-style-type: none"> • RB - to change to maths • LG - Geography • IN (new co-opted) - CoG to invite her to be the IT linked Governor 	
20	What is the impact of decisions made during the previous meeting?		<ul style="list-style-type: none"> • The FIG is having an ongoing impact, and long term decisions are delayed due to the future demographic figures. • We are creating a model about visits and training • We are looking at a visits form • Wellbeing charter has been circulated to all staff 	
21	Receive Minutes of Committee Meetings		<p>Standards & Improvement 22.09.25</p> <p>Finance & Resources 06.10.25</p> <p><i>Both minutes not yet approved, to be tabled for next FGB 01.12.2025</i></p>	

22	Items to be reported to parents		Term dates 2026-2027 Correction on the last line to Thursday (not Tuesday)	
23	Correspondence Circulated		<ul style="list-style-type: none"> • Safeguarding compliance – for electronic signature • Pecuniary Interest • Meeting dates 2025/26 	
24	Any Other Business		<p>CoG asked the group if any governors had done the Headteacher appraisal training? AN has done this and is going to ask PK if he can attend the meeting</p> <p>Governor Challenge: Has there been an update about the FBM vacancy? Response: EHT summarised the situation; 1 person applied and was shortlisted but they dropped out. Re advertising of the post has taken place, 3rd November is the closing date, 4th November for shortlisting @ 2pm and interviews are on 11th November @1pm</p> <p>EHT asked if there is a governor available to attend 4th November at 2pm? RW going to check his availability, AN is not available in the afternoons, RB is not available.</p> <p>Governors attended safeguarding training tonight. HB send Clerk a register of who attended</p>	AN to invite PK to EHT appraisal meeting.
25	Date of next meeting:		1 st December 2025, 6.00pm	

Signed:



Dr Sean Lean, Chair of the Governing Body

Date: 2nd December 2025