

Full Governing Body Meeting
Monday 5th December 2022, 6.00 p.m.
Queen Edith Primary School
MINUTES

Present:	Ambili Nair	Sean Lang (Chair)
	Clare Chapman	Stanley Wilson
	Cath Stubbs	Sulochana Subramaniam
	Craig Dyer	Toby Allebon
	Esther van Sluijs	Victoria Renfro
	Gabriele Corliano	
	Hayley Brooker	
	Richard Wilson	
	Sarah Jarman (EHT)	

Item	Notes	Actions
1	Apologies received and accepted from Hannah Lewis, Harriet Phillips, Jo Dooley, Nicola Simmons, Steve Rothwell. Fenella Chesterfield and Natalie Ahluwalia did not attend.	
2	Declaration of Interest None	
3	Welcome to new governors Sean Lang welcomed Craig Dyer and Sulochana Subramaniam onto the Governing Body.	
4	Nomination for the re-appointment of the LA Governor The governing body very gratefully agreed the reappointment of Sean Lang as our Local Authority governor.	
5	Agree Minutes of the last meeting Minutes of 10.10.2022 were agreed.	
6	Matters Arising We continue to transfer the information over from our existing websites to the new websites and hope that they will go live early in the new year.	

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7	<p>Headteacher's report – Autumn term 2022</p> <ul style="list-style-type: none"> I. Governors have been provided with a very detailed report which they can draw upon during our anticipated Ofsted inspection at Queen Edith. II. We are seeing a high level of need – emotional, social and behavioural – across both schools, but particularly at Queen Edith, with some school refusers. III. EYFS pupils were not in nursery / school during the pandemic which meant that the opportunity to diagnose special needs particularly impacted on these children. IV. It is a struggle to recruit support staff (administrative, teaching assistants, catering, cleaning) as many leave to take up jobs in the private sector where salaries are higher. V. Pupils have been suspended at both schools and details are provided within the report; in the case of 2 pupils there has been some concern that we might have to permanently exclude them due to unsafe behaviour. Staff have been subjected to verbal and physical abuse. VI. Gov Q: Are social care involved with these families? In some cases yes, but not in all. VII. Gov Q: Have the pupils always displayed these behaviours, or have they happened after lock-down? A pupil of concern joined us after lock-down so it is difficult to tell, however, in the case of those who have been with us for some years behaviours have escalated. VIII. To support this high level of need we have secured support from a trainee Educational Psychologist, SEND services, specialist teachers, provided training to staff from a specialist speech and language therapist, occupational therapist and physiotherapist and an art therapist (1 day per week at each school working with 8 children). IX. Support and interventions to improve behaviour need parents on board and this is not always the case, which can be frustrating. X. During this term Queen Emma have made 5 referrals to social care and Queen Edith have made 4 referrals to social care. XI. Gov Q: From these referrals how many have social care taken on? Initially most have not met the threshold for CP, but family workers are referred to work with some families. However, we often see a lack of engagement with the family workers and the case is then closed. As schools we continue to 	

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	<p>collect evidence and then re-refer. As you can see in the report we refer families to a number of outside agencies for support.</p> <p>XII. Gov Q: Do you refer to the police? Where this is necessary yes and this has been the case with two families this term.</p> <p>XIII. Attendance has improved slightly at both schools from the summer term. Moving forward we will monitor pupil's attendance monthly when it drops below 96%; this will impact a lot of families. Staff will look at the reasons for absence and if it is due to an extended period of illness (e.g. chickenpox, flu, Covid) then we would not send a letter to the family as we do not want children coming into school when they are unwell. The spreadsheet will help identify patterns of absence which will be helpful.</p> <p>XIV. Gov Q: Has this data been collected for September to December? The information is being put into the spreadsheet for these months, but monitoring will start from January 2023.</p> <p>XV. Gov Q: Can you compare previous year's data? Yes, this is available to us through SIMS. We are aware of those families who struggle with attendance.</p> <p>XVI. STEPs training for teaching assistants will take place on the January training day. STEPs is a therapeutic approach to managing behaviour. Teachers and nursery staff received this training in September.</p> <p>XVII. Gov Q: There is a great range of clubs and activities available for pupils; are these available to all children? Yes, children in receipt of pupil premium funding can attend the clubs or activities during and after the school day at no cost. Premier sport provide many of our sports activities after school and those with PP funding have an opportunity to book onto these clubs first, with family workers making sure that parents are aware of what is available. Some pupils use PP funding to have private music lessons.</p>	
8	Confidential Item	
9	<p>Feedback from the White Paper briefing</p> <p>I. There continues to be an emphasis on academisation which is something the governing body may have to consider.</p> <p>II. Local authorities might be able to form trusts and this is being piloted in some education authorities, although not in Cambridgeshire.</p>	

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	III. If you are a good school within a failing academy trust you can move trusts. IV. Inadequate means that you will be forced to academise. V. Single academy trusts are no longer allowed. VI. Jonathan Lewis is available to talk to a governing body that might require further information and there is governor training being provided about the white paper.	
10	Staff Questionnaire <ul style="list-style-type: none"> • Turnout was low, but on the whole very positive. • Appeared that 2 respondents disagreed with many of the questions around supporting behaviour. We believe that this is in response to the introduction of STEPs. • Questions were taken from the staff questionnaire provided by Ofsted. 	
11	Virtual / Hybrid governor meetings <ol style="list-style-type: none"> I. Having the opportunity to attend virtually could improve accessibility for some governors. II. Staff will be in school as the staff meeting is immediately prior to governor meetings and the concern is that staff will be sitting alone, with governors attending virtually. III. Governors agreed that meetings 100% online are inferior to those held in person, but that where absolutely necessary it might be helpful to offer the alternative to attend online. IV. Agreed to try hybrid meetings for Spring term 2023, with procedures to be circulated by the Clerk. 	<u>Clerk to share procedures</u>
12	Funding letter <ul style="list-style-type: none"> • Agreed at the F&R Committee that this letter, drafted by the PSFA, should be shared with parents so that all money collected as donations is received directly through each school's PSFA to focus on key projects, decided annually between staff and the PSFA committees. • Governors were grateful for the draft letter and Sean will personalise ready for this to be sent out at each school. 	<u>Sean to update letter</u>
13	Safeguarding <ul style="list-style-type: none"> • Safeguarding governors have visited each of the schools for a safeguarding walk and to learn about updates to procedures. They were able to look at the Myconcern system although not at specific cases as these are confidential. 	

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	Gov: These visits were incredibly thorough and systems in place safeguard children at both schools, and staff go above and beyond to support pupils.	
14	Feedback from governor training, visits and link governor visits <ul style="list-style-type: none"> • Toby Allebon met with the new Maths Lead at Queen Edith; TA found the meeting to be very helpful with a good overview of the approach to maths at Queen Edith being provided and the Maths Led having an excellent grasp of the curriculum and the tools used by the school. The maths statement is being looked at, with consideration being given to separate statements for each school, as systems for teaching are different. • Harriet Phillips had attended a phonics learning walk at both schools and submitted her report to the governing body. • Ambili Nair has met with Queen Edith Science Lead and will meet with Queen Emma later this term. • Steve Rothwell had attended an RSE Learning walk at Queen Emma and report will be tabled at our next meeting. 	
15	Impact of meeting <ul style="list-style-type: none"> • Learned about new method of monitoring absence from January 2023. • HT report provided a lot of detail about behavioural problems in school and steps being taken to address them. 	
16	Receive minutes of committee meetings <ul style="list-style-type: none"> • Standards and improvement – 21.11.2022 • Finance and resources – 28.11.2022 These were received.	
17	Items to be reported to parents The letter regarding funding to be sent out at both schools.	<u>Letter to be circulated</u>
18	Correspondence circulated Cambridgeshire pupil forecasts.	
19	Any other business None raised.	

Item	Notes	Actions
20	Date of next meeting: 30 th January 2023, 6.00 pm	

Signed: S. F. Lang Dated: 10th October 2022
(Sean Lang, Co-Chair, Full Governing Body)