

**Full Governing Body Meeting**  
**Monday 30<sup>th</sup> January 2023, 6.00pm**  
**Queen Edith Primary School**  
**MINUTES**

Present:      Ambili Nair                                  Richard Wilson  
                  Cath Stubbs                                 Sarah Jarman (EHT)  
                  Clare Chapman                                 Sean Lang (Chair)  
                  Craig Dyer                                         Stanley Wilson  
                  Gabriele Corliano                                 Steve Rothwell  
                  Hannah Lewis                                     Sulochana Subramaniam  
                  Harriet Philips                                     Toby Allebon  
                  Hayley Brooker                                   Victoria Renfro  
                  Joanna MacKenzie  
                  Julia Neal  
                  Nicola Simmons

Item	Notes	Actions
1	<b>Apologies received and accepted</b> from Jo Dooley and Victoria Renfro. Fenella Chesterfield did not attend.	
2	<b>Declaration of Interest</b> None	
3	<b>Agree Minutes of the last meeting</b> Minutes of 05.12.2022 were agreed.	
4	<b>Matters Arising</b> None	
5	<b>Ofsted Update – confidential item</b>	
6	<b>School term and holiday dates 2023/24</b> <ul style="list-style-type: none"> <li>Proposed dates, including five professional development dates, were agreed by the Governors and will now be shared with parents on our school websites.</li> </ul>	<u>ZV to ensure dates are on websites.</u>

Item	Notes	Actions
7	<p><b>Appraisal and capability policy for review</b></p> <ol style="list-style-type: none"> <li>I. The appraisal and capability policy shared with governors is the latest EPM model policy adapted for the Federation.</li> <li>II. With regard to appraisal the policy works effectively and we follow the guidance. We rarely use the capability element of the policy.</li> <li>III. <b>Governors accepted the appraisal and capability policy.</b></li> </ol>	
8	<p><b>Safeguarding update</b></p> <ol style="list-style-type: none"> <li>I. During industrial action on 1<sup>st</sup> February, all classes but two were closed at Queen Edith. At Queen Emma, all but three classes were open.</li> <li>II. Fortunately most staff shared their plans with us, although they are not required to let us know until the morning of industrial action.</li> <li>III. Where classes were concerned we offered places for our vulnerable pupils and for children of key-workers. These children were looked after by teaching assistants under direction of teaching staff. We had very small numbers of children attend where classes were closed.</li> <li>IV. Members of the senior leadership team attended MyConcern training focusing on best practice, ensuring measures are in place for record keeping and that robust systems for reporting are in place. These measures have been reviewed and agreed by the DSLs.</li> </ol>	
9	<p><b>Feedback from governor training and governor visits</b></p> <ul style="list-style-type: none"> <li>• <i>Joanna MacKenzie</i> had attended governor training on reviewing and understanding data. Suggested questions to ask during a meeting will be shared with governors. They were also shown the governor dashboard; governors have not seen this before so we can share this at the next meeting.</li> <li>• <i>RE Deep Dive – Steve Rothwell</i> – observed RE lesson looking at how non-Christians celebrate Christmas. Lessons were really dynamic with children highly engaged, confidently sharing their thoughts and ideas and listening to each other. A key observation was how key teaching assistants are, as during the visit they had to manage a child who escaped the classroom. At the end of the governor report there is a safeguarding section to complete where necessary and this might be a good observation to record.</li> <li>• <i>Science Visit – Ambili Nair</i> – met with Rachael Chetwynd, Science Lead at Queen Emma; took time to look at books across three years groups, including PP children. Summary documents available to teachers as</li> </ul>	<p><u>Agenda item – governor dashboard</u></p>

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	<p>a guide for teaching science are impressive. Key subject knowledge and vocabulary are summarised for each year group with guidance on what pupils should already know for each topic and what pupils need to know by the end of the topic. Topics are repeated through Years 1 – 6, ensuring that new knowledge is gained. The Science Lead action plan was shared and contained clear priorities.</p> <ul style="list-style-type: none"> <li>• <i>Governor visit to Queen Edith – Craig Dyer</i> – visited all classrooms from nursery to year 6. Consistency of displays in all classrooms, detailing core T&amp;L systems, enabling all pupils to have a sense of familiarity when moving through the school. Children throughout the school were very happy and content and most had smiles on their faces.</li> <li>• <i>Joanna MacKenzie – SCR Visit</i> – Met with Andrea Byford who manages the SCR at Queen Edith. Looked through the SCR which has now been transferred to a new template ensuring full compliance with guidance from the Local Authority. A page has been created so that an e-signature and date can be added to evidence each visit. Cross-referenced the hard copy with the information kept on personnel files and all was accurate and in order. Andrea is very conscientious about the SCR and was able to respond to all queries very knowledgably.</li> </ul>	
10	<p><b>Impact of meeting</b></p> <ul style="list-style-type: none"> <li>• Measures taken to ensure vulnerable pupils are safeguarded during industrial action.</li> <li>• Very detailed governor reports giving a huge amount of detail about our schools.</li> <li>• Importance of teaching assistants to the smooth running of the schools and the safeguarding of children.</li> </ul>	
11	<p><b>Receive minutes of committee meetings</b></p> <ul style="list-style-type: none"> <li>• Standards and improvement – 16.01.2023</li> <li>• Finance and resources – 23.01.2023</li> </ul> <p>These were received.</p>	
12	<p><b>Items to be reported to parents</b></p>	
13	<p><b>Correspondence circulated</b></p>	

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14	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• We need to recruit new governors and have drafted a letter to share with our parent body and to approach local companies and public bodies. Please do let us know if you have any thoughts on who to approach.</li> <li>• This is Gab's last meeting and we are very sorry to say good-bye to him. Gab has been very supportive over many years and will be greatly missed by us all.</li> </ul>	
15	<p><b>Date of next meeting: Monday 20<sup>th</sup> March 2023, 6.00 pm</b></p>	

Signed: S. F. Lang  
 (Sean Lang, Co-Chair, Full Governing Body)

Dated: 20<sup>th</sup> March 2023