

Full Governing Body Meeting
Monday 10th October 2022, 6.00 p.m.
Queen Edith Primary School
MINUTES

Present: Ambili Nair Stanley Wilson
 Hannah Lewis Steve Rothwell
 Harriet Phillips Cath Stubbs
 Hayley Brooker Toby Allebon
 Nicki Simmons Victoria Renfro
 Richard Wilson Zoe Vassiliou (Clerk)
 Sarah Jarman (EHT)
 Sean Lang (Chair)

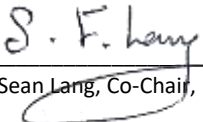
Item	Notes	Actions
1	Election of Chair Richard Wilson proposed that Sean Lang should continue as Chair. This was seconded by Harriet Phillips and agreed unanimously by the governing body.	
2	Apologies received and accepted from Clare Chapman, Esther van Sluijs, Fenella Chesterfield, Gabriele Corliano, Jo Dooley and Joanna MacKenzie.	
3	Declaration of Interest None	
4	Agree Minutes of the last meeting <ul style="list-style-type: none"> Minutes of 11.07.2022 were agreed. 	
5	Matters Arising <ul style="list-style-type: none"> Clerk has amended wording of Complaints Procedures in Appendix 4, as discussed at the last meeting. CoG wrote to Queen Emma Maths Challenge Team to congratulate them on reaching the final. 	
6	To accept Governing Body Standing Orders <ul style="list-style-type: none"> The governing body reviewed it's size and agreed that although it is large, it is necessary to provide all the support necessary across two large primary schools. The governing body accepted the standing orders. 	

Item	Notes	Actions
7	<p>To accept code of conduct for governors</p> <ul style="list-style-type: none"> • The code of conduct was accepted by the governing body; those present signed the hard-copy circulated by the Clerk. • This will be brought to the next FGB for signing by those unable to attend. 	<p><u>Clerk to bring to 05.12.2022</u></p>
8	<p>Declaration of pecuniary interest</p> <ul style="list-style-type: none"> • A signed copy from all governors and associate governors has been received by the Clerk. • The register of pecuniary interest 2022 is now available on the website. 	
9	<p>Behaviour <i>Behaviour Policy</i></p> <ul style="list-style-type: none"> • The behaviour policy has been re-written in line with our STEPs restorative approach to behaviour. • Teaching staff have received training. • TAs will receive training on 04.01.2023 (January training day). • The governing body accepted the Behaviour Policy. <p><i>Management of Bullying</i></p> <ul style="list-style-type: none"> • This policy defines ‘bullying’ very clearly; a child is not being bullied when there is a one-off incident, but when there is a pattern of seeking out an individual and being nasty or threatening towards them. • The governing body accepted the Management of Bullying Policy. 	
10	<p>Smartwatches</p> <ul style="list-style-type: none"> • We are seeing an increasing number of children coming to school in smart watches. • At Queen Emma we have had a child receive a phone-call via their watch in class time. Also some watches can take photos or recordings which has very serious safeguarding implications. • Gov Q: Is there a valid reason for a child to wear a smartwatch to school? As with a mobile phone the parent might consider them a means of communication if the child travels to school alone. • Gov Q: Could you treat them as a mobile phone and ask for them to be handed in at the office? These are very expensive items, along with the iPhones that are handed in, and places a greater responsibility on the office to keep these safe. 	

Item	Notes	Actions
	<ul style="list-style-type: none"> • Gov Q: Could children keep them in their bags during lesson time? Smartwatches can cost £300 and if they were to go missing this would place a burden on the school to find out where they had gone. • School would prefer that children do not wear smartwatches to school. Mobile phones will be tolerated where children have them to communicate with parents when walking home alone, but these must be handed in to the school office each morning. • The governing body agreed that this is the best approach. 	
11	<p>Governor Allowances</p> <ul style="list-style-type: none"> • Governor allowances policy was accepted by the governing body. 	
12	<p>Safeguarding <i>Safeguarding and Child Protection Policy 2022</i> (updated in line with LA Model Policy). Policy accepted by the governing body. <i>Keeping Children Safe in Education – September 2022</i> Shared with all governors. <i>Code of Conduct for all adults</i> Code of Conduct accepted by the governing body. <i>Guidance for safer working practice, February 2022</i> Shared with all governors <i>What to do if you're worried a child is being abused.</i> Shared with all governors Governors received all above safeguarding documents electronically and have signed the Office forms safeguarding compliance document. Evidenced on the SCR.</p>	<p><u>Policy on the website</u></p>
13	<p>Updated policies for review <i>Charging and remissions policy</i> The governing body agreed the charging and remissions policy. <i>Managing allegations of misconduct</i> The governing body agreed the procedures for managing allegations of misconduct.</p>	

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	<p><i>Medical needs policy</i></p> <ul style="list-style-type: none"> The only change is that epipen has been amended to 'adrenaline pens' to cover all brands. The governing body agreed the medical needs policy. <p><i>SEND Policy</i></p> <p>The governing body agreed the SEND policy.</p>	
14	<p>Nomination of Co-opted Governors</p> <p>Craig Dyer and Natalie Ahluwalia have met with Sean with a view to becoming co-opted governors.</p> <p>The governing body agreed their appointment as co-opted governors.</p>	<p><u>Clerk to advise</u></p>
15	<p>Feedback from governor training, governor visits and link governor visits</p> <ul style="list-style-type: none"> Joanna MacKenzie shared a report following her safeguarding visit to Queen Edith. Victoria Renfro had her safeguarding visit at Queen Emma today and will share her report at the next meeting. Toby Allebon has a visit with the maths lead at Queen Edith and will share his report at the next meeting. Harriet Phillips will take place in an English monitoring morning on Wednesday and share her report at the next meeting. 	
16	<p>Receive Committee minutes</p> <ol style="list-style-type: none"> Standards and Improvement – received Finance and resources - received 	
17	<p>Items to be reported to parents</p> <p>Information about Smartwatches and details of our healthy eating policy and leaflet will be shared with the newsletter at the end of this half term.</p>	
18	<p>Correspondence circulated</p> <ul style="list-style-type: none"> Safeguarding compliance – has been completed by all governors Pecuniary interest – has been completed by all governors Meeting dates for 2022/23 have been shared. 	

Item	Notes	Actions
19	<p>AOB</p> <p>Charities Aid Foundation (CAF) and Benevity</p> <ul style="list-style-type: none"> • During the funding crisis in 2019 parents had been able to contribute money to the schools through CAF and Benevity. The PSFA now feel uncomfortable that this money is a separate concern to their fund-raising activities. Sarah also feels uncomfortable as the original contributions were to be used to cover the cost of things that are now funded directly by the Sports Premium or catch-up funding. • Over two years we have received very generous donations and some parents / businesses do continue to donate monthly by direct debit. <p>- At their last meeting the F&R Committee agreed that Sarah should talk to the PSFA to find out if they would be happy to continue to receive contributions via EasyFundraising or Amazon or Paypal. If funding were to continue it is important that we clarify what we are fund-raising for and that it should benefit of all children in school.</p> <p>- FGB agreed that this should be reviewed and that initially it will be important to hear what the PSFA are willing to support before making any further decisions.</p>	
15	<p>Date of next meeting: Monday 5th December 2022, 6.00 pm</p>	

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

Dated: 10th October 2022