

Full Governing Body Meeting
Monday 16th October 2022, 6.00 p.m.
MINUTES

Governors in attendance

Ambili Nair
 Craig Dyer
 Harriet Phillips
 Nicole Wilson
 Richard Wilson
 Sarah Jarman (EHT)
 Sarah Steele
 Sean Lang (Chair)
 Stanley Wilson
 Steve Rothwell
 Sulochana Subramaniam
 Toby Allebon

Others in attendance

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

	Item	Supporting Paperwork	Minutes	Action
1	Election of Chair		<ul style="list-style-type: none"> Harriet Phillips proposed Sean Lang continue as Chair of the full governing body; this was seconded by Richard Wilson and unanimously agreed by governors. No other candidate was nominated, or self-nominated. 	
2	Apologies for Absence		Apologies for absence were accepted for Hannah Lewis and Joanna MacKenzie.	
3	Declaration of Interest		None declared	
4	Welcome to our new governors		Chair welcomed Sarah Steele, parent governor at Queen Edith school and Nicole Wilson, staff governor for the Queens' Federation. All present introduced themselves.	
5	Agree Minutes of the last meeting	Minutes for 10.07.2023	Minutes for 10.07.2023 were agreed as an accurate reflection of the meeting.	
6	Matters Arising		<ul style="list-style-type: none"> A sub- committee was formed to prepare a governor visits time-table – Sean Lang, Craig Dyer and Harriet Phillips. CS and NS to share whole school monitoring time table which runs on a 2 year cycle, so governor visits can be integrated with monitoring. 	<p><u>To meet – SL CD HP</u></p> <p><u>CS/NS to share monitoring timetable</u></p>

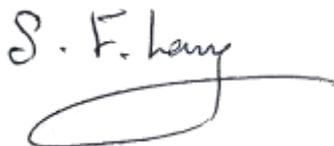
			<ul style="list-style-type: none"> Following discussions around staff well-being at our last meeting, some staff meetings have been cancelled to give teaching staff the opportunity for free time. Governors had been concerned about the work-load impact of MyConcern. MyConcern has to be used effectively and there is no way to stream-line work. If we want robust safeguarding practices we have to record all concerns in as much detail as possible and ensure follow up. More DDSLs have been trained and will be trained this half term, to distribute work-load more widely and to address this concern. 	
7	To ratify Governing Body Standing Orders	Governing Body Standing Orders – Item for review highlighted on page 9.	<ul style="list-style-type: none"> Queens’ Federation Standing Orders were checked against the model standing orders provided by the Local Authority. Previously we had not clarified that all governors can attend, or contribute in writing to any committee meeting, with one week’s notice. This is now included under item 10 and was ratified by the full governing body. 	
8	To accept Code of Conduct for Governors	Code of Conduct for Governors	<ul style="list-style-type: none"> Ratification: Code of Conduct for Governors Hard copy was circulated for all governors present to sign; Hannah Lewis and Joanna MacKenzie to sign at the next meeting. 	<u>HL / JM to sign</u>
9	Declaration of Pecuniary Interest (Annual completion is statutory)	Please complete the form. <i>You can email an electronic/scanned copy to Clerk.</i>	<ul style="list-style-type: none"> Declaration of pecuniary interest has been circulated twice since September. Please return to Clerk as soon as possible. 	<u>Governors to return pecuniary interest form</u>
10	Eid		<ul style="list-style-type: none"> Queen Emma has historically allowed 2 days of authorised absence for Eid; Queen Edith has allowed 1 day. The attendance officer has advised that in line with other local schools only 1 day of authorised absence should be allowed. Families may keep their children off school for 2 days but only one will be authorised. Challenge: What do other schools do across Cambridgeshire? Standard practice is to allow 1 day. Governors agreed that moving forward 1 day of authorised absence for Eid will be agreed at both schools. EHT will write to parents to advise them, but also make it clear that further days can be taken, but not authorised. Challenge: How many families will this impact? A few families at Queen Emma School. 	<u>EHT to write to parents</u>
11	Governor Allowances	Governor Allowances Policy 2023 – for governor review	No amendments were suggested. Ratification: Governor Allowances Policy 2023	
12	Safeguarding <i>Statutory safeguarding documents have been emailed to all governors; there is a link</i>	<ul style="list-style-type: none"> Draft Safeguarding & Child Protection Policy, up-dated September 2023, for ratification 	1. <i>Safeguarding and Child Protection Policy 2023</i> includes up-dates in line with KCSIE, which include information about filtering and monitoring. Monitoring and filtering systems have been set up for all devices in school and the EHT is alerted when concerns are identified and will investigate the matter to see why the filtering and monitoring system has been breached, and record outcomes, with the support of our ICT Technician. Teaching staff have been informed during training day and TAs have	

	<p><i>to electronically sign that these have been received and read.</i></p>	<ul style="list-style-type: none"> • Keeping Children Safe in Education Part 1 & Annex, September 2023 • Code of Conduct for all Adults, for ratification • Guidance for Safer Working Practice, February 2022 • What to do if you're worried a child is being abused • Whistleblowing Policy 	<p>now been informed. The ICT Services has run a training session; Sarah has asked if there is a model policy in place for schools to adopt. This is being worked on by the local authority and will be shared.</p> <ol style="list-style-type: none"> 2. Ratification: Safeguarding and Child Protection Policy 2023 3. As VR has stepped down as governor we have a vacancy for safeguarding governor at Queen Emma School. Sarah Steele offered to take on this role and a visit will be arranged for both safeguarding governors in the new half term. 4. Keeping Children Safe in Education, Part 1 and Annex, September 2023, has been received by all governors. 5. Ratification: Code of Conduct for all adults 6. GSWP, February 2022 – received by all governors 7. What to do if you're worried a child is being abused – received by all governors 8. Whistleblowing policy – received by all governors 	<p><u>Clerk to include this up-date in policy then put on website.</u></p>
13	<p>Up-dated policies for review</p>	<ul style="list-style-type: none"> • Admissions Policy • Charging and Remissions Policy • Whole School Pay Policy 	<p>Ratification: Admissions Policy for Queen Edith and Queen Emma Schools were both ratified. No amendments had been made.</p> <p>Check Item 2.2 remains up-to-date and then send policy for ratification.</p> <p>Pay increases will be applied once the STPCD 2023 has been printed and Parliament has approved. 6.5% pay increase for teaching staff and £1,925 pro rata to be applied to all support staff salary scales.</p> <p>Ratification: Whole School Pay Policy 2023, which includes up-dated pay-scales.</p>	<p><u>Clerk to check with BM and then circulate</u></p>

14	Feedback from Governor Training, Governor Visits and Link Governor Visits		<ul style="list-style-type: none"> Sean Lang and Harriet Phillips had booked onto training courses and will email Clerk details for the training record. HTAR is to be re-scheduled to accommodate SIA's absence. Governors Annual Conference is on 09.03.2023 4 governors are scheduled to attend safeguarding and child protection training on 13th November. No governor visit reports shared. Year 5 QED and Year 6 QEM had taken part in an art project with AstraZeneca and pupil's art-work is displayed in the new building. An invitation is being extended to relevant teaching staff to view this and a digitised version will be shared. Thank you to Ambili for arranging this. 	
15	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ul style="list-style-type: none"> Decision made to support correct recording of absence during Eid, and to align both schools. Updated safeguarding and child protection policy, following guidance from the local authority, and the appointment of a new safeguarding governor, Sarah Steele, at Queen Emma School. New procedures that have been put in place following KCSIE 2023 with regard to filtering and monitoring of devices in schools. Number of deputy designated safeguarding leads has been increased to spread the load of reporting and following up safeguarding concerns on MyConcern. 	
16	Receive Minutes of Committee Meetings	Standards & Improvement – 25.09.2023 Finance & Resources – 02.10.2023	<p><i>Standards & Improvement</i></p> <ul style="list-style-type: none"> Both schools performed really well in national assessments, exceeding expectations. This, in light of the impact of Ofsted at both schools, is very satisfying. Thanks were extended to the staff on behalf of the committee. Reviewed terms of reference Noted improvement in attendance. <p><i>Finance & Resources</i></p> <ul style="list-style-type: none"> The new budgeting and reporting tool is not working and therefore the SLT and committee have been unable to monitor the budget. If this is not resolved it has been agreed that the committee will write a letter of complaint to the Local Authority. Highlighted by the FBM that there is a significant over-spend for TA supply staff at both schools, but we are not able to see the impact of this over-spend on the bottom line. Trees on Queen Emma site, which are over-shadowing residents gardens are being cut down / back and this cost is being covered by the local Authority. 	
17	Items to be reported to parents		Absence recording for Eid celebrations.	
18	Correspondence Circulated	Safeguarding compliance – for electronic signature Pecuniary Interest Meeting dates 2023/24 Biographies for up-date	Clerk will chase governors up regarding pecuniary interest forms. Governors should ensure that their biography is up-to-date.	

19	Any Other Business	<ul style="list-style-type: none"> • Development of the Federation • Phone system 	<p>Development of the Federation</p> <p>Following the cancelled Ofsted inspection at Queen Emma last October it is clear that our schools are in a vulnerable position in a two school Federation. There are several considerations for the SLT and governors:</p> <ol style="list-style-type: none"> 1. The Federation could be expanded to encompass further schools; however the DfE, currently, is not backing Federations and want all schools to be part of a MAT by 2030. The Local Authority would support the Federation expanding and would be the preferred choice of the SLT. EHT has been asked to support two primary schools and our SLT will also provide some support. 2. We could choose to join a MAT, which would be the most obvious path to survival. 3. We could create a MAT; further information could be provided about this by the regional schools commissioner. This is not a quick solution, but does provide a longer term vision. <ul style="list-style-type: none"> • The Local Authority are keen that many primary schools remain maintained schools and with a view to this have been looking at what they can offer; they are in discussion with EPM to look at what they could do better. • Governor: Could converge from an expanded Federation and pivot to MAT at a later date? The FGB and SLT agree that this could be the best way to move forward and to maintain control. • Governor: If we expanded to three schools would that be enough to protect us from forced academisation? We don't know but can find out. • Governor: How important is geography / location? It is important for a Federation, but not for a MAT. • Governor: Are there any new schools being built locally to support new housing? Currently there are none planned for Netherhall Farm or the development on Wort's Causeway, but with the amount of development locally there might be in time. • EHT to speak to JL as a starting point and will report back. <p>Phone System</p> <ul style="list-style-type: none"> • Our existing contract expires at the end of November and we are moving away from ISDN to digital system. • We have received three quotes and our preferred provider is VSL; they have provided the best price and are a local company = £18624 over three years. • Governors are happy to ratify this decision. 	
20	Date of next meeting:		Monday 4th December 2023, 6.00pm	

Signature:



Date: 04.12.2023