

**Governors Present**

Ambili Nair  
Craig Dyer  
Fran Hughes  
Hannah Lewis  
Harriet Phillips  
Joanna MacKenzie  
Nicole Wilson  
Sarah Jarman (EHT)  
Sean Lang (Chair)  
Siobhan Dickens  
Stanley Wilson  
Steve Rothwell  
Sulochana Subramaniam

**Others Present**

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

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		Richard Wilson and Sarah Steele sent apologies for absence which were accepted by the governing body.	
2	Declaration of Interest		No declarations of interest were raised.	
3	Co-opt new governors	Siobhan Dickens Fran Hughes	The governing body unanimously agreed the co-option of two new governors – Siobhan Dickens and Fran Hughes, effective from today and they joined the meeting.	
4	Therapy dog (Lucy Coston)		Lucy Coston attended the meeting to talk with Governors about the introduction of a therapy dog at Queen Emma School.  1. A consultation has taken place with parents of Reception pupils as the therapy dog will reside in Owl Class. Responses have largely been incredibly positive although one or two concerns have been raised, which school have responded to. A consultation is now taking place with parents across the school, with parents asked to share their views by Friday 8 <sup>th</sup> December.	

			<p>2. Lucy Coston, Owl Class teacher and Katie Rowe, our Nurture Group Leader will train as dog handlers. They will follow the mentor dog programme. LC is funding the training herself at a cost of £1350 and school is asking the Governors if they are happy to fund KR, as an additional handler, at a cost of £550. Therapy dogs can only move around school under the supervision of a trained handler. Training for KR will complement her role as nurture group leader and allow her to access multiple classes and groups of children and would mean that the dog can be moved around school by two members of staff, providing flexibility.</p> <p>3. <b>Challenge: Will staff prepare a risk assessment and are we insured?</b> Yes, we are already preparing a specialised risk assessment for a therapy dog in school and insurance and Public Liability insurance is provided through LC.</p> <p>4. <b>Challenge: What benefits are there to the children of a therapy dog?</b> Therapy dogs can help with all aspects of life in school; children feel calmer and more able to regulate themselves and concentrate; they can support self-esteem in pupils; during reading time or working times there is evidence that pupils do more work and focus better with the dog there; children become more confident as they have a friend, and also a shared interest with other pupils.</p> <p>5. <b>Challenge: What concerns have been raised in response to the consultation?</b> We have had concerns raised about allergic reactions and children who are frightened of dogs. Once the consultation has closed on Friday, we will be meeting to discuss all the concerns raised and to address them with parents.</p> <p>6. <b>Challenge: Have concerns been raised around faith? Some faith groups consider dogs to be unclean?</b> As yet not concerns have been raised about this.</p> <p>Governors were supportive of the introduction of Ozzy, a Labrador puppy, as a therapy dog at Queen Emma School and unanimously agreed that the funding for training (£550) should be provided to support KR. They look forward to hearing the results of the whole school consultation and any further decisions that are taken in response to this.</p>	
5	Agree minutes of the last meeting	Minutes 16.10.2023	Governors agreed the minutes of the last meeting on 16.10.2023.	<a href="#">Website</a>
6	Matters arising		Is the whole school monitoring time-table completed so governors can integrate their visit schedule with school monitoring?	<a href="#">CS and NS share when complete</a>

7	Executive Headteacher's Report to the Governing Body	EHT report – Autumn Term 2023	<ol style="list-style-type: none"> <li>1. Following her report for governors EHT would like to highlight the very high levels of SEND and SEMH need at both schools and the lack of services available to respond to this, with long waiting lists to access any assessments or support.</li> <li>2. Ofsted found phonics teaching to be robust at Queen Edith and Nicki Simmons continues to work with TAs in areas that need to be developed. A qualified teacher employed as a TA at Queen Edith is also delivering phonics lessons.</li> <li>3. There has been a huge increase in suspensions at both schools. For some pupils this has expedited support from the local authority in arranging alternative provision and agreeing part-time timetables.</li> <li>4. At Queen Edith the guttering around the pool area has been deemed unsafe and needs to be urgently repaired. The pool tiles were painted last year but this has not lasted and we need a lining. This cannot be installed until the guttering is repaired; timing is very important as teachers will be receiving training in the pool during April, ahead of swimming lessons starting.</li> <li>5. We received a complaint about a member of our kitchen staff giving milk to a child with a dairy allergy and this has been discussed with the parent and the member of staff.</li> <li>6. <b>Governors noted that the results in national KS2 assessments, Y4 Multiplication Check, KS1 outcomes and Y1 Phonics Check were spectacular at both schools and equal to or above national in nearly all areas. They wanted to convey their delight and congratulations to the staff involved in supporting the pupils to achieve so well.</b></li> <li>7. EHT did advise governors that current Year 5 and year 6 cohorts at both schools are more challenging and that the result for Summer 2024 may not be so pleasing.</li> <li>8. <b>Challenge: is the challenging behaviour having an impact on staff?</b> Yes, it is certainly adding to stress levels and preventing other pupils from learning. A lot of challenging behaviour takes place outside the classroom and is managed by TAs, Phase Leaders and SLT, but does sometimes take place in the class environment when children have to be evacuated from the classroom. We are having to re-set and re-thing provision for these pupils putting in preventative measures and risk assessments.</li> <li>9. <b>Challenge: Why are there more suspensions at Queen Emma School?</b> There is a higher level of SEMH need amongst pupils, with the local authority continuing to approach us to take on other pupils with behavioural problems who are having a managed move. Due to the already high level of need we are responding to say that our provision is already stretched but they often don't take no for an answer.</li> </ol>	
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8	Governor training and visits (SL)	Governor training and visits paper	<p>Sean Lang, Craig Dyer and Harriet Phillips have formed a working group to look at training and visit schedule for governors. A paper has been shared with the governing body.</p> <ol style="list-style-type: none"> <li>To look at training opportunities and to book training governors should login to their Governor Hub account. If you have not yet set this up do contact the Clerk who can reset your link.</li> <li>At the next full governing body meeting Craig will show governors how to make full use of the Governor Hub.</li> <li>Governor portal through the Federation website will have a training section and a visits section set up, so governors can upload slides, handouts or visit reports. These should also be shared at the full governing body meeting.</li> <li>Subject Link Governor visits should continue but in addition we can identify aspects of the what has been covered during a meeting which could be the subject of a governor visit, but also to consider visits in line with the whole school monitoring time-table as discussed in item 6.</li> <li>The maths subject link governor role is vacant and Craig Dyer is happy to take this on along with his PE link role. Joanna MacKenzie has offered to take on modern foreign languages.</li> </ol>	<p><u>Governors to set up account.</u></p> <p><u>FGB 29.01.2024</u></p> <p><u>Clerk to oversee set up of sections.</u></p> <p><u>Clerk to update link governor responsibilities</u></p>
9	PRfE – Autumn Term 2023	PRfE Report – Queen Edith PRfE Report – Queen Emma	<p>PRfE reports for both schools were shared with the governors.</p> <ul style="list-style-type: none"> <li>Reports about racist, gender, homophobia and religious incidents are submitted to the local authority are anonymised but details are kept in school.</li> <li><b>Challenge: Why do you think pupils say these things?</b> Often comments are made very</li> </ul>	

			<p>unthinkingly by young children; children are also influenced by what they hear at home.</p> <ul style="list-style-type: none"> <li>• <b>Challenge: Are the number of reported incidents typical?</b> We have no way of knowing this as we are not aware of incidents reported at other schools.</li> </ul>	
10	Data Protection Policy	Revised Data Protection Policy – November 2023	<ul style="list-style-type: none"> <li>• The Queens’ Federation pays into the ICT Data Protection service and their support is invaluable and the new policy is based on the model Data Protection Policy from the local authority.</li> <li>• Details that parents cannot post photos of children at events, other than their own, and we can require them to take them down.</li> </ul> <p><b>Ratification: The full governing body ratified the up-dated data protection policy.</b></p>	<a href="#">On website</a>
11	Safeguarding	MyConcern – Queen Edith concerns MyConcern – Queen Emma concerns	<p>Governors were provided with the concern types that have been reported on MyConcern.</p> <ul style="list-style-type: none"> <li>• Queen Emma staff have reported a high level of welfare concerns during Autumn Term; this would include SEMH concerns.</li> <li>• <b>Governor: very interesting to note that concerns are quite different at each school and very useful for governors to understand where flash points are.</b></li> <li>• At the end of this academic year we will identify the most common categories and stream line the reporting options to suit each school.</li> </ul> <p>PREVENT training Nicole Wilson will provide governors with an online Prevent training link (30-40 minutes). Once completed governors can generate a certificate which they can send to Nicole / Zoe for their files.</p>	
12	Up-dated policies for review		None further	
13	Feedback from Governor Training, Governor Visits and Link Governor Visits	Safeguarding Visit Report – Sarah Steele	<ul style="list-style-type: none"> <li>• Safeguarding Visit took place with Sarah Steele, Safeguarding link governor for Queen Emma School. EHT took Sarah on a visit around Queen Emma School and detailed safeguarding procedures.</li> <li>• Sarah provided an excellent and detailed report about her visit for which governors thanked her and found very helpful.</li> <li>• Joanna MacKenzie, Safeguarding link governor for Queen Edith is visiting both schools to inspect their SCRs later this week and will provide a report for the next meeting in January.</li> <li>• Ambili Nair, Science link governor, had hosted Marianna Santocchini and Nicki Simmons at AstraZeneca where they had a tour and also saw the art display that pupils had been involved with. Photos of the Art Gallery are available on the school website.</li> </ul>	

14	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ol style="list-style-type: none"> <li>1. Agreed funding for therapy dog handler to support pupils at Queen Emma School.</li> <li>2. Strategic planning for governor visits in line with whole school monitoring.</li> <li>3. Executive Headteacher's report provided governors with very detailed information to support their in-depth understanding of both schools, successes and stresses.</li> <li>4. More detailed understanding of reporting through MyConcern.</li> <li>5. We are keen that our nurture provision is up and running at both schools from January and Fran Hughes and Ambili Nair are keen to visit to see how this provision will meet the needs of our SEMH pupils during Spring Term A.</li> <li>6. Craig Dyer is keen to see the Therapy Dog in practice once the consultation with parents is complete and Ozzy has started training and being in school.</li> </ol>	
15	Receive Minutes of Committee Meetings	Standards & Improvement 20.11.2023 Finance & Resources 27.11.2023	<i>Standards and Improvement 20.11.2023</i> <ul style="list-style-type: none"> <li>• Upper KS2 phase leaders joined the meeting to update the committee on strategies at each school for closing the attainment gap in Years 5 and 6.</li> <li>• Improving picture for attendance at both schools compared to the same time last year.</li> </ul> <i>Finance and Resources 27.11.2023</i> <ul style="list-style-type: none"> <li>• Committee had been provided with its first BMR since the introduction of SBS. This has really hampered senior staff and governors in their efforts to monitor the budget. The Committee has agreed to write a letter of complaint to the local authority.</li> <li>• There has been a 200% overspend on support staff supply budget, particularly at Queen Emma School, largely due to the SEMH needs of children who do not meet threshold for EHCP, but require considerable support to be in school. This has eaten nearly all the carry forward from the last financial year and it is agreed that spending on supply must be cut dramatically.</li> <li>• Catering has been taken over by Aspens.</li> </ul>	
16	Items to be reported to parents		Sean Lang to prepare a message for parents for Autumn B's newsletters, mentioning great results and improved attendance.	SFL to prepare
17	Correspondence Circulated		None	
18	Any Other Business	<ul style="list-style-type: none"> <li>• Teaching and support staff pay increase</li> <li>• Thanks and good-bye to Toby Allebon</li> </ul>	<ul style="list-style-type: none"> <li>• EHT confirmed to the governing body that the agreed 6.5% pay increase for teaching staff has will be applied in December's pay and back-dated to September 2023. Support staff have each received £1,925 (pro rata) which will be applied in December's pay and back-dated to April 2023.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

			<ul style="list-style-type: none"> <li>Toby Allebon has come to the end of his 4 year term as Queen Edith parent governor and as his children have now left Queen Edith school he has decided to step down. Toby will be greatly missed and we would like to thank him for all his support and help.</li> </ul>	
19	Date of next meeting:		<b>Monday 29<sup>th</sup> January 2024, 6.00 pm</b>	

*S. F. Lang*

Signed: \_\_\_\_\_

(Sean Lang, Chair, Queens' Federation Governing Body)

Dated: 29<sup>th</sup> January 2024