

**Full Governing Body Meeting**  
**Monday 7<sup>th</sup> October 2024, 6.00 p.m.**  
**Queen Edith School**  
**Final MINUTES**

Governors Present:

Richard Baldwin  
 Sarah Jarman (EHT)  
 Sean Lang (CoG)  
 Joanna MacKenzie  
 Ambili Nair  
 Harriet Phillips  
 Steve Rothwell  
 Sulochana Subramaniam  
 Nicole Wilson  
 Richard Wilson  
 Stanley Wilson

Others Present:

Hayley Brooker  
 Julia Neal  
 Nicki Simmons  
 Cath Stubbs

|   | Item                                       | Supporting Paperwork     | Notes   | Action          |
|---|--|--------------------------|---|-----------------|
| 1 | <b>Election of Chair (Clerk)</b>           |                          | <ul style="list-style-type: none"> <li>Sean Lang was nominated as Chair of Governors by Richard Wilson; this seconded by Joanna MacKenzie and unanimously agreed by the governing body.</li> <li>Sean Lang is therefore elected as Chair of Governors for the term of 1 year.</li> </ul>  |                 |
| 2 | <b>Apologies for Absence (Clerk)</b>       |                          | Apologies for absence were received from Siobhan Dickens and Rachel Holman.   |                 |
| 3 | <b>Declaration of Interest (Chair)</b>     |                          | None  |                 |
| 4 | <b>Welcome to our new governor (Chair)</b> | Richard Baldwin          | We are delighted to welcome Richard Baldwin to the governing body, following an advertisement placed at AstraZeneca. Richard will sit on the Finance and Resources Committee.   |                 |
| 5 | <b>Co-opt new governor (Chair)</b>         | Phil Kirkman - biography | <ul style="list-style-type: none"> <li>Phil Kirkman is Director of the PhD in Education at ARU and responded to an advert shared with staff at the faculty of education at ARU. He has experience of being a school governor.</li> <li>The CoG proposes that Phil join the governing body as a Partnership Governor. Phil has a wealth of experience in Education and is regularly consulted on educational matters in the UK and internationally.</li> </ul> | <u>Clerk to</u> |

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|    |   |   | <ul style="list-style-type: none"> <li><b>The governing body voted unanimously for Phil to join us as a Partnership Governor from Autumn Term B.</b></li> </ul>   | <u>advise PK</u>   |
| 6  | <b>Agree Minutes of the last meeting (FGB)</b>  | Minutes - 08.07.2024  | Agreed as an accurate record  |  |
| 7  | <b>Matters Arising (FGB)</b>  |   | <ul style="list-style-type: none"> <li>Amend wording Item 6 (1)</li> <li>Amend wording Item 6 (10)</li> <li>Item 9 (5) – The Federation’s SIA will now be attending the FIG meetings.</li> <li>Amend wording Item 20 (4)</li> </ul>   | <u>Clerk amended</u>   |
| 8  | <b>To ratify Governing Body Standing Orders (FGB)</b>                                     | Governing Body Standing Orders – <i>Items for review highlighted in yellow.</i>   | <p>Model Standing orders from local authority</p> <ol style="list-style-type: none"> <li>Governing Board agreed that the term of office will remain at 1 year for Chair and Vice-Chair with elections taking place at the first meeting of the academic year.</li> <li>Governing board noted that Associate Governors have voting rights on committees.</li> <li>Governing board agreed that late submissions for meetings should be no longer than 2 sides of A4, 11 point text.</li> <li>Governing board agreed that no more than two governors can join remotely at any one meeting.</li> <li>Governors discussed sharing diversity data but do have some GDPR concerns; this will be kept under review.</li> </ol> <p><b>Ratification: the standing orders were ratified by the full governing body.</b></p>  | <u>Clerk to share SO and ToR on website</u>                          |
| 9  | <b>To accept Code of Conduct for Governors (FGB)</b>                                      | Code of Conduct for Governors – <i>hard copy for signing to be available at the meeting.</i>  | <p><b>Ratification: the Code of Conduct for Governors was ratified by the full governing body and a hard-copy was circulated for governors to sign.</b></p> <p>Missing signatures: Siobhan Dickens, Rachel Holman, Phil Kirkman. Clerk to bring hard-copy to the next committee meetings.</p>   | <u>Clerk to bring to committee meetings for remaining signatures</u> |
| 10 | <b>Declaration of Pecuniary Interest (FGB)</b><br><i>(Annual completion is statutory)</i> | Please complete the form. <i>You can email an electronic/scanned copy to Clerk.</i>   | Declaration of pecuniary interests completed by remaining governors and associate governors at this meeting. Clerk to compile register of pecuniary interest to be shared on the website.   | <u>Clerk to put register on website</u>                              |
| 11 | <b>Review constitution of the governing body (Chair)</b>                                  | <ul style="list-style-type: none"> <li>Instrument of governance</li> <li>Reconstitution of the Governing Board – Advice note</li> </ul> | <ul style="list-style-type: none"> <li>Following our governance impact review by the Local Authority we were advised to consider the size of our governing body, which currently stands at 21 governors. This is made up of 1 EHT, 1 elected staff governor, 2 elected parent governors, 3 partnership governors and 13 co-opted governors.</li> <li>Currently we have a vacancy for an elected parent governor at Queen Edith School, with parents to be informed of the election shortly and 7 co-opted governor vacancies.</li> <li>Previously the FGB had considered that the Federation may expand to include another school and a larger governing body remained sensible. This looks unlikely in the near future and it is sensible to consider reducing the number of governors.</li> <li><b>Governor challenge: Is there any downside to keeping the vacancies?</b> There is a cost as we have to pay for</li> </ul> |  |

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|    |  |                            | <p>governor support for the number of governors stated on our Instrument of Government.</p> <p><b>Following discussions on the considerations detailed in the advice note ‘Reconstitution of the Governing Board’ from the local authority the proposal is to change the Instrument of Government to:</b></p> <ul style="list-style-type: none"> <li>• 2 elected parent governors (1 at each school)</li> <li>• 1 LA governor</li> <li>• 1 Executive Headteacher</li> <li>• 1 elected staff governor</li> <li>• 3 partnership governors</li> <li>• 7 Co-opted governors</li> </ul> <p><b>Decision: That the governing body made the following decisions:</b></p> <p>(i) It’s composition to be:</p> <ul style="list-style-type: none"> <li>• 2 elected parent governors (1 at each school)</li> <li>• 1 LA governor</li> <li>• 1 Executive Headteacher</li> <li>• 1 elected staff governor</li> <li>• 3 partnership governors</li> <li>• 7 Co-opted governors</li> </ul> <p>(ii) This is because the governing body has been operating with several long-standing vacancies for some time and moving to the smaller size which mirrors our current existing governors has proved to be effective.</p> <p>(iii) For the instrument of Government to come into force on 1<sup>st</sup> January 2025.</p> <p>(iv) For the Clerk to send the School Governance Team a copy of the minutes once confirmed as final at the full governing body meeting on 2<sup>nd</sup> December 2024.</p> <p>This will leave the governing body with two vacancies – 1 elected parent governor post at Queen Edith and 1 co-opted governor post.</p> | <p><u>Clerk to email minutes to School Governance Team</u></p> |
| 12 | <b>Governance Self-evaluation (HP, JM)</b> | Governance self-evaluation | <ol style="list-style-type: none"> <li>1. Harriet Phillips and Joanna MacKenzie conducted a self-evaluation review of governance in May 2024, using a template provided by the NGA.</li> <li>2. The self-evaluation was shared with governors and RAG rated.</li> <li>3. Areas highlighted in red are: <ul style="list-style-type: none"> <li>• Financial oversight – this was marked in red as governors were unable to monitor the budget due to failures with the SBS system being available for the FBM to access in a timely fashion. This academic year sees the same issue arising, with SBS being up-graded over the Summer but still not accessible to SLT or FBM.</li> </ul> </li> </ol>   |  |

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|    |  |   | <ul style="list-style-type: none"> <li>We do not conduct 360 degree reviews of the Chair and Vice-Chair or evaluate individual contributions. Governors agreed that an annual re-election of our CoG and Committee Chairs (Vice-Chairs) is a 360 degree appraisal, as they would not be re-elected if they were not thought to be competent.</li> </ul> <p>4. Areas highlighted in amber are:</p> <ul style="list-style-type: none"> <li>Training – this is an area that governors have identified that they wish to think further about following guidance from the local authority about maximising the benefit of training attended and sharing learning with other governors.</li> <li>Strategic involvement – we have already considered how to increase strategic involvement of the governors. The SDP details areas that the governing body should be focusing on; refer to Leadership and Management.</li> <li>Responsibilities with regard to the well-being of the EHT – this is covered by the HTAR panel who consider the well-being of the EHT at the appraisal meeting.</li> <li>Stakeholders – we do conduct a bi-annual survey amongst parents and staff.</li> <li>Visits – need to be linked with the key aims of the SDP.</li> </ul> <p>The governance self-evaluation will be reviewed annually during the Summer term and shared with the FGB at their meeting in Summer term B.</p> |  |
| 13 | <b>Term dates 2025-2026</b>                                | Term dates 2025-2026                                  | Proposed term dates for academic year 2025-2026 were agreed by the governing body.  |  |
| 14 | <b>Local Authority Governance Impact Review (EHT, CoG)</b> | Governance Impact Review, July 2024 - Chris Sutton    | <p>The Governance Impact Review was largely very positive. Actions arising from the review are:</p> <ol style="list-style-type: none"> <li>That the Federation must write a three year financial recovery plan; with no access to SBS, our financial advisor is pulling together base line figures for each school with nursery removed. However without knowing our base line figures we are unable to prepare this. Our financial advisor has said that they will set aside as many meetings as possible to support us with this.</li> <li>Governors will be responsible for effectively monitoring the plan.</li> <li>Ensuring impact of knowledge and training is shared with rest of the Board e.g. what do we do with training knowledge and what actions will be taken as a result of it. How will it be utilised to increase the whole governing board’s knowledge.</li> <li>Governing Board should give considerations to the staffing structure.</li> <li>Governing Board must have involvement in drawing up the SDP and reviewing the progress of the schools. This could be in the form of arriving prior to an FGB meeting, checking the SDP and putting ideas or challenges on a post-it note for SLT to respond to.</li> </ol>  |  |
| 15 | <b>Governor Allowances Governor email addresses</b>        | Governor Allowances Policy 2024 – for governor review | <b>Ratification: Governor Allowances Policy was ratified by the full governing body.</b>  |  |

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|    |   | To discuss all governors having a Federation email address in line with GDPR expectations.   | Following discussions governors unanimously agreed that it is appropriate for them to have Federation emails addresses in line with GDPR expectations. Irvine Knight will set up governor email addresses.  | <u>ZV to advise Irvine Knight</u>                   |
| 16 | <p><b>Safeguarding</b><br/><i>Statutory safeguarding documents have been emailed to all governors; there is a link to electronically sign that these have been received and read.</i></p> | <ul style="list-style-type: none"> <li>• <b>Draft Safeguarding &amp; Child Protection Policy, updated September 2023, for ratification</b></li> <li>• Keeping Children Safe in Education Part 1 &amp; Annex, September 2024</li> <li>• <b>Code of Conduct for all Adults, for ratification</b></li> <li>• Guidance for Safer Working Practice, February 2022</li> <li>• What to do if you're worried a child is being abused</li> <li>• Whistleblowing Policy</li> <li>• <b>Annual governance</b></li> </ul> | <ul style="list-style-type: none"> <li>• There have been some major changes to the safeguarding and child protection policy, with more references to exploitation and a greater explanation of honour based abuse.</li> <li>• Safeguarding has been tightened for children in alternative provision (page 22) and we have therefore strengthened safeguarding guidance for those 3<sup>rd</sup> party providers using our premises. If providers do not have their own safeguarding procedures in place we ask them to sign up to our procedures.</li> <li>• <b>Governor challenge: Do we review their procedures?</b> Yes, we ask for copies of their procedures to keep on record.</li> <li>• Other changes involve amending dates, personnel changes, electronic records stored on MyConcern, but also the storage of historical files in hard copy, although these are now very few.</li> <li>• <b>Ratification: The safeguarding and child protection policy was ratified by the full governing body.</b></li> </ul> <p><b>Ratification: The Code of Conduct for all adults was ratified by the full governing body.</b></p> <p><b>The Whistleblowing Policy was ratified by the F&amp;R Committee in April 2024.</b></p> <p>These are the governance reports which are submitted to the local authority during Summer term B and reported to governors at the first FGB of the academic year.</p> | <ul style="list-style-type: none"> <li>•</li> </ul> |

|    |   | safeguarding report  |   |  |
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| 17 | <b>Admissions Policy following ratification at Standards and Improvement Committee Meeting (23.09.2024)</b> | Admissions Policy Queen Edith 2024/25<br>Admissions Policy Queen Emma 2024/25<br>Admissions Policy Queen Edith 2025/26<br>Admissions Policy Queen Emma 2025/26 | <ol style="list-style-type: none"> <li>Following advice from the School's Ombudsman we have over-hauled our admissions policies. We have prepared 4 admissions policies – 2 for QED 2 for QEM with one for 24/25 one for 25/26.</li> <li>We submitted our admissions policy to the adjudicator as part of our request for a reduction in PAN for QEM Reception 2025 and were advised that we were non-compliant in 22 areas. EHT and COG met with the LA, who were very supportive in helping us amend the policy to ensure compliance.</li> <li><b>The policy for 2024/25 was ratified at the Standards and Improvement committee meeting on 23.09.2024</b> and is now on the website to ensure compliance for families looking for admissions information during this academic year.</li> <li><b>The policy for 2025/26 was ratified at the Standards and Improvement Committee meeting on 23.09.2024</b> for families of Reception pupils applying for a place in September 2025.</li> <li><b>The standards and improvement committee meeting on 23.09.2024 was quorate</b> so we were able to ratify these policies, but are required to report this to the full governing body.</li> <li>It is proposed that Reception PAN at Queen Emma remain at 30 for 2026/27.</li> <li><b>Governor challenge: do we have any projected figures for Reception 2026 from place planning?</b> The numbers provided by place planning suggest that for the QED / QEM shared catchment area there will be 66 children which is low but slightly larger than in recent years.</li> <li><b>Governor challenge: Will there be sufficient places available for children once the development goes ahead at Wort's Causeway?</b> We understand that there will only be c. 40/50 houses completed by September 2026. Should this increase the numbers applying to Queen Edith and Queen Emma Schools the Local Authority could ask the governing board to consider taking on an extra class to accommodate them.</li> <li><b>Decision: Governing body unanimously agreed that we should move forward with a consultation for PAN to remain at 30 for Queen Emma Reception 2026.</b></li> <li>Schools are required to complete a full consultation with stake-holders on their admissions policy every 7 years and the EHT will now move forward with a consultation on this basis which will take place during November and December.</li> </ol> |  |
| 18 | <b>Up-dated policies for review</b>   | <ul style="list-style-type: none"> <li>Charging and Remissions Policy</li> <li>Whole School Pay Policy 2024 and EPM Advice Note</li> </ul>                     | <p>The list of benefits was up-dated in order to be compliant with government guidelines and cross-referenced with our Pupil Premium offer.</p> <p><b>Ratification: The full governing body ratified the charging and remissions policy 2024.</b></p> <ul style="list-style-type: none"> <li>The Whole School Pay policy is being consulted on with staff for 10 days and then with the Unions for 10 days.</li> <li>The pay determinations in the policy are dependent on the 5.5% pay award.</li> <li>The policy has been checked against the EPM model.</li> <li>The STRB has proposed removing performance related pay for teachers unless they are going through capability procedures and this should be decided upon by the governing board.</li> <li><b>Governor challenge: Do staff ever not move through the pay scales, dependent upon performance?</b> No,</li> </ul>   | <u>EHT to amend policy in line with decision</u> |

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|    |  |  | <p>not unless they are going through capability proceedings.</p> <ul style="list-style-type: none"> <li>• <b>Decision: that governors agree that performance related pay is removed in line with STRB proposals.</b></li> <li>• <b>Ratification: The full governing body ratified the whole school pay policy 2024.</b></li> </ul>                      | <u>and share with staff and unions.</u> |
| 19 | <b>Feedback from Governor Training, Governor Visits and Link Governor Visits</b>                               |  | <ul style="list-style-type: none"> <li>• Visit forms – share with new governors</li> <li>• Need to identify how we make best use of visits and training.</li> <li>• Look at reports in a later meeting of FGB.</li> </ul>   |   |
| 20 | What is the impact of decisions made during this meeting upon the standards and improvement of the Federation? |  | <ul style="list-style-type: none"> <li>• We have reviewed the constitution of the governing body to be more streamlined.</li> <li>• Agreed that governors should have Federation email addresses in line with GDPR.</li> <li>• Agreed to consult on a PAN of 30 for Queen Emma Reception 2026.</li> </ul>   |   |
| 21 | <b>Receive Minutes of Committee Meetings</b>   | <p>Standards &amp; Improvement<br/>23.09.2024</p> <p>Finance &amp; Resources<br/>30.09.2024<br/>Extraordinary FGB<br/>05.09.2024</p> | <p>At the S&amp;I Committee meeting on 23.09.2024 the Admissions policies were ratified with this reported to the FGB.</p> <p>SBS system is not working so we have not been able to adequately monitor the financial position of the schools. Following a complaint by the CoG the new director of education is coming in to meet with CoG and EHT.</p> |   |
| 22 | <b>Items to be reported to parents</b>   |  | <ul style="list-style-type: none"> <li>• Admissions policy in due course.</li> <li>• Parent governor elections</li> </ul>   |   |
| 23 | <b>Correspondence Circulated</b>   |  | <ul style="list-style-type: none"> <li>• Safeguarding compliance – for electronic signature</li> <li>• Pecuniary Interest</li> <li>• Meeting dates 2024/25</li> <li>• Biographies for up-date</li> </ul>  |   |
| 24 | <b>Any Other Business</b>  |  | We have offered the post of FBM to the candidate that we interviewed today and hope to have a positive response to share with governors soon. RW was part of the interview panel.   |   |
| 25 | <b>Date of next meeting:</b>   |  | <b>Monday 2<sup>nd</sup> December 2024, 6.00pm</b>  |   |

Signature: S. F. Lang

Dated: 2<sup>nd</sup> December 2024