

Minutes – Queen Margaret Primary Academy Council

Version:	FINAL	
Issue Date:	Date this version – 04.09.25	
Meeting Date:	Thursday 10th July 2025	
Location:	Queen Margaret Primary Academy	
Time:	5.15pm	
Chair:	Joy Pegg	Chair
Council Attendees:	Lesley Hendrie	Vice Chair
	Finley Bytheway	Sponsor Councillor
	Emily Draper (part)	Staff Governor
	Hayley Ide	Parent Councillor
	Chloe Ryland (part - online)	Support Staff Councillor
Apologies:	Hannah Barraclough (Accepted)	Staff Councillor
	Matt Green (Accepted)	Parent Councillor
	Suzie Weaver (Accepted)	Executive
In attendance:	Sara Bennion	Principal
	Heather Evans	Clerk

Item	Action	Update
	No actions outstanding	

Minutes

Item	Description	Action
1	Introduction, Administration and Apologies	
1.1	5.15 - JP opened the meeting. Apologies had been given and accepted from HB and MG.	
2	Confidentiality and Pecuniary Interests	
2.1	Councillors were reminded that all items were confidential and no additional pecuniary interests were declared.	
3	Academy Council Membership	
3.1	There remains one independent Sponsored Councillor vacancy. JP knew of an incoming parent that had expressed interest and a short discussion followed around the parent/staff v non parent/staff balance and the balance of interest needed. ED is re-considering her Staff Councillor position alongside other work commitments.	
4	Minutes	
4.1	The minutes from the meeting on 15.5.25 were agreed and signed by the Chair. Action – File and upload.	HE

5	Matters Arising																										
5.1	There were no matters arising.																										
	Academy Council Report:																										
6	Quality of Education including Curriculum developments																										
6.1	<u>Teaching and Learning</u> SB gave an update on recent Academy Review Meetings (ARM) on 13.6.25, ongoing developments to update the Teaching and Learning Framework and also induction in the 4-year English Hub Phonics Partner scheme.																										
7	Achievements and Standards																										
7.1	a) Student Outcomes SB informed the Council that the Raising Attainment Project (RAL) had ended for the time being. Year 5 results were being analysed to set priorities for Year 6. Long term tracking interventions would continue but whether this process would be via TLCs was being reviewed.																										
7.1.1	<u>Data</u> EYFS – 65% achieved expected standard in prime areas (71% CLF, 74% DfE) More girls achieved this level than boys (80%:69%) because of S&L and 2 x significant EHCP need. PP EYFS will remain a focus. <i>(CR left due to signal failure)</i>																										
7.1.2	<u>Phonics</u> 80% of Yr 1 achieved the required level in their Phonics Screening Test (81% CLF, 82% DfE) Of Yr 2 children, 78% have now passed (included re-testing). 5 will receive phonics into Yr3.																										
7.1.3	<u>Multiplication Check – Yr 4</u> 63% achieved full marks with the anticipated National average being around 39% It was noted that PP children achieved a higher average mark than non-PP. (22.3 v 21.2).																										
7.1.4	<u>SATs</u> <table border="1" data-bbox="231 1108 1284 1317"> <thead> <tr> <th></th> <th>Expected</th> <th>National</th> <th>Greater Depth</th> <th>National GD</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>75%</td> <td>75%</td> <td>5%</td> <td>33%</td> </tr> <tr> <td>Writing</td> <td>75%</td> <td>72%</td> <td>5%</td> <td>13%</td> </tr> <tr> <td>Maths</td> <td>65%</td> <td>74%</td> <td>15%</td> <td>26%</td> </tr> <tr> <td>Combined RWM</td> <td>55%</td> <td>62%</td> <td></td> <td></td> </tr> </tbody> </table> <p>One pupil narrowly missed obtaining maths expected lowering the anticipated RWM score but it was noted the increase made in 2 years. It is important to note that, as the cohorts are small, data is related to cohorts specifically.</p>		Expected	National	Greater Depth	National GD	Reading	75%	75%	5%	33%	Writing	75%	72%	5%	13%	Maths	65%	74%	15%	26%	Combined RWM	55%	62%			
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7.2	b) Attendance QMPA has achieved the highest attendance to date (96.%) across the CLF Trust (35 schools). This was felt to be as a result of the school developing and maintaining a strong supportive relationship with parents over several years. Persistent absence was recorded at 6.6% (10 children)																										
7.3.	c) Quality of Teaching and Learning SB informed Council of likely changes to Subject Leadership time formatting in 2025-26. Curriculum Layout would also vary according to Year groups to accommodate the spread of available resources (e.g. Art equipment).																										
7.4	d) Behaviour and Exclusions There have been no Fixed Term Suspensions (FTS) this year. 5 children are now on 'Check in Charts'.																										

7.4.1	One child will remain in reception on an adjusted timetable. Another child in KS1 receives additional support until an allocated school place becomes available. Discussion on the variation in EHCP funding across counties took place.	
7.5	e) Pupil Premium and LAC As written in report – no additional update available at this meeting.	
7.6	f) Leadership and Management The SEF (School Evaluation Form) had been updated but the new DfE OFSTED Framework will generate further alterations. (Q) - Councillor – How is our rating currently looking on the SEF? SB – QMPA rated - Good.	
7.7	g) Personal Development As written in Academy Council Report – nothing added.	
13	Governance	
13.1	Writing Update ED gave an update on Years 1-5 and Year 6 SAT's results with an increase in the number of children 'on-track'. Recent moderation both internally and externally was outlined, along with information on Poetry sessions and competitions. Writing will remain on the AIP and adaptations and support for all were explained. Yr6 specific interventions would continue to develop their level of writing. (ED left 6.55pm)	
8	Safeguarding	
8.1	Numbers as written – 2 x CP, 5 x CIN, 8 x EH and 2 x TAF/TAC It was noted that CP numbers were low but 2 MAARF had been recently submitted.	
8.2	LH (Safeguarding Link Councillor) had visited on 1.7.25 and summarised her visit that had reviewed keys areas, meetings, ACE's, the new comprehensive, different End of Year Report. She commented on that YMM referrals would be re-considered given their premise on one particular area and she praised SLT on their extensive Safeguarding knowledge and commitment. Her report is to be filed on Governor Hub	LH
9	Finance, Health & Safety and Estates	
9.1	The Academy Council had previously been made aware of a significant deficit and SB reported on changes and options being considered to reduce this.	
9.2	Analysis of figures relating to First Aid was undertaken with weather, areas and age-groups considered.	
9.3	The site would be shut over the summer for a series of extensive building works (heating and cloakroom work) and outline details were provided to the Academy Council. (Q) - Councillor – Is this an advantage of CLF over GCC? S - GCC undertook upgrades and repairs, but the heating probably wouldn't have been done.	
10	Staffing and Wellbeing	
10.1	A review of the staff survey had been undertaken and SLF were reviewing lower % questions to address these. (Q) - Councillor – Was there a question relating to staff satisfaction? SB – Not directly but there was a question asking if staff would recommend their place of work and this was 79%.	
11	Policies that require review	

11.1	<u>Data Protection</u> – agreed	
11.2	<u>Charging and Remissions v 3</u> – noted Board version amendment from v2 (A/C May 2025)	
11.3	<u>Online Safety v 2.5</u> - noted	
11.4	<u>Attendance v 5</u> – agreed.	
11.5	As with previous policies, inconsistencies were noted with title versions, revisions (pages 2) and footers. This would be referred to the CLF Governance department.	HE
11.6	Academy Council were informed that the CLF Safeguarding Policy would not be available until mid-Autumn.	
11.7	ACTION : Update required policies on Website	SB
12	Student Voice	
12.1	SB reported on a new ‘Love our schools and towns’ project and she had taken the School Council to meet Tewkesbury Academy students. Here, both sets of pupils wrote a mission statement and discussed plans for local events and engagement.	
13	Governance	
13.1	<u>Writing update</u> – given - See 13.1 above	
13.2	<u>Data update</u> – given see 7a	
13.2	<u>Maths update</u> A written report had been submitted by AW, Maths lead.	
13.3	<u>Visit update</u> LH – Safeguarding – see 8.2 HI – was visiting for an SEND visit on 11.7.25 - Report to follow on Governor Hub	LH/HI
13.4	HE reported that the 2025-6 meeting dates would be advised by CLF shortly.	
14	EDI	
14.1	An EDI statement had been written and submitted to CLF with details of plans to increase EDI across the school in 2025-26. Saima Akhtar is the EDI Lead at CLF.	
14	Matters for the Board / COAC	
	None	
15	Any Other Business	
15.1	Thanks were given to all the Academy Councillors for their support to the school across the year.	

Item		Description	Action
24-25/6	4.1	File/Upload Final Minutes	HE
24-25/6	8.2	LH to upload Safeguarding Visit Report	LH
24-25/6	11.5	HE to report Policy inconsistencies to Governance	HE
24-25	11.7	SB to upload Policies on Website	SB
24-25/6	13.3	HI to upload EYFS Visit Report	HI

Meeting End 7.49pm

Signed

Date