

Minutes – Queen Margaret Primary Academy

Council Minutes

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Meeting Date: Thursday 17th October 2024
Location: Queen Margaret Primary Academy
Time: 5.15pm

Chair: Lesley Hendrie Vice Chair
Council: Finley Bytheway Sponsor Councillor
Attendees: Emily Draper Staff Councillor
 Hayley Ide (HI) Parent Councillor
 Chloe Ryland Support Staff Councillor

Apologies: Joy Pegg (JP) Chair
Accepted
In attendance: Sara Bennion Principal
 Susie Weaver Executive Principal (Virtually)
 Heather Evans (HE) Clerk
 Daina Kelly Deputy Head/SENCo

Date	Item	Action	Update
May 24	3.1	Parent Councillor Election to be arranged	HE To be held September 24 Matt Green elected

Minutes

Item	Description	Action
1	Introductions	
1.1	HE, Clerk, opened the meeting and welcomed all, including two new Councillors. Apologies had been received and accepted from JP.	
2	Confidentiality and Pecuniary Interests	
2.1	Councillors were reminded of confidentiality and no additional pecuniary interests were declared.	
	Academy Council Membership	
3.1	JP had spoken with LH re the role of Vice Chair during September and the Council members were pleased to confirm appointment of Lesley to this role.	

4	Minutes	
4.1	The minutes of 11 th July 2024 and 10 th October 2024 were agreed as an accurate record of the meetings. Action – File and upload to Governor Hub.	HE
5	Matters Arising	
5.1	None for 2025 <i>(SW joined the meeting)</i>	
13	Governance	
13.1	SEND DK, SENDCo, gave a presentation to the Council with current figures, details of need across the school and training and objectives. EYFS has 47% SEN currently with Yr 1 (8 of 15 pupils) plus Yr 2 and 5 being discussed. Attendance of QMPA SEN children was high at 98% v 95% Nationally. Q – Councillor – Do others in your cluster report high SLD rates in EYFS? Yes, with NV and gestures. This communication difficultly can present as frustration with behavioural issues. Q – Councillor – How supportive are parents? Do they engage? Support is put in place but parents can struggle to engage. This often results in discharge from clinic lists but the school can try to intervene to help reinstate them. Travel to clinics can also pose an issue so online sessions are facilitated. <i>(DK left the meeting 5.43pm)</i>	
	Academy Council Report:	
6	Quality of Education including Curriculum developments	
6.1	See Item 13	
7	Achievements and Standards	
7.1	a) Student Outcomes	
7.1.1	Data SB reported back on the 6 questions posed at the Board Scrutiny meeting. She explained to Councillors the format and productivity of new Core Team Meetings involving teachers and TPs. Details of the Raising Attainment Project were presented. Mock SATS data 1 Reading 26% all 14% PP 60% Non PP Maths 37% 29% PP 60% Non PP RWM 21% 14% 40% Non PP Trust RWM 30% 14% 60% Non PP	
7.1.2	Internal Data DOOYA had been input onto CLF systems and further information would be provided once analysed.	
7.2	b) Attendance Attendance was currently very good at 98% with Persistent Absence at 2%. 100% attendance had been achieved and a Parent Councillors commented favourably that this was shared with parents to celebrate.	
7.3.	c) Quality of Teaching and Learning	

	See item 13	
7.4	d) Behaviour and Exclusions SB gave feedback on one pupil and one class specifically. There were no FTS to report.	
7.5	e) Pupil Premium and LAC It was reported that the 3year Pupil Premium Strategy was being updated.	
8	Safeguarding	
8.1	f) Safeguarding LH, the Safeguarding Councillor, had met with the Principal on 16.10.24 and provided a summary of her visit; training, the Principal's Safeguarding report, DK meeting with Tewkesbury Academy and 'Eyes on the Child' (QM children being protected whilst being educated off-site). The full report would be completed and shared with the Council via Governor Hub.	
9	Finance, Health & Safety and Estates	
9.1	Concerns re Subject Leadership time had now been resolved to ensure that this AIP area could be addressed well.	
10	Staffing and Wellbeing	
10.1.1	SB reported that new staff had settled well. A Staff Voice survey had been carried out with feedback and suggestions made. Q – Councillor – Can you give an example of what was asked? The first part was a CLF format survey but there were 6 additional questions around what helps staff well-being and what would help.	
10.1.2	Q – Councillor – Can you give feedback on the singing event this week? This was part of a 1-year initiative by Tewkesbury Abbey. 2 year groups from QMPA took part along with 2 other primary schools. It involved 5 weeks of rehearsals culminating in a concert and attending Evensong which was a new experience for many.	
11	Policies that require review	
11.1	There were no policies for review at this meeting. Policies had been reviewed 10.10.24	
12	Student Voice	
12.1	New School Councillors had been elected and would meet with SB before half term. This year anonymous speeches were given and parents and pupils reported that this was seen as a fairer process.	
13	Governance	
13.2	CURRICULUM Councillors were reminded that the previous 'Theme' Curriculum that linked Science, Geography, History and DT had not been considered to work well with seemingly diluted knowledge. All years were undertaking a new Science Curriculum with Yrs 1,2,3 and 5 also studying other areas of a new Curriculum. All years would follow this in 2025-6. AW (Yr 3) was assessing how this was working and had looked at Geography so far and identified resources for pre/post assessment gaps.	
13.3	Phonics – Unlocking Letter and Sounds (ULS) had begun and a school was being identified for staff to visit to see this in action first hand.	
13.4	Writing	

	<p>The writing framework which is being used for assessment was given in detail. It was clear that basic writing essentials should be cemented earlier and this was being addressed.</p> <p>Moderation would take place during the CLF conference day 24.10.24 and would be a new experience in the Trust for staff.</p>	
13.5	Reading – The CLF Reading Lead has met with ED on 16.10.24	
13.6	Maths – Further updates would be given at the scheduled meetings as per Planner.	
	<p>Q – Councillor – Are all staff on board with this new Curriculum?</p> <p>All felt the previous system didn't work for our children. Staff believe this one will and Year 2 joined this year rather than next and Year 6 would have but had already covered the planned topics in Year 5 with the old curriculum design.</p> <p>ULS – this has changed for all year groups and not been introduced in stages as staff want to change and join schemes used by others within the CLF Trust.</p> <p>There is additional time pressure with ULS to catch up with 2 lessons per day currently.</p>	
13.7	Councillors reported being able to access the training online and it appeared to be working well.	
	<p>Q – Councillor – Can you give information on Link Councillors?</p> <p>HE – gave information on the 4 required roles (3 for primary) and options available for other areas that the Council felt would be beneficial.</p>	
14	EDI	
14.1	SB, Headteacher, had met the CLF EDI lead and had mapped assembly time to incorporate and share information.	
14	Matters for the Board / COAC	
	None	
15	Any Other Business	
	<p>Q – Councillor – What plans are there to help our pupils transition better?</p> <p>SB had met with KMcG of Tewkesbury Academy (TA).</p> <p>Data of QMPA pupils was also being analysed by TA and would be shared with SB once available.</p>	

Item		Description	Action
1/24-5	4.1	File Final Minutes	HE

Meeting End 7.04pm