

Minutes – Queen Margaret Primary Academy

Council Minutes

Version:	FINAL	
Issue Date:	Date this version - 8.1.2026	
Meeting Date:	Thursday 27 th November 2025	
Location:	Queen Margaret Primary Academy	
Time:	5.15pm	
Chair:	Lesley Hendrie	Vice Chair
Council Attendees:	Matt Green (MG)	Parent Councillor
	Hayley Ide (HI)	Parent Councillor
	Chloe Ryland (CR)	Support Staff Councillor
Apologies:	Joy Pegg (JP)	Chair
Accepted	Finley Bytheway (FB)	Sponsor Councillor
Absent:	Hannah Barraclough	Sponsor Councillor
In attendance:	Sara Bennion	Principal
	Susie Weaver	Executive Principal (Items 6-13)
	Heather Evans (HE)	Clerk

Date	Item	Action	Update
25-26/1	1.4	Training / Safeguarding –2 ACs to be trained – details received	HE
25-26/1	9.2	Councillors to complete Skills/Effectiveness area on Governor Hub	ALL

Minutes Meeting opened 5.18pm

Item	Description	Action
1	Introductions	
1.1	LH, Vice Chair opened the meeting and welcomed all present. Apologies had been received from JP and FB and HB was absent from the meeting.	
2	Declarations of Interest and Confidentiality	
2.1	Councillors were reminded of confidentiality. No additional pecuniary interests were declared.	
	Academy Council Membership	

3.0	Councillors were updated on a meeting between SB, HE and a potential new councillor. CLF Governance would be notified regarding this application.	HE
4	Minutes	
4.1	The draft minutes of 4th September 2025 were agreed and signed by LH - To file	HE
5	Matters Arising	
5.1	Councillors were reminded to complete their Skills and Effectiveness element if they hadn't already done so. A number of Councillors had completed their training online and discussions were ongoing with CLF Governance re outstanding training options.	
6	Academy Council Report: Achievements and Standards	
6a	<p>SB gave an overview of the new agreed AIP developed from Trust Level.</p> <p><u>T&L Framework</u> This had been developed in conjunction with staff creating shared ownership and focus. SB explained the Culture, Conditions and Personal Development audit undertaken in its development.</p> <p><u>Curriculum</u> This had been Trust developed but with QMPA children in mind.</p> <p><u>Writing</u> was still a focus to secure basics, achieve an agreed handwriting approach and give pupils opportunities to edit their work.</p> <p><u>Maths</u> – This focus was on reasoning using knowledge in problem solving ways. KS1 had reviewed NCETM and changed approach to focus and embed skills in a consistent way. Councillors acknowledged staff input in this document.</p> <p>Discussion took place around teachers attending subject/curriculum training at Network meetings and giving feedback at QM roundtable sessions. It was reported that these took place online rather than involving travel.</p>	
6.1	<p>English Hub – A recent visit had taken place and HV, Reading Lead, would action any recommendations.</p> <p>2 ARVs had taken place providing staff the opportunity to talk through their areas.</p> <p>Q – Councillor – Do you think regular visits help?</p> <p>SB – Yes, the School Council had met and the children talked about their relaxed attitude to visitors and their enjoyment in sharing their work with them.</p> <p>The school is still part of the Raising Attainment project and regular Core Team Meetings (short term targets) and Interventions (longer term) are taking place.</p>	
6.2	<p>Baseline DOOYA Data showed 10% of Yr6 on track to attain RWM (Reading, Writing & Maths). SB explained that, unlike last year, the whole class needed improvement in areas as opposed to individual pupils in certain areas.</p> <p>Q – Councillor – It is unusual that Writing scores are significantly higher than Reading ones? SB suggested that this could be due to pupils being less prepared for the Reading papers or that their lower reading fluency and comprehension ability impacted on scores.</p> <p>Q – Councillor – Or their history in school? It was noted that due to COVID-19 and staffing, the first settled year these children had in school was not until Year 4. SB told Councillors that there were ongoing aims in place to help fill gaps and secure knowledge.</p>	
b	<p>Attendance – This was positive in all areas at over 97%.</p> <p>Persistent Absence (PA) was at 2.4% (below National Average) with SEN PA at 0%</p> <p>Councillors congratulated the school on achieving and maintaining a high level again this year.</p>	

c	<u>Quality of Teaching</u> -SB explained the principle of case sampling where work by individual SEN or Disadvantaged children is reviewed in all areas of their learning. SLT have reviewed monitoring by staff and subject leaders to ensure consistency.	
d	<u>Behaviour</u> There had been two weeks of challenging behaviour from children with high needs in different areas. SB explained the impact on other children, staff and time. Check in charts had been introduced to help address this. 1 child had been provided with extra funding but was still on an adjusted timetable.	
e	<u>Pupil Premium & LAC</u> . SB informed Councillors that the PP Strategy was being updated for the required 31 December deadline. FB would be sent this to review.	SB
8	Safeguarding	
8.0	Figures were reviewed as per the A/C report circulated in advance: - CP 1 CIN 3 EH 1 <u>Q – Councillor – Why are these lower than usual?</u> SB explained that there was a backlog of referrals, a higher threshold for action and more Early Help work being done in school.	
8.1	LH reported that she had undertaken 2 visits as Safeguarding Link Councillor in October. She had looked at the Multi Vulnerable List and recognised the work undertaken to keep this up to date. Staff Training (KCSIE) and the Safeguarding Audit had also been reviewed. The reason for Section 17 Referrals had been clarified to her as less serious than Section 47 and online safety concerns had been discussed with the Principal. Whole school assessments in relation to safeguarding were reported on – as visit report.	
9	Finance, Health & Safety and Estates	
9.1	A previously forecasted deficit of £124k was reported but now stood at £120k. Given this, the class structure for 2026/7 was being reviewed and more details would be provided to Council in January. It was reported that other local schools also had declining numbers on roll.	
9.2	Heating and Playground inspections had taken place. The new heating system was working but regulation and insufficient heat at times remains an issue.	
10	Staffing and Wellbeing	
	This was reported as generally satisfactory but a long term, combined with illness and increased child behaviour issues, was generating fatigue and difficulties amongst some staff members. Check-ins and support were being given to all.	
11	Policies that require review	
	<u>1) Admissions Policy 2027-8</u> – Approved - Send to GCC <u>2 EYFS</u> This was a statutory policy and out of date but a model policy had now been obtained. It was likely that this would be provided to Academy Council in January 26 but SW advised that it may not be needed if it was referenced elsewhere in other policies.	HE/SB
12	Student Voice	
12	SB reported that the children enjoyed talking confidently to adults during visits about their writing aspirations. Other topics discussed at the Council Meeting held on 27.12.25 was about feeling safe in school with adults and friends. A playground project had been set and would be reported on again at a future date.	
13	Governance	
13.0	<u>Monitoring Walk 21.11.25</u> HI provided a summary of the visit that she, FB and LH had attended.	

	<p>Councillors saw children undertaking different activities but noted them being on task with consistent attention and good behaviour. The lessons were pacy in nature and those who needed support with learning were equally engaged. They looked particularly at reasoning during their walk and could hear the mathematical language being used by children.</p> <p>Councillors went on to discuss gaps in learning and how this was being addressed. (Full report submitted on Governor Hub by HI.) HI also gave</p>	
13.1	<p><u>SEND</u> Daina Kelly, Senco had provided 3 reports in advance of the meeting. Councillors commented on the breakdown by class and the varied and extensive need in certain areas of the school. SB agreed that a significant amount of work and organisation was undertaken by staff to address needs and ensure that these were being fully met. HI reminded Council of her meeting with DK earlier in the term and confirmed the considerably higher than national average level of SEN children at QMPA. Q – Councillor – What is a Classroom Checklist? SB explained that this was a range of ways in which the classrooms were adapted to create inclusive environments. This included not only the physical environment with multi-sensory and different resources but socio-emotional changes, routines and adaptations, such as chunking.</p>	
13.2	<p><u>Writing Update</u> The Writing Lead, Emily Draper, had provided a written overview in advance but it was agreed to postpone discussion on this item until additional information on the impact of these steps, along with new steps, had been provided. This would be re-scheduled for the January meeting.</p>	HE
13.3	<p><u>Ofsted Toolkit</u> SB explained the mapping toolkit outline and evaluation process. Councillors agreed to review the section in relation to Governance and continue discussion at the next meeting when all would be present (Governance section).</p>	HE
13.4	<p><u>ISDR</u> A copy of this document had been provided in advance for Councillors to review. SB reminded those present that this report was based on QMPA not QMPS.</p>	
13.5	HE reported that online, tailored courses for Councillors were being planned.	
14	Diversity, Equity, Inclusion and Belonging	
	The new title was noted and SB reported that we have a statement.	
13	Matters for the Board / COAC	
	None	
14	Any Other Business	
	<p>Councillors had noted dates to visit and help at upcoming events from the AC report. Feedback from the Parents’ Evenings held on the previous evenings, 24 & 25 November 2025, had been extremely positive. So far, 70 of the 100 families had responded. A full analysis of this feedback would be made available for the next meeting.</p>	HE/SB

Item		Description	Action
25-6/2	3	New application form to be provided to interested party	HE
25-26/2	4	Upload minutes to Governor Hub and file paper copy	HE
25-26/2	7e	Pupil Premium Strategy to be reviewed by FB – December 25	SB
25-26/2	11	Admissions Policy to be sent to GCC	HE
25-26/2	13.2 13.3 14	Items to be added to the January agenda	HE

Meeting End 7.29pm