

Minutes – Queen Margaret Primary Academy

Council Minutes

Version: FINAL
Issue Date: Date this version - issued 27.11.25

Meeting Date: Thursday 4th September 2025
Location: Queen Margaret Primary Academy
Time: 5.15pm

Chair: Joy Pegg (JP) Chair
Council Attendees: Finley Bytheway (FB) Sponsor Councillor
 Matt Green (MG) Parent Councillor
 Lesley Hendrie (LH) Sponsor Councillor, Vice Chair
 Hayley Ide (HI) Parent Councillor
 Chloe Ryland (CR) Support Staff Councillor

Apologies: Hannah Barraclough Sponsor Councillor
Accepted
In attendance: Sara Bennion Principal (Virtual)
 Susie Weaver Executive Principal (Virtual)
 Heather Evans (HE) Clerk

Date	Item	Action	Update
	No actions outstanding		

Minutes Meeting opened 5.18pm

Item	Description	Action
1	Introductions	
1.1	HE, Clerk, opened the meeting and welcomed all present. Apologies had been received and accepted from HB and details of ED's resignation were shared. ACTION: Recruit Staff Councillor replacement.	HE
2	Declarations of Interest and Confidentiality	
2.1	Councillors were reminded of confidentiality and no additional pecuniary interests were declared.	
2.2	Councillors were reminded to renew their declarations of interest and KCSIE requirement for 2025-6 on GovernorHub.	ALL
	Academy Council Membership	

9.1	SB reported to Council that there was one new member of the teaching staff and that they had settled in well. Outline details of the two INSET days were given.	
11	Policies that require review	
11.1	<p><u>I) Health & Safety (Board) + Health & Safety Arrangements Part 3 (Local)</u> Comments were made on the thoroughness (Assistance Dogs) of this Board Policy but a discrepancy was noted between page 13 (Internal Auditors to be Appointed and Page 3 Recommendation from Internal Audit Q – Councillor – Do we have a Lockdown Policy? Yes – The school has a procedure but it has yet to be carried out. A new Lockdown Alarm is due to be installed next summer. <u>Policy Noted and Part3 Approved.</u></p> <p><u>ii) Behaviour Policy</u> It was reaffirmed that there was different wording but sanction and consequence are the same. Due to it only being considered by staff at INSET it was agreed that this policy was to be confirmed online once considered by Councillors. ACTION Sign by 12.9.25</p> <p><u>iii) Low Level Concern Policy v10 (Board)</u> Q – Councillor – Is this a new policy? Yes – a stand alone policy now. SB reported that there was a tracker of incidents too. A Councillor commented that this was good to document any larger picture. This Board Document v10 was noted as being part of the CLF Employment Manual.</p>	ALL
12	Governance (Part 1)	
12	<p>SB gave an overview of the new AIP to enable Councillors to plan monitoring. This covered: - Writing (Improving Child outcomes developing Shortbursts and writing skills Maths (Reasoning) Curriculum (Embed the new curriculum and meet the needs of QMPA children) T&L (High quality professional development). Q – Councillor – Are you still part of Raising Attainment (RAL)? Yes and also working with another group of CLF schools. The Academy Council had also received and reviewed the current Risk Register. <i>(SB and SW left the meeting)</i></p>	
6	Governors Essentials and Safeguarding Training	
6.1	<p>Councillors watched part 1-16 of Governors Essentials Training. Due to additional training provided, not all was Essentials and Safeguarding Training was completed in the time available. ACTION: HE to report back to CLF Governance and for advice.</p>	HE
12	Governance (cont)	
12.1	<p>Councillors discussed and planned priorities, meeting agendas re Governance areas and scheduled Monitoring visits (terms and content). ACTION: Upload to Governor Hub.</p>	HE
9	Academy Council Membership/Training/Feedback	
9.1	See items 1 & 6	
9.2	Councillors were also asked to complete the Skills / Effectiveness area on Governor Hub.	

13	Matters for the Board / COAC	
	None	
14	Any Other Business	
	A revised signing in procedure was discussed and agreed. This would better document what Councillors were in school to participate in or monitor.	

Item		Description	Action
1/25-26	1.1	Staff Councillor Recruitment	HE
2/25-26	2.2	All Councillors to complete KCSIE & Declarations of Interest 25-26	ALL
3/25-26	1.4	File/Upload Final Minutes	HE
4/25-26	7.1	HE to pass on thanks to Yr 6 Team	HE
5/25-26	11.1	Councillors to read / comment / sign Behaviour Policy	ALL
6/25-26	6.1	HE to report back re Training / Safeguarding	HE
7/25-26	9.2	Councillors to complete Skills/Effectiveness area on Governor Hub	ALL
8/25-26	12.1	Planning and Monitoring Document to be on Governor Hub	HE

Meeting End 7.15pm