

Minutes – Queen Margaret Primary Academy

Council Minutes

Version:	FINAL	
Issue Date:	Date this version - issued 6.3.25	
Meeting Date:	Thursday 5 th December 2024	
Location:	Queen Margaret Primary Academy	
Time:	5.15pm	
Chair:	Joy Pegg	Chair
Council	Lesley Hendrie	Vice Chair
Attendees:	Finley Bytheway	Sponsor Councillor
	Emily Draper	Staff Councillor
	Hayley Ide	Parent Councillor
	Chloe Ryland	Support Staff Councillor
	Matt Green	Parent Councillor
	Hannah Barraclough	Sponsor Councillor
Apologies:	None	-
Accepted		
In attendance:	Sara Bennion	Principal
	Susie Weaver	Executive Principal
	Heather Evans	Clerk

Date	Item	Action	Update
		None outstanding	

Minutes

Item	Description	Action
1	Introductions	
1.1	5.17pm - JP opened the meeting and introductions were made to the two new Councillors, MG and HB.	
2	Confidentiality and Pecuniary Interests	
2.1	Councillors were reminded that all items were confidential and no additional pecuniary interests were declared.	
	Academy Council Membership	
3.1	Discussions were continuing with a potential new Councillor and they were to be invited in for an informal meeting.	

4	Minutes	
4.1	The minutes of 17 th October 2024 were agreed. Action – File and upload to Governor Hub.	HE
5	Matters Arising	
5.1	None for 2025	
	Academy Council Report:	
6	Quality of Education including Curriculum developments	
6.1	It was noted that the report now included 2 additional areas within the Ofsted Framework for completion. It would be beneficial for all Councillors.	
6.2	SB reported on deep dives undertaken by the Curriculum Lead (Geography, Science and History) and information at staff meetings from Subject Leaders. Q – Councillor – What are ‘bright spots’? These are helpful, successful areas of a school – often then shared with other schools.	
6.3	<i>(Susie Weaver joined the meeting)</i> Feedback was given on the Conference Day, staff training, moderation, phonics and maths.	
7	Achievements and Standards	
7.1	a) <u>Student Outcomes</u>	
7.1.1	Councillors were given an update on the Raising Attainment Project along with targets set from outcomes for Year 6.	
7.1.2	<u>Internal Data</u> Data was being submitted and analysed (SATs, NFER, Phonics Tracker) and results would be given at the next meeting.	
7.2	b) <u>Attendance</u> Attendance remained extremely high at 96-98% and this was being shared regularly with parents. Feedback from Parent Councillors was that this demonstrated the shared responsibility of parents to maintain this. Persistent Absence was significantly lower than in 2023-24.	
7.3.	c) <u>Quality of Teaching and Learning</u> SB updated the Council on Curriculum Reviews, Round Tables monitoring and training.	
7.4	d) <u>Behaviour and Exclusions</u> AC – Commented on focussed behaviour observed during the monitoring visit 29.11.24 3 children are on behaviour plans and the process of this was explained. 2 children currently on adjusted timetables with fortnightly meetings to discuss increasing this with parents are being held. Warnings were raised that their overall attendance may fall as a result but would be monitored as usual.	
7.4.1	0 FTS so far this year.	
7.5	e) <u>Pupil Premium and LAC</u> There are currently no CIC/LAC but 4 children are subject to SGO.	
7.6	f) <u>Leadership and Management</u> AC – LH gave verbal feedback on the Monitoring Visit (written report 29.11.24) with increased focus and engagement by all pupils observed.	
	g) <u>Personal Development</u> Updates on Assemblies and Life Skill visits were reported.	
8	Safeguarding	
8.1	Numbers as written – 2 x EH, 2 x CIN.	

	Safeguarding related meetings were lower than usual but, since the written report, two strategy meetings had been held and this would increase involvement.	
8.2	<p>SEND</p> <p>One pupil has been raised from a Band 2 to Band 4 funding, not usual in mainstream school but there is no alternative place available.</p> <p>AC –No place? How is provision in Gloucestershire?</p> <p>There is no specialist provision available for the child currently. There is one new school due in 2026 and the other build was declined.</p> <p>After Christmas, there is due another pupil. They come without an EHCP and require extensive support.</p>	
9	Finance, Health & Safety and Estates	
9.1	The Principal reported a funding discrepancy resulting from SEND supply but is meeting regularly with the finance team.	
9.2	All Fire and Health and Safety jobs have been resolved except a high-cost one. This was for LED lighting.	
9.3	<p>Q – Councillor – Why has the number of accidents increased 20% already this year?</p> <p>This online reporting system was only implemented from May/June for 2023-4.</p> <p>Therefore, it is not comparable as yet but can be reviewed later in the year.</p>	
10	Staffing and Wellbeing	
10.1.1	Feedback on the responses to Staff Voice was provided to the Academy Council.	
11	Policies that require review	
11.1	<p><u>Positive Handling and Physical Intervention Policy</u></p> <p>AC - One query was raised re training not yet undertaken but SB confirmed that 2 staff members were already trained and that there were complications re the availability of training slots for this course. Safeguarding Leads were aware of this.</p> <p>Policy – Agreed</p>	
11.1.1	2 staff meeting had been booked for all staff to attend de-escalation training.	
11.2	<p><u>Complaints Policy</u></p> <p>AC - A conflict of interest query was highlighted re the person named for stages one and two being the same. It was agreed that the person was ‘organising’ for the complaint to be heard both locally and at stage 2 and not dealing with or investigating personally.</p> <p>Policy - Agreed</p>	
11.3	<p><u>Exclusions and Suspensions Policy (Board)</u></p> <p>AC - Other CLF policies have gender neutral terms but this policy makes reference to he/she which is not.</p> <p>Policy noted with the above wording to be amended locally.</p> <p>ACTION: Clerk to inform CLF re this item. To be uploaded to website.</p>	HE
11.4	<p><u>RHSE Policy (Board)</u></p> <p>AC – 33.2 makes reference to reviews. What form will this take?</p> <p>The Academy Council should expect them through Curriculum updates and in the Principal’s report updating on RHSE – e.g. withdrawing from lessons.</p> <p>Policy noted</p>	
11.5	<p><u>Records Retention Policy (Board)</u></p> <p>Policy noted.</p>	
11.6	<p><u>SEND</u> – It was agreed that this policy could be reviewed in June 2025 as planned.</p> <p><u>Subcontracting Policy</u> – This was due but not available as yet – pending.</p>	

12	Student Voice	
12.1	The School Council was due to meet before the end of Term 2. Councillors had heard feedback from pupils during the monitoring visit.	
13	Governance	
13.1	CURRICULUM <u>WRITING</u> – ED provided Councillors with an update, data summary and information on training, planning, priorities and moderation. Recent data showed that pupils on track had increased from 42% to 59% <i>(SW left the meeting)</i>	
13.1.2	<u>READING / PHONICS</u> HI – Councillor Link for EYFS gave feedback on her visit (Written report 8.11.24) Updates were given on phonics implementation and interventions to ‘keep up’ not catch up. <i>AC – Are there still Learning Together sessions for parents?</i> <i>Yes – these ‘Curriculum and Cake’ mornings have class specific foci to show and inform parents different areas of learning.</i> <i>Q – AC - What is DOOYA?</i> Deepening/On Track (+with support)/ Yet to be / At another curriculum This information would be available in January after analysis. <i>(MG left)</i>	
13.2	Councillors were reminded that training should be completed before Christmas.	
13.3	ACTION: Roles of Link Councillors would be reviewed/reshared.	All
14	EDI	
14.1	An EDI statement had been written and shared with the CLF EDI Lead as report.	
14	Matters for the Board / COAC	
	None	
15	Any Other Business	
	None	

Item		Description	Action
24-25/3	4.1	File Final Minutes	HE
24-25/3	11.3	Report to LT (CLF) wording of Exclusions and Suspensions Policy as noted.	HE
24-25/3	11	Arrange for agreed/noted policies to be uploaded to website	SB
24-25/3	13.3	Link roles to be reviewed/re-allocated - Record at next meeting	All

Meeting End 7.24pm

Signed (Chair) Date