

Minutes – Queen Margaret Primary Academy

Council Minutes

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Meeting Date: Thursday 25th June 2026
Location: Queen Margaret Primary Academy
Time: 5.15pm

Chair: Lesley Hendrie (LH)
Council Attendees: Chloe Ryland (CR) Hayley Ide (HI) Finley Bytheway (FB) Eleanor Neale nee Davis (ED)

Apologies: None
Accepted

In attendance: Sara Bennion (SB) Susie Weaver (SW) Sally Bryant (SB) Heather Evans (HE)

Chair
 Support Staff Councillor
 Parent Councillor
 Sponsor Councillor
 Staff Councillor (online)

Principal
 Executive Principal (online)
 Deputy Governance Officer (online)
 Clerk

Minutes Meeting opened 5.17pm

Item	Description	Action
1	Introductions	
1.1	HE, Clerk, opened the meeting and welcomed all present, including ED, the new staff Councillor. The meeting was quorate.	
2	Declarations of Interest and Confidentiality	
2.1	Councillors were reminded of the confidential nature of the meeting and no additional pecuniary interests were declared.	
3	Academy Council Membership	
3.1	HE updated Councillors on the two open EOI's. One was currently undergoing HR checks and the other was on hold awaiting information on times and dates. SB added that it was unlikely the meeting times would as be changed and the position taken up.	
4	Minutes and matters arising	
4.1	The draft minutes of 8 th January 2026 were approved. Those of 5 th March 2026 were approved with the word DOOYA added at 7a.4 for clarity.	HE

5	Matters Arising	
	None	
6	Academy Council Report: Quality of Education including Curriculum	
6.1	The Principal reported that, as a result of falling birth rates it was no longer sustainable to keep 7 classes and that 4 KS2 classes would be merged to 3. This has been relayed to parents and staff and had generally been accepted well.	
6.2	(Q) FB, Disadvantage Link Councillor, referred to the school's PP report note on maintaining small classes, and questioned how the school would ensure that its responsibility to manage the needs of PP and disadvantaged pupils was being met. SB explained how the rationale split of classes targeted their needs and the merger enabled a TA to be kept in each class to support them.	
6.3	(Q) HI – What are the numbers of each class? Class 3-4 is 29 and 4-5 is 30.	
6.4	As part of the new arrangement, SLT will take on the teaching of Maths in the hall. It was questioned, given their already high workload, how this will be managed? SB said it would be a priority with but acknowledged there would be days when troubleshooting would be more difficult for other members of staff.	
6.5	The spare classroom will become an inclusion base for particular children with high need who follow a different curriculum. Staff will visit Waycroft specialist provision for ideas. HI commented on seeing the Kingfisher room for dysregulated children during her visit.	
6.6	(Q) What challenges do you see with curriculum planning for mixed classes? SB reported on needs to prioritise equality of opportunity to all pupils and has mapped a 2-year plan to cover the different pathways taken to ensure all Yr 3-5 learning is covered. Teachers have been given planning time to make adaptations for next year. Writing units need to be re-visited to prevent repetition and Unlocking Letters and Sounds has been approached as to how adaptations can be made for mixed year groups with the spelling curriculum. Staff have thought intentionally of the child's learning, it's placement and the variety of skills the children need to learn.	
7	Academy Council Report: Achievements and Standards	
7a. 1	Mock 4 results were less strong than hoped but it was reported that some individual progress in individual subjects had been made. It had been a challenging week with some total refusals, despite adaptations having been made.	
7a. 2	LH, Chair, had attended the SATs as part of the Council's usual monitoring process and reported that processes were being followed as required.	
7a. 3	Writing moderation had been carried out with 75% of Yr 6 pupils reaching the expected standard.	
7a. 4.	Phonics – 76% of Yr1 passed in line with the expectations and need of the class. Of the Yr2 retakes, 3 of 4 pupils passed. MTC – 32% (6 of 19) scored 25 and 47% (9 of 19) scored 20 or above. Those who achieved less than 20 are having interventions until the end of the term.	
7b. 1	<u>Attendance</u> This remained high and was the highest in the Trust still.	
7c. 1.0	<u>Quality of Teaching</u> – Curriculum A CLF ARM was scheduled for 26.6.26 and one item would be to identify the AIP for 2026-7.	
7d. 1.0	<u>Behaviour</u>	

Commented [SB1]: Have added KS2

Commented [SB2]: Added about spelling

Commented [SB3]: 75%

	(Q) LH – Behaviour continues to be a challenge and take considerable SLT time. Is this worse than previous years? SB reported that it tended to be the same children but a few of these have shown larger behaviour issues, and more physical, than before. Some of these pupils had been impacted by needs and their environment outside school. Staff training on de-escalation and managing low-level behaviour had been identified as needed (last in 2025). Team Teach trained staff would learn strategies to avoid injury.	
7d 1.1	(Q) What will help protect those teachers? SB illustrated the different options across school and that the Behaviour policy would be reviewed in September as usual. (Q) Given more physical instances and local strike issues because of behaviour issues, how is staff morale? It was reported that, generally, physical issues happened outside of the classroom. Staff members present confirmed that they check in on each other and provide each other with breathing space. It was noted that one of the strengths of the school was that the SLT were very active with managing inappropriate behaviour.	
7e	(Q) What is happening with Prostars, which has been so beneficial? Sports Premium funding for the upcoming year has dropped to one third of present funding so the school cannot maintain the current provision. QMPA wants to retain MoveMore, which enables access to competitions, and Rugby Tykes which supports the younger years very well. Discussions are ongoing with Prostars and there will be sport hubs through which Prostars can apply for additional support for our pupils. More information will be provided once known.	SB
7f	<u>Leadership and Management</u> An Academy Scrutiny meeting took place on 4.6.26. LH reported on Academy Scrutiny meeting she and SB, Principal, attended on 4.6.26. They were held to account by people who didn't know the school. Recommendations were: - 1. It is recommended that the school continues to develop and implement its curriculum mapping for mixed-age classes, ensuring that statutory outcomes remain a priority during this transition. 2. Leaders should further strengthen their ability to confidently articulate the impact of improvements and outcomes, particularly in preparation for inspection. 3. The school should maintain its strong focus on inclusion, which is a real strength of the academy, and ensure that this continues to be clearly evidenced across all areas of provision SB confirmed that they had more knowledge of the new OFSTED framework and staff keep abreast of knowledge and documentation as usual. She had met Kate Richardson from CLF re the framework and school SEF.	
7e	<u>Safeguarding</u>	
7.1	Current Figures are 0 CP, 5 CIN, 4 EH and TAF/TAC 3. (Q) - These numbers appear low. Is this due to a change of threshold levels? Yes, this is the same across other settings in Gloucestershire. SB updated figures since the report was written to: 2 MARFs being submitted and 2 referrals to LADO.	
7.2	LH reported that she meets SB regularly and outlined her last meeting. She had seen the latest end of term Safeguarding report and, at each meeting, identifies a focus area. The last meeting looked at child-on-child abuse and mental health support topics. The meetings are reported as effective and efficient and being both broad and specific.	
9	<u>Finance, Health & Safety and Estates</u>	
9.1	An outstanding Health and Safety CLF Audit result was obtained since the last meeting.	

	The heating/air cooling system installed last year was not working in all classes as it should so some classes reported temperatures of over 30 degrees this week in the heat. Details of the part-time openings during w/e 26.6.26 were relayed to Councillors.	
9.2	Finance – the deficit is less than the original set but still in excess of £100,000.	
10	Staffing and Wellbeing	
10.1	It was reported that the end of term production would be a musical event rather than a play this year.	
11	Policies that require review	
11.1	<u>SEND Policy</u> This policy was approved subject to the following amendments: - 1) References to Headteacher should be amended to Principal. 2) HI's name should be amended to 'Allocated link Governor and updated as soon as possible with another Councillor. HE would speak with BS. (At this point, HI announced that she was resigning at the end of this term rather than at the end of her term of office in October 2026. She had found it a valuable experience, but this was a natural break prior to the new school year and annual training.) Thanks were given to HI for her input over the years.	HE / SB
	<u>Information Report</u> This was approved for publication with the following amendments: - 1) References to Headteacher should read Principal 2) Queen Margaret School should read Queen Margaret Academy 3) The SEN councillor should be named. 4) A question mark (?) needs to be added to the first question 5) Governing Body should be amended to read Academy Council.	
12	Student Voice	
12.1	Two school council meetings had been held between the Principal and class representatives on how safe they felt in school. Some concerns were raised and assemblies on this had followed. The meetings were productive with discussions on fundraising, energy saving and sustainability covered. They were felt to be a focussed group and consideration is being given to keeping this committee for a further year to develop their ideas and engagement.	
12.2	Two Yr6 pupils had attended CLF Pupil Parliament events, one in person	
13	Governance	
13.1	<u>Writing Update</u> An end of year report had been submitted in advance by the Writing Lead. <u>Q – What is drawing club?</u> ED explained this is not a writing scheme but a purposeful emerging writing scheme by Greg Bottrill based on a book and creating picture ideas from this. There is a programme for use by Yr1, Curious Quest, that is being investigated to keep the pupils' imaginative ideas going.	
13.2	<u>(Q) What is being done to address the levels of Yr 3 data?</u> SB - The need of that cohort is known and we are thinking of individuals across the two new classes and mapping needs and skills to secure accordingly. This issue is also being revisited in Core Team meetings.	
13.3	<u>SEND in a nutshell</u> It was felt this document is a comprehensive overview of the school showing comparisons, needs, how the school is addressing these and links with PP (with 65% of	

	SEN children also being PP). Councillors noted the wide range of support offered and that the lowest attendance score was 93%.	
13.4	<u>SEND Visit</u> HI reported on her last visit, April 2026 where she visited DK (SEND), classrooms and observed the sensory circuit area in use.	
13.5	SB summarised a reflective meeting between the Principal, Chair and Exec Head held after the scrutiny and key areas raised in the discussion.	
13.6	Training – None of the Councillors had been able to attend recent online courses offered by CLF Governance.	
14	Diversity, Equity, Inclusion and Belonging	
	SB explained the process of a Hoop Assembly carried out recently. LH had been unable to make this assembly but would be attending one on 6 th July at 9am.	
15	Matters for the Board / COAC	
	None	
16	Any Other Business	
16.1	(Q) FB asked about new TU rights and asked if QMPA and CLF are aware of this and how they are being accommodated? SB made assurances that CLF were aware and that it would be filtered down to schools. A number of QMPA Teachers are members and TUs come in to talk to all staff on options available.	
16.2	(Q) Yr 6 Transition days did not take place due to school closures arising from the excessive heat temperatures. What is being done to support our pupils moving to TA? SB reported that talks with TA re alternative options had taken place but it was logistically difficult to replicate the original plans across all primary school timetables. A teacher and previous QM pupils had already been into school this month to give an informative talk which had been beneficial.	
16.3	(Q) are most pupils moving on to TA? 17 are with 2 to Winchcombe and one to a school in Cheltenham.	

Meeting Ended 19.15

Meeting	Item	Description	Action
25-26/4	12.2	LH to attend next Hoop Assembly -	HE / LH
25-26/4	13.1	Feedback request that future RAL reports are to provide more detail on QMPA children	HE
25-6/5/5	7e	Update on Sport Funding Provision and allocation of funds.	
25-26/5	11.1	Policies to be amended prior to publication	HE / SB
25-26/5	11.1	HE to speak with BS re SEND Link Councillor role	HE