

VR

**QUEENSMILL SCHOOL  
LOCAL GOVERNING BODY**

Wednesday 24 November 2021 at 1.00pm

held at school

**Minutes**

Membership:

Name	Initials	Role	Term of office expires
Ms Louise Ahern	LA	Staff Governor	March 2025
Ms Aymeline Bel	AB	Head of School	Ex-officio
Ms Aishatu Dapchi	ADa	Parent Governor	8 Dec 2023
Ms Anushya Devendra	ADe	Co-opted Governor	10 March 2025
Ms Meerna Faraj	MF	Parent Governor	11 Dec 2024
Ms Michelle Gordon	MG	Parent Governor	8 Dec 2023
Ms Fiona Mylchreest	FM	Co-opted Governor; Acting Chair of the Board of Governors	15 June 2024
Mr David Reston	DR	Co-opted Governor	27 Jan 2023
Ms Lisha Rooney	LR	Co-opted Governor	Second four-year term to 14 Nov 2025
Ms Lara van Lynden	LL	Co-opted Governor	25 Nov 2025

Also in attendance:

Mr Freddie Adu	FA	The Queensmill Trust CEO
Mr Mike Giddings	MLG	MLG Education Services
Mr Robert Hawker	RH	Clerk to the Board of Governors

The meeting commenced at 13.04.

No	Item	Action
<b>1.</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>	
1.1	All governors were present.	
<b>2.</b>	<b>LISHA ROONEY'S TERM OF OFFICE</b>	
2.1	The acting chair proposed that LR's term of office be extended for a further four years. The proposal was seconded by DR. <b>Motion</b> to approve LR's second term as a co-opted governor. The motion was <b>approved</b> unanimously.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST / REVISION OF REGISTER OF BUSINESS INTERESTS</b>	

LR



3.1	There were no declarations of interest.											
4.	<b>LOCAL GOVERNING BOARD: TERMS OF REFERENCE (ToR) FOR LGB AND IF NECESSARY, CREATION OF COMMITTEES</b>											
4.1	<p>The acting chair invited the governors to consider the CEO's paper regarding the formation of the academy's local governor board (LGB).  It was suggested that the proposals contained in the document could first be trialled.  <b>Q:</b> A governor asked, will the board have less responsibility as an LGB?  <b>A:</b> Yes, as this is the nature of a multi academy trust (MAT), there is less representation although the board will still have to manage the budget for the school, and it also continues to have responsibilities for safeguarding and educational standards.</p> <p>The head of school (HoS) said she preferred to use the individual link governors instead of having committees; this way there would be more meetings between the link governors and the relevant staff to monitor that aspect of the school's business. The link governors would be expected to write a report following each meeting and circulate this to all governors for their information.  <b>Q:</b> A governor asked, how many more meetings could there potentially be?  <b>A:</b> As a maintained school, the governing body had a full board meeting and a committee meeting (one each for the resources and curriculum committees) per term. If this model is followed, then there will continue to be one termly LGB meeting and for the rest of the time there would be ad hoc meetings.</p> <p>The CEO added that the Trust's sub-committees would maintain links between their own nominated trust advisor and the school's link governor so that a secure link was maintained between the two.  The school's link governor would attend the Trust's sub-committee to report back and to maintain the link between the two.  The HoS said that maintaining the school's system of link governors would then keep them in line with the Trust, so key link governors would be needed in education and standards, and audit risk and finance.  The link governor roles for safeguarding and H&amp;S would be kept separate which would be four link areas in total.</p> <p>Governors volunteered for the following links:</p> <table border="1" data-bbox="295 1518 1197 1774"> <thead> <tr> <th>Link area</th> <th>Link governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>MG, LL</td> </tr> <tr> <td>Health &amp; Safety</td> <td>LA</td> </tr> <tr> <td>Education and standards</td> <td>LR, ADa</td> </tr> <tr> <td>Audit and finance</td> <td>DR</td> </tr> </tbody> </table> <p><b>Action:</b> the clerk to provide governors with a visits report template.  Following a link governor visit, the link governor to firstly submit their report to the HoS before sending it to the clerk for tabling at the forthcoming LGB.</p>	Link area	Link governor	Safeguarding	MG, LL	Health & Safety	LA	Education and standards	LR, ADa	Audit and finance	DR	
Link area	Link governor											
Safeguarding	MG, LL											
Health & Safety	LA											
Education and standards	LR, ADa											
Audit and finance	DR											
4.	<b>ELECTION OF THE LGB CHAIR AND VICE CHAIR</b>											
4.1	<u>Chair of the LGB</u>											

VR

- 4.2 The clerk, acting as chair, invited nominations for the role of chair of the LGB. LR self-nominated and this was seconded by MF. There were no other nominations and LR was elected chair of the LGB to serve for one year.
- Vice-chair of the LGB
- The clerk, acting as chair, invited nominations for the role of vice-chair of the LGB. MG self-nominated to serve as deputy, and this was seconded by MF. There were no other nominations and MG was elected vice-chair of the LGB to serve for one year.
- Action:** LR and MG to identify suitable courses to support them in these roles.
- Action:** RH to check with the local authority regarding access to their governance services and courses.
- 4.3 FA thanked FM for the hard work she has given to the school in her role as deputy and acting chair over may years. FM continued to chair the meeting at the request of LR.

LR, MG  
RH

**5. MINUTES OF THE MEETING HELD ON 21 MAY 2021**

- 5.1 The minutes of the previous meeting, held on 21 May 2021, were confirmed as an accurate record and approved.
- 5.2 Matters arising  
There were no matters arising.

No	Minute	Actions from 21 May 2021	Who	When
1	4.1	<u>Minutes of the meeting held on 11 March 2021:</u> the clerk to check Governor Hub that the chair MW has done them. <b>Update</b> (2021-11-24): Completed and action closed.	RH	
2	5.1	<u>Election of chair and vice-chair:</u> the election of officers to the local governing body of Queensmill School within the MAT will be tabled at the next meeting. <b>Update</b> (2021-11-24): Completed and action closed.	RH	
3	5.2	<u>Governors' declarations:</u> there is one outstanding declaration to be made via Governor Hub for the NGA Code of Conduct; business interests, and KCSIE part 1 2020. Governors were reminded to complete their declarations for 2021-22. The clerk to remind those governors who are still to complete theirs. <b>Update</b> (2021-11-24): Completed and action closed.	FA	

LR

4	7.1	<p><u>Central services procurement</u>: the headteacher to share further information about the process with governors.</p> <p>Agreed by email in July.</p> <p><b>Update</b> (2021-11-24): Completed and action closed.</p>	FA	
5	9.1	<p><u>Finances</u>: MG to send governors copies of the current end-of-school year balance sheets and the budget for 1.4.21 to 31.5.21</p> <p><b>Update</b> (2021-11-24): Completed and action closed.</p>	MG	
6	9.2	<p><u>Link governors roles</u>: link governors will be required for a number of areas in the new school year, item to be tabled at the next meeting.</p> <p><b>Update</b> (2021-11-24): Completed and action closed.</p>	RH	
7	10.4	<p><u>Policies</u>: As a result of academisation, the clerk was asked to check the policies schedule for local governing boards (LGBs).</p> <p>Not in FA's document, set of trust wide policies and some that are more specific. List of policies on Queensmill School website, statutory policies are being maintained by the trust and if further one then they will be sent to the LGBs.</p> <p>AB wants to go through all the policies to ensure they are all up to date.</p> <p><b>Update</b> (2021-11-24): Carry forward to next agenda to ensure they are done.</p>	HoS	

No	Minute	Actions from FGB 11 March 2021	Who	When
7	6.6	<p><u>Governor training</u>: RH to send through details of the bi-borough's training to FA and MW.</p> <p><b>Update</b> (2021-05-21): information to be sent when made available from the local authority.</p> <p><b>Update</b> (2021-11-24): RH to repeat for this year's offer subject to the school's SLA with the local authority. Prevent training is free via the Home Office website and RH to circulate the URL.</p>	RH	
8	6.7	<p><u>Skills audit</u>: FA to send last year's and ask governors to update.</p> <p><b>Update</b> (2021-05-21): form circulated at this FGB. FM said this was done at end of last term.</p> <p>FA will send to AB and circulate to governors for this academic year.</p>	RH	ASAP

		Safeguarding training to do annually and Prevent bi-annually. <b>Update</b> (2021-11-24): RH to send Prevent training link to all.		
--	--	---	--	--

<b>5.</b>	<b>GOVERNANCE MATTERS</b>	
5.1	<p><u>Governors' four declarations to be made via Governor Hub for:</u> NGA Code of Conduct 2021; business interests 2021, HMRC Fit and Proper Persons 2021, and KCSIE part 1 2021.</p> <p><b>Action:</b> the clerk to audit the current status of governors' declarations.</p>	RH
5.2	<p><u>Governing Body vacancies to be considered.</u></p> <p><b>Action:</b> the clerk to ascertain the compliment of governors for Queensmill School's LGB.</p>	RH
5.3	<u>Governors' training to report</u>	
5.3.1	Governors had no training to report.	
5.3.2	<p>Following the meeting, the school has agreed to sign up to the local authority's governor services as detailed below:</p> <p><i>The local authority charges £60 to access the LGB's Governor Hub database (emails only) - this allows the local authority to email the LGB with updates and the ability to sign on to three free courses, ie: induction for new governors, safeguarding and Prevent.</i></p> <p><i>To access a more extensive range of courses and also to give access to Modern Governor (an online series of courses) the fee is £485.</i></p> <p><i>Access alone to Modern Governor costs £320. It also includes the database access and two places at the LA's annual governance conference (usually £25 each) and access to more training.</i></p>	
<b>6.</b>	<b>CHAIR'S ACTION</b>	
6.1	There was no action to report.	
6.2	The new providers for the HR and finance services were approved by all governors via email.	
<b>7.</b>	<b>HEAD OF SCHOOL'S REPORT</b>	
7.1	<p>The HoS sought questions on her report.</p> <p><b>Q:</b> A governor asked about SCERTS and social partners.</p> <p><b>A:</b> SCERTS looks at children's different abilities and individualised practice and communications abilities. It will look at engagement, purposes of communication and also at their language partner or conversational partner, and how they provide individualised and appropriate support.</p> <p>The assessment showed that in early years (EY), pupils have more social partners than in secondary - this shows that many children come to school with less social abilities but as they move through the school they develop these abilities and need less intervention.</p> <p>The school is continuing to see the impact of Covid on many aspects of school and parents have not been in school for two years. Parents wish to be involved and the school needs to be able to meet staff and be supported about regulation, transitions, and the various pathways.</p>	

LR

	<p><b>Q:</b> A governor asked, have all necessary authorities been involved?</p> <p><b>A:</b> In terms of statutory protocols there is a need to comply with the recording of incidents. There is an incident form and also a book for physical intervention. It is also important to reflect and consider a significant incident. This approach is very positive and all class teams have been confident about this.</p> <p><b>Q:</b> A governor said the parents' survey sounds interesting, can governors see more detailed results and the sample size.</p> <p><b>A:</b> Seventy-seven responses were received, which is about 30 per cent of the parents.</p> <p><b>Q:</b> A governor asked, what are the risks and opportunities of the deputy headteacher (DHT) role as there seems as shift in how you see this working?</p> <p><b>A:</b> Senior leadership responsibility means things can be moved around, there are now three DHTs with one overseeing secondary, there is no AHT as the DHTs will have additional responsibilities.</p> <p><b>Q:</b> A governor asked, your report talks about therapy and recognises there are still gaps, is the school managing to meet its obligations under EHCP plans?</p> <p><b>A:</b> At the moment, yes, but there are some priorities. This is a real challenge as there is a shortage of therapists and it is proving difficult to recruit more. The Trust has made a sponsorship application as a means of recruiting more staff from overseas. Another element is the financial element, the budget determines how many therapists the school can employ.</p> <p>There is a need to have training for the staff which is cascaded to the teaching assistants (TAs). It is a difficult juggling act impacted by those two things.</p> <p><b>Q:</b> A governor asked, the mural looks great, but who will own it?</p> <p><b>A:</b> A member of staff managed to get this but the school did not ask who would own it. There will be an outdoor one in the primary playground and one by the reading room.</p> <p><b>Action:</b> the HoS to ascertain who owns the mural.</p> <p><b>Q:</b> A governor said under the Covid section, they are curious to know about the options that the local authority is willing to offer for respite?</p> <p><b>A:</b> The HoS is meeting with the local authority to seek clarification on this. The school has to manage its policies around Covid to ensure that pupils are safe. The school also has to manage the issue of staffing when staff report in sick and those staff who are required to isolate – all of this has an impact on the school's ability to remain open.</p> <p><b>Q:</b> A governor said that holding parents events was a good idea but what would these events be like?</p> <p><b>A:</b> The HoS is considering the format and the agenda.</p> <p><b>Q:</b> A governor asked, will you be able to do any normal Christmas events?</p> <p><b>A:</b> The school cannot involve parents but can show a film which can be shared with parents.</p> <p><b>Q:</b> A governor said that a parent event may open the floodgates to many difficult issues and questions! Will you have consecutive meetings?</p> <p><b>A:</b> The idea is to hold them annually to give parents a voice but appreciate that this may open the floodgates. It would need a moderator and for parents to put their questions in the chat.</p> <p>The HoS was thanked for her comprehensive report.</p> <p>[MG left the meeting at 13.23]</p>	<p>AB</p>
<p>8.</p>	<p><b>RESOURCES COMMITTEE UPDATE</b></p>	

8.1	<p>DR reported on the last resources committee meeting of Queensmill School and before academisation.</p> <p>The committee ratified the budget for the maintained school up until the date of academisation - this marked a momentous occasion as the budget had been based on a place funding of 249 pupils which had been the subject of a long battle with the local authority; the budget showed a surplus.</p> <p>Since 1 June, which was the date of academisation, the resources committee has not seen any financial information due in part to the new structure of the trust and the organisation of the LGB. Going forward there was a discussion with the Trust to decide on the budget.</p> <p>The committee also noted in October that there is an outstanding issue with the local authority about the historic under-funding of the school based on the higher place funding and other funds required to pay for the repair of the playground and faults in the building which should have been made before transition to an academy.</p> <p>MG has been thinking about how to pursue this.</p> <p>There needs to be an H&amp;S audit of the school. The HoS said an H&amp;S audit should take place next week.</p> <p><b>Action:</b> FM to write to MG to ask for a short note for governors on the current school budget since 1 September and how the budget is performing. The target for this report is the end of next week.</p> <p><b>Action:</b> trustees to update the LGB on what they are doing to reclaim funds from the local authority.</p>	<p>FM, LR</p> <p>FA</p>
9.	<b>SAFEGUARDING AND WELFARE</b>	
9.1	<p>LVL reported that she had met with the HoS on 4 November to go through everything including the SCR and any gaps and what was being chased.</p> <p>All the children were being well cared for.</p> <p>The HoS is having weekly meetings with social workers regarding certain families and is managing some complex safeguarding issues.</p> <p>There are three children on the child protection register - all are quite new to the school.</p> <p>There are seven looked-after children.</p> <p>There are 16 children who are child-in-need children.</p> <p>A governor asked the HoS if it was possible to provide a graph showing how the children in each category changes over time.</p>	
10.	<b>DATES OF FORTHCOMING LGB MEETINGS</b>	
10.1	<p>Tuesday 1 March 2022</p> <p>Tuesday 28 June 2022</p>	
11.	<b>ANY OTHER URGENT BUSINESS</b>	
11.1	None.	Chair
<b>CONFIDENTIAL BUSINESS</b> - This has been reported in part 2 of the minutes.		

The meeting closed at 14.43

No	Minute	Actions from 21 May 2021	Who	When
----	--------	--------------------------	-----	------

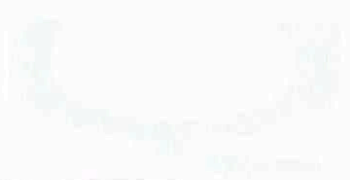
WR

1	4.1	<u>Link governor visit reports</u> : the clerk to provide governors with a visits report template.	RH	ASAP
2	4.2	<u>Vice-chair of the LGB</u> : LR and MG to identify suitable courses to support themselves in their new roles.	LR, MG	ASAP
3	4.2	<u>Governor training</u> : the clerk to check on the SLA with the local authority regarding access to their governance services and courses.	RH	ASAP
4	5.1	<u>Governors' declarations</u> : the clerk to audit the current status of governors' declarations.	RH	ASAP
5	5.2	<u>Governing Body vacancies to be considered</u> : the clerk to ascertain the compliment of governors for Queensmill School's LGB.	RH	ASAP
6	7.1	<u>The mural</u> : the HoS to ascertain who owns the mural.	AB	ASAP
7	8.1	<u>Budget status</u> : FM to write to MG to ask for a short note for governors on the current school budget since 1 September and how the budget is performing. The target for this report is the end of next week.	FM, LR	4 Dec 2021
8	8.1	<u>Local authority funding</u> : trustees to update the LGB on what they are doing to reclaim funds from the local authority.	FA, MG	ASAP
9	12.1	<u>Confidential minutes of the previous meeting held on 21 May 2021</u> : FM to check the document in GH and sign them off if agreed.	FM	ASAP

No	Minute	Actions from 21 May 2021	Who	When
7	10.4	<p><u>Policies</u>: As a result of academisation, the clerk was asked to check the policies schedule for local governing boards (LGBs).</p> <p>Not in FA's document, set of trust wide policies and some that are more specific. List of policies on Queensmill School website, statutory polices are being maintained by the trust and if further one then they will be sent to the LGBs.</p> <p>AB wants to go through all the policies to ensure they are all up to date.</p> <p><b>Update</b> (2021-11-24): Carry forward to next agenda to ensure they are done.</p>	RH	

No	Minute	Actions from FGB 11 March 2021	Who	When
7	6.6	<p><u>Governor training</u>: RH to send through details of the bi-borough's training to FA and MW.</p> <p><b>Update</b> (2021-05-21): information to be sent when made available from the local authority.</p> <p><b>Update</b> (2021-11-24): RH to repeat for this year's offer subject to the school's SLA with the local authority. Prevent training is free via the Home Office website and RH to circulate the URL.</p>	RH	
8	6.7	<p><u>Skills audit</u>: FA to send last year's and ask governors to update.</p> <p><b>Update</b> (2021-05-21): form circulated at this FGB.</p> <p>FM said this was done at end of last term.</p>	RH	





	FA will send to AB and circulate to governors for this academic year. Safeguarding training to do annually and Prevent bi-annually. <b>Update</b> (2021-11-24): RH to send Prevent training link to all as above.		
--	---	--	--

Signed:         Lillian Ag - My         Date:         1/3/22          
Chair of the Local Governing Board  
*[please also initialise each page]*