

Standards & Improvement Committee Meeting

Monday 25th September 2023, 5.30 pm

Queen Emma School

Minutes

Governors Present

Ambili Nair
 Craig Dyer (Chair)
 Joanna MacKenzie
 Sarah Jarman (EHT)
 Sean Lang
 Steve Rothwell

Others Present

Hayley Brooker
 Cath Stubbs
 Nicola Simmons
 Rachel Holman
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork	Minutes	Action
1	Elect Chair		Joanna MacKenzie proposed Craig Dyer as Chair; this was seconded by Ambili Nair and agreed unanimously by the Committee.	
2	Apologies for Absence		No apologies for absence were received. Sulochana Subramanian and Victoria Renfro did not attend.	
3	Declaration of Interest		None received.	
4	Agree Minutes of the last meeting	Minutes 19.06.2023	Minutes were agreed. Item 7 – Clerk to re-circulate policies for ratification by committee; responses to be sent to the Clerk by Friday 29 th September.	
5	Matters Arising			
6	Agree Terms of Reference for Committee	Terms of Reference for review	<ul style="list-style-type: none"> Item 6 (15) - To administer a biennial parent questionnaire and advise the Governing Body of its implications for school improvement or any other matter. EHT asked the Committee if we can accept the parent view questionnaires completed ahead of Ofsted Inspections at each school? Committee agreed that this is acceptable and that the next parent questionnaire will be administered in Summer Term 2025. Item 6 (17) To review the work of the Governing Body on a regular basis, to ensure its efficiency in meeting its statutory obligations. Chair asked if there is an audit tool to support the committee to review the work of the governing body. The Clerk will check this with the local authority governor 	<u>Agenda item for 20.11.2023</u>

			<p>services.</p> <ul style="list-style-type: none"> • Terms of reference ratified for 2023/24 	
7	Data Reports (CS / NS)	National Data v Queens' Federation Data Report – July 2023	<ol style="list-style-type: none"> 1. Governors and the senior leadership team are delighted with data at both Queen Edith and Queen Emma primary schools and are proud of the pupils and staff, demonstrating clearly that the impact of the October Ofsted inspection did not extend to the quality of teaching and learning. 2. KS2 data was higher at both schools in all areas. At Queen Edith results were above national in all areas and at Queen Emma results were above or at national in all areas. Above average progress was seen in all areas at both schools, including for children in receipt of pupil premium. 3. Challenge: Why do staff think results are so improved? Interventions have been well targeted; Belinda Harvey, School Improvement Advisor encouraged us to focus on the combined figure and this has helped improve attainment. 4. Results for the KS1 phonics check were greatly improved at Queen Emma; 75% of pupils passed compared to 59% in 2022 and at Queen Edith 70% of pupils passed the same as in 2022. 5. We expect that KS2 data in 2024 will not be so pleasing due to the impact of SEND and behavioural issues in Y6 across both schools. 6. Challenge: What behavioural issues are staff seeing? We have some very angry children with very challenging behaviour; we have had to make several suspensions 7. The Perse continue to expand their support across both schools this school year which we hope will provide extended learning opportunities. 	
8	Attendance Report (HB/CS/RH)	<p>Queen Edith – Attendance and Admissions (Autumn A)</p> <p>Queen Emma – Attendance and Admissions (Autumn A)</p>	<ol style="list-style-type: none"> 1. Attendance data for both schools covers only the first 2 weeks of term, so is impacted by children having one day off sick. 2. Persistent absence had greatly improved at both schools at the end of last year but is higher than we would like at the start of this term. 3. Challenge: Is it the same pupils who are persistently absent? Yes we are working with families to support attendance. Some parents didn't have good educational experiences and therefore view school negatively; this can impact their children's view of school. Our SENCo and home school support workers spend time with families encouraging better attendance; sometimes a part-time timetable, agreed with the local authority can help improve attendance for some pupils. We are also in the process of setting up nurture provision in each school, providing a calm and supportive environment. 4. Challenge: Admissions seem to be lower at both schools, particularly Queen Emma. Do staff have an idea as to why this is the case? Admissions are down, particularly in 	

			<p>our Reception classes and in the Cubs nursery class at Queen Emma. We think that this has been impacted by the Queen Emma Ofsted Inspection in October that was available on the Ofsted and school websites during the period when parents were making the decision about where to send their children. It also came up in conversations with prospective parents. There has been a technical glitch at admissions which has meant that children on the waiting list have not been offered places in a timely fashion. This has now been resolved and we are seeing offers being made at both schools and children taking up places. We are trying to start as many pupils as possible ahead of the Census on 5th October as this will inform our funding.</p> <p>5. Request: to include figures for the last school year alongside current year.</p>	ZV to prepare for the next meeting
9	Sports Premium Reports (CS/NS)	Queen Edith Sports Premium Report 2023 Queen Emma Sports Premium Report 2023	<ol style="list-style-type: none"> 1. Sports Premium reports have been shared with governors and are available on the school websites. At both schools money the money has been spent to encourage participation in sports, both in school and after school. 2. Premier sport continue to provide support at lunch-times and have started to provide cover for some PPA time. 	
10	Support for ECTs – update (SJ)		<ol style="list-style-type: none"> 1. We have a number of ECTs; 2 in their second year and 1 in their first year at Queen Edith and 2 in the first year and one in their second year at Queen Emma. 2. The appropriate body has changed from the local authority to the Cambridgeshire and Peterborough teaching school hub. ECTs have all been registered appropriately and each have an allocated induction tutor and mentor. Their first observations will take place this term. 3. Challenge: Have we taken a budget driven decision to recruit ECTs? The advert stated that ECTs were welcome to apply but we interviewed a mix of ECTs and more experienced teachers and they were the best candidates on the day. 	
11	Review of Music deep dive during Summer term		<ol style="list-style-type: none"> 1. During the music deep dive staff took the opportunity to talk to pupils. Children love the opportunity to sing in school and enjoy participating in the Choir run by Katie Attle. Pupils in KS1 and KS2 felt that music lessons are interactive and they have the opportunity to play instruments. To improve provision those children who already learn an instrument would like to be challenged more in music lessons in school and we are looking to do this. 2. Charanga is the programme that we use across the Federation to support teacher's subject knowledge and confidence in delivering music lessons. The downside of this programme is that it is demanding staff time. 3. Cath Stubbs is developing a music overview for the Federation. 4. We will continue to raise extra-curricular activities for children by considering other instruments. Currently we offer piano, violin, guitar and choir. 	

			<p>5. Challenge: Do we offer support with the cost of music lessons to pupils? Yes music lessons are offered to all our pupil premium children and paid for through their pupil premium funding.</p> <p>6. Piano is difficult as the teacher wants pupils to have access to a piano at home which is not always possible. We could consider purchasing key-boards to loan to families but would need to check with the piano teacher first.</p> <p>7. Amy Rosier was previously music lead and left at the end of the school year. This role has been taken over by DH's at Queen Edith.</p>	
12	Safeguarding	<i>Ensure you have electronically signed safeguarding compliance form, via link.</i>	<p>1. Following updates to Keeping Children Safe in Education (KCSIE) monitoring and filtering systems have been set up for all devices in school. The EHT is alerted when concerns are identified and will investigate the matter to see why the filtering and monitoring system has been breached, and record outcomes.</p> <p>2. Staff have been informed during training day and TAs are being informed on Wednesday this week.</p> <p>3. The ICT Services is running a session and Sarah will be asking them if there is a model policy in place for schools to adopt.</p>	
13	Correspondence Received / Circulated	<p>Notice of parent governor election at Queen Edith</p> <p>Notice of staff governor election for Queens' Federation</p>	<ul style="list-style-type: none"> • Sarah Steele was elected parent governor at Queen Edith School. • Nicole Wilson was elected staff governor for the Federation. • Both will join us for the FGB meeting. 	
14	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<p>1. Governors to be aware of amendments to KCSIE 2023 with regard to new responsibilities around filtering and monitoring.</p> <p>2. That the committee discusses Item 6 (17) on the terms of reference at the next meeting to review the efficiency of the governing body and to ensure we're meeting our statutory obligations.</p> <p>3. Change in music leads at Queen Edith.</p>	
15	Items to be reported to Parents		The committee is keen that the school celebrate the very good results from last year's national tests and this information will be shared in the half-termly newsletter.	
16	Any other business		Committee discussed the crisis in SEND support nationally, which is impacting on our schools. This is further impacted by a shortage of teaching assistants nationally, as pay is low and conditions are often tough when working with children who are physically and verbally aggressive.	
17	Date of next meeting	Monday 20th November 2023, 5.30pm		



Signature:

Date: 20.11.2023

(Craig Dyer, Chair, Standards and Improvement Committee)