

Standards & Improvement Committee Meeting
Monday 23rd June 2025, 5.30 pm
Queen Emma School
Minutes

Governors Present:

Sean Lang (CoG)
 Ambili Nair
 Ana Toste Rego
 Sarah Jarman (EHT)
 (left the meeting at 6pm due to parents evening)

Others Present:

Rachel Holman (left at 6pm due to Parents Evening)
 Hayley Brooker
 Nicki Simmons
 Cath Stubbs (left at 6pm due to Parents Evening)
 Anna Biard (Clerk)
 Jordan Gent
 Patrick Ryan

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence (Clerk)		Apologies were received and accepted from Rob Hawkins and Phil Kirkman	
2	Declaration of Interest (Chair)		No declarations were made	
3	PE Subject Leaders for QED & QEM to present		<p>JG the PE lead at Queen Edith introduced himself and current the PE lead at Queen Emma, PR to the Governors and they were warmly welcomed.</p> <p>The presentation began, JG touching on the specifics about PE at each school and how they may differ.</p> <p>'Get Set 4 PE' is the program we have used for the past 3 years for our curriculum, it provides high quality online resources and lesson plans and all staff give positive feedback. It's has very inclusive programs for lesson plans for children of all abilities, allows everyone to access PE in the federation.</p> <p>PR added that Premier Sport also use the same scheme, with the added bonus of allowing continuity from the PE lessons, through to lunch time and after school clubs, with topics following the same lesson plans. It helps us to work with premier sport and the PE lessons they deliver during PPA cover.</p>	

			<p>All children have 2 lessons per week – 1 taught by the class teacher and 1 lesson by a Premier Sport coach/teacher. Adam in particular is a real hit with the kids at Queen Edith, with equally great feedback about Sam at Queen Emma. The Deputy Heads from QEM at the meeting agreed that Sam is doing a great job. Class teachers are able to choose what type of lesson they'd like to teach. Teachers sometimes feel less comfortable with games so would select a PE lesson of a different format.</p> <p>Units generally last half a term, or sometimes longer.</p> <p>Cross curricular events – We are signed up with Cambridgeshire Schools Sports Partnership, which is run by the PE teachers at Coleridge and we've attended many events. Tournaments are aimed to varying ability children, from very sporty and competitive students, to quieter children when they put on more suitable events to ensure they can be included.</p> <p>Cross Federation events such as hockey and tag rugby have proved to be a huge success, creating opportunity for healthy competition between the children at both federation schools.</p> <p>The Premier Sports clubs (lunch time and after school) at QED are very well attended. JG added that if there is an event coming up, he has the advantage of being able to ask Premier Sport to focus the lunchtime clubs on a particular sport or activity.</p> <p>"The Daily Mile" There are new ideas for September in place, with a relaunch day in the Autumn term.</p> <p>Wall bars at Queen Edith – We had a successful visit from LA and encouragement to use wall bars during PE lessons. The bars in the Small Hall are great and usage has increased and the lessons are particularly enjoyable. Unfortunately the bars in the Large Hall are not currently safe and are unable to be used.</p> <p>PG added that at QEM, they also focus lunchtime club on upcoming competitions. He added that the positivity and good energy is noticeable after children return from competitions and events</p> <p>JG confirmed that we are signed up for the next academic year of the CSSP.</p> <p>Governor Challenge: Is that for KS1 or KS2. Answer: Mostly KS2</p>	
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4	Agree minutes of the last meeting (Chair)	Minutes 28.04.2025	The minutes of the last meeting were agreed	
5	Matters Arising (All)	Well Being Risk Assessment	The EHT and the CoG decided that Governor PK is to be invited to the next Staff Well Being meeting which is on 26 th June @ 4pm Queen Edith Primary School. If he cannot make this, he can submit his ideas ahead of the meeting.	EHT & CoG to invite PK

			<p>CoG confirmed that a letter to parents re. lateness was written, sent to parents and included in the newsletter.</p> <p>CoG confirmed that the PE were invited to this meeting</p> <p>CoG confirmed that he did attend SCR meeting at QED</p>	to meeting 23/06/25
6	Election of Chair S&I		<p>The intention to move this role to a shared role when practicably possible, was discussed and agreed to be a good idea</p> <p>CoG confirmed that in the meantime, he is happy to stand in as Chair</p> <p>AN shared with the group that whilst initially she had considered it, but since she has taken on a Governors role at Netherhall, the workload / time commitment is unfortunately too much</p>	
7	Attendance Report (HB/CS/RH)	<ul style="list-style-type: none"> Queen Edith – Attendance and Admissions (Summer B) Queen Emma – Attendance and Admissions (Summer B) 	<ul style="list-style-type: none"> QED: We are just shy of 95% overall attendance. This could be affected by children on a temporary reduced timetable and are waiting for an alternative school place. However, this is better than having a higher un-authorised absence. 0.09% - un-authorised absences, a good figure and can be attributed to efficient processes from the SLT and the office staff. <p>Governor Challenge: How much time does no comms re. absence from parents take up of office staff each day?</p> <p>Answer by the Clerk who works in the QED school office gave a breakdown of the process; Complete registers, listen to all voicemails and record absences, find gaps of absent child with no message, call the teacher to confirm child is not present before calling the parent (child may have arrived late and not signed in but missed the register), call parent for reason or often leave a voicemail, record reason, receive returned phone call with the reason, amend register. Approx. 30 mins a day spent chasing parents for absence reason.</p> <p>If it's a child we are concerned about, our Family Workers and/ or DHs are also alerted in the first instance of an absence of a child with no reason provided.</p> <p>Governor Challenge: Do we have any contact with GPs?</p> <p>Answer: DHs– occasionally we do, but consent can be an issue.</p> <ul style="list-style-type: none"> We will focus on this going forward, our Family Workers are essential to support attendance. <p>Governor Challenge: What would happen if we had no Family Workers? Answer: DHs- A fair bit of the support they provide the SLT regarding attendance wouldn't happen. HB and NS simply do not have enough time to do the work that Family Workers do.</p>	

			<p>QEM attendance report – DHs were not present (parents evening).</p> <p>Governor Challenge CoG: Do my letters to parents make a difference? Answer: HB – yes. HB added that we are expecting a few ‘holidays’ at the end of term with different term dates of other Cambridge schools not aligning. CoG suggested a possible letter in the Autumn Term re lateness and attendance pointing out how much it matters and effects on exams. DH added that there is often a pattern in families, not just occasional lateness/absence, but the bad habits parents enable with no commitment to support their child’s learning, often follows through to employment and the cycle continues.</p> <p>Governor Challenge: Is there a link with suspensions? Answer: Conversely no, suspended children often have excellent attendance.</p>	
8	Policies for review	<ul style="list-style-type: none"> Health Education Policy (SE) - no amendments Pupil voice and participation policy (CS/NS) AI Policy (KM/CH) Online Safety Policy (KM/CH) 	<p>No amendments – SL pointed out red links. Received and Ratified</p> <p>Minor amendments - Ratified</p> <p>ICT leaders have taken the LA policy and they agree that is a starting point it is helpful. This is a new policy which EHT has found helpful since more staff are using AI. Governor Challenge: Given how fast tech changes, is yearly too infrequent? Answer: EHT, no this is the minimum time. Challenge – are other schools also adopting this. SJ wasn’t sure, but said they should be. Policy adopted.</p> <p>Ratified – accept changes</p>	

9	Nursery Hours		<p>Increase in number of free nursery children hours which parents can claim, who are working. It's currently 15 and will change to 30 hours from September.</p> <p>Under new eligibility criteria, the 30 hours must run concurrently through the day. So we now must add on a charge at the end of the day instead of during lunch time, so there is no interruption. The existing lunchtime payment would be considered to be an artificial break.</p> <p>QEQ and QEM: New joiners will be affected, also existing children. This will take effect in September 2025</p>	
10	Safeguarding Update (SJ)		<p>The internal audit of safeguarding records will take place in July, which will include using the early years safeguarding checklist</p> <p>The annual governors safeguarding report is tabled for the upcoming FGB meeting</p> <p>Governor Challenge: When is the next Governors safeguarding training? Answer: EHT advised it's scheduled for 5pm just prior to the Autumn 1 FGB</p>	
11	Correspondence Received / Circulated (Clerk)		<p>ATR – sent her Governor Visit report which was received by the Clerk. Open discussion about how positive the Sports day at QED was, particularly for the children who excel/thrive of the competitive races at the end. Parents races were most enjoyable</p>	
12	What is the impact of decisions made during the previous meeting upon the standards and improvement of the Federation?		<p>CoG talked about the format of this agenda item and that commented on at a recent course he attended, he received positive feedback.</p> <p>Lateness letter from CoG to parents has had an impact.</p> <p>PK ideas will have an impact at the next staff wellbeing meeting.</p> <p>Governor SCR visits have helped support the offices to maintain good SCR records</p> <p>A Governor made a PE curriculum visit</p> <p>CoG made a History curriculum visit</p> <p>Reports on different parts of the curriculum have been very informative.</p> <p>Governor Challenge is there a way to check back on what Governor Visits have taken place? Answer: CoG yes, on the Governor portal on our website. – CoG added that at a recent course he attended, someone on another governing body provided a journal of what had been done, CoG thought it would be a could tool for us if not too much work for someone.</p>	Clerk to check training page of Governor portal

13	Actions for Governing Body to discuss/carry out CPD/ arrange a visit/etc. from this meeting/previous FGB (CD)		Bring what was learned from this evening's PE curriculum presentations to FGB meeting 14/07/25 Attendance – table for the Autumn meeting CoG to draft message to Parents about AI policy	CoG to draft letter
14	Items to be reported to Parents			
15	Any other business	Decide on subject leaders for Autumn Term 2025	It was suggested to wait until September so that all Governors can decide which subject they would like.	
16	Date of next meeting	Monday 22nd September 2025, 5.30pm		

Signed: _____ Dated: _____
(Dr Sean Lang, Acting Chair, Standards and Improvement Committee)