

Standards & Improvement Committee Meeting
Monday 22nd September 2025, 5.30 pm
Queen Emma School
Minutes

Sarah Jarman (EHT)	Ana Toste Rego
Sean Lang (CoG)	Ambili Nair
Anna Biard (Clerk)	Phil Kirkman
Cath Stubbs	Nicki Simmons
Rachel Holman	Hayley Brooker

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		No apologies	
2	Election of Chair		Dr Sean Lang was re-elected as chair for the Academic year	
3	Declaration of interest		None declared	
4	Agree Minutes of the last meeting	Minutes 23.06.2025	Apologies from PK retrospective to add to these minutes All other pages accurate CoG happy to sign off minutes	
5	Matters Arising		The group considered if governor PK had been invited to staff wellbeing meeting? SJ sent an invite to PK for the meeting at QEM 4pm on 21/10/25. Reminder for CoG to email parents about the AI policy. CoG to draft letter Are there any matters arising not on agenda? The group concluded there were none	CoG to draft letter
6	Terms of Reference	Review terms of reference	Only changes on document was the name of the clerk. All happy with Terms of Reference = Approved	
7	Sports Premium report (NS and CS)	Queen Edith Sports Premium Report 2025	NS informed the group that this report is a pre populated form and all information is completed as per document requirements. NS concluded that this document is on our website, the whole amount of the Sports Premium has been spent and we have nothing to carry forward.	

		Queen Emma Sports Premium Report 2025	CoG invited any questions, of which there were none.	
8	Provisional data outcomes for 2025 (NS and CS)	Queens' Federation Data Report July 2025	<p>QEM- We are very happy with KS2 results at QEM. CS – we are delighted with outcomes. This particular cohort were in Y2 & Y3 when Covid-19 hit and consequently were faced with many challenges. We are extremely proud of them. CS added that it was worth noting that 20 of these children were new children to KS2 and weren't at our school during KS1. There was an improvement in all outcomes.</p> <p>SJ highlighted the longer term improvements in outcomes on page 2 and said that these were very pleasing results. The CoG and all the Governors congratulated the Deputy Headteachers and all teaching staff and this shall be taken forward to FGB</p> <p>QED- we are really pleased with results (writing) even though they were lower than previous years Multiplications have improved. GLD – Improved The KS2 targets which were set at start of year were all exceeded.</p> <p>Governor Challenge: PK – in trying to understand the data, he asked if the red highlights on page 4 is compared to national (and not our expected). SJ and Deputies confirmed that this was correct. PK went on to say that he felt the trajectory data is most important and the trend is satisfying from a parent point of view.</p> <p>CoG: Asked the group if he should write something to the staff? Yes all agreed, SL to write a letter, be good for staff wellbeing.</p>	<p>Congratulations for KS2 results to be taken forward to FGB</p> <p>SL to write letter to staff</p>
9	PE Policy	PE policy September 2025 for ratification	<p>Highlight parts of the document reflect changes to our PE curriculum, because we are now using Get Set for PE</p> <p>CoG invited any questions? Query as to bringing swimming forward in the year due to the two heatwaves we had leading to having to re arrange the sessions. Clerk (also school secretary) to contact The Perse and ask the question.</p> <p>PE policy – ratified</p>	Clerk to contact the Perse for earlier date options

		Intimate Care Policy	<p>RH and HB: The policy hasn't changed, they have only added the guidance as an appendix. CoG: Were there any parts to be concerned about? - HB & RH, no not really, it's a helpful and detailed document</p> <p>Governor Challenge (PK): How is this document used? Are all staff expected to read it as part of their induction etc? HB: I staff are expected to read it if they are dealing with intimate care matters. The staff at the meeting who use the document, find it very helpful.</p> <p>Governor Challenge (PK): If it's an appendix, do you trust that people read it? SJ: Yes staff are expected to read it.</p> <p>Governor Challenge (CoG): If Ofsted read it, is the guidance clear enough and should an additional sentence be added to the document? HB: The policy is statutory and the guidance accompanies it, the Deputy Heads and EH felt that an additional sentence is not required.</p> <p>Governor Challenge (PK): Is there a register of which staff have read and understood all policies? SJ: Yes, this done by office manager and is recorded and on the SCR.</p>	
10	Safeguarding		<p>QED – EHT informed the governors that we have raised a safeguarding issue with LA. This is the entrance at QED and foyer area. Currently, once buzzed through the main entrance doors, visitors land in the lobby area. Whilst we have a magnetic lock through further double doors into the body of the school, whilst visitors are in the lobby area, they can enter freely to the small hall, toilets, medical room and have direct access to the Executive Headteacher. Often there are assemblies finishing with 4-6 or even more classes in the hall.</p> <p>The problem that exists, is that the magnetically locked secure double doors mentioned above, are failing and in need of replacement/modernisation (they are the original doors). The quote for the replacement of these doors was quite costly to make bespoke doors to fit this gap. It has therefore been considered, that whilst this is going to be a costly procedure, is it worth exploring the cost to reduce the size of the lobby by installing a new wall with standard size secure doors across the opening immediately in front of the office hatch. This will add a more effective layer of security between visitors and children and obscuring easy access to locations where children and staff may be. The current layout is a safeguarding concern</p> <p>Phil Hill from LA Health and Safety Team, plus a colleague Samantha have said that a Risk Assessment will be conducted by them with a view to fund or partly fund the new doors.</p> <p>Staff have received safeguarding training.</p>	

11	Correspondence Received / Circulated		None	
12	What is the impact of decisions made during the last meeting upon the standards and improvement of the Federation?		There has been a staff meeting introducing teachers to AI and the school AI policy. They have been encouraged to consider how to use it with online safety and non bias in mind. They have been encouraged to think about where this can support workload burdens. Changes in PE organisation as mentioned at the last meeting.	
13	Items to be reported to Parents		Letter about AI Parent Governor Election. QEM enquiry received by clerk re interested party talking to outgoing governor. This is not possible, existing parent governor at QED ATR to be introduced to interested party by Clerk- SJ and SL thanked ATR	Clerk to make email introduction
14	Any other business	Subject Leaders to attend November committee meeting	The staff are not quite ready for this yet, they need time to settle to new subject leaders.	
15	Date of next meeting	Monday 10th November 2025		

Signed: 

Date: 22/09/25

(Dr Sean Lang, Acting Chair, Standards and Improvement Committee)