

Standards & Improvement Committee Meeting
Monday 20th April 2026, 5.30 pm
Queen Emma School
MINUTES

Present:

Sean Lang (CoG & Acting Chair)	Sarah Jarman (EHT)
Hayley Brooker	Liz Gooster
Phil Kirkham (joined remotely)	Ambili Nair
Nicki Simmons	Cath Stubbs
Amie Lill (Locum – Clerk- joined remotely)	

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		Apologies received and accepted from Ana Toste Rego and Rachel Holman.	
2	Declaration of interest		None declared.	
3	Agree Minutes of the last meeting	Minutes 12.01.2026	No amendments and the minutes were agreed.	
4	What is the impact of decisions made during the last meeting upon the standards and improvement of the Federation?		<ol style="list-style-type: none"> 1. Feedback received from the wellbeing group. 2. The governors (LG & ATR) initiative, highlighting online resources is beginning to make a positive impact. It has been featured in the weekly newsletter, with links to curriculum resources and fundraising efforts, and is providing support across the Federation. 3. SDP – Now that the SDP has been approved, the Federation leadership are developing the finer details, which are in turn informing the school self-evaluation. 	
5	Matters Arising		CoG to raise the financial pressures and their impact on learning with the FGB with the intention of disseminating the information more widely, both to parents and perhaps in the media. - CoG raised at last FGB meeting.	

			Governors (LG & ATR) to produce a write-up for the weekly newsletter highlighting existing online resources that parents can use with their children. – completed. In weekly newsletter.	
6	Attendance Report (HB/CS/RH)	Queen Edith – Attendance and Admissions Queen Emma – Attendance and Admissions	<p>Both QED and QEM attendance reports were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • <u>QED</u> – Persistent absence has decreased. It was noted that DfE data reports can sometimes include historic pupils who have left the school • For example, one family has moved away but the child remains on roll (school refuser). • Overall, there has been a reduction in pupil numbers, with nine pupils leaving. • <u>QEM</u>– The persistent absence figure has also reduced slightly. <p>Disadvantaged children still fall short on where they should be across both schools. Some SEND children have significant health needs.</p> <p>A governor noted unauthorised absence is not a particular concern this is low..</p>	
7	Policies for review and ratification	7.1 Update on restrictive physical intervention* 7.2 Protocol for children not collected	<p>The EHT provided an update on this policy. New DfE guidance on restrictive physical intervention came into effect on 1 April 2026. The Local Authority (LA) has not yet updated its model policy to align with this revised guidance. In the interim, the schools have been advised to remove the existing policy from circulation and from their websites, and to publish the DfE guidance instead, until the local authority has reviewed and updated its model policy.</p> <p>The EHT confirmed the protocol for children not collected policy remains a longstanding local authority policy, which the school has been asked to adopt and follow. There are no changes to the previous version other than the updated date.</p> <p>The policy was accepted</p>	
8	Safeguarding (SJ)		Governor Services have recommended that one or two governors complete PREVENT governor training.	

			<p>The EHT invited appropriate governors to come forward to undertake this training and will send the relevant details to LG.</p> <p>The EHT also provided an update on the QED entrance plans. A contractor has attended to finalise the design. Two contractors will be engaged—one for the internal works and another for the external works. Quotes will then be obtained, followed by a request to the LA for a contribution towards funding the works.</p>	
9	<p>Website Review * <i>Governors should ensure they have a device available to access the school website*</i></p>	<p>9.1 DfE guidance for schools: What maintained schools must or should publish online - GOV.UK</p> <p>9.2 For policies, the final section of the Maintained Schools Governance Guide includes a detailed overview of all statutory policies Maintained schools: governance guide - GOV.UK</p>	<p>The EHT explained that two governors previously reviewed the website. They suggested that the agenda is brief, governors check through the policies 'live' during the meeting The CoG suggested that the DfE's published requirements be completed offline, with any resulting actions reported back.</p> <p>Governors split into groups to review:</p> <p>Group 1 – Policies review</p> <ul style="list-style-type: none"> • admissions arrangements – in place • behaviour and written statement of principles – in place • Careers – N/A • charging and remissions – in place • data protection privacy notice – model documents - in place • equality objectives - in place <p>Group 2 – Policies review</p> <ul style="list-style-type: none"> • governors' allowances – in place but not on website • health and safety – • premises management – governor could not locate. The EHT stated all statutory checks are completed. Sustainability plan, business plan etc are in place. These are not published on the website but are in place and held in school. • relationships and sex education and health education – in place • safeguarding and child protection – in place. The EHT will add direct link to KCSIE onto the school website. 	

			<p>Group 3 – Policies review</p> <ul style="list-style-type: none"> • school attendance – in place • school complaints – in place • school exclusions – in place • school uniforms – no policy but explained its contained within the `new parent` section of the website. It was suggested that this may want to be replicated under the `important information` section. • special educational needs and disability – in place • staff behaviour and grievance – Code of conduct for adults and grievance procedure – internal policies. In place but not published on the website. • support for pupils with medical conditions – in place but not published on the website. • teachers' pay – in place but not published on the website. • teachers' performance and capability – in place but not published on the website. <p>Action: DFE published requirements – CofG to email all governors to ask 1 or 2 governors to complete the remaining checks.</p>	<p>DFE published requirements – CofG to email all governors to ask 1 or 2 governors to complete the remaining checks.</p>
10	Governor Visit Report – Cybersecurity 27.02.2026	10.1 Governor Visit Report – Cybersecurity 27.02.2026	<p>The EHT summarised the governor visit report completed by AR on 27/02/26 which was circulated prior to the meeting to allow all governors to review.</p> <p>No follow up actions noted.</p> <p>Governors thanked AR for completing the monitoring visit.</p>	
11	Correspondence Received / Circulated		No correspondence received.	
12	Actions for Governing Body to discuss/carry out CPD/ arrange a visit/etc. from this meeting/previous FGB (CD)		<ul style="list-style-type: none"> • Safeguarding visit completed with Isabel Nicolson and Liz Gooster . The EHT asked governors to arrange more visits. <p>The EHT is preparing the SEF in line with the new Ofsted report card. It is important that governors understand the criteria against which Ofsted will assess the school.</p>	<p>CoG to email governors to arrange subject-specific curriculum</p>

			<p>The EHT asked governors whist undertaking curriculum visits to review and ensure they align with the new Ofsted report card guidance.</p> <p>The CoG will carry out a Single Central Record (SCR) visit.</p> <p>Action: The CoG to email governors to arrange subject-specific curriculum visits to be completed by the end of the academic year, with reference to the new SEF and Ofsted criteria.</p>	<p>visits to be completed by the end of the academic year, with reference to the new SEF and Ofsted criteria.</p>
13	Items to be reported to Parents		No items to be reported	
14	Any other business		<p>The CoG noted the need to review the future of Committees and the overall structure of the governing body. They have contacted Anna Caroe from the central Governance Team for advice and will be meeting with her to take this forward.</p> <p>End of meeting: 6.15pm.</p>	
15	Date of next meeting	Monday 22nd June 2026, 5.30pm		



Signed:
Dr Sean Lang, Chair of Governors and Acting Chair of Standards & Improvement Committee)

Date: 23/06/2026