

Full Governing Body Meeting
Monday 20th March 2023, 6.00pm
Queen Edith Primary School
MINUTES

Present:	Ambili Nair	Sarah Jarman (EHT)
	Cath Stubbs	Sean Lang (Chair)
	Craig Dyer	Stanley Wilson
	Harriet Phillips	Steve Rothwell
	Hayley Brooker	Sulochana Subramaniam
	Joanna MacKenzie	Toby Allebon
	Nicki Simmons	Zoe Vassiliou (Clerk)
	Richard Wilson	

Item	Notes	Actions
1	Apologies received and accepted Hannah Lewis, Jo Dooley, Julia Neal, Victoria Renfro were to attend via Teams, but the link did not work.	
2	Declaration of Interest None	
3	Agree Minutes of the last meeting Minutes of 20.03.2023 were agreed.	
4	Matters Arising None	
5	Headteacher's Report – Spring Term <ol style="list-style-type: none"> We are expecting that delivery of our new phonics programme 'FFT Success for all phonics' will support improvements in the quality of education; we have circulated a questionnaire to staff who have received training to look at the impact of professional development and the results will be shared with the standards and improvement committee next term. Similarly with the roll out of the Write Stuff across the Federation we have shared a questionnaire with staff to take stock of the training provided and where support might be needed moving forward. 	

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	<ol style="list-style-type: none"> 2. Our work with the Perse at Queen Edith continues where pupils support our PP children in Y6 to boost their confidence in English. The Perse has also started a drama project with Y4 pupils with the aim of boosting confidence. We are working with the Perse on developing plans for the next school year. 3. Challenge: Do the Perse just provide support for the brighter children? No the free after school English club is for children in receipt of pupil premium funding. 4. A member of the Y6 team at Queen Emma attended 'Improving progress in Year 6' training and has been sharing strategies with colleagues. 5. Science Lead at Queen Edith has recorded her second podcast which is available on the website. It is an interview with a pancreatic expert in the medical field and has supported our work on Science capital. The first two podcasts have been very well received by pupils and parents. 6. Gary Casey, a former Maths advisor for the Local Authority, attended a staff meeting to share his maths diagnostic assessments with staff. This looks to be very helpful and we have bought into the resources he can provide. 7. The number of suspensions is lower this term at both schools. Risk reduction plans and part-time timetables have been put in place for pupils who were not managing in school, which has helped. 8. Anthony Browne, MP for South Cambs, has been into school and House Captains had the opportunity to ask questions about his role as an MP which they had found very interesting. 9. The 2 Johns provided virtual workshops for pupils, staff and parents to mark Safer Internet day, with a recording of the parent session available for those who couldn't attend on the evening. This has received very positive feedback from parents. 10. External family workers have continued to work virtually and concerns have been raised by our school Family Workers about inconsistency in the offer to our vulnerable families. Following our raising this concern parent coffee mornings have been set up at each school so parents can attend to discuss concerns. 11. Staff are relieved that the Ofsted inspection is now public and to understand our plans moving forward. 12. Under child protection governors can see the number of CP cases at each school and can see how many referrals to external agencies each school has made. 	

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	<p>13. Challenge: Is there any higher level of referral that the school can make? The highest referral we can make is to social care.</p> <p>14. Challenge: What do you do if social care don't take up the case? We refer onto the agencies as detailed on page 7.</p> <p>15. Challenge: Are you able to extrapolate data from MyConcern to see what category concerns fall under and how many are picked up by Social Care? There is a reporting tool in MyConcern and staff will receive further training in how this operates.</p> <p>16. Governors should note that at Queen Emma it has been necessary for staff to conduct home visits for five children where there have been welfare concerns. These vulnerable children have been offered the opportunity to come into school on strike days where their teachers have been absent.</p> <p>17. Challenge: Do any of these families have child protection plans? Yes two of the five children have child protection plans.</p> <p>18. Governors were provided with further details about three complaints received this term.</p>	
6	<p>Self-evaluation Forms (SEF)</p> <ul style="list-style-type: none"> The SEF provides a summary evaluation for each school against the post Ofsted action plan. It sets out the key issues and the progress that has been made against them. These are up-dated termly by the senior leadership team. Queen Emma SEF is still set against the Ofsted action plan from 2017, as we have not yet had an action plan following our 2022 inspection. We have however added safeguarding into the SEF for each school. 	
7	<p>FFT Data Dashboard</p> <ol style="list-style-type: none"> An attainment overview and 360° attendance view from the FFT data dashboard were shared with governors. It was noted that attendance at Queen Edith and Queen Emma was largely in line with national attendance data. Challenge: Do you notice that Fridays is a more popular day off for children? This was noted with one family, but is not a trend. Impact is that following Covid-19 pandemic parents are more likely to keep their children off school when they are tired, or have a low level cold. We think this is to do with 	

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	<p>working patterns; so more parents work from home and they can keep their children off school, but their work is not impacted.</p> <p>4. Challenge: Why does Reception have lower attendance at both schools? Children are not of statutory school age (5 years) for much of Reception year, and some younger pupils remain on part-time timetables so they can manage better. Previously we didn't follow up attendance with Reception families, but we do this as a matter of course now. Teachers across all year groups are provided with print outs of attendance concerns ahead of parent consultations so they can be discussed.</p> <p>5. Challenge: KS2 attainment data was worse at Queen Emma? Last year's Y6 was impacted more by the pandemic at Queen Emma and saw their attainment data under the national average in three out of four areas, compared to Queen Edith which was above national in all areas.</p> <p>6. Challenge: How is this being addressed? Cath, Nicki and Julia produce very fulsome data reports to the standards and improvement committee each term and these have been discussed in detail. At both schools we noted that pupils who had been with us from Reception to Year 6 achieved well, but children who joined us later, particularly in KS2 fared worse. Assessments for pupils who transfer to us in-year are now conducted within two weeks of them joining our schools so that support can be put in place very quickly. Data from this term is looking stronger and will be shared with the standards and improvement committee in Summer term A.</p>	
8	<p>Cambridge Kids Club – proposal for a modular classroom</p> <p>1. Cambridge Kids Club have previously proposed extending their provision into a modular classroom on the Queen Edith site and the governing body decided to not give permission at this time.</p> <p>2. Challenge: Why do they want to extend into a modular classroom? They want to provide a more tailored KS1 provision.</p> <p>3. Challenge: Who would own it? Cambridge Kids Club would own it and would be responsible for it's maintenance and they would pay us a ground rent.</p> <p>4. Challenge: Which rooms do they currently use? They currently use the large hall, the community room and occasionally the library.</p> <p>5. Challenge: Has this come from parental requests? No, they are not totally satisfied with their provision at the Oaks and would like to re-locate this provision onto the Queen Edith site.</p>	

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	<p>6. Suggestion: We could ask them to locate it where the old mobile is currently stationed; if Cambridge Kids Club agreed it could be useful space for school to use during the day time.</p> <p>7. Governors agreed this was a good suggestion and Sarah will feedback to Cambridge Kids Club and request further details on where children would be picked up from, and consideration of plumbing and electricity supply that might be needed.</p>	<p><u>Sarah to meet with CKC and to up-date governors further</u></p>
9	<p>Ofsted Update – confidential item</p>	
10	<p>Safeguarding</p> <ul style="list-style-type: none"> • TAs have received training up-dates for MyConcern and this will be provided to teaching staff soon. • We have had security doors installed at each school to prevent children getting access to the main doors and exiting the building. • New fencing has been installed in the Queen Edith Nursery. • Belinda Harvey, our SIA, has suggested a safeguarding review for Queen Edith; but also that governors complete the safeguarding review tool provided by the Local Authority. The governing body agreed that this review should take place and Sarah will respond to Belinda. 	<p><u>Sarah to advise SIA</u></p>
11	<ul style="list-style-type: none"> • Feedback from governor training, governor visits and link governor visits • Ambili Nair had visited each school to meet with the science leads. At Queen Emma she had the opportunity to meet with a number of pupils from Year 1 to Year 6. They were very enthusiastic about their love of learning science and shared anecdotes. They placed great importance on the environment and animals. They also said that they would like less talking and more experiments! • At Queen Edith Ambili had looked at children’s science books taken from a range of ability groups. Next steps were flagged for children but VC is considering how feedback might be provided even more effectively, whilst being conscious of the impact on work-load. • Richard Wilson had visited Cath Stubbs at Queen Emma and attended a singing assembly. The music curriculum provides a broad range of experiences and the expectations of the national curriculum are very high, particularly for non-musicians to deliver. 	

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	<ul style="list-style-type: none"> • Joanna MacKenzie attended a pupil voice safeguarding visit at Queen Edith. Children were well informed about where to go if they were hurt, or if they were sad or worried. Children clearly feel safe in school. • EHT raised concerns about governor training; governors do need to attend safeguarding training and ideally a governor needs to commit to training each half term and to share what they've learnt with the FGB. Whilst completing the SFVS it was noted that no governor had attended any financial training recently. • Governors should complete a website audit to ensure all statutory information is included. Thank you to Harriet Phillips and Joanna MacKenzie for agreeing to conduct this for us. 	<p><u>ZV to re-circulate training opportunities from LA and NGA</u></p> <p><u>Harriet and Joanna to arrange a date and provide a report</u></p>
12	Impact of meeting	
13	Receive minutes of committee meetings <ul style="list-style-type: none"> • Standards and improvement – 06.03.2023 • Finance and resources – 13.03.2023 <p>These were received.</p>	
14	Items to be reported to parents When agreed, the date for the public meeting at Queen Emma, regarding Ofsted.	
15	Correspondence circulated We have received very supportive messages and letters following the release of our Ofsted report.	
16	Any other business <i>Proposed price increase for our one-off lettings of £5 per hour</i> Governors agree that this should be implemented from September 2023. <i>Proposed increases for long-term lettings were agreed by the governors, with rates for choir, piano and violin to remain frozen.</i> Governors agreed that this should be implemented from September 2023.	
15	Date of next meeting: Tuesday 2nd May 2023, 5.30 pm – FGB and Budget meeting	

Signed: S. F. Lang
(Sean Lang, Co-Chair, Full Governing Body)

Dated: 2nd May 2023