

Present: **Ambili Nair** **Sarah Jarman (EHT)**
 Hayley Brooker **Sean Lang**
 Cath Stubbs **Steve Rothwell**
 Clare Chapman **Victoria Renfro**
 Esther van Sluijs (Chair) **Zoe Vassiliou (Clerk)**
 Jo Dooley
 Joanna MacKenzie
 Nicola Simmons

Item	Notes	Actions
1	Apologies for Absence None	
2	Declaration of interest	
3	Elect Chair Sean Lang nominated Esther van Sluijs to take up the role of Chair; this was seconded by Jo Dooley and unanimously agreed by the Committee.	
4	Agree Minutes of the last meeting Minutes of 20 th June 2022 were agreed by the Committee.	
5	Matters Arising Sean Lang to meet with Sarah Jarman regarding his role as Equality Governor.	<u>ZV to arrange</u>
6	Terms of Reference The terms of reference for the Standards and Improvement Committee were agreed with no amendments.	

Item	Notes	Actions
7	<p>Data Reports</p> <p>Queen Edith</p> <ul style="list-style-type: none"> I. There will be a focus on targeted times table teaching for current Y4; this is being looked into by the maths lead. II. KS2 data was good with the % of children achieving GD in Y5 and Y6 reading, writing and mathematics is at or above the national average (2019). III. Focus on raising writing outcomes across the school to be in line with national. The Write Stuff is being introduced throughout the school and further staff training took place after school today and we hope that the introduction of this programme will have a positive impact on outcomes quite quickly. IV. We will focus on narrowing the gap in outcomes for our PP children in all areas. V. Pupil progress was good in all year groups apart from Y3 (current Y4). Six steps of progress during the school year is considered good. VI. In Year 4 we are introducing targeted teaching support to improve outcomes in all areas; some of this is being funded by the National Tutoring Programme funding. VII. The lightening squad will work with children in Years 3 to 6 who are not secure with phonics. VIII. We anticipated short-comings in the last academic year and started planning for the new academic year to ensure support is in place. IX. Gov: Really like the celebrations and challenges detailed for each school – it is important to celebrate what has gone well. <p>Queen Emma</p> <ul style="list-style-type: none"> I. Very pleasing levels of progress have been made in most year groups (good or above expected levels of progress). II. Data for Year 6 was not where we would have liked. III. Pleased with the times table outcomes in Year 4; our maths lead had been given release time to provide interventions which had a very positive impact. 	

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	<p>IV. We were moderated in KS1 and generally the moderators agreed with teachers. However the moderators were very specific in what they were looking for to support GD in maths and wanted to see very specific evidence. This did result in some pupils not making greater depth.</p> <p>V. Targeted phonics support for Year 1 to improve outcomes for those who didn't achieve GLD at the end of EYFS; also targeted teaching to support current Year 2 pupils who did not pass the Year 1 phonics check in June 2022.</p> <p>VI. A whole school focus on raising attainment in writing in order to be in line with national outcomes. The Write Stuff scheme has been introduced at Queen Emma too and teaching staff attended further training after school today.</p> <p>VII. Gov Q: There is a big gap between Queen Edith and Queen Emma KS1 data. Why is this? We were moderated in KS1 at Queen Emma and moderators were looking for very specific data to support GD outcomes; this did impact on our results. During transition meetings we have pointed out very able children to teaching staff, even though they weren't moderated at GD.</p> <p>VIII. Current year 1 at both schools have been most impacted by Covid-19 and have higher behavioural needs. This is due to having not been in early years education they are not used to listening or classroom routines. Has this been noticed at other schools? Yes, we have had similar feedback about this year group from other local schools.</p> <p>IX. Gov Q: have you noticed a similar pattern of behavioural challenges in this year's Reception? No the children have come in and settled well.</p> <p>X. Gov Q: Writing seems to be the biggest challenge. Will Write Stuff replace Talk 4 Writing? Yes eventually. Writing has been negatively impacted nationally as this is the area that parents are less able to support their children with, so during lock-down many children did less writing.</p>	
8	<p>Attendance Report</p> <p>I. Data provided in this attendance report is not compared to national data as we do not expect to receive this until March 2023.</p>	

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	<p>II. Persistent Absence (PA) remains high at both schools following very high Covid-19 infection rates during Autumn term 2021.</p> <p>III. Gov Q: What is persistent absence? This is where a child's absence dips below 90% attendance.</p> <p>IV. Gov Q: Are the figures on the report current? No they are the average PA figure for school year 2021/22. Many children who have never been on our radar for low attendance were last year. We had some pupils with EHCPs / SEN Support whose parents were very cautious about sending them into school due to health conditions, also some children have been very badly hit by Covid-19 and had long periods of time off school.</p> <p>V. Last year we were provided with attendance figures for Cambridgeshire and national each week and we were always in line both locally and nationally.</p> <p>VI. We are seeing an increase in parents wanting to take their children out of school to go on holiday and some are happy to pay the Penalty Notice; a holiday out of season is still cheaper even including the cost of a penalty notice.</p> <p>VII. Gov Q: Do you think the school should reward children for attendance as they can't influence this? We have started to reward children for good attendance (not 100%) in order that children do stay off school when they are poorly and don't struggle in just to get a 100% attendance certificate. We have also introduced the attendance bear which is awarded to the class with the best attendance, so there is less focus on an individual child.</p> <p>VIII. Gov Q: How are admissions into Reception this year? Both schools have 59 pupils in Reception and there is still some movement. At Queen Emma there were 18 in-year transfers this September alone, which is the most we've ever had.</p>	
9	<p>Sports Premium Reports 2021/22 The sports premium reports are on the school websites.</p>	

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	<p>Gov Q: How much funding do we receive? We receive £20k at each school and this money is specifically ring-fenced for use to increase the number of pupils taking part in physical activity. It is a follow on from the 2012 Olympics.</p> <p>The reports detail how we spent the money in the last school year. We are accountable for supporting children to swim 25m as this forms part of the curriculum.</p> <p>We use the funding to cover the cost of Premier Sport providing support at lunch time and during some lesson times.</p> <p>At Queen Emma part of the funding was used for the Daily Mile track.</p> <p>We also provide PE leads with release time to observe lessons and support other teachers, develop the curriculum and to promote inter-school competitions.</p> <p>Gov Q: Are you allowed to carry unspent funding forward? Yes we are being allowed to carry forward funding that was unspent due to Covid-19.</p> <p>Gov Q: How do you measure whether the number of pupils taking part in physical activity has increased? It is difficult to measure, but we do monitor the up-take of after school clubs and encourage some children to take part where we feel it will be beneficial. We have encouraged greater participation in swimming lessons by providing lessons for girls only, where cultural reasons have previously stood in the way of them taking part.</p>	
10	<p>Support for ECTs</p> <p>ECT (Early Career Teacher)</p> <p>The ECT programme started in September 2021, but this is the first year that we have had ECTs – we have one at Queen Edith and two at Queen Emma.</p> <p>They now receive two years training and each have a mentor and induction tutor.</p> <p>ECTs have weekly meetings with their mentors and are observed teaching each half term with a mid-term review.</p> <p>All three of our ECTs have settled really well.</p>	

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	<p>Gov Q: Are they on permanent contracts? Yes, they are all full-time and permanent. As part of their ECT training in the first year they receive 10% release time from class on top of PPA and in the second year they receive 5% release time from class on top of PPA.</p> <p>Gov Q: Do you have the capacity to support so many ECTs? Possibly 2 at each school would be the maximum we could support, but it really does depend who applies for our teaching posts. All three ECTs interviewed really well and made high quality applications and were the best teachers for the post.</p> <p>Gov Q: Do they receive mentoring throughout the two years? Yes.</p> <p>Gov Q: IS there any benefit to a school employing ECTs? There is no financial benefit but it does mean that we have had the opportunity to train them in our expectations as a Federation, which is a benefit.</p>	
11	<p>Up-dated Policies</p> <p>Healthy Eating Policy</p> <ol style="list-style-type: none"> I. We wanted to make clear our expectations about healthy eating in school. II. Reception and KS1 receive fruit / vegetable as a snack during the morning; this stops in KS2 when children have been able to buy a snack from the kitchen. However, these snacks included garlic and cheese bread and flap-jacks which are very calorific and did not encourage children to eat fruit. Fruit pots are now sold at break time for KS2 and these haven't gone down as well! III. Gov Q: Have parents seen the policy? The policy will be shared with parents in the newsletter in October, once it has been approved by this committee. IV. We hope the policy will support the work that we do with children around healthy eating in school. At the new parents' evening in July we shared ideas about what to include in child's packed lunch. V. Gov Q: Are children allowed water in class? Yes, children have their water bottles available at all times in class. Sometimes teachers prefer them to be put on a shelf so they don't spill over work on children's desks; but they are always able to have a drink of water and can re-fill their bottles during the day. VI. Gov Q: You mention a 'happy healthy lunch' leaflet in the policy to give parents ideas. Is this available? We are in the process of putting this together. 	

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	<p>VII. Gov: Really appreciate the birthday book idea with parents donating a pre-loved book to the class on their child's birthday instead of offering sweets / cakes.</p> <p>VIII. Gov Q: Will this policy be shared with after school club so they are aware of expectations? Of course this will be shared with Little Dragons and with the after school club at Queen Emma. We will also share the policy with Cambridge Kids Club and in a meeting discuss how they might align with it, although this will be dependent on costs.</p> <p>IX. The committee accepted the Healthy Eating Policy</p> <p>PE Policy</p> <ul style="list-style-type: none"> • This is not a new policy but has been up-dated to reflect the time allocation of 2.5 hours of physical activity a week (30 minutes per day as a minimum). • Children also come into school in their PE kits on the days they have PE lessons which is much easier and saves a lot of time getting changed. • Gov Q: Does the activity include the Daily Mile 'daily'? Yes this forms part of the time-table. Some children run and some walk together. • The committee accepted the up-dated PE Policy. 	
12	<p>Safeguarding</p> <ul style="list-style-type: none"> • Joanna MacKenzie, Queen Edith safeguarding governor has had a safeguarding visit with Sarah Jarman and will share a report about the visit with the FGB. Victoria Renfro, Queen Emma safeguarding governor is due to meet with Sarah Jarman next week. • Committee reminded to complete their safeguarding compliance form. 	
13	<p>Correspondence Received / Circulated</p> <p>Safeguarding compliance and pecuniary interest form.</p> <p>Link to join governor hub.</p> <p>Governor training schedule.</p>	

Item	Notes	Actions
14	Items to be reported to parents Healthy Eating Policy	
15	Any other business Parent questionnaire to be sent out in November. Committee offered to support school in analysing the data and reviewing feedback.	
16	Date of next meeting – Monday 21 st November 2022, 5.30 pm	



Signed: _____ Dated: 21.11.2022
 (Esther van Sluijs, Chair, Standards & Improvement Committee)