

Standards & Improvement Committee Meeting
Monday 4th March 2024, 5.30 pm
Queen Emma School
MINUTES

Governors Present:

Ambili Nair
 Craig Dyer (Chair)
 Joanna MacKenzie
 Sarah Jarman (EHT)
 Sean Lang

Others Present:

Cath Stubbs
 Hayley Brooker
 Nicki Simmons
 Rachel Holman
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		Apologies for absence were received from Siobhan Dickens, Steve Rothwell and Sulochana Subramaniam. The meeting was quorate.	
2	Declaration of Interest		None were declared.	
3	Agree minutes of the last meeting	Minutes 04.03.2024	Amend Item 5 (3) to read "high level of SEND need". Send to Sue Bowman at the Local Authority following amendment.	<u>Amended by Clerk</u> <u>Emailed by Clerk</u>
4	Matters Arising		<ul style="list-style-type: none"> Governor Visits for phonics, maths and the Leader in Me will all take place this Friday 26th April 2024. Video of Ozzy to be shared on the school website. 	
5	School Development Evaluation (2023-24) (SJ)	School Development Plan 2023-24 Evaluation	<ol style="list-style-type: none"> The evaluation of our school development plan from April 2023 to March 2024 was shared with the committee. The plan runs in tandem with the financial year. Academic targets at the beginning of this academic year were very ambitious and some children will not achieve expected levels of development. Leadership and Management development plan, under L4 "During standards and improvement committee meetings, governors to hear case studies to monitor levels of support and intervention for vulnerable children." An attendance case study was shared with governors and a SEND case study will be shared in our Summer term 2 meeting. 2 governors need to attend their safeguarding and child protection training, which will take place on 9th May 2024. 1 governor still needs to complete their online Prevent training. 	<u>When training schedule for 24/25 is</u>

			<p>6. Following Toby Allebon's departure from the FGB in December 2023 we have only 1 governor who has attended the financial training provided by governor services. More governors would like to attend the training but there are no training dates scheduled during this Summer term.</p> <p>7. Challenge: Curriculum C3 Science "key knowledge and vocabulary was slimmed down" – what does this mean for pupils? DH and Science subject leaders have reviewed science unit overviews to ensure that key vocabulary is well embedded in the curriculum and during lessons to ensure that pupils are not over-whelmed.</p> <p>8. Challenge: English E1 "Perse students acted as successful reading mentors in both schools" How was the successful impact judged? Pupil voice reflected positively on their experience and pupils felt more confident in their reading. Teachers were pleased that this had positively impacted on pupils attitudes towards reading.</p> <p>9. Governor: How do the FLT reflect back on the year? It has been a very busy year and it was therapeutic to evaluate the development plans and to reflect on all that has been put in place for our pupils. Obviously we are concerned that leaders will not be able to oversee so much this financial year, due to financial constraints and deputy headteachers new teaching commitments.</p> <p>10. Challenge: EYFS 2 – were opportunities for parental engagement developed further? An improved use of Tapestry has helped communication at both schools. Workshops for English and Maths have been held and opportunities to come in and read with your children have been offered.</p>	<p><u>available governors to book onto training.</u></p>
6	School Development Priorities 2024-25 (SJ)	School Development Priorities 2024-25	<ol style="list-style-type: none"> 1. School development priorities from April 2024 to March 2025 were shared with the committee. The equality objectives are being reviewed and will be discussed with governors at the FGB on 29.04.2024. 2. Reading, writing and maths remain the main focus of teaching and learning. Writing remains the area that needs the most focus, particularly among disadvantaged pupils. 3. Leadership will refine previously reviewed subject areas to ensure the planned curriculum reflects the most important key skills, knowledge and vocabulary in each curriculum area, as suggested by Ofsted following our inspections in Summer 2023. 4. We have received a grant from the building developer KULA to help us develop our forest school provision. We are hopeful that this will include funding for a member of staff to attend training and for cover whilst they attend training. 5. Challenge: Under PD3 what is a 'behaviour curriculum'. This will pin-point what we want to focus on teaching children whilst they are in our schools and what they need to know in order to be well-behaved members of the schools and the outside community. This is in the early stages of development and being looked alongside our 	

			<p>behaviour policy which is also being up-dated.</p> <p>6. Leadership opportunities for pupils have been built on during this school year and we hope to continue doing this through the continued use of the Leader in Me programme. Due to financial constraints we have considered that we might have to cut the Leader in Me however the PSFA at Queen Emma have agreed to provide funding for this financial year. The Queen Edith PSFA will discuss this at their meeting tomorrow.</p> <p>7. Challenge: L4 Governors to closely monitor the financial work of the Federation – how will this be developed? The FBM is preparing a financial monitoring schedule for governors against the Scheme for Financing Schools. These documents will be shared with all governors at the FGB on 29.04.2024.</p> <p>8. Challenge: What about Music within the curriculum? The curriculum is being reviewed and refined by DHs along with all other curriculum areas. Music has been completely written for all year groups to Year 4. Year 5 and Year 6 are being written.</p>	
7	Feedback on SEND Monitoring Day (SJ)		This had been covered at the last meeting and accidentally remained on the agenda! Sorry.	
8	Attendance Report (HB/CS/RH)	<ul style="list-style-type: none"> Queen Edith – Attendance and Admissions (Summer A) Queen Emma – Attendance and Admissions (Summer A) 	<p><i>Queen Edith</i></p> <ul style="list-style-type: none"> DH and attendance officer continue to send frequent letters to parents whose children drop below 96%. Meetings are held with parents to set attendance targets where there is a long-standing attendance problem. However the attendance protocol has changed to advise that where families are accessing support from a TAF school cannot take formal action until there have been 2 TAF meetings with the family and this is slowing the process down and limiting action we can take at an earlier stage. We remain concerned about persistent absence (less than 90%) which stands at 17%; this is an improvement on last half term and at this time last year, but is stubbornly high. <p><i>Queen Emma</i></p> <ul style="list-style-type: none"> DH and family worker continue to monitor attendance when it dips below 96% and letters are sent out and meetings held with parents. The persistent absence remains high at 19.4% and is impacted by two pupils in school who are school refusers. We are receiving advice on how to handle these pupils. Admissions have improved at Queen Emma with 9 pupils joining the school, many from overseas. <p><i>General information</i></p>	<ul style="list-style-type: none">

			<ul style="list-style-type: none"> The attendance policy is being reviewed in line with new guidance and will be shared with governors. Deputy headteachers with responsibility for attendance are concerned that if they are teaching in class next year there will be limited time for them to keep a close eye on attendance and less available time for them to meet with families and to seek advice from the Local Authority. Governor: is extra support in place from the local authority to support improved attendance given it is a nationwide issue? Previously we had an EWO allocated to our schools, who visited regularly and we were able to run through our most concerning attendance cases and seek advice on next steps. However we now have to contact a Local Authority Attendance Officer through an attendance hub for advice on individual cases which is not as supportive as the EWO model was. We have sent NHS information to parents advising when it is necessary to keep a child off school in the hopes that parents won't keep children off school just for a sniffle. 	
9	Policies for review	<ul style="list-style-type: none"> Restrictive physical intervention with pupils policy (HB/RH) 	<ul style="list-style-type: none"> 1 amendment "in line with the Cambridgeshire Therapeutic Thinking approach" instead of STEPS. A nominated governor is needed to fulfil statutory requirements and Joanna MacKenzie offered to take on this role. Ratification: The restrictive physical intervention with pupils policy was ratified. 	<u>Clerk to add to policy</u>
10	Safeguarding (SJ)		<ul style="list-style-type: none"> The safer schools policy officer has been in to speak to both Year 6 cohorts about the importance of responsibility in the community and to talk to them about the age of criminal responsibility. Pupils were also informed that if they were part of a group committing a crime, even in the capacity of a by-stander then they can still be found culpable. The EHT has also been liaising with the police in the MASH about guidance for schools about how to respond when parents contact them about concerns within the community, for example strangers approaching young children. A "Being safe" module now forms part of the PSHE curriculum. 	
11	Correspondence Received / Circulated		Received correspondence from the Safer Streets Scheme advising that our schools are being considered. EHT has a meeting with them tomorrow and will follow this up with governors at the FGB on 29.04.2024.	
12	What is the impact of decisions made during this meeting upon the		<ul style="list-style-type: none"> Monitoring of budget using financial monitoring schedule that is being prepared by the FBM. Ratified the restrictive physical intervention policy and nominated a governor. 	

	standards and improvement of the Federation? What noteworthy issues were raised?		<ul style="list-style-type: none"> Expressed concerns over the capacity of the deputy Headteachers with responsibility for attendance to continue working with families due to teaching responsibilities from September 2024. 	
13	Actions for Governing Body to discuss/carry out CPD/ arrange a visit/etc. from this meeting/previous FGB (CD)		Maths, Phonics and Leader in Me visits all to take place on Friday 26 th April 2024. More Governors need to attend financial training.	
14	Items to be reported to Parents			
15	Any other business	Decide Subject Leader to attend meeting Summer B (Cttee)	Committee requested that the EYFS phase leaders attend the meeting in June to provide an up-date, however this clashes with the Reception 2024 Parent Evening, so is being re-considered.	
16	Date of next meeting		Monday 17th June 2024, 5.30pm	



Signature:

Dated: 17th June 2024

(Craig Dyer, Chair, Standards and Improvement Committee)