

Standards & Improvement Committee Meeting
Monday 28th April 2025, 5.30 pm
Queen Emma School
MINUTES *draft*

Governors Present

Sean Lang
 Ana Toste Rego

Others Present

Hayley Brooker
 Sarah Jarman
 Nicola Simmons
 Anna Biard (Clerk)

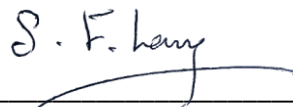
	Item	Supporting Paperwork	Actions
1	Apologies for Absence	Marsha Merchant Rachel Holman Ambili Nair Joanna Mackenzie Phil Kirkham	
2	Declaration of Interest	n/a	
2.a	Chair of S&I Committee	Item was raised as no one has stepped forward for this role. This item is to stay on agenda until a new Chair found/nominated. There was an informal discussion about possible people to Chair – PK was approached but declined. A question was put to the group whether to rotate Chair or even Co-Chair structure could be considered, the feeling was that this would be a good solution? Defer to FGB for further discussion	Defer to FGB
3	Agree minutes of the last meeting	Minutes 10.03.2025 – Agreed that previous minutes were accurate and to be accepted.	
4	Matters Arising	No matters arising	
5	Attendance Report (HB/CS/RH)	<ul style="list-style-type: none"> Queen Edith – Attendance and Admissions (Summer A) 	

		<p>Improvements noted</p> <ul style="list-style-type: none"> Queen Emma – Attendance and Admissions (Summer A) <p>(HB) It's a similar picture for both schools. Persistent Absences are a focus and that no particular reason is identified for PAs. The process for penalising non-attenders by the QF schools is so lengthy and detailed, there is also the fact that PA parents may know about this clunky procedure and so take a chance that there is no consequence for persistent absence of children, hence little or no improvement. Detailed nurture process must be followed to the T to show that QF has followed correct path as per LA/DfE attendance website and LA is not always able to give a fully comprehensive answer to any questions we may have.</p> <p>Governor Challenge – Increase /Decrease at the bottom of the report, how is this figure derived? A definite answer was not given, and it was noted that there may be variables. Clerk to investigate and check formatting criteria for the statistics required.</p>	Clerk to investigate
6	Wellbeing Risk Assessment (PK)	<p>Due to Phil Kirkham's unavailability this evening, it was decided that this item would be deferred to the next S&I meeting.</p> <p>There was a brief discussion surrounding PK docs provided. Query as to adding to existing work load of staff given that wellbeing group is already set up. Well-being is possibly difficult to quantify for each individual staff member, with so many potential solutions from one person to another.</p> <p>It was queried whether this discussion should have arisen out of a discussion around suspensions. Does is require a line on the H&S RA and would this be a good solution and that it could have already been resolved (Risk identified= staff wellbeing. Action = There is a Staff Wellbeing Group? Draft a response suggesting an item added to H&S RA as a solution.</p>	Draft response (?)
7	Policies for review	<ul style="list-style-type: none"> Restrictive Physical Intervention with Pupils Is JA still the nominated Governor for this Policy? No suggestion that JA is leaving the GB other than for less attendance to meetings this half term. AB to amend as changes required. Policy Ratified Spiritual, Moral, Social and Cultural Policy Vocabulary changed Policy Ratified 	Clerk to amend polices with point discussed.

		<ul style="list-style-type: none"> Protocol for children not collected SJ – change P1 bullet point, to at least 3 emergency contacts provided AB to amend Policy Ratified 	
8	Safeguarding (SJ)	<p>Chair has been unable to do SCR at QED last term, to rearrange a time to review.</p> <p>EYFS reforms- changes to be made in readiness for September and there are some main considerations:-</p> <ol style="list-style-type: none"> 1) More staff need to be trained on Paediatric first Aid (reception, nursery, after school) 2) More EYFS trained DSL members of staff must be on site 3) Tracking children's absences/patterns/prolonged period of time in nursery settings. Contact must be made. <p>Governor challenge- Why is this necessary given that nursery is non compulsory school age? Executive Headteacher advised that it is to spot patterns developing and nip in the bud before Reception, train parents of the correct procedure and for safeguarding.</p>	Chair to visit QED
9	Correspondence Received / Circulated	n/a	
10	What is the impact of decisions made in the previous meeting upon the standards and improvement of the Federation?	<p>New drop off/collections at QED are in place after a consultation with parents, positive feedback has been received.</p> <p>Impact is clear in that KS1 children are arriving and leaving school in a much more calm, safe and organised fashion. Parents are mainly happy, following consultation with them. Minor concerns of the younger, KS2 children crossing the school, but generally it is a huge improvement and alternatives have been provided. It was felt by all that any niggles from parent feedback were perhaps from the inconvenience of getting to grips with the new procedure.</p>	
11	Actions for Governing Body to discuss/carry out CPD/ arrange a visit/etc. from this meeting/previous FGB (CD)	<p>Chair of Governors coming to school on 12th & 13th May.</p> <p>Executive Headteacher expressed concerns about lack of Governor curriculum visits at both schools. Chair to chase governors.</p>	Nudge to PE leads and



		<p>A QED parent governor at the meeting confirmed that she has approached both PE leads at QED and QEM but is waiting to hear back from them. Deputy HT QED to nudge teachers and parent governor to chase</p> <p>Chair is in discussion with Secretary of State for Education to come and visit.</p> <p>Subject leaders – PE to be invited to Governor meeting to discuss curriculum Summer B, and notice to be given to teacher. In particular a request was made that they please talk about LIVEWell grant and how this has been utilised.</p>	governor to chase
12	Items to be reported to Parents	Governor letter from SL to parents about lateness	Chair to draft for parentmail/newsletter
13	Any other business	Decide on which subject leaders will present at Summer Term A Committee meeting	
14	Date of next meeting	Monday 23rd June 2025, 5.30pm	

Signed:  Dated: 28th April 2025
(Dr Sean Lang, Acting Chair, Standards and Improvement Committee)