



**Standards & Improvement Committee Meeting**  
**Monday 19<sup>th</sup> June 2023, 5.15 pm**  
**Queen Emma School**  
**AGENDA**

**Governors present:**

Ambili Nair  
 Craig Dyer (Chair)  
 Joanna MacKenzie  
 Nicki Simmons  
 Sarah Jarman (EHT)  
 Sean Lang  
 Steve Rothwell  
 Victoria Renfro

**Others present:**

Cath Stubbs  
 Hayley Brooker  
 Nicole Wilson (PSHCE Lead)  
 Susie Clarke (PSHCE Lead)

	Item	Supporting Paperwork	Minutes	Action
1	Apologies for Absence		Apologies were received from Jo Dooley and Sulochana Subramaniam. Steve Rothwell joined the meeting remotely and the meeting was quorate.	
2	Declaration of Interest		None	
3	Agree minutes of the last meeting	Minutes 24.04.2023	Minutes were accepted by the committee.	
4	Matters Arising		None	
5	PSHCE up-date – subject leads		<p>PSHCE Leads, Nicole Wilson, Queen Edith School and Susie Clarke, Queen Emma School up-dated the committee.</p> <ol style="list-style-type: none"> <li>1. Aim is to teach our pupils to be the best members of society that they can be, to look at life through an open lens, to think about their health, to consider the needs of others and develop a 'learning for life' attitude.</li> <li>2. At Queen Edith NW has completed two book looks in Year 5 and Year 1.</li> <li>3. The Local Authority PSHCE Service has provided high quality, age</li> </ol>	



			<p>appropriate texts and training videos to support lesson planning and curriculum development.</p> <ol style="list-style-type: none"> <li>4. At Queen Emma SC has been encouraging cross-curriculum links e.g. science learning links to hygiene, British history links to localities and computing links to online safety.</li> <li>5. PSHCE pupil voice confirms that pupils mainly feel safe and comfortable in school and are confident in sharing their opinions; pupils would like to complete some of their PSHCE lessons and learning through outdoor activities.</li> <li>6. At Queen Edith PSHCE pupil voice with Y6 shows that pupils are not completely clear on what 'British Values' means and pupils are being reminded about this with values being linked to the 7 Habits. A British Values Day will take place in school during October to support pupils understanding.</li> <li>7. Our schools are working together to develop assessment and are looking into new schemes as Cambridgeshire PSHCE service learning scheme is very content heavy.</li> <li>8. Peer mediators are being trained to deal with smaller incidents during play and lunch time to try and seek resolution to a problem.</li> <li>9. <b>Challenge: As you mention that Cambridgeshire PSHCE Service provide a great support structure why are you considering a different scheme?</b> The Cambridgeshire scheme is very intense, for example in Y6 12 lessons have to be fitted in to a 6 or 7 week half term which is very tricky alongside all other learning and preparation for SATS. In Y1 9 lessons have to be scheduled into the half term, which is easier to fit in to the slightly more fluid learning environment, but still quite demanding. Teachers also have to fit in non-statutory lessons which might be more important, for example road safety or body image. We have been looking at Jigsaw which is more focused on mindfulness.</li> <li>10. Curriculum plans have been developed for each year group.</li> <li>11. <b>Challenge: How do you monitor the delivery of the curriculum</b></li> </ol>	
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			<p><b>plans?</b> Pupil voice feedback reflects pupil's understanding, lesson observations take place, PSHCE Leads have conversations with staff and there is a RAG form on the curriculum plans to be completed at the end of each unit which identifies areas of weakness.</p> <p>12. Floorbooks are being trialled.</p> <p>13. <b>Challenge: What is a floorbook?</b> Floorbooks are blank A3 books where we can record children's voices and their ideas to use in planning. Group writing in a floorbook allows shared thinking as children recall each other's ideas and record them through writing, diagrams, pictures and photographs.</p> <p><b>Committee thanks Nicole and Susie for attending the meeting to up-date them.</b></p>	
6	PRFE data return and bullying logs	PRFE and bullying report – Spring term	<ol style="list-style-type: none"> <li>1. All three pupils reported for an incident on 29<sup>th</sup> March were involved in the same incident.</li> <li>2. The majority of incidents took place during lesson time and were directed at class mates, although not all.</li> <li>3. <b>Challenge: What do the incidents involve?</b> Some involve racially discriminatory language others verbal or physical aggression; with younger pupils it can be a comment about another child's appearance. Restorative work takes place in class and with specific children and families are informed.</li> <li>4. There are two recorded incidents of bullying during Spring term at Queen Emma; when parents report the incident as 'bullying' we record it as such. PSHCE lessons are tailored to tackle issues arising.</li> </ol>	
7	Policy up-dates	<ul style="list-style-type: none"> <li>• Healthy Eating Policy and school Healthy Eating leaflets</li> <li>• Health Education policy</li> <li>• Online Safety Policy</li> <li>• Pupil Voice and Participation Policy</li> </ul>	As Committee was short on time Governors agreed to reflect on these policies and send in any comments or queries.	<u>Governors to send agreement or otherwise to Clerk or to Chair of Committee.</u>
8	Attendance and Admissions (CC/HB)	<ul style="list-style-type: none"> <li>• Attendance Policy – update item 4.3</li> </ul>	At Queen Edith, persistent absence (absence under 90%) has dropped by 2% to 17.3% which is very pleasing; At Queen Emma PA has dropped by 1.5% to	



		<ul style="list-style-type: none"> <li>• Queen Edith - Attendance and admissions report</li> <li>• Queen Emma – Attendance and admissions report</li> </ul>	<p>15.4% so really positive and figures for both schools are better than nationally.</p> <p><b>Challenge: Do the attendance figures reflect prolonged absence?</b> Yes they reflect all absence.</p> <p><b>Challenge: Why is PA not dropping to pre-pandemic levels?</b> Anecdotally, many more parents now work from home, so it is easier to keep your child off school with a slight cough or cold, whereas previously they might have been sent in as child-care was tricky. Also as restrictions on travel have lifted we have seen an increase in families travelling to visit family abroad during term time, which is unauthorised.</p> <p>Where parents have been sent letters about their children’s attendance and we are not seeing improvement meetings are taking place to support better attendance.</p> <p>National attendance guidance is changing next school year and we will be adapting our attendance policy in line with that guidance.</p> <p><b>Ratification: Attendance Policy – wording in 4.3 up-dated in line with Local Authority.</b></p>	<p><u>Up-dated policy on website</u></p>
9	Safeguarding	Local Authority Safeguarding Review	<p>The Local Authority has conducted a safeguarding review, spending a day in each school and meeting with our safeguarding governors.</p> <p>Phil Nash conducted the review and his RAG report has been shared with the committee.</p> <p>All suggestions have been implemented; the Whistle-blowing Policy has been circulated to all staff and will be again as part of our safeguarding documents which are shared with staff, governors and volunteers in September.</p> <p>A member of staff at Queen Edith has been trained as a DDSL and a further member of staff at Queen Emma will attend the two day DDSL training in September 2023.</p> <p>A nurture provision is to be set up in each school and the lead of this provision will also train as a DDSL.</p> <p>Recent MyConcern training has supported staff to be able to run reports for different purposes.</p> <p><b>Challenge: Do Ofsted have set criteria for how safeguarding concerns are</b></p>	



			<p><b>recorded?</b> No they don't have set criteria but do expect schools to fulfil their obligations under KCSIE.</p> <p>Risk Assessments have been up-dated and the business manager is working on developing a review cycle.</p> <p>Further signs have been installed at Queen Edith to make it clear how to find the school office at the Local Authority's suggestion.</p> <p>SCR was described as 'exemplary' and a range of supportive suggestions have been made for both schools. School secretaries are implementing these.</p> <p>Governor visits should be recorded on a new report form which includes a safeguarding item – this has been circulated (and already used) to governors.</p>	
10	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ul style="list-style-type: none"> <li>• PSCH Leads provided information about scheme being used and consideration of an alternative scheme.</li> <li>• Attendance continues to be monitored and an improvement in figures at both schools is noted.</li> <li>• Safeguarding Review – using the new form to ensure governors reflect on safeguarding at each visit.</li> </ul>	
11	Correspondence Received / Circulated		None	
12	Items to be reported to Parents		The attendance policy will be shared with parents.	
13	Any other business		None	
14	<b>Date of next meeting</b>		<b>25<sup>th</sup> September 2023, 5.30pm</b>	

(Craig Dyer, Chair, Standards & Improvement Committee)

Date: 25<sup>th</sup> September 2023