

**Standards & Improvement Committee Meeting**  
**Monday 23<sup>rd</sup> September 2024, 5.30 pm**  
**Queen Emma School**  
**Minutes**

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**Governors Present:**

Siobhan Dickens (Chair)  
 Sarah Jarman (EHT)  
 Sean Lang  
 Ambili Nair  
 Steve Rothwell

**Others Present:**

Hayley Brooker  
 Rachel Holman  
 Nicki Simmons  
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		<ul style="list-style-type: none"> <li>Apologies for absence were received and accepted from Joanna MacKenzie and Cath Stubbs.</li> <li>Sulochana Subramaniam did not attend.</li> <li>The meeting is quorate.</li> </ul>	
2	Election of Chair		<ul style="list-style-type: none"> <li>Siobhan Dickens was appointed Chair of the Standards and Improvement Committee.</li> <li>This was proposed by Sean Lang and seconded by Ambili Nair and unanimously agreed by the committee.</li> </ul>	
3	Declaration of interest		None declared	
4	Agree Minutes of the last meeting	Minutes 17.06.2024	4 typos to be corrected by the Clerk.	
5	Matters Arising	Admissions Policy 2024-25 QED Admissions Policy 2024-25 QEM Admissions Policy 2025-26 QED Admissions Policy 2025-26 QEM	<b>Admissions Policy – Ratification</b> <ol style="list-style-type: none"> <li>Paperwork has been sent to the adjudicator requesting that Queen Emma continues to be one-form entry for Reception 2025/26. As part of the request we submitted our Admissions Policy to which the adjudicator responded with 22 points of non-compliance. We use the model Local Authority Admissions Policy so alerted them that the policy is non-compliant.</li> <li>EHT and CoG met the admissions team and developed the shared draft policies. We went through each of the 22 points raised by the adjudicator and ensured</li> </ol>	

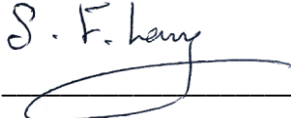
			<p>compliance.</p> <ol style="list-style-type: none"> <li>3. Amendments to the attendance policy shared over the summer included up-dates to how schools respond to CME (Children Missing in Education) and dove-tails to these up-dated admissions policies.</li> <li>4. All governors have received a copy of 2 admissions policy for each school. One is to be put in place for this school year for any in-year admissions. This is urgent as currently our admissions information on the website is not compliant. The other policy is to cover the next academic year.</li> <li>5. We will need a further policy for school year 2027/28. This will need to be consulted upon in order to agree a PAN of 30 pupils in Reception for that school year.</li> <li>6. Relate 2 to this year, 2 to next year.</li> <li>7. All new areas are highlighted in red; these cover admissions for the children of military families, how we chose who to admit in the case of a tie-break and over-subscriptions.</li> <li>8. The Local Authority manages our admissions, but the governing body are the admissions body as we are a foundation school.</li> <li>9. <b>Governor Challenge: Has there been a change in how different groups of children are prioritised?</b> Yes, when a child has an EHCP and the parent has named the school the pupil has to be admitted.</li> <li>10. Over subscription will now include children who are in care, who have a residency order, or who have come from outside the UK and been adopted under an English care order.</li> <li>11. <b>Governor challenge: Does the policy clarify what is meant by sibling?</b> Yes</li> <li>12. In some circumstances a place may be withdrawn e.g. a fraudulent application, or where an offer has been made but not accepted; after 4 days school office staff will contact the family and if nothing is heard, 5 days later the offer is withdrawn.</li> <li>13. <b>Governor challenge: Are there any differences between the two schools?</b> The only difference is that there is a PAN of 60 in Reception at Queen Edith, but a PAN of 30 in Reception at Queen Emma.</li> <li>14. All information regarding the appeals process is included.</li> <li>15. <b>Governor challenge: Is there a year in which more than 30 siblings would apply in one year?</b> No, this is highly unlikely.</li> <li>16. <b>Governor challenge: Is there an issue about twins?</b> Previously we have been expected to go over PAN for twins however this isn't mentioned specifically.</li> </ol>	
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			<p>Admissions Team would probably contact the school directly to ask you to go over PAN. In Reception and KS1 we are not legally able to exceed PAN.</p> <p><b>17. Ratification: The Admissions Policies for each school for 2024/5 and 2025/6 were unanimously ratified by the standards and improvement committee.</b></p> <p>18. Ratification of these policies will be reported at the full governing body on 07.10.2024 and is an agenda item.</p> <p>19. COG will contact the adjudicator to inform them that the policy is ratified.</p>	<ul style="list-style-type: none"> <li>• <u>To be reported to FGB 07.10.2024.</u></li> <li>• <u>CoG to advise adjudicator</u></li> </ul>
6	Terms of Reference	Review terms of reference	The committee reviewed and ratified the terms of reference for the Standards and Improvement Committee.	
7	Sports Premium report (NS)	<ul style="list-style-type: none"> <li>• Queen Edith Sports Premium Report 2024</li> <li>• Queen Emma Sports Premium Report 2024</li> </ul>	<ol style="list-style-type: none"> <li>1. "Get set for PE" has been better embedded across both schools and we have seen an improvement in the quality teaching, with teachers showing more confidence, particularly in teaching gymnastics and hockey.</li> <li>2. Relevant staff have received training for the wall bars.</li> <li>3. Premier Sport work really well at lunch time and we have seen improved behaviour amongst pupils with behavioural issues.</li> <li>4. Now that the pool is up and running swimming is a priority for this school year. Last year the local authority provided swimming vouchers for pupils in Y6 who weren't able to swim 25m and these were taken up by some families.</li> <li>5. <b>Governor question: Were the vouchers provided for PP children only?</b> No, these were provided for any child unable to swim 25m.</li> <li>6. The remit around how Sports Premium funding is much more ring-fenced than previously with the aim of getting more children involved in physical activity.</li> <li>7. <b>Governor question: is the Government's commitment to sport premium funding at risk?</b> It is not guaranteed and is always under consideration each financial year.</li> <li>8. We are working hard to build competitive sport back up across the Federation. This involves cross-school competitions, but also with other schools in the local schools partnership.</li> <li>9. <b>Governor question: What is the funding situation for this year? Do you apply?</b> No funding is based on census figures on a per pupil basis. Pupil numbers at the census this October will make up the funding for next financial year.</li> <li>10. <b>Governor question: how do the number of our pupils meeting the swimming targets compare with schools nationally?</b> We don't know as we don't receive national numbers from the government. We are so lucky to have the swimming pool at Queen Edith and children are able to start swimming during Summer Term B every year from Year 2 and we do see amazing progress and the children love it.</li> </ol>	

			Some staff held before school swimming classes for those couldn't swim and taught them the fun element of being in the pool.	
8	Provisional data outcomes for 2023-24 (NS and CS)	Queens' Federation Data Report Summer 2024	<p><b>Queen Edith</b></p> <ol style="list-style-type: none"> <li>1. We are delighted with the national KS2 SATS results at Queen Edith, particularly that Writing was in line with the national average. Quality First Teaching is a style of teaching that emphasises high quality, inclusive teaching for all pupils in a class and has had a really beneficial impact on outcomes, with our children getting the education that they are entitled to as demonstrated by our results.</li> <li>2. Phonics and reading tutoring with the lighthouse squad was being used for the lower 20% of pupils, but is now being used for all children from Y2 to Y6 so we should start to see improvements.</li> <li>3. The Y4 multiplication check was slightly lower than expected. The maths lead is working hard to raise the profile of times tables and pupil engagement with an emphasis on timetable rock stars and weekly tests.</li> <li>4. GLD results in the early years were significantly above national average.</li> </ol> <p><b>Queen Emma</b></p> <ol style="list-style-type: none"> <li>1. Year 6 2024 was a challenging cohort and this had been shared with governors for some years. The targets set were very ambitious and all things considered outcomes were satisfactory. There were a large number of pupils who achieved higher than expected levels and a larger than hoped group who didn't meet expectations. We will look into why this was the case to support improvements during this school year.</li> <li>2. Writing outcomes have plateaued at Queen Emma and we can't work out why. Phonics outcomes were particularly low and the data doesn't correlate to the reading outcomes in KS1. The school improvement champion and the KS1 phase leader are focused on this and already improving practice in the classrooms.</li> <li>3. Staffing was very turbulent in one Y1 class last year and this really impacted the results.</li> <li>4. Results of the Year 4 Multiplication check were good with a lot of effort put in by staff and the maths lead.</li> <li>5. KS1 outcomes need improvement.</li> <li>6. Moving forward we are encouraging phase leaders to meet across the schools. There has been some reluctance but happened more in Later Years. Staff used to work across the schools more when Queen Emma was new, however we wonder if teachers who are new to the Federation don't realise that there is an opportunity</li> </ol>	

			<p>for working together. Also practice during the pandemic restricted contact and has had an impact.</p> <p>7. <b>Governor: it is a real advantage to have this opportunity and was acknowledged by Ofsted as a benefit to staff.</b> At Queen Emma we do have more part-time staff and fitting in a visit to the other school can add to your work-load when you just want to do your marking and then head home.</p> <p>8. Moderation across EYFS and middles years was very positive and staff came away with new ideas.</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• <b>Governor challenge: Are we above average for the number of EAL children and what impact does that has on pupil outcomes in core subjects?</b> We are not sure how our numbers of EAL compare nationally and some parents chose not to declare that their child speaks another language when joining the schools. However using FFT we do look at KS1 data for EAL pupils and compare it with their KS2 outcomes. It is very clear that many of our EAL pupils have some of the best outcomes at the end of primary school and achieve well. Many of the EAL pupils have parents working at the hospital, the University and pharmaceutical companies. We had several children join us from Hong Kong and their maths results have been excellent.</li> <li>• Our predictions for next year are higher than this year's results across the board.</li> <li>• Overall we are happy with outcomes at QED but work is needed at QEM, although levels of progress are good but we will need to work hard to meet national levels.</li> <li>• <b>Governor Challenge: should we have some action points for future meetings?</b> Yes these are included in the school development plan (SDP) for governors under monitoring. Governors might want to consider how you best monitor areas highlighted for improvement. Data will continue to be shared from termly assessments.</li> <li>• Our targets will shortly be set with SIA and these targets will be shared with the committee.</li> <li>• One impact of the financial limitations is that TAs are now solely used for support to EHCP children and cannot run interventions for other pupils who might need extra learning support.</li> </ul>	
9	Online Safety Policy	Online safety policy September 2024 for	<ul style="list-style-type: none"> <li>• <b>Ratification: The online safety policy was ratified.</b></li> <li>• <b>Governor request: the Interface between online safety, sanctions and</b></li> </ul>	Chair to advise

		ratification	<b>safeguarding can be quite intertwined and it would be good to understand more about this at another meeting.</b>	Clerk when to add to the agenda.
10	Safeguarding		<ul style="list-style-type: none"> <li>EHT continues to receive Smoothwall safeguarding alerts every Monday. This is usually triggered users accessing something they shouldn't or searching an inappropriate word. Nothing has yet been able to get through our security filters.</li> <li>We are now labelling pupil devices so we are able to identify which pupil is responsible. Staff devices are assigned and therefore easily traceable.</li> </ul>	
11	Correspondence Received / Circulated		<ul style="list-style-type: none"> <li>Biographies</li> <li>Declaration of pecuniary interest</li> <li>Safeguarding compliance documents for electronic signature.</li> </ul>	
12	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ol style="list-style-type: none"> <li>The committee has ratified the admissions policy for 2024-25 and 2025-26 which is a key stop to balancing our budget.</li> <li>Considered the importance of teacher collaboration and sharing best practice across the Federation and the benefit this could have on pupil outcomes.</li> <li>Sports premium funding continues to improve standards in PE and in opportunity for all children to take part in sport.</li> </ol>	
13	Items to be reported to Parents		<ul style="list-style-type: none"> <li>Consultation with parents about reducing PAN at Queen Emma for school year 26/27 once this has been determined.</li> </ul>	
14	Any other business	Subject Leaders to attend November committee meeting	RE Subject Leads to attend the next Committee meeting.	
15	Date of next meeting		<b>Monday 18<sup>th</sup> November 2024</b>	

Signed:  Date: 18<sup>th</sup> November 2024

pp. Dr Sean Lang, Acting Chair, Standards & Improvement Committee