



St James' RC Academy Trust, Maybury Close, Petts Wood. BR5 1BL
Faith in Action, Working Together, Walking in the Footsteps of Christ

**Minutes of the Children and Learning Committee meeting
held on 28 February 2017**

The Governors agreed, in June 2009, that all papers submitted to and the minutes arising from, meetings of the Governing body and its sub-committees, should be fully prepared, and managed, in line with the regulations and the guidance, taking into account the Freedom of Information and Data Protection Acts. Minutes concerning confidential matters will not be published.

All documents discussed were circulated prior to the meeting unless otherwise specified.

Present	Mary Hutchinson – Chair of Governors Anna Boshier – Head Teacher Jo Gibson - Chair of the Children & Learning Committee Lisa Weeks – Deputy Head Teacher Margaret Connell Carlette Victoire-Nijjar Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The Chair of the Committee opened the meeting with a prayer.
2. Apologies for Absence	Elizabeth Atkinson Bruno Cotta Carlette Victoire-Nijjar and Margaret Connell were welcomed as new members of the Committee.
3. Declaration of Interest	None
4. Minutes of last meeting and matters arising	Minutes 6. PE Report – Clubs Small typo in 'Questions asked by Governors: A:' – 'these' instead of 'there'.

	<p>Subject to the above amendment, all minutes were agreed as correct and taken as a true record.</p> <p>Matters arising None.</p>	
--	--	--

<p>6. Reports</p>	<p>The Head Teacher highlighted the main points from the previously-distributed reports and policies as follows:</p> <p>5.1 SDIP The priorities covered on the INSET Day have been adhered to - achievement, continuing links with the Umbrella Trust, focus on Pupil Premium children at the higher end of the school, and the development of the sensory room and outdoor area. In particular: <u>Leadership and Management</u> – there has been the addition of the appointing a new Head Teacher. <u>Buildings</u> – the KS2 toilets continue to be a priority, and the non-urgent actions from the Fire Safety Audit are being dealt with gradually. <u>Safeguarding</u> – a leaflet has been made available in the office for parents to pick up, should they wish. <u>Learning</u> – the focus has been on Science and French Assessments, Spelling, mastery of Maths and (non-statemented) SEN support.</p> <p>5.2 SEF This relates back to the Ofsted criteria.</p> <p>5.3 Computing Policy</p> <p>5.4 Mobile Phone Policy The Governors agreed that this was a very good policy which covered all stakeholders including parents and contractors on site.</p> <p>5.5 Marking Policy This policy is evidenced in the books.</p> <p>5.6 French Policy French was reported to be going very well.</p> <p>5.7 Science Policy</p> <p>5.8 Transition Policy This was considered to be very thorough.</p> <p>5.9 Early Years Policy This was considered to reflect the Early Years very well.</p> <p>5.10 Maths Policy This was updated for 'Mastery'.</p>	
--------------------------	---	--

5.11 Art and Design Policy

5.12 Display Policy

It was noted that there is a balance to be struck concerning displays in the school.

All policies were ratified.

5.13 Update on Umbrella Trust

A new School Improvement Adviser had been appointed – Kevin Parfoot – from a company called 'Good to Great'. There would be a change in the way of working compared to David Gosling, who was more accountability-focussed at a time where this was what the Umbrella Trust needed.

Now that the Umbrella Trust is working well, Kevin would look at the needs of each individual school and tailor the work for the school accordingly, making the service more personalised. This would still go out to the whole Umbrella Trust, but the school would be seen prior to the Umbrella Trust meeting.

The Umbrella Trust would thank David formally at the meeting on 29th March, and it was agreed that he had been an excellent adviser.

The Heads and Chairs met with the Diocese and gave positive feedback that the Umbrella Trust was working well and the schools wished to remain as an Umbrella Trust. The Umbrella Trust is more flexible than a MAT.

5.14 Governor Morning

Six Governors attended the Governor Morning, during which they visited Reception and were very impressed with the children and teachers. One Governor commented in particular about how impressed they were as to the alertness of the Teaching Assistant with regard to the needs of a diabetic child. They also visited the Sensory Room, which is being used and added to. Teachers have had training from the Phoenix Centre and the room has very structured use.

5.15 David Gosling Report – Teaching and Learning and Outcomes

All points in the report were rated Outstanding. David Gosling had been into every classroom and been impressed, given the changes that have occurred in staffing.

Questions asked by Governors:

Q: Early Years is very different to the rest of the School – how has the teacher managed this?

A: The teacher is constantly attending training courses and a Consultant has come in to advise. The most commendable aspect is how she has listened to the advice and training and acted upon them to improve her teaching.

<p>6. Holding the School to Account</p>	<p>Attainment and Progress The Head Teacher highlighted, year by year, the progress of each class, with particular analysis of the impact on progress of gender difference and if a child is summer-born. In general, progress is expected or better than expected in all years, with the following points to note:</p> <ul style="list-style-type: none"> - Y1 – it is hard to measure progress from the end of Reception and it would be easier to assess this at the end of the Spring Term. Boys seemed to be more able at Reading, but otherwise there was no difference between genders nor with summer-born children. It is anticipated that 90% would be at the required level for Phonics in the forthcoming test. - Y5 & Y6 – it was pleasing to see great progress particularly in these two years. - Y6 – there has been a continued focus on Writing and on helping the lower end of the class. <p>The Head Teacher offered to summarise progress in a table format for the Governors.</p> <p>Work scrutinies have shown that children are aware of the focus on writing. It was pleasing to see consistent progress in view of the staffing changes.</p> <p>The benefits of Forest School have been seen in many different areas including writing (in their diaries), creativity, use of language and aspects of Science.</p> <p>Quality of Teaching and Learning Mrs Richards and Mrs Weeks led a meeting with an emphasis on Spelling and encouraging a love of spelling – both teaching and non-teaching staff are taking note of the importance of spelling.</p> <p>With regard to Maths, the bar model for Mastery of Maths is being used to highlight any gaps which need to be plugged.</p> <p>Teaching assistants as well as teachers attend staff meetings, so that all teaching staff receive the same information and there is consistency in delivery.</p> <p>In Early Years, the outdoor area is being used to mimic the indoor area and is found to be extending the children in many different ways, including language and role play. Higher order questioning is being used to get the best out of the children.</p> <p>Personal Development, Behaviour and Welfare Attendance and punctuality - this continues to be very good, and the percentages are back where they were and should be.</p>	
--	---	--

	<p>Racism, homophobia, bullying – confidential item.</p> <p>Safeguarding - confidential items.</p> <p>Sensory room – this is a valuable resource and staff are using it well.</p> <p>SDIP Covered in point 5.1 above. The School is making progress in all strands of the priorities set.</p>									
7. Staffing Updates	<p>Miss Spedding is due back from maternity leave in June. Mrs Morris will do a handover.</p> <p>No other changes.</p>									
11. Any Other Business	None.									
12. Dates of next meetings	<table> <tr> <td>Full Governing Body</td> <td>Thursday 16 March at 5.00pm</td> </tr> <tr> <td>Governor Morning</td> <td>Tuesday 25 April at 9.15am</td> </tr> <tr> <td>Resources & Audit Committee</td> <td>Tuesday 2 May at 4.30pm</td> </tr> <tr> <td>Children & Learning Committee</td> <td>Tuesday 16 May at 4.30pm</td> </tr> </table>	Full Governing Body	Thursday 16 March at 5.00pm	Governor Morning	Tuesday 25 April at 9.15am	Resources & Audit Committee	Tuesday 2 May at 4.30pm	Children & Learning Committee	Tuesday 16 May at 4.30pm	
Full Governing Body	Thursday 16 March at 5.00pm									
Governor Morning	Tuesday 25 April at 9.15am									
Resources & Audit Committee	Tuesday 2 May at 4.30pm									
Children & Learning Committee	Tuesday 16 May at 4.30pm									
13. Closing Prayer	The Chair of Governors closed the meeting with a prayer.									

The meeting closed at 1740.