



ST JAMES' R.C. ACADEMY TRUST

Maybury Close, Petts Wood, Kent BR5 1BL

Faith in Action, Working Together, Walking in the Footsteps of Christ

Minutes of the 124th meeting of the Governing Body which took place on Thursday 14th June 2018 at the school starting at 1700.

Present:

Mary Hutchinson (Chair of Governors)	Bobby Jasper
Lisa Weeks (Head Teacher)	Mark Edwards
Kenneth Chan	Father David Camilleri
Jo Gibson	Margaret Connell
Paul Gribben	
Michelle Wilson (Deputy Head Teacher)	
Carlette Victoire-Nijjar	

In Attendance: Dominique Wells (Clerk to the Governors)
 Mark Hutchins

Papers relating to the meeting had been circulated prior to the meeting and taken as read.

1. Opening Prayers

The meeting was opened with a prayer led by Father David Camilleri.

2. Apologies for Absence

Bruno Cotta
Elizabeth Atkinson

3. Welcome/Approve

Mark Hutchins, still in the process of being appointed as Foundation Governor by the Commission, was welcomed.

4. Declarations of Interest in items in this Agenda.

Michelle Wilson's son works in the After School Club.

5. Minutes of the previous meeting, held in March 2018, were reviewed.

5.1. Confirmation of Accuracy

Amendments as follows:

Item 7: Chair of Governors' Report

'thanks offered to [replace 'the parents':] Mr & Mrs Wells and Mrs Bromfield ...'

Subject to the above amendment, the minutes were agreed by all.

5.2. Matters Arising

Item 10: Reports from Subject Ambassadors/Link Governors

Questions asked by Governors:

Q: Did the 'Mad Science' club materialise?

A: Yes, with a good response. As the age range is wide, next term they will run different sessions for KS1 and KS2 with a maximum of 20 in each class.

Q: Is staff wellbeing being addressed?

A: Yes, it is high on the agenda and will be addressed further in September.

Item 13: Umbrella Trust

Questions asked by Governors:

Q: Any update on Pam Fearnley?

A: Her visit has been postponed.

Thanks were offered to the Clerk for her excellent minute-taking.

6. Head Teacher's Report

The Head Teacher's report had been circulated to Governors prior to the meeting and taken as read. The Head Teacher highlighted the following:

- Attendance has improved, particularly for those children whose attendance was under 90%. It was pointed out that the attendance of one child does not affect overall attendance significantly, and there has not been a visit from the EWO. Overall attendance today was 97%.
- The outlook for the Y1, Y2 and Y6 tests was positive.

The Head Teacher acknowledged the support of Governors, parents and staff during her first year in the post.

Questions asked by Governors:

Q: Are the Bank of America visits made possible through financial sponsorship?

A: These are purely educational – the bank's education department offers workshops at no cost to the school.

Governors were pleased to note that the Daily Mile was being undertaken where not many schools are doing this.

7. Denominational Inspection Report

A draft copy has been received. It was explained that there had been a delay due to the half term – the process consisted of the first draft of the report being sent to the School, 5 days for the School to read and review it before sending back to the Commission for approval. The school is currently waiting for the report to be sent back.

8. Chair of Governors' Report

The Chair offered her thanks to the Head Teacher and Deputy Head Teacher in their first year in post. It was noted that they made a good team and had good support.

Thanks were offered to all Governors for their service.

Thanks were also offered to Miss Spedding who has made a real impact on the School during her time here.

9. Budget Monitoring Report

The Bursar reported that Baxters had come into the School to carry out their interim audit. Everything is in good shape and no 'medium' or 'high' recommendations are expected.

The healthy cashflow position continues. It was noted that the School had survived budget cuts over the last two years compared to other schools, and although the administration is lean, the School finances are in good shape.

There is a small cut in budget from the EFA, but the amount is manageable. No increases from the Government are expected over the next 2-3 years.

Lettings income is currently £5k compared to £1k from last year. The School is looking for other creative ideas to increase income.

Questions asked by Governors:

Q: What kind of lettings does the School have?

A: Mainly the Sports clubs run by Mr Copeland on Saturdays, most evenings and during the holidays. He pays the school a fee per child attending rather than a set fee. There is also an Irish Dancing club and other clubs who pay to use the School. Some clubs did not pay in the past, but are now paying £10/hour. Additionally, the lessees are also keyholders – they are trustworthy – which means the School saves money on the requirement of having a caretaker.

Critical to lettings success are the Breakfast and After School Clubs – these are the basis of this income.

10. Committee Reports

The minutes from the recent Resources & Audit Committee and Children & Learning Committee meetings were received.

11. Reports from Subject Ambassadors/Link Governors

Bruno Cotta reported that he had met with Mrs Wilson.

Mary Hutchinson had circulated her RE Link Governor report before the Inspection.

Carlette Victoire-Nijjar had met with Miss Spedding.

Ken Chan had met with Mrs Richards and had no concerns to report regarding maths.

Margaret Connell has a forthcoming meeting with Mrs Connolly.

Jo Gibson still ensures that Governors have a presence in the weekly Newsletter. She plans to circulate a survey among staff in September.

Paul Gribben was monitoring the website, particularly the Governors Sections and notes areas which require updating.

Mark Edwards would meet with Lizzi Atkinson when she returns from maternity leave.

12. Holding the School to Account

The main highlights were as follows:

- Comments on phonics and writing is as per the Head Teacher's Report.
- Progress is monitored in the books and via Classroom Monitor. If there are any gaps, interventions are introduced.
- Middle Leaders - Miss Spedding (humanities) and Miss Gray (art) review of teaching: Miss Spedding considers what is good now and what to develop for the future via questionnaires and documentation. Miss Gray uses observations, work scans, pupil interviews and links with other subjects. Next year, Miss Gray and Miss McCarthy will undertake Middle Leader training every half term at Warren Road.
- The Umbrella Trust is undertaking moderations in writing at expected and greater depth (St James'), Maths (Holy Innocents), Reading (St Anthony's), Science (St Peter & St Paul), RE (St Mary's). The Trust is good at sharing training (eg. Online Safety, Asthma and Epipen, Safeguarding) and is working well.
- The RE Inspection noted good and outstanding teaching.
- A development area would be to see more independence from the children (eg. in research). This is easier with the new ICT facility.
- Attendance is 97%, being affected by the snow and scarlet fever during the period of January to March.
- Punctuality has improved
- There are no cases of racism or homophobia to report.
- Any issues with bullying are being dealt with.
- Cladding has come away from the membrane in the ICT Suite – quotes have been obtained to rectify this and the work will be done over the summer.
- Safeguarding training will take place on the Inset Day on 4th September, 9-12 – all Governors are invited to attend.
- DfE Workshops will be held for staff, looking at marking, planning and data.
- On the subject of pupil wellbeing, a happiness scale was carried out. It was found that children were generally good at talking and were generally very happy. It was noted that the Listening Ear works not only with individuals but also with their families where necessary.
- Governors wished to take care of the work-life balance of the Head Teacher and Deputy Head Teacher.
- SDIP is on target – this will be reviewed at the end of term.

It was noted that there had been two incidents concerning sleepers in the woods. Both had been resolved satisfactorily.

Questions asked by Governors:

Q: Do staff feel safe on the grounds if they stay into the evening?

A: Yes, the presence of 2 cleaners in the evenings gives reassurance.

13. Policies

Policies had been circulated prior to the meeting.

Questions asked by Governors:

Q: Is the Freedom of Information policy GDPR-related?

A: Yes, the data policies have been drawn from Judicium's resources and personalised by the School.

All policies were adopted.

14. Umbrella Trust

This is vibrant and active. The Trust will reappoint their adviser and would like someone robust and who produces a report. The SEF requires quotes for evidence and so there is an issue if the adviser does not produce reports.

All members of the UT are passionate that the UT remains and does not become a MAT, although it was noted that there is no pressure for it to become a MAT.

15. Any other business

It was reported that there is one Admissions Appeal, which is due to take place on 11th July.

Governors noted how well Mrs Connolly and Mrs Weeks handled the SATs week. The children were very calm and the experience even 'enjoyable'. Thanks were offered to the Chair for making sure the procedures were carried out correctly.

Thanks were offered again to the Clerk for her excellent minute-taking.

The Journey in Love programme is being investigated as this becomes statutory from September 2019. This would be discussed at the next Children & Learning Meeting.

The Head Teacher reported that Year 5 had had a diversity talk. Parents were very grateful for this.

Governor topics for the Newsletter were discussed – Holy Communion at St Swithun's and St James' would be noted.

16. Dates of next meetings

See attached.

17. The Closing Prayer was led by Fr David Camilleri.

The meeting closed at 18.30

DATES OF GOVERNOR MEETINGS 2018/19

Autumn Term

Resources & Audit Committee	Tuesday 30 October at 4.30pm
Governor Morning	Tuesday 13 November at 9.15am
Admissions Committee (to agree policy)	Tuesday 20 November at 4.00pm
Children & Learning Committee	Tuesday 20 November at 4.30pm
Full Governing Body	Thursday 4 December at 5.00pm

Spring Term

Resources & Audit Committee	Tuesday 22 January at 4.30pm
Governor Morning	Tuesday 5 February at 9.15am
Admissions Committee (to endorse process used for admissions)	Tuesday 26 February at 4.00pm
Children & Learning Committee	Tuesday 26 February at 4.30pm
Full Governing Body	Thursday 14 March at 5.00pm

Summer Term

Governor Morning	Tuesday 30 April at 9.15am
Resources & Audit Committee	Tuesday 7 May at 4.30pm
Children & Learning Committee	Tuesday 21 May at 4.30pm
Full Governing Body	Thursday 20 June at 5.00pm