



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 27 February 2018**

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 Minutes concerning confidential matters will not be published.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.

<b>Present</b>	Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Michelle Wilson – Deputy Head Teacher Bruno Cotta Carlette Victoire-Nijjar Margaret Connell  Dominique Wells – Clerk to the Governing Body
<b>1. Opening Prayer</b>	The Chair of Governors opened the meeting with a prayer.
<b>2. Apologies for Absence</b>	Jo Gibson Elizabeth Atkinson
<b>3. Declaration of Interest</b>	Michelle Wilson – son who works in the After School Club.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> Amendments were noted as follows: <u>p4 – 6.10 British Values</u> - 'staff were confident' instead of 'confidence' - 'Other initiatives....' the Hindu speaker referred to had already been to the school – minutes to be amended to reflect this. <u>p5 – 7. Holding the School to Account</u> - 'NQT and NQT1' instead of 'NQTs'



	<p><b>5.2 SDIP – Link with RE</b></p> <p>A visit is expected – two days’ notice is given.</p> <p>Mrs Wilson took Governors through the Spring milestones:</p> <ul style="list-style-type: none"> <li>- Multifaith – a visit to a synagogue in Shortlands is being investigated. The Hindu speaker has extended an invitation to his temple.</li> <li>- Music – research is underway to source CDs for teachers to play in class and other such resources.</li> <li>- Loving Relationships – the school will use the ‘Journey of love’ scheme – a timetable for this will be formulated.</li> <li>- Bereavement – Mrs Wilson will go on a course and put together the Bereavement Policy.</li> <li>- Collective worship – Lenten reflections are taking place 5 minutes before class each morning.</li> <li>- Assessment – this is ongoing to work out the key skills wanted in RE according to the new framework.</li> <li>- Learning about the church’s structure.</li> <li>- The prayer border is on hold.</li> <li>- The RE ambassadors were meeting and the prayer bear is being used.</li> <li>- Meditation – to be discussed with staff.</li> <li>- Parish Dementia Café – the school met with the café organisers, who want to establish this in the parish first and would contact the school when they felt ready. The benefits of social interaction between older people and children was noted.</li> </ul> <p><b>5.3 RE SEF</b></p> <p>This school SEF is ready but the RE SEF is still in draft - the format has changed since September – but should be ready for the forthcoming Full Governing Body meeting. (It is a set document which needs to be fleshed out.) Comments in the SEF is followed through into the report, so time is being taken to ensure it is correct.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: Does the document ask for action points even if we are doing well?</i></p> <p><i>A: Not exactly. The School gives itself a grade and has to explain why, and where it is on the ‘journey’.</i></p> <p><b>5.4 Update on Umbrella Trust</b></p> <p>Pam Fearnley, the advisor, requested documents from the School before half term and would be visiting in the morning of 9<sup>th</sup> March. She will look at the areas of website compliance, internal data, SEF, SDIP. Those schools which have not had an OFSTED for some time will be the first in the Trust to be visited.</p>	<p><b>LW</b></p>
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	<p><b>5.5 Governor Morning Report</b></p> <p>The Chair of Governors reported that she had received a warm welcome at the Breakfast/After School Clubs. She noted that the children were actively engaged and well-disciplined, the staff attentive.</p> <p>The After School club provided a varied display of food which is prepared separately; the Environmental Health visitor had reported the food to be 5 star.</p> <p>There was reading and good range of activities provided – all ages were catered for. The After School Club now had good inclusion in the weekly newsletter, and is well-structured with a timetable that includes a 20-minute homework session.</p> <p>Regarding safeguarding, the parents sign their children out on collection. The staff are organised and proud of their work in the club. The environment was respected with a good balance with relaxation.</p>	
<p><b>6. GDPR</b></p>	<p>This will come into effect on 25<sup>th</sup> May. The Finance Officer is currently auditing the School's data; the Umbrella Trust schools have been provided with a pack of audit tools by a solicitors' firm.</p> <p>The Umbrella Trust have agreed to employ a Data Protection Officer as a Trust – St Mary's Finance Officer is investigating.</p> <p>The Chair of Governors stated that she had recently been to training which advised schools to be mindful when appointing a DPO.</p>	
<p><b>7. Character Education</b></p>	<p>The Head Teacher explained that this was essentially about teaching the children about life skills. Research has shown that Independent Schools seem to foster confidence, and that therefore confidence can be fostered in the classroom. She hopes for a whole-school approach to Character Education which will embed in the subjects taught. Even though it is being nurtured in the classroom already, it is given importance by being given a label.</p> <p>The children's 'Golden Time' is rotated between Character Education, Yoga and Mindfulness. The Sutton Trust gives ideas for a range of extra-curricular activities, eg. iVerbalise.</p> <p>It is hoped the children will be taught resilience – to have the confidence to be wrong.</p> <p><i>Questions asked by Governors:</i>  <i>Q: How can the impact of this be measured?</i></p>	

	<p><i>A: The children have a happiness questionnaire, answering 20 questions or statements which they tick according to a happiness scale. For those children under a 'cut off', the Head Teacher will speak to them individually.</i></p>	
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*Bruno Cotta left the meeting at 1730.*

<p><b>8. Holding the School to Account</b></p>	<p>Some of the questions were covered in agenda point 5 above, with additional responses highlighted as follows:</p> <p>French teaching progresses well with the emphasis being mainly on spoken French and correct pronunciation, aided by listening to French speakers. Some cross-curricular links are made. The Lightbulb language scheme is being used at a deliberately steady pace.</p> <p>Forest school lessons are based around the National Curriculum. The children are usually set a task based on teamwork and communication, and a plenary at the end allows children to report back on their learning and think about how it can help with their work in the classroom. The Forest School leaders are gathering with other Forest School leaders and going on a Forest School refresher course. Governors were invited to visit Forest School. Cross-curricular links have been made to character education and the RE day.</p> <p>Work scrutinies are now taken into staff meetings so that the newer staff can observe and have an idea of what they should be looking towards. In Maths, there is good use of apparatus. Literacy presentation in terms of handwriting and quality of the writing is very good. The RE books show that the children take pride in their work, showing reflection and self-assessment. The children respond well to marking.</p> <p>There is continuing progress in the outdoor learning provision in Early Years – it is developing well.</p> <p>The school's needs have changed with regard to the sensory room – sensory circuits are used in the hall on Wednesdays and an SEN volunteer comes in to help with this. The sensory room is now used as a 'calming' room when necessary.</p> <p>Teachers who have been given new subject responsibility are reported to be progressing in their subjects, attending courses and forums. They are said to be stepping up to the challenge and help to bring fresh ideas to the School.</p> <p>Safeguarding – confidential item.</p> <p>There are no cases of bullying, racism or homophobia to report.</p>	
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<b>9. Staffing Updates</b>	A maternity leave has now started and will begin in January/February with the following teachers covering duties: Mrs Grist & Mrs Morris – class teaching; Mrs Richards – SENCO; Mrs Partridge – Music; Mrs Wells – Music for class/school masses.	
<b>10. Safeguarding updates</b>	Confidential item as per agenda point 8 above.	
<b>11. Any other business</b>	None.	
<b>12. Dates of next meetings</b>	Admissions Committee - Monday 5 March at 5.00pm Full Governing Body - Thursday 15 March at 5.00pm Governor Morning - Tuesday 24 April at 9.15am Resources & Audit Committee - Tuesday 1 May at 4.30pm Children & Learning Committee - Tuesday 15 May at 4.30pm	
<b>13. Closing Prayer</b>	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1810.