



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 23 February 2021

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 Minutes concerning confidential matters will not be published.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 Lisa Weeks – Head Teacher Michelle Wilson – Deputy Head Teacher Margaret Connell In attendance: Dominique Wells – Clerk
1. Opening Prayer	The Chair of Governors led the opening prayer.
2. Apologies for Absence	Cat Hardiman
3. Declaration of Interest	None.
4. Minutes of last meeting and matters arising	Minutes Amendments as follows: <u>Item 4: Minutes of last meeting and matters arising – Matters arising Item 5.6</u> 'CIF' and not 'SIF' <u>Item 4: Minutes of last meeting and matters arising – Matters arising Item 11</u> Add 'on the advice of the National Governors Association.' <u>Item 6.3: The school's attendance and behaviour procedures</u> Replace 'have been spoken to' with 'have been contacted'. Subject to the amendments above, the minutes were agreed as correct and taken as a true record.

	<p>Matters arising None.</p>	
<p>5. Keeping Children Safe in Education (January 2021 update)</p>	<p>This has been updated due to Brexit – there are changes to recruiting overseas applicants. There is guidance as to the additional checks which may need to be done.</p> <p><i>Questions asked by Governors:</i> Q: Are there any staff from outside the UK? A: None.</p>	
<p>6. School Closure (and reopening) / 7. Holding the School to Account</p>	<p>The Head Teacher reported that much guidance has been given.</p> <p>7.1 Quality of Education KS2 - The DfE require a minimum of 4 hours of learning – the School has provided a mixture of live lessons, recorded lessons and tasks on Seesaw. KS1 – The DfE require a minimum of 3 hours of learning, less for Early Years. The School is exceeding DfE guidance.</p> <p>Where some children had issues with devices, laptops have been provided where needed. Printed sheets have been available for parents to pick up on Friday morning in case families do not have printers. School exercise books for the children to work in have also been provided. If any vulnerable children are not accessing the learning or not focussing, the parents have been contacted. It is not possible to fit all the children on a screen in Zoom, so TAs would help to supervise on 2 different screens as well as supervise the children in class.</p> <p>Staff had decided that it was better to be onsite during this lockdown period and consider that this was the right decision, especially with regard to mental health.</p> <p>Barriers have been quickly overcome and Subject Leaders and the Head Teacher monitor learning through dropping in to the remote lessons. Teachers also review Seesaw journals and submit weekly plans to the Head Teacher.</p> <p>There will be no SATs, EY assessments, phonics check nor times tables check this year. Progress is assessed continuously in lessons, on the whiteboard and through quizzes. Teachers will assess during lessons, children upload their work onto Seesaw where teachers will give feedback. There is a slight concern that parents are helping their children too much and teachers do not see a true picture, but children will be assessed when they come back into school. Classroom Monitor, the parents evening and written reports are also used.</p>	

The 'traffic light' system is working well – a Governor with children in the school agreed.

All subjects are strong but French and Computing continue to develop.

Catch-up funding has been around £17k for this academic year, payable in three instalments. The Autumn Term allocation was used for tuition outside of school or an extra adult in the classroom. The use of the funding will be reassessed when the children return to school.

7.2 Behaviour and attitudes

There are no concerns here. Class registers continue to be kept for every online session and if children are not present, this is noted. Normal attendance procedures are in place – if a child will be absent, they will notify the School. If a child has not attended, the teacher will check Seesaw for uploaded work and follow up any non-attendance. Some vulnerable children have been invited to learn in school because they have not been attending online.

In school, the children follow the same curriculum and do the same Seesaw work. They use iPads to join the rest of their classmates (who are at home) in Zoom breakout rooms so they can still work together.

SEND students are being monitored just as closely. Confidential item. Subject leaders will look out for these children during the drop-ins. Families are being signposted to outside support agencies where appropriate.

There is a lot of CPD being taken up, including Talk Boost for KS1, creative education, improving engagement with parents.

e-Safety continues to be important. All staff laptops are password protected, memory sticks are encrypted. There is an annual procedure which is followed for staff taking out laptops, and any laptops taken home by children have the same safety features. When using devices in school, children ensure that the camera is off.

Safeguarding - confidential item.
In Zoom breakout rooms, teachers are not 1-to-1 with a child unless there is a parent present. In KS2, children are in a group in their breakout rooms with teachers dropping in. Children have been involved in making rules for breakout rooms and they know that they can ask for help at any time.

7.3 Personal Development

Livestream masses, daily prayers and a weekly Friday assembly are incorporated into the online learning sessions. RE continues to be an important part of learning with the Word on Wednesday, Lenten promises and resources and Mark 10 missions.

	<p>A 'Feel Good Friday' session every Friday afternoon is a chance for the children to socialise online through games they choose and thereby helps their well-being. PSHE sessions continue. Daily contact with the adult and as much routine as possible is important. Weekly nominations continue and the children are encouraged to include exercise and screen-free time. A dialogue is maintained between staff and parents.</p> <p>The Finance Officer has worked hard to get vouchers for FSM children. Post-Looked After Children are now included. Lunches were initially sent home but vouchers considered better, so families are now receiving vouchers.</p> <p>7.4 Leadership and Management It is recognised that this time has not been easy for teachers and TAs – it has been quite isolating. The Deputy Head Teacher has worked hard to lift morale. There has been a mental health week for staff, and staff support each other as much as they can. Outside support for staff is more prevalent now and staff have been made aware of 24/7 phone numbers they can call for support – staff are using these facilities. For Head Teachers, there are 3 or 4 organisations which are supporting Head Teachers.</p> <p>There have been free CPD courses available during lockdown which many teachers have accessed including Creative Education Online, Open University courses, SEND, attachment in Early Years, supporting bereaved children.</p> <p>In September, staff did training in Zoom, child protection, safeguarding, safer recruitment, e-Safety, educational visits, first aid, subject forums, forest school, GDPR, RE, Art in RE and Ofsted.</p>	
--	---	--

<p>8. Reports</p>	<p>8.1 Data Reports There are no updates since December – there will be a data drop day before Easter.</p> <p>8.2 Health and Safety Update The Head Teacher, Deputy Head Teacher and caretaker did a Health & Safety walk on 5th February. Overhanging branches from an oak tree will be removed by a tree surgeon in April. The water fountains are run weekly and uneven tiles are being replaced.</p> <p>A group of people had accessed Forest School from Jubilee Park and used it as a gathering place. Police were called and they were removed. The Forest School area had to be cleared and secured but is now suitable for use by the children again.</p> <p>The usual risk assessments are carried out. The front pedestrian gates are being rectified. The back gates are not compliant – this will be addressed.</p>	
--------------------------	---	--

	<p>The Fire Drill took place on 15th January with a blocked entrance. 10 children and 12 adults were out in 2 minutes 12 seconds. The fire alarm is now linked to the fire service – they will inform the Head Teacher if there is any incident.</p> <p>8.3 Pam Fearnley’s Spring Visit – UT update</p> <p>This will take place on 4th March – a 2-hour virtual visit. She will be looking at four documents:</p> <ul style="list-style-type: none"> - SEF - SDIP - Analysing School Performance - IDSR <p>8.4 EYFS Update</p> <p>Mrs Richards had prepared a report which was conveyed by the Head Teacher – summary as follows:</p> <p>The School opted to be an early adopter this year of the new EY framework. Most has stayed the same in 7 areas with the main changes being:</p> <ul style="list-style-type: none"> - ‘managing self’ is now under ‘personal social development’ instead of ‘physical development’ - there is no longer an ‘exceeding’ criteria in EY - profile books are no longer maintained but instead staff and teachers will be with the children more - there is no external LA moderation but schools are expected to moderate internally and externally. <p>Home learning consists of a mixture of live lessons (phonics and Monday maths), instructed activities (prerecorded videos and packs on Seesaw) and free choice activities. The children continue with daily handwriting and some adapted topic learning which requires parent input. Reading sessions take place in groups or 1-to-1 with the parent in attendance. The writing aspect is heavily supported – it is anticipated that children will need to learn independence again. There is a ‘Feel Good Friday’ session to end the week.</p> <p>When the children return, writing and social skills in particular will be monitored.</p> <p>Governors thanked Mrs Richards for her comprehensive update.</p>	
--	--	--

<p>9. Policies</p>	<p>All policies were circulated by email prior to the meeting.</p> <p><i>Questions asked by Governors:</i> <i>Q: There was a Marking Policy recently?</i> <i>A: This has been revised to ensure that it was right and to differentiate between the year groups.</i></p> <p>All policies were accepted.</p>	
---------------------------	---	--

10. Staffing updates	None.	
11. Safeguarding Updates	See item 7.2 above.	
12. Any Other Business	Governors were invited to attend training on 23 rd March at 6pm to prepare for Ofsted.	
13. Dates of next meetings	<p>Full Governing Body Thursday 18 March at 5.00pm</p> <p>Resources & Audit Committee Tuesday 4 May at 4.30pm</p> <p>Children & Learning Committee Tuesday 18 May at 4.30pm</p>	
14. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1800.