



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 16 May 2023

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 Minutes concerning confidential matters will not be published.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 Elizabeth Williamson Katie Clubbs In attendance: Dominique Wells – Clerk
1. Opening Prayer	The opening prayer was said by the Committee.
2. Apologies for Absence	Cat Hardiman
3. Declaration of Interest	None.
4. Minutes of last meeting and matters arising	Minutes <u>Item 7: Holding the School to Account</u> 'During the Governor Morning, <i>it was noted that...</i> ' 'Y2 teacher has been to moderation that goes around the <i>of</i> writing in greater depth' 'CPOMS' is correct ' ...'persistent absenteeism' – the figure is 29% <i>20-25%</i> nationally.' Subject to the above corrections, the minutes were agreed as correct and taken as a true record.

	<p>Matters arising <u>Item 9: Policies</u> All policies have been reformatted for consistency and production in-house.</p>	
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<p>5. Policies</p>	<p>Policies were circulated to all prior to the meeting. Comments were made as below:</p> <ul style="list-style-type: none"> • First Aid and Medicine The Government is providing a Defibrillator for all state schools and the School is awaiting one by the end of the year. It will be allocated for the School (as opposed to the community). It was noted that the batteries are costly and although the Government may continue the funding, potentially PA funding could be used otherwise. • Children Looked After • Children with Health Needs who Cannot Attend School Insertion: 'Children's parents and children...' • Supporting Pupils in School with a Medical Condition • Transition • CCTV This policy is needed for the school provision of CCTV only (vs. offsite). <p>All policies were agreed.</p>
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<p>6. Reports</p>	<p>SEND Report Compliance was remotely assessed and very thorough. The report looks good and thanks were offered to Mrs Richards for the work that she did and continues to do here.</p> <p>Pupil Information including current data The Head Teacher reported that Y6 had finished their SATs. This will be externally marked except writing, which is assessed by the teacher.</p> <p>Mrs Connolly has done some external moderating and will also be going to 3 other schools. There will not be any moderation for Y2 or Y6. The targets were set in March and there has been movement. Y6 have worked very hard especially on writing.</p> <p>Y2 SATs taking place this week. Ideally, the numbers in this year group would be higher in writing, so the School will continue to use a supply teacher to support the class teacher to</p>	
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	<p>help the children with writing in Y2, using recovery funding, as the impact of this can be seen.</p> <p>Fire drill During the work to install the new windows and doors, contractors accidentally set off alarm in House. The children were all out in 4 mins.</p> <p><i>Questions asked by Governors:</i> <i>Q: What happens when there is a false alarm?</i> <i>A: There is a panel where we can see the source and the control centre will ring to check that the fire brigade need to attend.</i></p> <p>Umbrella Trust A Head Teacher meeting took place today at St Peter & St Paul's School. Two of the UT schools have had OFSTED inspections. There is a meeting planned with representative from St Benedict's.</p> <p>The Finance Managers were due to meet last week, but the meeting was postponed and another date set.</p> <p>There will be a meeting on 22nd June at 7pm with the Head of Bonus Pastor, and Governors will be updated on this at FGB meeting on 29th June.</p> <p>Teachers will be meeting on Monday to moderate RE, led by Daniel Coleman.</p>	
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<p>7. Holding the School to Account – Governors' Questions</p>	<p>Responses to the questions were answered by the Head Teacher as follows:</p> <ol style="list-style-type: none"> 1. Teachers provide Mrs Wilson with a timetable and she will check the time allocated to RE. She also looks at the books in terms of opportunities for reflection, art appreciation, teaching at greater depth, pupil voice. The Big Book of RE supports what happens in class and is very helpful for planning as each week there may changes. 2. Quality is observed by the SLT. Pupil-led collective worship has been adapted to make it more manageable. It is difficult to find sufficient time to help the KS2 children organise the worship, so a Powerpoint document has been set up to try and standardise the format to help them. They also make use of the Wednesday Word. KS1 will set up the prayer table and get involved in the worship. The teachers, Head Teacher and Deputy Head Teacher will supervise and observe them. <p><i>Questions asked by Governors:</i> <i>Q: Is it time consuming?</i> <i>A: Not as much as having to sit with a group to guide them. Y5 manage to organise themselves well, but Y3 may need more input. Nevertheless, the children really enjoy it and are focussed</i></p>	
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and engaged. They are getting used to using the same format.

3. The EEDI document that came from the 'Key' is like an audit tool. A subject leader will look at their subject and for opportunities to enhance awareness of race, diversity and inclusivity. This is also done informally and staff try to ensure it has a high agenda. There is ongoing progress here in what we are teaching and how we are able to address these issues. Next year's SDIP will include it.

4. The Single Central Register is being maintained and monitored monthly by the Head Teacher. There is one ongoing child protection case.

CPOMS is a very useful tool, especially for low level concerns, as an audit trail can be recorded more easily. All necessary staff have a good overview through it.

5. There have been two cases of racism, none of homophobia, one peer-on-peer (bullying), none of sexual inappropriateness.

Questions asked by Governors:

Q: What happens if a parent reports that their child is being bullied?

A: The School will take it very seriously and enter into conversation with the parents. If a child reports it, we take it very seriously. It is a sensitive issue.

5. Y6 will be going to 19 different secondary schools – this is usual. There is lot of work involved for Mrs Connolly, with 5 or 6 different local authorities requiring different paperwork. The schools' approaches to communication are also different – some come in person, some phone, depending sometimes on how many are going to a particular school.

SEND information goes separately and Safeguarding goes through CPOMS separately. The secondary schools sometimes run induction days.

Bromley Y are offering transition workshops for children and for parents. Y6 use Bromley Y's *Be Awesome, Be Big* resource.

6. Yes – for example, British Values are addressed in assemblies if there is link in the news, and it features in medium term plans where it is highlighted and there is thought about what schemes of work can be included. The children's experience is extended through visits to a mosque (Y5) or a Hindu temple (potentially Y4). Road safety day highlights the rule of law.

Questions asked by Governors:

Q. Was the Coronation picnic successful?

A: Yes. It had some challenges as some parents are not in favour of the monarchy, so people's opinions had to be managed. However, it went well and we were lucky with the weather.

8. The School has remained open throughout the industrial action. It has been difficult for staff who don't want parents to

	think that they are apathetic about conversations around funding, but equally they don't want the children to be affected. All unions are likely to be striking in September, so there be more likelihood that the school may have to close.	
8. Subject Ambassador/ Link Governor meetings with teachers	Richard Monaghan has met with Mrs Richards.	
9. Staffing Updates	<p>Next week is last week for notice – there have been none as yet. Mrs Stewart is retiring.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: How has Miss Spencer-Boyce found this year?</i></p> <p><i>A: Miss Atkinson has been mentoring her and the release has been more than the minimum entitlement. We hope she feels supported and the School has been very happy with her.</i></p>	
10. Any other business	None.	
11. Dates of next meetings	Full Governing Body Thursday 29 June at 5.00pm	
13. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1723.