



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 25 February 2020**

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 Minutes concerning confidential matters will not be published.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 Margaret Connell Cat Hardiman  In attendance: Dominique Wells – Clerk
<b>1. Opening Prayer</b>	The Chair of Governors led the opening prayer.
<b>2. Apologies for Absence</b>	Carlette Victoire-Nijjar
<b>3. Declaration of Interest</b>	Cat Hardiman – SEND.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> Amendments as follows: <u>Item 6.4 – Relationships and Health Update</u> Correction: 'The Head Teacher [ <i>not 'Mrs Wilson'</i> ] provided an overview.  <u>Item 7 – Holding the School to Account:</u> Amendment: '4. Middle Leaders – it was noted that the <b>less experienced</b> [ <i>replace 'younger'</i> ] teachers...'  Subject to the amendments above, <b>all minutes were agreed as correct</b> and taken as a true record.

	<p><b>Matters arising</b>  <u>Item 10 – Staffing updates</u>  Confidential.</p>	
--	---	--

<p><b>5. Reports</b></p>	<p><b>5.1 Data Report</b>  The context report was presented. The last data drop was in December 2019 and there was nothing to highlight. Governors agreed that it was a very useful summary of each individual class. Governors had attended the data drop and found it useful.</p> <p><b>5.2 Health and Safety Update</b>  Amanda Garlick, Paul Gribben, Mr Jawed and the Head Teacher had undertaken the twice-yearly Health and Safety walk on 26<sup>th</sup> January. There was nothing too concerning. Trip hazards were identified and it was noted that there was still no hot water. The latter was included in the recent CIF bid. Tree roots in the KS1 playground were to be monitored and trip hazard tape would be laid. Fire safety signage was good.  Mrs Deasy and Mr Gribben had undertaken a tree inspection -the council have addressed issues on the drive, a neighbour has cut trees down as requested, ivy has been cut down from trees and the conifers in the KS1 playground would be monitored in the next survey. Forest school was checked and deemed safe. A full tree survey was carried out by an external company 18 months ago and this is used as a guide.</p> <p><b>5.3 Update on Umbrella Trust</b>  The Head Teacher had attended a Head Teachers Meeting and another one was due.  It was agreed by the schools that Pam Fearnley continued to provide a supportive programme.  LBB have noted that the UT schools were a minority in not having the 2-week half term break in the Autumn. The UT discussed this and the schools have been asked to consult with parents, staff and Governors over this matter.  The Chair reported that the Chairs would be meeting on 5<sup>th</sup> March at St Joseph's. The UT is considered a good support network.</p> <p><b>5.4 Governor Morning Report</b>  This was attended by Ken Chan, Margaret Connell and Mary Hutchinson, and was focussed on Maths. Governors observed activities such as active maths in the Hall with translation of co-ordinates, KS2 maths rucksack and focus cards in Y5. With a view to areas for improvement, it was questioned whether challenges were appropriate and whether there could be more Maths on display. Due to the lack of wall space, windows were frequently used to display Maths work. However, condensation could sometimes prevent Maths work being consistently displayed.</p>	
--------------------------	---	--

	<p><b>5.5 EYFS Update</b> The next visit from Penny Cartwright had been planned. 86% are currently expected to have GLD.</p> <p><b>5.6 British Values Update</b> Activities include:</p> <ul style="list-style-type: none"> <li>- International Day</li> <li>- New posters made by KS1 and KS2</li> <li>- Road Safety talks for Years 5 and 6 (Rule of Law)</li> <li>- British Values considered during planning</li> <li>- E-Safety Days (Tolerance)</li> </ul> <p>The visit from Gareth Bacon MP (whom children had met in City Hall) had been postponed but would be rearranged (Democracy)</p> <p><b>5.7 Daniel Coleman’s R.E. Visit</b> Daniel Coleman had been very complimentary about the school, teachers and children, and particularly praised the targets and assessment. Much ‘greater depth’ is achieved through the ‘Big Book of R.E.’ – this records much of the R.E. that is happening all the time so that it is not forgotten. Monitoring of R.E. is done through Classroom Monitor, but Daniel Coleman gave Mrs Wilson other ideas on how to monitor. There was good dialogue and he was impressed how the children took control of the collective worship.</p>	
--	---	--

<p><b>6. Holding the School to Account</b></p>	<p>The questions are devised under the new framework. Points highlighted by the Head Teacher were as follows:</p> <ul style="list-style-type: none"> <li>- KS2 teachers had undertaken phonics training. Mrs Richards had run a twilight for all staff on phonics. Miss Atkinson has attended a course on phonics on which she will feed back to other staff. KS2 staff are more confident at using the language in reading out loud, etc.</li> <li>- A comprehension workshop for Year 5 and Year 6 parents was run by Mrs Connolly. On Mondays, Y6 practice SATs altogether and on Tuesdays they are taken in smaller groups by Mrs Connolly, Mrs Weeks and 2 support staff.</li> </ul> <p><i>Questions asked by Governors:</i> <i>Q: How is information from workshops disseminated to parents?</i> <i>A: Handouts.</i></p> <ul style="list-style-type: none"> <li>- All subjects in the school are considered strong – namely reading, writing, Maths, R.E., Science, History, Art. The areas for development are ICT and MFL.</li> <li>- SEND pupils are set aspirational targets – indeed, during goal sharing in the Autumn Term, all children are made aware of their targets.</li> </ul> <p>Margaret Connell noted that SEND pupils seem very positive. The Head Teacher reported that 15 of the SEND questionnaires had been returned, all with good comments confirming that the parents felt the school was ‘supportive in addressing their child’s needs’, there is ‘good communication’ between the school and family with regular meetings and the school goes ‘above and beyond’.</p>	
--	---	--

	<ul style="list-style-type: none"> <li>- There are no issues to note regarding punctuality. Where attendance falls below 94% the parents are often unaware and, when told, make an effort to ensure their child attends.</li> <li>- There have been no incidents of homophobia and bullying.</li> <li>- Confidential items.</li> </ul> <p><i>Questions asked by Governors:</i>  <i>Q: Are SEND and PP pupils found to be susceptible to bullying?</i>  <i>A: The questionnaires have not brought up any issues here. The school is aware and the listening ear is available for pupils. It is not a concern.</i></p> <ul style="list-style-type: none"> <li>- Parents were appreciative of the International Day and celebration of different countries. Additionally, there are assemblies focussed on Christian Unity as well as teaching of other faiths.</li> <li>- Extra curricular activities are accessible by disadvantaged children – it is rare that children do not access a club in school and PP children access at least one club. The school is looking into funding for a scholarship for the drama club.</li> <li>- With regard to work-life balance for teachers, it is acknowledged that no teacher has enough time in a one-form entry school. However, the SENCO has one day release, the Deputy Head has two half days, subject leaders each have half a day per term.</li> </ul> <p>The budget is well-managed to allow day or half day release and staff retention is good, which is testimony to the ability of the school to look after staff. The school is always watchful of staff needs and aims to provide a supportive environment for them.</p>	
--	--	--

<p><b>7. Policies</b></p>	<p>All policies were circulated by email prior to the meeting.</p> <p>Specifically discussed:</p> <p><b>7.1 Online Safety and Social Media</b>  The Breck Foundation came to give a talk to parents.</p> <p><b>7.4 RSE</b>  The parent meeting to discuss the resources was well attended. There was a consultation period – one family had a concern which was addressed. Staff have started practicing using the resources and parents are able to look at the resources being used. So far, all seems fine and this will be evaluated. The School appears to be further ahead with this than most schools.</p> <p><b>7.6 SEND</b>  Cat Hardiman met with Mrs Richards who agreed with her suggestions. Mrs Richards’ role in the policy has been strengthened and Cat stated that she was happy with it.</p> <p><i>Questions asked by Governors:</i>  <i>Q: How are staff informed of the policy?</i>  <i>A: The staff discuss the policy. Once agreed, any further amendments are sent to staff.</i></p> <p><b>All policies were accepted.</b></p>	
---------------------------	--	--

<b>8. Staffing Updates</b>	None.	
<b>9. Safeguarding updates</b>	An audit had taken place on 31 <sup>st</sup> January and processes aligned with the Keeping Children Safe in Education document.	
<b>10. Any Other Business</b>	None.	
<b>11. Dates of next meetings</b>	<p><b>Admissions Committee</b> (to endorse process used for admissions) Tuesday 3 March at 4.00pm</p> <p><b>Full Governing Body</b> Thursday 12 March at 5.00pm</p> <p><b>Governor Morning</b> Wednesday 29 April at 9.15am</p> <p><b>Resources and Audit Committee</b> Tuesday 5 May at 4.30pm</p> <p><b>Children &amp; Learning Committee</b> Tuesday 19 May at 4.30pm</p>	
<b>12. Closing Prayer</b>	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1800.