



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 8 November 2022**

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 Minutes concerning confidential matters will not be published.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.

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| Present | Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Michelle Wilson – Deputy Head Teacher Margaret Connell Elizabeth Williamson Cat Hardiman In attendance: Dominique Wells – Clerk |
| 1. Opening Prayer | The opening prayer was said by the Committee. |
| 2. Apologies for Absence | None. |
| 3. Declaration of Interest | None. |
| 4. Minutes of last meeting and matters arising | Minutes The minutes were agreed as correct and taken as a true record. Matters arising None. |

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| <p>5. Terms of Reference</p> | <p>These were reviewed and signed.</p> | |
| <p>6. Pam Fearnley's Summer report</p> | <p>Questions suggested here have been incorporated into <i>Holding the School to Account</i>.</p> <p>Pam Fearnley is very thorough and the School is glad to have her advice and she says that she enjoys working with us. Her feedback is always very useful.</p> | |
| <p>7. Special Educational Needs and Disabilities</p> | <p>The Governor Morning focussed on SEND and Governors found it very interesting.</p> <p>It was noted that there is a greater need for SEND work, which is not anticipated to decrease, and the School should be alert to the wellbeing of staff, Senior Leaders and SENCo in particular, and care taken so to avoid overworking.</p> | |
| <p>8. New Catholic Schools' Inspection Framework update</p> | <p>The Deputy Head reported here:</p> <p>The new framework will be in place from Easter, so the School will be under the new framework when it is inspected. There is no indication yet as to when this will be, but possibly after Easter or from September.</p> <p>There are 3 sections: Catholic Life and Mission, RE and Collective Worship. Work has begun on the SEF. What has been provided is not compulsory but a SEF is needed as a working document that can be added to or amended. Once a draft has been put together, this will go out to Governors and staff for further recommendation – the SEF will be reviewed by everyone.</p> <p>It was noted that it is now a lot harder to get Outstanding and the percentage of schools obtaining this is likely to drop as it has done for Ofsted. The School has to demonstrate the impact of teaching and initiatives, the outcome being how confident and independent the children are to put them into practice.</p> <p><i>Questions asked by Governors:</i> <i>Q: Do the outcomes have to be evidenced?</i> <i>A: Yes, for instance via the Catholic social teaching principles, or pupil voice. Each year takes on one of the principles and an activity per term, and this will be embedded in the classroom. It is not just about learning, but about how the children go out and do these things, how it fits into Catholic social teaching.</i></p> | |

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| <p>9. Holding the School to Account</p> | <p>Quality of Teaching</p> <p>1. RSE Mrs Fearnley said that PSHE should be a big focus, and this is included in RSE. The mid-term plan includes economic understanding, wider safety and understanding the media.</p> <p>The Deputy Head Teacher has DfE guidance of all the objectives that children should learn throughout the school and how Ten Ten fits in with these. The Ten Ten resources will be put up on the website. High attainers need to be challenged. Careful planning is needed for harder topics.</p> <p>MFL Mme Battan has been given release to align the MFL plans – this will be done by the end of the year. For lower attainers, there will be more support – this is reflected in the mid-term planning.</p> <p>With other languages, Spanish is a club and the School was recommended to consider how to celebrate, for instance, the many Polish children within the school.</p> <p>Music There is a good range of music that the children are exposed to, although Mrs Fearnley thought it could be made more specific as to which era each piece is from. Also, consideration on how best to record and track children’s progress. Her comments have been taken on board.</p> <p>2. Timetabling is challenging. 10% of teaching time is for RE, with 30-45mins for Ten Ten. This is being met with KS2 having 2 hours (an afternoon or 2 sessions covering guided reading + RE) and 1 hour and 45 mins for KS1. Some RE homework time is also needed. Performance management will focus on RE this half term.</p> <p>3. The 3 main areas are to ensure: - that there is 1 learning question for the class and the scaffolding is to help children to reach the learning question instead of different tasks being set. - that cultural capital is a focus in all aspects of learning. - that disadvantaged pupils achieve consistently well.</p> <p>Behaviour and Attitudes</p> <p>4. Safeguarding – 1 ongoing child protection case. The audit (by Angela Corbett) will be in May 2023. The Single Central Register is checked monthly by the Head Teacher and termly by the Chair.</p> <p>5. No behaviour issues.</p> | |
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| | <p>6. There have been no recorded incidents racism, homophobia, bullying, child on child abuse. There are 2 recorded instances of sexual inappropriateness in a young age group. Parents were notified. This is open to different interpretations</p> <p>Personal Development</p> <p>7. No parents have declined visits to churches and pupil questionnaires showed that they all found it enjoyable. Staff found the visits very informative. The aim of church visits is to understand that we are all Christians even if the denomination and form of worship are different. The children experience a different church each year so that by the end of school, they will have experienced all the local Christian denominations.</p> <p>8. All children are confident and speak up. They have a voice and there are no concerns.</p> <p>Leadership and Management</p> <p>The teacher returning from maternity leave appreciates a 4-day week. The work is shared with another member of staff.</p> <p>The early career teacher is given more than the required allowance outside of the classroom, which is the same as last year. She is appreciative of this and needs to visit another school as a project. She went on the recent school journey.</p> | |
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| 10. SDIP – key actions | | |
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| 11. Reports | <p>11.1 Data Report (Teachers’ assessments) There are 3 data drops a year. 2022 results are available for information, but 2019 taken as the last set.</p> <p>There is some concern around writing and writing at greater depth in terms of content – a post-Covid issue which is being actioned and a focus in the SDIP. The Premium Recovery Fund money from the Government (£2k over the year) will be used here.</p> <p>11.2 Targets for Y2 and Y6</p> | |
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| 12. Policies | <p>12.1 Feedback and Marking Terms explained as follows: Non-negotiables indicate what a year group would be expected to do.</p> | |
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| | <p>Cross hatching is a technical term.</p> <p>12.2 Homework 12.3 Uniform 12.4 PE 12.5 Music 12.6 MFL 12.7 History 12.8 Geography</p> <p>Policies were agreed and signed by the Chair.</p> | |
| <p>13. Umbrella Trust updates</p> | <p>The Head Teachers still meet regularly and are very supportive of each other. Contact tends to be daily, whether with one or the whole group.</p> <p>The working party met just before half term and is seeking a meeting after Christmas. This is a very proactive, ongoing group.</p> <p>Subject leaders have also met.</p> | |
| <p>14. Staffing updates</p> | <p>The pay recommendation for teaching staff has come out very late. There is a recommended 5% increase to all pay ranges. The usual cycle for performance management for teaching staff should be 31 October and, although the new pay will be backdated to 1 September, staff should have already been told. The Head Teacher will explain to staff the delay, which is the same for all schools.</p> <p>Mrs Jones is leaving after 19 years. Governors extended their thanks to her for her loyalty, hard work and expertise in admissions. There has been interest in the role and interview for shortlisted candidates will take place tomorrow. Mrs Jones has agreed to continue the admissions work on a consultancy basis for as long as the school needs, and will certainly continue here this year.</p> | |
| <p>15. Any other business</p> | <p>The Guidedogs reading service (books for dyslexia) were suggested to Mrs Richards for consideration.</p> <p>Governors were reminded of the need to submit their safeguarding certificates.</p> | |
| <p>16. Dates of next meetings</p> | <p>Pay Committee Thursday, 24 November at 4.30 pm</p> | |

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| | <p>Full Governing Body Thursday 24 November at 5.00pm</p> <p>Resources & Audit Committee Tuesday 17 January at 4.30pm</p> <p>Governor Morning Tuesday 21 February at 9.15am</p> <p>Admissions Committee Tuesday 28 February at 4.00pm* (to endorse process used for admissions)</p> <p>Children & Learning Committee Tuesday 28 February at 4.30pm</p> <p><i>*date of this meeting is variable and depends on Admissions' paperwork from Bromley</i></p> | |
| <p>17. Closing Prayer</p> | <p>The Chair of Governors closed the meeting with a prayer.</p> | |

The meeting closed at 1740.