



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 1 March 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 Minutes concerning confidential matters will not be published.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.

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

<p><b>5. Covid Update</b></p>	<p>It was reported that, since half term, there had been no more cases. Twice-weekly testing for staff is no longer required, but staff are happy to continue doing this. Ventilation, regular cleaning and practice of good hygiene continues throughout the school. Parents are sensible and have been happy keep Covid-positive children at home.</p>	
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<p><b>6. Primary Assessments 2022 SATS PHONICS MULTIPLICATION TABLES CHECK</b></p>	<p>These will all take place as normal and results will be reported to the School and to the Governors. However, there will be no public league tables published this year.</p> <p>Much work is being done particularly with Year 1 phonics and where there is vulnerability, lots of interventions are taking place.</p>	
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<p><b>7. Reports</b></p>	<p><b>7.1 Data reports (December 2021)</b> The Head Teacher highlighted the following: Writing at exceeding is of some concern. This is lower than usual due to the disruption caused by Covid and will be reviewed at the Easter data drop.</p> <p>Year 6 are over 50% exceeding in Reading and Maths. Writing is anticipated to reach over 50%. Overall expected at 84% was anticipated due to the cohort which has a higher than usual proportion of SEND pupils.</p> <p><b>7.2 Health &amp; Safety Update</b> The Health &amp; Safety Governor, caretaker and Head Teacher carried out the twice-yearly Health and Safety walk last week. There were no major concerns. Of note were:</p> <ul style="list-style-type: none"> <li>- Deterioration of KS1 fence – this has been taped off and parents are aware. Quotes for repair are being obtained.</li> <li>- Fence panels on the KS2 field bordering a house had come down in the recent storms. Negotiation is taking place as to whose responsibility it is to replace them.</li> </ul> <p>The Fire Drill took place on 11<sup>th</sup> February at 11.10am. An obstacle was put in place so that Year 6 had to find another route out of the building. All were out in under 4 minutes. An action point arising was to remember to close the doors.</p>	
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*Questions asked by Governors:*

*Q: Have there been any issues with contractors working at night?*

*A: There has been no night-working. Work has taken place during half term and at weekends. Staff will alert the Head Teacher or caretaker if they find anything amiss as a result of the work (e.g. planks of wood being left).  
The work is going well.*

*Q: Is all secure now following the intrusion into Forest School?*

*A: Yes, and the caretaker does a walkaround every Monday morning to check.*

### **7.3 Pam Fearnley's Spring Visit**

The report from the visit has not yet been sent to the Head Teacher, but the School is in a good position. Pam Fearnley talked specifically to the following teachers about their plans which she had seen on the website:

Mrs Connolly – PE

Miss McCarthy – DT

Miss Atkinson – Computing

She thought the plans were exemplary and holds St James' up as a model for other schools, pointing them in our direction. She has noted that she has learnt a lot from the School as well as the School has from her. However, she always has ideas to further improve and neither she nor the School are complacent here.

The next inspection visit will be from the Catholic Schools Commission. They are a year behind with their inspections so this is expected to be in the Autumn or Spring Term. The School will have new framework, although it is not certain when.

### **7.4 EYFS Base Line Assessment update**

Mrs Richards does not receive any feedback about this assessment – the children just do it and give their answers. No feedback is given to the School and it is merely a tool to benchmark children nationally. Mrs Richards does a formative assessment of the children anyway.

### **7.5 UT Update**

The remaining schools in the Umbrella Trust are keen to stay together as a trust and have formed a working party to come up with a set of proposals to strengthen the UT rather than go to a MAT. Further update will be given at the Full Governing Body meeting when the proposals may have been finalised.

There has been less pressure from Simon Hughes recently, but the UT are still taking positive action.

There is a new Head Teacher at St Peter & St Paul School who is being supported by the UT.

<p><b>8. Policies</b></p>	<p>Policies were circulated prior to the meeting.</p> <p><u>8.5 Bereavement</u>  <i>Questions asked by Governors:</i>  <i>Q: Do the standard letters need to be included where parents can see them?</i>  <i>A: The Appendix can be removed. Standard letters are a starting point and any letters sent would of course be more personal.</i></p> <p><u>8.7 Lunchtime Supervision</u>  It was recognised that the lunchtime supervisors do a good job and the role is very hard. They had reviewed the policy and were happy with it.</p> <p><b>All policies were agreed</b> and will be signed electronically by the Chair.</p>	
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<p><b>9. Staffing Updates</b></p>	<p>The new cook is settling in well.</p> <p>No further updates.</p>	
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<p><b>10. Safeguarding Updates</b></p>	<p>Confidential item.</p>	
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<p><b>11. Any Other Business</b></p>	<p>Year 6 will have heard about the outcome of their secondary schools.</p> <p>Parents have been asking how to support the Ukrainians at this time both the School and Church are investigating the best way to do this.</p> <p>Ash Wednesday mass will be in church for KS2 and Year 2. Fr David will come into school for Year 1 and Reception as these year groups have not yet experienced a full school mass and it was not considered the right occasion to do so for the first time.</p> <p>One Governor reported that Moorfields eye hospital had commended the School for being so proactive in their support for her child, and she thanked the staff and Mrs Richards.</p>	
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<p><b>12. Dates of next meetings</b></p>	<p>It is hoped that all Governor meetings will resume onsite next term.</p> <p><b>Full Governing Body</b> Thursday 17 March at 5.00pm</p> <p><b>Governor Morning</b> Tuesday 26 April at 9.15am</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 3 May at 4.30pm</p> <p><b>Children &amp; Learning Committee</b> Tuesday 17 May at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 23 June at 5.00pm</p>	
<p><b>13. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	

The meeting closed at 1720.