



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 28 February 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 Minutes concerning confidential matters will not be published.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.

<p>Present</p>	<p>Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Michelle Wilson – Deputy Head Teacher Margaret Connell Elizabeth Williamson</p> <p>In attendance: Dominique Wells – Clerk</p>	
<p>1. Opening Prayer</p>	<p>The opening prayer was said by the Committee.</p>	
<p>2. Apologies for Absence</p>	<p>Cat Hardiman</p>	
<p>3. Declaration of Interest</p>	<p>None.</p>	
<p>4. Minutes of last meeting and matters arising</p>	<p>Minutes Corrections were noted as follows: <u>Item 8: New Catholic Schools' Inspection Framework Update</u> Under <i>Questions asked by Governors</i>, 'A: ... Catholic social teaching <i>principles ...</i>' <u>Item 9: Holding the School to Account</u> 1. RSE '... how Ten Ten fits in with <i>these</i>.' 2. Delete 'Mass was RE time.' 3. '... and the [differentiation] <i>scaffolding</i> is to help children ...' 6. ' This is [a grey area] <i>open to different interpretations</i>.'</p>	

	<p>Leadership and Management: 'The work is shared with [the other membership of staff] <i>another member of staff.</i>' 'She is very appreciative and [wants] <i>needs</i> to visit another school ...'</p> <p>Subject to the corrections above, the minutes were agreed as correct and taken as a true record.</p> <p>Matters arising None.</p>	
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<p>5. Assessments 2023 SATS/ Phonics (Y1 & Y2 if not passed)/ Multiplication Tables Check</p>	<p>This is the final year of KS1 SATs.</p> <p>All is going ahead as planned this year.</p>
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<p>6. Reports</p>	<p>6.1 Data Reports (December 2023) The reports cover the period until the end of the Autumn Term data drop. The Year 6 data is healthy. Writing at exceeding continues to be a focus throughout the school.</p> <p>6.2 Health and Safety Update Mr Gribben undertook a Health & Safety walk with Mr Jawed. There were no major issues to note. Taken to the Full Governing Body meeting.</p> <p>6.3 Pam Fearnley's Spring Visit – UT update Pam Fearnley's next visit will be on Tuesday via Zoom, and focus on the IDSR and SDIP.</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>The Umbrella Trust working party met again. It appears that there will be 5 MATs across the Diocese and Selcat will be rebranded.</p> <p>In the Summer Term, the Headteacher of Bonus Pastor will talk about the potential new MAT in this area which will be called St Benedict's. Taken to the Full Governing Body.</p>	
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	<p>6.4 EYFS Base Line Assessment update</p> <p>This took place within 6 weeks of children starting. All 29 children were assessed (one child had deferred entry).</p> <p>Questions suggested here have been incorporated into <i>Holding the School to Account</i>.</p>	
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<p>7. Holding the School to Account – Governors’ Questions</p>	<p>Responses to the questions were answered by the Headteacher as follows:</p> <p>It was noted that the RE inspection will possibly take place in next 6 months.</p> <ol style="list-style-type: none"> 1. Art is definitely being used to enhance R.E. teaching. During the Governing Morning, it was noted that children are encouraged to show interpretation of the art as part of their learning. Mrs Wilson is looking at getting more diverse pictures and seeing what is most useful for differing year groups. The children respond well to the paintings. 2. Y2 teacher has been to and is attending LA courses about the moderation of writing in greater depth. There will be a UT meeting focussing on this in April. Teachers have also attended writing conferences. Recovery Fund money is being used to pay a supply teacher to enable teachers to undertake one-to-one teaching. Magpie books and a magpie wall have been introduced. A targeted group is sometimes taken out for work at greater depth, sometimes with class teacher, but also with a TA. 3. ‘Signalong’ signing is like a Makaton/sign language form. Mrs Richards is using it, but it is early days so the impact is as yet uncertain. 4. One child protection case is ongoing. There has been no parental feedback regarding the single sex interviews. Children were open and honest, and there was nothing to cause concern. CPOMS, an online safeguarding programme, is now being used. There are some low-level incidents, so moving from paper-based records to CPOMS aids communication between staff. 5. There has been one case of racism. All cases are logged and parents of both parties are contacted with action being taken as appropriate. There has been no homophobia, two e-safety concerns and one case of harassment. 6. Nationally, attendance has deteriorated after the pandemic, mainly in secondary schools and, though still prevalent, is not so bad in primary schools. Children are possibly emotionally unable to go back to school. Attendance is being looked at constantly especially as Bromley is quite low with regard to attendance. It will be a focus for Pam Fearnley. <p>St James’ is lower than previously, but is high compared to other Bromley schools and nationally. The School does not have children not</p>	
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	<p>attending or wanting to attend. In general, this is due to:</p> <ul style="list-style-type: none"> - parents who had holidays booked for Covid period (to see family for instance) and who now taking the opportunity to go. - children have been unwell, sometimes for 2 weeks, and some who have been hospitalised. We have 9% of children with 'persistent absenteeism' – the figure is 20-25% nationally. <p>Although there is a push from DfE to get children into school, the children here generally have good reason for absence.</p> <p>7. The Head Teacher has asked each of the children on Pupil Premium funding about their extra-curricular activities. Most are accessing a range of activities in school and the rest attend activities outside of school. The School funds 25% as needed. More of concern are those children from 'Just About Managing' families who are just above the bracket and the School needs to identify these.</p> <p>During the pandemic, school trips were stopped, but now are gradually increasing to the previous level. Teachers are conscious of the costs when a trip is planned, and public transport used wherever possible. Support is always offered in the letters to parents.</p> <p>8. The sustainability audit has been completed and will be taken to the Full Governing Body meeting. It covered areas such as energy usage, energy infrastructure, water usage, procurement, transport, waste and culture.</p> <p>Sustainability is touched on in various parts of the curriculum, for instance:</p> <ul style="list-style-type: none"> - Catholic social teaching: melting icecaps in Antarctica, using rather than wasting things, turning off lights and buying sensibly. - DT: single use plastic. - Science: whether materials break down. - RHE: how can we make the world a better place, the human impact on environment. - English: Guided Reading texts recycling, Iron Man - Art: recycled structures. <p>9. A format for the Mission Statement is being worked on and also how to display it. Teachers have started to talk about it in class in a child-friendly way.</p> <p>10. Miss Atkinson, the Head Teacher and Deputy Head Teacher have been working on the Catholic Self-Evaluation Document to put it together. It is work in progress and is almost ready in draft for the Full Governing Body meeting.</p>	
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<p>8. Catholic Life and Mission update – Oscar Romero Award</p>	<p>This has been submitted and the School now needs to wait for two weeks for the result. The submission consisted of 4 pieces of evidence in 3 different areas. The School hopes to receive the result in time to be able to receive a certificate at the Oscar Romero mass.</p>	
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<p>9. Policies</p>	<p>All policies were distributed prior to the meeting.</p> <p>9.1 Sickness and Absence</p> <p>9.2 Art and Design</p> <p>9.3 Display</p> <p>9.4 Attendance</p> <p>9.5 EYFS</p> <p>9.6 SEND</p> <p>9.7 Governor Allowance</p> <p>9.8 Health and Safety</p> <p>9.9 Preventing Radicalisation</p> <p>9.10 Safer Recruitment</p> <p>9.11 Home Working</p> <p>9.12 Electronic Information and Communications</p> <p>It was noted that, although most of the policies appear to be produced in-house, a couple seem 'off the peg'. The Head Teacher agreed to revisit the formats.</p> <p>All policies were accepted.</p>											
<p>10. Staffing Updates</p>	<p>Qyuen Patel is now working in office. Susan Lams has been doing a great job. Mary Jones will not be continuing with Admissions work and the new office staff will need to be trained in this.</p> <p>Maria Jones has been appointed to work with child with complex SEND needs.</p>											
<p>11. Any other business</p>	<p>None.</p>											
<p>12. Dates of next meetings</p>	<table border="0"> <tr> <td>Full Governing Body</td> <td>Thursday 16 March at 5.00pm</td> </tr> <tr> <td>Governor Morning</td> <td>Tuesday 25 April at 9.15am</td> </tr> <tr> <td>Resources & Audit Committee</td> <td>Tuesday 2 May at 4.30pm</td> </tr> <tr> <td>Children & Learning Committee</td> <td>Tuesday 16 May at 4.30pm</td> </tr> <tr> <td>Full Governing Body</td> <td>Thursday 29 June at 5.00pm</td> </tr> </table>	Full Governing Body	Thursday 16 March at 5.00pm	Governor Morning	Tuesday 25 April at 9.15am	Resources & Audit Committee	Tuesday 2 May at 4.30pm	Children & Learning Committee	Tuesday 16 May at 4.30pm	Full Governing Body	Thursday 29 June at 5.00pm	
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13. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 1740.