



ST JAMES' R.C. ACADEMY TRUST

Maybury Close, Petts Wood, Kent BR5 1BL

Faith in Action, Working Together, Walking in the Footsteps of Christ

Minutes of the 137th meeting of the Governing Body which took place on Thursday 24th November 2022 starting at 1700 at the School.

Present:

Mary Hutchinson (Chair of Governors) Mark Edwards
Lisa Weeks (Head Teacher) Michelle Wilson (Deputy Head)
Margaret Connell Martin D'Souza
Amanda Garlick

In Attendance: Dominique Wells (Clerk to the Governors)

Papers relating to the meeting had been circulated prior to the meeting and taken as read.

1. Opening Prayers

The Chair opened the meeting with a prayer.

2. Apologies for Absence

Father David Camilleri, Paul Gribben, Cat Hardiman, Mark Hutchins, Elizabeth Williamson

3. Declarations of Interest in items in this Agenda.

None.

4. Committee Matters

All Governor present signed the Governors Code of Practice.

5. Review of Minutes of the last meeting:

5.1. Confirmation of Accuracy

Omissions would be added. The Chair read out the related sections to Governors.

Corrections as follows:

Item 7. Pam Fearnley's Summer Visit Report

'During *the visit*, Mrs Wilson...'

Item 8. Holding the School to Account

'The School is formalising *action* plans ...'

'..PE and *Miss Atkinson* in Computing.'

'On Governor morning, the focus *for collective worship* had been on the Good Samaritan.'

'... the Head and Deputy Head Teachers put *the staff's welfare* first.'

Item 16. Reports from Governors' Meetings with Subject Leaders

'Both Margaret Connell and Mark Hutchins met with *Mrs Connolly*.'

Item 20. Dates of next meetings

Last Governor meeting is on 'Thursday 29 June'.

Subject to the above corrections, **the minutes were agreed by all to be a true record.**

5.2. Matters Arising

6. Head Teacher's Report

The Head Teacher was commended for giving a real picture of the school in her report.

Points were highlighted as follows:

- There has been a difference in the demographic of the school in the last 10 years, resulting in a range of languages spoken by children. Parents are asked if their child is EAL – there are around 23 – and most are fluent in English, with language not being a barrier.

The EEDI committee has been set up, but there are not many members. Parents however do engage and when asked, they say they are happy with everything the school is doing. Cultural capital is important – the children are exposed to famous people of different ethnicities and communities are celebrated.

- Attendance is generally very good. Any 'persistent absenteeism' as defined by Ofsted is analysed in great detail and mainly found to be due to medical reasons. Staff engage with the families if there is any concern. In cases of unauthorised absence, parents are often apologetic and there is usually good reason why it needs to be taken. Punctuality is very good.
- The Gardening Club and efforts to be an eco-friendly school are ongoing. continue.

Questions asked by Governors:

Q: Is there any plan for accreditation?

A: We are a Bronze Woodland Trust School and have awards from RHS and Green Flag.

- Martin D'Souza reported that the school church visits had been positively received by the respective churches.

Questions asked by Governors:

Q: Update on the Romero award?

A: As time allows, the report is being written and evidence gathered. There are 9 strands, each requiring 4 pieces of evidence.

7. Pam Fearnley's Autumn Term Report

Pam Fearnley will be visiting again in the Spring to look at Teaching and Learning. She is very thorough and a huge asset to all the Umbrella Trust schools.

8. Safeguarding

Confidential item.

Angela Corbett will visit for a Safeguarding Audit for 3 days in May – 2 online and 1 in school. She has been to the School previously and is an Ofsted inspector. She is very thorough and recommended by Pam Fearnley.

9. Pupil Premium Report

Plans are recommended every 3 years, but the School have decided to review it annually and it is currently under review. The money is given according to the children on the census on 14th October and is received in 4 tranches throughout the year. Any who are not on the census cannot be included for the whole year. 3 children are in this category and therefore do not have the funding this year. Although the money will be received next year, the funding is needed now.

10. R.E. Report

The Deputy Head Teacher passed round copies of the report and highlighted the main points to note.

A Catholic Social Principle has been assigned to each class which they should promote throughout the year.

There is much collaboration with and help from the Church.

The Samaritan's Purse project was carefully considered as to whether it was an appropriate organisation.

Mission Statement Update

The Chair attended the INSET evening which was very ably led by the Head Teacher. Much will remain unchanged – there are tweaks to reflect the church today.

Governors commented that it was very good, and suggested a focus on eco-sustainability 'for the common good'.

There will be a consultation process.

11. Holding the School to Account

At the Governors table during Goal Sharing, it was found that parents were willing to comment or talk about Catholic life in the school. There was positive feedback not only about how it is taught, but moreover how it is lived. They were positive about the children's reaction and the visits to different churches.

Responses to questions as follows:

Quality of Education

1. The EYFS cohort has a high level of summer born children and siblings. Due to Covid, literacy is challenging and, although they have been exposed to the goals, they are unable to communicate them. Phonics is addressed every day and handwriting

intervention has taken place. There is adult support here with 2 Teaching Assistants to support the class teacher 3 mornings a week and 1 Teaching Assistant for the remainder of the time.

2. The £2k recovery fund has been targeted at KS1 writing. Cover teachers are used to allow the class teacher to focus on 6 children at a time, working with them for 15 minutes every week, or if one-to-one is needed. They have 'magpie books' to write vocabulary down. Interventions happen during the school day.

3. The SDIP is being reviewed as to what else can be done.

Behaviour and Attitudes

4. Covered under item 8 above.

5. No concerns. Any attendance under 90% is investigated to a great extent with parents.

6. No concerns. Any issues are shared with parents.

Personal Development

7. The school is working closely with Bromley Y. One contact comes to visit and trains Year 6 as Wellbeing Ambassadors. Also, sessions have been offered for parents concerning anxiety in children. Parents have been made aware of both of these.

Any issues with friendship groups are dealt with via sessions with the children.

There is guidance from the DfE concerning the RHE curriculum. The sections are discussed or covered using the 10:10 resources.

1755 Martin d'Souza left the meeting

8. Parents feel able to share their concerns here. There has been a change where, two years ago, the post-looked after children in the school were with wealthy families, but now there are several children on Free School Meals. Each situation is dealt with with great sensitivity.

The School budgets for an allowance of 25% discount on clubs. Holiday clubs are advertised in the newsletter and there is financial support for items like uniform. The School aims to be approachable and non-judgemental to help parents. Staff are mindful of trips so that they are not expensive and seek to find out how things can be made cheaper and still relevant.

Leadership & Management

9. Staff Performance Management interviews have been completed. Staff are praised at assemblies or other opportunities if they have passed their NPQML for instance. There are sometimes social events after work.

10. With the budget always in mind, CPD is considered alongside what the SDIP requires and what is best value (safeguarding online, first aid training). The budget does not currently restrict the ability to do CPD.

12. Chair of Governors' Report

The Chair highlighted the following points:

Richard Monahan will be appointed as Foundation Governor. He is a previous parent.

At a recent Chairs' Meeting, it was noted that Lewisham and Southwark have a falling roll and it was suggested that baptism rather than regular Mass attendance should be

the emphasis in the SIF. However at present, the School is not affected and looking at the School's open morning attendance, there will not be a problem here. It was noted that schools should look at the virtue of our saint's qualities and promote them.

13. Budget Monitoring Report

14. CIF Bid Report on works completed

Currently all the intruder alarms are being renewed at the moment. The work continues, but is coming to an end. The windows and heating are good. There is a long snagging list, but there will be a push in the February half term for everything to be completed.

There are no bids for the time being and any bids will depend on the Government's priority. It is possible that solar panels may be next.

15. Sustainability/Climate Change

The School is reasonable with its energy consumption, and green wherever possible – for instance using reusable cups for the KS2 party. The School does what it can.

16. Health and Safety Report

Paul Gribben undertook the Health and Safety walk with the Head Teacher and caretaker, and all was found to be good. The willow den in the KS1 playground was taped off in the summer due to wasps. The electrical cupboard has been cleared out. The old gates have been replaced. The overgrown area outside the house will be addressed and needs time to do so.

17. EEDI Report

The meeting is planned for 6th December at 5.30pm and all who are interested have been contacted by Mrs Martin.

18. Committee Reports

The Children and Learning and Resources and Audit Committees have met this term and the minutes from these meetings will be approved at the next meetings of these committees.

19. Sports Premium Report

This is on the website.

20. Umbrella Trust

The Head Teachers met at Holy Innocents recently and the group is strong as ever. St Peter and Paul have just had their Ofsted inspection and there has been no update on this.

Committees are convening.

The Croydon schools almost got to a stage of setting up a MAT, but it was stopped three days before.

The Umbrella Trust are in a healthy position – standards are maintained, subject leaders and finance staff communicate and meet. There are no benefits to be seen for the children currently in forming a MAT.

Subject leaders met recently to share good practice. It is good to have connections, share resources and ideas.

21. Any other business

Mark Hutchins, Mark Edwards and Margaret Connell will meet regarding the Head Teacher Pay. This is planned for Thursday 15th December at 5.00pm.

22. Dates of next meetings

Resources & Audit Committee	Tuesday 17 January at 4.30pm
Governor Morning	Tuesday 21 February at 9.15 am
Admissions Committee (to endorse process used for admissions)	Tuesday 28 February at 4.00pm*
Children & Learning Committee	Tuesday 28 February at 4.30 pm
Full Governing Body	Thursday 16 March at 5.00 pm

** date of this meeting is variable and depends on Admissions' paperwork from Bromley*

23. The Closing Prayer was led by the Chair.

The meeting closed at 18:22