



## 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 139<sup>th</sup> meeting of the Governing Body which took place on Thursday 29<sup>th</sup> June starting at 1700 at the School.**

Present:

Mary Hutchinson (Chair of Governors)	Mark Hutchins
Lisa Weeks (Head Teacher)	Michelle Wilson (Deputy Head)
Margaret Connell	Martin D'Souza
Elizabeth Williamson	Kate Clubbs
Fr David Camilleri	

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**

Fr David opened the meeting with a prayer.

#### **2. Apologies for Absence**

Paul Gribben, Cat Hardiman, Mark Edwards, Richard Monaghan, Amanda Garlick.

The Governors adopted Kate Clubbs as Foundation Governor and welcomed her to the Governing Body.

#### **3. Declarations of Interest** in items in this Agenda.

Mark Hutchin's wife is a midday supervisor at the School.

#### **4. Review of Minutes** of the last meeting:

##### **4.1. Confirmation of Accuracy**

Corrections as follows:

Item 5. Head Teacher's Report

'*Persistent absenteeism*'

Item 8. Holding the School to Account

'5. CPOMS' – '~~5. None.~~'

'7. .... Catholic Children's Crisis Fund'

Item 10. Religious Education/Catholic Life and Mission

'The new Mission Statement is 'Show our love every day in all we *learn*, do and say''

'The Club comprises mainly Y5 and Y6 ~~and includes boys.~~'

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

#### **4.2. Matters Arising - None**

### **5. Head Teacher's Report**

The Head Teacher highlighted points as follows:

- The School has a memory tree now, in commemoration of the Coronation.
- Fr David came in to the School to speak to staff and Governors about St James'
- SATS week went well, with local representatives monitoring all the tests. Everything went smoothly.
- New extra-curricular clubs have started, including mindfulness and yoga.
- Bromley Y are very much involved with the School. An event they ran last week was well-attended.
- The CIF bids have gone well and Gareth Bacon is visiting to see the School tomorrow.
- An appeal has been lodged for a place which became vacant in Y2. Bromley holds many children on the waiting list.
- Y3 places and Y4 places have been filled with children who had SIFs that show committed Catholics.

### **6. Pam Fearnley's Summer Visit Report**

Pam Fearnley was very pleased with what she saw and equally does not let the School become complacent. She looked at phonics in Reception and Y1 and wanted to pass the great practice she had seen to other schools. In particular, she saw good practice when the lowest 20% were observed reading, and she talked to Y2 about their love of reading. She also suggested some tweaks which could be made and worked on.

*Questions asked by Governors:*

*Q: Are the new phonics books in Reception making a difference?*

*A: Our phonics has always been outstanding. With All Aboard Phonics, we are still achieving fantastic results. Reception & Y1 using it currently, and Y2 will use from next year.*

### **7. Safeguarding Report**

Angela Corbett, a highly regarded safeguarding expert in OFSTED, carried out the audit. She was highly recommended and the School used her previously in 2016. She visited the School on Zoom over one day in May, reading policies and giving feedback. She was very happy, particularly with the safeguarding curriculum (Mrs Wilson), the Early Years/home visits (Mrs Richards), online safety (Miss Atkinson), training and induction programme (Head Teacher).

She suggested using a Medical Tracker (similar to CPOMS) where the office can log accidents, so the School will look into this for next year. She also checked that there was a procedure in place so that Mrs Wilson or Mrs Richards would know what to do if, for instance, police were to turn up at the School about an incident.

*Questions asked by Governors:*

*Q: Is CPOMS still going well?*

*A: Yes. Logging central information means that Mrs Wilson and Mrs Richards are always aware. It is also much easier for sending information to secondary schools – most schools use CPOMS. It saves time, is more efficient and more transparent.*

## **8. Holding the School to Account**

Questions were addressed by the Head Teacher as follows:

1. Fr David's visit and talk on St James' was really positive as it gave staff good knowledge of St James.

The Prayer Day was focussed on St James. There were class activities and an inter-class fact hunt, with older children reading the hidden facts to the younger ones. Margaret Connell gave a talk and the children painted scallop shells. Fr Victor was impressed with the children's knowledge.

In September, it is planned that one of the first RE lessons (and possibly the first Mass of the year) will be about St James and a progression plan will be put in place for the children to learn about St James as they progress through the School. This is work in progress.

2. Action points in reading which the School is addressing:
  - Pam Fearnley saw very good practice in Year one (recording sound buttons on the reading book) and recommended that the School ensures any adult reading with a child with those needs has access to the same strategies.
  - If a word is not known, an iPad could be used to bring up an image of it. Equally, All Aboard Phonics lay out text on one page with the picture on the other. Adults need to remember to cover the picture up.
  - In daily designated story time, the books could be mapped more. This has already been put into action.
3. Cultural capital is the continuing aspect of SDIP, to ensure the children are exposed to different cultures. It can really be focussed on here, maintaining the link with EDDI.
4. Confidential item.
5. The safeguarding audit suggested using a medical tracker, and to continue using CPOMS for safeguarding issues, but attendance can also be added.

In terms of behaviour, it is noted that children are generally more physical on the playground than before. The Behaviour Policy needs to be updated and this added into CPOMS.

*Questions asked by Governors:*

*Q: Is there a reason why this is happening?*

*A: Possibly during COVID, children have become insular, not used to sharing and possibly can't cope with socialisation. There may be domestic violence issues in the home.*

*Q: Is it a sign of defiance as well?*

*A: This can be an element that comes through - sometimes children speak to staff like they would to their parents.*

Breakfast & After School Club staff deal with situations very fairly. They have access to CPOMS so we can track any issues there. However, behaviour on the whole is good and there are no real concerns.

*Questions asked by Governors:*

*Q: Are there parents who help running the club?*

*A: Yes, and there is always a teacher present as they do not fully run the club.*

6. One family didn't want to participate initially in the reading of the Rainbow Flag book. The parents were invited to come in to the School to discuss their concerns and their mind was put at rest.
7. There are an increasing number of families needing help. The School is able to help discreetly through signposting to places like the Hygiene Bank. With increased mortgage interest and fixed terms, the School is aware that this could be an issue for parents in the future.

The PTA sell second-hand uniform. Some unsuitable for resale or unsold could be sold to the rag man and be another source of income.

8. CSED document.
9. In general, staff are fine and get good support from each other.

## **9. Chair of Governor's Report/Governance update**

Aspects of the report were highlighted and discussed as follows:

- Fr David's talk on St James' and training was much appreciated.
- Thanks were given to Cat Hardiman for all she has done in her term of office. In the Autumn, the procedure will be started to elect a new Governor.
- Richard Monaghan is now Chair of the Resources Committee and Mark Hutchins is the Responsible Officer.
- It has been suggested to offer Governor Mornings on different days and times. Governors could be invited to offer or respond to a poll for times, and the Governor Morning be planned to suit the majority.
- Umbrella Trust met last week with people associated with St Benedict's. Discussion was child-centred and welcoming. The UT will also speak with the CEO of SELCAT for the purposes of information-gathering.

## **10. Budget Monitoring Reports**

The Chair invited any questions from Governors to be sent to the Finance Officer by email.

## **11. Staffing**

Mrs Stewart and Mrs Pearce are leaving. Mrs Ettridge has been appointed.

## **12. Committee Reports**

The meetings of the Resources & Audit Committee and the Children & Learning Committee took place this term and the minutes will go to the relevant committees in the Autumn.

## **13. R.E. Report**

Although not announced fully, the School has achieved the Participator Level for Oscar Romero Award – the certificate will follow in due course and the School can announce this properly when received. The next stage is the Developer Award.

The Prayer Day was great success, thanks to Fr David. The School hopes to do more around St James and link its values with his.

A CAFOD representative came to lead workshops on Catholic Social Teaching Principles.

Moderation with the Umbrella Trust took place and it was useful to compare work. Another one with the Diocese will take place next week, focussing on Greater Depth in R.E..

## **14. Reports from Governors' Meetings with Subject Leaders**

Martin D'Souza will meet with Mrs Martin next week.

Elizabeth Williamson met with Miss McCarthy and sent a report via email.

## **15. Policies/Plans for Review**

- **Drug Education**
- **R.E.**
- **R.H.E.**  
This is the Relationship and Health Policy as it is felt these aspects go together.
- **Accessibility**  
The School header needs to be added.

**The policies were accepted.**

## **16. Update on Umbrella Trust**

As in above items. There is no hurry to make a decision on the MATs.

## **17. Any Other Business**

### **SEND – Educational Needs assessment**

It is harder than ever to get funding and the School should not stop trying to get funding for need, even if the application is rejected. Close communication with parents is essential and parental initiation will help the application. The funding will benefit the School and therefore the child.

### **After School Club**

There was some concern that children may not be eating sufficiently at the After School Club. The provision is considered adequate, but it may be that the children are not eating enough of what is being provided. If parents have concerns, they should approach the Head Teacher.

## **18. Dates of Meetings 2023/24**

As below. Governor Mornings are flexible.

## **19. The Closing Prayer** was led by Fr David.

**The meeting closed at 18:15**

## **DATES OF GOVERNOR MEETINGS 2023/24**

### **Autumn Term**

Governor Visits	Tuesday 3 October (time to be specified)
Resources & Audit Committee (Teacher Pay Committee)	Tuesday 3 October at 4.30 p.m. to follow Resources/Audit
Admissions Committee (to agree policy)	Tuesday 7 November at 4.00pm
Children & Learning Committee	Tuesday 7 November at 4.30pm
H.T. Pay Committee	Thursday 23 November at 4.30pm
Full Governing Body	Thursday 23 November at 5.00pm

### **Spring Term**

Resources & Audit Committee	Tuesday 16 January at 4.30pm
Governor Visits	Tuesday 20 February (time to be specified)
Admissions Committee (to endorse process used for admissions)	Tuesday 27 February at 4.00pm
Children & Learning Committee	Tuesday 27 February at 4.30pm
Full Governing Body	Thursday 14 March at 5.00pm

### **Summer Term**

Governor Visits	Tuesday 23 April (time to be specified)
Resources & Audit Committee	Tuesday 7 May at 4.30pm
Children & Learning Committee	Tuesday 21 May at 4.30pm
Full Governing Body	Thursday 27 June at 5.00pm