



## 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 136<sup>th</sup> meeting of the Governing Body which took place on Thursday 23<sup>rd</sup> June 2022 starting at 1700 at the School.**

Present:

Mary Hutchinson (Chair of Governors)	Father David Camilleri
Lisa Weeks (Head Teacher)	Elizabeth Williamson
Cat Hardiman	Margaret Connell
Mark Edwards	Kenneth Chan
Paul Gribben	Mark Hutchins
Martin D'Souza	Michelle Wilson (Deputy Head)
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**

Fr David opened the meeting with a prayer.

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

None.

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

None.

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

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

**The minutes were agreed by all to be a true record.**

##### **4.2. Matters Arising**

Delete 'Item 10' under 'Matters Arising' – the Chair did not do a safeguarding audit.

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

This had been circulated prior to the meeting, with additional points mentioned below:

**Current Context** - The Head Teacher explained the term 'Ever 6 pupil'.

**Quality of Education** – The Head Teacher reported that the school celebrated the Queen's Platinum Jubilee in great style. Governors were delighted to note that the children sang the National Anthem for the residents of Southmore Court.

Mrs. Richards' involvement with BTA Midfield School was welcomed and the Head Teacher gave an update in this regard.

**Leadership and Management** – The Governors were pleased to note the return of Mrs Jones to the office on 4<sup>th</sup> July. Governors recorded their thanks to Mrs Haynes for her many years of service to the school and wished her well for the future.

The Head Teacher was thanked for her very comprehensive report which gave a clear picture of all that is going on in the life of the school.

## **6. Admissions - Update**

The obligation to attend Mass on Sundays/Holy Days was reinstated by the Bishops on 5<sup>th</sup> June. This will necessitate changes to the wording of the School's Admissions documents, particularly the SIF. Mrs Jones is in contact with the Education Commission regarding the exact procedures.

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

One mistake in the report was found – p3 'Summer Term 2023' – and will be corrected. It was acknowledged that Pam Fearnley is a very helpful partner to have to move the School forward. During the visit Mrs Wilson talked to her about RHE and Miss Atkinson about Music and MFL. Ms Fearnley was very happy and anything that isn't currently being done will be put on the SDIP. She also gave some questions for 'Holding the School to Account'. She is currently trying to help prepare the schools within the UT which have not yet had their OFSTED inspection.

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

Responses to questions as follows:

### Quality of Education

1. Following Pam Fearnley's report, the School is formalising action plans and aligning them with other schools, for instance, with tracking PP children. This will be put into the SDIP and reviewed termly.
2. Any actions regarding DT have been looked at by Miss McCarthy who has done lots of work on triangulation. The same can be said of Mrs Connolly in PE and Miss Atkinson in Computing. Lesson observations and work scrutinies continue.
3. Y5 are currently leading worship. It is difficult to find time for the children to plan the workshop and Mrs Wilson has been using one RE lesson at the beginning of term for the children to be able to plan in groups. Mark 10 or the Wednesday Word is used as a starting point. In this way, planning is done early.

On Governor morning, the focus had been on the Good Samaritan. Children had listened and answered questions from others, and it was clear that they are not afraid to talk about their faith. Questions develop into dialogue.

*Questions asked by Governors:*

*Q: Will this be extended to other year groups?*

*A: Every term, worship is led by a different year group in KS2. After Y5, it will be Y4's turn.*

*Q: How many assemblies are there?*

*A: There is one every week, with a group of 4-5 children leading.*

#### Behaviour and Attitudes

4. Confidential item.

Angela Corbett will come in the Autumn.

The Head Teacher checks the Single Central Register monthly and the Chair whenever she comes into the School.

5./6. There has been one low level case, but it has been recorded, addressed and the parents spoken with. The issue was addressed to the whole school via an assembly.

Regarding peer-on-peer abuse, OFSTED had taken girls and boys aside separately to ask them questions focused on equality (e.g. in sports). Ms Fearnley had noted that this is a usual pattern for OFSTED.

One Governor noted that boys may be less inclined to speak up about any issues if they are asked in a group.

#### Personal Development

7. There have been no issues or concerns from parents about the Pride book – indeed quite the opposite. Pupils had said it was inspiring and there have been many positive comments about learning acceptance and being kind. Governors offered their thanks to Miss Atkinson for having come in to speak about it.

8. There is no evidence or trend of anything to be concerned about. Class teachers and Senior Leadership talk to the relevant children regularly.

#### Leadership & Management

9. The ECT has felt very supported and her statement reflects this. It is recognised that it can be overwhelming and isolating as an ECT, but Miss Atkinson has been a very supportive mentor and other staff also supportive.

The Head Teacher fills in an extensive form to Thames South, which is the School's deliverer, and they will give her the accreditation. She has one more year for accreditation. Usually in the second year, ECTs get 5% release time on top of PPA, but the School will give her 10% to give her the extra support and encourage her to stay in the profession.

10. Ms Fearnley addressed staff wellbeing during her visit. The Head Teacher sends a survey yearly, but will be doing so termly in future. Both she and the Deputy Head Teacher know the staff well, and the staff are honest and hopefully feel well-supported such that they can approach them when necessary.

Time management and workload are key source of stress. Teachers feel guilty when they can't come in, but the Head and Deputy Head Teacher put the staff's welfare first. It is recognised that staff work long hours and put their 'all' into the job, going above and beyond. It is also recognised that they too have families to consider and take care of.

Governors expressed their appreciation of the work of all staff in the school.

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

Ken Chan will be standing down at the end of this term. The Chair expressed on behalf of Governors and staff their appreciation for all the work he has done, especially during the flood.

The nominations for staff Governor closed today – Michelle Wilson's current term ends on 31<sup>st</sup> August.

The Chair expressed her thanks to all Governors.

## **10. Budget Monitoring Report**

## **11. Staffing**

Mrs Haynes will be leaving the School after 22 years. She wanted an extra challenge and will be working in an out-of-borough specialist secondary school.

Confidential item.

Mrs Martin will return for the last week of term and in September will work 4 days a week, with Mrs Le Cuirot covering the other day.

## **12. CIF Bid Update**

The water distribution works are nearly finished.

Two new bids were successful – in total, 9 in Bromley were successful: one for external windows and doors and the other heating distribution.

*Questions asked by Governors:*

*Q: Will the work take place in winter?*

*A: Windows and doors begin in 2 weeks' time and workers will work through the summer holidays, at weekends and in half term. Heating works start in 3 weeks' time.*

It was noted that this would be good for the School's energy bills.

## **13. 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.

## **14. R.E. Report – Sharon Docherty's Visit**

Mrs Wilson highlighted that Ms Docherty had observed and talked about the following:

- Collective Worship
- Spontaneous prayer - Prayer books in KS1 from which prayers could be read out.
- Each KS2 year group leads worship for one term. There is a folder of information and planning materials that they can use. Each group puts together a Powerpoint

presentation and uses resources like music and pictures. Staff had training in how groups could plan something from the folder.

Ms Docherty fed back that there could be more spontaneous prayer at class level and in assembly. On doing this, it was clear that children are not afraid to pray. It is planned that the RE Ambassadors will led a prayer group from September.

## **15. Forest School Report & The School Garden Report**

The planter was delivered to Bromley today.

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

Thanks were given for the English and PE reports. Both Margaret Connell and Mark Hutchins met with Mrs Connolly. It has been hard to start up PE activities again, but all is in place to get going next year.

Elizabeth Williamson will be meeting with Miss McCarthy and Ken Chan with Mrs Richards.

## **17. Policies**

### **Exceeding, Gifted and Talented**

Some amendments were requested. The Head Teacher will revise and send again.

Apart from the above, **all policies were accepted and would be signed by the Chair.**

## **18. Update on Umbrella Trust**

The UT continues to thrive. The Heads work well together, the subject leaders are meeting, peer reviews and visits take place, the Chairs are meeting and soon the Finance Officers will plan to meet.

On 24 May, the Chair and Head Teacher attended the working party for a whole day. Consequently, three groups will be formed – management, finance and standards. Terms of Reference are being drawn up and all schools are on board with this. The working party will meet again early in the new school year.

The Archbishop has asked that all schools become academies, but they are now not obliged to be part of a MAT until 2030. The UT schools agree that their remit is to further Catholic life and mission in schools, and there is no obvious benefit to joining a MAT at the moment.

Pam Fearnley is continuing work with the UT for another year. She is a considered a great asset.

*Questions asked by Governors:*

*Q: Why would a school want to join a MAT?*

*A: Perhaps if they are not in a good financial position, not viable due to numbers, have poor leadership, need support or a CIF has not been successful. There are a number of possible reasons.*

## **19. Any other business**

*Questions asked by Governors:*

*Q: There are a high number of Ukrainian refugees in Bromley – what is the possible impact on the School to provide education?*

*A: Our school has to follow numbers and we are full. However, Bromley do send the Head Teacher information about support groups, translators and other points of contact in case families need signposting.*

*Q: Are there any plans to organise the celebration planned pre-Covid?*

*A: The School will probably wait now until the 55-year anniversary.*

Ken Chan thanked the Board of Governors and offered his good wishes to the school.

Cat Hardiman explained her new role in the Bromley Children's Project, supporting families who have children with social communication difficulties, and that there was a lot of free support available here. This is signposted by School.

There have been 2 new air conditioning units purchased for the kitchen.

## **20. Dates of next meetings**

It was noted that 30<sup>th</sup> August is an INSET day, looking at the School's mission statement in the morning.

Dates for 2022/23 as below.

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

**The meeting closed at 18:30**

## **DATES OF GOVERNOR MEETINGS 2022/23**

### **Autumn Term**

Governor Morning	Tuesday 27 September at 9:15
Resources & Audit Committee	Thursday 13 October at 4.30pm
Admissions Committee (to agree policy)	Tuesday 8 November at 4.00pm
Children & Learning Committee	Tuesday 8 November at 4.30pm
Pay Committee	Thursday 24 November at 4.30pm
Full Governing Body	Thursday 24 November at 5.00pm

### **Spring Term**

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

### **Summer Term**

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