



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 16 May 2017**

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 Minutes concerning confidential matters will not be published.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 Anna Boshier – Head Teacher Jo Gibson - Chair of the Children & Learning Committee Lisa Weeks – Deputy Head Teacher Margaret Connell Carlette Victoire-Nijjar Elizabeth Atkinson  Dominique Wells – Clerk to the Governing Body
<b>1. Opening Prayer</b>	The Chair of the Committee opened the meeting with a prayer.
<b>2. Apologies for Absence</b>	Bruno Cotta
<b>3. Declaration of Interest</b>	None
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> All minutes were agreed as correct and taken as a true record. <b>Matters arising</b> None.

<p><b>6. Reports</b></p>	<p>The Head Teacher highlighted the main points from the previously-distributed reports and policies as follows:</p> <p><b>Holding the School to Account – Report / Pupil Information including current data</b></p> <p>The data report was distributed and discussed at the Resources and Audit Committee Meeting. The Head Teacher explained that the DfE focus on progress, but while the data is a measure of progress, OFSTED would also look at the books, the teaching and talk to the children in order to observe how the school is measuring that progress.</p> <p>Overall the data report shows all classes are on track (including Pupil Premium children) and progressing as expected. Summer-born children will catch up with their peers, but some of these will find it more difficult than others.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Where the aim is to achieve 3 points, is 2+ points progress at this stage satisfactory?</i>  <i>A: Yes, this is good.</i>  <i>Q: Will OFSTED expect Governors to know the data?</i>  <i>A: OFSTED will expect Governors to have looked at the data and any other external reports presented to them by the Head Teacher, and asked questions arising from these reports, including whether Pupil Premium children are making expected progress. Governor Mornings (looking at books, talking to children, having learning walks) help governors to know whether pupils' attitudes to their work are good or if they feel that they are sufficiently challenged.</i>  <i>Q: How are some children considered to be making good progress in reading but not in writing?</i>  <i>A: It depends on the children whether they are able to easily transfer what they read into what they write.</i></p> <p>It was suggested that a 'learning wall' could be put up for the next Governor Morning.</p> <p>Y6 SATS had gone very well considering the cohort, and all children were reported to have had a very good attitude and all wanted to do well. The children seemed very happy at the end of the four days. The Chair of Governors sat in the SATs and confirmed this.</p> <p>One child was unwell but was able to sit the test later on the same day. It was explained to Governors that if a child is unwell, they have a five day window to sit the test but the School has to prove that the child has had no contact with other children and notify of the timetable variation. Therefore, it was preferable that the child sits the test on the same day if at all possible.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Does the 11+ preparation help children to feel calmer and</i></p>	
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	<p><i>positive about the SATs?</i>  <i>A: The attitude of the children is more due to the preparation done before SATs inasmuch as the work is paced correctly, the children have lots of practice prior to the tests and that they are all doing these tests together, hence they support each other.</i></p> <p><b>Safeguarding Review</b>  The review was very thorough, and as the School was already considered compliant, action points were given to make it even better and these are currently being addressed.</p> <p>The actions mainly concern policy updates and linking policies. Risk assessments indicated that the back gate could be a weak point – procedure around the use of the back gate is being addressed. The Single Register is being tidied up by making entries more uniform. The recording of First Aid now includes recording all minor first aid incidents, and looking at trends in unwell children.</p> <p>Governors were advised to check the First Aid book as well as the Single Register. Also an annual Safeguarding Audit was recommended. The Head Teacher would forward to Governors the Bromley Safeguarding Audit which is submitted online, and they could review and sign this. Given that the Borough of Bromley ‘requires improvement’ in safeguarding, this will likely be one of the first areas OFSTED would question.</p> <p><b>Fire Drill</b>  KS2 were reported to be out in 1 minute, and KS2 2 minutes later (due to having to walk round to the KS2 playground). It was suggested that future fire drills could include blocking an exit or having a missing child.</p> <p><b>Monitoring Policy</b>  This policy covers how the School monitors its policies and ensures their effectiveness, ie. the impact of policies.  <b>The policy was adopted.</b></p>	
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<p><b>6. Staffing Updates</b></p>	<p>The shortlisting has taken place for the Deputy Head Teacher position, and the interview are due to take place on Monday 22<sup>nd</sup> May. An email would be sent out regarding the ratification process.</p>	<p><b>Action:</b> <b>MH/DW</b></p>
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<p><b>7. Any other business</b></p>	<p>No homophobic, racist or bullying incidents have been logged.  Congratulatory were offered in respect of the recent sporting achievements within the school.</p>	
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	<p>The Umbrella Trust met for a writing moderation with a focus on 'greater depth' which was considered very productive. There is good dialogue within the Trust.</p> <p>Confidential items.</p>	
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<p><b>12. Dates of next meetings</b></p>	<p>Full Governing Body Thursday 15 June at 5.00pm (preceded by mock OFSTED interview at 4.15pm)</p>	
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<p><b>13. Closing Prayer</b></p>	<p>The Chair of the Committee closed the meeting with a prayer.</p>	
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The meeting closed at 1720.