



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 120th meeting of the Governing Body which took place on Thursday 16th March 2017 at the school starting at 1700.

Present:

Mary Hutchinson (Chair of Governors)	Mark Edwards
Anna Boshier (Head Teacher)	Bobby Jasper
Kenneth Chan	Lisa Weeks (Deputy Head Teacher)
Jo Gibson	Carlette Victoire-Nijjar
Bruno Cotta	Margaret Connell
Father David Camilleri	

In Attendance: Amanda Garlick (on behalf of 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 meeting was opened by Father David Camilleri

2. Apologies for Absence

Elizabeth Atkinson (co-opted)

Paul Gribben

3. Declarations of Interest in items in this Agenda.

None.

4. Minutes of the previous meeting, held in December 2016, were reviewed.

4.1. Confirmation of Accuracy

The minutes were deemed to be an accurate record.

Minutes agreed by all.

4.2. Matters Arising

None.

5. Head Teacher's Report

The report had been circulated to Governors prior to the meeting and taken as read. The Head Teacher highlighted the following points from the report:

- The number of pupils on the roll is currently 214.

- Attendance and punctuality has rarely been below 97% recently, which is excellent.
- A review from the School Improvement Adviser, David Gosling, shows the school to be outstanding
- Michelle Wilson successfully completed her NPQSL qualification.
- Joanne Richards has led a series of Maths Mastery sessions for staff; these are helping everyone to focus upon the importance of reasoning and deeper learning of mathematical concepts early.
- Participation in sports is at an all-time high.
- Families were inspired by an excellent presentation given by the Orpington Astronomers. Moonwatch was attended by approx. one hundred parents and children.

6. Holding the School to Account

The main responses to questions posed were as follows:

- **Achievement** - Covered in the Head Teacher's Report.
- **Work scrutinies** - These show that the children are responding well to the marking as improved work showed later on. Cursive writing has helped to improve presentation.
- **SEN/Pupil Premium progress** - Stated children are showing above average progress and the KS1 results for Pupil Premium children are above national average.
- **Teacher training** - The focus has been mainly on spelling and reasoning in Maths. Literacy training at Warren Road has been reported to be very good, and teachers have requested more. The NQT training is also going very well. Specialist dance training has helped give teachers more confidence in this area.
- **Personal development & welfare** - confidential items.

Questions asked by Governors:

Q: Headline figures will progress to be above attainment?

A: Anna Boshier explained how this will work.

Q: National figures are negative?

A: Progress measures show how standards have changed.

Q: Children who speak a different language, does this effect there progress?

A: Children who speak due languages catch up very well, unless there are underlining learning difficulties.

- **Attendance/punctuality** - currently excellent.
- **Performance management** - this process has taken place for both teaching and non-teaching staff. Attendance among staff is reported to be very good.

7. Chair's Report

Head Teachers Role

The Chair of Governors reported that she accepted the Head Teacher's resignation with a heavy heart and thanked her on behalf of the Governing Body for her outstanding leadership over the years.

The vacancy for the post has been advertised and interviews would be held on Monday 20th March 2017.

Governor Morning

Governor morning was well attended. A very informative visit to the sensory room was led by Miss Atkinson. Subsequently Governors visited the Reception classroom.

Other

The Chair thanked the Governing Body for their support during this time of change.

8. Budget Monitoring Report

The Finance Manager noted that the cash flow position is still strong, but there are projects which may require outlay and so it was important to run a contingency. If the bid for the KS2 toilets is unsuccessful, the school will have to use the contingency and look at other methods to raise funds.

Additionally, budget cuts have been confirmed so the school should be prepared for this. Under the National Funding formula, it is likely that the school will be worse-off per pupil than previous years, but there may be other areas where funding will be assessed, eg. SEN. Nevertheless, it is considered that the school is better prepared than most.

9. Committee Reports

9.1 Resources and Audit Committee

The report had been circulated to Governors prior to the meeting and taken as read.

9.2 Children & Learning Committee

The report had been circulated to Governors prior to the meeting and taken as read.

10. Reports – Governor Visits

All Governors stated how outstanding the Governors Morning had been.

Mrs Richards is still continuing with the Maths project.

Governors were invited to take the role of Humanities Subject Ambassador.

11. Policies

Those not requiring further amendment have been ratified through committee meetings.

Relationships and Sex Education

Questions asked by Governors:

Q: Can parents review items that are being taught?

A: We always relay to parents first what is going to be covered as teachers now deliver the lessons due to cuts to school nurses.

Q: Do we not have school nurses at all in the school now?

A: We will have school nurses coming in for health checks.

Disability & Equality Policies

These policies were accepted.

It was additionally discussed how the new mobile phone policy is working very well with year 6 pupils.

12. SDIP

13. SEF

14. Succession Planning

15. Umbrella Trust

This was reported to be going well. The finance manager had been to a meeting held at St Mary's and will hold the next finance meeting on the 2nd May 2017.

Questions asked by Governors:

Q: What is a MAT?

A: Multi Academy Trust, a collective of Schools working together with one budget.

Q: Does the lead School end up being the biggest?

A: No it's about leadership.

16. Any Other Business

Governor training moving forward: we will look at which courses will be attended on a case-by-case basis.

Next term Anna Boshier will go through the data re Ofsted.

17. Dates of next meetings

Governor Morning - Tuesday 25 April 2017 at 9.15am

Resources & Audit Committee - Tuesday 2 May 2017 at 4.30pm

Children & Learning Committee - Tuesday 16 May 2017 at 4.30pm

Full Governing Body - Thursday 15 June 2017 at 5.00pm

18. The Closing Prayer was led by Fr David Camilleri.

The meeting closed at 18.35