



## 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 118th meeting of the Governing Body which took place on Thursday 16 June 2016 at the school starting at 1700.**

Present:

Mary Hutchinson (Chair of Governors)	Mark Edwards
Anna Boshier (Head Teacher)	Paul Gribben
Bobby Jasper	Kenneth Chan
Jo Gibson	Elizabeth Atkinson (co-opted)
Bruno Cotta	
Father 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**

The opening prayers were led by Father David Camilleri.

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

Margaret Connell and Lisa Weeks sent their apologies.

Thanks were extended to Kevin Moon and Bruno Cotta for having completed their term of office as Parent Governors. A gift would be sent Kevin Moon in gratitude.

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

None.

#### **4. Minutes** of the previous meeting, held in March 2016, were reviewed.

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

###### Item 6: Head Teacher's Report -

###### Personal Development

Additions to be made: 'Some challenges were noted with regard to *persistent* non-attendance. *This is now much improved.*'

###### Exceeding, Gifted and Talented

Amendment to be made: 'EGT Governor' instead of 'CGT Governor'.

###### Other

Replace 'through RAISE online' with '*continuously throughout the year*'.

Item 11: Policies for Review - Safeguarding

Amendment to be made: 'Lock-Down' instead of 'Lock-In'.

Item 13: Umbrella Trust

Replace 'achieving satisfactorily' with 'good' or 'better'.

The minutes were deemed to be an accurate record.

**Minutes agreed by all.**

**4.2. Matters Arising**

Item 6: Head Teacher's Report – Leadership and Management

It was noted that the SDIP has not yet been uploaded to the school website in light of OFSETD's focus on MFL and science.

Item 8: Budget Monitoring Report

It was reported that the grant application to renovate the KS2 toilets and repair the flat roof had been unsuccessful. It has been since found that the works for the toilets would not be straightforward due to the necessity of extensive drainage work. Quotes for the work have been in the region of £50k. The Head Teacher is currently in discussion with the EFA over this. The flat roof was reported to be subject to leakage in heavy rain.

Item 14: Any Other Business – Sports Clubs

It was noted that there are many options for the sports clubs being free of charge, and that some exceeding children were also offered free places.

**5. Head Teacher's Report**

The report was based on the 'Holding the School to Account' questions as suggested by David Gosling. This was explained to the new Governors.

- **Progress and achievement**

This had been discussed at length in the recent Children and Learning Committee meeting. It was noted that the report on vulnerable groups was particularly helpful to the Governors. It was also noted that some children's progress was better seen in their books rather than in the data presented.

Given that what is expected is 3 points progress across a year, very good progress has been made. The summer-born children are tracked carefully, as are the SEND children.

The Head Teacher reported that, although the SATs were tough this year, the children did their best on the day and handled the situation admirably.

Over 90% of children in Reception are expected to reach a Good Level of Development (GLD).

- **Quality of teaching**

It was reported that Mrs Richards was undertaking a maths project in conjunction with the University of Oxford, which may impact the maths curriculum going forward. She is currently doing the reasoning exercises with her class.

The NQT training has gone well for Miss Spedding, and the same training will be used for the new NQT.

Miss Atkinson is leading the French teaching within the school, working with the French teacher to assist class teachers to become more actively involved in the programme. It is recognised that good progress can be made if the children practice as much as possible, so Miss Atkinson's aim is to provide more continuity in tracking and making the programme more cohesive. Ofsted are currently focussing on MFL and Science.

**Questions asked by Governors:**

*Q: Will MFL now be included in the SDIP Key Priorities?*

*A: Yes, an update is currently being worked on.*

*Q: Will trips to France be a possibility in the future or are there still travel concerns?*

*A: There are still concerns, with the situation at Dover being difficult. Trips to London also posit concerns. However, the situation will be reviewed and discussed each year. This year, Y6 will go to Liddington.*

It was reported that a sensory room is being developed and will be funded out of the SEN notional funding.

- **Personal Development**

British Values are being revisited and it was noted that these are the same as the School's own values.

- **Leadership and Management**

The Health and Safety policy has been endorsed and Paul Gribben has accepted the role of Health and Safety Governor.

**Questions asked by Governors:**

*Q: Is the presence of asbestos in the building a long-term issue?*

*A: It has been advised that it will not pose a problem if it is left alone. The report from a recent survey stated the same as the previous one. A register relating to it is kept at reception which should be signed by any workmen carrying out work in the school.*

The Chair and Head Teacher have recently undertaken Health and Safety training. It was noted that Health and Safety should be an agenda item for every meeting.

The Parish Council was reported to be coming together. Fr David explained that this had been set up to reflect the profile of the parish and focus on priorities such as communication and pastoral care. It is still in the early stages of development.

A retreat for all Catholic Primary Schools in Bromley is to be held on 5<sup>th</sup> September at St Mary's School, Beckenham. All Governors are invited to attend.

The Chair thanked the Head Teacher for her comprehensive report.

## 6. Chair's Report

The Chair reported that there had been four candidates for the posts of Parent Governors. 218 votes were cast, which was an excellent turnout, and the School is considered fortunate to have such a strong group of parents. Bruno Cotta has been re-elected and Carlette Victoire-Nijar will join the Governing Body.

Governors were encouraged to take advantage of the Governor Training provided by Bromley - the School pays an annual subscription for Governors to attend the courses. The venue for Governor Training is moving and the Chair would send details of a presentation about the training programme and new venue which will take place in July.

## 7. Budget Monitoring Report

The report was distributed prior to the meeting.

The Bursar noted that the cashflow position is still strong, but that there is some doubt over future funding, which is to be reallocated in Bromley. He reported that there would be a change of weighting from primary schools to secondary schools.

Therefore, the School will be affected along with other primary schools. It is expected that funding will drop by £13k in Year 1, £20k in Year 2 and £13k in Year 3.

### **Questions asked by Governors:**

*Q: What will be the impact of this?*

*A: Funding needs to be balanced against the Pupil Premium. 80% of the School's outgoings relates to staff costs, which are fixed, leaving 20% which can be managed.*

*Q: What help do the PTA offer?*

*A: The PTA provide the School with £10-15k per year.*

*Q: Will the refurbishment of the KS2 toilets still go ahead?*

*A: Only very limited maintenance work will be able to be carried out due to budget constraints.*

It was agreed that the outlay last year had been the right decision, as it greatly benefits the children currently at the School. There is some amount held in contingency and the School is considered to be in a good position to manage its costs.

## 8. Committee Reports

### **8.1 Resources and Audit Committee/8.2 Children & Learning Committee**

The draft minutes of the recent meetings of these committees were received.

## 9. Reports from Governors with Special Responsibilities

These had been mostly given in the recent Children and Learning Committee meeting.

The EGT/Science Governor reported that he had spoken to the relevant subject teachers. Mrs Wilson continued to stretch the EGT children and was addressing the challenge of extending children who were EGT in areas other than literacy and numeracy.

The new Science curriculum has now been embedded, and although there is no external testing of Science, in-house assessments take place regularly.

Governors who had attended the Governor Morning noted how confident the children were and how proud they were of their school.

## **10. Policies for Review**

- **Safeguarding**

This is being tightened up, particularly with regard to children who have permission to walk to the school gate. Only Y6 are permitted to walk home on their own and they should have submitted a form signed by their parents to do so. Mrs Weeks checks children who are not with parents as they leave at the end of the day.

- **Complaints**

This will be carried forward to the Autumn Term.

## **11. Umbrella Trust**

The Terms of Reference are being written and a working party will take place on 23<sup>rd</sup> June with this in mind. The last meeting was held at St Joseph's, chaired by Mary Hutchinson.

On the whole, it is considered that joining the Umbrella Trust was the right decision. Members need to understand the difference between an Umbrella Trust (where the schools have no financial exposure and is concerned with raising standards) and a MAT.

## **12. Any Other Business**

Confidential items were discussed.

It was noted that Mary Hutchinson has checked and signed the Single Register.

## **13. Dates of next meetings**

As attached with amendment from Tuesday 2<sup>nd</sup> November, to Tuesday 1<sup>st</sup> November.

## **14. The Closing Prayer** was led by Fr David Camilleri

**The meeting closed at 1836.**