



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 15 May 2018**

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 Minutes concerning confidential matters will not be published.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.

Present	Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Michelle Wilson – Deputy Head Teacher Bruno Cotta Carlette Victoire-Nijjar Margaret Connell Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The Chair of Governors opened the meeting with a prayer.
2. Apologies for Absence	Jo Gibson Elizabeth Atkinson
3. Declaration of Interest	Michelle Wilson – son who works in the After School Club.
4. Minutes of last meeting and matters arising	Minutes Amendments were noted as follows: <u>p6 – 9. Staffing Updates</u> - insert 'and' between 'started' and 'will'. All minutes were agreed as correct and taken as a true record.

	<p>Matters arising <u>Item 5.2 – SDIP – Link with RE</u> The RE Inspection took place on Wednesday 9th May.</p>	
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<p>5. Policies</p>	<p>The GDPR comes into effect on 25th May. It was reported that all 8 schools in the Umbrella Trust had signed up to services provided by Judicium. The School has a 2 year contract with them. The policies presented at this meeting had been adapted from Judicium’s templates – the resources they provide are extensive and save a lot of work. Judicium have provided a DPO for the UT, and services including a portal with information which is continually updated and a telephone number to call for advice. They are helping the School to be compliant by 25th May and will send someone to audit the School in this respect.</p> <p><i>Questions asked by Governors:</i> Q: Does the training need to be done by 25th May? A: Guidance indicates that there is some flexibility as long as the School can demonstrate that it is on the way to being compliant and that a plan is in place. Q: What do Governors need to know? A: Judicium provide training for staff, to which Governors are invited. The Head Teacher would ask. Q: How long can the School keep records of staff and pupils? A: There has been no change to the rules on this.</p> <p>It was noted that the only indistinct area was the PTA and how it uses data. However, the PTA are looking into it with the help of the Head Teacher.</p> <p>Policies to be taken to the Full Governing Body meeting.</p>	<p>Action</p> <p>LW</p>
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<p>6. Reports</p>	<p>Pupil information including current data The data report had been circulated at the recent Resources & Audit meeting. The Head Teacher explained that the predictions had been broken down into different bands and clarified any terms which Governors were unsure about. She also highlighted the following points:</p> <ul style="list-style-type: none"> - ethnic groups of less than 5 children were not included as the data is not meaningful with such a small number. - the data included both girls and boys considered together - the children are on track or doing better than expected. <p><i>Questions asked by Governors:</i> Q: On the subject of mental health and wellbeing, is the School certain that children with anxiety are receiving the care that they need?</p>	
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	<p><i>A: It would seem that the source of anxiety does not come from pressure in school or testing. Rather that there may be home issues that they are concerned about or nightmares, etc. The Listening Ear keeps a record of the relevant children and all staff are aware of them.</i></p> <p><i>Q: Are there increasing numbers of such children?</i></p> <p><i>A: Children feel able to speak more openly about issues now and teachers are more aware of these issues arising. The School has a strong team who are able to spot potential issues and address them straight away. The Listening Ear can act as a kind of intermediary in some cases. The teachers are, however, not mental health specialists and buying in services is costly. The School is, nevertheless, fortunate that some staff opt to attend counselling courses. Fr David also will offer time where he feels he can be of help.</i></p> <p><i>Q: How does the School celebrate diversity?</i></p> <p><i>A: In the SDIP, an International Evening is planned.</i></p> <p>Fire Drill</p> <p>This took place on 23rd April at 3.45pm in the After School Club. All were out in under 4 minutes, including the football team who were training on the field.</p> <p>The Lockdown Procedure which took place on 26th March was reported to have gone very well.</p>	
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<p>7. Holding the School to Account</p>	<p><u>Achievement</u></p> <p>The tracking system shows that progress is overall very good. The RE Inspection saw good progress in books – it was not possible to report on this yet. EGT children are sufficiently challenged in ways such as being given opportunity to justify opinion, compare and contrast opinions, doing independent research.</p> <p><u>Teaching</u></p> <p>The Middle Leaders have not yet done a review of teaching – this will be reported on at the next Full Governing Body meeting. The Deputy Head Teacher explained that she considers CPD such as the following:</p> <ul style="list-style-type: none"> - teaching Maths for the more able - Maths reasoning - moderators courses - KS1 writing in greater depth - outside learning for science. <p>She reported that the form would be changed to include reasons for booking and to share information with all staff.</p> <p>Work scrutinies show that in Maths, practice for written methods is good and more could be done with reasoning and problem solving. The use of QR codes to aid this is being investigated.</p>	
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	<p>Literacy continues to be a high standard and this is cross-curricular, with children taking pride in their work. There is a good variety of genres and use of computing is evident in some classes. Marking is positive and most year groups use a green highlighter to show where the Learning Question is met. Cursive handwriting is shown throughout the school with progression throughout the year.</p> <p>In RE, teachers are more confident in using key terminology. The marking relates to the learning and there is self assessment as well as peer assessment, use of key vocabulary and the opportunity for reflection. There is evidence of learning about other faiths and a variety of activities undertaken.</p> <p>In RE, there is ongoing adjustment to the new assessment. The Deputy Head Teacher has put together a form which equates the former levels to the new terminology. The new standard framework is in all books.</p> <p><u>Personal development, behaviour and welfare</u> Attendance is good, with only one child below 90%. There are 3 families with punctuality issues, but these are being addressed. There are no incidents of bullying, racism or homophobia to be reported. Confidential item.</p> <p>No CAFs have been completed.</p> <p><u>Leadership</u> There has been no slippage in the SDIP, though there may be some things to carry over. The NQT reported that he felt completely supported by the School – training package, mentor, etc. A questionnaire given to Reception parents yielded 5 responses, all positive. The bullying questionnaire given to children and any children who had given responses which indicated potential issues were seen individually. In some cases, there seemed to be a misunderstanding of the word 'bullying'.</p> <p>Thanks were offered to the Head Teacher for agreeing to the 'Holding the School to Account' process.</p>	
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<p>8. Staffing</p>	<p>Miss Spedding has resigned and the School has appointed Grace McCarthy who is able to come into the School before summer to do some handover work.</p> <p>Mary Jones will be returning on 18th June.</p>	
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9. Any Other Business	<ul style="list-style-type: none"> - 'Journey in Love' – to be covered at the Full Governing Body meeting. - Appeals – none yet, but the Clerk would check the timescales for appeals. - Thanks offered to Governors who were able to come to the RE Inspection. - The May Procession will take place next Wednesday with a Prayer Day organised for afterwards. 	Action: DW
10. Dates of next meetings	Full Governing Body – 14 th June 2018, 5.00pm	
11. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1730.