



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 21 November 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 Minutes concerning confidential matters will not be published.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.

Present	Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Jo Gibson - Chair of the Children & Learning Committee Michelle Wilson – Deputy Head Teacher Bruno Cotta Carlette Victoire-Nijjar Elizabeth Atkinson Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The Chair of the Committee opened the meeting with a prayer.
2. Apologies for Absence	Margaret Connell
3. Declaration of Interest	None
4. Minutes of last meeting and matters arising	Minutes All minutes were agreed as correct and taken as a true record. Matters arising None.

5. Terms of Reference	The Committee Terms of Reference were agreed and signed.	
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6. Reports	<p>POLICIES</p> <p>The following policies were distributed prior to the meeting and comments from Governors were invited: Safeguarding; Anti-Bullying; Behaviour and Discipline; Educational Visits; Assessment, Planning & Recording; Health & Safety; Humanities; Risk Assessment; Teaching for Learning.</p> <p>Comments from Governors concerning these policies were as follows:</p> <p>6.7 Assessment, Planning & Recording Policy <i>Questions asked by Governors:</i> <i>Q: Are the 'most able' included as well as 'SEN'?</i> <i>A: The policy refers to challenging <u>all</u> pupils. The Governor's query is noted and specific reference to the 'most able' will be added either in this policy or in the Teaching for Learning Policy.</i></p> <p>It was noted that OFSTED had recently commented on challenging the most able. Miss Atkinson has compiled documentation which incorporates how the most able are being provided for (see 6.1 below).</p> <p>6.12 Health & Safety Policy It was noted that 'stress' in this context is relevant for both staff and pupils, and that it should perhaps be included in the staffing policy or linked to the mental health policy.</p> <p>6.13 Humanities Policy <i>Questions asked by Governors:</i> <i>Q: Does this include languages?</i> <i>A: There is a separate MFL Policy.</i></p> <p>Following comment, the policies were agreed and carried forward to the Full Governing Body meeting for adoption and signing.</p> <hr/> <p>6.1 SEN Update Miss Atkinson and Mrs Brown have attended training on autism, with particular focus on managing challenging behaviour and physical restraint.</p> <p>It was reported that all referrals had been done. One Pupil Resource Agreement (PRA) application has been submitted and will go to the panel. It was explained that, if successful, the</p>	<p>Action</p> <p>LW</p> <p>LW</p> <p>LW</p>
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Local Authority would give the School top-up funding additional to the £6k notional funding required for each SEN child. The PRA would help if there was a need for an EHP further along the line.

Miss Atkinson has put together a whole school provision map, demonstrating the provision for all pupils.

It was noted that for high-functioning children whose ability is not reflected in their work, progress is more difficult to track.

6.8 Data report

The Head Teacher carefully took Governors through the Headline Results from the Data Report, explaining the Average Scaled Score and the basis of Progress.

It was explained that the data had changed, with 'Secure Access' and 'Analyse School Progress' replacing RAISE online. These new systems are easier to use. The 'Inspection Data Summary Report' replaces the Inspection Dashboard.

Governors can access these and the School would investigate how they might do this.

Areas for focus which have been identified by the Head Teacher included:

- ELG – the number strand for girls
- KS1 – writing at greater depth for boys, and Maths.
- Spelling, Punctuation & Grammar (SPAG) where a down trend has been noted at expected or greater depth
- reading

These areas will form part of the SDIP.

It was noted that trends are very much cohort-led in a small school and downward trends will often pick up again in two years.

Lateness and Absence

Records of low attendance are kept and, where relevant, parents have been met to try and improve the attendance. Lateness has reduced.

Questions asked by Governors:

Q: Is the school equipped for disability access?

A: Accessibility for, eg. wheelchairs, is good.

Progress

Low and high attainers are making much progress.

The same accelerated progress is not seen in middle attainers – this group often make steady progress. This is not unusual, but the Head Teacher indicated that the School would remain aware of this and that this will also be included in the SDIP.

Progress is measured by comparing the start of the Autumn Term to the end of each term. 3 points of progress is what is

expected over the course of the whole year. Certain groups to analyse in this regard (and include in the SDIP) were identified:

- white British girls
- Y3 – often shaped by new children sometimes coming in from schools where KS1 is geared only towards SATs

6.10 British Values

Mrs Wilson reported that she had completed the NPQSL and that the aim of promoting British Values in school was to make children aware of their wider environment and differences in cultural views, and to prepare them for modern life.

She reported that staff were confident in teaching British Values and that children are enjoying learning about other faiths. British Values are highlighted when teachers come across it in teaching the National Curriculum.

Examples of how British Values is embedded within the school were given:

- Each class voting for their School Council reps
- Visit from Jo Johnson
- Enforcing the idea of rights and responsibilities
- Safety week
- KS1 playground rules are written together
- E-safety talk to Y6 by the police
- Assemblies with nominations for who is promoting the school values of respect, courtesy and pride
- Visitors from other faiths and related displays – Hinduism, Islam.
- Prevent training undertaken by staff and Governors
- British Values is included in the PSHE policy – visitors and external speakers followed the required checklist.
- British Values is included in most of the block plans, encouraging teachers to think about incorporating it into lessons.
- Golden Promises
- Philosophy for Children

A British Values folder is also kept.

A Hindu speaker has already visited the school and other initiatives such as a visit to the court are being investigated.

In summary, British Values are embedded within the curriculum and the School, always in a child-appropriate fashion to ensure the children understand them.

6.11 School Council

The Head Teacher reported that the School Council had met, brought up important issues and made suggestions. They wanted to do the shoebox appeal, but sadly it was too late this year – it would be looked into for next year.

<p>7. Holding the School to Account</p>	<p>Most of the questions were covered in item 6 above, with additional responses highlighted as follows:</p> <p>Regarding internal and external reviews, the Head Teacher reported that there were no barriers to outstanding teaching and that the NQT and NQT1 were well-supported - training for the latter is being undertaken at Warren Road alongside meeting with the Year 6 teacher and observation of good practice.</p> <p>It was reported that the new approach to French teaching was going very well and that there is consistency between the year groups. The teaching is interactive, with emphasis on speaking and books are marked and corrected across KS2. Displays were used across the curriculum and there is development of resources for the future.</p> <p>Links with France and Spain are being investigated. The link with Lebanon continues with Year 6.</p> <p>Collective worship is pupil-led with each class in KS2 having the chance to lead and organise worship. Other initiatives include the use of the prayer bear in KS1 to help children take ownership of their worship, the prayer book, assembly with Fr David, Golden Promises and Talents & Achievements assembly. An RE questionnaire was also sent out recently.</p> <p>There are no staff issues to report.</p> <p>No CAFs have been carried out.</p> <p>There are no cases of racism or homophobia to report. There were four cases of 'bullying' which have been dealt with and not arisen again.</p> <p>The new SDIP (in a new format) would be looked at for input by Governors in January.</p>	
<p>8. Umbrella Trust Update</p>	<p>Three Head Teacher meetings have taken place and one Umbrella Trust meeting. It was noted that usually two Umbrella Trust meetings should be held in the Autumn Term and one in the Spring Term; however, due to cancellation of one of the meetings this term, one would be held in the Summer Term this year also.</p> <p>There has been a change of external advisor: the new advisor would be visiting in the Spring and Summer.</p>	

<p>9. Staffing Updates</p>	<p>A maternity leave will begin in January/February with the following teachers covering duties: Mrs Partridge – Music; Mrs Morris – class teaching; Mrs Richards – SENCO.</p> <p>Mrs Jones is in Spain but in touch with the School. Mrs Garlick is back from sick leave and thanks were offered to Bobby Jasper for his hard work during her leave and especially for the Trustees’ Report.</p> <p>One member of staff requested to work 4 days instead of 5 – Mrs Grist is covering the fifth day.</p>	
<p>10. Any other business</p>	<p>An Admissions Appeal was recently heard and upheld by the panel.</p> <p>The General Data Protection Rules (GDPR) will be effective from 25th May 2018 – the Head Teacher is undergoing appropriate training and the Umbrella Trust has invited an outside body to give a 2-hour presentation on this. The Rules include encryption of laptops and computers, and password-protected memory sticks. The main requirement is that each school will need to employ a Data Protection Officer who is completely impartial. The Umbrella Trust would likely employ an Officer for the Trust. The Officer would undertake what is effectively like an annual audit for all schools in the Trust.</p> <p>The Governor responsible for Community Cohesion and Communication invited input from Governors for the Governor section of the School’s weekly newsletter.</p>	
<p>11. Dates of next meetings</p>	<p>Full Governing Body - Thursday 30 November at 5.00pm Resources & Audit Committee - Tuesday 23 January at 4.30pm Governor Morning - Tuesday 6 February at 9.15am Admissions Committee (to endorse process used for admissions) - Tuesday 27 February at 4.00pm Children & Learning Committee - Tuesday 27 February at 4.30pm</p>	

12. Closing Prayer	The Chair of the Committee closed the meeting with a prayer.	
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The meeting closed at 1805.