

## St James's Church of England Infant School

<b>Minutes of a meeting of the Pupils &amp; Curriculum Committee held at the school on Thursday 19 May 2016 at 9.00 am</b>		
	<p><b>Present:</b> Ed Peacock, (Chairman), Mel Shackleton, (Headteacher), Jane Penn, Jo Smith</p> <p><b>Apologies:</b> Jim Stewart and Sarah Cota</p> <p><b>In Attendance:</b> Angie Pierce (School Secretary), (in part), Amanda Barlow (Clerk)</p>	
		<b>Action</b>
	<p><b>Prayer</b></p> <p>The Chairman opened the meeting with a prayer.</p>	
<b>1</b>	<p><b>Welcome and apologies for absence</b></p> <p>The meeting opened at 9.00 am.</p> <p>Apologies were received and accepted from Jim Stewart (Other commitments) and Sara Cota (work commitments).</p> <p>The governors noted that the meeting was quorate.</p>	
<b>2</b>	<p><b>Declarations of Business Interests</b></p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
<b>3</b>	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held on 28 January 2016 were received and signed as a true record.</p>	
<p>It was agreed to take Agenda Item 6 so Angie Pierce (AP) could leave the meeting.</p>		

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6.	<b>Admissions</b>	
6.1	<p>Admissions Update</p> <p>AP advised the Governors of the following places awarded for 2016/17:</p> <ul style="list-style-type: none"> <li>• Criteria 1 - 0 - Looked After Children (LAC)</li> <li>• Criteria 2 – 68 - Catchment area</li> <li>• Criteria 3- 3 - St James's Church members</li> <li>• Criteria 4 - 2 - Siblings at SJIS (1 with no SIF)</li> <li>• Criteria 5 - 6 - Siblings at SJJS (3 with no SIF)</li> <li>• Criteria 6 - 6 - Attendance at other Christian churches</li> <li>• Criteria 7 - 5 - Other</li> <li>• There have been 2 refusals to the offer of a place.</li> <li>• AP has not yet heard from LA about the waiting list, and when she does the 2 at the head of the waiting list will be offered places.</li> <li>• <b>Governors asked if there have been any appeals.</b> AP advised that there had been 4</li> <li>• <b>This item is in part 2 of these minutes, Items of Confidentiality.</b></li> <li>• AP advised that several parents had asked about deferring a place for 2017 and she had explained to the parents the application system and that if they deferred a place they would have to reapply for the following year.</li> <li>• <b>Governors asked if there was a closing date for appeals.</b> The Headteacher advised the date is now closed and AP confirmed that she has contacted the LA and there were no further appeals.</li> </ul>	
6.2	<p><b>Admission/Appeals Panel</b></p> <p><b>Governors asked the Headteacher if she was expecting any unusual reasons to arise during the appeals.</b> The Headteacher confirmed that the appeals were from applications under criterion 7.</p> <p><b>The Governors discussed using the Kent Panel and it was unanimously agreed to use the Kent Panel.</b></p>	
6.3	<p><b>Admissions Policy/Wording on SIF</b></p> <p>The Chairman advised that the school cannot rely on parents completing the SIF. The school had been advised by the LA and the Diocese that it was wrong of the to regard as incomplete applications and put in criterion 7 those who had not completed the SIF. The Chairman advised the Committee that he felt the Governors would have to accept that fact. The Chairman confirmed that the school had accordingly accepted those applications without the SIF as detailed above. The Chairman read a letter from Alex Tear, Director of Education for the Diocese. <b>It was agreed that the SIF should be amended for next year.</b></p> <p>The Headteacher commented that the school now have to accept such an application and not put the child in Criteria 7 as they had in past years. AP advised that the school still need the SIF as it helps to determine the appropriate Criteria.</p>	

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	<p>The Chairman advised that the school have sent the admissions arrangements for 2017/18 to Kent. The Chairman felt that to amend them in the light of this decision would simply be an editorial change to the SIF that would not disadvantage any applicants.</p> <p>AP asked what would happen to the SIFs if it was attached to the LA form and Governors felt that issues could arise with getting the SIFs from the LA.</p> <p><b>It was agreed to amend the SIF wording and that in the Admissions Policy to reflect the fact that applications would not be disadvantaged if the SIF was not included.</b></p> <p><b>The Headteacher agreed to discuss the amendments with the LA.</b></p>	
6.4	<p><b>Governors asked the Headteacher about the induction process.</b> The Headteacher informed the Committee that the Induction process had all been planned and the welcome evening is on 15 June 2016.</p> <p><b>Governors asked the Headteacher about any families requesting all day school and other different admissions arrangements.</b> The Headteacher advised that she expected to receive these requests after the meetings with the parents.</p>	
<i>Angie Pierce left the meeting.</i>		
<b>4</b>	<b>Matters Arising</b>	
4.1	<p><b>The Chairman asked Jane Penn if there had been any updated information with the data.</b> She advised that she had agreed to relook at the data with the Headteacher following on from further analysis. The first set of data was variable due to the new curriculum and the assessment without levels. <b>Governors asked how the school assess the children.</b> The Headteacher advised that they use the descriptors to measure the progress of the children and some of them are very broad. <b>It was agreed that it would be better to review the data nearer the end of the school year.</b></p> <p>The Headteacher advised that the School Improvement Partner is visiting the school next week and she will have results of the year 2 SATs tests.</p> <p><b>Governors asked if any parents had chosen not to send their children to school for the SATS.</b> The Headteacher confirmed that there had been no absences due to the tests.</p> <p><b>Governors asked how the school monitor the tests.</b> The Headteacher advised that the school carry out the tests according to the DfE guidelines but in as relaxed manner as possible. The Headteacher informed the Governors that Infant Schools will have a full moderation every other year.</p>	
4.2	<p><b>Governors asked about the Deputy Headteacher's NPQH.</b> The Headteacher advised that she has her final-assessment tomorrow.</p>	

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5	<p><b>Governor Matters</b></p> <p>The Terms of Reference for the Pupils and Curriculum (PC) Committee had been previously circulated and a copy is attached to these minutes. The Clerk confirmed that there had been no change other than updating the Governor details. Some drafting amendments were agreed in discussion. <b>The Governors unanimously agreed to recommend to the FGB that they adopt the updated Terms of Reference. The Clerk confirmed that she had put the Terms of Reference on the FGB Agenda.</b></p>	
7.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The Headteacher advised that there was one issue regarding the sending of secured documents. The Headteacher informed the Committee that this has now been sorted through a secure email system.</li> <li>• The Headteacher advised that the Governors are signed up for Safer Recruitment.</li> <li>• Jo Smith advised that the new Safeguarding List is issued in June. <b>It was agreed that Jo Smith and the Headteacher would meet. Clerk to put Safeguarding on the next Committee Agenda.</b></li> </ul>	
8.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Sex and Relationship Education Policy</b> – the Headteacher advised that she had sent to the Governors today a draft policy and circulated a copy at the meeting. A copy of the policy is held on the School's policy file. <b>Governors asked if the Headteacher had used a model policy.</b> The Headteacher responded that she had used policies from other Infant Church of England schools. The Governors commented that they liked the policy as it reflects the ethos of the school and the parents do have the option to opt out and they can discuss their concerns with the school. <b>The Governors unanimously agreed to adopt the policy and it was agreed to inform the FGB that the policy had been ratified.</b></li> <li>• <b>RE Policy</b> – The RE policy had been reviewed by Rev Stewart who has made some amendments. A copy of the policy had been previously circulated. A copy of the policy is held on the School's policy file. <b>The Governors agreed that they need further time to review the policy as it had only been circulated recently. It was agreed that Governors would review the policy via and agree the policy via email. Governors asked about the teaching of other faiths.</b> The Headteacher responded that the children learn about Judaism. <b>Governors asked if the school talk about other religious with children if there are children of different faiths in the class.</b> The Headteacher advised that the teachers talk about many other religions and related subjects such as religious festivals when children bring up the subject.</li> </ul>	

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<b>9</b>	<b>Any other urgent business</b>	
<b>9.1</b>	<b>Governors asked the Headteacher about reactions to the recent court case involving parents being fined for term time holidays.</b> The Headteacher advised that the school has not been fining parents for some time.	
<b>9.2</b>	The Headteacher updated the Governors about the SEN register and a copy of her report is filed with the Confidential minutes.	
<b>10</b>	<b>Confidentiality</b>  The governors agreed that Agenda items should be in part 2 of these minutes, Items of Confidentiality.	
<b>11</b>	<b>Date and time of next meeting</b>  FGB Tuesday May 24 <sup>th</sup> at 7.30  The meeting closed at	

Signed.....

Date .....

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<b>Action List</b> <b>Minutes of a meeting of the Pupils &amp; Curriculum Committee</b> <b>held at the school on Thursday 19 May 2016 at 9.00 am</b>		
6.3	Headteacher to discuss change in wording to SIF with LA.	Headteacher
7.0	Jo Smith and Headteacher to meet to discuss Safeguarding List	Jo Smith/ Headteacher
7.0	Clerk to put Safeguarding List on next Committee Agenda	Clerk
8.0	Chairman to advise the FGB that the SRE Policy has been adopted.	Chairman

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