



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 Resources and Audit Committee meeting held on
24th January 2017**

Governors have 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 Minutes concerning confidential matters will not be published.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	Anna Boshier – Head Teacher Mary Hutchinson – Chair of Governors Bobby Jasper Kenneth Chan Elizabeth Atkinson Lisa Weeks Amanda Garlick – Finance Officer Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The Chair of Governors opened the meeting with a prayer.
2. Apologies for absence	None.
3. Declarations of Interest	None.
4. Minutes of last meeting and matters arising	Minutes <u>Item 7: Actions from Accountancy visit / Trustees Report</u> Typo in second paragraph – 'strong' to replace 'strng'.

	<p><u>Item 8: Training</u> Typo in second paragraph – ‘The Warren’ to replace ‘the Warrant’.</p> <p>Subject to minor corrections above, the minutes were agreed by all to be a true record.</p> <p>Matters arising <u>Item 4: Minutes of last meeting and matters arising</u> The Head Teacher and Kenneth Chan reported that they had now met to discuss the Business Continuity policy, which would be released today.</p> <p><u>Item 14: Buildings Update</u> The minor issues previously outstanding in the new Reception classroom have now been sorted out.</p> <p>The boiler pump repairs have been completed. <i>Questions asked by Governors:</i> <i>Q: What was the cost of this?</i> <i>A: Around £3,500, which included the pump and associated electricity, etc.</i></p> <p>Regarding the bid, Kenneth Chan was not, in the event, required to write a report to support it as the bid only covers the toilets and fire audit.</p> <p><u>Item 19: Any other business</u> There have been no further complaints from parents about the website.</p>	
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<p>5. Training</p>	<p>The Chair of Governors reported that she had attended a course on the OFSTED framework given by Bexley. She found it very good and valuable for meeting Governors from other Catholic Schools. She would be attending another course on ‘Diminishing the Difference’ at the end of February.</p> <p>The Deputy Head Teacher reported that she had attended Child Protection Training given by Bexley, which she had found to be very thorough.</p>	
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<p>6. Budget Monitoring Reports</p>	<p>The Bursar reported that the finances remain in budget. Any slight overspends have been offset by slight underspends elsewhere. The cashflow and bank balance (including the contingency amount) remain strong.</p>	
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	<p>He reported also that he had attended a conference on future funding and considered that, as Bromley is among the less-funded boroughs, it would be one of the least affected by budget cuts. 2017/18 is anticipated to be similar to the current academic year, although there is more uncertainty in 2018/19 and beyond. He advised therefore that the cash balance should be maintained, and that the new Finance Officer is doing an excellent job to help in this respect, looking carefully at where the school can save. The aim is to continue conservatively and to be very careful with managing spend.</p> <p>He confirmed that the spending at this point in the year was right, as shown by the reports. He also explained how some figures were showing pro rata and variances could appear large only due to the fact that the budget is small as a whole and some payments were made in advance.</p>	
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<p>7. Policies update</p>	<p>Business Continuity Kenneth Chan had met with the Head Teacher to go through this policy and added an appendix concerning data and backup. <i>Questions asked by Governors:</i> <i>Q: Is the provider's system itself backed up?</i> <i>A: Many schools use this provider and have found their systems to be strong. Most of the teacher's work is stored on a cloud, including Classroom Monitor which is secure, double backed-up and encrypted.</i></p> <p>Attendance Attendance and punctuality have much improved. Many of the issues are caught by teachers noticing patterns and reporting them, at which point a letter will go out to the parents.</p> <p>Lettings The main lettings are to Judo, Drama and Sports Holiday Clubs.</p> <p>Keeping information safe This is concerned particularly with sensitive information.</p> <p>Supporting children with medical conditions This is concerned with making the environment right for these children.</p> <p>The policies presented were ratified.</p>	
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<p>8. Reports</p>	<p>Autumn 2016 Data The Head Teacher reported that 85% of Reception class are anticipated to have a Good Level of Development, with the aim of 90% achieving this by the end of the year. Y1, Y2, Y3 and Y5 are equally on track, with any issues being addressed accordingly. Y4 data was yet to be distributed; the Head Teacher would see to this. There is a high level of need in Y6, but this has been known and addressed for some time. The school is better prepared this year and the parents are supportive, and the school will apply for extra time or permitted aids nearer the time if necessary.</p> <p>Pupil Premium The Pupil Premium money is spent mainly on supplies and resources. Access to drama classes has had a positive effect on EAL and literacy. The staff costs for before and after school sessions is the largest expense. The money has also helped fund places on school trips where necessary.</p> <p><i>Questions asked by Governors:</i> <i>Q: Are there families who might be struggling but don't apply?</i> <i>A: Sometimes families are approached and forms are sent out generally.</i></p> <p>A significant amount of support is able to be provided by the Pupil Premium money. The external advisor is satisfied that the school is spending it well and it needs to be reported on the website adequately.</p> <p>Sports Premium There is £2,720 left of Sports Premium money which will be spent on new benches and resources. The grant has been spent also on training of staff. A focus in the SDIP in this area is to encourage reluctant and vulnerable pupils, and also being sensitive to overweight children. The school is liaising with the PTA regarding the potential for sloped equipment on the bank of the KS1 playground.</p> <p><i>Questions asked by Governors:</i> <i>Q: How much does the school get for Sports Premium?</i> <i>A: A £8k lump sum + £14 per pupil. It is not based on needs.</i></p> <p>SDIP Three Governors had attended the recent INSET Day during which the key priorities for the whole school had been set. These included spelling, mastery of writing, diminishing the difference in Maths, tightening the assessment in Science</p>	<p>Action:</p> <p>ABo</p>
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	<p>and MFL, and the sensory room (the use of which staff had trained in and for which Risk Assessments have been carried out). The SDIP would be distributed in the Children & Learning Committee Meeting.</p> <p><i>Questions asked by Governors:</i> <i>Q: Would there be use of CCTV in the sensory room?</i> <i>A: It is currently only being used around 30 minutes per day, but it is a consideration.</i></p> <p>The Governors who attended found the day very useful and reported that a good discussion had been had, and that staff (including the Teaching Assistants) would be more confident in using the sensory room with the training given.</p> <p>Fire Drill The children were out of the building in 1 minute, with KS1 taking a further 4 minutes to get round to the KS2 playground.</p> <p><i>Questions asked by Governors:</i> <i>Q: Is the use of registers to check everyone is out of the building a good method, as they may not be reliable? Would a sweep of the building be better?</i> <i>A: All adults are charged with responsibility for checking everywhere as they go. The office staff is the lead marshal, but everyone will check as it is not feasible for one person to sweep the whole building. Health and safety have confirmed that this is the best way.</i></p> <p>It was discussed that the next fire drills could include blocking some exits (to simulate the fire preventing exit).</p> <p>Safeguarding Confidential items.</p> <p>A mobile phone policy (to cover both children and staff) was being looked into – this had come out of the recent safeguarding training. It was agreed that, with the children, the use of mobile phones was hard to police. E-safety issues arise through the use of Instagram and WhatsApp, and although the children diligently hand in their phones to the office and do not use them during the day, the difficulty arises when they get them back. It was questioned whether the children actually need to bring mobile phones into school at all, since most of them live in close proximity to the school. With regard to staff, it was agreed that a uniform policy to cover the use of mobile phones during the school day should be put in place, and would also serve to protect the staff.</p>	
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	<p>The parental form allowing children to walk to the school gate at the end of the day had been redistributed.</p> <p>Prevent training The certificates on completion of the online course are being collated. Elizabeth Atkinson would send the details for redistribution to Governors so that they could complete the course also.</p> <p>Lockdown The test has taken place for staff and the policy distributed.</p>	EA
9. DFE bid update	The bid has been submitted and the outcome should be known around the end of March.	
10. Any other business	None.	
11. Dates of next meetings	<p>Governor Morning - Tuesday 7 February, 9.15am Admissions Committee (to endorse process used for admissions) - Tuesday 28 February, 4.00pm Children & Learning Committee - Tuesday 28 February, 4.30pm Full Governing Body - Thursday 16 March, 5.00pm Governor Morning - Tuesday 25 April, 9.15am Resources & Audit Committee - Tuesday 2 May, 4.30pm</p>	
15. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 18.00.