



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  
2<sup>nd</sup> May 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 Minutes concerning confidential matters will not be published.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.

<b>Present</b>	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
<b>1. Opening Prayer</b>	The opening prayer was said by all, being that used by the Umbrella Trust.
<b>2. Apologies for absence</b>	None.
<b>3. Declarations of Interest</b>	None.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> The minutes were agreed by all to be a true record. <b>Matters arising</b> None.

<p><b>5. Training</b></p>	<p>The Chair of Governors reported that she would be undertaking the following courses with Bexley training in June:</p> <ul style="list-style-type: none"> <li>- Governors' Role at Hearings (Grievance, Dismissal and Appeals)</li> <li>- Strategic View of Monitoring: Evaluating your school effectiveness with a focus on the Curriculum</li> </ul> <p>From September, it is intended that the School would not be subscribing to an annual training package, but instead Governor training would be bought ad hoc from Octavo or elsewhere. It was suggested that Governors attend at least two training courses per year. It was strongly recommended that Governors attend the in-house Safeguarding Training.</p>	
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<p><b>6. Budget Monitoring Reports</b></p>	<p>The Bursar reported a strong cashflow continues to be maintained, and that this was sensible given the current uncertainty regarding funding.</p> <p>It was reported that there had recently been a significant outlay to undertake mandatory electrical work which had arisen from the five-yearly hard wire testing.</p> <p>The bid for the KS2 toilets had been successful, although it was cautioned that the School has been given the minimum amount required. Drainage issues will not be clear until digging commences, and it is anticipated that this will be the most costly area of work.</p> <p>It was questioned whether CCTV could help to clarify the issues with drainage are without too much disruption, however the cloakrooms need to be dug up anyway. Hopefully, the work will be carried out over the summer holiday. Thanks were offered to the Bursar for his hard work to acquire funding for this project.</p> <p>Regarding future funding, changes to Fairer Funding mean that the School will have to budget with what it has, continuing to be prudent and maintain strong cashflow. The Bursar considers that the Finance Officer is doing a great job and that the School will be in a good position at the beginning of the next academic year.</p> <p>The Finance Officer reported that she was looking into lettings as a potential way to increase income.</p>	
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<p><b>7. New draft budget 2017/18</b></p>	<p>It was reported that this needed to be finalised by 19<sup>th</sup> May for the EFA. It is currently in progress and the Bursar would distribute it to Governors after the submission to the EFA. The Bursar noted that the School would be £35k short of funding compared to this year, but that there were healthy reserves.</p>	<p><b>Action:</b>  <b>BJ</b></p>
<p><b>8. Audit Report / 9. Responsible Officer's Report</b></p>	<p>There is none as yet. Baxters are due to visit on 29<sup>th</sup> June.</p> <p>The need to appoint a new Responsible Officer was brought up. An external officer could be appointed from Baxters 3 times per year at the cost of £350 each time. Alternatively, the Bursar could prepare the work for a suitable Governor to review and sign off. After discussion, it was decided that the latter option was preferable and Kenneth Chan was appointed. The Bursar would liaise with him as to how to proceed.</p>	<p><b>Action:</b>  <b>BJ/KC</b></p>
<p><b>10. SLAs</b></p>	<p>The Finance Officer is in the process of compiling a list of SLAs. There have been many changes in providers, resulting in overall cost savings.</p> <p>Most significant was the new cleaning contract which, it is hoped, should represent more value for money than the current arrangements. The cleaners provide their own materials and equipment; at present, the school has to provide these. A deep clean is planned, including stripping and re-sealing the classroom floors. From 5<sup>th</sup> June, there would be three cleaners working every afternoon who would lock the school in the evening when they have finished. In the morning the Breakfast Club would open the school. This means the caretaker can be better utilised during the day.</p>	
<p><b>11. Policies</b></p>	<p><b><u>Behaviour Policy</u></b></p> <p>This has been updated with a more robust procedure for exclusions. The main point noted was that only the Head Teacher was able to exclude – staff are aware of this. Governors would be informed of exclusions.</p> <p><i>Questions asked by Governors:</i>  <i>Q: What happens if the Head Teacher is absent?</i>  <i>A: The Deputy Head Teacher would still require the Head</i></p>	

	<p><i>Teacher's approval before excluding. The likelihood is that they would advise internal exclusion.</i></p> <p>Model exclusion letters are included in the document. There is also provision for confiscation and the right to search if there is any concern about items such as dangerous weapons.</p> <p><b><u>Resolving Disputes</u></b> This policy concerns the procedure to follow if staff are disgruntled.</p> <p><b><u>Disciplinary Policy</u></b> This policy has been seen by Governors before, but was presented again to highlight to Governors the process required should any issues arise.</p> <p><b>All policies presented were adopted.</b></p>	
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<p><b>12. Reports</b></p>	<p><b><u>Fire Drill</u></b> Taken to Children &amp; Learning Committee Meeting.</p> <p><b><u>Spring Term Data Report</u></b> The Head Teacher explained that this report was based on progress points for all children, and that 'disadvantaged' children encompassed FSM and Looked After children. She also explained that this report is only one aspect that OFSTED would look at – they would also see the books and talk to the children in order to decide how well the school is tracking the children.</p> <p>All classes are overall on track with regard to progress.</p> <p>Pupil Premium money is invested mostly in people so that the children can have extra learning before school and one-to-one support. It is considered money well-spent.</p> <p>Credit was given to Mrs Weeks for her sterling work for Y6.</p> <p><b><u>Safeguarding Audit</u></b> The audit was very thorough and the main outcome was that the school is completely compliant with requirements and a strong culture of safeguarding pervades the school. Some administrative action points around H&amp;S and safeguarding were given, which the school is addressing. These include having the caretaker onsite at vulnerable times (eg. break and lunch) – link to Agenda Item 10. SLAs above – and tightening up on record-keeping in the First Aid</p>	
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book. An annual Safeguarding Audit was recommended.

### **Umbrella Trust**

The school's 'term of office' ends this term and moves to Holy Innocents. All is going very well within the Trust.

### **SDIP**

All is proceeding as anticipated.

### **Pupil Premium**

Covered in 'Spring Data Report' above.

### **Sports Premium**

The spending of the Sports Premium is as anticipated and on target. A Gold Award was given to the whole school for active participation, as all children are participating in sports in some way.

*Questions asked by Governors:*

*Q: What would happen if funding cuts affect Sports Premium money?*

*A: It is known what the school can sustain and it may need to ask for parental contribution. The PTA are committed to raising £2k for the development of the KS1 playground.*

*Q: Can we see a positive impact of sports participation on the academic work?*

*A: This is hard to quantify, but it may be impacting positively on children's attitude to work.*

### **Toilet refurbishment**

See 6. Budget Monitoring Report above.

### **Impact of Training update**

The changes in Maths learning which Mrs Richards has put in place as a result of her training are having a positive effect. Problem-solving is very good within the school and children have to explain their learning as they go along.

Mrs Weeks and Mrs Richards undertook some moderator training which as impacted writing. The training considered what writing at 'greater depth' would look like. Mrs Weeks explained that, for example, this included being able to switch between formal and informal voices within one piece of writing. The training helped to level the writing at Y6 level and it was encouraging to have seen that, while it is hard to achieve 'expected', 'greater depth' is more achievable than at first thought.

*Questions asked by Governors:*

*Q: What does 'greater depth' mean for secondary school?*

*A: That the children would be in the top stream and on track*

	<p><i>to achieving an 'A' grade at GCSE.</i></p> <p>Kenneth Chan reported that he had met with Mrs Richards regarding Maths learning and that the meeting was encouraging. Mrs Richards will be ordering new Maths equipment through the school's purchasing system, which is the school's agreed process.</p>	
<p><b>13. Any other business including confidential items</b></p>		
<p><b>14. Dates of next meetings</b></p>	<p><b>Children &amp; Learning Committee</b> - Tuesday 16 May, 4.30pm <b>Full Governing Body</b> - Thursday 15 June, 5.00pm</p>	
<p><b>15. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	

The meeting closed at 1745.