



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
3rd May 2016**

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 Minutes concerning confidential matters will not be published.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 Pam Stanley – 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 The following amendment was required: <u>Item 8: Reports – Umbrella Trust Meeting – 11th January 2016</u> 'Personal Development, Behaviour and Welfare' to be replaced with 'Leadership and Outcomes'.

	<p>Subject to the above amendment, the minutes were agreed by all to be a true record.</p> <p>Matters arising <u>Item 8: Reports – Website Update</u> Governors asked whether there had been any feedback from parents about the new website. It was reported that any feedback given has been positive, that the website is 'easier to navigate' and 'looks better'. In particular, the PTA had been positive about it.</p>	
<p>5. Training</p>	<p>It was reported that all staff had completed the online 'Prevent' training.</p> <p>The Chair of Governors reported that she had completed the Safeguarding Levels 1 & 2 course run by Bexley Safeguarding Strategies. It had been a 3-hour course, well-run and worthwhile. She had also attended the Chairs and Vice-Chairs Briefing.</p>	
<p>6. Review of Budget Monitoring Reports</p>	<p>The reports had been circulated prior to the meeting. The 2015/16 balance sheet presented was reported to be a solid indication of the School's strong position, and there was nothing material to report.</p>	
<p>7. New Draft Budget for 2016/17</p>	<p>The main points were highlighted as follows:</p> <ul style="list-style-type: none"> - large anticipated expenditure has been accounted for - there won't be a carried forward figure until September when the year has been closed - anticipated spend has been based on this year's actual spend. - a new column has been included for the Forest School worker to make the reporting of salaries clearer - £40k has been put in contingency, which is considered about right for the size of the school. This contingency is put aside in the face of uncertainty over potential budget cuts going forward. <p><i>Questions asked by Governors:</i> <i>Q: Do we have the result of the bid application to refurbish the toilets?</i> <i>A: The School did not get the bid and therefore quotes are</i></p>	

	<p><i>currently being obtained for the project.</i></p> <p><i>Q: Would a conditions survey have helped the bid?</i></p> <p><i>A: A conditions survey was done to support the School's bid, but the DfE have tended to target their funding towards certain projects (eg. asbestos) and this changes year on year.</i></p> <p>The draft budget for 2016/17 was accepted by the Governors.</p>	
8. Audit Report Baxters	The auditors will be carrying out their interim audit on 25 th and 26 th May, and the Responsible Office will be accordingly arranged prior to this.	
9. Responsible Officer's Report	<p>With reference to Item 8 above, this will be completed before the auditors' visit since it forms part of the preparation work for this.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: What is the role of a Responsible Officer?</i></p> <p><i>A: They are an internal auditor, examining the financial processes, and engaged by the Governors to deliver reassurance that the systems are functioning correctly.</i></p>	
10. SLAs	The payroll has now been outsourced to Baxters. The first pay run went smoothly and on the whole the transition was well-managed. It is anticipated that there will be fewer problems going forward and that the audit will be facilitated.	
11. Policies Update	<p>Fire Safety and Drill</p> <p>A fire drill took place today, with all children out in 2 minutes.</p> <p>Lockdown Policy</p> <p>This policy is work-in-progress, with considerations as follows:</p> <ul style="list-style-type: none"> - a different (intermittent) signal is needed to indicate this emergency, and the School is arranging the system to allow for this. - areas to keep the children safe have been considered with the most likely being the shared areas, under tables and away from windows. 	Action

	<ul style="list-style-type: none"> - Forest School has been considered, with children remaining there unless they are already on their way back. - Walkie-talkies have been purchased. <p>It was proposed that Paul Gribben be invited to be the Health and Safety Governor to help consolidate this policy before the next Full Governing Body Meeting.</p> <p>Business Continuity The office staff have checked the data and updated the policy in light of this where necessary. It was requested that the staffing section be checked further for required updating. One Governor questioned whether the data system is sufficiently robust, and whether it could be tested to ensure that it is. He also suggested that the policy be expanded to include more detail on this in an Appendix. The Head Teacher invited his input in this area and a meeting would be arranged to talk further. The servers were backed up, but it was not clear how they could be accessed. Further investigation would be done into what was backed up and where to.</p>	<p>ABo</p> <p>ABo/ KC</p> <p>EA</p>
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<p>12. Reports</p>	<p>Fire Drill As per Item 11 above.</p> <p>Spring Term Data The Head Teacher explained that the format of the report was one recommended by David Gosling, and that the actual report is to be sent out to all Governors and discussed more fully at the Children & Learning Committee Meeting. The report presented here showed value for money in terms of progress achieved. It is a snapshot in time, and progress which is shown is likely to be higher now than at that point.</p> <p><u>Pupil Premium</u> It was explained that there were 11 Pupil Premium children in the School, with 5 of them being Pupil Premium Plus. Most show at least expected or better progress.</p> <p>Safeguarding No referrals have been made.</p> <p>Health and Safety An external inspector visited during Easter. Any recommendations in the report are being attended to according to the timeframes given. These are mainly identified in the risk assessment process which needs to be</p>	<p>Action</p>
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	<p>broader. The Head Teacher would consult with the Bursar over this.</p> <p>A Health and Safety group has been formed, comprising staff representatives from all areas – KS1, KS2, Forest School, Afterschool Club. A Health and Safety Governor would be appointed (ref Item 11 - Lockdown Policy above).</p> <p><i>Questions asked by Governors:</i> <i>Q: Is asbestos part of Health and Safety?</i> <i>A: No, there is a separate asbestos review which takes place. This is currently due. The Bursar would advise.</i></p> <p>Umbrella Trust It was reported that a working party would be formed to work on the Terms of Reference of the UT. St James’ had chaired the last meeting and had been made very welcome at St Joseph’s, where the meeting had been held. The schools are working together as a trust to combine resources and expertise. The date of the next meeting was yet to be confirmed.</p> <p>SDIP The KS2 toilet project was discussed under Item 7 above. Non-urgent actions from the Fire Safety Audit were being addressed. The Health & Safety Inspection had taken place as noted above. The Prevent Policy has been written and the leaflet distributed to parents.</p>	<p>ABo/ BJ</p> <p>BJ</p>
<p>13. Any other Business</p>	<p>Declarations of Interest These need to be put on the website for compliance purposes.</p> <p>Appeals Two appeals are likely to be received following the allocation of Primary School places.</p>	<p>Action</p> <p>DW</p>
<p>14. Dates of next meetings</p>	<p>Children & Learning Committee - Tuesday 17 May, 4.30pm Full Governing Body - Thursday 16 June, 5.00pm</p>	
<p>15. Closing Prayer</p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	

The meeting closed at 17.45.