



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 Committee meeting held on
27th January 2015**

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 Minutes concerning confidential matters will not be published.

Present	Anna Boshier – Head Teacher David McCabe – Chair of the Resources Committee Austin Barradell Bobby Jasper Toni Paris Pam Stanley – Finance Officer Lisa Weeks – Deputy Head Teacher Dominique Wells – Clerk to the Governing Body	
1. Opening Prayer	The Head Teacher opened the meeting with a prayer.	
2. Apologies for absence	Mary Hutchinson – Chair of Governors Peter Gudge Elizabeth Woodhoo	
3. Declarations of Interest	Governors who have family members working in the school on a part-time basis: Toni Paris Lisa Weeks	
4. Minutes of last meeting and matters arising	Minutes Item 4: <i>Matters arising</i> <ul style="list-style-type: none">• Second bullet should state: 'The Finance Officer confirmed that she now countersigns the bank statements.'	Action

	<p>Item 12: <i>School Development and Improvement Plan</i></p> <ul style="list-style-type: none"> Should state: 'Focus will be on the new curriculum and its implementation for the next few years.' <p>Item 16: <i>Any Other Business - IT</i></p> <ul style="list-style-type: none"> Should state that 'Lizzie Woodhoo will be looking at updating the IT and E-Safety policies. Delete the sentence 'The email system ...' Amend to: The Governors' section ... needs to be developed'. <p>Questions asked by Governors <i>Q: Are all the policies which are ratified put on the school website?</i> <i>A: Yes, they are in the 'Important Documents' section. An external adviser has checked that all the statutory documents are on the website and found it to be satisfactory.</i></p> <p>It was further discussed that the accounts should be included on the website. The Finance Officer will forward to the Head Teacher for uploading the information as at 31/12/14 which she submitted to the EFA.</p> <p>Matters arising Item 5: <i>Terms of Reference</i></p> <ul style="list-style-type: none"> The Model Terms of Reference is to be reviewed by email and presented for agreement at the next Full Governors' meeting. <p>Item 7: <i>Actions from Accountancy Visit</i></p> <ul style="list-style-type: none"> Trustees Report has been completed. <p>Item 9: <i>2014 Record of Pecuniary Interest forms</i></p> <ul style="list-style-type: none"> All forms have been completed and filed. <p>Item 10: <i>Review of Budget Monitoring Reports</i></p> <ul style="list-style-type: none"> Research into saving energy costs is ongoing. Asset Management Committee will meet on an annual basis and will be followed up with Peter Gudge. <p>Item 13: <i>Reports</i></p> <ul style="list-style-type: none"> Health & Safety – A full review was undertaken recently, therefore compliance has been ensured through the completion of Risk Assessment Forms internally and the use of different companies for individual risk assessments. To engage a company to manage this overall could be costly, but the extra cost includes indemnity and would ensure compliance. This requires further consideration. <p>The minutes were agreed by all.</p>	<p>DW</p> <p>PS</p> <p>DW</p>
<p>5. Statement of Internal Control & Best Value Statement</p>	<p>These statements were sent out to committee members prior to the meeting.</p>	<p>Action</p>

	<p>Amendments to the Statement of Internal Control:</p> <ul style="list-style-type: none"> • Bottom of p.1 – amend date to reflect date of Baxters’ Management Report. • Delete last bullet point. <p>Questions asked by Governors <i>Q: Is the school compliant with appropriate accounting processes?</i> <i>A: Yes, this has been confirmed by Baxters.</i></p> <ul style="list-style-type: none"> • Therefore delete point 5. <p>The Head Teacher would make the amendments, send out the amended copy for final review and obtain the required signatures.</p> <p>Amendments to Service Level Agreements document:</p> <ul style="list-style-type: none"> • Child Protection Service line has been included twice in error • Further subtotals were requested. <p>Questions asked by Governors <i>Q: What does the school receive for the Basic Finance Package from Bromley?</i> <i>A: It includes staff absence insurance policy which the school does use. The school has to continue paying salaries and the policy pays for cover in the event of staff absence. It can be negotiated according to need.</i> <i>Q: What is involved in the Broadband charge?</i> <i>A: The London Grid for Learning is a Local Authority conglomerate which is linked to Virgin Media and provides network, emails and resources.</i></p> <p>One Governor indicated that the school was not getting enough value for the cost and it was suggested that an action point should be raised to review LGFL in conjunction with SNS with a view to potentially getting a company to cover both services.</p>	<p>AB</p> <p>PS</p> <p>?</p>
<p>6. Training</p>	<p>Bruno Cotta will attend the Ofsted training ‘Improving Governance – What makes a difference?’ and will report back to the other Governors. David McCabe and Toni Paris will attend the ‘Financial Efficiencies’ training. The Head Teacher will attend an Ofsted Safeguarding Training day.</p>	
<p>7. Review of Budget Monitoring Reports</p>	<p>All reports sent out to committee members prior to the meeting.</p>	<p>Action</p>

	<p>Budget Monitoring Report -</p> <p>Questions asked by Governors <i>Q: What is the E19 Contingency?</i> <i>A: It is a fund for emergency spend.</i> <i>Q: Would the school qualify for a business account in order to earn more interest on such funds?</i> <i>A: No, the school is an exempt body.</i></p> <p>The Finance Officer noted that £21k of the grant for Free School Meals came in before the year end, resulting in an increased level of receipts in advance. It did not seem clear as to whether this was reversed automatically in the accounts, and this would be investigated.</p> <p>Questions asked by Governors <i>Q: Should there be any concern over the relative % of GAG expenditure?</i> <i>A: This figure can be distorted by significant upfront costs, eg. salaries, grants. For instance, more than 50% of the annual anticipated income from Before- and After-School Clubs was received by December, also a Global Links refund from the British Council (re Connecting Classrooms) and Sports Premium. This is offset by the GAG being divided equally across 12 months.</i></p> <p>Governors requested further figures and notes to be included on the Budget and Forecasting, subject to the task not being overly onerous for the Finance Officer.</p> <p>Sports Premium - A Sports Coach has been bought in with money given by the PTA – this figure is not included in the report. The Sports Premium cannot be spent on what is already in existence, but the coach could be paid to train other staff. Therefore, £1k has been spent on this, with the remainder on new playground equipment and sports equipment. Of the £4k remaining, some will be spent on a dance tutor. It was reported that the children have given good feedback on the improvement of sports provision within the school.</p> <p>Pupil Premium - It was noted that 'Not yet achieved' on the report was due to it being issued before the end of the year – progress is still being made. There are 3 SEN and Pupil Premium children in the school. The money has been spent on one-to-one help, new maths, literacy and phonics resources, monitoring and researching new apps and websites to help the children. It was also noted where extra work had been done with children who speak other languages at home and their parents, the response had been good.</p>	<p>PS</p>
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	<p>Voluntary Fund - An update was received and agreed.</p> <p>Responsible Officer's Report -</p> <ul style="list-style-type: none"> • The RO had found some employment contracts unsigned, but these dated from before the school became an Academy and therefore the copies in the file were unsigned Head Teachers' copies. The signed copies were held by LBB. Therefore, this was due to an administrative point. • The recommendation regarding bank statements has already been addressed – the report was to the end of August. • CRB records are held in the school office, checked and signed regularly by both the Head Teacher and Chair of Governors. <p>Accounts - It was queried as to whether a breakdown of the staff ratio percentage could be shown in a simple way since it includes After-School Club figures. The Finance Officer and Bursar agreed to carry out an exercise to this end.</p>	PD/RJ
8. Policies	<p>All policies were sent out to Governors for review prior to the meeting.</p> <p>Supporting Pupils with Medical Conditions - Questions asked by Governors <i>Q: Does this policy reflect the new guidance?</i> <i>A: Yes, and it has been checked and approved by the school nurse.</i></p> <p>All policies presented were ratified.</p>	
9. Reports:	<p>RAISE-online - This report was compiled by Andy Best under the Umbrella Trust, financed by Umbrella Trust funds. It would cost the school around £300 per report eventually but considered worth the money. The Governors commended the report and efforts of everyone involved. The Head Teacher noted that where there are gaps, support is in place to close them and a termly data meeting is held to this end.</p> <p>SEF - This has been updated with the latest information and reviewed by David Gosling. Amendment is required to Section 8, first bullet - The school was ranked 1st of 125 schools.</p> <p>Teaching and Learning Review - David Gosling was reported to be returning to the school in March.</p>	Action AB

	<p>SDIP - Agreed fine.</p> <p>Fire Drill - A change of procedure was made to gather all the children into one place. The process took slightly longer, but the children were reported to have been obedient and silent.</p> <p>Safeguarding - No incidents reported. There will be Safeguarding Training for Governors at the school on 3rd March at 5.15pm.</p> <p>Health & Safety - New Risk Assessment formats have been downloaded and are being used.</p> <p>Website update - This is going well, with the plan to renovate rather than undertake an overhaul.</p>	
<p>10. DfE Bid Update/ Umbrella Trust Update</p>	<p>DfE Bid - The bid has been submitted, and the outcome will be known in March. Items for purchase have been identified, should the bid be successful.</p> <p>Umbrella Trust - It was agreed that the meetings would be focused around School Improvement. St. Mary's will chair the UT for the first two terms, St. James' will chair for the following three terms (academic year 2015-2016)</p>	
<p>11. School Phone Outage</p>	<p>Concern was expressed by a Governor that there had been an incident where the phone system was not working for some time.</p> <p>It was reported that the reason for this was that a wire off the school premises had been cut. It took some time for the office staff to realise, but when discovered, it was promptly fixed.</p> <p>Questions asked by Governors <i>Q: Can any contingency be put into place should this happen again?</i> <i>A: Use of a second line, or the school mobile would be possible.</i></p>	
<p>12. Any other business</p>		
<p>13. Dates of next meetings:</p>	<p>Children & Learning Committee - 3rd March 2015, 4.30pm</p> <p>Governor Morning - 17th March 2015, 9.15am</p> <p>Full Governing Body - 26 March 2015, 5.00pm</p>	

	Resources Committee - 5th May 2015, 4.30pm	
14. Closing Prayer	The Head Teacher closed the meeting with a prayer.	
15. Confidential Items		

The meeting closed at 1815.