



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
2nd February 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 Minutes concerning confidential matters will not be published.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 Lisa Weeks Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The Chair of Governors opened the meeting with a prayer.
2. Apologies for absence	Fr David Camilleri Elizabeth Atkinson Pam Stanley – Finance Officer Thanks were expressed to David McCabe and Toni Paris who have stepped down from office after many years of service.
3. Declarations of Interest	None.
4. Minutes of last meeting and matters arising	Minutes No amendments were put forward. The minutes were agreed by all to be a true record. Matters arising

<p>5. Training</p>	<p>The Chair of Governors reported that she would be attending a meeting for Chairs organised by the Education Commission, intended to facilitate networking between Catholic chairs around the diocese.</p>	
<p>6. Review of Budget Monitoring Reports</p>	<p>The reports had been circulated prior to the meeting, and the following main points were highlighted: The School is in a strong cash position despite the huge outlay in completing the summer KS1 project, which had incidentally been entirely funded by the School itself. This is considered testimony to the prudent and responsible management of the School's finances by the Head Teacher and Finance Officer, whereby money can be reinvested into the School for the benefit of the children. It was agreed that the summer project was benefiting the children greatly.</p>	
<p>7. Policies Update</p>	<p>Emergency Plan The Head Teacher reported that this had been updated with relevant information and contacts which had been checked. The aim is to ensure all staff understand what to do in order to act quickly in the event of a necessary evacuation of the School. Southborough School have agreed to be the haven in such a situation. The Chair of Governors commented that the plan was very clear.</p> <p>Business Continuity As in the Emergency Plan, the Head Teacher reported that all information and contacts had been checked. The aim here is how the School can recover quickly from an event such as loss of the internet or a fire so that behaviour and standards are maintained.</p> <p>The Head Teacher reported that, according to another Government request, the School was working on a Lockdown Procedures in the event that this should be necessary. This includes consideration of how to manage children at Forest School and also where in the School the children should be convened (ie. not in the Hall, but potentially spread in groups around the shared areas, etc.).</p> <p>It was generally agreed that with regard to these policies, it is necessary to be prepared for eventualities.</p>	

8. Reports	<p>Autumn 2015 data report This would be presented and discussed further at the Children & Learning Meeting and also presented at the Full Governing Body Meeting. The Head Teacher highlighted that it shows how the children are progressing and achieving including SEN pupils. Those termed 'Disadvantaged' include Pupil Premium and Free School Meals children, who have made good or better than expected progress.</p> <p><i>Questions asked by Governors:</i> <i>Q: Are EAL children included?</i> <i>A: These are reported separately. Many children in the School have dual language but have generally made sufficient progress.</i></p> <p>Umbrella Trust Meeting – 11th January 2016 St Mary's chaired this meeting, which was considered to have been efficiently run. David Gosling spoke about Effectiveness, and felt that all the schools were good or better in this respect. St James' would chair the next three meetings, with the agenda set to follow the Umbrella Trust Agreement. David Gosling is due to visit again in February, focussing on Leadership and Outcomes.</p> <p>Pupil Premium As reported in the Autumn 2015 data, Pupil Premium children have overall made good or better than expected progress. The funding has been spent on:</p> <ul style="list-style-type: none"> - additional staffing, including one-to-one support - help with school trips which the children would otherwise not have been able to attend - part-funding of the EWO - positive handling training - access to curriculum and school life. <p>Sports Premium This report had been circulated prior to the meeting. Governors commented on how a great deal was being done to encourage sport, and the money was being well spent. It was noted that more able children participated in helping run the clubs while developing their own skills. Thanks were expressed to Mrs Connolly for her hard work in this area.</p> <p>SDIP This encompasses two main areas – the whole School, including governance, and action plans for subject leaders. With regard to the latter, it was reported that the staff had met to talk about this and now need to meet with Governors. A small committee of 2 or 3 is required. This</p>	Action

	<p>will be discussed at the Children & Learning meeting. The Inspection Dashboard showed the School has no weaknesses, but it was decided that reading and KS1 maths should be the focus.</p> <p>The Chair of Governors reported that she had attended the staff meeting and found the discussion of RAISE online particularly useful.</p> <p>Fire Drill Children were out in under one minute and were quiet and sensible during the process.</p> <p><i>Questions asked by Governors:</i> <i>Q: Is there special provision for any SEN children?</i> <i>A: This has been considered.</i></p> <p>Safeguarding No referrals.</p> <p>Prevent update Everyone including parents and volunteers have received a Prevent flyer. The policy will be in line with Government guidelines. Staff have been undertaking the online training recommended by the Chair of Governors. One Governor asked for the link.</p> <p>Health and Safety This was the focus of the recent inset day. It was reported that there will be a H&S inspection on 11th February, and thereafter it will not be required for another 3 years. Safer Handling training was given, with the aim of being able to de-escalate a situation with a child who may be getting angry, in terms of how to handle and calm them down. The information was passed on to the Midday Supervisors and Teaching Assistants who were unable to attend the training.</p> <p>Website update In general, the reaction to the new website has been positive, and updating it is much easier. There is an ongoing monthly charge of £96 if the school pays by Direct Debit. It was considered that the setup costs of c£5k were reasonable.</p>	MH
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9. DfE Bid	<p>It was reported that the bid to improve the toilets and roof has been submitted and its receipt acknowledged. The grant applied for is a 'condition improvement' fund, and therefore focussed on hygiene and Health & Safety. The DfE have required a form to be completed regarding asbestos. There are two small places which are known to contain asbestos.</p>	
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10. Any other business	Confidential items.	
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11. Dates of next meetings	Governor Morning - Tuesday 9 February, 9.15am Admissions Committee (to endorse process used for admissions) - Tuesday 1 March, 4.00pm Children & Learning Committee - Tuesday 1 March, 4.30pm Full Governing Body - Thursday 17 March, 5.00pm Governor Morning - Tuesday 26 April, 9.15am Resources & Audit Committee - Tuesday 3 May, 4.30pm	
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12. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 17.45.