



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
5th May 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 Minutes concerning confidential matters will not be published.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 Mary Hutchinson – Chair of Governors Austin Barradell Pam Stanley – Finance Officer Lisa Weeks – Deputy Head Teacher Elizabeth Atkinson Dominique Wells – Clerk to the Governing Body	
1. Opening Prayer	The Head Teacher opened the meeting with a prayer.	
2. Apologies for absence	Bobby Jasper Toni Paris Peter Gudge	
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 Amendments to the Confidential Minutes were put forward. The minutes were agreed by all.	Action

<p>2015/2016</p>	<p>Academy, they had been very careful with the budget. Money had been set aside for the bid to expand the KS1 teaching area, but the bid has been refused for the second time. Under the Government's Fairer Funding initiative, the School has been allocated an additional £139k for next year. Therefore, it is considered that this money should be spent but on one-off projects rather than ongoing running costs. It could be spent on staff, but this would inflate the staff costs and may mean having to cut back later. Therefore, this was not seen as a wise option for using the money.</p> <p>The Head Teacher further reported that the architects have visited the School again. Possibilities include:</p> <ul style="list-style-type: none"> • Extending the Reception classroom which is currently below statutory size. • Changing the classrooms around, making more space for Year 1. • Using the quads so that the ICT suite can be used as a classroom. • Upgrading the toilets. <p>All the children would benefit from these. The School should be able to fund this with £60k-£80k being kept aside as backup. The projects are going out to tender and three quotes would be obtained.</p> <p>The Governors appointed an Asset Management Committee to look at these quotes.</p> <p>It was highlighted that this also may be a good opportunity to look into upgrading the ICT suite desktops which were 12 years old, and also ensuring that there is at least one computer per child. Although the laptop rolling programme is already in place, the replacement of desktops should ideally happen in the next 12-18 months.</p> <p>It was suggested that the PTA may be able to contribute towards funding this.</p> <p>Budget Forecast The Finance Officer proposed that Baxters should be engaged to do the budget forecast for submission to the EFA. The cost would be £1,200. This is due to lack of time and work pressures on both the Finance Officer and Bursar. This spend was approved by the Governors.</p> <p>The budget, subject to change, was approved by the Governors.</p>	
<p>8. Audit Report - Baxters</p>	<p>The Finance Officer reported that the audit report from Baxters was very good. With regard to any points raised:</p>	<p>Action</p>

	<p><i>A: No.</i></p> <p>The Governors asked that the Responsible Officer's report is sent out as and when it received.</p>	PS
10. SLAs	<p>The Head Teacher reported that there were no significant changes to the SLAs.</p> <p>Questions asked by Governors: <i>Q: Is there an explanation for the increase for SNS and for the Accountants?</i> <i>A: SNS costs have increased – someone comes in for 3.5 hours per week to fix any problems. This is a side effect of the increase in ICT use.</i> <i>The Accountants' workload has increased with more schools becoming Academies, and they need to organise their work accordingly.</i></p> <p>One Governor pointed out that the School should be looking to potentially change Accountant after 3-5 years.</p> <p>The Head Teacher reported that she and the Finance Officer would meet with Baxters to discuss outsourcing their payroll to them as they had not been happy with the current payroll providers.</p>	
11. Policies	<p>These documents were sent to Governors prior to the meeting, unless otherwise indicated.</p> <p>Fire Safety and Drill - Questions asked by Governors: <i>Q: When was the last Fire Safety Risk Assessment undertaken?</i> <i>A: February 2015, carried out by Judicium.</i></p> <p>Anti-Bullying – The Governors praised the Head Teacher for her work on this policy and the letter to parents. The Head Teacher reported that they had received all slips back from parents concerning the talk which would be given. Only one set of parents wanted to deal with this at home, but the Head Teacher said that she would ring them to encourage them to attend.</p> <p>ICO Freedom of Information Scheme model publication (Not previously distributed) – This was presented to the Governors by the Head Teacher for</p>	

	<p>consideration. The Head Teacher clarified that it was a standard document which should be put on the website. All agreed that the document was fine, but one Governor suggested checking first with the DfE whether the School was really subject to this before putting it on the website.</p> <p>Governors' Allowances Policy (Not previously distributed) – The Head Teacher stated that this needed further consideration. The Asset Management Committee would look at it.</p> <p>Dealing with Allegations made against Staff (Not previously distributed) – This is included in the Safeguarding Policy which has already been agreed, but some schools have a separate policy for this. The Head Teacher presented for consideration the idea of having a more detailed document to sit alongside the Safeguarding Policy. It was discussed that Union guidelines would be followed and advice from appropriate bodies would be sought should a situation arise. The Head Teacher would bring this to the Children & Learning Committee.</p> <p>Business Continuity Plan (Not previously distributed) – This would be brought to the Asset Management Committee.</p>	
<p>12. Reports</p>	<p>Fire Drill – This took place today and all children were out in under a minute.</p> <p>Safeguarding</p> <p>Health & Safety – One Governor reported on a recent walkaround and would write up the findings. He said that the School was on the whole considered safe with some areas for improvement:</p> <ul style="list-style-type: none"> • Items obstructing fire exits especially in the staff room. • Tiles outside the front entrance could become slippery when wet. • Cars parked outside the school house should not obstruct emergency services. <p>Comments on the above were as follows:</p> <ul style="list-style-type: none"> • Perhaps more storage needed to be considered in the staff room. • The tiles are covered by a shelter and are well-protected from rain. • It would be ensured that cars are parked considerately. <p>An in-house Safety Audit was suggested to raise awareness of safety issues.</p>	

	<p>Disqualification by Association – The Head Teacher reported that Schools had been requested to ask members of staff directly involved with Early Years to disclose whether anyone they lived with had been charged with certain offences. This had been carried out. It was agreed that this would be applied to any new Reception staff as part of their induction, and would also be included in the staff handbook.</p> <p>SDIP –The Head Teacher reported that all was in process that should be, and presented the Accessibility Plan to Governors. There is one partially deaf child in the school, and sound systems are being put through, paid for by the Borough.</p>	
<p>13. Any other business</p>	<p>Appointment – The Head Teacher reported that a newly qualified teacher has been appointed to replace Mrs Esaias on her retirement. In terms of cost, there will be a saving but not seen until next year as the school has to pay for her training, and has also had to pay agency fees due to a lack of suitable teachers.</p> <p>Holding the School to Account – The Chair of Governors reported that she had compiled a list of questions for the Summer and Autumn Terms, to be asked mainly at the Children & Learning Committee meeting and at the Full Governors’ meeting. These are based on David Gosling’s document ‘Holding the School to Account’. She invited the committee Chairs to add any other questions to the list. It is intended that these should be submitted to the Head Teacher two weeks before the meeting.</p>	
<p>13. Dates of next meetings:</p>	<p>Children & Learning Committee – 19th May 2015, 4.30pm Governor Morning – 9th June 2015, 9.15am Full Governing Body – 18th June 2015, 5.00pm</p>	
<p>14. Closing Prayer</p>	<p>The Head Teacher closed the meeting with a prayer.</p>	
<p>15. Confidential Items</p>		

The meeting closed at 1835.