



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
6th October 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 Minutes concerning confidential matters will not be published.

All documents discussed were circulated prior to the meeting unless otherwise specified.

Present	Anna Boshier – Head Teacher David McCabe – Chair of the Resources Committee Mary Hutchinson – Chair of Governors Bobby Jasper Pam Stanley – Finance Officer 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	Toni Paris Lisa Weeks	
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.	Action

	<p>Matters arising</p> <p>Item 4: <i>Matters Arising</i></p> <ul style="list-style-type: none"> A breakdown of the staff cost ratio was provided to the Committee as requested on 12th May. The forthcoming audit will confirm the actual ratio. <p>Item 6: <i>Review of Budget Monitoring Reports</i></p> <ul style="list-style-type: none"> Request for reports to show budget vs actual figures and explanations for variances – September reports would be sent out after the audit has taken place in order to ensure that the opening balances (and therefore figures going forward) are correct. Thereafter the reports would be sent monthly. The format of the reports would be as requested and Bobby Jasper would address any queries. <p>Item 7: <i>New draft Budget 2015/16</i></p> <ul style="list-style-type: none"> Asset Management Committee – It was agreed that this would comprise the Chair of Governors, the Head Teacher and David McCabe. They would meet to agree any expense over £5,000. Bobby Jasper agreed to engage an external provider to write an updated Finance Manual bespoke to the School. The estimated cost is c.£500-£600. ICT upgrade – It was stated that, although slow, the current desktops in the ICT suite are still functional and would not need replacing this year. However, potentially next year or the year after, decisions will need to be made as to whether to replace them or the laptops (which have a shorter life), and the purchase of licences for software. Money will likely be set aside next year in anticipation of these expense. <p>Item 9: <i>Responsible Officer’s Report</i></p> <ul style="list-style-type: none"> Childcare vouchers – The Finance Officer confirmed that the two parents who had received refunds had been contacted by the school to inform them of their potential tax liability. It was stated that the next RO report for the period April – August is to be completed before Baxters carry out their audit. <p>Item 10: <i>SLAs</i></p> <ul style="list-style-type: none"> Outsourcing of payroll – 3 months’ notice would be given to the current providers and Baxters would take on the work from 1st April 2016. It was noted that engaging Baxters to carry out the payroll function had several advantages including time saved for both auditors and the Finance Officer during the audit, cost saved for the School and improved reporting. <p>Item 11: <i>Policies</i></p> <ul style="list-style-type: none"> ICO - Bobby Jasper agreed to draft a policy on this subject for the School and noted that Data Protection 	<p>BJ</p> <p>BJ</p>
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	<p>was a major issue at the moment for schools.</p> <ul style="list-style-type: none"> Dealing with Allegations made against Staff – to be brought to the Full Governors’ Meeting <p>Item 12: <i>SDIP</i></p> <ul style="list-style-type: none"> It was confirmed that the sound systems have been put in. <p>Item 12: <i>Disqualification by Association</i></p> <ul style="list-style-type: none"> This would be included in the latest version of the Staff Handbook. 	ABo
5. Terms of Reference	Ratified by all present.	
6. Setting up Committees	<p>Admissions Committee – To comprise the existing members with Bobby Jasper replacing Peter Gudge.</p> <p>Pay Committee – To comprise the existing members. David McCabe to confirm the members of last year’s committee.</p> <p>Head Teacher Performance Management Committee - Bobby Jasper to join the current members.</p> <p>Staffing Committee to hear appeals - Members would be appointed whenever an issue arose in order to ensure objectivity. Bobby Jasper agreed to Chair this committee.</p>	<p>Action</p> <p>DM</p>
7. Actions from Accountancy Visit Trustees Report	<p>No actions arose from Baxters’ visit in July and the Finance Officer was recognised for the hard work she had put into preparing for their visit. It was noted that the auditors visit in July to start their checking and save time during the main audit.</p> <p>David McCabe agreed to liaise with Toni Paris in order to complete the Trustees Report.</p>	<p>Action</p> <p>DMc</p>
8. Training	The Head Teacher has attended a Safer Recruitment course. Bobby Jasper has attended a Prevent Strategy Course. The Head Teacher confirmed that the Prevent statement was now on the website.	

	<ul style="list-style-type: none"> - Other Income? – this is the Breakfast and After School Clubs. Estimates of this income are conservative. - Other GAG expenditure? – this includes Baxters’ fees, expenses relating to the Breakfast and After School Clubs, website development and Liberata costs. - Capital expenditure accrual? – this consists of invoices for the new build not received by the end of August. Most of the invoices were received in September. - One actual figure of £3,333.50 was missing a corresponding budget figure – this was for school journeys expenditures (Kingswood trip). The income offsetting this was received into Voluntary Fund income account (£2,473.50) and into the School Journeys income account (£860). <p>The Head Teacher further explained that the SEND funding budget of £81,000 is a notional budget: the Matrix Funding received is £18,000 + a necessary notional £6,000 additional budget + money for other SEN needs. This money is spent on ISAs, additional support, some of the Teaching Assistant cost and family workers.</p>	
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<p>11. Holding the School to Account</p>	<p>Most of these questions were pertinent to the Children and Learning Committee and Full Governors’ Meetings. Three were addressed at this meeting as follows:</p> <p>SDIP – the Head Teacher reported that this was working to plan. The new Reception classroom and the build around that area, including the refurbishment of toilets, had taken place as planned. Governors and staff are to meet in January to set new priorities.</p> <p>Performance Management of Staff – interviews had taken place today, with the Assessment without Levels as a guide to progress. The targets set for staff are focussed on priorities for standards and progress.</p> <p>Staffing – confidential item.</p>	
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<p>12. Pupil Premium Report</p>	<p>The Head Teacher stated that the School was encouraged to use the funding creatively. There are now 8 Pupil Premium children. The money has been used to pay for school trips, books, iPads, one-to-one teaching (where there is crossover with special needs), ICT equipment and counselling. All the money has been spent and the individual children’s progress</p>	
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	<p>is tracked carefully. All of the children have made the best possible progress and more detail will be discussed at the Children & Learning Committee meeting.</p> <p><i>Questions asked by Governors:</i> <i>Q: How are eligible children identified?</i> <i>A: Parents need to identify themselves by filling in and returning the form for Free School Meals. It was suggested that the form be sent to all parents with the next newsletter, and also distributed at the New Parents meeting.</i></p> <p>The Head Teacher also updated the Governors on how teaching staff were dealing with Assessment without Levels. One Governor suggested that it might be useful to have Governor training to fully understand this area.</p>	
<p>13. Sports Premium Report</p>	<p>Mrs Connolly had put the report together. All the money has been spent and children are very much enjoying the results. Staff are being trained simultaneously by observing the experts being brought in (eg. dance).</p> <p>It was noted that this is the second year of this 2-year initiative, and that this funding may not continue.</p>	
<p>14. Reception Classroom</p>	<p>The new Reception classroom was completed in time for the start of term. This was in spite of adverse weather and time constraints: the 11-week project had to be completed in 6 weeks. Due credit was given to the builders and to Bobby Jasper for ensuring that the work was completed in time.</p> <p>It was suggested that a plaque be made and that a suitable high-profile Early Years person be invited to mark retrospectively the completion of the new classroom.</p> <p>The Head Teacher conducted a tour of the new build for the Committee following this meeting.</p>	
<p>15. Review of Policies</p>	<p>Pay Policy - this includes the 1% rise across the board.</p> <p>Mission Statement – there had been discussion over the wording among staff and the Head Teacher put this forward to the Governors. It was agreed that the statement be emailed to all Governors for comment, with responses due back by a deadline, in order that the prospectus could be sent out to all parents.</p>	<p>Action</p> <p>Abo</p>

	<p>Prospectus – with regard to content, the Head Teacher highlighted the change to the sections on Curriculum and Sickness & Attendance. The presentation is still being worked on.</p> <p>Staff Handbook – this now includes rules on Social Networking. It was recognized that this is, in general, currently a major issue for both staff and pupils.</p> <p>Pay Policy – some typos were noted for correction.</p> <p>Appraisal Policy – Governors asked for clarification of some terminology, which the Head Teacher explained.</p> <p>Apart from any issues noted above, all policy documents presented were agreed.</p>	
<p>16. School Development and Improvement Plan</p>	<p>Covered under Item 11 above.</p>	
<p>17. Report</p>	<p>Fire Drill – all pupils were out in less than a minute. The drill highlighted the fact that the KS1 outside fire bell needed upgrading due to the new build. This has been addressed.</p> <p>Safeguarding – no referrals made. A couple of children are being monitored.</p> <p>Health & Safety – the reviewed policy will be presented at the Full Governors’ meeting and finalised in the Spring Term. A new Governor would need to be appointed to carry out the walkabout.</p>	
<p>18. Work agenda for the Governing Body for the forthcoming academic year</p>	<p>Dates of meetings have been distributed to all Governors.</p>	

19. Any Other Business	Confidential item as per Item 11 above.	
20. Dates of next meetings	Admissions Committee - Tuesday 13 October, 4.00pm Children & Learning Committee - Tuesday 13 October, 4.30pm Governor Morning - Tuesday 17 November, 9.15am Full Governing Body - Thursday 26 November, 5.00pm Resources & Audit Committee - Tuesday 26 January, 4.30pm	
21. Closing Prayer	The Head Teacher closed the meeting with a prayer.	

The meeting closed at 1815.