



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
1st November 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 Minutes concerning confidential matters will not be published.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 Carlette Victoire-Nijjar Amanda Garlick – 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 minutes were agreed by all to be a true record.

	<p>Matters arising <u>Item 11: Policies Update – Business Continuity</u> The Head Teacher and Kenneth Chan would set a date to discuss this policy.</p>	
<p>5. Terms of Reference</p>	<p>Terms of reference were carried forward to the Full Governing Body meeting.</p>	
<p>6. Setting up committees</p>	<p>Committee memberships were confirmed as follows:</p> <p>Pay Committee Bobby Jasper, Mary Hutchinson, Fr David Camilleri</p> <p>Admissions Committee Mainly the Children & Learning Committee, though the other Governors were invited. Mary Hutchinson to send an invitation to the other Governors.</p> <p>HT Performance Management Bobby Jasper and Mary Hutchinson. Meeting was arranged.</p> <p>Staffing Committee To deal with appeals relating to staff issues. Committee would be formed as and when required to ensure objectivity.</p>	<p>Action</p> <p>MH</p> <p>BJ/MH</p>
<p>7. Actions from Accountancy visit / Trustees Report</p>	<p>Baxters started looking at the year end at the beginning of October. The draft accounts have been received and need to be reviewed and agreed with a view to publication at the end of November/early December. Some information was still to be received for inclusion in the report.</p> <p>The Bursar reported that the school was in a strong financial position at the year end. The priority was to maintain a strong cashflow and strong cash position leaving some contingency as it is anticipated that grants will be cut in the near future.</p> <p>The new Finance Officer was reported to have made a good start and the Bursar is confident that she will do an excellent job.</p>	

<p>8. Training</p>	<p>Octavo was considered too expensive and the school is trialling Bexley for two terms. The Umbrella Trust has no consensus on making a deal with Octavo, but this subject may come up again and is under review.</p> <p>Carlette Victoire-Nijjar reported that she had attended a Bexley Pupil Premium course and a course on sexual exploitation in children at the Warren, which was found to be very useful.</p> <p>The Chair of Governors had attended the safeguarding course, which included focus on children missing in education. Also a course run by the Diocese.</p> <p>Margaret Connell and Carlette Victoire-Nijjar would attend a Governors' induction course this month, and Carlette and Kenneth Chan reported that they had attended the safeguarding training in school.</p>	
<p>9. 2016 Record of Pecuniary Interest forms</p>	<p>Circulated to those present. The remainder would be circulated and returned at subsequent meetings.</p>	
<p>10. Review of Budget Monitoring Reports</p>	<p>The Bursar explained that the reports were prepared on a cash accounting rather than an accruals basis. Therefore, the position as at October showed cash at £291k but outstanding invoices may not all be accounted for. However, the budget vs actual figures show the staff costs pro rata. These staff costs are closely monitored as a % of income, and are around 80%.</p> <p>The Bursar also explained that the surplus needed to be managed also, as they need to use the money for the children's needs now rather than in some years' time.</p> <p>The school would apply for grants for projects, but for prudence have to assume that it will not received these. Hence the strong cash position is essential and is intended to help fund the pump on the boiler and the KS2 toilets as a priority.</p>	

<p>11. Holding the School to Account</p>	<p>Three questions were addressed at this meeting:</p> <ol style="list-style-type: none"> 1) SDP 2) Attendance is at around 98% and punctuality is also excellent. <i>Questions asked by Governors:</i> <i>Q: Has there been a push to get the figures up?</i> <i>A: Yes, helped by good systems in place in the office and the parents too.</i> 3) Staff performance management has been carried out and was ready to be reviewed by the Pay Committee. 	
<p>12. Pupil Premium</p>	<p>Ten children altogether currently, 4 being FSM and 6 Looked After.</p> <p>Last year's Y6 were reported to have made pleasing progress, including those who were SEN.</p> <p>There had been huge changes concerning assessment and all had dealt with this very well. Additionally, the lower prior attainers became middle attainers and their progress very good.</p>	
<p>13. Sports Premium</p>	<p>Mrs Connolly would give a full report at the Children & Learning Meeting.</p>	
<p>14. Buildings Update</p>	<p>Reception Classroom There are a couple of minor issues which need to be sorted, but the builders are not forthcoming so the school may take it upon itself to sort these.</p> <p><i>Questions asked by Governors:</i> <i>Q: Did the school hold back 5% of the contract price as per standard contracts?</i> <i>A: The work was carried out on an open book basis as there was more certainty over costs and price under this arrangement – as opposed to a fixed price contract under which builders can often inflate costs. The contractors were well-known and would not jeopardise relationships, so they are trusted.</i></p> <p>Toilets & heating The refurbishment of the KS2 toilets is a very urgent need, with drainage anticipated to cost c£40k. There was some</p>	<p>Action:</p>

	<p>flooding in the KS1 toilets.</p> <p>The boiler pump needs looking at. The heating is a particular priority and so the school would sort this urgently.</p> <p>Kenneth Chan reported that he had accompanied a Health and Safety walkabout and noted the roof repair required. A bid for this had not been successful, so he has offered to email his thoughts on the building and look to arrange a formal report to support the bid.</p>	KC
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15. Policies	<p>Comments were invited, with the following highlighted:</p> <p>The Whistleblowing, Code of Conduct, Staff Handbook and Anti-Bullying Policies come under Safeguarding.</p> <p>Equal Opportunities and Inclusion This is an OFSTED-driven policy, and encompasses the Equality Policy.</p> <p>Lettings Policy Letting prices can't be increased and no evening lettings take place.</p> <p>Governors' Expenses This does not require a separate policy. A declaration on the annual accounts is sufficient, the only expenses being those related to the Head Teacher's costs relating to her Inspection duties.</p> <p>Policies not requiring further amendment were ratified.</p>	
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16. School Development and Improvement Plan	<p>This was reported to be all going to plan, particularly in relation to the new assessment procedures and curriculum. Achievement is pleasing and as expected.</p> <p>Governors were invited and recommended to attend the INSET day on 3rd January which would focus on updating the SDIP, reviewing old actions and putting new ones in place.</p>	
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<p>17. Reports</p>	<p>Fire Drill The drill went to plan with KS2 out in under 1 minute and KS1 within 2 minutes.</p> <p>Safeguarding Training had taken place in school, and the policy updated and distributed. The new sound system would help with lockdown and stops slippage of time within the school day.</p> <p>Health & Safety The Head Teacher would do a walkabout with the caretaker and the Chair would sign the policy following this. It was noted that Health & Safety always ought to be an agenda item as it was so important.</p>	
<p>18. Work agenda for Governing Body for the forthcoming academic year</p>	<p>All meetings have been planned.</p>	
<p>19. Any other Business</p>	<p>Pupil Progress data The Inspection Dashboard was explained. Results in reading, writing and maths in Y6 were well above average at 65%. 53% of children attained all three areas. Due credit was given to Mrs Weeks.</p> <p>It was noted that OFSTED focus much on progress, and that the Data Dashboard and RAISE Online help to monitor this.</p> <p>In Maths, there has been more use of apparatus and more focus on reasoning, problem-solving and explanation.</p> <p>Parent Questionnaire There were two areas for improvement in the website – navigation and prompt updates.</p>	
<p>20. Dates of next meetings</p>	<p>Governor Morning - Tuesday 15 November, 9.15am Admissions Committee (to agree policy) - Tuesday 22 November, 4.00pm</p>	

	Children & Learning Committee - Tuesday 22 November, 4.30pm Full Governing Body - Thursday 1 December, 5.00pm Resources & Audit Committee - Tuesday 24 January, 4.30pm	
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15. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 17.45.