



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  
1<sup>st</sup> May 2018**

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 Minutes concerning confidential matters will not be published.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.

<b>Present</b>	Lisa Weeks – Head Teacher Mary Hutchinson – Chair of Governors Bobby Jasper Kenneth Chan Michelle Wilson  Amanda Garlick – Finance Officer Dominique Wells – Clerk to the Governing Body
<b>1. Opening Prayer</b>	The opening prayer was led by the Chair.
<b>2. Apologies for absence</b>	Elizabeth Atkinson
<b>3. Declarations of Interest</b>	Michelle Wilson's son works in the After School Club.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> <b>The minutes were agreed by all to be a true record.</b> <b>Matters arising</b> <u>Agenda item 9 – DFE Bid</u> Bids have been unsuccessful. The Bursar reported further

	<p>later in this meeting.</p> <p><u>Agenda item 10 – Computer Suite</u></p> <p>The Chair reported that she had attended the PTA meeting and given thanks to the PTA Chair and Committee. It was noted how lucky the school is to have so many parents on the PTA. A ‘grand opening’ of the Computer Suite has taken place.</p>	
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<p><b>5. Governor Training</b></p>	<p>The Chair reported that she will be attending courses on Governors and SATs and on the Governors’ role in Grievances.</p>	
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<p><b>6. Review of Budget Monitoring Reports</b></p>	<p><b>Report on the Bids</b></p> <p>The Bursar reported that the bids for the fire alarm system, CCTV system and windows had all been turned down. The bids had been submitted because, in the course of fire safety and security compliance work, the current system had been found to be basic and reliant on human activation (ie. if no-one is in the school in the event of a fire, there is a risk of the school burning down). There are no sprinklers, only a smoke alarm.</p> <p>Feedback from the EFA was that, although there is some urgency regarding fire safety, the CCTV bid was not justified and considered additional. More detail in the costings from the 3 quotes, and more competitive quotes were required. There was a 76% threshold to be reached and the School scored 72%.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Can we appeal the decision?</i>  <i>A: There are no grounds for appeal.</i></p> <p>Regarding the windows, the School scored 42%. It is assumed that this is not a priority for the EFA this year.</p> <p>The Bursar was thanked for his hard work on putting these bids together.</p> <p>The School would continue to work on the priority action points from the Fire Safety audit, namely those which were easy and swift to rectify (eg. replacing the curtains in the Hall).</p>	
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	<p><b>Budgets</b></p> <p>The School continues to be mindful of the budget. The income from lettings is encouraging, including Saturday and half term lets for sports and new Irish Dancing classes.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Is there need for a caretaker during these times?</i>  <i>A: No, Mr Copeland is a key holder and very trustworthy.</i>  <i>Q: Does Mr Copeland pay a letting fee?</i>  <i>A: Yes, he pays a letting fee + a % of his income. Science clubs, chess club, Spanish club and judo also pay letting fees.</i>  <i>Q: What is the income per term?</i>  <i>A: £2k for this term for lettings. The aim is to generate £5k by the end of August.</i></p> <p>It was noted that Breakfast and After School Club income has also increased and that these additional incomes help the School enormously - it would be difficult to make ends meet without them.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Can the School House be let out?</i>  <i>A: It is used for lessons and there would be safeguarding issues. It cannot be used commercially.</i></p> <p>It is recognised that we may be at a small loss at the year end, but the extra incomes may change this position. Nevertheless, the cash position remains strong due to the contingency of £190k rolled over from last year.</p>	
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<p><b>7. New draft budget for 2018/19</b></p>	<p>The new budget would be distributed in due course.</p>	<p><b>Action:</b> <b>BJ</b></p>
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<p><b>8. Audit Report – Baxters / 9. Responsible Officer’s Report</b></p>	<p>The auditors will be visiting in June. Kenneth Chan would check the finance work, as Responsible Officer, prior to the visit. He would liaise with the Bursar and Finance Office regarding this.</p>	<p><b>Action:</b> <b>KC/BJ/AG</b></p>
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<p><b>10. SLAs</b></p>	<p>The Finance Officer was working with the Umbrella Trust regarding SLAs. The other schools work on different times, so it is not easy.</p>	
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	Regarding GDPR, the schools are compiling information and looking at this collectively.	
<b>11. Policies</b>	<p><b>Bomb Threat Policy</b></p> <p>This had arisen because 8 Bromley schools had recently been targeted with hoax phone calls. The form is available in the office.</p>	
<b>12. Reports</b>	<p><b>Spring Term Data</b></p> <p>The data was distributed prior to the meeting with the Head Teacher highlighting the following points:</p> <ul style="list-style-type: none"> <li>- looking at the lower, middle and higher attainers, it is possible to see now whether they are all going to achieve as expected</li> <li>- with regard to the data on ethnic groups, only those groups with 5 or more children yield meaningful data.</li> <li>- in general, all groups are looking favourable, with Y6 expected to do very well.</li> <li>- 97% of Y1 are expected to pass the phonics test, with intensive work being done to support those who need it.</li> </ul> <p><b>Umbrella Trust</b></p> <p>There would be a Head Teachers meeting this week. The contract with Pam Fearnley would be discussed in view of how best she could be used. The Maths moderation is taking place at Holy Innocents and the Writing moderation taking place at St James’.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: How do the other UT schools feel about Pam Fearnley?</i></p> <p><i>A: Similar. It is recognised that she isn’t really an Early Years expert. Neither does she address the position of the Governing Body in a way that David Gosling did.</i></p> <p><b>SDIP</b></p> <p>This has been updated with staff input. Everything is on track according to the targets set.</p> <p><b>Lockdown Procedure</b></p> <p>A drill was run at 11am on 26<sup>th</sup> March - parents were informed and the Head Teacher talked to the children about it in assembly prior to the day. The Head Teacher and Finance Officer had walked around the school to check all had been as expected. The children were not anxious and all went well.</p> <p><b>Fire Drill</b></p> <p>This took place on 23<sup>rd</sup> April in the After School Club. (The Breakfast Club had had a drill already.) The children were</p>	<b>Action:</b>

	<p>out in under 4 minutes, including the children on the field for football. The registers were ticked off and a sweep carried out as the staff left the building.</p> <p><b>Bullying</b> A survey had been completed by the children in a tick list format. They indicated that they knew school adults would help them in any case of bullying, and they knew what to do if bullying was encountered. If there has been any bullying, the children talked to the teacher. Also, they talk to school adults if they are feeling left out or called names.</p> <p><b>SENCO</b> Mrs Richards is the new SENCO. A representative from Bromley had done a 'healthcheck' and found the School to be compliant. If any need arises, the school will signpost the parents to external agencies.</p> <p><b>RE</b> The Deputy Head Teacher reported the following:  <ul style="list-style-type: none"> <li>- New resources had been bought including big bibles, new candles and a new statue of Mary.</li> <li>- The cost of the Y2 trip to the synagogue would be covered.</li> <li>- A penpal link to the Southmore Court would be established.</li> <li>- Other initiatives to include being part of a picnic and praise celebration organised by the Diocese, Dementia friends, Share the Journey walk (CAFOD), and a visit planned for Y4 to a Hindu temple.</li> </ul> As part of British Values, letters were sent to the Lebanon and an email returned of the children reading the letters.</p> <p>The Chair would meet with the Head Teacher and Deputy Head Teacher to discuss the imminent Inspection.</p> <p><b>GDPR</b> The Umbrella Trust has chosen a DPO to oversee the whole trust. This will be Judicium – 4 schools have already agreed to go ahead, 1 school is waiting to approve the decision to go ahead and 1 school is undecided.  <i>Questions asked by Governors:</i>  <i>Q: What is the cost?</i>  <i>A: It depends on how many of the schools sign up.</i></p> <p>Judicium have advised, provided information and helped to write the 4 GDPR policies. They have extensive resources on their website and very good processes. The School has a designated contact person. Training will be offered to staff and Governors.</p> <p>The School is nearly compliant with the law being imminent.</p>	<p><b>MH/LW /MW</b></p>
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<p><b>13. Any other business</b></p>	<p><b>Grant Applications</b> Mrs Anderson and Margaret Connell have volunteered to help with grant applications and have met to discuss this.</p> <p><b>Reception Questionnaire</b> This has been circulated to parents concerning the induction of new reception children. 3 responses have been received, all of which were positive.</p> <p><b>Confidential items</b></p> <p><b>Support staff</b> The School is looking into standardising and simplifying the payscale for support staff.</p> <p><b>Computers</b> The PTA gave £23k (net of VAT) towards the computers and they have all been paid for.</p> <p><b>Breakfast and After School Club</b> The Chair expressed thanks she had received from parents regarding the breakfast and after school clubs, and noted the positive community feel she had encountered within the clubs during her visits. These would be passed on to Janet.</p> <p><i>Questions asked by Governors:</i> Q: What is the average uptake? A: About 70-80% of children use this service. The School also benefits from this service, eg. Janet opens up the school and did this even on snow days. Q: Are staff ratios met? A: Yes, these are always adjusted accordingly.</p>	
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<p><b>13. Dates of next meetings</b></p>	<p><b>Children &amp; Learning Committee</b> Tuesday 15<sup>th</sup> May at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 14 June at 5.00pm</p>	
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<p><b>14. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1750.