



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  
23<sup>rd</sup> January 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 Minutes concerning confidential matters will not be published.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 Elizabeth Atkinson  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>	Amanda Garlick – Finance Officer	
<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>	

	<p><b>Matters arising</b></p> <p><u>Agenda item 10 – Holding the School to Account</u> The RE Inspection is expected and may be earlier than the Summer.</p> <p><u>Agenda item 17 – Reports: Health and Safety</u> It was clarified that the Health and Safety walkabout takes place annually.</p>	
<p><b>5. Governor Training</b></p>	<p><b>GDPR update</b></p> <p>The Chair reported that she would be attending GDPR training next week. Stone King Solicitors had provided the Umbrella Trust schools with a data audit tool which the Head Teacher and Finance Officer were working on to see what the School could put in place ahead of the requirements becoming statutory on 25<sup>th</sup> May. The School’s technicians have been briefed accordingly.</p> <p>The Umbrella Trust are seeking to employ a Data Protection Officer to cover all schools – this person needs to be unconnected with the schools – around March.</p>	
<p><b>6. Review of Budget Monitoring Reports</b></p>	<p>The Bursar reported that the reports had not been distributed for this meeting because, although the figures are correct, there is a small error in the presentation of them.</p> <p>However, he reported that the finances of the School are in good shape but that the School needs to be mindful in view of potentially difficult times ahead.</p> <p>The income vs. expenditure is tight but the small surplus from last year gives some leeway. The projection is that the School will break even this year so that we can roll this surplus into next year. The Bursar clarified that the surplus is around £150k and can be spent in emergency. The School’s only asset is cash, and therefore as much should be rolled over as possible year-on-year to allow for contingency.</p>	
<p><b>7. Policies update</b></p>	<p>Taken to the Full Governing Body meeting.</p>	

<p><b>8. Reports</b></p>	<p><b><u>Autumn Data Report</u></b></p> <p>The Head Teacher took Governors through the data presented, highlighting the following points:</p> <ul style="list-style-type: none"> <li>- Y3 data is impacted by new children joining the class at this point. This year the children have come from different schools and have EAL backgrounds and so need extra support. Both the School and the parents are doing all they can to support the children.</li> <li>- The other new children in Y2 and Y4 are reported to be settled in with no issues.</li> </ul> <p>The Head Teacher clarified to Governors that:</p> <ul style="list-style-type: none"> <li>- 'Attainment' data is a snapshot of where the children should be.</li> <li>- 'Progress' data shows how much the children progress over a period of time – the aim is for 1 progress point per term.</li> <li>- Data is affected by the number of children in a 'group' which is sometimes quite small.</li> </ul> <p><i>Questions asked by Governors:</i>  <i>Q: Is there the same concern for the White British group progress as there was last time?</i>  <i>A: No, they have progressed as expected this term and the School will continue to monitor them and indeed all the children.</i></p> <p><b><u>Pupil Premium</u></b></p> <p><i>Questions asked by Governors:</i>  <i>Q: What is the budget for pupil premium?</i>  <i>A: £14,064. The LA provides a funding spreadsheet which shows SEN/PP overlaps and a rough spending guide for each child.</i></p> <p>The children are generally making good progress. The money is spent on bringing in appropriate resources (including personnel) and speech and language therapy offsite where there is specific need. The Finance Officer keeps track of the funding and the spend.</p> <p>It was reported that the School was fortunate to have an ex-parent volunteer who helps. She is experienced in SEN and has formulated a speech and language programme with Lizzi Atkinson. The plan is ready to be followed while Miss Atkinson is on maternity leave.</p> <p>There are good strategies in place for the SEN children, who are all making exceeding progress.</p>	
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	<p><b><u>Sports Premium</u></b> No changes to report since Mrs Connolly presented to Governors at the last meeting.</p> <p><b><u>SDIP Update</u></b> The meeting to discuss this has been held and some of the key focus points arising have been actioned.</p> <p><b><u>Fire Drill</u></b> These have been held at various times - in the morning, at lunchtime and during Breakfast Club/morning sports club. The children were out in 2 minutes. Individual registers for the latter are held. Other planned fire drills will take place in the afternoon and during the After School Club.</p> <p><b><u>Safeguarding</u></b> Confidential items.</p> <p><b><u>Lockdown Procedure</u></b> This is planned to be done in February/March.</p>	
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<p><b>9. DFE Bid Update</b></p>	<p>The Bursar reported that two grant applications have been submitted to improve the security and fire system (which is good but could benefit from upgrading, for instance that if there is a fire, the fire alarms would go off even if no-one is onsite) and to replace windows. Advice has been sought from external sources in submitting the bid for the best chance of success. The outcome will be known in March and, all being well, the work can start soon after that.</p>	
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<p><b>10. Computer Suite</b></p>	<p>It was reported that the PTA will donate £24,300 to the School to upgrade the hardware in the computer suite. The computers currently there are outdated and broken and, as such, limit the children from being able to access the curriculum. Four quotes have been obtained, including a quote from the existing provider, and the fairest quote was found to be from a company who work at Farnborough Primary School and who come with a good recommendation. Their quote includes monthly assistance. The old company has been given the required 90 day notice and been told that the contract will not renew on 1 April.</p>	
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	<p><i>Questions asked by Governors:</i>  <i>Q: Does the School have to top up the amount given by the PTA?</i>  <i>A: The School will pay the invoice net of VAT, and the PTA will match the hardware costs (£24,300). Maintenance costs will be £400/month.</i></p> <p>Without the PTA money, the School would still have upgraded the computer suite, however it would have required use of the contingency and been a staggered spend, which is not ideal as technology advances so swiftly. The PTA money allows the School to acquire the equipment in one go, thus benefitting the children much more.</p> <p>In the future, the School would look into replacing the teachers' computers.</p> <p>It was discussed how:</p> <ul style="list-style-type: none"> <li>- desktops have better longevity than laptops, and this is why these will be purchased</li> <li>- there are no refurbishment costs for the ICT suite – unlike some schools which stopped having an ICT suite and now have to spend money to reinstate them.</li> <li>- iPads are not really considered the 'way forward'</li> <li>- every child will be able to have a computer to work on and will not have to share.</li> </ul> <p>The Governors expressed their grateful thanks to the PTA and the Chair would write to the Chair of the PTA to reflect this.</p>	
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<b>11. Staffing</b>	Confidential item.	
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<b>12. Any other business</b>	<p><b>GDPR</b>  The Head Teacher and Chair of Governors have/will be attending training on this and pass on training to the rest of the staff.</p> <p><b>Admissions</b>  The meeting will be held on 5<sup>th</sup> March at 5pm. Mary Jones will start the process on 9<sup>th</sup> February and will return to the School during the weekend of the 3<sup>rd</sup> and 4<sup>th</sup> March so that a report can be ready for Governors for 5<sup>th</sup> March. The timing is tight as Bromley need to know the rankings by 7<sup>th</sup> March. Offer day is 16<sup>th</sup> April.</p>	
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	<p><b>Governor Morning</b> Attention was drawn to the forthcoming Governor Morning.</p>	
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<p><b>13. Dates of next meetings</b></p>	<p><b>Governor Morning</b> - Tuesday 6 February: Breakfast Club visit (8.00–8.40am) After School Club visit (3.30–4.30pm)</p> <p><b>Admissions Committee</b> (to endorse process used for admissions) Tuesday 27 February at 4.00pm</p> <p><b>Children &amp; Learning Committee</b> Tuesday 27 February at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 15 March at 5.00pm</p> <p><b>Governor Morning</b> Tuesday 24 April at 9.15am</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 1 May at 4.30pm</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.