



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  
31<sup>st</sup> October 2017**

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 Minutes concerning confidential matters will not be published.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 Elizabeth Atkinson Michelle Wilson  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>	None.	
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> The minutes were agreed by all to be a true record. <b>Matters arising</b> None.	

<p><b>5. Terms of Reference</b></p>	<p>The committee Terms of Reference were reviewed and signed.</p>	
<p><b>6. Setting up committees</b></p>	<p><b>Pay Committee</b>  Mary Hutchinson, Kenneth Chan, Mark Edwards  Bobby Jasper in attendance.  The Clerk would email Mark Edwards to invite him onto the committee and then email the committee to invite them to meet after the forthcoming Full Governing Body meeting.</p> <p><b>Admissions Committee</b>  This meeting would be held at 4pm on 21<sup>st</sup> November. All Governors are invited.  The Clerk would send out the proposed policy and ask Governors for comment prior to the meeting. It was clarified that the policy 2018-19 related to the September 2019 intake and that this removed the clause which allocated places to families from St Swithuns. Both the Education Commission and London Borough of Bromley had approved the policy.</p> <p><b>Head Teacher Performance Management</b>  Mary Hutchinson, Kenneth Chan, Margaret Connell</p> <p><b>Appeals</b>  (Staff appeals)  Ad hoc committee, set up as necessary.</p>	<p><b>Action:</b></p> <p><b>DW</b></p>
<p><b>7. Actions from Accountancy Visit</b></p> <p><b>Trustees Report</b></p>	<p>The Bursar had drafted the Trustees Report and invited Governors to comment on it.</p> <p>He reported that the audit had taken place last week with most of the queries dealt with. All the numbers were audited and found to be correct.</p> <p>The Head Teacher thanked the Bursar for his work in covering the long term sick leave of the Finance Officer and for supporting her in her new role.</p> <p>The Finance Officer is now back and will take over after a period of overlap with the Bursar.</p> <p>Kenneth Chan has been appointed Responsible Officer and will keep an overview of the finances on behalf of the Board.</p>	

	Spend was more or less equal to income last year with a resulting surplus of around £190k. The School had to subsidise a funding cut of £30k from central Government for SEN funding – the surplus has been maintained for this sort of purpose. It was noted that some schools can be aggressive in trying to get Free School Meal funding.	
<b>8. Training</b>	The Chair had undertaken training in SEND update of provision, Safeguarding Levels 1 & 2, Safeguarding (Mental Health Issues) and Denominational Inspection briefing and update. The Bursar had done Safeguarding and Prevent Training. Kenneth Chan had done Financial Training. Other Governors had done Prevent Training.	
<b>9. Record of Pecuniary Interest Forms</b>	These were distributed to Committee members for completion. The remainder to be distributed at the Full Governing Body meeting.	
<b>10. Review of Budget Monitoring Reports</b>	The Bursar reported that figures for September and October were on budget with cash in the bank. Reports would be sent out when ready.	<b>Action:</b>  <b>BJ</b>
<b>11. Holding the School to Account</b>	Questions were addressed as follows: <ul style="list-style-type: none"> <li>- The Performance Management process for teaching staff is being carried out and near completion.</li> <li>- Staffing issues which affect the budget include a forthcoming maternity leave (which is covered) and the Year 2 teacher asking to drop from 5 to 4 days per week (again, this is covered). Both these will be reviewed termly.</li> <li>- No CAFs have been completed.</li> <li>-</li> </ul> <p><b><u>R.E.</u></b> An R.E. inspection is expected at the beginning of end of the Summer Term. The R.E budget is in line with other subjects and invested in the Word on Wednesday and professional development including Inspection courses. There are also Umbrella Trust cluster group meetings.</p>	

	<p>Changes in assessment mean that R.E. will move from levels to age bands, with St James' being a pilot school from September 2018. All staff will be fully informed of the change.</p> <p>Resources to promote child-led worship (which will be key in the inspection) have been acquired and initiatives carried out: prayer bear, 'Coming together' books which help children to lead other children, other faith leaders being invited to speak, peace garden, outdoor teaching during the prayer day, music during assemblies, an altar in the school, meditation. Mosaics for the outside of the building are desirable but the school may need to source sponsorship for this. A pebble path would be made.</p>	
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<b>12. Pupil Premium Report</b>	Each pupil premium/SENCO child is tracked and banded each term so that progress can be monitored.	
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<b>13. Sports Premium Report</b>	<p>Mrs Connolly gave a report regarding the Sports Premium.</p> <p>The spend for 2016-17 is on the school's website, with the main focus being sustainability and value as well as having an impact on the children.</p> <p>The five key outcomes for Sports Premium spend are:</p> <ul style="list-style-type: none"> <li>- Engagement of pupils in physical activity</li> <li>- Raising the profile of sport in schools</li> <li>- Improving the knowledge and skill of staff</li> <li>- Increasing the diversity of activities offered</li> <li>- Increase in competitive sport</li> </ul> <p>Last year, spend included coaching and dance CPD.</p> <p>This year, the focus will be slightly different:</p> <ul style="list-style-type: none"> <li>- Outdoor games – equipment with a long shelf life will absorb most of the funding</li> <li>- KS1 playground development – this is an ongoing project, towards which some money will be allocated, the rest being supported by the PTA. Unfortunately, lottery funding application was unsuccessful.</li> </ul> <p><i>Questions asked by Governors:</i>  <i>Q: Does the playground need resurfacing?</i>  <i>A: The playground tarmac is fine, so the aim is to extend the playing space (eg. develop the bank).</i></p>	
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	<ul style="list-style-type: none"> <li>- Sports clubs are subsidised. <i>Questions asked by Governors:</i> <i>Q: Do all children benefit from the subsidy?</i> <i>A: Yes. If Pupil Premium children need more funding, there is another pot which is used. From the trends of last year, the subsidy definitely helps to increase uptake of the clubs.</i></li> <li>- Improve sensory room <i>Questions asked by Governors:</i> <i>Q: Is it still being used?</i> <i>A: Yes, although sometimes it is too small so the hall is used with sensory circuits set up.</i></li> <li>- Interschool competitions</li> <li>- Use of LBB packages for staff training</li> <li>- Active Schools – continued use of their provision. The activities change depending on the weather or popularity.</li> </ul> <p>Netball was discussed. Netball was found to have a positive impact on girls, helping their confidence as they make the transition to secondary school. The teams have been successful. While it has comprised girls only in the past, it is now mixed, but clubs are adapted according to the cohort.</p> <p>The Basketball team was reported to have gone through to the London Youth Games Final.</p> <p>Thanks were offered to Mrs Connolly for her continuing hard work. It was noted that for a one-form entry school to be competing at this level was impressive. The children always report positively about the sports in the school. It was recognised that she has changed the mindset of the staff as well as the children in respect of sports, making a huge impact on the school.</p> <p>The Sports Premium funding was doubled this year, but it is uncertain whether this will continue. Projects in mind include development of the field, possibly an astro track for all-year-round use for the Daily Mile, or an outdoor gym. Projects undertaken need to be sustainable.</p>	
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<p><b>14. Buildings Update</b></p>	<p>A deep clean of the building took place in the Summer Holiday and half term – the outcome was very good.</p> <p>The KS2 toilets were refurbished.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Is there any contingency, for example, if a roof leaks?</i>  <i>A: Inspections have not indicated any potential leaks, but insurance would cover the costs if it happened.</i>  <i>Q: Would temporary classrooms be provided?</i>  <i>A: Yes – under Business Continuity.</i></p>	
<p><b>15. Review of Policies</b></p>	<p>All policies were distributed prior to the meeting and <b>all policies agreed</b> following review. They are to be taken to the Full Governing Body meeting for signing.</p>	
<p><b>16. School Development and Improvement Plan</b></p>	<p>A 'Twilight' would be held for Governors to have input into the SDIP at 3.30pm on 8<sup>th</sup> January 2018.</p>	
<p><b>17. Reports</b></p>	<p><b>Fire Drill</b>  KS2 were out in 2 minutes, with KS1 2 minutes later (including Reception). The drill was carried out in silence. It was noted that a drill should take place at lunchtime and during Afterschool Club.</p> <p><b>Safeguarding</b>  No issues to report. The Chair of Governors has signed the Single Central Register, as has the Head Teacher twice.</p> <p><b>Health and Safety</b>  Paul Gribben did a walkabout on 20<sup>th</sup> September with any issues actioned by the caretaker.</p>	
<p><b>18. Work agenda for the Governing Body</b></p>	<p>Dates of meetings for the year have been distributed. Admissions meetings and Pay Committee meetings have been noted.</p>	

<p><b>19. Any other business</b></p>	<p><b>Umbrella Trust</b> St Mary's and St Josephs were deemed Good by OFSTED, who seem to be pleased with the Umbrella Trust.</p> <p><b>Parent Questionnaire</b> This was sent out in July with 14 replies, which is considered a good return. The two main issues which came out were: (1) parents were unsure about the role of the Governing Body (2) parents were concerned about school safety if the front door is not shut properly.</p> <p><b>Website Compliance</b> Paul Gribben would oversee this.</p> <p><b>Appeal</b> A recent admissions appeal ruled in favour of the parents.</p> <p><b>Thanks</b> The Head Teacher thanked the staff and Governors for their support in her new role so far this term.</p>	
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<p><b>20. Dates of next meetings</b></p>	<p><b>Governor Morning</b> Tuesday 14 November, 9.15am</p> <p><b>Admissions Committee (to agree policy)</b> Tuesday 21 November, 4.00pm</p> <p><b>Children &amp; Learning Committee</b> Tuesday 21 November, 4.30pm</p> <p><b>Full Governing Body</b> Thursday 30 November, 5.00pm</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 23 January, 4.30pm</p>	
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<p><b>21. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1800.