



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  
17<sup>th</sup> January 2023**

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 Minutes concerning confidential matters will not be published.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 Michelle Wilson – Deputy Head Teacher Mark Hutchins Amanda Garlick Martin D’Souza Richard Monaghan  In attendance: Dominique Wells – Clerk to the Governing Body
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<b>1. Opening Prayer</b>	The opening prayer was led by the Chair.
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<b>2. Apologies for absence</b>	None.
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<b>3. Declarations of Interest</b>	None.
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<p><b>4. Minutes of last meeting and matters arising</b></p>	<p><b>Minutes</b>  <u>Agenda Item 6. Review of budget monitoring reports</u>          'particularly with the staff <i>pay</i> increases...'          'energy prices should be <i>on a fixed term</i>...'</p> <p>Subject to the above corrections, <b>the minutes were agreed by all to be a true record.</b></p> <p><b>Matters arising</b>  <u>Agenda Item 6. Review of budget monitoring reports</u>          Confidential item.</p>	
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<p><b>5. Review of Budget Monitoring Reports</b></p>	<p>The nominal reports to December had been previously distributed.</p> <p>The Finance Officer reported that the salary increases were to be backdated:</p> <ul style="list-style-type: none"> <li>- to April for support staff, although there would be no increase for the next year or possibly two.</li> <li>- to September for teachers. The figures will therefore look inflated, but will balance out by the end of the year.</li> </ul> <p>It is not anticipated that there will be significant expenditure this year. Regarding the gas leak, £7k would be paid out for anything not covered by CIF bid. The gas bill includes an extra £3k gas bill due to the leak. This will not be on the nominal report for December, but will show in the next month. The gas board is not being flexible so the school will need to try and find the £10k to cover this.</p> <p>The Breakfast and After School Clubs have increased in numbers much more than anticipated, so it offsets these expenses. They are at full capacity and children have to be put on waiting lists as there is not enough staff.</p> <p>The school is in a reasonable position and ahead of other schools. Although the situation could be better, all schools are in the same boat at the moment.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: Are any grants available for energy?</i></p> <p><i>A: DfE has said that there is something in process, but yet not specified what it could be.</i></p> <p><i>Q: What is the current CIF budget?</i></p> <p><i>A: We should be able to report on this by Easter. These Condition Improvement Fund bids have been very successful as Munday &amp; Cramer have been able to put in</i></p>	
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	<p><i>good bids and appeal where necessary.</i></p> <p><i>Q: The income shows collections from the Nativity Play. How is this shown as being divided between the charities?</i></p> <p><i>A: It shows as Voluntary Income and then the charities in Voluntary Expenditure</i></p> <p><i>Q: Where is Staff and Governor training shown?</i></p> <p><i>A: Much training is coming out of PP/SEND funding.</i></p>	
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<p><b>6. Gas Pipe Works Update</b></p>	<p>The School was very cold during the period of the gas pipe leak, and heaters were put in classrooms. It had been a challenging time, but now the end result is good. The situation could have been much worse, especially as there is little support available for the School as an Academy. In seeking quotes, Munday &amp; Cramer had put things out to tender for us &amp; we use their contractors.</p> <p>The leak had been due to wear and tear.</p> <p>The heaters will be kept upstairs in the house in case of future emergency.</p>	
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<p><b>7. Sustainability</b></p>	<p>Children are very aware of sustainability: they bring up issues at Student Council and improvements are made.</p> <p>The school dishwasher broke down and for one day, the School had to use disposable cutlery but effort is always being made to minimise waste.</p> <p>The new roof and windows make a huge difference to the insulation of the building.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: Is there any potential impact in terms of flooding?</i></p> <p><i>A: Not really as the ground tends to get very dry.</i></p>	
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<p><b>8. Reports</b></p>	<p><b>Autumn Term 2022 data</b></p> <p>The targets for year end are from the data drop before Christmas. Y6 data is looking positive and staff are very aware of exceeding children. The focus is on writing.</p> <p>Other KS2 years are also looking positive and again there is a focus on writing at expected level but especially at</p>	
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	<p>greater depth.</p> <p>The data will also be taken to the Children &amp; Learning Committee.</p> <p><b>SDIP update</b></p> <p>This was updated last week. The staff are aspirational and we want to move the school on, but staff absences before Christmas have resulted in some milestones not being met.</p> <p>There is support for staff for the upcoming RE inspection as we will be under the new framework. This will probably not be until Sept, but the School is working on the assumption that it will be some time from Easter onwards. The document is being written and is on track. The Deputy Head would update Governors at the Children &amp; Learning meeting.</p> <p><b>Fire Drill</b></p> <p>There has not yet been one this term, but one is planned for assembly time. A drill took place last term on 11 November at 2.30pm and everyone was out quickly.</p> <p><b>Safeguarding</b></p> <p>No updates. Confidential item.</p> <p><i>Michelle Wilson joined the meeting at 5.00pm.</i></p>	
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<p><b>9. Staffing</b></p>	<p>Mrs Scott has been appointed as a new MDS.</p> <p>A highly qualified ISA (Support Adult to work in Reception) has also been appointed.</p> <p>Mrs Howie is leaving – as her children are older, she would like a full-time job. Her post was advertised and of 13 applicants, 2 were shortlisted. The appointment has been made and the candidate will start after February half term, shadowing Susan Lams prior to that.</p> <p>Regarding Admissions, all the SIF forms have been received and Mary Jones will oversee the process.</p>	
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<p><b>10. Any Other Business</b></p>	<p><b>Year End Accounts</b></p> <p>The Year End Accounts have been produced. They are awaiting signature and will be on website before the month end.</p> <p><b>Strike Action</b></p> <p>It was explained that teachers are members of different</p>	
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	<p>unions and voting needs to meet a threshold before there is agreement to strike. A document from DfE gives guidance as to how to respond and the Governing Body decide whether a school remains open. The Head Teacher is obliged to try and remain open, and there are rules as to what is allowed and not allowed: for instance, cover teachers are allowed. It is very unlikely that the School would have to close.</p> <p>On a financial level, teachers are not paid if they strike and insurance may cover strike action if cover teachers required.</p> <p>There is no impact on the After School Club.</p>	
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<p><b>11. Dates of next meetings</b></p>	<p><b>Governor Morning</b> Tuesday 21 February 9.15 a.m.</p> <p><b>Admissions Committee</b> (to endorse process used for admissions) Tuesday 28 February at 4.00pm*</p> <p><b>Children &amp; Learning Committee</b> Tuesday 28 February at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 16 March at 5.00pm</p> <p><b>Governor Morning</b> Tuesday 25 April at 9.15am</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 2 May at 4.30pm</p> <p><i>* liable to change depending on Bromley Admissions' paperwork</i></p>	
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<p><b>12. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1740.