



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
19th January 2021**

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 Minutes concerning confidential matters will not be published.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	Lisa Weeks – Head Teacher Mary Hutchinson – Chair of Governors Kenneth Chan Michelle Wilson Mark Hutchins Amanda Garlick Elizabeth Williamson In attendance: Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The opening prayer was led by the Chair.
2. Apologies for absence	None.
3. Declarations of Interest	None.

<p>4. Minutes of last meeting and matters arising</p>	<p>Minutes Amendments as follows: <u>Item 7: Review of Budget Monitoring Reports</u> 'finance reports currently show...' <u>Item 9: Pupil Premium Report</u> 'This report usually takes the form of reviewing the strategy...' <u>Item 15: Reports – Covid</u> 'There has been only one case of Covid so far..'</p> <p>Subject to the amendments above, the minutes were agreed by all to be a true record.</p> <p>Matters arising None.</p>	
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<p>5. Governor Training</p>	<p>The Chair reported that she had attended various training events focussed on updates on potential Ofsted questions around whether head teachers and senior leadership have put remote learning in place but also whether the remote learning is being challenged. The Head Teacher confirmed that both she and subject leaders drop in on remote lessons to monitor how they are delivered. The Chair had also attended a Bexley Governor conference on how to manage Zoom meetings.</p> <p><i>Questions asked by Governors:</i> <i>Q: Are the drop-in visits recorded for Ofsted?</i> <i>A: Yes, documentation including dates and times are recorded.</i></p> <p>It was noted that Ofsted are doing interim visits remotely for schools of need or concern for improvement or where there may be safeguarding issues.</p> <p>The Head Teacher and Vice Chair had also attended the Bexley training which included information on Ofsted questions for Governors.</p> <p>Octavo training is all taking place online and it was noted at the Umbrella Trust Chairs meeting that more Governors seemed to be attending as a result. Governors were invited to ask the Head Teacher should they wish to attend any courses offered.</p>	
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<p>6. Review of Budget Monitoring Reports & Covid-19 expenditure</p>	<p>Governors were invited to email any questions they may have to the Finance Officer.</p> <p><i>Questions asked by Governors:</i> <i>Q: Can the high extraordinary income be explained?</i> <i>A: This is other grants and payments, covering teachers' salary increases and furlough payments.</i></p> <p>The Finance Officer reported that there were no concerns and that they continued to keep an eye on the budget and expenditure. Resources on site are being used as much as possible – although not much is happening on site at the moment – and the PTA continue to support the School.</p> <p>The Head Teacher noted that the Finance Officer was doing a good job: despite the lack of lettings and clubs, the School continues to be stable at a time when some schools are struggling.</p> <p>School lunches are not being provided because of low numbers and the kitchen staff have been furloughed. The Breakfast and After School Clubs are also not currently viable and staff here have also been furloughed. It has not been easy to be able to organise this and the Finance Officer has worked hard here. No funds have been needed to top up salaries.</p> <p><i>Questions asked by Governors:</i> <i>Q: Are children eligible for Free School Meals being provided for?</i> <i>A: The winter fund money usually included post-looked after children. The children were being supplied with packages but the food was inadequate so now the School has finally been issued vouchers instead.</i> <i>Q: ICT Equipment/Licensing – does this include any Covid expenditure?</i> <i>A: Catch-up funding is being used for devices. If we have any future Covid expenditure, we can claim this in arrears.</i> <i>Q: Building maintenance and improvement – has there been any extra spend?</i> <i>A: £26k is still available for flood works. This money was in the budget for last year and the invoices have not yet come through.</i></p>	
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<p>7. Two-week half term (autumn term)</p>	<p>Some Umbrella Trust schools already have the two-week half term in place. A consultation was sent to parents and of 111 responses, 72% were in favour, 19% were not and 10% undecided. (The staff consultation had similar results.)</p> <p>Of those in favour, the reasons given were that it would be more in line with secondary schools and was good for children’s wellbeing and rest. Of those not in favour, there seems to have been a misunderstanding that some of the summer holiday and INSET days would be lost – this would not be the case. 190 days of teaching would be maintained.</p> <p>Governors agreed to implementing the two-week half term from this Autumn in line with Umbrella Trust schools.</p>	
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<p>8. School closure update</p>	<p>The Head Teacher reported that the School is open in accordance with guidance. Teachers had discussed how to manage the lockdown and decided it would be better for them to be in school rather than offsite, with support staff to supervise. There are 22 critical worker children in school and parents are being sensible and supportive. Teachers and TAs are in their classrooms along with any of their class who are in school and all is running smoothly.</p> <p>The remote learning package is required to be on the website by 25th January – it will be up this week.</p> <p>Devices can be an issue and the DfE have allocated 5 laptops for vulnerable children.</p> <p>Lateral flow testing will be in primary schools from Monday – the School will have 3 weeks’ supply delivered this week. The Head Teacher has attended 2 training courses on this subject and further guidance will follow this week.</p> <p>The remote learning model adopted by the school is testimony to the teachers’ dedication. Regarding staff wellbeing, it is exhausting and can be stressful and isolating. There is a lot of extra work needed to prepare the remote lessons as well as the delivery not only online but to the children who are in the classroom as well.</p> <p>Children are given school books for their home learning and the same standard of work is expected as would be expected at school. Paper copies of resources are being provided in case families do not have a printer, and these are picked up by parents or dropped off to homes by staff.</p>	
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	<p>On Fridays, there is a 'Feel Good Friday' session for the class to socialise together on Zoom.</p> <p>The DfE require 3 hours of learning to be provided for KS1 and 4 hours for KS2 – these do not need to be live.</p> <p>Governors with children in the School confirmed that what has been put in place has been amazing. The Head Teacher is collecting parents' comments to help lift the spirits of the staff and this can also be shown to Ofsted inspectors.</p> <p>Collective worship still continues to be important – prayers are still said and assemblies continue to take place online.</p>	
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<p>9. Review of Policies</p>	<p>Policies were circulated for review prior to the meeting.</p> <p>3 addenda concerning Covid were noted: Attendance Policy Page 4 would be amended to reflect the changed guideline of 10-day self-isolation.</p> <p>Data Breach Policy <i>Questions asked by Governors:</i> Q: Are there any GDPR implications from Brexit? A: Judicium will update the School of any necessary amendments.</p> <p>All policies were adopted.</p>	
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<p>10. Reports</p>	<p>Autumn 2020 Data It was noted that not all schools were providing data, so Governors thanked the Head Teacher for this.</p> <p>The Head Teacher reported that there had been a data drop before Christmas so it should be as accurate as possible. It will be difficult with remote learning in place.</p> <p><i>Questions asked by Governors:</i> Q: Will there be any tests this summer? A: No, all tests have been cancelled and teachers will assess instead.</p> <p>SDIP Update Taken to the Children & Learning Committee.</p>	
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	<p>Fire Drill This took place on Friday 15th at 2.45pm. An exit was blocked at the office, so all children in the Hall were diverted and all were out in 2 minutes 12 seconds.</p> <p>There is a new fire procedure and intruder alarm – the fire brigade are contacted directly if the fire alarm goes off.</p> <p>Safeguarding There are no issues. Should staff have concerns, they would speak to the Head Teacher and the situation documented and monitored.</p> <p>The single central register is up-to-date – the Finance Officer maintains this.</p>	
<p>11. DfE Bid Update</p>	<p>There are 2 CIF bids – one for water and distribution works, the other for heating and distribution works. Both have gone out to tender through Munday and Kramer and tenders have been agreed.</p>	
<p>12. Staffing</p>	<p>There are no staffing issues. One member of staff is working at home.</p>	
<p>13. Any other business</p>	<p>None.</p>	
<p>18. Dates of next meetings</p>	<p>Admissions Committee Tuesday 23 February at 4.00pm* (to endorse process used for admissions)</p> <p>Children & Learning Committee Tuesday 23 February at 4.30pm</p> <p>Full Governing Body Thursday 18 March at 5.00pm</p> <p>Resources & Audit Committee Tuesday 4 May at 4.30pm</p>	
	<p>The Chair of Governors closed the meeting with a prayer.</p>	

12. Closing Prayer		
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The meeting closed at 1730.