



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
21st January 2020**

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 Minutes concerning confidential matters will not be published.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 In attendance: Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The opening prayer, on the subject of 'Joy', 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 16: Policies</u> Correction: 'Governors asked ... individual gifts of £30 [not £50]' <u>Item 19: Reports</u> Correction of item number to 19 [not 12]. <u>Health and Safety</u> Addition: 'Paul Gribben, Mr Jawed and the Head Teacher carried out a Health & Safety walk...' Subject to the amendments above, the minutes were agreed by all to be a true record.</p> <p>Matters arising <u>Item 11: Training</u> It was agreed that the training delivered by Pam Fearnley on the new OFSTED Framework and inspection process had been worthwhile and worth the money. It was very much appreciated. <u>Item 17: SDIP</u> The review with Governors had taken place yesterday. <u>Item 22: AOB</u> It was confirmed that the Prevent training for Governors was an annual requirement. It is particularly relevant at the moment. Confidential MA.</p>	
<p>5. Governor Training</p>	<p>Mark Hutchins had attended Octavo Training on Academy Finance last term and prepared a report to feed back to the other Governors. He reported that the lecturer had been very good. The training was based on the Academies Finance Handbook and was broad and of sufficient depth. Overall he considered that it had been very helpful. He is due to meet with the Finance Officer.</p> <p>One point arising from the training was that in MATs, it would appear that pooling of staff and finance is unrealistic. However, pooling of ideas was useful – just as happens in the Umbrella Trust.</p> <p>The Chair had attended a course on Safeguarding Strategies last week. Also in November she had attended a course about SEND which looked at EHPs and how they could be challenged. It was focussed on secondary schools but still found to be worthwhile.</p>	

<p>8. Reports</p>	<p>Autumn Term 2019 Data It was reported that the context report is up-to-date and agreed that it provides a very good snapshot of each class. The data is taken from the data day in December. It would be taken to the Children & Learning meeting for fuller discussion.</p> <p><i>Questions asked by Governors:</i> <i>Q: Y6 SATs expected to be lower than last year?</i> <i>A: This is due to the cohort.</i></p> <p>Pupil Premium update All PP children are attending clubs, some funded with PP money.</p> <p>Sports Premium update Mrs Connolly met with Mark Hutchins to discuss this. It is likely that Sports Premium funding will come to an end, so the money has gone mainly into sustainable spend, e.g. the table tennis table and the playground. However, if funding is withdrawn, external competitions may not be possible as some of the funding goes towards paying the coach to attend these. The money this year will go towards resources and CPD. Alternatives to the Daily Mile are being explored.</p> <p>SDIP Governors reviewed this last night and reported that staff were clear about their aims.</p> <p>Fire Drill It was reported that there had been a false alarm in December, set off by popcorn in the cooking room. The children went into the KS2 playground – all were checked as safe and then returned into school. It was noted that the alarm in the KS1 playground was not loud enough so this will be rectified.</p> <p>The planned fire drill took place on 10th January during Breakfast Club during a busy time. All were out in 2 minutes.</p> <p>Building Work update The roof works had been planned to finish at the end of December. However, it was known early on that it would likely be the end of January and now it is looking like the end of February. The contractors are aware that they must complete by the end of March or they will incur fines.</p>	
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	<p>There will be a meeting with Munday and Cramer to review how the fire compliance outstanding tasks are progressing.</p> <p>CIF Bid update The School decided to use Munday and Cramer again and two bids have gone in: one for water and pipe works which looks hopeful, and the other for windows which may or may not be successful.</p>	
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<p>9. Staffing</p>	<p>Confidential item.</p>	
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<p>10. Any other business</p>	<p>It was reported that a child had accidentally cut themselves with a knife during a cooking session. The Head Teacher took the child to hospital with his mother and the child was fine. The incident has been reported and the school is now looking at Risk Assessments surrounding cooking.</p> <p>Margaret Connell was announced as the new Vice Chair of Governors.</p> <p>The Finance Officer reported that she had been on a course organised by Lloyds through Judicium about becoming cashless and how this can both make and save money. They had offered to attend a Governors meeting if requested.</p> <p>They also suggested that an overnight deposit would be suitable for our bid money which comes in. The interest rate is very good, there is no risk and the school wouldn't need to do anything. The Finance Officer could arrange this in conjunction with Mark and Ken.</p>	
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<p>11. Dates of next meetings</p>	<p>Governor Morning Tuesday 4 February at 9.15am – this will be a deep dive into Maths</p> <p>Admissions Committee (to endorse process used for admissions) Tuesday 25 February at 4.00pm – this may need to be moved</p> <p>Children & Learning Committee Tuesday 25 February at 4.30pm</p>	
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	<p>Full Governing Body Thursday 12 March at 5.00pm</p> <p>Governor Morning Wednesday 29 April at 9.15am – note change from original date due to Penny Cartwright’s visit on 28 April.</p> <p>Resources & Audit Committee Tuesday 5 May at 4.30pm</p>	
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12. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 1800.