



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  
2<sup>nd</sup> May 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 Minutes concerning confidential matters will not be published.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 Richard Monaghan  In attendance: 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>	Martin D'Souza
<b>3. Declarations of Interest</b>	None.

<p><b>4. Minutes of last meeting and matters arising</b></p>	<p><b>Minutes</b>  <u>Agenda Item 8. Reports:</u>  <u>Autumn Term 2022 data</u>          'Other KS2 years are also looking positive and again there is a focus on writing at <i>expected</i> level...'  <u>SDIP Update</u>          'There is support for staff for the upcoming RE inspection as we will be under <i>the</i> new framework.'</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>          None.</p>	
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<p><b>5. Appointment of new Chair of Committee</b></p>	<p>At the end-of-year audit, it was noted that this committee should have a separate Chair, but that this person could not also be the Responsible Officer.</p> <p>Mark Hutchins has come forward but another RO needs to be appointed. According to the new Financial Handbook, the RO needs an auditing/financial background. An externally appointed RO would incur extra cost for the School.</p> <p>It was agreed that Mark would continue as RO for now and that there would be an acting Chair (Richard Monaghan).</p>	
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<p><b>6. Review of Budget Monitoring Reports</b></p>	<p>The Finance Officer highlighted the following points:          Finances remain very tight.</p> <p>Letting income is starting to increase – the School receives income for this - and the After School and Breakfast Clubs are very full. There are more clubs being run in the School.</p> <p>The School has not yet had an update as to how much the Government will be giving to help with energy costs.</p> <p>Budgets for next year are being put together and pupil numbers are healthy with classes of 30 and waiting lists.</p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: Has all the income from CIF FUNDING flowed through yet?</i></p> <p><i>A: The final sign-off won't be until the end of May as they need to make sure all the work is completed and within budget. The Water works was under budget, and Windows, Doors and Heating are not yet finalised – there is still</i></p>	
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	<p><i>funding to come in here. We should be able to close off the books in August.</i></p> <p><i>Q: Do the funding provide up to the expenses planned?</i></p> <p><i>A: Once each part is completed, they release the funds. Where there is underspend, the School needs to have plan for how to spend that. In this case, new windows and doors will be installed in the house.</i></p> <p><i>We have had 3 different projects overlapping 3 different years, but hopefully can sign off completely in August. This will help us to have a more accurate picture of our income and expenditure.</i></p> <p><i>There is no funding to apply for in this year, and in September we will review this for December.</i></p> <p><i>Q: What is the general picture of funding at the moment?</i></p> <p><i>A: GAG funding has gone up slightly - this covers wage bills and day-to-day expenses. Additional income is generated from After School and Breakfast Clubs, and lettings allow us to support all the other funds. We are in a good position. Our After School Club is healthy and all children are given a place who need it. The 1:8 ratio is always covered. In COVID years, we had only 12 children in the Club and now we have 57.</i></p>	
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<p><b>7. Responsible Officer's Report</b></p>	<p>The RO visited the School in March and sampled 30 payments. All were found to be fine and correctly authorised. The monthly reconciliations are being completed. The Single Central Register was also reviewed and found to be satisfactory.</p>	
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<p><b>8. SLAs</b></p>	<p>There are no changes. These remain the same and no contracts are due for renewal.</p> <p>Insurance is still provided by Zurich for continuity. Although it is a little more costly, the School is covered for every eventuality under this policy.</p>	
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<p><b>9. Sustainability</b></p>	<p>Staff are always conscious about this issue and it is discussed often with the children. For instance, the children on lunch duty noticed food wastage and brought this up</p>	
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	<p>with the Head Teacher.</p> <p>Q: Has there been an impact on the School due to food price increases?</p> <p>A: The School doesn't pay per head – it buys the ingredients and pays the salaries. Previously we would have had seen an income here but now we only break even. Consequently, the school meal cost may need to increase in line with the increase in costs.</p>	
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<p><b>10. Policies</b></p>	<p>Policies were circulated prior to the meeting and comments offered as follows:</p> <ul style="list-style-type: none"> <li>• <b>Capability of Staff</b></li> <li>• <b>Charges and Remissions</b></li> </ul> <p>After discussion, it was agreed that school lunches should be included within Section 6 and that Section 8 was not considered necessary and would be removed.</p> <ul style="list-style-type: none"> <li>• <b>Complaints</b></li> <li>• <b>Code of Conduct</b></li> <li>• <b>Disciplinary</b></li> <li>• <b>Grievance</b></li> <li>• <b>Rarely Cover</b></li> <li>• <b>Intimate Care</b></li> <li>• <b>Monitoring and Evaluation</b></li> <li>• <b>Premises Management</b></li> </ul> <p>Subject to the changes noted above, the policies were agreed.</p>	
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<p><b>11. Reports</b></p>	<p><b>Lockdown Procedure</b></p> <p>This took place on 27<sup>th</sup> Feb at 10:50. All rooms were secure and all children safe in classrooms.</p> <p><b>Umbrella Trust</b></p> <p>Discussions are ongoing and there is no update here. The next meeting will take place on 22<sup>nd</sup> June when the Head of Bonus Pastor will talk about St Benedicts.</p> <p>The UT Heads were due to meet this week, but many of the schools are shut due to strike action. It was agreed that</p>	
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	<p>they would meet after SATs.</p> <p>The Finance Officer will be meeting with other Trust finance staff.</p> <p><b>Fire Drill</b></p> <p>This took place on 6<sup>th</sup> Feb at 09:30. All were out in 3 minutes.</p> <p><b>Health and Safety</b></p> <p>There are no issues at the moment. If anything is noticed, the Head Teacher or Caretaker is alerted and it is then recorded and addressed.</p> <p><b>Safeguarding</b></p> <p>There is one ongoing child protection case.</p>	
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<b>12. Any Other Business</b>	<p><b>Parentpay</b></p> <p><i>Questions asked by Governors:</i></p> <p><i>Q: How has the implementation of the system gone?</i></p> <p><i>A: After some teething problems, the system is up and fully running. Some tweaks to improve it are needed and it will be redesigned in September. 95% of parents are on board. On the whole, the reporting and auditing side is good and, being a cashless system, the School saves money by not needing collections any more.</i></p>	
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<b>13. Dates of next meetings</b>	<p><b>Children &amp; Learning Committee</b> Tuesday 16 May at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 29 June at 5.00pm</p>	
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<b>14. Closing Prayer</b>	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 1707.