



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  
12<sup>th</sup> October 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 Minutes concerning confidential matters will not be published.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.

<b>Present</b>	Lisa Weeks – Head Teacher Mary Hutchinson – Chair of Governors Michelle Wilson – Deputy Head Teacher Kenneth Chan Mark Hutchins Martin D'Souza  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>	Amanda Garlick
<b>3. Declarations of Interest</b>	None.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> Amendments as follows - <u>Item 8: SLAs</u> Under ' <i>Questions asked by Governors....</i> ', amend ' <i>Year.</i> ' to ' <i>Yes.</i> '

	<p><u>Item 10: Reports – CIF Bid</u>  'Munday and Cramer have directed <b>suggested to</b> the School.'</p> <p><b>Subject to the above amendments, the minutes were agreed by all to be a true record.</b></p> <p><b>Matters arising</b>  Confidential item.</p>	
<p><b>5. Terms of Reference</b></p>	<p>The Terms of Reference were agreed by the committee and signed by the Chair.</p>	
<p><b>6. Actions from Accountancy Visit / Trustees Report</b></p> <p><b>7. Review of Budget Monitoring Reports</b></p>	<p>The Finance Officer had circulated her reports prior to the meeting. A point to highlight was that there are now clubs running – dance and Spanish. LAMDA and gardening will hopefully restart soon. Clubs are being run as and when they approach the School.</p>	
<p><b>8. Delivering Assurance</b></p>		
<p><b>9. Breakfast / After School Clubs Report</b></p>	<p>It was explained to Governors that these clubs are run as a separate company and the money that it generates helps the School. However, if they run at a loss, the School is unable to subsidise them. Furlough helped the clubs through the pandemic but this scheme has now finished.</p> <p>62% of families use the After School Club service. Breakfast Club have not yet seen quite the numbers as previously and therefore some mornings have been overstaffed, which is not sustainable. However, it is hoped that this service will be used as office-working is resumed.</p> <p>Advice from HR has been sought following the end of furlough and a redundancy policy has been put in place in case it is needed. However, the plan is to ask members of</p>	

	<p>staff to, between them, move or drop their hours until Christmas as a temporary amendment, and if the numbers increase, this temporary amendment would end.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Has there been any disharmony about this?</i>  <i>A: No, staff want to make it work. The Head Teacher has explained the value of providing the service and the School's wish for it to continue.</i>  <i>Q: If numbers don't improve, how long can the temporary arrangement remain in place before redundancy is required?</i>  <i>A: The School will take advice from HR on this matter.</i>  <i>Q: Are new parents aware of the facility?</i>  <i>A: Yes, there are 12 children in Reception who attend. The need for Breakfast Club tends to arise if both parents are working, which is not always the case.</i></p> <p>Credit was given to the Finance Officer who has worked and continues to work hard with HR on this matter.</p> <p>The item was carried forward to the FGB meeting.</p>	
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<p><b>10. Sports Premium Report</b></p>	<p>The report from July is on the website.</p> <p>The money was permitted to be carried over into this year and has been invested namely in basketball nets, CPD (including an orienteering course around the field and in Forest School), and teacher cover for the Sports Lead to organise and attend matches, etc.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Do parents still transport children to matches, etc?</i>  <i>A: Yes, they do.</i></p>	
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<p><b>11. Buildings Update</b></p>	<p>The CIF bid had been missed by 1 point. The School has appealed but not yet had the outcome. The next bid is now due in and the bids will be resubmitted.</p> <p>Meanwhile, some urgent work has/will be undertaken:</p> <ul style="list-style-type: none"> <li>- KS1 boys' toilets – there is a blockage. A company will see what needs to be done and the cost is anticipated to be around £2k.</li> <li>- Kitchen – there is some loose tiling due to the flood so the insurance company will come to fix this during half term.</li> <li>- Staff room – the leak by the staff room has been fixed.</li> </ul>	
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<p><b>12. Policies</b></p>	<p>The policies had been circulated for review prior to the meeting.</p> <p><b>All policies were approved</b> and the Chair would sign them electronically.</p>	
<p><b>13. SDIP</b></p>	<p>It was considered that, should OFSTED visit, there would be three main foci:</p> <p>1) Do boys make the same progress as girls in reading and writing? There has been no issue for the last 2 years and the data outcome is cohort-led. It is monitored by internal data.</p> <p>2) Are pupil premium/SEND children in line with others regarding attendance and punctuality? The Head Teacher reviews this daily with Mary Jones and follows up any attendance and lateness below 95%. This group of children are line with the other children here.</p> <p>3) Impact of COVID absence? The provision of remote learning during the 2<sup>nd</sup> lockdown was good and as a result there have not been quite the gaps in attainment that might otherwise have been expected. Results of SATs assessments and times table checks have shown this. The impact of COVID absence has been more apparent lower down the school regarding social skills. Although Reception class are in line with or above expectation, Year 1 have found it more difficult. They had been in school for only 6 months of the last year and missed out on the social aspect – face-to-face assembly, for instance, has been new to them.</p>	
<p><b>14. Accessibility Plan</b></p>	<p>The 2020-23 plan is on the website and will be renewed in 2023.</p>	
<p><b>15. Reports</b></p>	<p><b>Fire Drill</b> This took place on 24<sup>th</sup> September at 1.50pm and all were out in under 3 minutes.</p>	

	<p><b>Safeguarding</b> The training was attended by both staff and Governors. Those unable to attend were sent an online training package.</p> <p>Confidential item.</p> <p><b>Health &amp; Safety</b> The COVID risk assessment is ongoing. There has been a surge in numbers across the borough and if cases are seen in School, advice will be sought from the LA.</p>	
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<p><b>16. Setting up Pay Committee, Admissions Committee, HT Performance Management, Staffing Committee to hear appeals, Chair of Resources/Audit Committee</b></p>	<p>Committee memberships are on the website. Any changes will be taken to the FGB meeting.</p> <p>Governors were invited to put themselves forward for the position of Chair of this committee.</p>	
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<p><b>17. AOB</b></p>	<p><b>Sustainability</b> Mark Hutchins had written a report for the committee on sustainability. There was a request that this should be a regular update point for this committee's agenda.</p> <p>Key points outlined: - lots of CPD is centred around sustainability at the moment, prompting businesses and organisations to consider what is the right thing to do aside of the financial aspects. - for the School it is felt that the aims should be to educate the children and to reduce the School's carbon footprint. For example, what are the School's energy costs, recycling, transport, buying local produce.</p> <p>Governors agreed that it would be good for the School to focus on this and it would help the School to stand out. Parents would likely support it and be able to lend their expertise.</p>	<p><b>Action:</b></p>
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<b>19. Closing Prayer</b>	The Chair of Governors closed the meeting with a prayer.	
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The meeting closed at 1734.