



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  
18<sup>th</sup> January 2022**

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 Minutes concerning confidential matters will not be published.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 Amanda Garlick  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>	None.
<b>3. Declarations of Interest</b>	None.
<b>4. Minutes of last meeting and matters arising</b>	<b>Minutes</b> Confidential item.  <b>The minutes were agreed by all to be a true record.</b>

	<p><b>Matters arising</b> None.</p>	
<p><b>5. Governor Training Budget</b></p>	<p>The Governor Training budget is currently £250 per year. There is good training offered and Governors were encouraged to undertake any training they felt in need of, especially new Governors.</p> <p>The Education Commission offer lots of free training and the Chair recommended the Inspection Framework course – Governors can apply for this directly via the website. Both she and the Head Teacher plan to attend this and can feedback.</p>	
<p><b>6. Review of Budget Monitoring Reports &amp; Covid-19 Expenditure</b></p>	<p>The Finance Officer noted that level of Covid-19 expenditure has been better than anticipated and kept to a minimum. Paper towels and rolls are costly as they are being used so much, so going back to hand dryers has saved money. Bulk-buying has also helped to save money (e.g. hand sanitiser).</p> <p>Energy usage is being monitored as the windows and doors need to be kept open. There will be an update on this at the next meeting.</p> <p>Budget is in line with expected levels and the School continues to be careful here. New kettles were purchased due to lack of hot water – there was a CIF bid for water works (see item 11 below).</p> <p>After School Club is not yet at full capacity, but it is not running at a loss. Staff remain hopeful that the numbers will continue to rise and have been flexible about working hours.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Has the School had to use supply agencies to cover staff absence?</i>  <i>A: This is covered in-house, with TAs covering teacher roles. The staffing is a bit thin, but OK like this at the moment.</i></p>	
<p><b>7. Sustainability</b></p>	<p>Councillors met Mrs Deasy concerning recycling. They were very supportive and would write to the MP about this.</p> <p>Mark Hutchins offered to write an article for the school newsletter about this subject and the Chair would circulate a paper on sustainability for Governors.</p>	

<p><b>9. Covid Update</b></p>	<p>Since January, the School had seen a spike in Covid numbers but this is now reducing. At the present time, 15 children are absent (though mainly abroad), and transmission within the school is being seen so windows and doors are kept open. Numbers are still low compared to some schools.</p> <p>Parents are unsure about the current rules as they keep changing, but the School is helping them to understand them.</p> <p>There are 3 teaching staff and 1 kitchen staff absent due to Covid, which has a huge impact as TAs need to take classes. The situation is currently manageable albeit disruptive.</p> <p>Confidential item.</p> <p>The Governors acknowledged the difficulties the School was facing (e.g. having to keep windows open but the learning environment being very cold) and commended the work which it was doing.</p>	
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<p><b>9. Policies</b></p>	<p>The policies had been circulated for review prior to the meeting.</p> <p><b>Uniform Policy</b> This is a new policy as guidance has changed regarding uniform, with a requirement for it to be less branded and more affordable.</p> <p>The Government recommends that schools have a contract with a supplier, and that this goes out to tender every 5 years. Sale of second-hand uniform is encouraged – this also supports the promotion of sustainability.</p> <p><b>All policies were approved</b> and the Chair would sign them electronically.</p>	
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<p><b>10. Reports</b></p>	<p><b>2021 Autumn Data</b> The data drop was in December. Y6 appear vulnerable, but this has been an expected pattern due to the cohort. It is not Covid-related. Data for reading, writing and maths are expected to improve.</p>	
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	<p>Throughout the School, the focus is on writing at greater depth. CPD, performance management and interventions all have a focus on this.</p> <p><b>SDIP Update</b>  <i>Questions asked by Governors:</i>  <i>Q: What does 'P for C' stand for?</i>  <i>A: Philosophy for Children. This is done one afternoon a term. Themes such as equality and discrimination or bullying are explored through discussion and debate via age-appropriate activities.</i>  <i>Q: How are targets monitored?</i>  <i>A: They are RAG rated – monitored during the year and reviewed at the end of the year by the Head Teacher with discussion with subject leaders.</i></p> <p><b>Fire Drill</b>  This took place on 15<sup>th</sup> November at 12:50 and all were out in under 4 minutes.</p> <p><b>Safeguarding</b>  No concerns.</p>	
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<p><b>11. DfE Bid Update</b></p>	<p>The CIF bid for water distribution was lost by 1 point, but the School appealed and won. Hellerby's are coming to see the site to start the process of the project. Contractors will work weekends and nights to ensure there is no disruption to learning.</p> <p>This year the School plans to submit a bid for heating distribution and windows.</p> <p><i>Questions asked by Governors:</i>  <i>Q: Is usage of the School's energy during the project refundable by the contractors?</i>  <i>A: The money is not refunded, but the money is re-gained in other ways.</i></p>	
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<p><b>12. Staffing</b></p>	<p>The Deputy Head ensures that staff absences are covered. Mrs Le Curriot and Mme Battan have settled in well. Mrs Martin hopes to return in July. A good cook from Nourish has left and a new one will be coming from Monday.</p>	
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<p><b>13. AOB</b></p>	<p>Following the OFSTED result, the Head Teacher has been inundated with requests to see the school. It is nice to be recognised, but not all of these requests can be accommodated.</p> <p>Attendance has been lower than in previous years due to Covid. If a child has symptoms but these are not confirmed, they are marked with an 'X' code, which is not counted as absence. However, a Covid positive child will be 'ill' for 10 days. It is not certain how the data will be measured this year.</p> <p>There will be Y4 Mass on Thursday at church at 9.30am.</p>	
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<p><b>14. Dates of next meetings</b></p>	<p><b>Admissions Committee</b> (to endorse process used for admissions) Tuesday 1 March at 4.00pm*</p> <p><b>Children &amp; Learning Committee</b> Tuesday 1 March at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 17 March at 5.00pm</p> <p><b>Governor Morning</b> Tuesday 26 April at 9.15am</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 3 May at 4.30pm</p>	
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<p><b>19. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1717.