



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  
29<sup>th</sup> October 2019**

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 Minutes concerning confidential matters will not be published.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 Kenneth Chan Michelle Wilson Mark Hutchins  In attendance: Dominique Wells – Clerk to the Governing Body Jenny Clark from St Vincent's Primary School David Walsh from Baxter's accountancy firm to give a presentation.
<b>1. Opening Prayer</b>	Jenny Clark (from St Vincent's) was welcomed and the opening prayer was led by the Chair.
<b>2. Apologies for absence</b>	Amanda Garlick
<b>3. Declarations of Interest</b>	None.

<p><b>4. Minutes of last meeting and matters arising</b></p>	<p><b>Minutes</b>  <b>The minutes were agreed by all to be a true record.</b></p> <p><b>Matters arising</b>  <u>Item 6: Review of Budget Monitoring Reports &amp; Item 7: New Draft Budget for 2019/20</u>  Regarding the CIF bid, Ken Chan confirmed that he had attended the meeting with Lisa and the contractors.</p> <p>It was also confirmed that dates for the Umbrella Trust had been set.</p>	
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<p><b>5. Terms of Reference</b></p>	<p>These were agreed and signed.</p>	
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<p><b>6. Actions from Accountancy Visit</b></p> <p><b>Trustees Report</b></p> <p><b>7. Visit of David Walsh – Baxter’s</b></p>	<p>David Walsh, partner from Baxter’s accountancy firm, presented the School’s accounts for the 2018-19 financial year.</p> <p>He explained in detail the format of the accounts and in particular highlighted the following:</p> <ul style="list-style-type: none"> <li>- Governors’ Report &amp; Statement was a standard template given by Baxter’s</li> <li>- Auditors’ Report – ‘unqualified’ opinion means that they are happy that the accounts are clean.</li> <li>- Regularity Report – required by the EFSA, states that nothing seems irregular when looking at the figures</li> <li>- The numbers comprise 3 primary statements: Income Statement, Balance Sheet &amp; Cashflow Statements. These are supported by notes which either are a breakdown of figures shown or a statutory requirement.</li> <li>- The pension scheme deficit is the School’s share of the local Government pension scheme deficit and is not something controllable by the School.</li> </ul> <p>Mr Walsh further explained that the accounts had show what was required under company law as well as requirements because of the School’s charitable status and it also being an Academy.</p> <p>Questions had been submitted to Mr Walsh by email prior to the meeting and these were addressed through handouts and verbally.</p>	
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	<p><i>Questions asked by Governors:</i>  <i>Q: Who at Baxter's liaises with the School's Finance Officer and what is their level of experience?</i>  <i>A: Baxter's specialises in state schools and academies. There is a specialist team of around 15 people and the Audit Senior will do the fieldwork with review by manager. The firm has 30 years of experience in this field.</i></p> <p>Thanks were given to Mr Walsh for giving his time to speak to Governors. Mr Walsh offered to return and answer any queries that Governors may have at any time.</p>	
<p><b>8. Review of Budget Monitoring Reports</b></p>	<p>Carried forward to the next meeting.</p>	
<p><b>9. Teachers' Pay Recommendations</b></p>	<p>Members of staff were required to leave the meeting for this item.</p> <p>Confidential item.</p>	
<p><b>10. Delivering Assurance</b></p>	<p>This item concerns the need to be transparent and was covered in David Walsh's talk in item 7 above.</p>	
<p><b>11. Training</b></p>	<p>Pam Fearnley delivered two hour training to governors and staff on the new OFSTED Framework and the inspection process.</p> <p>Mark Hutchins had attended a 2-evening academy finance course.</p> <p>Mary Hutchinson had attended training run by the Education Commission and Bexley. She is due to attend SCHOOLS &amp; SEND training provided by Winckworth Sherwood and had signed up for Effective Governance provided by the DfE, but this had been postponed until the New Year due to the forthcoming General Election.</p>	

<p><b>12. Holding the School to Account</b></p>	<p>Questions were posed to the Head Teacher as circulated prior to the meeting. Key responses were as follows:</p> <ul style="list-style-type: none"> <li>- Performance Management has been completed with strategies in place</li> <li>- Ken Chan, Margaret Connell, Mary Hutchinson and Jan Brasted would meet on 12<sup>th</sup> November for the Head Teacher's Performance Management.</li> <li>- The school paid most of the cost of the Sion Community (£600) – there was enough money in the budget for this – and a church parishioner donated £150 towards this.</li> <li>- Attendance and punctuality has been affected only by cases of illness or infection, but otherwise no issues.</li> <li>- Confidential items.</li> </ul>	
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*Kenneth Chan left the meeting at 17:27*

<p><b>13. Pupil Premium Report</b></p>	<p>This is an ongoing document and still in draft.</p> <p>Carried forward to next meeting.</p>	
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<p><b>14. Sports Premium Report</b></p>	<p>This is already on the website.</p> <p>There is some concern as to how long the funding will be in place, therefore spend has been targeted towards sustainable items and training for staff (new teachers).</p> <p>There has been more transparency for parents about how teams are chosen.</p>	
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<p><b>15. Buildings Update</b></p>	<p>The Head Teacher reported that the building works have gone well. The two contractors are very good.</p> <p>The roofing works are about one month behind due to a late start and bad weather. They will probably be completed by the end of January.</p> <p>The electric and fire alarm work has been taking place before and during the summer. The School is now fire compliant (doors, exit signs, alarm, etc.) The CCTV, stage lighting, refurbishment of the hall and canopy will be completed by the end of November.</p> <p>The children have not been affected by the work.</p>	
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	<p><i>Questions asked by Governors:</i>  <i>Q: Have all costs been covered by the grant?</i>  <i>A: Yes, and due to the buffer, they have been under budget, allowing spend above and beyond what was originally costed.</i>  <i>Q: Do these costs show in the accounts?</i>  <i>A: Yes, and the income should match the expense by the end of February.</i></p> <p>The company used for the bid are Mundy &amp; Kramer.</p>	
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<b>16. Policies</b>	<p>All policies to be presented for acceptance had been circulated prior to the meeting.</p> <p>Specifically discussed:</p> <p><b>Gifts &amp; Hospitality Policy</b>  This had been brought up by the auditors for discussion, and states that gifts £30+ in value (this is a moveable value) should be recorded – the policy implies that it should not be accepted. It was discussed that staff receive £75-£100 in vouchers from class collections and these are always recorded. Governors asked that the policy clarifies that it is individual gifts of £30+, not collective gifts. This would be amended.</p> <p>All policies (subject to the above amendment) were accepted.</p>	
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<b>17. School Development and Improvement Plan</b>	<p>The layout of this document has been aligned to the new OFSTED Framework. It will be reviewed with Governors in January.</p>	
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<b>18. DPO Audit Report</b>	<p>Judicium provide the school with training, resources (including the GDPR policies) and an audit report.</p> <p>There were no 'reds' in the report, only a few 'ambers' which have been addressed.</p>	
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<p><b>19. Reports</b></p>	<p><b>Fire Drill</b> The new alarm system was in operation. This took place 21<sup>st</sup> September at 11am. KS2 were out in under 2 minutes and KS1 in under 4 minutes.</p> <p><b>Safeguarding</b> No issues to report.</p> <p><b>Health and Safety</b> Paul Gribben, Mr Jawed and the Head Teacher carried out a Health &amp; Safety walk on 26<sup>th</sup> September – all actions have been sorted. This walk will occur termly going forward.</p> <p>A Premises Management Policy, covering Health &amp; Safety, will be drafted for the Spring Term.</p>	
<p><b>20. Work agenda for Governing Body for the forthcoming academic year</b></p>	<p>As per dates distributed to Governors.</p>	
<p><b>21. Setting up Pay Committee, Admissions Committee, HT Performance Management, Staffing Committee to hear appeals</b></p>	<p><b>Pay Committee</b> Governors with no children in the School: Mark Edwards, Kenneth Chan, Margaret Connell &amp; Mary Hutchinson</p> <p><b>Admissions Committee</b> All Governors</p> <p><b>HT Performance Management</b> Mary Hutchinson, Margaret Connell &amp; Kenneth Chan</p> <p><b>Staffing Committee to hear appeals</b> As and when required.</p>	
<p><b>22. Any other business</b></p>	<p><b>Prevent Training</b> will be due in Spring again.</p> <p><b>Keeping Children Safe in Education</b></p>	

<p><b>23. Dates of next meetings</b></p>	<p><b>Governor Morning</b> Tuesday 5 November at 9.15am</p> <p><b>Admissions Committee (to agree policy)</b> Tuesday 12 November at 4.00pm</p> <p><b>Children &amp; Learning Committee</b> Tuesday 12 November at 4.30pm</p> <p><b>Pay Committee</b> Thursday 21 November at 4.30pm</p> <p><b>Full Governing Body</b> Thursday 21 November at 5.00pm</p> <p><b>Resources &amp; Audit Committee</b> Tuesday 21 January at 4.30pm</p>	
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<p><b>24. Closing Prayer</b></p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1830.