



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
3rd May 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 Minutes concerning confidential matters will not be published.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.

Present	Lisa Weeks – Head Teacher Mary Hutchinson – Chair of Governors Michelle Wilson – Deputy Head Teacher Kenneth Chan Mark Hutchins In attendance: Dominique Wells – Clerk to the Governing Body
1. Opening Prayer	The opening prayer was led by the Chair.
2. Apologies for absence	Martin D'Souza Amanda Garlick
3. Declarations of Interest	None.
4. Minutes of last meeting and matters arising	Thanks were offered to Mark Hutchins for his article on Sustainability in the School Newsletter. 5 Subject to the amendments above, the minutes were agreed by all to be a true record. Matters arising None.

5. Training	<p>The School is part of the Warren Road Teaching Alliance. Subject leader forums in Maths and English are held every term, and network meetings to share ideas.</p> <p>2 staff have passed the NPQML qualification.</p> <p>2 staff attended a reduced price First Aid Training at St Peter and St Paul's</p> <p>The Chair will be attending the Safer Recruitment Update and the Head Teacher completed the Safer Recruitment DSL training.</p> <p>Governors attended Judicium safeguarding sessions and a session on Academies becoming part of a MAT given by the South East London and South London Delivery Directorate.</p> <p>Ken attended Cyber Bullying training run by the police and reported that it was fairly basic.</p>	
6. Review of Budget Monitoring Reports	<p>The School remains very cautious as always. The cost of A4 paper has increased and the Finance Office is spending much time researching cheaper sources.</p> <p>The numbers in Breakfast and After School Club have increased and they need more staff. The demand is much more than pre-Covid.</p> <p>Lettings are doing well as there are lots of new clubs.</p>	
7. Responsible Officer's Report	<p>Mark Hutchins had come into School to observe the processes. He reported that all seemed to be functioning well and processes were as expected. The Finance Officer was able to answer all his questions easily and it was clear that she kept tight control over the expenses.</p>	
8. SLAs	<p>The School has SLAs in place and as each comes to an end, the service goes out to tender. For instance, the School is currently looking at the uniform provision to go out to tender.</p>	

9. Sustainability	<p>This is very much a focus with the DfE and the School puts in place what it can, however small, to ensure that it puts this into practice (e.g. turning off unnecessary lights, no carrier bags on school trips).</p> <p>Mrs Deasy met with the LA to discuss recycling, but there is lack of response. The LAs are under a lot of pressure.</p>	
--------------------------	---	--

10. Policies	<p>Appraisal for Teaching Staff Policy Charges and Remissions Policy Children Looked After Policy Code of Conduct Fire Safety Policy Gifts and Hospitality Policy Lone Worker Policy Supporting Pupils with Medical Conditions Policy</p> <p>All policies were agreed and would be signed by the Chair.</p>	
---------------------	--	--

10. Reports	<p>Lockdown Procedure This is usually carried out at this time, but it was not felt appropriate at the moment due to the situation in Ukraine.</p> <p>Umbrella Trust The Head Teacher met the other Head Teachers today, face to face for the first time since the pandemic. The working party will meet on 20th May.</p> <p>Confidential item.</p> <p>The white paper in process is aiming towards 2030 rather than 2025, which eases pressure on the UT. At a recent webinar, Amanda Burton (regional commissioner) was asked by the Chair of Governors of an outstanding secondary school, whether there were any benefits for the school joining a MAT, and she had no persuasive answer. She mentioned only economies of scale and help for other schools. There do not seem to be any benefits. Another webinar is planned.</p> <p><i>Questions asked by Governors:</i> <i>Q: Have the Diocese stated when schools should join a MAT?</i> <i>A: No, they have been quiet.</i></p> <p>Fire Drill This took place on 11th February at 11:10 with an obstacle put in place. All were out in under 4 minutes.</p>	
--------------------	---	--

	<p>More recently, another took place on 3rd May at 16:00 during After School Club. All were out in under 2 minutes.</p> <p>Health and Safety The School still ensures ventilation and encourages hand-washing and use of tissues to try and prevent Covid.</p> <p>For any H&S issues, the staff let the Head Teacher and caretaker know of anything they feel needs addressing.</p> <p>The KS1 fence is now up – the replacement is not what the School would ideally have liked, but other options were expensive or would have taken too long to put in place. The need was urgent and wooden panels provide more shade in the summer.</p> <p>CIF Bid Munday & Cramer and Hellerby’s are meeting tomorrow. The workers are not much in evidence as the work takes place out-of-hours. They are on track and aim to finish this half term.</p>	
--	--	--

<p>13. AOB</p>	<p><i>Questions asked by Governors:</i> <i>Q: Admissions update?</i> <i>A: There have been some queries regarding appeals. The deadline is 13th May for families to declare intention to appeal. None have yet come forward.</i></p> <p>The Chair would send a note inviting Governors to contact the Head Teacher with dates to meet their subject leaders. These would probably take place face-to-face and in June rather than in May.</p>	
-----------------------	--	--

<p>14. Dates of next meetings</p>	<p>Children & Learning Committee Tuesday 17 May at 4.30pm</p> <p>Full Governing Body Thursday 23 June at 5.00pm</p>	
--	---	--

<p>19. Closing Prayer</p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
----------------------------------	---	--

The meeting closed at 1834.