



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
13th October 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 Minutes concerning confidential matters will not be published.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 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	None.
3. Declarations of Interest	None.
4. Minutes of last meeting and matters arising	Minutes <u>Agenda Item 5. Training</u> Corrections: 'the NPQML qualification' 'a reduced price First Aid Training' 'The Chair <i>will be attending</i> the Safer Recruitment Update'

	<p><u>Agenda Item 10. Reports – CIF Bid</u> Correct 'Munday and Cramer'</p> <p>Subject to the above corrections, The minutes were agreed by all to be a true record.</p> <p>Matters arising None.</p>	
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<p>5. Terms of Reference</p>	<p>The Terms of Reference for the Committee were acknowledged, agreed and signed.</p>	
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<p>6. Review of Budget Monitoring Reports</p>	<p>The Finance Officer reported that the School is being mindful of expenses as always, particularly with the staff pay increases anticipated next month. The energy prices should be on a fixed term and the School have applied for a discount for the school house, which should be eligible for the same rebate as the residential scheme.</p> <p>A £8k deficit is currently projected at the moment, due to increase in prices across the board, but this does not include income from school rentals which it is hoped will close the gap. Final figures for last year are still pending, but the School finished in a satisfactory position.</p> <p>With regard to staff costs, schools are currently waiting for the Government to decide on the increase which may be around 2.5%. Additionally, there is ongoing consultation with the unions concerning support staff increases which were meant to have come through in April. When these are decided, the pay will be backdated, along with the pension costs and on costs. It is possible that SEND funding may not cover one-to-one support. There will be a strain on resources and even with funding, only 20% of the cost will be covered. This is a national picture.</p> <p>Learning budgets have been significantly cut, but the PTA are still committed to supporting the School here and the After School Club has increased its prices. Lettings were down last year due to CIF bid work, but as there are no bids planned this year, the School hopes to be able to increase income from lettings. It is in talks with Munchkins to use the School as a base for sports and holiday clubs which will be open to children from other schools.</p> <p>Munchkins provide some of the PE provision in school and is funded by the PTA. Additionally, the school is lucky to have its own French and Music teachers and these cover PPA time</p>	
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	<p>– otherwise they would have to be bought-in.</p> <p>It is anticipated that the new roof and windows will help energy bills and heating will be used as economically as possible.</p> <p>The Finance Officer will put together a 3-year forecast at Christmas, although this is challenging as pupil premium is paid 6 months in arrears so cashflow can be difficult to predict. However, the School is full so it does have maximum funding, which is unlike some schools.</p> <p><i>Questions asked by Governors:</i> <i>Q: Does the £8k deficit take account of Breakfast and After School clubs?</i> <i>A: Yes and the costs of food and staff. It also includes income from clubs that we currently have, but not clubs we have not yet secured.</i></p> <p>Buildings and maintenance costs are decreasing - £12k had to be paid towards the heating contract. The work is under warranty and supported by SLAs. There is a buffer, but it will be financially hard this year. There will be a more accurate picture by the next meeting and the School is hopeful that we can reduce the deficit.</p> <p>The Finance Officer is always on the lookout for cheaper or free options. The School is trying to be more economical than usual without restructuring and always in view of what is best value and practice for the school. All schools are in the same position and some a lot worse off. Knowledge is being shared within the Umbrella Trust.</p> <p>The School is being inventive with staff cover and overtime. Ordering is taking place termly rather than yearly and staff have to ask the Finance Officer if they need anything. Staff are very mindful.</p> <p><i>Questions asked by Governors:</i> <i>Q: Is there anything the School needs to do, or would like to do, but can't?</i> <i>A: Not at the moment. We mainly need to be mindful of the staffing of SEND children.</i></p>	
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<p>7. Delivering Assurance</p>	<p>The School is doing all it can. As agenda item 6 above.</p>	
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<p>8. Breakfast / After School Clubs Report</p>	<p>Numbers for these clubs have increased significantly and some families have had to be placed on a waiting list. Prices have been increased. The children love the clubs and parents have given very positive feedback.</p>	
<p>9. Sports Premium Report</p>	<p>Written by Mrs Connolly, the report is now on the website.</p>	
<p>10. Buildings Update</p>	<p>The replacement of windows is half-completed and the remainder will be done in half term. After half term, the heating will be turned on. There is some snagging outstanding.</p> <p>Money was allocated for a new boiler in the school house, but as asbestos was found this resulted in the need for a new kitchen (to be used for KS2 cooking) and a new toilet.</p> <p>No CIF bids are planned for this year. It is possible that solar panels could be installed, but this is not on the DfE agenda at the moment. The DfE came to look at the buildings and consider them to be in good condition. This enables lettings again and the accounts will be straightforward this year.</p> <p>The School has had good feedback from parents regarding the buildings.</p>	
<p>11. Policies</p>	<p>Behaviour and Discipline Business Continuity Data Protection and Subject Access Request ECT Induction Emergency Management Equal Opportunities Exclusion Information Security Safeguarding and Child Protection</p> <p>All policies were agreed and would be signed by the Chair.</p>	

<p>12. School Development and Improvement Plan</p>	<p>Safeguarding is now on a separate page in the document.</p> <p>Angela Corbett will visit on 24th May to carry out an audit.</p>	
<p>13. Accessibility Plan</p>	<p>There is no need to renew this at the moment.</p>	
<p>14. Reports</p>	<p>Fire Drill This was carried out on 5th October at 9.45am. All children and staff were out in under 4 minutes.</p> <p>Safeguarding There is one Child Protection Case ongoing.</p> <p>Health and Safety Mr Gribben will be visiting on 8th November to carry out the Health and Safety walk. The large crack in the field is now closing up.</p>	
<p>15. Setting up Pay Committee Admissions Committee, HT Performance Management, Staffing Committee to hear appeals, Chair of Resources/Audit Committee</p>	<p>Confidential item.</p> <p>Pay Committee Mark Hutchins</p> <p>Admissions All Governors</p> <p>Head Teacher Performance Mark Hutchins, Margaret Connell, Mark Edwards</p> <p>Staffing Appeals As required.</p>	
<p>13. AOB</p>	<p>In future, Declarations of Interest forms from Governors will be collated in the Summer Term before the new academic year.</p>	

<p>14. Dates of next meetings</p>	<p>Admissions Committee (to agree policy) Tuesday 8 November at 4.00pm Children & Learning Committee Tuesday 8 November at 4.30pm Pay Committee Thursday 24 November at 4.30pm Full Governing Body Thursday 24 November at 5.00pm Resources & Audit Committee Tuesday 17 January at 4.30pm</p>	
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<p>19. Closing Prayer</p>	<p>The Chair of Governors closed the meeting with a prayer.</p>	
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The meeting closed at 1730.