<u>Crosby Ravensworth Primary School</u>
<u>Resources Meeting</u>
<u>07/02/2025</u>

Members: *Tom Cripps (TC, Chair), Barbara Wallis (BW), Duncan Priestley (DP, Head), Naomi Callaghan (NC)*

In attendance: Tom Cripps (TC, Chair), Duncan Priestley (DP, Head), Barbara Wallis (BW), Abi Ruehorn-Hyde *(ARH, School Business Manager - SSBM); David Nattrass (DN – Finance Support)*

Meeting start: ***10.00 hrs***
AGENDA

Apologies for absence:
NC could not attend the meeting.

Minutes taken by ARH

New conflict of Interest declarations: None

1. **MINUTES OF PREVIOUS MEETING (September 2024)**
   These have already been approved by the Resources Committee and were presented to / adopted by the FGB in October 2024

2. **MATTERS ARISING FROM MINUTES** not discussed elsewhere
   There were no matters arising.

3. **DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS**
   None – but note confidential meeting between Head, Chair, TC, DN, SSBM.

   A short discussion around the notes from confidential meeting. Agreed that the notes will be uploaded to the confidential Governors area.
   Action: Clerk

4. **FINANCE**
   <u>Formal Budget</u>
   - <u>updated 3 year plan – discussion of projected overspend yr 3+</u>

     Noted that the teaching staff salary is currently incorrect. ARH & DN aware will be amended.
     DN expressed that there seems to be a miscalculation on predicted school funding.
     Action: DN & ARH

   - <u>Request to keep underspend of surplus income 23/4, 24/5</u>

     DP reported that the LA (Local Authority) had just responded to the school's request to exceed the permitted 10% carry over of surplus income in the 2023/24 financial year. The reason given (funding of a new classroom due to increase in pupil numbers) was accepted as mitigation by the LA.

- In Year budget Position – monthly reports

  BW and TC voiced concerned about a projected underspend of around £7,000, in the current financial year. DN confident that given the Las decision to allow us to carry over excess surplus income in 2023/24, this would most likely not present an issue, as the precedent had been established that a new teaching member of staff had been employed to address an unexpected rise in pupil number.

- Summary of changes in Roll

  DP shared the following tables, which predicts that there will be a 71% increase of school roll over the next five years. The governors voiced their approval of the detail in the figures and thanked DP for his work on this.

	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28	Sep-29
Pupils out (-)	9	2	3	5	2	4
Pupils in (+)	10	6	10	3	9	5
TOTAL R-Y6	**24 (26 from Feb)**	**30**	**37**	**35**	**42**	**41**
Preschool	3; 7; 8	10	3; 4; 6	9; 10; 12	5	TBC
Recep	8 (9 from Feb)	4	10	3	9	5
Wrens class	11; 15; 16	14	13; 14; 16	12; 13 ;15	14	TBC
Y1	3	9	4	10	3	8
Y2	2 (3 from Feb)	3	9	4	10	2
Robins class	5 (6 from Feb)	12	13	14	13	10
Y3	2	4	3	9	4	10
Y4	5	2	4	3	9	4
Y5	2	5	2	4	3	9
Y6	2	3	5	2	4	3
Herons class	11	14	14	18	20	26
Correct at 13th Jan '25	Yellow at present IS counted	red is confirmed as not coming but left for illustrative purposes.	Purple is expected to join very soon. Figures not yet added.	71% increase in roll over 5 years		

- Update on Capital bids

  There was a discussion about the grant that has been submitted to the diocese to support the enlargement of Robins Classroom via the removal of partitioning wall and repurposing the art mess area into a removal room. There has been no update as of yet and concern was raised that we may not find out the outcome until it would be too late to do anything about it if we did not get the grant.
  Action: DP to contact building contractors, Cowan & Co to make arrangements to go to tender for a contractor ahead of the outcome of the grant application.

  DN noted that it will be possible to claim back VAT on the project (valued around £50,000) and that funding might be found within the buildings budget and through the support of the trustees and the friends should this be necessitated. If the school were to fully fund the project the VAT would be reclaimable.

- Wraparound care grant

  Notification of granting a substantial wraparound care grant over two years was received this month. DP was encouraged to apply. DP sought advice from Laura Kendall within the LA to ensure it would be appropriate to accept the grant, given the possibility that a considerable amount might go unspent, based on current estimates. DP was advised that it would be appropriate to accept the grant, as it can be used to cover a wide variety of costs associated with before and after school clubs and that the LA would ultimately decide if clawback of any unspent amounts would be appropriate in due course.

- CONFIDENTIAL – Staff Pay Progression (Staff members to withdraw during this item)

  TC withdrew the discussion. Agreed by all.

5. NEW STAFFING ISSUES

- Appointment of SSBM and New teacher and midday supervisor

  All hiring happened, training programme in place and DP confirmed that all paperwork is in place. Reports of a strong start in the position were given.

6. **POLICY AND PROCEDURE UPDATES**

The following documents were approved and adopted by the committee

Asbestos Management Plan (Procedure)
Capability of Staff (LA) (Procedure)
Charging and Remissions (Policy)
Financial Delegation

Following retirement of the previous clerk to governors, DP has been keeping the policies up to date and noted that there has been a lot of work put in by BW.

BW was keen to understand the location of the asbestos. DP answered all queries. Slight amendment needed 2.2
Action: Clerk

Financial delegation, has a few minor amendments, key holders and some wording.

There was a discussion around where CRPS gets its Westmorland & Furness polices from. They are added to the portal throughout the year as and when revised and are adopted in due course by the school. DN recommended that at each autumn meeting, governors should make it clear that the board defers to the most current version of all W&F policies in all cases. DN, TC, and BW all in agreement that this will become an autumn meeting standing item.
Action: Clerk and BW

7. **GOVERNANCE**

- <u>Decisions in relation to Scheme of Delegation</u>

  There were no new issues related to the scheme of delegation.

- <u>SFVS (Schools Financial Value Statement)</u>

TC noted that preparation of this year's SFVS has been delayed due to the change with the SSBM. He committed to working on it before the FGB meeting. General issues will be discussed with the SSBM.
Action: TC to complete this with help from ARH with some information when required.

8. **HEALTH and SAFETY**

- <u>Management Review</u>

  DP delivered his annual management review with summarised developments in Health and Safety over the past year. At the centre of this is the H&S audit that was carried out by KAHSC (Kym Allan Health and Safety Consultants) June 2024. DP recently met with NC (H&S governor) to discuss progress through the audit and set further progress meeting dates in their diaries. NC will be asked for a brief verbal report on H&S at the next FGB.

9. **FACILITIES**

- <u>Urgent Repairs/Maintenance Issues</u>

ARH mentioned that there is some plumbing work that will need doing as a result of carrying out actions on the legionella risk assessment that was presented in the autumn term. This is being followed up and work will commence later in the spring.
Action: ARH to arrange work.

10. **FRIENDS – Update**

Report from friends has been received. They appear to have a good level of parent involvement and a busy program of fundraising is set for the year ahead. They are contributing to parent costs at the upcoming Liverpool residential as well as arranging a valentines disco for all children in the village hall. Fund raising is always on going.
All commented on how much we appreciate what the friends do for the pupils.
Action: ARH to draft an email of thanks.

11. **CROSBY RAVENSWORTH UNITED SCHOOLS FOUNDATION – Update**

Following the meeting between BW, DP, TC and Andrew Clement of the trustees, it was agreed that CRPS would not approach the trustees for financial support until the new financial year at the earliest. A 'clean slate' has been started – drawing on funds from the trustees at the wrong point in the financial year may result in those funds being subject to clawback from the LA finance department. Both parties are clear that this is to be avoided at all costs.

CRUFS are potentially looking for a parent to join the board.
Action: ARH & DP to draft an email.

12. **ANY OTHER BUSINESS/ITEMS FOR AGENDA FOR NEXT MEETING**

DP drew to the attention of governors that a new school development plan has recently been drafted. A new School Evaluation Form was also in the process of completion. Both documents would be made available on the school website over the coming days and the SDP will be discussed in a meeting with chair and vice chair of governors prior to the pupil progress meeting on Tuesday 11th February.

13. **DATE OF NEXT MEETING**

To be arranged at the next FGB