

Minutes
Crosby Ravensworth School Resources Committee Meeting
16 June 2023

Members: *Tom Cripps (TC, Chair), Barbara Wallis (BW), Duncan Priestley (DP, Head), Karen Winder (KW, Parent Governor)*

In attendance: Pauline Cleasby (PC, School Business Manager - SSBM); Andrew Clement (AC), Clerk

Meeting start: **1.15pm in School**

Minutes:

Apologies for absence:

There were no absences.

New conflict of Interest declarations:

KW stated that she was now a Trainee Teaching Assistant in School.

1. MINUTES OF PREVIOUS MEETING (3 February 2023)

The minutes of the meeting of 3 February were approved.

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

Adopting of draft budget and 3 year budget by email exchange. All Governors had agreed and the draft budget and 3 year budget accepted and sent to the Council. No reply had been received at the time of the meeting but a response was expected soon.

3. MATTERS ARISING FROM MINUTES not discussed elsewhere:

There were none.

4. FINANCE:

a) School Development Plan (SDP):

DP reported that there was nothing new to add to the existing plan but he hoped to be able to update the SDP in time for the Full Governors Meeting. He confirmed that there was no new elements of significant cost.

TC reported that after a recent IT Lesson Observation, he had noted that the batteries of some of the tablets had caused issues and he questioned if this was an area that required new investment. He noted that rental could be an option to keep pace with the changes in technology over relatively short time periods. DP reported that he took advice from Les, the IT Technician on the suitability of equipment for classroom use. TC suggested that a meeting with himself, DP and Les would be useful to look into this. DP agreed to notify Les that TC would be contacting him to discuss this.

b) End of Year Financial Position:

PC confirmed that the position was as expected and £18,838 would be carried over.

c) Formal Budget for 2023/24 and three year budget update:

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The budget was approved. It was noted that Year 3 was a difficult year as the numbers on roll were expected to dip. TC noted that the budget for Year 3 had no provision for Property Expenses and it would be beneficial to make the reasons for this clear. DP confirmed that this was the case and stated that, if required, the School could apply to the Crosby Ravensworth United Schools Foundation for support in this area. It was therefore beneficial to reduce the expenditure in this area rather than for Staffing as the Foundation could not assist with Staffing costs. Confirmation of the Crosby Ravensworth United Schools Foundation's commitment to supporting the School can be found on the Charity Commission for England and Wales' Website.

[CROSBY RAVENSWORTH UNITED SCHOOLS FOUNDATION - 700876, Register of Charities - The Charity Commission](#)

d) Update on pupil numbers and impact on budget:

There were no changes in the expected student numbers to report.

e) Pay scales for Kitchen Staff:

It was reported that when the Catering was taken "in house" the kitchen staff's rate had been transferred correctly but no consideration had been taken for the extra responsibilities they would be required to deal with. These responsibilities included planning menus which had previously been taken care of by the company responsible. After discussions with the staff member concerned, an agreement had been reached to rectify this situation. This will increase staffing costs in this area but PC confirmed that the proposed increases had been taken into account in the budget. These increase would be back-dated to April 2023 but this would not be actioned until 7 July 2023. The FGB Meeting, on 5 July 2023, would be able to discuss this issue before this date.

DP reported that the increased costs for catering had accentuated the costing issues associated with School Meals. A survey of prices of School Meals from other schools in the area had shown that Crosby Ravensworth prices were competitive. He also noted that Free School Meals allowances were £2.43 per meal but the actual cost was £5.00 and the School was subsidising these meals. DP proposed that the system needs to be streamlined. The catering staff had always endeavoured to accommodate pupils' preferences but this has led to more and more requests for special consideration. DP will write to parents to confirm that this level of consideration will no longer be possible to expect. There will be a set Main Meal and a further Option and no changes to this should be expected. DP also suggested that the price for a Meal should be raised to £2.80. PC confirmed that this would be agreeable in respect to budgeting costs and KW confirmed that she felt that Parents would be accepting of this increase. TC supported DP in this and all Governors were in agreement. This matter will be discussed further at the forthcoming FGB Meeting

f) New staffing issues:

DP told those present that a former pupil had been in school for her work experience. He also confirmed that the Trainee Teacher had completed her time in school. He confirmed that she had been a great asset and that having a trainee in school was beneficial. It allowed staff to reflect on their own practises and this also kept staff up to date and the pupils enjoyed the youth and enthusiasm of a trainee. The School was compensated for this and DP looked forward to more trainees in the future.

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DP reported that Sabrina, one of the Midday Supervisors, had handed in her resignation for the end of the year. DP acknowledged Sabrina's great work and thanked her for this. DP has considered possible options for her replacement but would advertise the position in line with statutory requirements before putting forward any firm proposals.

BW questioned whether there would be any requirements for further support in Class 2 for the next year as the pupils moving up from Class 1 may be in need of further support. DP relayed to the Governors present that he felt he was suitably experienced to deal with the challenges of having a broad range of ages and abilities in his class. He felt confident that this would be a challenge that he could deal with. He felt that all pupils should receive Quality First Teaching from the main experienced teacher of the class and that keeping pupils in the main classroom environment was essential. There would be occasions for tailored support in small groups but he hoped the majority of the teaching would take place within the main class.

DP was asked if funding would be available for any support. DP confirmed that the Educational Psychologist would be visiting the School soon to observe some pupils. The feedback from this visit would guide further actions. DP said that the process for funding involved a long process as there was a substantial queue for funding. Also, often the School was expected to match funding and this would have an impact on school resources. It was agreed that a further discussion would take place at the Pupil Progress Meeting, Resources deal with funding but Pupil Progress would discuss the educational benefits of support, and Resources would find the funding that was required.

5. GOVERNANCE:

a) Financial Delegation Procedure:

TC accepted concerns relating to possible loopholes in the Financial Delegation Policy that allowed for false invoices' to be paid, were now much less of a concern. He confirmed that the processes in place would make it unlikely for such events to happen.

b) School Assets Register:

PC confirmed that the School Assets Register all in order. The information was held on a spreadsheet and TC would be shown this information.

c) Decisions in relation to Financial Delegation:

There were no decisions to be made and no spends of over £20,000 were planned

d) Financial Risk associated with Staff Sickness:

The School had taken out an Insurance Policy to ensure that financial costs of a potential long-term sickness was covered. It was possible that a member of staff could be off ill for 12 months. The School would have to cover their pay for 6 months at the full rate and then a further 6 months at 50%. Although these cost would be budgeted for, the costs of Supply Cover would be extra. PC confirmed that if the current Insurance was due for renewal in the period of the sickness, the Insurers would increase the Premium in light of the ongoing claim. This would cancel out the expected advantages of being insured.

It was agreed that this was a complex issue and further advice was required. DP suggested contacting the Council Governor Support to ask if this was a known issue and ask for advice as to

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how best to deal with this. AC agreed to contact Jane Lees from the Governor Support Team and report back. BW

BW raised a point concerning the Pay for Staff for the two extra Bank Holidays this year. The Bank Holidays for the Death of the Queen and the Coronation of the King had both been on Mondays. Those who normally work on a Monday were paid for the day off, however, those who did not normally work on a Monday had no advantage because of the extra holidays. The question was: Should these members of staff be compensated? One member of Staff does not work Mondays and it was asked if the School had an obligation to pay them for this.

DP felt that he had asked other schools in the area and one school, out of eleven, had made a payment to those who did not normally work on Mondays. This payment had been for one of the Mondays but not both. TC also said that he felt that it was important to show that Staff were valued and looked after as well as considering the finances. DP agreed to continue to chase up requests for guidance from the Council and this matter would be discussed again at the FGB Meeting on 5 July.

e) Financial Information available to Committee:

TC opened a discussion regarding the Financial Information made available to Governors. It was felt that Governors who were also members of staff may not be required to have access to information relating to other members of staffs pay information. This may cause issues. It was felt that the problem with setting limits was that this may lead to a "Hierarchy" of Governors. It was agreed that this would be discussed at FGB and AC would add this to the agenda.

6. FACILITIES:

a) School Repairs and Maintenance Plan:

No developments to report.

b) Urgent repairs:

No urgent repairs required.

c) Grounds Maintenance and Repairs Plan:

DP confirmed that he had received a list of Tree Surgeons who he could contact to arrange for the Tree Survey to check the trees for safety issues in the School Grounds. He would arrange a visit in due course.

d) Urgent grounds maintenance issues:

No urgent issues to report.

7. HEALTH & SAFETY (update):

KW reported that she was in the process of double checking the list of action points from the Health and Safety Audit. All point have been actioned. She also reported that she was in the

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process of producing a rolling cycle of actions, Management Plan, with checklists. This would allow for Governors to checklist for actions to be taken between Health and Safety Audits. This would be expected to minimise the requirements for actions when the audit has taken place.

8. FRIENDS UPDATE:

KW confirmed that the Friends were in the process of organising a Summer Fair on 1 July 2023. The pupils were looking forward to the event. Westmorland Motorway Services had agreed to provide 100 sausages for free and a further 100 burgers at cost price, 64p each. This was greatly appreciated. There had been a great response from local people and businesses and the prizes donated for the raffle were excellent. Tickets were available at Reception from PC. The tickets were £1 each to reduce the number of tickets required.

9. TRUSTEES of the Crosby Ravensworth United Foundation update:

AC reported that he had been to the recent meeting and met with the other Trustees. He confirmed that the Trustees were committed to supporting the School in whatever way they could. BW asked that the Trustees were to be offered and invite to the Church Service for the 60th Anniversary of the School on the current site. AC agreed to pass on this invitation.

10. Policy and Procedure Updates:

Health and Safety

This had been reviewed and is ready to adopt. It was noted that some names of past Staff and governors needed to be removed. AC confirmed that this would be actioned. The Governors present all agreed to adopt this policy.

DP commented the requirements of the policy had ensured he had found out about Medical Issues for a member of staff and this had proven to be very useful.

Safer Recruitment, Selection and Pre-Employment Vetting Policy and Procedures

This had been reviewed and was ready to adopt. The Governors present all agreed to adopt this policy.

Staff Conduct

DP satisfied only editing to front page required.

Fire Safety Policy and Fire Evacuation Plan

This policy had been reviewed and was ready to adopt. BW relayed the need for some changes to names of staff and Companies that were no longer at the School. AC agreed to make these changes. It was noted that Midday Supervisors should be trained as Fire Wardens. DP confirmed that he and PC were trained to a higher level and that this training was updated regularly. The School held regular Fire Drills and he felt that this was sufficient for the School's requirement. The Governors present all agreed to adopt this policy.

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Flood Policy

This had been reviewed and was ready to adopt. The Governors present all agreed to adopt this policy.

11. DATE OF NEXT MEETING:

It is expected that dates for the next meeting will be discussed at the forthcoming FGB meeting but the proposed dates below were accepted as being suitable at this time:

Resource Committee:	Friday 29 September 2023
Pupil Progress Committee:	Tuesday 3 October 2023
Full Governing Board:	Wednesday 18 October 2023

(Times to be confirmed)

The meeting closed at 3.00pm.

Signed on behalf of the Governing Body:



Barbara Wallis

5 July 2023