

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**14 June 2024**

**DRAFT MINUTES OF RESOURCES COMMITTEE 14/6/24**

**PRESENT:** Tom Cripps (TC, Chair), Barbara Wallis (BW), Duncan Priestley (DP, Head Teacher), Naomi Callaghan (NC, Parent Governor), Christena Pelmore (CP, Associate Member)

In attendance: Pauline Cleasby (PC, School Business Manager - SSBM)

**Apologies:** Andrew Clement (AC; clerk). Minutes taken by BW

**AGENDA**

**Welcome to new Committee member, NC**

**Apologies for absence:** AC

**New conflict of Interest declarations:** None

**1. MINUTES OF PREVIOUS MEETING (19/1/24)** already approved by email and FGB

**2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS** None

**3. MATTERS ARISING FROM MINUTES** not discussed elsewhere: None

**4. FINANCE:**

a) 3 year budget was approved by governing body and submitted to LA for 14/6/24 with a note from PC that 'we have used an estimated figure for carryover' from 23-24 year. Budget does not include recently confirmed donation from Crosby Ravensworth United Schools Foundation Trust. TC questioned how to achieve the secrecy required by Trust around the actual sum donated but the committee agreed the Trust's wishes must be respected, in so far as this is practically and legally possible.

DP reported that AC is to now treasurer of the Trust and made clear to DP that the donation is a one-off gift for the extenuating circumstances of creating and running the EYFS class 3 day p/wk from Jan 2025. DP expressed how grateful the school is to the trustees for this gift and gave

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a short explanation of the history of the Trust and its role in supporting the school for new member NC. BW clarified that how the school chooses to draw down the funding over three financial years is an operational matter for DP and PC to decide, which DP agreed.

The outturn figures for 23-24 have still not been confirmed by the LA. The School is still waiting for Period 13 figures but the figures for period 1 and 2 are now on the Governors' Secure section of the School website.

**ACTION:** BW requested that when Clerk posts these on the website, they should be under a subhead showing year to which they relate, or file names show year.

**b) Update on pupil numbers & impact on budget**

2 new children included in budget. Arrived on 5<sup>th</sup> June and have settled in well. See forecast roll figures below.

	Sep-23	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28
	26 on roll + 6 to 10 preschool	25 on roll + 5 to 10 preschool	26 on roll + 11 pre	35 on roll + 4 Pre school	32 on roll + 8 to 9 preschool	38 on roll + Pre school
Out	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-2)	Y6 left (-4)	Y6 left (-2)
In	All pupils in, including in-year +7	R in +8	R in +5	R in +11	R in +2	R in +8
Number each term in EYFS & KS1 combined	13; 17; 19	19; 22; 23	29; 29; 29	25 plus preschool	18 plus preschool	17 plus preschool

	2023/24	2024/25	2025/26	2025/26	2025/26
Sept	6	5	11	2	8
Jan	8	9	11	3	9
Apr	9	10	11	4	9

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**c) New staffing issues**

DP said we would be employing a Teaching Assistant from September (presently employed as a classroom assistant while completing training) and EYFS Teacher for 3 days per week from January. Retirement of LB is confirmed – employment ends 31 August. DP reported how delighted he is with the progress of the TA in training and how much potential they have; they are very organised and effective. There were questions from BW and CP around the legal position in changing the terms of this person's employment and CP believes the position will need to be advertised. DP confirmed that TH is taking on LB's role on her retirement at the end of this term, on a temporary basis.

**ACTION:** DP to check with our HR consultant Capita re employment of the individual and need to advertise.

**d) Headmaster pay progression**

TC reported that DP is not eligible.

**e) Staff pay progression**

NC as parent governor was asked to leave the room for this item. There was considerable discussion of whether DP should reveal to the committee the identity of any staff requesting pay progression, with DP clear this information should not be shared. DP offered to set up a call to Jane Lees from the LA Governance Support team for the end of the meeting to advise; **see Addenda**. Governors agreed that confidentiality is extremely difficult in a small school. DP recommended to committee the advancement of a teacher from M4 to M5 and the committee agreed.

Two teachers have temporary contracts which started Jan '24. DP proposed these temporary contracts were both renewed for a further year and this was agreed. This has been budgeted already. NC returned to the room.

**5. GOVERNANCE**

- 1. To review the School Asset Register** TC had reviewed this as the annual check with PC; TC passed it round and recommended approval; BW also checked it.

**2. Decisions in relation to Scheme of Delegation**

The recent tender for installation of new windows had attracted responses from only two suppliers, rather than three as stipulated in the Financial Delegation Policy – this work is being funded by their ASCF funding, which is use it or lose it funding. DP reported he sought advice from the Diocese, who in the circumstances recommended that the appropriate procedures of inviting tender had been followed by their project managers Cowan and Cowan and the school should go with the best quote. DP confirmed that the work will be done in the summer holidays and was recommended by Cowan and Cowan as being a more helpful first step in reducing energy costs than installing additional solar panels.

**3. To review register of all contracts and services**

PC confirmed there have been no new service contracts added to the register since last discussed by governors; TC has seen and approved the register. PC maintains the spreadsheet, which is available for viewing by any governor on request.

**6. FACILITIES:**

**1. School repairs and maintenance plan – written update by DP**

Nothing is planned immediately beyond the window replacements and there is nothing exceptional to our usual budgeting allowances. An action plan has been drawn to comply with legionella requirements. A number of jobs including pipes to be dead-ended; shower to be removed by a qualified plumber. Will take quotes in accordance with delegation policy.

New classroom resources will be purchased in Autumn for the EYFS class.

Removal of partition wall to create a larger KS1 classroom will be required in summer holidays 2025. This should be budgeted for.

TC pointed out that a longer-term view on repairs and maintenance would be desirable and DP agreed.

**ACTION:** DP to produce a long-term plan for the next Resources meeting, autumn 2024.

**2. Urgent School repairs / maintenance**

**None**

**3. Grounds maintenance and repairs plan -written update by DP**

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Martin Gill continues to provide Grounds Maintenance.

No updates to schools grounds planned.

**4. Urgent grounds maintenance issues**

DP reported cutting back of privet hedge required to allow access to windows when replacing outside mess area. This must be completed before summer holidays. . TC enquired about the fence on school perimeter brought down by cattle; DP reported this has been repaired by the farmer.

PC left the meeting.

**7. Health & Safety**

NC agreed to become joint H&S link governor with CP, and they were thanked by BW. The four-yearly audit by Kym Allan(KA) organisation will be conducted 17/6/24 by Helen Blamire (HB).; BW will call by in the afternoon to meet HB. Separate to this the governors ask the link governor/s to compile a list of governor questions re H&S; KA templates can be used for this, either using an annual template, or using three one-term templates.

BW reported having activated log-in for KA's system to check governor training records but couldn't see them.

DP reported the excellent work of new(ish) cleaner (and parent) ST, employed by Orian.

BW asked how and when are staff updated on H&S and DP replied "daily and verbally".

**ACTION:**

- NC to organise log in to KA system and, with CP, to liaise with previous link governor KW on her review and to take over. **NB See important Addenda item below, following the H&S audit conducted 17/6/24**
- BW to ask AC for clarification on usage of the system for governor records and whether separate list is maintained

**8. Friends Update**

DP reported that Friends have continued to support school throughout the year, for which the school is very grateful. The school has not drawn on all of the support and £4943 is 'owed'. As an example of items bought, Class 1 has a new carpet funded by the Friends.

## 9. Crosby Ravensworth United Schools Trust Update

AC is now Treasurer and Vice Chair of the Trust.

## 10. Policy and Procedure Updates (Policies require Governor Approval; Procedures to be noted)

- H&S Policy – approved
- Fires Safety Management Policy and Emergency Evacuation Plan – approved
- Safe Recruitment and Pre-Employment Vetting Policy and Procedures – approved – **ACTION** by clerk, make title of Safe Recruitment consistent in document
- Flood Plan – noted – **ACTION** by clerk, in 1 correct CP status to Associate Member; 2.12 add facebook for communication route; 2.1 remove item 4 as duplicates 1; 4.3 Add that governor contact numbers are on the secure section of the website under Governor papers/current-board-contacts-action-plan/

The meeting closed at 12.05pm.

## ADDENDA following the meeting

- 1 Relating to 4e, Staff Pay Progression, Jane Lees at the LA, on a phone call heard by committee members immediately after the meeting, confirmed that the headteacher should not reveal the identity of individuals being considered for pay progression and that this is an operational matter
- 2 Relating to 7, Health and Safety. HB of KA confirmed to DP and BW on 17/6/24 that the audit she had just conducted means that governors DO NOT need to do an H&S review for a year – though we will need to make progress over the year on any areas highlighted for improvement. BW takes this to mean we will next conduct a review from late summer 25. Also, that when using the KA templates, completing one term's template over the entire year is acceptable, thus perhaps conduct Autumn across Year 1, Spring in Year 2 and Summer in Year 3.

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**Dates of next meetings :**

Possible dates for all meetings:

Resources Committee: Friday 27 September 2024, 10am

Pupil Progress Committee: Tuesday 1 October 2024, 3.45pm

Full Governing Board: Wednesday 16 October 2024, 4pm

**Signed on behalf of the Governing Body:**



**Barbara Wallis**

**3 July 2024**

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