

Minutes
Crosby Ravensworth School Resources Committee Meeting
8 October 2022

Members: *Tom Cripps (TC, Chair), Barbara Wallis (BW), Debbie McCall (DMcC), 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 at Crosby Ravensworth Primary School**

Minutes

Apologies for absence: There were no absences.

New conflict of Interest declarations: There were no new conflicts of interest to report.

1. MINUTES OF PREVIOUS MEETING (22 May 2022)

The minutes of the Meeting 22 May 2022 have been approved by FGB, 8 June 2022.

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

There were none

3. MATTERS ARISING FROM MINUTES not discussed elsewhere:

Potential streamlining of Resources Committee Agenda:

TC and DM have agreed and circulated a template. This is being used for the current meeting and all Governors were in agreement. It is a dynamic document and Governors were invited to propose changes to improve the template for the future.

4. FINANCE:

4.1 3 Year financial Plan (Includes staffing):

TC reported that there were no issues with the current Monthly Governors Summary. The May 2022 Budget needs revision in line with recently announced pay rises and increases in the "cost of living". PC is addressing this in the October Budget Pack.

PC reported that, at the moment there is only a draft copy of The Teachers' Model Pay Policy 22; it is due to be laid in parliament on 14th October for 3 weeks with the formal process ending 4th November. Pay rises will be backdated from 1st September 2022. The estimated pay rise is a 5% increase and this will increase the expenditure on Teacher's Pay by £1898 and the pay for Support Staff by £4086. This was not included in the May budget. The 5% proposed pay rise can be met in this Financial Year by using uncommitted funds from the Buildings and Maintenance budgets.

DP advised that teaching unions were currently balloting their members about a 12% pay claim. Industrial action is a possibility in future.

4.2 In year budget position:

DP confirmed that increased costs for fuel were anticipated by PC and the expected increases are in line with the amounts budgeted for in May 2022. DP said that he felt that the increases in costs could be managed this year.

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Appreciation was noted from TC and DP for the contributions made by The Crosby Ravensworth United Schools Trust. The amounts received from the trustees have made a huge difference to financing the recent improvements and this was greatly appreciated.

It was agreed that making budget decisions for the future is very difficult but the October plan forecasts by PC should be very useful.

4.3 Summary of changes in roll etc.:

The latest forecast for numbers on roll is below:

Sep-22	Sep-23	Sep-24	Sep-25	Sep-26
21 on roll + 1 to 7 pre-school	20 on roll + 7 to 9 preschool	18 on roll + 4 to 7 preschool	21 on roll + 7 pre school	26 on roll + ? Pre school
Y6 left (-3)	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-2)
R in +1	R in +2	R in +7	R in +4	R in +7

DP confirmed that the projected numbers looked good until 2026. There are potential difficulties in the future when numbers increase as the funding depends on the previous year's roll. For example, in 2026 it could be that 26 pupils are on roll but as there were only 21 in 2025, the funding in 2026 would be for 21 not 26 pupils.

DP stated that a sub-committee was being set up including the EYFS Link Governor (AL), and a parent. The intention is to look at how to better predict expected numbers and how to meet the needs of prospective pupils and parents. It was noted that by being more aware of what parents want, the School could adapt to help. BW noted that some news sources had suggested politicians were considering stopping funding for 15 hours of nursery provision. It was considered that this would have a negative impact on the School.

DP reported that the number of pupils having School Meals remained the same as from Summer and that it is expected to remain so for the remainder of the term. Although there have been increases in food prices, the impact of this has been reduced as FS and PC source produce from a variety of retailers. There is no plan to increase the cost of a meal as it is recognised that the cost, at present, is comparatively high compared to other schools. DP noted that those schools who had opted to have agencies take over their food provision had seen immediate price rises to reflect the increased cost for sourcing provisions. DP is pleased that Crosby Ravensworth School are in control. It was also noted that the quality of School Meals is excellent

4.4 New Staffing issues:

DP confirmed that there were none to report.

4.5 Headmaster pay progression:

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It was noted that a date for the Headteacher's Appraisal is required. DMCC asked if bringing the appraisal forward from December, when School was very busy, to sometime in November would be a good idea. DP stated that he is always busy and December is no more difficult than November. DMCC agreed to contact David Evans to arrange a convenient date and get back to DP. *Action: DMCC*

4.6 Staff pay progression:

DP stated that all teaching staff have completed satisfactory performance management reviews. He recommend that the Pay Committee should approve that one member of the teaching staff should progress to the upper pay spine for teachers (UPS1). (DP has consulted with the other cluster head teachers and LA general advisor to check that the principle of progression is valid. This is the case and he has confirmed that the teacher in question meets the required criteria.)

TC stated that he considered there was no need for a separate Pay Committee and the other Governors were in agreement. The Committee agreed that there were no grounds for a refusal and that the teacher in question should progress to UPS1. DP will inform the teacher in question.

DP told the Committee that a second member of staff was also eligible to progress to UPS1 but had not yet requested to do so. This may have budgetary implications.

The Governors present were made aware that the level of commitment from both of these teachers had been of an exceptionally high standard.

5 POLICIES:

Appraisal (LA)

This is the latest version available and adoption of this policy was agreed.

Staff Grievance (LA)

This is the latest version available and adoption of this policy was agreed.

Discipline (LA)

This is the latest version available and adoption of this policy was agreed.

Teachers' Pay (LA)

This is the latest version available and adoption of this policy was agreed.

Absence and Wellbeing (LA)

This is the latest version available and adoption of this policy was agreed.

Maternity/Paternity (LA)

This is the latest version available and adoption of this policy was agreed.

Newly Qualified Teachers Induction

Tabletop only, no changes recommended. AC to check for a typing error. Adoption was agreed.

Supporting Pupils with Medical Conditions

BW queried several elements of this policy and there was uncertainty as to whether the correct version had been provided. It was agreed that DP will review this policy again and provide Governors

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with details. The Governors can then email their approval to the Clerk to ascertain if the policy should be adopted. *Action: DP*

Governors' Allowances

Governors agreed the document appeared fit for purpose but it was noted that no claims had ever been made and the payment process might not work for those who are not also employees (who can receive payments through the payroll.) It was agreed that BW and TC would look into this and it may be a worthwhile exercise to test the system by submitting a valid claim. *Action: TC/BW*

New Health and Safety Documents

Safe Recruitment Selection & Vetting Policy & Procedures

This policy was adopted as recommended with an annual tabletop review and a 4 year full review cycle. BW agreed to undertake Safer Recruitment Training.

Contractors in school Child Protection.

For information only, to confirm that work carried out in School over the Summer involved no risk to children.

Managing Contractors on School Site.

This is a reference manual - For information only.

Model Managing Covid-19, flu & other respiratory infections in Schools - Risk Assessment.

For information only.

Offsite Visits Procedures.

For information only.

Lone Working - Risk Assessment.

For information only. This was a risk assessment for those working in School alone. It was recognised that every effort was made to ensure that there is never just a single teacher in School whilst pupils were in School. This document is for those working alone without pupils being present.

6 GOVERNANCE:

Review register of all contracts and services.

There was some uncertainty as which document was required. TC/PC will clarify this and report back at the next meeting. *Action: TC/PC*

Review School Single Central Register.

An annual assurance that this is up to date is required. DP confirmed that the Single Central Register was audited by Laura Simm of Kym Allan Health and Safety Consultants on 5 October 2022 as part of the School's Safeguarding Audit. There were no significant points of action required.

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TC enquired if the persons from the North Yorkshire Moor National Park leading the School Walk had been DBS Checked. DP confirmed this had been done and all was in order.

School Financial Value Standard (SFVS).

TC asked the Committee to empower him to progress with the SFVS, as in previous years. All Governors confirmed he had their full support in this. TC confirmed that it would be ready for the next meeting and would need signing by the Chair of the FGB thereafter. *Action TC*

7 HEALTH AND SAFETY:

KW has been working through the recommendations from the Health and Safety Audit of October 2020. She reported that she had recently met with BW and that DP had actioned many points. A meeting with PC on the previous Monday had actioned a few final points. All elements of the 26 pages of the audit had now been completed. The Committee congratulated KW on her impressive progress on this issue.

A concern was raised about the way the School saves certain documents. KW noted that, as part of the Safeguarding Provision, Kym Allan provided a service to help schools monitor Governor Training. They would store information about courses completed by each Governor and provide reminders when particular course needed completing or refreshing. They could store electronic copies of documents showing courses had been complete and this would save the need for the School to save paper copies. DP confirmed that the recent Safeguarding Audit had highlighted a need to have this type of information available, for Ofsted for example, in a single location that was accessible when required. At present the Clerk was saving some information but the School Office also held some paper documents. A need to centralise this was recognised and DP and AC would investigate and see if the Kym Allan system would meet the School's needs. This issue will be raised at the FGB.
Action: Clerk

DMcC has noticed that cars are often parked in the bay in front of the School gates. These gates were to be kept clear as they provided access for Emergency Vehicles, ambulances for example. This matter will be investigated and action taken to resolve the situation. *Action: DP*

The Committee was informed that DP was booked on Institute of Occupational Safety (IOSH) training in November 2022.

8 FACILITIES:

DP stated that he was very pleased with standard of completion of projects over the summer which were on time and on budget:

Painting of interior and exterior of school completed. The school hall is only area left to complete.

Installation of LED lighting everywhere inside school.

Completion of embellishments to partly close-in outdoor play canopy

Installation of new storage shelving in store room.

The outdoor play mulch surfacing will be comprehensively repaired by the company who installed it using sports budget money. This is booked for early January 2023.

9. FRIENDS UPDATE:

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Friends will hold their next meeting on Tuesday 11th October. They continue to plan annual fundraising events for the school community and provide funds for projects and events. Notably, around £2000 has been provided to pay for outside play resources in the refurbished outdoor play canopy.

10. TRUSTEES of the Crosby Ravensworth United Trust update:

The work and generosity of the Trust continues to be greatly appreciated by all. Their support for the School is invaluable and they adjust payment dates when requested to optimise cash flow. BW had considered if it would be appropriate to ask for financial support to provide a mini-bus for the School. It was noted that other Schools have a mini-bus and it could be a valuable asset to share with the community. It was resolved to investigate this possibility. *Action: BW - To be discussed at the Blue Sky Thinking Session*

11. Date of next meeting:

The next meeting was agreed to be Friday 3 February 2023 at 1.15pm

The meeting closed at 2.51pm.