

Minutes
Crosby Ravensworth School Resources Committee Meeting
19 January 2024

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Present: *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);

Apologies: Christena Pelmore (CP, Associate Member); Andrew Clement (AC, Clerk)

New conflict of Interest declarations:

None declared

1. MINUTES OF PREVIOUS MEETING (29 September 2023)

These have already been approved by the Resources Committee and were presented to and adopted by the FGB in October 2023

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

The committee noted that a decision was made at the end of the autumn term by DP in relation to Teaching Assistant / New teacher employment on Friday afternoons, following consultation with BW, TC and GG (George Griffiths).

3. MATTERS ARISING FROM MINUTES not discussed elsewhere

None

4. FINANCE

- a) Formal Budget – no decisions needed.
- b) In Year budget Position – monthly reports have been received. DP said that as a result of prudent budgeting we are in a position to have some surplus to spend – see next item (c). It is possible that the allowed carryover of 8% of our budget may rise to 10% but this is not confirmed.
- c) Summary of changes in Roll – DP presented predicted figures up to Sept 2028 (see table below) indicating two ‘extraordinary’ intake years namely September 2024, with 24 on roll of whom 9 will be in Reception; and 2026 with 33 on roll of whom 4 are expected to join Reception; with a good year in between in 2025 with 25 on roll of whom 5 in Reception. Pre-school numbers are growing and will be in addition.

	Sep-23	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28
	24 on roll	24 on roll	25 on roll	33 on roll	31 on roll	33 on roll
	+ 6 to 10 preschool	+ 4 to 9 preschool	+ 10 pre school	+ 4 Pre school	+ Pre school	+ Pre school
	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-2)	Y6 left (-4)	Y6 left (-2)
	R in +4	R in +9	R in +5	R in +10	R in +2	R in +4
Number each term in class 1 with preschool	13; 17; 18	18; 21; 22	8; 28; 28 *	24 plus preschool	17 plus preschool	16 plus preschool
	Correct at 12th Jan 2024					

TC voiced concerns for 2026 when per capita income will be for 25 pupils where in fact we will have 33.

PC confirmed that school receives c£4.88 per hour per pre-school child attending.

These roll numbers and pre-school indicated numbers have significance for both staffing and buildings. DP has asked for an adviser from the Early Years team at Westmorland and Furness to visit the school as soon as practical to discuss how best to cater to the needs of the children in terms of staffing, space (see item 8) and pre-school provision: date not yet arranged. DP would be more than

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happy for GG to attend, given her expertise in EYFS, and he will also, crucially, involve our teachers JC and SP.

- d) A confidential staffing issue was discussed.

5. POLICY AND PROCEDURE UPDATES

Asbestos Management Plan – BW pointed out that the term ‘low’ means ‘low damage’ and asked why the report marked several items as ‘inspection needed’. DP explained that this means a termly check is required by him as asbestos lead, on this marked item, for safe asbestos management.

Maternity/Paternity (LA) – no update received from LA

Capability of Staff (LA) - no update received from LA

Site security – BW pointed out that the ‘date reviewed’ given at the end of the document is a typo and should read 12/1/24 not 12/2.

Charging and remissions – PC replied to questions from BW on whether any text needed to be added to the document because of introduction of ParentPay (PC replied no), and on whether the cost of daily milk provision to the under 5s can be reclaimed, given the larger expected numbers; PC to enquire. It was noted that the final paragraph needs to be rewritten – TC undertook to do this.

H&S Induction – no changes

6. GOVERNANCE

- a) Decisions in relation to Scheme of Delegation – none required.
- b) SFVS. This year’s SFVS is essentially identical to last year. TC has made a few minor changes and added that CP is now with us. CP raised several useful queries for clarification and these were resolved before or during the meeting. BW said that the strengthening of the board should be emphasised and suggested the following rewording for item 1:

Recently there have been changes in membership of the school board and committees, resulting in the addition of legal skills (ST) and school administration and finance skills (CP). By asking governors to update their line of the NGA skills matrix and individual questioning we keep track of the skill mix of the board and of individual committees and encourage training where beneficial. The school Business Manager has completed her CSBM. She has access to peer support and mentoring as required.

With this addition and some modifications following CP’s input, the SFVS will be on track to be on the FGB agenda and then submitted in March. (Action TC)

7. HEALTH and SAFETY

- a) Management Review: DP presented his Annual Report on H&S to the committee – see website. Questions from the governors included in item 8 how data is gathered from the Radon capture devices - devices are sent back by the school – and in item 10 the date of the H&S audit with KAHSC, is confirmed for **Monday 17/6/24**, though this could be changed.
- b) Urgent H & S Issues: DP reported that a plastic slide had blown away and the inspector checking the play equipment on 18/1/24 (which report will be lodged on secure section of

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website) offered suggestions on alternative use of the space. They also suggested guards for the surrounds to the table-tennis table and condemned a PE mat and bench.

- c) There followed some discussion over the extent of the H&S lead governor's role and DP said this had always been the most hands-on of the governor roles. BW offered to consult Kym Allan and ERA Chairs on this, and report back to February FGB as our current H&S lead governor is stepping back from some governor activity until late March. BW suggested a solution could be the recruitment of an Associate Member with experience of H&S.

8. FACILITIES

- a) **Urgent Repairs/Maintenance Issues:** DP reported a problem with the boiler that has resulted in heaters being on 24/7 for the past week, despite timers being set. Logic have been contacted (they last attended on this in December 2023). There may be a problem with the digital control.

Longer-term DP has been considering options to cater for an enlarged Class 1 and pre-school that would allow for Class 1 to work behind a closed door when work requires concentration. Before this meeting governors were able to meet Freddie Potts (FP), a local builder who outlined options around creating a new classroom e.g. from the current storage area and former music room, with a new extension for storage. Using the small enclosed courtyard area seemed unlikely because of downpipe drainage – reclaiming this space would require alterations to the adjacent roofs.

FP will produce rough guidance on costs (which we appreciate cannot be proper estimates) to allow governors and DP to decide on best ways forward, with close input from teachers JC and SP. Work will then be put to tender, hopefully for work to be done in the summer holidays. BW to alert governors that they need to check their school email account regularly for their input on this and item 11.2 below.

9. FRIENDS - Update

The governors received the minutes of the Friends' AGM on 9/10/23 (on the website). The Friends treasurer reported a balance of c£13k at end August 2023. KW is no longer a member of this group.

10. CROSBY RAVENSWORTH UNITED SCHOOLS FOUNDATION

School has regular contact with the Foundation trustees and has yet to draw down the £30k earmarked for decoration of the school in 2023.

11. ANY OTHER BUSINESS/ITEMS FOR AGENDA FOR NEXT MEETING

DP raised two items:

- 1) The possibility of the school paying parents mileage for transporting children other than their own to e.g. sporting activities, as teachers are able to claim this. BW offered to check with ERA chairs what their schools do. With the financial support from Friends and the Foundation Trust, parents are rarely asked to pay for transport on school trips and some committee members felt that as a parent the occasional ferrying of children to a sports event at one's own expense should be acceptable.

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- 2) DP raised the possibility of using some 2023-4 Sports funding and other funds to acquire a minibus, which governors have discussed in the past. He has asked locally for quotes for vehicles in the region of £10k-15k. This decision, if we go ahead, would require three tenders and approval by the FGB. Morland and Crosthwaite schools have both bought vehicles rather than leasing them and the head from the latter school has been very helpful with info on costs and the advantage of purchase being able to loan the vehicle to local groups for a small but important remuneration (charged on mileage, minimum £50). He had acquired a ex-military vehicle with 20k miles on the clock, and it has been a good buy. Committee discussed how it could be an asset that could be sold if needed. We know from when BW met the Trustees summer 2023 that they are not keen to finance a minibus as it is a capital asset that would depreciate, perhaps swiftly.

TC asked for a business plan to be drawn up for governors. BW offered to ask local groups if they may be interested in leasing the vehicle at times, to test possible local interest. BW pointed out that AC has extensive experience of buying vehicles and also has knowledge of when Orton village ran a community bus.

- 12. AOB** TC pointed out that his term of office comes to an end at the close of this month. BW thanked TC for his work chairing this committee; his experience with NHS budgets is invaluable to us as a school. BW asked if he would be prepared to stand again and he kindly agreed. The reappointment will be set in motion via the diocese.

- 13. DATE OF NEXT MEETING:** It was agreed to wait for February FGB meeting to tie dates in.

Addendum:

Since the meeting, CP has kindly offered to take on the Health and Safety Link Governor role in KW's absence. BW has accepted this offer and she will complete some research into the expected extent of this role. This has been added as an item for discussion at the forthcoming FGB meeting.