

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**20<sup>th</sup> May 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: **1300 Hrs. Crosby Ravensworth Primary School**

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**Apologies for absence:** There were no absences.

**Welcome to all present.**

**New conflict of Interest declarations:** There were no new conflict of interests to report.

**1. MINUTES OF PREVIOUS MEETING (28 Jan 2022)**

The minutes of the Meeting 28 January 2022 have been passed by FGB, February 2022.

**2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS**

None

**3. MATTERS ARISING FROM MINUTES** not discussed elsewhere:

- **Potential streamlining of Resources Committee Agenda:**

TC and DM have agreed to postpone this till the Autumn meeting. It was recognized as important to streamline the agendas of all committees to ensure smooth meetings.

- **Responsibility of Resources Committee (according to Terms of reference) to monitor staff absences.**

DP and BW advised that the Terms of Reference needed to be looked at and that this would be an item for the Full Board Meeting.

**4. FINANCE:**

**a) School Development Plan (SDP):**

DP confirmed that no update was available but it would be worked upon through the Summer Term.

**b) End of year financial situation – reconciled period 12 statement:**

This document had been circulated for comment. The document was accepted by the Committee.

**c) Formal Budget for 2022/23 and the three year budget:**

PC confirmed that the Budget had been prepared but recent events had resulted in some recalculations to be made.

BW questioned if the allowance for the Clerk's salary was correct as it was less than expected.

PC confirm that this was for the Financial Year and so no pay had been required from April 2021 to the Clerk's employment in September. It was correct.

BW also questioned if the amount shown for new ICT equipment was correct as it was less than expected. DP confirmed that a grant was available for this and this resulted in a reduced expenditure for the School.

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DMcC asked about the increase in expenditure for 2022-23 compared to recent years. PC confirmed that the expected cost of building work, painting and electrical work accounted for the extra expenditure. Also, the difference was accentuated because of the reduced spending, for supply teaching for example, during the Covid Lockdowns. The new Teaching Assistant's salary increased outgoings for the coming year.

The Governors were happy with the proposed 3 year budget and all confirmed their support. It was noted that, whilst there were sufficient present to ratify this, it would be best to have this confirmed by the Full Board. As the next Full Governing Board Meeting was after the date for this budget to be submitted, it was agreed to email the budget to all Governors for their immediate attention. A deadline of Tuesday 24 May would be requested for any comments. This would ensure the document could be signed by BW and submitted to the LA before the half-term holiday. AC agreed to email the budget and liaise with PC on 8 June 2022 to relay any issues highlighted by the other Governors.

**d) Update on pupil numbers & impact on budget:**

<b>Sep-21</b>	<b>Sep-22</b>	<b>Sep-23</b>	<b>Sep-24</b>	<b>Sep-25</b>	<b>Sep-26</b>
26 on roll	23 on roll	24 on roll	22 on roll	25 on roll	29 on roll
+ 1 to 3 pre-school	+ 5 to 11 pre-school	+ 8 to 10 preschool	+ 4 to 7 preschool	+ 7 pre school	+ ? Pre school
Y6 left (-2)	Y6 left (-4)	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-3)
Total in +6	R in +1	R in +4	R in +7	R in +5	R in +7

DP confirmed that the projected numbers looked promising but recognized that things could change quickly.

PC reported that 3 children had left the School and, as a result, a further child would no longer be coming to attend. This was confirmed as the reason for the recalculations of the budget due to the resultant reduction in expected income.

**e) School nursery update:**

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Pre-school numbers at Crosby Ravensworth					
	2021/22	2022/23	2023/24	2024/25	2025/26
September	1	4	8	4	7
January	2	7	9	6	7
April	1	10	10	7	7

Figures are NOT cumulative and represent the predicted number who would attend pre-school during the corresponding term.

It was confirmed that the expected increase in Nursery Class numbers is very encouraging for the future.

**f) Possibility of employing a new Apprentice from January 2023:**

The expected increase in Nursery Class numbers, 5 new additions in September and a further 2 in January 2023, meant that extra support would be required in this class. DP would like to look into the possibility of offering a place to an Apprentice. He noted that Financial Support may be available but there was some possibility of difficulties obtaining this for Voluntary Aided Schools. Pupil Progress would be involved with this decision and further investigation and discussion would be required with the Pupil Progress Committee and then again at the Full Governing Body Meeting.

**g) Service Agreements:**

TC advised that the Committee was supposed to make decisions in respect of Service Agreements. It was proposed that this would be discussed annually at the Autumn Meeting. All agreed with this proposal.

**5. CONTRACT STAFFING**

○ **Catering:**

DP informed the meeting that whilst the School charged more than some other schools, this did not cover the expenditure. The cost of catering is covered but not the cost of the cook. Orian had increased the prices to their schools with no notice in response to the recent price increase in fuel. It was agreed that the decision to keep catering "in-house" has been beneficial. Meals continue to be charged at £2.60 per head. It was confirmed that Freda was a wonderful member of staff and her ability to cater for the needs of all pupils was exceptional.

DMcC asked if the parents were aware of the situation and could anything be done to increase the uptake for School Meals. It was felt that the parents had a good choice at present and an increase in prices may cause some families to move to pack lunches. It was agreed that an update in the Governor's Newsletter was appropriate to keep parents informed and reassure them no price increase is planned

○ **Cleaning:**

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There have been no changes to Orian contract to report. A previous cleaner had returned. DP confirmed that Orian had responsibility to source any new cleaners and this was beneficial as it can prove difficult to find new staff when required.

**6. BUILDINGS**

- **Heating** – PC confirmed that a 50% increase had been made in the budget for increases in oil costs.
- **Redecorating school:** DP confirmed he had quotes for redecoration within the School. It was hoped the Trustees may be able to help out with the cost and the work would, hopefully, be completed over the Summer Holidays.
- **Upgrading electrics** – DP said that he had arranged for a test area of strip lighting to be fitted. If this proved successful arrangements would be made to extend this within the School. All other essential work has been completed. The replacement of the current fuse board is still outstanding. The current board is compliant but dated and a second quote for this work is required before it can be completed.
- **Other buildings issues:** There were none reported.

**7. SCHOOL GROUNDS**

- **Embellishments to the canopy extension outside class 1:**  
DP confirmed that two quotes had been received for this canopy extension. It is hoped that this work can be completed before the end of the summer. The Trustees of the Crosby Ravensworth United Schools Foundation will be contributing to the cost. DP also stated that, with the increase in numbers for the future, it will be a very useful space.
- **Other issues:**  
DP has arranged for Martin Gill, the School Groundsman, to complete a number of minor maintenance jobs. These include; replacing some roof tiles, tidying up a roof valley, some work on the boggy area at the outdoor play area and fixing a fire extinguisher to the wall.

It was noted that a boggy area in the playground has been cordoned off from pupils and is clearly marked with cones.

***Subsequent to the meeting BW was shown the area which is in the artificial play surface and may reflect an ongoing problem underneath***

**8. Health & Safety:**

KW confirmed that she continues in the process of updating all paper copies of the policies.

The latest Health and Safety Policy from Kym Allen has been available for Governors to look at. It has many deletions that do not apply to this school, lifts and LPG storage for example, and there are still many left that are not wholly applicable that remain but it did not seem necessary to remove these. It was recommended that the Governors adopt this policy and all agreed. It was also noted that this policy would need to be printed and then signed by all members of staff. It is also the case for the Safeguarding Policy and School Behaviour Policy. This is to show that staff are aware of the contents of these policies.

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TC asked if he could access Kym Allen's site to view links in these policies. DP confirmed that DMCC and KW had access as they were responsible for Health and Safety. There was no reason the TC could not ask for access and TC agreed to email Kym Allen to inquire.

DMCC was asked if she could arrange to check and refill the School's First Aid boxes. She confirmed that this had already been arranged and she would check and refill in the following half-term..

**9. Friends Update**

KW had attended a recent Friends Meeting and reported that they were arranging a Fete on 2 July. The friends have successfully applied for grant of £750 and this will be used to pay for entertainment and activities. The event will run from 10am until 2.00pm and there will be a Barbeque, bouncy obstacle course and a raffle. It is intended to be a fun event for the pupils and any proceeds will be will enable the Friends to support the School in the future.

The Friends will be organising the refreshments at the Art Evening later in the term.

**10. Trustees of the Crosby Ravensworth United Schools Foundation Update**

BW remains hopeful of contacting the Foundation Trustees. A further email will be sent to prompt a reply.

**11. Policy and Procedure Updates**

**Wellbeing Policy** – This procedure has been available for the Governors to view and just requires noting.

**Charging and Remissions** – This was reviewed in May 2021 and needs an in-depth review in May 2025. No changes proposed.

**Financial Delegation** – This has been recently updated and it was seen as fit for purpose at present. A further review in 12 months will be required and it is expected the Local Authority policy updates will guide changes at that time.

**Induction Policy** – It was noted that this Policy should be referred to as: Health and Safety Induction Policy. It was agreed this change would be made for the future. A new Version from Kym Allen is available and it was proposed that this should be used as an update. Induction pro-formas are now linked to in the policy rather than the attached appendices.

**Health and Safety** – Discussed previously.

**Staff Conduct** -It was noted that this Policy should be referred to as: Code of Conduct for Staff and Other Adults. It was agreed this change would be made for the future. This policy only required a table top review. However, significant changes were made based around Kym Allen's most recent document, version 10. These changes were almost entirely based around the Safer Recruitment Consortium document "Guidance for safer working practice for those working with children and young people in education settings (rev Feb 2022). The changes have been highlighted for the Governors to review.

**Fire Safety Policy and Fire Evacuation Plan** – No changes.

**Flood policy** – No changes.

All the policy amendments were accepted by the Committee.

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**12. Any other business:**

DP reported that he had attended an Eden Rural Alliance Headteachers Meeting and had discussed Academisation. He explained that a recent White paper produced by the Government indicated that all schools would have to be part of an Academy by 2030. The academisation of schools would have a great impact on how schools are run in future. It was of some concern as to how this may affect smaller schools and that a difficult decision of whether any school should be making positive moves to become an academy, or not. DP felt this was a very important issue and wanted Governors to be aware of this as early as possible. It will be a topic for discussion in future and Governors, in the meantime, could seek further information to become better informed.

**13. Date of next meeting:**

The next meeting was agreed to be Friday 7 October 2022 at 1.15pm

The meeting closed at 2.40pm.