

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**28<sup>th</sup> January 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. via Teams videoconference**

**Minutes**

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

**Welcome to Barbara Wallis as committee member:** TC extended a warm welcome to Barbara Wallis to the Resources Committee.

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

**1. MINUTES OF PREVIOUS MEETING (17 SEPT 2021)**

The minutes of the Meeting 17 September 2021 have already been approved by the Resources Committee and were approved by the FGB at the meeting on 7 October 2021.

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

There were no new items but the recruitment of a new Teaching Assistant is ongoing. Applications have been received and interview offered for 7 February 2022.

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

1. Financial Delegation It was agreed that this policy will be reviewed in March 2023 but it will be worked upon prior to this date.
2. Headmaster's Appraisal: This appraisal was completed satisfactorily in December 2021 and there were no unbudgeted financial implications.

**4. FINANCE:**

- a) **School Development Plan (SDP):** The current version has been added to School website. DP stated that anticipated spending, needs to be included in these plans. The SEF has also been added to the School website and the contents needed to be linked to the School budget wherever possible.
- b) **School Financial Value Statement (SFVS):** This document had been circulated for comment. TC confirmed that comments made by BW have been integrated. The document was accepted by the Committee and will be submitted to the Local Authority. **Action:** TC to forward the document to PC for signing by the Chair of Governors. BW will sign the document on 7 February 2022.  
There are no Related Party Transactions this financial year. TC stated that the School needs a register of Related Party transactions and any Conflicts of Interests in the future.

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**28<sup>th</sup> January 2022**

**c) Latest financial overview**

- Update on pupil numbers & impact on budget:  
 DP showed the Committee a table of projected numbers for the School for the next 5 years. Shown below:

Sep-21	Sep-22	Sep-23	Sep-24	Sep-25	Sep-26
26 on roll	23 on roll	24 on roll	22 on roll	25 on roll	29 on roll
+ 1 to 3 pre-school	+ 4 to 10 pre-school	+ 8 to 10 preschool	+ 4 to 6 preschool	+ 6 pre school	+ 6 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
R left Dec 2021					

He considers the projected numbers on roll was very encouraging. As always, there cannot be any guarantees but, for budgetary projections the figures appear satisfactory.

- Latest assumptions and changes (Funding/Grants) :  
 TC noted that funding was based on the previous year's number of roll. This means in September 2024, 25 could be expected on roll, but we will only receive funding for the 22 on roll in the previous year. This is an issue to note but 3 year budget will take this into account.

- **Formal Budget for 2021/22 and three year budget update:** October update for 3 year budget: some viriement and taking account of potential increased TA hours.


- d) Reconciled Budget Period 9:** PC reported that there is likely to be an under-spend at the end of the financial year. There have been delays in arranging work on the outside play area that has meant that some funds allocated to the project have not been utilised. PC will be in contact with Teresa Green from the Local Authority to seek advice about carrying this over to the next financial year. A further £10,000 had been promised from the Trustees and PC stated that the Trustees would pay accounts only when presented with invoices. PC will be in contact with the Trustees to confirm the arrangement.

**e) Proposal by Head to increase non-contact management time:**

This arrangement continues to be extremely beneficial and continues to run within budget. BW suggested that advice is sought from Capita regarding pay and conditions for the 2 members of staff who cover the Friday afternoon. In particular, BW thought advice was required as to whether continuing hourly payments for this is appropriate. **Action DP/PC**

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**28<sup>th</sup> January 2022**

- f) **School nursery update:** This was discussed along with the forecast of student numbers. DP confirmed that the future intake was positive and justifies sometimes running the Nursery at a loss.

<div style="display: flex; align-items: center;">  <b>Pre-school numbers at Crosby Ravensworth</b> </div>					
	2021/22	2022/23	2023/24	2024/25	2025/26
September	1	4	8	4	6
January	1	7	9	6	6
May	3	10	10	6	6

- g) **Service agreements:** TC stated that the Terms of Reference specify that the Committee is “To make decisions in respect of Service Agreements”. In view of this, it was agreed that it would be useful to have a list of agreements. PC agreed to produce a register of agreements to be reviewed by the Resources Committee at one meeting per year. The timing of this will be discussed as part of Agenda Planning

## 5. CONTRACT STAFFING

- **Catering:** COVID continues to make it difficult to make comparisons with periods previous to taking in-house. Meals continue to be charged at £2.60 per head and cost to the School is £3.49 per meal (£8328/2381 meals). KW confirmed that Freda does an excellent job and is very flexible in accommodating the needs of the pupils. At present, about 2/3 of the pupils eat School Meals regularly. The relative cost to the School will reduce if, as predicted, student numbers increase in the future. No changes to the current arrangement were suggested.
- **Cleaning:** There have been no changes to Orian contract to report. There has been a change of cleaner due to resignation but Orian has sourced the new cleaner.

## 6. BUILDINGS

- **Heating** – PC confirmed that there has been approximately 50% increase in oil costs this year so far. PC also confirmed that the electricity is controlled by the Local Authority and the School has no influence on the charges but the costs for this were currently within budget. DP suggested that it may be best to wait until the Government announce information about future prices rises and any potential subsidies on offer should the rises warrant them.
- **Redecorating school:** DP is awaiting quotes for redecoration within the School.
- **Upgrading electrics** – DP confirmed that an electrician has been booked for February half-term. He also confirmed he was getting quotes to change the main circuit board, which currently is compliant but dated, and LED strip lighting. The strip lighting is more efficient

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**28<sup>th</sup> January 2022**

and produces better light. The Committee recognised that it was important to have Residual Current Circuit Breakers, RCDs, on all circuits.

- **Other buildings issues:** There were none reported.

**7. SCHOOL GROUNDS**

- **Embellishments to the canopy extension outside class 1:** See item 4d.
- **Other issues:** Tree planting beyond Northern end of playground to take place this term. No cost to school

**8. Health & Safety:** KW reported that she will continue to make some progress to action the points made in the Audit. KW proposed meeting with PC, DP and AC to advise what is needed from them. It was agreed that this meeting will take place soon.

- Legionella – responding to points in Risk Survey of Autumn Term – splitting the cost with Bolton of dealing with these and undertaking Legionella Risk Assessment in Spring Term. PC to attend Legionella training session.
- PE equipment audit has been completed and is available to read on the School Website.
- DP noted that he conducted a termly check of asbestos within the School. He has arranged for quotes to encapsulate one area. This is expected to be a minor job and involves painting encapsulating paint over a small area. DP also advised the Governors that the Asbestos Policy was now two policies sitting aside each other. One prepared from an asbestos audit and one from Kym Allen.

**9. Friends Update – DP**

All Christmas fundraising events cancelled due to COVID. Loss of income from Carol singing and Xmas Fayre and donations at School Play likely to total in excess of £2000.

**10. Trustees Update – DP**

Barbara Wallis has emailed the trustees for a catch-up and is awaiting a response. PC agreed to prompt them when she contact them regarding the funding of the play area.

**11. Policy and Procedure Updates**

List of relevant documents and suggested actions:

	Nov	Dec	Jan	Feb	Status	HT's comments for clerk and governors	ACTION
Newly Qualified Teachers Induction	R					Completely new policy has been added - 'Early Career Teacher (ECT) Induction Policy'. 4 year review from November for this with annual tabletop. Keep the old NQT policy as well as this is still required for some new teachers.	TO NOTE
Supporting Pupils with Medical Conditions	R					Table top review only. Suggest no changes - just adjust dates.	TO APPROVE
Asbestos Management			R			DP to review - update termly. Documents in school - prioritise January!	TO NOTE
Capability of Staff (LA)			R			LA document issued Oct 2020 with 2 year review date period. No update available.	TO NOTE
Site Security Risk Assessment				R		Please update on policy schedule. Was reviewed Feb 2021. Table top only - Made 1 change (date).	TO NOTE
Complaints Procedure				R		Table top. Suggest no changes other than dates on document - marry up with 4 year review date & annual TT	TO NOTE

The Supporting Pupils with Medical Conditions Policy was approved by all Governors present and they confirmed that all remaining procedures had been noted as required.

**Minutes**  
**Crosby Ravensworth School Resources Committee Meeting**  
**28<sup>th</sup> January 2022**

**12. Potential streamlining of Resources Committee Agenda:** TC had circulated a discussion paper detailing proposals to make producing agendas for meetings more efficient in future. It was agreed that this would be a useful exercise and TC asked for volunteers to help. DMcC kindly volunteered and it was agreed that TC, AC and DMcC would meet to discuss this proposal.

**13. Any other business:** TC noted that the Terms of Reference for all three Board Committees need reviewing and it was proposed that this should be on the agenda of the Summer Meetings (Action: FGB to be made aware of this suggestion - **Clerk.**)

TC noted that the Resources Committee has a responsibility, according to the current Terms of Reference, to monitor Staff Absences. It was agreed that advice should be sought to clarify this as the Committee felt their role should not be operational but that it was important that they were notified of any potential issues in this area. It was agreed that Kellie Fricker should be approached for advice (**Action: DP/Chair**).

There were no other important items of business to discuss.

**14. Date of next meeting:** It is expected that dates for the next meeting will be discussed at the forthcoming FGB meeting. BW and AC are to prepare some proposals for dates. In the meantime, the proposed date is:

Friday 20th May 2022 at 1pm

The meeting closed at 2.20pm.