

Draft Minutes
Crosby Ravensworth School Resources Committee Meeting
29 September 2023

Members: *Tom Cripps (TC, Chair), Barbara Wallis (BW), Duncan Priestley (DP, Head), Karen Winder (KW, Parent Governor), Christena Pelmore (CP, Associate Member)*
In attendance: *Pauline Cleasby (PC, School Business Manager - SSBM); Andrew Clement (AC), Clerk*
Meeting start: **1.15pm in School**

Minutes:

Apologies for absence:

Apologies were received and accepted from CP.

New conflict of Interest declarations:

There were no new declarations.

1. MINUTES OF PREVIOUS MEETING (16 June 2023)

The minutes of the meeting of 16 June have been approved by the Resources Committee and presented and adopted by the Full Governing Body at the meeting of 5 July 2023.

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

There were none.

3. MATTERS ARISING FROM MINUTES not discussed elsewhere:

There were none.

4. FINANCE:

4.1. Three Year Financial Plan

PC told the Governors present that there had been delays in receiving information from the newly formed Westmorland and Furness Council. This had meant that the October Budget was not yet complete. DP confirmed that he had received information from other Headteachers from the Cumbria Primary Heads Association that confirmed that other schools had similar difficulties.

It was acknowledged that the new Council may be experiencing difficulties, being newly formed, but this did not excuse the delays that would prevent schools completing their budgets. PC confirmed that payments made through Parent Pay had been significantly delayed. She confirmed that most payments made since April for Parent Pay had yet to be shown on the budget statements and no cheques had been credited since July 2023.

4.2. In Year Budget Position.

TC asked for a report on the expectations for this coming year's budget position. PC reported that everything was as expected and she could not identify any issues.

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4.3. Changes on Roll

DP reported that there had been minor changes. One pupil had moved from the area but this had been offset by a new pupil moving into the area and starting at the School. He hoped that a potential 33 Pupils, plus any pre-school pupils, could be on roll in 2026. This was preceded by a year, 2025, when increased numbers were expected but following a year with reduced numbers. The budget is based upon the previous year's numbers and this year would see high numbers with low income. TC proposed that Governors should look at the October Budget, when available, and discuss how best to act in accordance to the information provided.

PC reported that there had been no changes in the Catering or Maintenance budgets. There had been a significant increase in the cleaning costs. This service is out-sourced and the cost had increased by £800 to £9,715. This is in-line with inflation and DP told those present that it was very important to maintain this service. To find staff willing to travel to Crosby Ravensworth was not always easy and finding a replacement cleaner at short notice in cases of sickness was also difficult. These issues were dealt with by Orian and ensured the School would be cleaned daily.

4.4. New Staffing Issues.

Confidential staffing issues were discussed

4.5. Headteacher Pay Progression.

TC reported that there was no Headteacher's pay progression for this year. The Headteacher's Appraisal Meeting would take place. TC and GG would be part of the panel and David Evans would be asked again if he could also be available.

4.6. Staff Pay Progression.

DP confirmed that one member of staff was eligible to progress onto the next pay scale. PC confirmed that the £1000 pay increase had been budgeted for. It was noted that the Local Authority Pay Policy document was out of date and an updated version for 2023 had yet to be published. Using existing procedures, DP confirmed that a form with associated evidence had been submitted. Also, he confirmed that the candidate had successfully completed all Performance Management Reviews and DP recommended the progression. The pay increase would be back-dated to 1 September 2023 if it was agreed, by the Governors, to accept this application at the Full Board Meeting on October 18.

Further, confidential staffing issues were discussed

4.7. Strategy for Capital Spending

DP advised those present that all schools had received a DfE Grant for Renewables. This must be spent by March 2025. It was not clear if a 10% contribution would be made by the School but the Crosby Ravensworth United Schools Foundation could be approached for support with this if required. DP confirmed that advice was being sought at this time and no plans had been proposed but any proposals would have to be added to the School Development Plan.

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TC reported that he had not received a reply from the School's IT Technician but that he felt the School should have a plan for replacing IT equipment. DP confirmed that there had not been a firm plan but that action was taken when required. The IT technician would recognise that some items were likely to be reaching the end of their useful lifespan and arrangements would be made to replace them. DP also confirmed that Devolved Formula Capital, DfC, funds did not disappear if not utilised within a certain timescale. DP had arranged with the IT Technician to have a look at all current equipment and try to establish when items would need replacing. BW asked if Pre-School had IT equipment and DP confirmed that this had already been bought. DP reported that he felt that the School had excellent provisions for IT equipment and each pupil had their own dedicated equipment.

Note: At this point PC left the meeting. She was thanked for her contribution. DP also reported that PC would be completing a webinar on Flexible Working to provide insight into possible options that would be beneficial to staff and the School. DP also suggested that PC may benefit from some time working from home as this would minimise interruptions that occur when she is based in the office.

5 POLICIES:

Several of the policies due for review are Local Authority Policies. No new versions have been made available.

BW confirmed that she had completed a table top review of the Governor's Allowances Policy and that TC had tested the process recently. TC had received his money in a reasonable time. All agreed this Policy was fit for purpose. BW suggested that all Governors, there are several new Governors, should be reminded that allowances are available to claim. This would be added to the Full Governing Body Agenda.

6. GOVERNANCE

6.1. Review of Register of Contacts and Services

The register had been made available by PC and Governors had opportunities to review this. BW asked about the cost of the maintenance, in particular Martin Gill. DP reported that Martin had not increased his prices but would let the School know if specific areas needed extra work resulting in a need for extra payments.

6.2. SFVS

The Schools Financial Value Statement, SFVS, had not been completed as important information from the Council has not yet been provided. The deadline for the SFVS is in November. It was agreed that when complete, it would be passed to the committee for comments etc.

7. HEALTH AND SAFETY:

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DP reported that a Tree survey had been completed. They had highlighted one tree that was in decline and required monitoring. A second tree has had Baler Twine wrapped around its trunk that had now been enveloped into the bark. Ideally, this would be removed but DP had tried and found it difficult to remove. DP confirmed that this process was usually carried out by the Council but this year the School had been given a choice of 6 contractors to choose from. The cost was under £100.

KW confirmed that some branches in the school ground had been lopped and composted. These branches were overhanging areas of the grounds. The branches were well-buried as a safety precaution.

KW also noted that she and DP had, on 19 September 2023, gone through a 224 point termly Health and Safety Checklist. KW reported that no major issues had been identified and that all points had been checked and an Action Plan had been set up.

BW asked if a replacement had been found to check the School's First Aid kits and replenish them as required. KW had volunteered to do this but BW suggested NC, Parent Governor, may well be willing to take this on. BW confirmed she would ask NC and report back.

TC stated that he had noticed some of the doors in the School were wedged open. He considered this to be a serious Health and Safety violation which required immediate attention. DP agreed to remove these wedges to ensure the doors were closed. DP then removed these wedges at the end of the meeting. (Note: following the meeting there were some discussions between DP and the staff and it was agreed by the Resources committee by email that three 'dorgard' devices should be bought, allowing certain doors to stay open; these devices release the door if the fire alarm is sounded. Cost is just over £100 each and PC will ask the Crosby Ravensworth School Foundation trustees if they will cover this cost.)

8. FACILITIES:

It was noted that the School Pond Area was in need of some attention. It had become overgrown. Although it was not urgent, it was agreed to look out for an enthusiastic expert who may be willing to give the area the care it needed. If no volunteer could be found, Martin Gill would be asked, and paid, to complete the work needed.

DP also mentioned that he was hoping for some updated pictures for the School Website. It was possible Governors knew of someone who could do this. It was agreed that those present would ask around.

KW noted that there was an area of the School Fence that was damaged. DP confirmed that cattle had broken through the fence during the holidays and the fence was secure but not fully repaired. DP agreed to contact the farmer/landowner to ask if this fence could be repaired.

DP confirmed that he had removed some debris, and a small tree, from the Staffroom roof. This debris had been blocking access to a down pipe and had resulted in a leak into the Staffroom. Since removing the debris, the leak had stopped.

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9. DATE OF NEXT MEETING:

It is expected that dates for the next meeting will be discussed at the forthcoming FGB meeting but the proposed dates below were accepted as being suitable at this time:

Resource Committee: Friday 19 January 2024

Pupil Progress Committee: Tuesday 23 January 2024

Full Governing Board: Wednesday 7 February 2024

(Times to be confirmed)

The meeting closed at 3.00pm.

Signed on behalf of the Governing Body:



Barbara Wallis

18 October 2023