

MINUTES OF RESOURCES COMMITTEE 27/9/24, 10am

PRESENT: Tom Cripps (TC, Chair), Barbara Wallis (BW), Duncan Priestley (DP, Head Teacher)

Apologies: Naomi Callaghan (NC). The Committee noted with regret the recent resignation of Christena Pelmore as Associate Member.

Minutes taken by BW

New conflict of Interest declarations: None

1. MINUTES OF PREVIOUS MEETING (14 June 2024)

These have already been approved by the Resources Committee and were presented to and adopted by the FGB at the meeting 3/7/24 .

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

None

3. MATTERS ARISING FROM MINUTES not discussed elsewhere: None

4. FINANCE:

1. 3 year financial plan (includes staffing), no formal update available owing to vacancy of Business Manager following PC's resignation and departure in July 24. However the school's former SSBM David Nattrass (DN) is working on a consultancy basis for the school until the SSBM position is filled, to ensure smooth financial reporting and has done one day to date. Karen Winder is kindly doing c7 hrs per week in the office to ensure bills are paid, food ordered, etc, and is being paid at her TA rate. This support from both individuals is essential and is much appreciated.
2. In year budget position – Period 4 monthly report is available on the secure Governors' section of the school website. Period 5 report has not been received from the LA. TC provided the committee with an updated spreadsheet (based on available reports) which indicated that spend is satisfactory and there are no urgent issues to address.
3. Summary of changes in roll etc. - Nursery, Roll, Catering, Maintenance - all broadly as expected, DP.

4. New staffing issues

-Resignation of Business Manager - interim arrangements are as described above. The post has been advertised and attracted a healthy number of suitably experienced applicants. DP, BW and TC form the recruitment panel and interviews will take place 30/9/24. (Subsequent to the meeting a candidate was offered and accepted the post and expects to be able to start within 2 to 4 weeks).

- Resignation of Clerk – This occurred summer 24 and despite advertising this locally and via the Diocese and LA sites, we have received no interest. The new SSBM may be prepared to take on some aspects of the role. Meantime committee chairs are preparing agendas and BW will help DP prepare policies for distribution to governors in good time for the FGB. TC suggested a day's teaching cover be provided for DP to be able to complete this work, however DP felt his teaching skills were more pertinent to the children's progress. AC, the retiring clerk, had reported to BW that he had been erroneously paid for September 24 and DP has since the meeting generated a termination letter, which will be used by CAPITA to calculate and issue the correction process.

-New EYFS teacher role - by the time Resources meet next, we should have someone in post to start January. There have been c8 potential applicants visiting the school; interviews to be held 16/10/24, with recruitment panel DP, GG, AL. BW reminded the committee that the CR Trust, who are giving £22k towards the new EYFS arrangements, will appreciate a schedule of draw down for funding over 3 financial years of the new appointment's contract – **DP/SSBM**.

5. Strategy for Capital spending including:

- a) Long term plan for repairs and maintenance – DP agreed to provide this for Resources and FGB Spring 2025. DP reported that the new windows installed over the summer holidays were a success; the contractor installed like for like in the hall and Class 1, and made good at the end of the job.
- b) Any other Capital spending issues – none at the moment.

- 5. Pony stable visits – DP reported that the school had stopped paying for a peripatetic sports teacher on one day a week and this

had given the school more flexibility with the Sports budget and diary. Five visits to a Pony stable north of Penrith were arranged for the whole school for the current autumn term and had proved extremely popular; by the end all children will have the experience of riding as well as mucking out and feeding. It is a very expensive activity, with hiring a minibus, and also very adult-intensive, relying on parent volunteers, and won't continue into next year. DP and JC are working on a 4 year and 2 year PE cycle for Class 2 and 1 respectively.

6. Application for after-school club funding – DP reported that the LA has still not indicated how much and when it will provide funding.

5. POLICIES

The following policies/procedures due for review have been noted on the policy schedule and those for approval will be submitted to FGB (**Action:** DP). Note – *Procedures* need to be noted by committee; *Policies* need to be approved.

	Termly	Sep	Oct	Nov	Dec
Appraisal (LA) <i>Procedure</i>		R			
Staff Grievance (LA) missing <i>Policy</i>		R			
Discipline (LA) (Staff – <i>Procedure</i>)		R			
Teachers' Pay (LA) <i>Policy</i>		R			
Absence and Wellbeing <i>Procedure</i>		R			
Maternity/Paternity (LA) <i>Procedure</i>			R		
Newly Qualified Teachers Induction (Now = ECT induction policy) = <i>Procedure</i>				R	
Supporting Pupils with Medical Conditions (<i>Policy</i>)				R	
Governors' Allowances (TPC to advise)					Chair

6. GOVERNANCE

- Decisions in relation to scheme of delegation: the Financial Delegation Policy requires that the **DP/Business Manager** notify committee of any decisions requiring adjudication and authorisation, ie any capital or revenue spend over £10k. None at present foreseen.
- SFVS: will require action in November for February deadline. **TPC / Business Manager**
- Resilience – the current circumstances are testing the resilience of the school and a lot is falling on DP's shoulders. DP checked with the committee members their understanding of who to contact if he were unwell/unavailable eg due to an accident and BW and TC were aware that they would contact the LA and also Kym Allan Associates (KAA) in these circumstances. DP had called in KAA earlier in the term to check that all safeguarding measures were in place in the absence of an SSBM and this had been helpful, eg in tracking training of staff and governors
- The school census will be undertaken on the morning of Wed 2 October.

7. **HEALTH AND SAFETY**

- Urgent H&S issues: None reported. The full H&S Management review is planned for the spring term meeting. As reported to FGB, the four-yearly audit by Kym Allan(KA) organisation was conducted 17/6/24 by Helen Blamire (HB) and the school was rated at 83%.

8. **FACILITIES**

- School repairs and maintenance plan: see 4.5 - **DP**
- Urgent repairs/maintenance issues – none reported.
- Grounds repairs and maintenance plan: see 4.5 - **DP**
- Urgent grounds issues – none reported

9. **FRIENDS UPDATE** – BW had contacted the chair, VSB, and no urgent issues reported. DP reported that VSB may retire as chair at the Friends' AGM 4/10/24 and he would propose a vote of thanks as she had done an outstanding job of fundraising for the school.

10. **CROSBY RAVENSWORTH UNITED TRUST UPDATE** - BW contacted AC as Treasurer to the Trust who confirmed there were no urgent issues to report.

11. **Any other urgent business:** none

12. **Date of next meeting/s :** To be decided by FGB. (TC will propose to the October FGB that the role of Resources Committee and potentially Pupil Progress also, be taken back into the FGB, DP asked TC to check that this model was appropriate, with Jane Lees (JL) of governance support at the LA. Subsequent to this meeting TC did this at online training run by JL on 30/9/24 and JL confirmed that the existence and structure of committees were decisions to be taken by the board, thus paving the way for change if the board so decided.)

The meeting closed at 11.16am.