

MINUTES Crosby Ravensworth School Resources Committee Meeting 17th September 2021 final agreed

25 Sep 2021 tpc

Members: Tom Cripps (TC, Chair), Linda White (LW), 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**

AGENDA

Apologies for absence: none

New conflict of Interest declarations: Debbie McCall informed the Committee that she has been elected onto the Parish Council. The Committee considered that this was in the interests of the School and congratulated her on this appointment.

1. MINUTES OF PREVIOUS MEETING (14 MAY 2021)

These have already been approved by the Resources Committee. They were presented to / adopted by the FGB in June 2021

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

None

3. MATTERS ARISING FROM MINUTES not discussed elsewhere:

Clerical support for Committees – A new Clerk, Andrew Clement has been appointed. His involvement with the Committees is being discussed and developed

4. FINANCE:

- a) **School Development Plan (SDP) - DP** Update dated 15th Sept 2021 is on Website. No major budgetary implications
- b) **Latest financial overview**
 - *Update on pupil numbers & impact on budget* - There are currently 25 on the roll with a 26th pupil expected shortly which will reflect in next year's budget + 1 child in nursery. Predictions for the next few years are: 2022 – 23+4; 2023 - 23+6; 2024 – 21+5
 - *Latest assumptions and changes (Funding/Grants)* - no change from previous
- c) **Formal Budget for 2021/22 and three year budget update – PC/DP** – no change for 2021-2 budget. Future predicted roll noted above.
- d) **Reconciled Budget Period 5** – The clerk's salary is currently budgeted under "Agency." TC asked whether there were adequate plans to use the Sports Funding and DP indicated that there were indeed exciting plans for sports development including locally organised tournaments and dry skiing.
- e) **Proposal by Head to increase non-contact management time.** (To be reviewed at Autumn/Spring meetings.) DP advised that we continue as at present
- f) **School nursery update** – See above for actual / projected numbers. The nursery is staffed in a very flexible manner so there is the opportunity to change numbers of preschool children quickly and also accommodate different days of attendance.
- g) **Service agreements** - A new photocopier lease is being negotiated
- h) **Review of School Asset Register** – DP stated that all additions to school valued over £50 are now systematically recorded. KW has been able to study the register.

- i) **School Financial Value Statement (SFVS)** – TC and PC will address this as usual once LA guidance is available.

5. CONTRACT STAFFING

- **Catering (DP/PC)**
- **Cleaning (DP/PC)**

There have been no changes to the staffing contracts

6. BUILDINGS

- **Heating** - DP noted that the oil costs appear to have dropped over the last 3 years (April 2018 - March 2019 = £3587.00; April 2019 - March 2020 = £3561.72; April 2020 - March 2021 = £3097.88). Because of the unusual circumstances including the school being empty during lockdowns and fluctuations in oil costs it is impossible to be equivocal about the significance of this. However DP stated that the school was indeed far more comfortable in winter than previously. In order to avoid excessive heat loss due to open windows required as Covid precautions DP stated that he was anticipating initiatives to introduce air purifiers.
- **Redecorating school – DP** This will be addressed in due course
- **Upgrading electrics** – DP stated that a quotation has been received. It is necessary to organise alternative written quote(s). Although most of the electrical renewal is not considered urgent DM and KW highlighted some actions relating to extension sockets from the Health and Safety audit which do need to be addressed soon.
Action **DP (/DM /KW.)**
- **Other buildings issues – DP**
Nursery playground has now been prepared and topsoil located ready for seeding & planting fruit trees. Within budget

7. SCHOOL GROUNDS

- *embellishments to the canopy extension outside class 1* – DP advised that this was now linked to the performance management targets of KS1 teachers. There remains an adequate budget and assistance from the trustees is anticipated if requested. When Complete a Learning Walk is proposed, probably next summer'
- *Other issues* – DP stated that trees were to be planted in the field adjoining the School to the North and the school is expected to be involved in this initiative.

8. HEALTH & SAFETY -

- DM and KW are sharing this brief at present with KW learning rapidly and already able to contribute considerably.
- The updated H&S Policy is ready to adopt and was approved by the committee and recommended to FGB for adoption.
- The updated Fire Policy is ready to adopt and was approved by the committee and recommended to FGB for adoption with the proviso that an attempt is made to sort out the numbering of paragraphs.
- An *asbestos report* from June requires action **DP/PC**
- Legionella - report / survey from September to act upon. PC stated that she is investigating a collaboration of local schools for future reports. **PC/DP**
- *Visiting the School*: DP advised that Governors (and others) are now permitted to visit, subject to specific conditions. **Clerk** to circulate these conditions.

9. **FRIENDS UPDATE** – Friends AGM meeting due in October

10. **TRUSTEES UPDATE** – No Update

11. **REVIEW OF SCHOOL SINGLE CENTRAL REGISTER** - DP and PC provided assurance that this is fully up to date

12. **POLICY AND PROCEDURE UPDATES** (Policies require Governor Approval; Procedures to be noted)

- **Financial Delegation Policy** –TC advised that on reflection the supplied version was still not fit for purpose and it was agreed that TC, DP, PC would meet soon to develop an acceptable document. This will be circulated for adoption as soon as possible. **Action TC /DP/PC**
- **Other Policies and Procedures** : the other policies listed for consideration on the Policy Schedule are discussed below:
- **Health & Safety** – policy approved by the committee and recommended to FGB for adoption (see 8 above) **Action: Clerk**
- **Fire Safety** – policy is approved by the committee and recommended to FGB for adoption subject to proper formatting (see 8 above) **Action: Clerk**
- **Pay, Appraisal** policies – not currently available from LA for political reasons
- **Staff Grievance, Absence And Wellbeing, Maternity / Paternity / Discipline** these are LA policies and no relevant updates appear forthcoming. **Action – follow up by DP / PC / Clerk**
- **Staff Conduct** – need to check that review dates on policy schedule matches policy itself and these are concordant. **Action: Clerk**
- **Flood** – It was agreed to request that Maulds Meaburn Village Institute becomes the emergency flood refuge. The policy is approved by the committee and recommended to FGB for adoption subject to this amendment. **Action: DP / Clerk**

13. **OTHER BUSINESS:** LW reminded the Committee that the Headmaster's Appraisal is due this term and that one of the Governors undertaking this is required to undertake training. **Action DM**

14. **Date of next meetings :**

Friday 14th January 2022 at 1pm

Friday 20th May 2022 at 1pm

The above times and dates have previously been agreed. The times chosen may not be optimal for all the current committee members or the conduct of

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Board business in general and possible rationalisation of this will be undertaken at a FGB level. **Action: Clerk and others**

Tom Cripps, Chair Resources Committee *September 25 2021*