

Crosby Ravensworth School Resources Committee Meeting 25th January 2021 MINUTES

Jan 2021 tpc FGB (agreed by committee)

MINUTES of Resources Committee Meeting 25th January 2021

Members: Tom Cripps (TC, Chair), Linda White (LW), Debbie McCall (DMcC), Duncan Priestley (DP, Head), Tom Hollis (TH, Parent Governor)

In attendance:

Meeting start: 3.30pm

Apologies for absence

Pauline Cleasby (PC, School Business Manager - SSBM) Note: Pauline normally attends but was unable to on this occasion: TC, LW, DP attended a Teams meeting with PC on 22 Jan 2021.

Conflict of Interest declarations

No new conflicts of interest were reported

1. MINUTES OF PREVIOUS MEETING (28 Sep 2020)

These were Approved

2. DECISIONS MADE BY COMMITTEE OUTSIDE FORMAL MEETINGS

- *Recommend approval of Headmaster's Pay progression*
- *Approval of Governor's Expenses Policy*
- *Recommend approval by FGB of updated SFVS*

3. MATTERS ARISING FROM MINUTES

- **Custody of documents relating to Appraisal etc.** There is now an area on the Governor's Secure website for electronic archiving.
- **Proposal by Head to increase non-contact management time.**
DP reported that this had been working well when not prevented by lockdown. The two class 1 teachers had shared additional teaching time. The Committee expressed the hope that this arrangement would continue and noted that it was already reflected in projected budgets. **Action:** Further report and proposals at next meeting (DP)
- **Schools Financial Values Statement (SFVS)** – see 2 above
- **Review and audit of School Asset Register –**
DP provided a copy of the current Asset Register. He suggested that this can usefully be reviewed annually in June/July along with the Emergency Plan and could conveniently be referenced on the Policies/Procedures schedule. Furthermore DP suggested that a Governor might undertake on site challenges of its accuracy from time to time. Committee note and agreed with the above. **Action:** Further consideration and programme at next meeting (DP/TH.)
- **Review and audit of School Single Central Register (SSCR)**
 - 1. The SSCR was audited formally as part of the Safeguarding Audit in 2019 and also considered to be up to date at the recent Ofsted inspection.
Action: Annually, in between formal Audits, the Head will be requested to confirm to the committee that the SSCR is complete and up to date (DP).
 - The Committee agreed that it is not the role of the Governors as strategic leaders to undertake audits – rather their role is to seek assurance from the Operational leaders (i.e. the Headmaster) that the necessary actions have taken place.

Consequently it was agreed that the terms of reference should be amended to reflect this. **Action: TC to raise this issue with the FGB.**

- **Extending the outdoors sheltering for the EYFS.**
DP reported that a survey has been completed, he has received the relevant plans and work can be undertaken in time for invoicing of an appropriate sum before the end of March.
- **Health and Safety Policy and GDPR** – Now complete and adopted
- **Financial Delegation policy** – see 12 below
- **Out of School Club Policies and Procedures** – This is the responsibility of the full Board so will be discontinued by the Finance Committee

4. FINANCE:

- **Latest financial overview**
 - Update on pupil numbers & impact on budget
 - Latest assumptions and changes (Funding/Grants) -
Two children are leaving at the end of the School year, balanced by two new admissions. There is also the possibility of two additional pupils. There is no change to the current budgetary assumptions.
- **Month 9 Reconciled Budget –**
 1. The SSBM has provided and explained an estimated year end Budgetary Statement with the predicted situation almost exactly what was expected. This indicates a year end surplus of approximately £7500. This assumes an expenditure of £10000 in this financial year for playground improvements. Approximately £3000 of the surplus relates to funds donated to the school by the Friends.
 2. In answer to a query about Sports funding the SSBM explained that it is accounted for separately from the main budget and any surplus can be carried over into the next financial year.
- **Staff Performance Management & Pay Review; Financial implications** - See 2 above
- **Three year budget update** – See above
- **SFVS** - See 2 above
- **School nursery update -**
The nursery remains essential for the long term future of the school but there is uncertainty about the number of children who will be attending it on a year by year basis. DP is very aware of this issue and is *prioritising* the development of a strategy to address it. He will also be discussing the situation with the Local Authority. **Action: DP**
- **Wraparound care update -**
The wraparound care programme (when not shut as a result of Covid) continues to be very popular and remains financially buoyant. It is noted that sporting events are very well attended and the Sports Funding has been very useful in this respect.
- **Service agreements -**
HR Contract. We are in the process of renewing the contract with the same company (Capita), but minus some services (e.g. legal advice) which are considered poor value but

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can be reinstated if needed although it is believed these can be accessed more usefully elsewhere.

Other

- The grass cutting contract will need to be renewed. It is considered good value. The Committee considered it appropriate to be able to “roll over” this contract without formally renewing it each year.
 - The current Photocopying contract involves payment per photocopy and alternate (better value) provision is being explored.
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- **Review and audit of School Asset Register** - See 3 Above
 - **Review and audit of School Single Central Register** -See 3 above

1. STAFFING

- **Catering** Nothing new to report
- **Cleaning** The cleaning contract with Orian seems to be most satisfactory and it is particularly useful that the company is responsible for recruitment of new cleaners when needed.

2. BUILDINGS

- **Heating** - DP stated that the new controls were much more user-friendly than previously. He will attempt to establish the effect on heating bills in due course. It was noted that some work re: asbestos safety was still outstanding within the Boiler contract and DP is pursuing this. **Action: DP to report at next meeting**
- **Redecorating school** – DP advised that the new blinds were a great improvement. Other decorating needs can be considered in the next financial year. **Action DP**

3. SCHOOL GROUNDS See 3 above

4. HEALTH & SAFETY - DMcC and DP advised the Committee as follows:

- *Successful H&S audit last October. Overall score 83% (was 74% in 2018)*
- *A few areas with low scores to be addressed*
- *It is suggested that the Head is regularly challenged to demonstrate that the policies are properly implemented. (Action: DP/TH/DMcC)*
- *Unable to progress H&S inspections due to Covid lockdown*
- *Risk assessments re: making the school Covid secure completed*
- *Following consultation with Kym (Allan) there is a clearer understanding of responsibilities of Headmaster v Governors*
- *Governor responsibility for H&S is being handed over to Tom Hollis and it is expected that he will introduce some new approaches*
- *The new working policy schedule has made it easier to manage H&S governance*
- *Alan Woodhead has resigned from his Governor role; he was responsible for H&S on premises*

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5. **FRIENDS UPDATE** – Fundraising activity has been limited by lockdown, but the Friends still have funds and are happy to support the school. They have expressed support for the suggestion that the old nursery play area (now no longer relevant) could be changed into an orchard.
6. **TRUSTEES UPDATE** – DP advised that the Trustees were prepared to support the EYFS canopy project.

7. BENCHMARKING

TC stated that he had been unable to find any benchmarking data which is more useful than what is obtainable from the SFVS Dashboard. It was agreed that using this along with the regular local school Cluster meetings remains the appropriate way forward.

8. POLICY UPDATES

- Financial Delegation Policy – *in depth annual review required by March 2021*
- Charging and remissions Policy – *tabletop review due March 2021*
- Induction Policy – *tabletop review required April 2021*

ACTION: DP to progress this as per Policy Schedule

9. PROCEDURE UPDATES (Procedures are to be noted but do not need governor Approval; those listed below require action prior to next Resources Committee meeting):

- Updated Maternity /Paternity and Newly Qualified teachers' induction Procedures - **noted and accepted by committee.**
- Asbestos management plan. *DP advised that this has been reviewed and is essentially unchanged - noted and accepted by committee.*
- Site Security Procedure – *In depth Review required by Feb 2021. Will be discussed at next meeting. (Action DP)*
- Complaints Procedure – *Tabletop Review required Feb 2021 (Action: DP to progress)*

10. ANY OTHER BUSINESS

- **Capability of Staff (Procedure)** – DP advised that following review there was no change to previously adopted LA version.
- **Supporting pupils with medical needs** - DP advised that this has undergone a tabletop review and recommends no changes to the most recently adopted version. (Note that a COVID addendum was released and adopted in the Summer.)

11. DATE OF NEXT MEETING :

Summer term: Monday, 10 May 2021 at 1530hrs (*Provisional – subject to negotiation*)

T.P CRIPPS, Chair of Resources Committee 31 January 2021