

THE GOVERNING BODY OF RAVENSHALL SCHOOL**FINANCE & RESOURCES COMMITTEE**

Minutes of the meeting of the Finance & Resources Committee held at 4.50 pm at the school on Wednesday, 14th May 2025.

PRESENT

Miss S Hoffmann (Chair), Mrs J Kilbride, Mr R Robinson (joined remotely via Teams).

In Attendance

Miss J Tingle (Minute Clerk)

Ms R Thackray (School Business Manager/Associate Member)

19. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms S Lee. In her absence, Miss Hoffmann chaired the meeting.

There were no declarations of interest.

20. MINUTES OF THE MEETING HELD ON 22nd JANUARY 2025

RESOLVED: That the minutes of the meeting held on 22nd January 2025 be approved and signed by the Chair as a correct record.

21. MATTERS ARISING

There were no matters arising or actions in the Action Log from the previous minutes.

22. FINANCIAL MANAGEMENT AND MONITORING

It was agreed to move this item to the end of the meeting.

23. PREMISES AND RESOURCES

Prior to the meeting, Ms Thackray had distributed various finance reports prepared by herself and the Head Teacher, together with extracts from the school's finance system and a draft budget summary form for 2025/2026.

Item 2 of Ms Thackray's finance report detailed the ongoing work with Pinnacle to ensure that resources are maintained through the Life Cycle budget. Various work and purchases were highlighted as being planned for 2025/2026.

The Head Teacher reported that the building materials being stored in the car park are for a sensory track to be built around the school fields. This was at no cost to the school as it was provided by Trans Pennine through the efforts of Ms C Gray-Sharpe.

Q: Will the work impact on the school day?

A: No, it is scheduled to start and finish during the half term break.

24. HEALTH AND SAFETY

Ms Thackray had circulated a Health and Safety Review of Outdoor Play Areas document which had been completed by an external company. Items shaded green were completed and the school was working with Pinnacle to get other issues resolved. There were no serious issues raised.

Ms K Dickinson joined the meeting at 4.57pm with apologies for her late arrival.

Q: Are there any items that had not previously been identified by Pinnacle? Is anything unsafe?

A: No, there is nothing unsafe or unstable. We are asking for Pinnacle's report.

There had been a fire in the design and technology room caused by a laser cutter. The fire brigade attended the school and school staff had used the fire extinguishers. It was reported that the fire alarm did not sound. It transpired that the sensor was for heat not fire. However, the building was quickly evacuated, and no one was injured.

Q: Were parents informed?

A: Yes.

25. FINANCIAL MANAGEMENT AND MONITORING

(a) Budget spend, SAP Report, Money Manager

It was reported that the school's overspend for the current year was £159,000. This was an improvement to the £220,000 forecast in January 2025 due to the reimbursement of £63,000 from the LA. Ms Thackray advised that there were no variances to the income and expenditure already discussed at previous meetings.

The draft budget for 2025/2026 showed a deficit of £354,254.

Prior to the meeting, the Head Teacher had circulated his 10 page report outlining in detail the various reasons for the deficit. Mr Robinson reiterated that it was due to factors beyond the school's control. The LA's inaccurate funding bands had been discussed at the previous meeting. The Head Teacher also explained at length the LA's budgeting error in the school's allocation a few years ago. The repayment adjustment, together with the incorrect bandings resulted in approximately a £1 million shortfall in funding. The Head Teacher was still awaiting a reply from the LA to the letters he had sent.

Mr Robinson then outlined the cost saving measures already undertaken, which were described in his report.

A meeting with the LA was scheduled for 9th June (TBC).

Q: Are there bigger class sizes?

A: Yes. The maximum is 11 and there is one with 12 pupils.

Q: Are you taking more pupils?

A: Yes. There is an increase from 154 to 212 which might increase depending on the outcome of tribunals.

Q: Does the higher banding for new pupils equate to greater needs?

A: The higher banding could be for different reasons for example requirement for a hoist or 1:1.

Q: Are any other schools in the same position? Is there an option to extend the repayment over a number of years?

A: This will be discussed at the meeting with the LA in June. Support from governors or contributions for the meeting are welcome.

ACTION: The Head Teacher to clarify why another special school has received a lump sum.

Q: Will you have to look at recruiting extra staff?

A: We are working with HR to explore other avenues first.

(b) Budget Setting

It was reported that 10th June was the deadline to submit the budget. It was agreed that the final draft will be circulated to the Committee nearer the deadline. There was a requirement to submit a 3 year budget. However, there was no feedback in the past and it was noted that this will not be submitted.

There was a planned drawdown from the devolved funding capital for IT and furniture which was noted on page 2 of the budget.

ACTION: Ms Thackray to circulate the final budget after half term.

26. ANY OTHER BUSINESS

There were no items of any other business.

27. DATES OF THE NEXT MEETING AND POSSIBLE AGENDA ITEMS

These were to be discussed at the following governors' meeting.

28. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The Chair closed the meeting at 5.35pm.

ACTION LOG:

Minute Number	Action	By Whom
25 (a)	<u>Budget</u> Head Teacher to clarify why another special school has received a lump sum.	Head Teacher

25 (b)	<u>Budget Setting</u> Ms Thackray to circulate the final budget.	Ms Thackray
--------	---	-------------