

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 14 May at 6 pm **via Teams**

Present: Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair),
Mrs J Griffith, Mr P Grover, Mr N Holt, Revd J Hutchinson,
Ms D Ogunbawo, Mr J Sharland, Mrs J Steel, Mrs A Williamson.

In Attendance: Mrs C Elsasser (Clerk)

Key		
	Support	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
	Operational	Action towards improvement, impact and success, monitoring
	Strategic	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
	Challenge	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1383/24 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting and invited Revd Hutchinson to open the meeting with prayer.
	1384/24 Apologies for Absence There were no apologies, all Governors being present.
	1385/24 Declaration of any business interests or conflicts of interest None were declared. Mr Fettes reminded Governors of the need for confidentiality which was more so than ever due to the topics being discussed at this meeting.
	1386/24 Minutes of the last meeting held on 19 March 2024 The minutes were agreed to be a true record of the last meeting and would be signed.
	1387/24 Matters/Actions arising from the last meeting Mr Fettes drew attention to the table attached to the agenda showing the status of all the matters arising and actions from the last meeting and noted that all would be carried forward to the July meeting. Action: Carry forward all matters/actions arising from March meeting to July meeting
	1388/24 Approval of Budget 2024/25 and 3 year budget projection Copies of budget 2024-5, 2024-25 budget assumptions document, Holy Trinity Sunningdale 3 year deficit recovery plan 2024-27 and Balance Control Mechanism Surplus Balance Calculations 2023-24 had all been circulated prior to the meeting.
	Mr Sharland enquired why no expenditure increases had been included in the 3 year paper. Mr Aherne noted that this was how the Borough required the information to be presented and similarly no increases in income were included either.
	Mrs Griffith noted that the latest paper circulated included pension grants and pay awards.
	Mrs Boaler enquired how the school would fund the deficit and Mr Aherne reported that the Borough would provide a rolling overdraft as long as a recovery plan was in place.
	Mr Fettes asked if there were any questions, none were raised. All papers presented were unanimously agreed.

	Mr Fettes thanked Mrs Poulter for all the work she had undertaken to get this information together.
	1389/24 Consultation Documents, procedure of consultation timeframe and staffing plan going forward Copies of Holy Trinity Proposed Staffing Adjustments Consultation Document and Holy Trinity Business Case had been circulated prior to the meeting.
	Mrs Griffith noted that, as set out in the papers, school were currently in the consultation period which would end on 11 June. During this time TAs could come forward expressing a wish to take voluntary redundancy. She noted that to date one staff member had come forward.
	Mrs Boaler asked if the Borough had been helpful and supportive in this process.
	Mrs Griffith noted that the Borough's HR representative was present at the meeting with staff and all staff now had her email and they also have been given a Borough-wide care support contact. HR would also attend another meeting with staff and the unions once the consultation period had ended.
	Mr Fettes asked if there were any other questions relating to the documents or the process. None were raised.
	1390/24 Policies Mr Fettes reported that the Complaints Policy had been recirculated to Governors on 15 April and all had indicated their approval via email. The policy was therefore ratified.
	1391/24 Any Other Business a) Governor Group Visit Day – 5 June Mrs Griffith suggested that in light of the pressure staff were currently under that the Governor visit day should be postponed until the Autumn term. All were in agreement with this. Action: JG reschedule Governor Group Visit Day to Autumn term
	b) School PTA Summer Fair – 29 June Mrs Griffith noted that the timing of the School PTA Summer had been revised to 10.30 am to 2.30 pm. She thanked all Governors who had volunteered to assist.
	c) Letter to Parents Mr Fettes noted that a letter to parents had been prepared addressing the financial deficit. Mrs Griffith would forward copies of this letter to all Governors, along with the letter that she had sent to parents. Action: JG circulate to Governors the letters to parents
	1392/24 Date of Next Meeting 6 pm Tuesday 9 July in person.
	6.17 pm Mr Fettes thanked everyone for their time and the meeting closed.