**HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE**

**Minutes for Governing Board Meeting**

**held via Microsoft Teams on**

**Tuesday 16 May 2023 at 6.15 pm via Microsoft Teams**

| | |
|---|---|
| **Present:** | **Mr B Aherne, Mrs C Barnes, Mrs A Boaler, Mr T Fettes (Chair), Revd J Hutchinson, Mr J Sharland, Mrs J Steel, Mrs J Taylor.** |
| **Not Present:** | **Mrs J Griffith, Mr P Grover, Ms D Ogunbawo, Mrs A Williamson** |
| **In Attendance:** | **Mrs W Poulter (Bursar), Mrs C Elsasser (Clerk)** |

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

| | |
|---|---|
| | **1284/23 Welcome and Opening Prayer**<br>Mr Fettes welcomed Governors to the meeting, Revd Hutchinson then opened the meeting with prayers. |
| | **1285/23 Apologies for Absence**<br>Apologies had been received from Mrs Griffith, Mr Grover, Ms Ogunbawo and Mrs Williamson. All were accepted. |
| | **1286/23 Declaration of Any Conflicts of Interest**<br>None were declared. Mr Fettes reminded Governors that all matters should be treated with confidentiality. |
| (red) | **1287/23 Agree minutes of the previous meeting held on 14 March 2023**<br>The minutes were agreed by all as a true record and would be signed by the Chair. |
| (red) | **1288/23 Matters/Actions arising from the last meeting**<br>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. He noted that two items would be carried forward to the next meeting:<br><br>**1274/23 Questions to the Finance and Resources Committee / c) Schools Financial Value Statement**<br>**Clerk to Schedule first F&R meeting of year in January before SFVS deadline**<br><br>**1276/23 Academisation Working Party**<br>**AWP to set meeting date** |
| | **1289/23 Approval of Budget 2023/24**<br>The ***Budget comparison paper and assumptions document*** had been circulated to Governors with the agenda. |
| (green) | Mr Fettes invited Mr Aherne to summarise. Mr Aherne noted that the proposed budget had been approved by the F&R Committee and as set out would achieve the school's aims. He thanked Mrs Poulter for all her work in drawing together the figures and producing the papers, |

'I know that there is nothing better for people than to be happy and to do good while they live.' *Ecclesiastes 3:12*

| | |
|---|---|
| | There were no questions raised and the papers as presented were approved. |
| | **1290/23 3 Year Budget Plan 2023-26**<br>The ***3 year budget plan*** had been circulated with the agenda. |
| | It was noted that this was information required by the Borough. All were in agreement with the paper as presented. |
| | **1291/23 Authorised Signatories**<br>The list of Authorised signatories had been circulated with the agenda. |
| | Mrs Boaler asked if this information echoed that within the Finance Policy.<br>**Action: JG to check details were consistent with Finance Policy** |
| | All were in agreement with the proposed signatories document. |
| | **1292/23 Balance Control Mechanism**<br>A spreadsheet showing the agreed carry forward figure from 2022/23 to 2023/24 had been circulated with the agenda. All were in agreement. |
| | **1293/23 Any Other Business**<br>Mrs Boaler enquired if the funding for the car park had been secured from the Parish Council. Mr Fettes noted that a pro forma or purchase order needed to be raised and he would email the Parish Council Clerk to move this forward.<br>**Action: TF to contact Parish Council Clerk re car park funding** |
| | **1294/23 Date of Next Meeting**<br>6 pm Tuesday 4 July. |
| | ***18.35***<br>Mr Fettes thanked everyone for their time and the meeting concluded |