

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting
held on Tuesday 23 January at 9.30 am
via TEAMS

Present: Mrs A Boaler, Mr T Fettes (Chair), Mr D Gingell, Mrs J Griffith,
 Revd J Hutchinson, Mr J Sharland, Mrs J Steel.

Not Present: Mr B Aherne, Mrs C Barnes, Mr N Holt, 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

	1453/25 Welcome and Opening Prayer Mr Fettes welcomed Governors to the meeting.
	1454/25 Apologies for Absence Apologies had been received from Mr Aherne, Mrs Barnes, Mr Holt and Mrs Williamson, they were all accepted.
	1455/25 Declaration of any business interests or conflicts of interest None were declared.
	1456/25 Opening Prayer Revd Hutchinson prayed for the school.
	1457/25 Minutes of the last meeting held on 19 November 2024 It was noted that the minutes of 19 November meeting would be carried forward to the Board's 18 March meeting. Action: Carry forward minutes of 19 November 2024 to 18 March 2025 meeting.
	1458/25 Matters/Actions arising from the last meeting It was noted that the matters arising and action points from 19 November meeting would be carried forward to the Board's 18 March meeting. Action: Carry forward action points and matters arising from 19 November 2024 to 18 March 2025 meeting.
	1459/25 Review and approval of SFVS <i>The Schools Financial Value Standard (SFVS) checklist had been circulated to Governors with the agenda.</i> Mr Fettes invited questions.
	Re Q23 - Mrs Boaler enquired why school did not compare with the DfE framework, Mrs Griffith noted that school used the Borough's financial package and we do compare with other schools.
	Re Q25 – Mrs Boaler noted with reference to the audit reports mentioned in this question that their sign off should perhaps be specifically documented within a Governor meeting. Mrs Griffith requested that Mrs Boaler discuss this with Mrs Poulter. Action: AB discuss with WP process to formally document sign off of audit reports
	Re Q1 – Mrs Steel requested that alongside noting the Governors Skills Audit the response should note that Governors undertake regular training. Action: WP to add regular Governor training undertaken into Q1 response

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

	No further points were raised. All Governors were in agreement that the Chair could sign the document as correct and that it be submitted. Action: TF to sign SFVS, WP to submit the document on behalf of the Governing Board
	1460/25 Review 9 month budget comparison report <i>The 9 month budget comparison report had been circulated to Governors with the agenda.</i>
	Mrs Griffith noted that the Borough had approved the funding formulae for the year ahead and it was hoped that school would receive confirmation of details by the end of February.
	It was noted that line E08 included the one off severance pay amounts following the voluntary redundancies.
	Governors enquired what the cost would be to school with regard to the pipework rerouting required to enable the heating and boiler to function again. Mrs Griffith reported that school would need to meet ten per cent of the costs, however a very generous offer had been received from a parent (who wished to remain anonymous) to meet the school's costs in full.
	Mrs Boaler requested that the donor be thanked (retaining their anonymity) in the school newsletter. Action: JG thank donor in school newsletter
	Mrs Boaler enquired what impact the reduction of budget in line E19 (Curriculum costs) would have. Mrs Griffith noted that this line had previously included a sum to top up the shortfall in parental contributions for trips, this was not now required since the introduction of the new system to request a single termly contribution.
	On projected admissions for 2025/26, it was noted that 62 applications had been received, normally approx. 120 would have been expected, however it was known to be a low birth rate year. It was believed that compared to applications to other cluster schools, Holy Trinity was in a good position and it was hoped that there would be a minimum of 25 taking up places in September.
	Mrs Griffith noted that the agreed teacher's pay rise had been budgeted for but not in full. Mr Fettes noted that the Borough had required school to include a 3% rise in their figures, however 5.5% had been awarded.
	It was noted that the Board had reviewed the 9 month budget comparison report.
	1461/25 Determination of Admissions Policy and Guidance Notes 2026/2027 The final version of the Admissions Policy and Guidance Notes, following wide consultation with the community and local authority had been circulated to Governors on 10 December.
	All Governors were in agreement to determinate the school's Admissions Policy and Guidance Notes 2026/2027.
	1462/25 Any Other Business No mattes were raised.
	1463/25 Date of Next Meeting 6 pm, Tuesday 18 March, in person.
	10:00 am Mr Fettes thanked everyone for their time and the meeting closed.