



HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

Minutes for Governing Board Meeting

held on Tuesday 22 January 2026 at 9.30 am **via TEAMS**

Present: Mr R Abbott, Mr B Aherne, Mr T Fettes, Mr D Gingell, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel (Chair), Ms L Walker.

Not Present: Mrs C Barnes, 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

	1553/26 Welcome Mrs Steel welcomed Governors to the meeting.
	1554/26 Apologies for Absence Apologies had been received and accepted from Mrs Barnes and Mrs Wiliamson.
	1555/26 Declaration of any business interests or conflicts of interest None were declared.
	1556/26 Minutes of the last meeting held on 18 November 2025 It was agreed that the minutes of the last meeting held on 18 November would be reviewed at the next meeting on 17 March. All were in agreement to do this. Action: Carry forward review of minutes of November meeting to the next meeting
	1557/26 Matters arising from the last meeting. It was agreed that the matters arising from the last meeting held on 18 November would be reviewed at the next meeting on 17 March. All were in agreement to do this. Action: Carry forward review of matters arising from November meeting to the next meeting
	1558/26 Review and approval of SFVS Mrs Steel noted that the SFVS had been circulated with the agenda. She noted that this had been agreed by the Finance and Resources Committee and no changes had been made. She proposed that this be approved for submission, all were in agreement.
	1559/26 Review 9 month budget comparison report Mrs Steel noted that the report had been circulated with the agenda. Mr Aherne noted that the predicted year end deficit had risen since that circulated at the start of the year, from £21K to £46K. This was due primarily to the emergency work that had been required on the trees, topping up support for students as funding had not been received and an increase in curriculum fees all of which were necessary and beyond the school's control. He flagged up that school were still on track to be back in credit by the 2027/28 financial year and that the Borough had no concerns about the school's budget management.
	No comments or questions were raised.

	1560/26 Determination of Admissions Policy and Guidance Notes 2027/28 Mrs Steel read briefing notes provided by Mrs Williamson. She noted that there had been no material changes to the policy which had been circulated to the Board on 12 January following review by the Admissions Committee. No comments or questions were raised and the policy was duly determined.
	She noted that initial application numbers for 2026 Reception places from the Borough looked promising despite it being a low birth rate year. Out of Borough applications had not come through yet, and Mrs Griffith noted that there had been several enquiries and show rounds.
	Mrs Steel reported that current roll was at 211/210 and might rise to 212 after half term. She noted Mrs Williamson's thanks to Mrs Lawson for all her work and support on admissions.
	Mr Fettes noted that St Michael's had produced a flyer encouraging parents to apply which he had seen in the local cafes, and he would photograph this and circulate to the Board for information.
	1561/26 Any Other Business a) Proposed Cleaning Companies Mrs Griffith confirmed that the caretaker would be leaving at the end of term and Mrs Poulter had circulated four quotes from cleaning companies to the Finance and Resources Committee, they were requested to review the four quotes and let Mrs Poulter know their views by the end of next week. Action: F&RC review and respond on cleaning company quotes
	Mr Griffith expressed thanks to Mrs Poulter to her work on this.
	1562/26 Date of Next Meeting Tuesday 17 March at 6 pm in person.
	9.50am Mrs Steel thanked everyone for their time and the meeting ended.