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HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 20 October at 9.30 am

Present: Mr B Aherne (Chair), Mr T Fettes Mrs J Griffith, Revd J Hutchinson, Mrs J Steel,

Via Teams: Mrs A Williamson

In Attendance: Mrs W Poulter (Bursar), 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

	826/22f Welcome Mr Aherne welcomed Governors to the meeting.
	827/22f Apologies for Absence All Governors were present.
	828/22f Declaration of Business Interests None declared.
	829/22f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 28 June had been distributed with the agenda. These were agreed as a true record of the meeting and signed.
	830/22f Matters Arising ***A table listing the action point from the last meeting*** had been distributed with the agenda. It was noted a number of items would be picked during the meeting.
	The meeting was interrupted with a fire alarm. Governors evacuated the building.
	831/22f Budget Update ***The budget comparison spreadsheet*** had been circulated earlier in the week.
	Mr Aherne noted that although the paper predicted a year end deficit of £,1400 this figure included a "predicted c/forward" of £75K. It was noted however that school would be losing £110K income going forward with the loss of the double year so maximising the amount available to carry forward this year was essential.

	Mrs Griffith noted that on school census day the NOR was 212.
	Mrs Poulter noted that school's energy contracts were arranged via the Borough and were fixed until April 2023. It was predicted, but not confirmed, that there would be an 83% increase.
	Mrs Williamson asked what would happen if school went over budget. Mrs Poulter noted that she would put together an indicative budget in February and contact the Borough if school would not be able to present a balanced budget. She noted that in the past the Borough had provided an interest free loan, however they would likely also advise cutting TAs. She noted that any "nice to have" items would need to be put aside to focus on the "must haves".
	Mrs Poulter noted that by May school would need to present the next 3 year budget projection to the Borough.
	Mr Aherne thanked Mrs Poulter for all her work and her close monitoring of the budget.
	i) School Roof It was noted that work was underway, although might be halted due to rain. It was hoped that work would be completed by the end of half term.
	Mrs Poulter noted that she had been advised to put in another submission to the Diocese for repair of the rest of the roof, Phase 2. Noting that school would be required to pay 10% of the costs, the rest funded by the Diocese, as per Phase 1.
	ii) Car Park extension updates It was noted that the Parish Council had agreed to provide £20K funding, however this came with the caveat that the car park needed to be made available out of hours for others to use. Concerns were raised about site security, insurance cover, liability etc. It was agreed that Mrs Poulter should contact the insurance company to ascertain the position. **Action: WP contact insurance wrt car park being open to public out of hours**
	Mrs Poulter noted that the current car park needed resurfacing even if this extension did not go ahead, estimate for this was £26.5K which included removal of tree stumps so would provide a few more spaces. Extension costs had been estimated at additional £22K.
	Mr Fettes suggested a meeting be set up with the Councillors to show them the site and discuss issues. **Action: TF to write to Parish Council and possibly set up meeting between Governors and Councillors**
	Mrs Williamson suggested that the staff be kept updated on the work the Governors were doing to try to improve the environment for them. **Action: JG update staff on Governors work to improve car park**
	iii) Adventure Playground updates It was noted that the work had been completed and the children enjoying the new playground.

832/22f Decarbonisation Report Mrs Steel noted that the Working Party needed to meet to discuss the items identified in the report. **Action: TF/JS/WP Set date for Working Party to identify actions from Heat Carbonisation Report**
833/22f Other Financial Matters **i) SEN Budget and spend** Mrs Griffith updated from recent Local Authority Leadership Forum meeting that future funding outlook for EHCPs was bleak.
She noted that school had been directed to take one pupil with an EHCP and additional funding in place requiring an extra staff member and therefore an additional cost to the school. She noted that school had to fund £6K per EHCP and this was one of the reasons for the current projected budget deficit.
ii) Club Lettings Mrs Poulter noted that clubs were now being invoiced £20 per week, other than Magpies who provided other services to the school.
Mr Fettes enquired how Breakfast Club was faring, Mrs Poulter noted that uptake had picked up but that Fridays were quiet.
iii) SIMMS/Arbor Mrs Griffith noted that the data migration to Arbor from SIMMS was in progress and would be in place after half term. Other than training there were no other costs to school.
Mrs Williamson enquired if all GDPR issues had been covered, Mrs Griffith confirmed that they were.
Mrs Steel suggested that a Privacy Impact Assessment should be carried out.
Mrs Williamson offered to check the contract and ensure all controls were in place. **Action: AW check SIMMS to Arbor transfer to ensure all GDPR/Privacy controls in place**
iv) ELSA Provision Mrs Griffith noted the school had bought into a child counselling service, one half day per week, in conjunction with another local school. She noted that both schools hoped to receive funding for this from the Hope Trust.
v) Disposal of Assets None noted.
vi) Technology rolling replacement/updates Mrs Griffith noted that 3 new interactive panels were in place in classes 2, 3 and 5. Redecoration around the panels was now required. The rest of the classes were scheduled for next year.

	vii) Furniture requirements Mrs Griffith noted that Year 1 furniture had been upgraded at the end of last term, new chairs provided for Reception and surplus/excess furniture had been discarded. There were currently no outstanding furniture needs.
	viii) Hall refurbishment Mrs Poulter noted that quotes were awaited to replace all lights with LED. Mrs Griffith noted that the plasterwork was crumbling in the Hall and work would be needed.
	Mr Fettes noted that a letter of thanks from the Governors should be sent to the parent who organised restoration and repainting of the large window overlooking Station Road. **Action: TF/JG draft letter of thanks re window restoration**
	834/22f Governance **i) Governor Visits** It was noted that recent visit reports were available on the website. Mrs Griffith noted that the recently circulated School Development Plan had identified the curriculum visits due over the course of the year.
	ii) Governor Training Needs No outstanding needs were identified.
	iii) Feedback from SAC Committee The SACC meeting on12 October had asked the Committee to discuss how the impact on teaching staff of one member of support staff on long term sickness could be minimised. The possibility of volunteer support had been raised.
	It was agreed that volunteer support was not possible due to safeguarding concerns and the Committee agreed that other options should be explored such as dedicated lunch-time controllers or cover by Magpies. **Action: JG to explore options for lunch time controllers**
	SACC had also sought confirmation that CPOMS would be introduced for safeguarding recording. It was confirmed that this expenditure had been agreed at FGB and would go ahead.
	iv) Triangulation back to SAC Committee Cost implications of lunch time controllers was being explored and CPOMS was going ahead.
	835/22f Policies ***Two policies had been circulated to Governors on 13 October and comments requested by 19 October***: **a) Governors Allowances Schemes for Paying (we call Expenses Policy)** **b) Whistleblowing Policy**
	Both policies were agreed to be put forward for ratification to the Full Governing Board in November.

	836/22f Health and Safety Mr Fettes confirmed that there were no issues to report and that an Asbestos Report was being generated.
	Mrs Poulter confirmed that the money for the fence repair had now been received from the insurer and work would go ahead shortly.
	837/22f Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report.
	838/22f Any Other Business Mr Aherne noted the Committees thanks to Mrs Poulter.
	839/22f Impacts as a result of this meeting • Working within budget to achieve educational aims of the school and aiming to meet shortfall • Decarbonisation Working Party to meet • Proposal for Phase 2 roof work to be submitted • CPOMS being introduced • Arbor transfer underway • Fire evacuation observed • Car park – insurance implications to be investigated • Lunch time controllers to be explored • 2 policies agreed
	840/22f Date of Next Meeting Thursday 23 February 2023 at 9.30 am
10.43	Mr Aherne thanked everyone for their contributions and closed the meeting.