**HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE**

**FINANCE AND RESOURCES COMMITTEE**

**Minutes from meeting held on 19 October 2023 at 9.30 am**

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| **Present:** | Mr B Aherne (Chair), Mrs C Barnes, Mrs J Griffith, Revd J Hutchinson, Mrs J Steel, |
| **Via Teams:** | Mrs A Williamson |
| **Not Present:** | Mr T Fettes |
| **In Attendance:** | Mrs W Poulter (Bursar), Mrs C Elsasser (Clerk) |

| Key | | |
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| (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 |

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| | **881/23f Welcome**<br>Mr Aherne welcomed Governors to the meeting. |
| | **882/23f Apologies for Absence**<br>Apologies had been received from Mr Fettes, these were accepted. |
| | **883/23f Declaration of Business Interests**<br>None declared. |
| (green) | **884/23f Minutes of the Last Meeting**<br>***The minutes of the last meeting*** held on 29 June 2023 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed. |
| (green) | **885/23f Matters Arising**<br>***A table listing the action points from the last meeting*** had been distributed with the agenda. It was noted that all items were completed or covered by the current agenda. |
| (green) | **886/23f Budget Update**<br>***The budget comparison (6 month) document*** had been distributed with the agenda. |
| (green) | **i) 6 month review**<br>Mr Aherne noted that there was an encouraging carry forward projected of £8K. He flagged up that all should be mindful of economies especially as reception numbers were down this year. |

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| | He noted that the figures circulated included the teachers pay grant and that nothing had been included for rates as these were now centrally paid by RBWM. |
| | He asked Mrs Griffith if the budget enabled school to provide the education it should for its children. Mrs Griffith confirmed that they were delivering the curriculum as they should. However she flagged up that it was a struggle to achieve the ideal level of interventions (SEN/SEND) and that Covid's legacy continued to be a challenge. |
| | She reported that they were currently one staff member down having lost their speech, language and occupational therapy assistance and were unable to replace the role. The needs of these children were being met by another staff member. She noted that if there were more funds available they would be spent on interventions, especially in light of the recent direction to take on a high needs child. |
| | Mrs Steel enquired about Covid catch up. Mrs Griffith confirmed that there was a separate pot of money allocated to this and £2.7K tbc had been received which school then had to match. |
| | The Committee agreed that the school was able to deliver the curriculum and provide a good education. |
| | Mrs Griffith noted that according to the financial benchmarking, educational support (TAs) at HT is in the highest 10% of similar schools. This is due to high needs of pupils and a decision made to ensure SEND interventions can take place. |
| | Mrs Griffith noted that safeguarding always came first, if a child needed constant supervision in and out of class then this had to be provided. |
| | Revd Hutchinson enquired if school had more SEN then average. Mrs Griffith responded we have less than average:<br>• 4 pupils (1.9%) have EHC Plans for learning difficulties, disabilities and additional needs which is below national average for primary school pupils (2.5% June 2023).<br>• 27 pupils (13%) are on our SEN register. 23 do not have an EHCP (11.1%). This is below national average for primary school pupils of 13.5% (June 2023). |
| | Mrs Griffith reported that when a local school had gone into deficit they had been required to make redundancies within the TA Team. |
| | Mrs Steel enquired if there was enough support from parents and volunteers to alleviate the pressure on TAs. Mrs Griffith noted that currently St Georges and Charters students were providing some support. |
| | **ii) School Roof**<br>Mrs Poulter reported that the work had been completed over the Summer. |
| | **iii) Car Park Extension update**<br>Mrs Poulter that feedback was still awaited from the Parish Council and a meeting was to be set with Mr Fettes, Mrs Poulter and the School Liaison Councillor. |

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| | **iv) Boiler Repair**<br>Mrs Poulter reported that this was not working efficiently. A grant was being applied for from the Diocese to replace it. It was noted that the Local Authority had not as yet shared details about the quotes they had previously obtained for its replacement and it would be helpful if they could provide some outline figures to assist with budgeting, Mrs Poulter would follow this up.<br><br>**Action: WP request LA share outline figures for boiler replacement** |
| | **887/23f Decarbonisation Working Party**<br>It was noted that quotes to replace the windows in the hall had been sought as well as other improvements to the hall. |
| | **888/23f Renewal of 99-year lease**<br>Mrs Poulter had contacted St John's College Cambridge but to date no response had been received. |
| | **889/23f Other Financial Matters**<br>**i) Purchase Card**<br>Mrs Poulter noted that the cards had not yet arrived. |
| | **ii) Disposal of Assets**<br>None. |
| | **iii) Technology rolling replacement/updates**<br>Mrs Griffith noted that all the interactive screens had been installed. The next item requiring attention was the leasing of iPads, however this was currently on pause whilst a new IT support contractor could be found. |
| | She noted that the cluster schools were putting a tender document for IT support together and approaching 5 companies. It had been agreed that until this contact was in place no new hardware would be purchased. |
| | It was noted that the staff laptops which were on lease were due for renewal next year. Pupil ones were currently not leased and there were currently 2 on loan to students. A new contractor was essential to ensure all filtering and monitoring and firewalls were in place and updated as required. |
| | **iv) Staff recognition fund**<br>Mrs Griffith suggested that some funds be put aside in order to be able to award bursaries and to mark exceptional work, recognise achievement etc especially when staff gave up additional time to accompany students on residential visits. A sum of £3K was suggested. The Committee were in agreement and that this should be ring fenced from next budget in May 2024. |
| | **v) Schedule of future maintenance requirements and financial implications**<br>Mrs Griffith noted that a schedule of future maintenance needs and a rolling programme of works had been drawn up and was used to prioritise refurbishments. |
| | **890/23f Governance**<br>**i) Governor Visits**<br>It was noted that Safeguarding Governor visits would now be scheduled half termly for Ms Ogunbawo and Revd Hutchinson. |

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| | **ii) Governor Training**<br>No current training needs were identified. |
| | **iii) Feedback from SAC Committee**<br>The SAC Committee had met on 17 October:<br>"SACC would like to confirm school wish to go forward with the catch up tutoring plan for phonics and writing previously recommended to and agreed by F&RC at their June meeting and it is intended that this would be implemented after half term. SACC would also like to recommend expansion of the Kapow resources to support the teaching of science.". |
| | Mrs Griffith noted that the Kapow scheme of work would cost approx. £160 pa. |
| | **iv) Triangulation back to SAC Committee**<br>The Committee were in agreement with these recommendations from SACC. |
| | **891/23f Policies**<br>Four policies had been circulated to the Committee on 19 September and comments had been requested by 3 October:<br>a) Managing Allegations of Abuse Against Staff<br>b) Breakfast Club Policy<br>c) Whistleblowing Policy<br>d) Staff Induction Policy |
| | Mr Aherne suggested that a line be added to the Breakfast Club Policy to note that the objective was to break even.<br>**Action: JG amend Breakfast Club Policy** |
| | The four policies were approved for presentation to FGB for ratification. |
| | It was noted that the Sports Pupil Premium would be circulated shortly.<br>**Action: JG circulate Sports Pupil Premium statement** |
| | **892/23f Health and Safety**<br>No issues to report. |
| | It was noted that the fire alarm had been set off by a pupil last week. |
| | **893/23f Safeguarding Child Protection and Prevent**<br>Mrs Griffith noted that filtering and monitoring of IT were now part of the safeguarding remit. |
| | She also reported that there was currently one child in care and several on-going concerns with a number of children. The Safeguarding Governors were aware. |
| | **894/23f Any Other Business**<br>Mrs Williamson extended thanks on behalf of all the Governors to Mrs Poulter for her work in ensuring the budget and school were in such a good position and had been so for the last 4/5 years. |
| | **895/23f Impacts as a result of this meeting**<br>• Budget 6 monthly position reviewed<br>• Money being spent efficiently<br>• Solid financial position<br>• Rolling schedule of maintenance needs to be drawn up |

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| | • Staff recognition fund agreed<br>• IT support contract discussed<br>• SACC requests received and approved<br>• 4 policies reviewed and agreed |
| | **896/23f Date of Next Meeting**<br>9.30 am Thursday 14 December via Teams – 8 month review and draft SFVS. |
| 10.<br>14 | Meeting concluded. |