HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 7th July 2026 at 9:30 am via TEAMS

Present: Mr B Aherne (Chair), Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel.

Not Present: Mrs C Barnes, 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 SDP progress, financial decisions, learning and teaching, pupil outcomes

	1065/26f Welcome Mr Aherne welcomed Governors to the meeting.
	1066/26f Apologies for Absence Apologies were received and accepted from Mrs Barnes and Mrs Williamson.
	1067/26f Declaration of Business Interests None declared.
(green)	**1068/25f Minutes of the Meeting** The minutes of the last meeting held on 7 May 2026 were agreed as a true record of the meeting and would be signed.
(green)	**1069/26f Matters Arising** ***A table listing the action points from the last two meetings*** had been distributed with the agenda – it was noted that these would all be picked up via the current agenda.
(green)	**1070/26f Budget Update** **a) Review of 13th month 2025/26 Budget Comparison** *The Budget Comparison had been circulated with the agenda.*
(green)	Mrs Poulter noted that the final carry forward deficit figure was around £400 more than had previously been advised, now standing at -£44,543.

	b) Review of 2026/27 Budget Comparison 3 month review *The Budget Comparison had been circulated with the agenda.*
	Mrs Poulter noted that the figures were as expected at this time of year and nothing was standing out.
	Mrs Griffith noted that confirmation had been received that school would receive £9,684 from the new mainstream inclusion fund (IMF) from DfE. This had not been shown in the figures presented. She also noted that school would have to upload details about how this would be spent by December.
	It was noted that every school appeared to receive a different figure and it was not yet clear how this had been allocated.
	Mrs Poulter noted that Sports Premium funding had been stopped and a new scheme was being brought in which schools needed to bid for, no details on how this could be done were yet available.
	As a result of this funding stopping Mrs Griffith noted that school would be unable to continue with tennis coaching or the CPD for staff currently provided through Magpies.
	Mr Aherne asked if any response had been received from the Borough since submitting the school's deficit budget. Mrs Poulter confirmed that there had been no response to date.
	1071/26f Renewal of 99 year lease *Documents relating to the lease renewal had been circulated on 16 June.*
	Mr Aherne thanked Governors for their suggested draft responses to St John's College. Discussion took place and it was agreed that this information would be held back for now.
	Mrs Poulter noted that as a first step Savills would like to come into school for a meeting and had indicated it would not be offering a peppercorn rent but were prepared to work with the school.
	Mr Holt suggested that this meeting should take place during term-time so they could see the school in action and the quality of provision. He and other governors offered to be present at this meeting.
	1072/26f Caretaker Property It was noted that Mrs Hill was packing up, however she was yet to hear if a property was available in Grimsby and had not been offered any other accommodation.
	It was ascertained that there was no current tenancy agreement and no rent was being received.
	It was agreed that Revd Hutchinson would contact Gordon Joiner at the Oxford Diocese to find out next steps. **Action: JH discuss caretaker property with Gordon Joiner at Oxford Diocese**
	1073/26f Car Park resurfacing and gates Mrs Poulter reported that she would be sending the Diocese two quotes for the car park resurfacing and one for the gates proposing that they approve these be funded from the school's capital fund. She noted that the resurfacing quotes ranged from £31k-£36k.
	It was also noted that the gates on Church Road into the kitchen area needed repair.

	1074/26f Decarbonisation Working Party – hall refurbishment Mrs Poulter noted that as soon as the Diocese had confirmed use of the capital fund for the car park then school would move forward with getting approval for quotes for replacing the hall and corridor windows and refurbishment of the hall.
	1075/26f Other Financial Matters **a) Extra-curricular provision costs** It was noted that most classes had covered costs other than for the residential trips.
	It was noted that shortfall contributions for residential trips was only from those that school was aware would be unable to cover the costs. In the past this shortfall had been made up from the Church's School Fund.
	Revd Hutchinson noted that Church also had a Hardship Fund and supporting disadvantaged pupils to enable them to attend residentials would fit within the parameters of this Fund. **Action: WP to sent JH details of shortfall on residentials**
	Mrs Griffith noted that parents of current Year 5 had been lobbied and 23 had indicated that they would like the residential to be 5 days rather than 3 in Year 6.
	It was noted that requesting termly contributions was additional work for Mrs Poulter but that it did bring in more funds than the previous system.
	Mrs Steel suggested that a reminder by SMS text message would be the most effective way to alert parents that they had not paid their contributions.
	It was agreed that a new letter to parents would be prepared to send out in September setting out why the contribution was necessary. The amount asked for would be reviewed for inclusion in this letter. Mr Holt offered his assistance. **Action: JG/NH revise letter for parents re extra curricular provision costs**
	b) Telephones It was noted that the upgrade was on-going.
	c) Capital Fund It was noted that the fund currently contained £71K which as previously discussed in the meeting would be used for the car park work and then window replacement and hall refurbishment.
	d) Governors' IT Fund It was noted there was currently £2,028 in this fund.
	Mrs Griffith noted that the IT consultants had confirmed costs of £500/laptop. Costs for investing in Chrome books instead of laptops were being investigated along with Google classrooms.
	Mr Holt suggested that once the total cost was ascertained then information about the shortfall should be communicated to parents via the newsletter and a thermometer.
	Mrs Steel noted that a long term rolling replacement plan should be put in place.

e) PTA Funds

Mrs Griffith noted that this year PTA had provided £500 towards the playground and £2k towards books. She suggested that they might be willing to support the IT equipment upgrade.

Action: JG to discuss IT needs with PTA Chair

1076/26f Governance

a) Governor Visits

Recent visit reports would be uploaded to the website.

b) Governor Training Needs

No needs were identified.

c) Feedback from SAC Committee meeting on 23 June

An extract from the SACC Minutes had been circulated with the agenda. The Committee wanted to flag to F&RC that school would be losing a pupil with associated high needs funding next term and that Year 2 might be down one pupil and both these things would impact income received. They also requested that F&R Committee explore costs of installing air conditioning in each classroom in order to future proof the school and gather cost/room figures.

Mrs Steel noted that school needed to consider long term solutions to manage heat waves. Options for mobile or fixed units for classrooms need to be considered as well as energy use and maintenance costs.

Mr Sharland suggested that this should be considered in conjunction with solar panels to offset energy costs.

Mrs Griffith noted that research was underway and she was exploring options in conjunction with the cluster schools.

10.20 ***Mr Holt, Revd Hutchinson and Mr Sharland left the meeting***

d) Triangulation back to SAC Committee

To note that options for air conditioning were actively being explored.

1077/26f Policies

3 policies had been circulated on 6 May, and comments requested by 21 May:

i) Lettings Policy
ii) Safer Recruitment Policy
iii) Allergy and Anaphylaxis Procedures Policy

No comments had been received, and the policies were therefore approved for presentation to the Full Board at their next meeting.

1078/26f Health and Safety

a) Building Condition Survey

The survey had been circulated to Governors, it was noted that the condition of the flat rooves would be raised with the Diocese. No new issues had been flagged up in this report and existing items were on the school's rolling upgrade programme.

b) Future Plan for Heatwaves

This had been discussed earlier in the meeting, any decisions re early closure would be led by the temperature.

	c) OPM in trees It was reported that 5 nests had been removed and this had been at a cost of £355 per hour over and above the rolling maintenance cost. It was noted that rather than spraying the trees to prevent the moth returning the trees would be injected.
	d) Tree maintenance It was noted that much work had been carried out and all now looked much healthier.
	1079/26f Safeguarding, Child Protection and Prevent Mrs Griffith reported that one child was on Child Protection and one child had been taken into care. On-going support was being provided to these families with the assistance of Mrs Steel and Revd Hutchinson.
	There had been no referrals to Prevent.
	1080/26f Any Other Business Mr Aherne announced that he would have to stand down from his role as Chair of the Committee and also from the Board. He expressed thanks to Mrs Poulter for her support over the last 10 years.
	Mrs Griffith thanked him for all he had contributed to the Committee and the School.
	1081/26f Impacts as a result of this meeting • 3 month budget comparison reviewed • Strategy re lease renewal agreed • Diocese to be contacted re caretaker's property • Diocese to be provided with car park quotes to use capital fund • Letter to parents re extra curricular costs to be sent in September • IT replacement plan discussed • Air conditioning of classrooms to be investigated • 3 policies agreed
	1082/26f Date of Next Meeting The next meeting date would be set at the September Admin meeting of the Full Board.
	Mrs Steel added the Committee's thanks to Mr Aherne.
	Meeting concluded 10.27