HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 12th March 2026 at 10:30 am

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

Via Teams: Mrs A Williamson

Not Present: Mr N Holt

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

	1039/26f Welcome Mr Aherne welcomed Governors to the meeting.
	1040/26f Apologies for Absence Apologies were received from Mr Holt.
	1041/26f Declaration of Business Interests None declared.
(green)	**1042/25f Minutes of the Last Two Meetings** The minutes of the last two meetings held on 6 November and 9 December 2025 were agreed as a true record of the meetings and would be signed.
(green)	**1043/26f Matters Arising** ***A table listing the action points from the last two meetings*** had been distributed with the agenda, it was noted that all items were completed or would be covered by the current agenda.
(green)	**1044/26f Budget Update** **a) 11 month review** The ***11 month budget comparison*** had been distributed prior to the meeting.

	Mr Aherne noted that the projected deficit stood at £43,502, this had increased due to the Pupil Premium contribution being lower than expected due to funding not being received for two post looked after children.
	He noted that taking on the new cleaning contractors after the Caretaker retires should save approx. £18k on previous salary costs.
	He reported that school were still on track to achieve the 3 year target to be back in credit by 2027/28. However he reminded all that next year should be approached as another year of frugality.
	There were no questions.
	1045/26f Caretaker Role and Property Mr Aherne noted that the cleaning contract had been awarded to Tactical Group Ltd who would carry out a deep clean of the school before Easter at no extra cost.
	Mr Aherne enquired about Mrs Hill's position with regard to staying on in the house until she is allocated suitable accommodation elsewhere. Revd Hutchinson noted that although the church owns the house and the school benefit from any income generated, the Diocese oversee all aspects. He reported he would take this forward with the Diocese. **Action: JH to discuss Mrs Hill's situation with the Diocese**
	Mrs Griffith noted that the estate agents had indicated that a commercial rent for the property would be £1,500 pcm. It was noted that a reasonable figure needed to be agreed for Mrs Hill.
	1046/26f Car Park resurfacing and gates Mrs Poulter reported that two further companies were providing quotes, as per the Diocese's requirement for any work from capital funding. She would circulate all three via email once received for the Committee's decision. **Action: WP to circulate 3 quotes via email re car park and gates for committee decision**
	1047/26f Decarbonisation Working Party – window replacement in hall and corridor Mrs Poulter noted that two quotes had been received a third was awaited. She would circulate all three via email once received for the Committee's decision. **Action: WP to circulate 3 quotes via email re window replacement for committee decision**
	1048/26f Renewal of 99 year Lease No progress to report.
	1049/26f Other Financial Matters **a) Extra Curricular Provision Costs** Mrs Griffith reported that the termly contribution requested from parents was not working effectively and took up a great deal of Mrs Poulter's time in chasing parents. It was suggested that school should revert to just requesting costs for trips. Discussion was divided on whether or not this should be done.
	It was agreed that the Parent Pay system currently used was not ideal and that switching to using Arbor should be investigated to see if this improved the response. **Action: WP investigate switching parental contributions from Parent Pay to Arbor**

	It was agreed that the current system would continue until September and be reviewed with a possibility of asking for trip costs only and factoring in a small extra cost to cover other extra curricular activities.
	It was noted that school were grateful to the church's trust fund which paid for pupils on Pupil Premium to enable them to attend residential trips.
	Revd Hutchinson noted that church also had a Hardship Fund and they would be happy to be approached to meet other needs.
	b) Telephones It was noted that quotes were currently being sought including from the school's current IT company.
	c) Capital Fund It was noted that there was currently £68k available in the Capital Fund, this included £15k from decarbonisation which had to be put towards the window costs which were likely to total £20k. The car park was likely to be £38k, leaving approximately £10k.
	Discussion took place about the EYFS outdoor area with the suggestion that the PTA might like to focus on this as they had already provided play equipment for the KS1 and KS2 play areas.
	Mrs Poulter noted that grants could also be applied to for this.
	d) Governors' IT Fund It was noted that donations received to date amounted to approx. £3.5k, however 30 laptops were required for a whole class to be able to work together at the same pace at approx. £500 each. It was suggested that parents could be reminded about the need for new laptops with a thermometer showing how much raised and how much still needed. **Action: JG produce an IT fund thermometer showing target for parents**
	e) Supply Teacher Insurance Mrs Poulter noted that the Borough were no longer providing this insurance cover, so other options were being explored.
	Discussion took place about whether or not the outlay of approx. £4k pa was cost effective. It was noted that this long term sickness insurance would pay out £150 per day, but only after 5 days leave and in the last 3 or 4 years the average sick leave for teachers had been 1.3 days.
	Mrs Williamson enquired what the other local schools were doing and Mrs Poulter noted that some of them had made the decision not to take this out several years ago.
	It was agreed that this would not be pursued.
	1050/26f Governance **a) Governor Visits** It was noted that several visits had taken place and reports uploaded to the website.
	b) Governor Training Needs It was noted that Mrs Steel and Mr Gingell had both completed Safer Recruitment Training this year with the National College.

c) Feedback from SAC Committee
At their last meeting on 3 February the SAC Committee had noted that the school was driven by pupil need and if school was required to take on more children with EHCPs then more support staff would be required, they asked F&RC to consider prioritising this and extending the budget deficit if required.

Mrs Griffith noted that, at the time of the SACC meeting, school had been approached regarding three consultations about taking on children with EHCPs, all with high needs. She noted however that these children had all now been allocated and accepted places at other schools.

SACC had also noted that F&RC should be aware that there was already a gap in meeting lunch time supervision. Discussion took place. It was noted that this would cost £8k pa and if possible would be factored into the 2026/27 budget which was currently being prepared.

Mrs Griffith noted that this lack of lunch time cover had been raised via the recent staff well being questionnaire as a concern.

SACC also flagged up that the car park refurbishment was now a matter of urgency. This was acknowledged and had been discussed earlier in the meeting.

d) Triangulation back to SAC Committee
The discussion on the points raised would be fed back to the SAC Committee.

1051/26f Policies
5 policies had been circulated on 12 January, and comments requested by 26 January:

i) Pay Policy
ii) Asthma Policy
iii) Finance Policy
iv) Staff Code of Conduct Policy and Guidelines
v) Teacher Appraisal Policy

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

1052/26f Health and Safety
Mrs Poulter reported that there had been a recent fire review and adjustments were required to some of the fire doors to enable them to close more quickly. It was noted that the handyman would be tasked with this.

Action: WP task handyman to adjust fire doors as required

1053/26f Safeguarding, Child Protection and Prevent
Mrs Griffith reported that one child remained on Child Protection and there had been no safeguarding or Prevent referrals.

1054/26f Any Other Business
Mrs Poulter noted that during the annual gas safety check it had been noted that the kitchen's oven seals were now obsolete, more information was being gathered on the impact of this.

Mrs Griffith noted that the school lunch provider would not be offering the option of grab bags during the summer term due to the amount of wastage and packaging this entailed.

1055/26f Impacts as a result of this meeting

- 11 month budget comparison reviewed and on track to be in surplus in 2027/28 as planned
- New cleaning contractor agreed

	• 3 car park quotes to be reviewed once received • 3 window replacement quotes to be reviewed once received • Extracurricular activity costs discussed • Telephone upgrade discussed • Laptop fund to be shared with parents • School house property discussed • Supply teacher insurance discussed and agreed not to continue with • Governor visits and training discussed • Fire review noted • Feedback from SACC discussed • 5 policies reviewed and agreed
	1056/25f Date of Next Meeting 9.30 am Thursday 7 May (short budget meeting via Teams)
	It was noted that the July meeting set for 9 July needed to be rescheduled. **Action: Clerk to circulate email re rescheduling 9 July meeting**
	Meeting concluded 11.36