



HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 6th November 2025 at 9:30 am

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

Via Teams: Mrs A Williamson

Not Present: Mrs J Griffith, Mr J Sharland

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

1012/25f	Welcome Mr Aherne welcomed Governors to the meeting.
1013/25f	Apologies for Absence Apologies were received and accepted from Mrs Griffith and Mr Sharland.
1014/25f	Declaration of Business Interests None declared.
1015/25f	Minutes of the Last Meeting <i>The minutes of the last meeting</i> held on 3 July were agreed as a true record of the meeting and would be signed.
1016/25f	Matters Arising <i>A table listing the action points from the last meeting</i> had been distributed with the agenda, it was noted that all items would be covered by the current agenda.
1017/25f	Budget Update a) 6 month review The <i>6 month budget comparison</i> had been distributed prior to the meeting.
	Mr Aherne noted that the projection was now £1k less in deficit than the prediction at the start of the year and the budget was on track to meet the small surplus projected for 2027-28 therefore online with the school's recovery plan.

'I know there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

	He noted that the building maintenance line showed a large overspend due to the library renovation however this was offset by a contribution from the PTA.
	He noted that within the educational support staff line there was a slight gain as a 4% increase had been budgeted for, but this had been finally agreed at 3.2%.
	Similarly, there was a slight gain in the Teaching staff line as a teacher paid on main scale 6 had been replaced with one at UPS3.
	He reported that ground maintenance expenditure was increased due to the tree maintenance that had been required.
	1018/25f Extracurricular provision costs – update on parental contributions It was noted that the new system had partially helped to secure parental contributions, however Mrs Poulter noted that still not all parents were contributing and she was having to chase up individually to secure payment in advance of class trips.
	It was agreed that communication with parents needed to explain and reinforce the need for all parents to engage with this. Action: JG/JSf reinforce need for parental contributions
	9:37 Mrs Williamson joined the meeting via Teams
	1019/25f Decarbonisation Working Party Mrs Poulter noted that when Government initially awarded £15k to address decarbonisation issues, it had been hoped that this would be an annual payment, however it now transpired that this was a one off award.
	Mrs Poulter reported that quotes had been received for replacing the windows in the Hall and all other non-double glazed windows in the meeting room and corridor. These were £36k + VAT for aluminium windows and £19k inclusive of VAT for UPVC windows.
	She noted that in addition to the decarbonisation fund the capital fund could be used for this work.
	Governors were in favour of accepting the quote for UPVC windows which was from Brackenwood, an RBWM recommended supplier. It was agreed that Mrs Poulter would discuss the quotes with Mr Fettes. Action: WP discuss window quote with Mr Fettes
	Mrs Poulter reported that an updated quote had been received for resurfacing and white lining the car park, including replacing the gate sensors and grinding out the tree stump. This was £36k including VAT and she noted that it would be possible to do this and the UPVC windows from the capital fund.
	Revd Hutchinson noted that he would investigate the church's trust fund for school to see if funds might be available to redecorate the hall and replace the flooring. Action: JH to investigate church's trust fund to see if funds available for hall renovation
	1020/25f Sports Premium Mr Aherne reported on the Sports Premium spend.
	1021/25f Renewal of 99-year lease Mrs Poulter reported that there had still been no direct response from Savills since the visit by surveyors.

	1022/25f Caretaker Role and Property Mrs Poulter noted that Mrs Hill had indicated that she would be retiring at Easter.
	Revd Hutchinson noted that the caretaker's house was for the benefit of the school whether used for a staff member or leased out privately.
	Mrs Poulter noted that other schools contracted a company to do the cleaning. Mrs Steel noted that the caretaker role for Holy Trinity should encompass the handyman jobs as well as just cleaning.
	It was agreed that investigations were needed into costs for cleaning/caretaking as well as current market rent for the house and any renovation costs needed to make the house suitable to lease and these would be discussed at the Committee's November meeting. Action: WP investigate caretaker/cleaning costs, market rent and renovation costs for discussion at December meeting
	10:00 Mr Holt left the meeting
	1023/25f Other Financial Matters a) Tree Care Mrs Poulter reminded Governors that a maintenance contract for the trees had been discussed and rejected previously, however since then, due to a limb falling from one of the trees, £7k had needed to be spent just to address this.
	It was therefore recommended again that the maintenance contract should be taken on, this would cost £21k spread over 3 years, and could be set up as monthly payments. The contract would start with a complete survey and draw up a programme of works.
	It was agreed that this was essential and should be put in place.
	b) Security Gates It was noted that these would be addressed along with the car park resurfacing work as previously discussed in this meeting.
	c) Telephones Mrs Poulter reported that quotes were awaited for conversion of the system to digital from the school's IT provider, these would be circulated once available.
	d) Capital Fund It was noted that the fund contained £64k (not £35k as indicated on the agenda).
	The use of the fund for the car park and windows had been discussed earlier in the meeting.
	Governors enquired if this fund could be used for the new laptops needed for pupils, Mrs Poulter noted that only if they were purchased outright, not for leasing. It was agreed that leasing these would be the better option.
	1024/25f Governance a) Governor Visits Mrs Barnes noted that Governors had been observing Collective Worship.
	Mrs Steel noted that she would be conducting SEND and pastoral hub visits in December.

	b) Governor Training Needs It was noted that Martyn's Law - officially known as the Terrorism (Protection of Premises) Act 2025, required schools to consider lockdown protocols.
	Discussion took place, it was agreed that cluster schools should be consulted and a policy would be required. Mrs Steel noted that Charters School already had procedures in place and therefore discussion with Charters would be useful and consideration given to how any protocol could be adapted for younger children. Action: JG investigate other school's lockdown protocols
	c) Feedback from SAC Committee At their meeting on 14 October the SAC Committee noted that since their last meeting all the training needs (early years and paediatric first aid) had now been met and the shortfall between the ECHP award and the need for a full-time TA would be resolved as this child had been awarded an external placement.
	They also asked F&RC to factor into the school budget the possible costs associated with complying with Martyn's Law legislation which would relate to school lockdown training and any necessary site adaptations.
	d) Triangulation back to SAC Committee The Committee noted that compliance with Martyn's Law was being investigated.
	1025/25f Policies 5 policies had been circulated on 17 October, and comments requested by 4 November: i) Expenses Claims Policy ii) Pupil Premium Policy iii) Pupil Premium Statement (2024/25 review) iv) Sports Premium Statement v) Whistleblowing Policy
	No comments had been received, and the policies were therefore approved for presentation to the Full Board at their next meeting.
	1026/25f Health and Safety There were no matters to raise as the tree maintenance had been discussed earlier in the meeting.
	1027/25f Safeguarding, Child Protection and Prevent Mrs Barnes reported that one child was on a Child in Need plan. This child was now receiving alternative provision in a new setting, but would remain on the school books. She noted that she would be visiting this child in their new setting shortly, regular updates would be received and Holy Trinity would be involved in all CIN meetings.
	She noted that a couple of families were also receiving early help tracking via the DSLs.
	She reported that another SEND child needed alternative provision as was currently struggling to come into school. This child was under Bracknell Forest care, who were aware of the situation, had acknowledged the need but there appeared to be no urgency.
	Mrs Barnes noted that all staff had undergone online safeguarding and cyber security training.

	1028/25f Any Other Business a) Well Being Mrs Barnes raised concern about teacher well being noting that, due to long term TA sick leave, teachers had been giving up their lunchtimes to do lunch time cover over the last 8 weeks.
	Mrs Steel requested, and it was agreed, that Mrs Poulter investigate the costs of an additional person to cover lunch times for consideration. Action: WP investigate costs of a lunch time supervisor
	b) Staff Christmas Gift Mr Aherne noted that in past year's staff had been given a Christmas gift. Revd Hutchinson would investigate if the church's school trust fund could be used for this purpose. Action: JH investigate if church school trust fund could be used for staff Christmas gift
	c) SIAMS Inspection Governors were encouraged to be available to take part in the SIAMS inspection taking place on Monday 10 November.
	1029/25f Impacts as a result of this meeting • 6 month budget comparison reviewed • Extracurricular activity costs discussed, parents to be reminded • Window replacement quotes discussed • Car park resurfacing, gate sensors etc quote discussed • Tree maintenance contract agreed • Telephone upgrade discussed • Leasing of laptops to be investigated • Sports Premium report received • Caretaker role discussed • Caretaker house options discussed • Martyn's Law/lockdown protocols discussed • Governor visit programme reviewed • Feedback from SACC discussed • 5 policies reviewed and agreed
	1030/25f Date of Next Meetings 9.30 am Thursday 11 December (8 month review and draft SFVS) – via Teams
	Meeting concluded 10:42