HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 13 March 2025 at 9:30 am

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

Not Present: Mrs G Griffith, 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

	973/25f Welcome Mr Aherne welcomed Governors to the meeting.
	974/25f Apologies for Absence Apologies were received and accepted from Mrs Williamson and Mrs Griffith.
	975/25f Declaration of Business Interests None declared.
	976/25f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 12 December 2024 were agreed as a true record of the meeting and would be signed.
	977/25f Matters Arising ***A table listing the action points from the last meeting*** had been distributed with the agenda. All items had been completed.
	978/25f Budget Update ***i)*** **11 month review** The ***11 month Budget Comparison Report*** had been distributed via email prior to the meeting.
	Mr Aherne noted that the projected deficit for 2024/25 was down compared to previous reports and as far as it was possible to predict it appeared that by 2026/27 the budget would be showing a breakeven position.

	He noted that the overspend shown in Building Maintenance E12 was offset by additional income shown in 'Other income' and that E08 reflected the redundancy payments, otherwise the budget was broadly in line with expectation.
	Mrs Poulter confirmed that all items for the school year had been included in the figures shared.
	Mr Aherne asked if Governors were happy to accept the 11 month figures, all were in agreement.
	***ii)* SRMA Review** Mr Fettes noted that when the review had been undertaken, the inspector had been satisfied that all actions required to address the budget situation had already been taken by the school and all questions raised were answered. However other schools had not been happy with this particular inspector and the Borough had then released him. Mrs Poulter reported that a second inspector had been appointed by the Borough and the preliminary report from this second inspector had just been received. Both reports agreed that the medium to long term situation had been managed well and that the Governing Board had had full oversight of the figures and the school was working opening with the Board.
	***iii)* 2025-26 Final Budget** Mrs Poulter noted that the final budget was being populated. The Borough had confirmed the formula allocation would be £1,059,127. Once all the figures were in place the budget would be circulated to the Committee. **Action: WP circulate 2025-26 budget once available**
	Discussion took place around a proposal to agree to a three year contract for tree inspections with Beechwood which would amount to £7K pa and include insurance. Mr Fettes suggested that a quote be sought to ascertain what work would be required this year before a decision be taken. **Action: WP investigate cost of work required on trees this year**
	Mrs Poulter sought agreement from Governors to follow up letting enquiries regarding a tech and STEM camp and a business course for years 5 and 6. Governors were in agreement. **Action: WP explore two letting enquiries**
	979/25f Extracurricular provision costs Mrs Poulter noted that there was a good uptake on parental contributions if trips were taking place during the term, however not so successful otherwise. It was suggested that an email be sent each term to parents to remind them. **Action: WP issue termly reminder of parental contributions**
	Mr Holt noted that Reception parents needed an introduction to Parent Pay along with explanation of the importance of how this supported the school.
	Mrs Barnes reported positive feedback from a recent class trip to Pizza Express and the impact this had on the children.
	980/25f Decarbonisation Working Party Mrs Poulter noted that the Diocese would be visiting shortly to discuss capital funding and the car park and hall improvements would be discussed.
	981/25f Renewal of 99-year lease No feedback since last meeting.

	982/25f Other Financial Matters ***i)* Staffing Going Forward** It was noted that a teacher had been recruited for the Year 2 maternity cover for 3 days a week and she would be starting on Monday with a contract for a year. This had been achieved via an agency so had incurred a £3,800 fee.
	***ii)* Boiler repair updates** This had been completed, the bill from the Diocese for the school's 10% contribution was awaited and a parent had kindly offered to cover this in full.
	***iii)* Capital Fund (£35K) – car park, fencing, ICT** Mrs Poulter noted that this would form part of the discussions at the meeting with the Diocese next week. With regard to the car park, two other companies had been asked to quote and work would be undertaken during the Summer holidays. **Action: WP receive and review quotes for car park update**
	Mr Aherne enquired when Holy Trinity Church would be using the school for their services. Revd Hutchinson noted that this would likely be from the end of May for nine months.
	***iv)* Area at back of hall** It was noted that this work had now been completed.
	***v)* Internal Audit** Mrs Poulter noted that the Borough conduct internal audits and choose 3 or 4 schools each year. Schools selected would be notified in May. She noted that this would include examining the record of Governor induction training and the SMRA review.
	983/25f Governance ***i)* Governor Visits** It was noted that a programme of visits were underway. Visit reports were available to review on the Governor portal.
	***ii)* Governor Training** No outstanding needs noted.
	***iii)* Feedback from SAC Committee** Triangulation from the SAC Committee which met on 28 January had been circulated with the agenda.
	It was noted that issues surrounding the internet had now been resolved but that as identified by the SAC Committee there was a pressing need for additional TA support especially for Year 1 which had taken on a child with additional needs and the class teacher did not have the capacity to cover this as well as being able to adequately meet the needs of all the other children (one of whom has an EHCP).
	Mr Fettes asked for Governors to be made aware of what funding would be required and whether or not this could be met by enlisting someone on a part time basis. **Action: JG/WP to investigate and inform Governors of funding required for TA support**
	***iv)* Triangulation back to SAC Committee** To note the internet issues had been resolved and that costs would be investigated for additional TA support.

	984/25f Policies 11 policies had been circulated to the Committee on 21January with comments requested by 7 February: a) Dignity at Work Policy b) Pay Policy c) Staff Capability Policy d) Teacher Appraisal Policy e) Charging and Remissions Policy f) Health and Safety Policy g) Freedom of Information Policy h) Disposal Policy i) Finance Policy j) Managing Staff Sickness and Absence Policy k) Mobile Phone Policy
	All policies were agreed and would be presented for ratification by the Board at their next meeting.
	985/25f Health and Safety Discussion about the trees had been covered earlier in the meeting.
	It was noted that the caterers had flagged concerns about the step at the back of the kitchen and the handrail. Mr Fettes requested that costs for addressing these matters should be investigated. In the short term he suggested that the step could be painted. **Action: WP investigate costs of addressing step and hand rail concerns of caterers**
	986/25f Safeguarding, Child Protection and Prevent Mrs Barnes noted that there is one child currently on Child Protection, and one child on a Child in Need plan. There were no other matters to report.
	987/25f Any Other Business **a) Financial Benchmarking** Mr Aherne noted that a link had been circulated to Governors on financial benchmarking and he noted that it would be useful to look at this so it would be put on the agenda for the July meeting. **Action: Clerk include review of financial benchmarking on July F&RC agenda**
	b) Month 13 Budget report Mrs Poulter noted that Governors needed to show that they had seen and approved the 13 month figures when they were available. **Action: WP circulate month 13 figures to Governors**
	987/25f Impacts as a result of this meeting • 11 month budget had been reviewed • 2026/27 situation looking positive • SMRA reviews discussed • Recruitment of maternity teaching cover noted • Car park update discussed, quotes requested • Tree contract discussed, comparable quote for one year to be requested • Possible lettings discussed • Parents to be reminded termly re extra curricular costs • Feedback from SACC discussed • Health and safety quote to be sought for step and handrail • 11 policies reviewed and agreed

	• Cost for TA support for year 1 to be examined • Benchmarking to be examined at July meeting
	988/25f Date of Next Meetings A date change was noted for the next meeting (a short budget meeting) which would now be held at 9.30 am Tuesday 6 May 2025 (via Teams)
	Meeting concluded 10:22