

Holy Trinity CE Primary School, Sunningdale
Finance and Resources Committee
AGENDA
Thursday 4 July 2024
9.30 am

*** papers uploaded to website**
papers to follow

1. Welcome
2. Apologies for absence
3. Declaration of business interests
4. Agree minutes of the last meeting held on 2 May 2024 *
5. Matters arising – all items from last two meetings – **see table attached on page 2**
6. Budget Update
 - i. 3 month review #
 - ii. SRMA review
7. Extra curricular provision costs - **email circulated 12 June & letter to parents**
8. Decarbonisation Working Party
9. Renewal of 99-year lease
10. Other Financial Matters:
 - i. Staffing going forward
 - ii. Boiler repair
 - iii. Capital fund - Car park/fencing/ICT
 - iv. Technology – teacher laptop lease renewal
 - v. Schedule of future maintenance requirements and financial implications
 - vi. Possible Governor Fund
11. Governance
 - i. Governor Visits
 - ii. Governor Training Needs
 - iii. Feedback from SAC Committee (**see page 2**)
 - iv. Triangulation back to SAC Committee
12. Policies circulated 29 April, **comments requested by 25 June:**
 - a) Medical Conditions Policy
 - b) Allergy and Anaphylaxis Procedures Policy
 - c) Lettings Policy
 - d) Safer Recruitment Policy
13. Health and Safety
14. Safeguarding, Child Protection and Prevent
15. Any Other Business
16. Impacts as a result of this meeting
17. Date of Next Meeting: to be set at September 2024 FGB Admin meeting

Summary of Action Points from 14 March 2024 F&R meeting carried forward from 2 May meeting

Action	Name	Status
910/24f Budget Update / ii) 2024-5 Budget Invite Borough HR team to advise school	WP	Completed
910/24f Budget Update / ii) 2024-5 Budget Invite NH to input into discussions	TF	Agenda item 7
913/24f Other Financial Matters / iii) Car Park Extension Updates Update Parish Council on pausing this project	TF	Completed
913/24f Other Financial Matters / ix) Possible Governor Fund Investigate if Gift Aid on donations can be claimed via Parent Pay	WP	Completed
918/24f Any Other Business Investigate suitability of school hall as a Padel court	WP	Completed

Summary of Action Points from 2 May 2024 F&R meeting

Action	Name	Status
925/24f Matters Arising Carry forward all action points from 14 March meeting to 4 July meeting	F&R	See above
927/24f Consultation Documents, procedure of consultation timeframe and staffing plan going forward Draft letter to parents for approval by FGB	TF	Completed

Agenda item 11iii – Feedback from SACC

The following is an extract from the minutes of SACC Committee held on 25 June 2024:

Triangulation from SAC Committee to F&R Committee

SACC recommend that F&RC consider approving the employment of one lunchtime controller from September.

SACC endorse the paper circulated by Mr Holt on 12 June and do not wish to see any extra curricular provision cutback but wish to expand payment options for parents.

FINANCE AND RESOURCES COMMITTEE

This Committee has delegated responsibility for:

1. Managing the School's financial affairs within the annual budget approved by the Governing Board.
2. Ensuring financial probity, best value and efficiency.
3. Benchmarking financial information.
4. Recruiting staff, monitoring teaching quality and monitoring staff development.
5. Through its Pay Panel considering and determining the pay and conditions of the teaching and non-teaching Staff.
6. Overseeing the Headteacher's Performance Management.
7. Ensuring proper care and maintenance of all aspects of the School site and buildings.
8. Reporting decisions and activities to the Governing Board each term.

GOVERNORS' AGREED PRIORITIES AND PLANS 2023/24

1. To be an inspirational place of learning where:
2. we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
3. staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
4. the school provides facilities that enables an **optimum learning environment**.
5. the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.

School Development Plan 2023-2024

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2023	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Embed 'The Write Stuff' approach to writing across the school. Continue to use Recovery Premium to provide interventions for identified pupils. SIAMS: Provide CPD for staff, Governors and parents on new SIAMS inspection framework. BEHAVIOUR: To explore a consistent whole-school approach to managing behaviours. INTERNET SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. To improve sport & PE provision. LIFE SKILLS: To continue to provide opportunities for pupils to develop their life skills, including mindfulness. DIVERSITY: To continue to plan opportunities and activities that provide exposure to diversity for all our pupils. OUTDOOR LEARNING: To further develop outdoor learning opportunities to deliver a creative curriculum. HOLY TRINITY CURRICULUM: To embed our curriculum and continue to use Big Books to show evidence of learning in Music, RE and Computing Y1 – Y6.	Assessment of Foundation Subjects To ensure all teachers are confident with a variety of strategies for low stakes assessments of foundation subjects Y1 – Y6. Impact will show teaching of foundation subjects is reflective of pupil need and prior attainment. Essential knowledge is assessed regularly and consistently. Pupils know what they have to do to improve.
Term 2 Autumn 2 2023		The Holy Trinity Way – Teaching and Learning Pedagogy To ensure consistency and secure pedagogical understanding of how we ensure successful Teaching and Learning at Holy Trinity. Provide staff CPD: 'Walkthrus'. Impact will show pupils' behaviour for learning and attainment are positively impacted by the consistent approach all teachers apply to Teaching and Learning at Holy Trinity.
Term 3 Spring 1 2024		Mathematics: To ensure consistency and coverage in Mathematics curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in Mathematics is progressive and provides opportunities for deep thinking & learning. Assessment is robust and consistent.
Term 4 Spring 2 2024		Reading: To ensure consistency and coverage in our reading curriculum and pupil assessment. Provide CPD for staff. Impact will show pupils' knowledge and understanding in reading is progressive and provides opportunities for timely intervention if necessary.
Term 5 Summer 1 2024		Writing: To further develop The Write Stuff approach to the teaching of writing. Ensure pupils have opportunities to apply skills taught in TWS lessons across the curriculum in extended pieces of independent writing. To ensure pupils have met identified 'Writing Essentials' for their age and timely intervention is in place if gaps are identified. Impact will show pupils are achieving ARE and planned interventions are effective.
Term 6 Summer 2 2024		Review The Holy Trinity Way – Teaching and Learn Pedagogy: To evaluate our pedagogy and teaching practices across the school. Impact will show teaching and learning is consistent and of a high standard across the school. Pupils benefit from the focus on 'The Holy Trinity Way'.