HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 2 May 2024 at 10.30 am

Present:	Mr B Aherne (Chair), Mr T Fettes, Mrs J Griffith Revd J Hutchinson, Mrs J Steel
Via Teams:	Mr N Holt
In Attendance:	Mrs W Poulter (Bursar), Mrs C Elsasser (Clerk)
Not Present:	Mrs C Barnes, Mrs A Williamson

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

	921/24f Welcome Mr Aherne welcomed Governors to the meeting.
	922/24f Apologies for Absence Apologies were received and accepted from Mrs Barnes and Mrs Williamson.
	923/24f Declaration of Business Interests None declared.
	924/24f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 14 March 2024 had been distributed with the agenda, these were agreed as a true record of the meeting and would be signed.
	925/24f Matters Arising It was agreed that all action points from 14 March meeting set out in the table accompanying the agenda for this meeting should be carried forward to the 4 July meeting. **Action: Carry forward all action points from 14 March meeting to 4 July meeting**
	926/24f Draft Budget 2024/25 and 3 year budget projection ***The draft budget 2024-25*** and the ***3 year budget projection*** had been distributed with the agenda.
	Mr Aherne drew attention to the circulated papers and set out the need to agree that the budget would carry forward a deficit figure. He noted that as this was more than 5% of the total budget a repayment plan had to be put in place.

	Mrs Griffith noted that the funding income shown was based on assumption that PTA would be able to contribute similar amounts to previous years and also included an assumption that parents would be requested on voluntary basis to contribute £50 per child for additional items. It was noted that none of this money could be used towards staffing or general rising costs.
	Mr Aherne noted that the deficit figure was £64,420. Mrs Poulter noted that the Borough would provide a loan to be repaid over 2 years as part of a deficit recovery plan.
	Mrs Griffith noted that there were many unknowns for example high needs pupils could join the school next year.
	Mrs Poulter noted that the Borough needed to see demonstration that by end of year 3 the budget would be back in the positive.
	Revd Hutchinson noted that Church would be hiring the school building for 9 months whilst its building work was being carried out, from June 2025, and that this would generate some additional income for school.
	Revd Hutchinson noted that the church also had a School House Trust Fund which could offer school a donation to assist with residential trips.
	Mrs Poulter noted that Breakfast Club was currently running at breakeven, there had been a slight uptake in attendance and some attendees were offered this resource free.
	Mr Fettes noted that all the budget figures presented made the assumption that the same level of activity would continue.
	Mrs Griffith noted that they were considering reducing swimming provision. Currently it was offered to 2 year groups but many could already swim as most parents also provided private swimming lessons. The curriculum requirement was that all pupils should be able to swim 25m by the time they leave primary school.
	Mrs Griffith noted that they had looked at the tennis coaching and Spanish lessons but a decision had been made not to cut either of these.
	Mrs Griffith reported that they had looked at a range of ways to cut costs but ultimately it came down to needing to cut teaching costs and in particular TA support costs. It was noted that if new pupils arrived with high needs there might be the need to recruit again in the future.
	It was agreed that these figures be presented to the Full Board to consider on 14 May.
	927/24f Consultation Documents, procedure of consultation timeframe and staffing plan going forward ***Holy Trinity Business Plan, Holy Trinity consultation document*** and ***Holy Trinity Skills Matrix*** had been circulated prior to the meeting.
	Mrs Griffith noted that to date the consultation documents had not been shared with staff. Once this meeting had agreed them, then the staff consultation would be able to commence.
	It was proposed that there be a cut in TA hours and roles, with the post of HLTA being deleted as this work could be covered by the SENCO/TAs. The proposal was to reduce TA hours by 1.29 FTE.
	Mrs Griffith noted that there was engagement with staff and to date one TA had offered to take voluntary redundancy and some were considering their options.

	Revd Hutchinson noted that ideally there would be a reduction in hours rather than people so that should the situation change in the future then hours could be increased again.
	Mrs Griffith noted that if a staff member was selected for redundancy they accepted a job in another school, then Holy Trinity would not need to pay a redundancy payment.
	It was noted that the formal consultation would start on 7 May once the documents presented at this meeting had been ratified with end of May being the closing date for anyone to indicated they wished to take voluntary redundancy.
	If, at the end of the formal consultation period, no further offers of voluntary redundancies were forthcoming, the next step would be TAs completing an anonymous skills matrix which is scored by 3 people. The lowest scoring would be compulsory redundancy if sufficient savings could be made.
	Mr Fettes asked if staff were aware of the situation. Mrs Griffith noted that they would not be until the documents presented had been ratified by Governors. She noted that there was a 10 am staff meeting on Tuesday 7 May which would also be attended by the Borough's HR and the Unions.
	Mr Fettes noted that he would expect there would be push back on why support staff had been identified for this cutback. Mrs Griffith noted that all options had been considered and this was set out in the Business Plan.
	Mrs Griffith noted that the decision would also impact teachers although their roles were not at risk.
	Revd Hutchinson noted that ideally this would be resolved via voluntary redundancies rather than having to go to the selection process.
	Mr Fettes noted that all the steps were set out clearly in the document.
	Mrs Steel noted it was encouraging to see that the new staffing matrix showed that support was being given where needed in KS1. Mrs Griffith confirmed that they had prioritised support where current EHCP needs were.
	Mrs Griffith noted that until now there had always had one teacher and two others in Reception but this would not be possible going forward.
	Mrs Griffith noted that the leadership structure was similar to other cluster schools. She noted that she anticipated getting questioned about the need for two assistant heads but noted that these were both also class teachers. Mr Fettes suggested that this point should be clarified even if it was not raised at the meeting.
	Mrs Poulter noted that all supply costs had been removed from the budget as these would be covered in house in future.
	Mrs Griffith noted that there had been the suggestion that school did not need a SENCO and this could be covered by the Head, this option had been considered but the SENCO needed to be fully trained and much time devoted to this role.
	Mrs Steel asked how parents would be communicated with. Mrs Griffith noted that there was no statutory guidance on this, but it was important to let all the staff know before the parents.

	Mr Fettes suggested that a letter could be sent to parents at the end of next week making them aware of the budget deficit, that action was being taken to address this and a process was underway. **Action: TF draft letter to parents for approval by FGB**
	Mrs Steel noted that this should make reference to the national funding crisis.
	Mr Fettes noted that Governors wished to support Mrs Griffith and have a process in place to do this. Mrs Griffith confirmed that should she need support she would make the Governors aware.
	Mrs Griffith noted her concern that the HTLA role was so easily identifiable.
	All Governors were in agreement that the documents be ratified.
	Mrs Griffith thanked Mrs Poulter for her help in this process and Mr Fettes thanked Mrs Poulter for clarifying the figures.
	928/24f Any Other Business No matters were raised.
	929/24f Date of Next Meetings Thursday 4 July at 9.30 am in person
	Meeting concluded 11.27