

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 15 October 2020 at 9.30 am
via Microsoft Teams

Present: Mr B Aherne (Chair), Mrs A Boaler, Mr T Fettes,
Mrs J Griffith, Mr P Grover, Revd J Hutchinson,
Miss A Prince, Mrs A Williamson

In Attendance: Mrs C Elsasser (Clerk), Mrs W Poulter (Bursar)

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

	728/20f Welcome Mr Aherne welcomed Governors to the meeting.
	729/20f Apologies for Absence None received
	730/20f Declaration of Business Interests None declared.
	731/20f Record of Previous Meetings <i>The record of the last meeting</i> held on 7 May 2020 via email had been distributed to members. These were agreed and signed as a true record.
	732/19f Matters Arising <i>A table listing a summary of the matters carried forward in May from the March meeting</i> had been distributed with the agenda, these were all on-going: 720/20f Other Financial Matters / d) Other sources of income – JG arrange to add wishing tree requests to school newsletter.

	721/20f Governance / a) Governor Visits – TF write up visit reports for fire doors and school trips. 721/20f Governance / a) Governor Visits – AB write up visit reports on Collective Worship. 721/20f Governance / c) Feedback from SAC Committee meeting – WP approach Hope Trust re funding for Pastoral Hub
	733/20f Budget Update a) Budget Comparison <i>A budget comparison paper had been distributed with the agenda.</i>
	Mr Aherne asked for details about the projected reduction in income, Mrs Poulter noted that the £20K reduction in other income related to the PTA contribution which would be reduced this year and also the income generated to cover school trips.
	Mrs Griffith noted that although PTA events could not take place they did have plans to organise fund raising activities such as a raffle, hampers and silent auction so there would be some income generated.
	b) Covid 19 costs Mrs Poulter noted that the catering company had requested that school continue to pay to support them and they had done this.
	Mr Aherne enquired when the Covid catch up funding would be received. Mrs Poulter reported that the first payment had been received, the second would come next term and the final payment in the Summer term, noting that two of these would be within the current financial year. At present none of this funding had been included in the figures presented.
	c) Feedback from SAC Committee meeting Mr Aherne suggested that the requests from SAC should be considered at this point. Firstly that consideration be given to finding funding to provide more support for Mrs Griffith from the Assistant Heads before the double class leave when she would have full time support. It was noted that this would not be possible during the current budget but would be reconsidered in April bringing the support in a year earlier than previously envisaged.
	Mr Aherne noted the other request from SAC was to make emergency funding available for the purchase of pupil laptops. Mrs Poulter noted that a parent had donated £2K which had provided 4 laptops and school had the budget to purchase 4 more. She noted that it was possible to use the capital funding to purchase IT equipment.

	Mrs Poulter suggested that the Fire Brigade Trust could be approached to see if they might fund laptops.
	Mrs Griffith noted that should a bubble need to close then Government funding could be accessed for 15 laptops however the lead time would likely mean they would not arrive in time.
	Mrs Griffith also reported that the parent survey had revealed 4 families were in need of a device and two needed internet access. She noted that laptops were also needed in school.
	Mr Aherne proposed that the Fire Brigade Trust be approached and capital funds be used to purchase laptops. All agreed. Action: WP approach Fire Brigade Trust re funding laptops and utilise capital funds to purchase laptops
	d) Staffing for 2020/21 Mrs Griffith reported that school was currently fully staffed, noting that staff had until May to indicate if they were moving on.
	She noted that the two Assistant Heads were juggling their new roles along with their teaching commitments. Problems were presented by ensuring the all continued to work within their bubbles and that there was no working across bubbles.
	e) Car Park Extension Updates Mrs Poulter noted that there was no progress on this and that the Parish Council would not be able to support this work.
	f) Adventure Playground Updates Mrs Poulter noted that a parent wanted to donate towards the KS2 play area. She also reported that quotes had been requested and it was expected that around £40K would be the cost for the whole project.
	Mrs Williamson noted that the PTA were also going to fund raise for this.
	g) Technology Needs Mrs Griffith noted that staff laptops were also required in addition to pupil ones especially as so much more work was now virtual. She reported that Charters leased their staff laptops. Mr Aherne asked that this option be looked into. Action: WP investigate leasing staff laptops

	Mrs Williamson noted that the online parents evening had been excellent however she noted it was hardly possible to see the teacher and wondered if this was due to the broadband.
	Mrs Griffith noted that new wifi points had been purchased. Mrs Boaler asked when these would be installed. It was agreed that this should be chased up. Action: WP chase up installation of new wifi points
	734/20f Other Financial Matters a) Pupil Premium Mrs Griffith noted that there were currently 21 children on Pupil Premium
	b) Sports Premium Mrs Griffith noted that they had not been informed how much Sports Premium funding would be provided. Normally £18K is received, £7K had been provided in April but do not know if the other £11K will be provided.
	Mr Aherne noted that it was already listed in the budget. Mrs Griffith noted that this was not a concern as expenditure would be reduced as clubs and competitions were unable to be run. She noted that all PE continued and some intra sport would be possible.
	c) SEN Budget and Spend Mrs Griffith noted that they had a new pupil who had arrived with no EHCP but was requiring a lot of time and funds. An EHCP was being applied for but by the time it was processed the pupil would have moved on.
	She noted that they had 5 pupils with EHCP funding.
	d) Other sources of income Mrs Griffith noted that the items on the wish list were being added to the school newsletter bit by bit. Outdoor speakers and laptops had been provided so far. Some of the wish list items would be able to be purchased through the curriculum budget as they were needed items.
	Mrs Poulter noted that Ms Scarsbrook had suggested that if the donors for these items provided their donations via the PTA then they would be able to reclaim Gift Aid on the donations.
	e) Disposal of assets Mrs Poulter noted that to date there were no items but that PAT tests were currently being done so some items might be identified during this process.

	735/20f Governance a) Governor Visits Mr Fettes noted that he was still to write up the fire door inspection visits.
	Mrs Griffith requested a visit to inspect the risk assessments that had been done for sporting and weekend clubs. Mr Fettes offered to do this. Action: TF conduct visit on risk assessments for sporting and weekend clubs
	b) Governor Training Needs It was noted that Mrs Boaler would be joining the Borough's Chairs Networking Session on 21 October.
	c) Feedback from SAC Committee meeting Discussed earlier in the meeting.
	d) Triangulation back to SAC Committee To report that pupil laptops would be purchased from the capital fund and that consideration would be given during the preparation of the 2021 budget to enable the Assistant Heads to provide more support for Mrs Griffith.
	736/20f Policies Three policies had been circulated for review by the Committee. All were agreed: i. Whistle Blowing Policy ii. Managing Allegations of Abuse against Staff Policy iii. Disciplinary Policy and Procedures
	737/20f Health and Safety <i>A paper outlining the HSE questionnaire and suggested responses</i> had been circulated with the agenda. Mrs Griffith noted that HSE were calling some schools and this outlined the type of questions that were being asked.
	She noted that outside Covid there were no health and safety matters to report.
	Mrs Poulter noted that the Borough were due to visit to do a fire risk assessment and this would include a review of the asbestos situation.
	738/20f Safeguarding, Child Protection and Prevent Mrs Griffith noted that the annual Safeguarding report for Governors had been circulated and would be discussed at the Full Governors meeting.

	739/20f Impacts as a result of this meeting • Agreed laptops could be purchased from the capital fund. • The budget was under control with a small anticipated year end deficit • Staffing would be reviewed for 2021 to provide more support for Mrs Griffith from Assistant Heads • Mr Fettes would do a visit to review risk assessments • Policies had been agreed
	740/20f Any Other Business a) Roofing Mr Aherne asked if there were plans to upgrade the school roof. Mrs Poulter noted that the repairs had been done and snow guards added costing £7K. She also suggested that the Diocese could be approached to see if they would make funding available. Mr Fettes noted that quotes would need to be obtained. Action: WP seek quotes to upgrade school roof
	b) Pay Policies Mrs Poulter asked if school should follow RBWM pay increases. This was agreed
	c) The Write Stuff Project Mrs Poulter noted that the English leads had requested school invest in the Write Stuff Project at a cost of £515. An impact statement had been provided. Miss Prince noted that this would encompass the whole school including early years. The focus was mainly on writing and took a visual and scientific approach.
	Mrs Williamson asked if this was classroom based or on line. Miss Prince confirmed it was classroom based and the measurement would be on the attainment of writing. This expenditure was agreed.
	741/20f Date of Next Meeting 9.30 am 4 th March
10.06 am	