

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

**Minutes from meeting held on 4 May 2023 at 9.30 am
Via Teams**

Present: Mr B Aherne (Chair), Mr T Fettes, Mrs J Griffith,
Revd J Hutchinson, Mrs J Steel, 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

	858/23f Welcome Mr Aherne welcomed Governors to the meeting.
	859/23f Apologies for Absence All Governors were present.
	860/23f Declaration of Business Interests None declared.
	861/23f Minutes of the Last Meeting The minutes of the last meeting held on 23 February 2023 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	862/23f Matters Arising A table listing the action points from the last meeting had been distributed with the agenda. It was agreed that all items should be carried forward to the June meeting. Action: Carry forward all action points from February meeting to June meeting
	863/23f Draft Budget 2023/24 The budget 2023/24 and assumptions document had been distributed with the agenda. Mr Aherne thanked Mrs Poulter for all the work she had put in to produce these documents.

	Mr Aherne noted that congratulations were due on keeping the 2022/23 budget on track especially as there had been concerns about the impact caused by the loss of the double class.
	Discussion took place in respect to the feedback provided to Mrs Steel following on from a visit to KS1. Specifically it was raised during the visit that staff were potentially purchasing educational supplies (in particular art supplies) from their own salaries. It was noted that each class had been given an additional £200 from the PTA.
	Mr Fettes noted that it was important to understand if teachers were spending their own money and this should be quantified. The process by which supplies are requested was discussed, Mrs Poulter advised that the school budget had provision to cover these costs and requested items had been ordered when requested. Mr Fettes noted this was an operational issue and not a strategic one.
	Mrs Steel pointed out that this would become a strategic matter should the budget not be available to procure the required materials, it was agreed that the board should be made aware of this should this occur in the future.
	Mr Aherne suggested that teachers should be reminded of the process and also quantify if they have been spending their own funds. Action: WP remind teachers of ordering process and quantify if teachers have used own funds
	Mr Aherne asked if there were any questions on the budget. There were none.
	He proposed the Committee accept the budget as presented. All were in agreement.
	864/23f Date of Next Meeting Thursday 29 June 2023 at 9.30 am in person.
	Mr Aherne thanked everyone for their contributions and closed the meeting.