# HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

## FINANCE AND RESOURCES COMMITTEE

### Minutes from meeting held on 23 February 2023 at 9.30 am

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

**Not Present:** Revd J Hutchinson, Mrs A Williamson

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

| Key | | |
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| | **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 |

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| | **841/23f Welcome**<br>Mr Aherne welcomed Governors to the meeting. |
| | **842/23f Apologies for Absence**<br>Apologies had been received and were accepted from Mrs Williamson. |
| | **843/23f Declaration of Business Interests**<br>None declared. |
| | **844/23f Minutes of the Last Meeting**<br>***The minutes of the last meeting*** held on 20 October 2022 had been distributed with the agenda. These were agreed as a true record of the meeting and signed. |
| | **845/23f Matters Arising**<br>***A table listing the action point from the last meeting*** had been distributed with the agenda. It was noted that Breakfast Club was breaking even and that an application had been submitted to the Hope Trust for funds to cover the bought in ELSA provision. |
| | **846/23f SFVS**<br>***The SFVS checklist for 2022-23*** had been circulated on 2 February. It was noted that this had then be circulated to the Full Governing Board and then submitted to the Borough. |
| | **847/23f Budget Update**<br>***The budget comparison spreadsheet*** had been circulated earlier in the week. |

It was noted that staffing costs were higher than previously predicted as there had been an increase in pay for educational support staff and provision was being made for a child in Year 4. Mrs Poulter noted that the Borough had not yet provided the indicative budget.

Mr Aherne asked for any questions on the circulated paper, none were raised.

**i) School Roof**

Mrs Poulter noted that a bid was being submitted to the Diocese for Phase 2 of the roof repairs.

Mr Fettes noted that the boiler replacement and change to the kitchen extract might impact the roof.

**ii) Car Park extension updates**

Mr Fettes noted that the draft terms of agreement needed to be drawn up. It was agreed that Mrs Griffith and Mrs Poulter would draft these and circulate.

**Action: JG/WP draft terms of agreement for use of school car park by Parish Council**

Mrs Steel noted that it was important to ensure that the school perimeter around the car park would be secure at all times.

**iii) Boiler Repair**

Mrs Poulter noted that RBWM Building Services had visited before half term and had confirmed that they would fund a replacement gas boiler.

**848/23f Decarbonisation Working Party**

It was noted that the Working Party had met and considered upgrading the lighting to LED, however Mrs Poulter updated that she had been informed that the Borough were planning to do this in the Summer. It was therefore suggested that the Decarbonisation funding be used for replacing windows in the hall.

**Action: DWP investigate using decarbonisation funding to replace hall windows**

Mr Fettes noted that investigation was underway into solar options.

**849/23f Renewal of 99-year lease**

Mrs Griffith noted that St John's College Cambridge owned a strip of land across the playing field, this lease was due for renewal in 2027. It had been suggested that discussions should start proactively and Revd Hutchinson would raise this with the Diocese.

**Action: WP investigation renewal of 99-year lease**

**850/23f Other Financial Matters**

**i) SEN Budget and spend**

Mrs Griffith noted that of the 5 children with EHCPs only 4 had funding. She reported that the staff member supporting the child with the highest needs had left and school therefore had a vacancy.

She also noted that she would be attending a Borough meeting re SEND the next week.

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| | It was suggested that the high needs support might be best covered with a tutor. Mrs Griffith noted that the Borough did provide off site provision and this might also be an option. |
| | It was agreed that a TA should also be recruited, initially on a temporary contract, to fill the other vacancy that school had been carrying for some time. |
| | **ii) Purchase Card**<br>It was noted that this had been included in the updated Finance Policy, Mrs Griffith and Mrs Poulter would be able to use this for booking courses, etc. |
| | **iii) Club Lettings**<br>Mrs Poulter reported that all clubs had been written to and only the basketball club had enquired about a discount. |
| | It was suggested that Pupil Premium children should be invited to attend the Magpies after school clubs.<br>**Action: JG invite Pupil Premium children to Magpies after school clubs** |
| | **iv) SIMMS/Arbor**<br>It was noted that all data had been moved over smoothly to Arbor. Mrs Griffith reported that GDPR compliance had been confirmed via the Borough. |
| | **v) ELSA Provision**<br>Mrs Griffith noted the school had bought into the Number 22 child counselling service and this was working well. An application for funding for this had been submitted to the Hope Trust. |
| | Mrs Griffith noted that succession planning was underway and some TAs had expressed an interest in being trained. |
| | **vi) Disposal of Assets**<br>None noted. |
| | **vii) Technology rolling replacement/updates**<br>It was noted that the 3 new interactive panels had been installed and were working very well. It was hoped that another 3 could be done next term, leaving 2 to replace. Discussion took place and it was suggested that consideration be given to doing all 5 in the next phase.<br>**Action: JG/WP investigate costs of replacing remaining 5 interactive panels** |
| | It was also noted that all 16 iPads would soon need replacing and it was suggested that once costs were known the PTA could be approached or details made known via the school wish list.<br>**Action: WP investigate costs of replacing all 16 iPads (including leasing option)** |
| | **viii) Furniture requirements**<br>It was noted that all the carpeting needed to be replaced with flooring across KS2 and all the corridors. It was suggested that a rolling programme be drawn up of all capital works required.<br>**Action: JG/WP draw up a rolling refurbishment programme for the school** |

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| | **ix) Hall refurbishment**<br>To be included under previous action. |
| | **851/23f Governance**<br>**i) Governor Visits**<br>It was noted that a Geography visit would be scheduled after Easter by Mrs Steel. She noted that she had recently attended the class visit to Pizza Express. |
| | It was noted that a fire risk assessment was due shortly. |
| | **ii) Governor Training Needs**<br>It was reported that Mr Aherne would be joining Mrs Barnes on Diocese training relating to the new SIAMs inspections. |
| | **iii) Feedback from SAC Committee**<br>The SACC meeting on 7 February had recommended to the Committee that the TA vacancy and the gap caused by a long term sick TA both needed to be plugged. |
| | **iv) Triangulation back to SAC Committee**<br>The Committee had discussed this matter earlier in the meeting and it had been agreed that a TA would be recruited, initially on a temporary contract, and additionally a tutor be sought to provide the high needs support required. |
| | **852/23f Policies**<br>a) 5 policies had been circulated to the Committee via email on 11 January and comments requested by 31 January:<br>i) Teacher Appraisal Policy<br>ii) Health and Safety Policy<br>iii) Asthma Policy<br>iv) Mobile Phone Policy<br>v) Safer Recruitment Policy |
| | b) The Teacher Pay Policy had been circulated to the Chair via email on 11 January and comments requested by 31 January. |
| | c) The Finance Policy had been circulated to the Committee via email on 20 January and comments requested by 9 February. |
| | All policies were agreed to be put forward for ratification to the Full Governing Board in March. |
| | **853/23f Health and Safety**<br>There were no issues to report. |
| | **854/23f Safeguarding, Child Protection and Prevent**<br>Mrs Griffith noted that CPOMS was now in place, all DSLs were using it and it was being introduced to all staff. The next step would be to introduce TAs to it. She noted that the programme could be used for behaviour and medical issues as well as safeguarding. |
| | **855/23f Any Other Business**<br>No matters were raised. |

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| | **856/23f Impacts as a result of this meeting**<br>• Budget reviewed<br>• TA vacancies discussed<br>• Boiler replacement discussed<br>• Car park terms of agreement to be drawn up<br>• Decarbonisation focus agreed<br>• Solar panels being investigated<br>• Lease renewal investigations underway<br>• Club lettings reviewed<br>• Costs of 5 interactive panels to be investigated<br>• Costs of upgrading/leasing iPads to be investigated<br>• Rolling refurbishment schedule to be produced<br>• CPOMS reviewed<br>• Arbor transfer discussed<br>• 7 policies agreed |
| | **857/23f Date of Next Meeting**<br>Thursday 4 May 2023 at 9.30 am – short budget meeting via Teams. |
| *10.36* | Mr Aherne thanked everyone for their contributions and closed the meeting. |