HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 1 July 2021 at 9.30 am via Microsoft Teams

Present: Mr B Aherne (Chair), Mrs A Boaler, 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

	760/21f Welcome Mr Aherne welcomed Governors to the last meeting of this academic year.
	761/21f Apologies for Absence No apologies received
	763/21f Declaration of Business Interests None declared.
	764/21f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 6 May via Microsoft Teams had been distributed with the agenda. These were agreed as a true record of the meeting.

	765/21f Matters Arising ***A table listing a summary of the action points from 4 March and 6 May meetings*** had been distributed with the agenda. It was noted that the majority of items were completed and others would be covered by the current agenda.
	766/21f Draft Update **i) 3-year Budget Plan** ***A budget comparison paper and 3 year budget plan 2021-4 had been distributed prior to the meeting.*** Mr Aherne thanked Mrs Poulter for preparing these papers.
	Mr Aherne noted that the projection for the end of the third year was a £15K deficit which reflected the £100K reduction in income for loss of the double year.
	Mrs Boulter noted that Bursar Support had indicated that all schools in the Borough were similarly projecting a deficit.
	She also noted that a letter would be drafted next week from the Headteacher to apply for continency funding to cover the additional costs to support the pupil in year 5. **Action: JG/WP apply for contingency funding**
	Mr Aherne noted that the budget comparison showed a carry forward at year end of £13.5K and this was a healthy position to be in.
	Mrs Boaler confirmed that considering that there had been less opportunities to generate income over the last year that this was a healthy situation.
	Mrs Poulter noted that the Caretaker's cleaning role was being covered by insurance but that this was only whilst school was open and would not apply during the holidays. The insurance paid £50/day and the cleaning company were charging £58/day. She noted that the company would be employed to continue until the end of the last week of term and then would restart a week before school returns to do a deep clean of school.
	Mrs Boaler enquired if there was any work needed during the holidays that the caretaker would normally cover. Mrs Griffith

	noted that Magpies were using the school over the holidays and site opening and closing had been arranged.
	She also noted that there were some maintenance jobs such as painting and decorating the area outside the hall but as this had a high ceiling an external quote was being sought for this.
	She noted that there was also ongoing maintenance required of the gate and fencing outside the back door of the hall and talks were underway with grounds maintenance.
	Mrs Boaler asked if there were any areas of concern about the 3 year budget. Mrs Poulter noted that they were mindful to make savings where possible.
	Mrs Griffith noted that it was key to have high quality staff and she did not want to compromise on this. She flagged up to Governors that a TA was due to go on maternity leave towards the end of the year.
	Mr Aherne checked that all were happy with the 3 year budget paper presented and it was agreed it should be presented to the Full Governing Board.
	ii) Staffing for 2021/22 Mrs Griffith noted that school was fully staffed for September. She noted that her previous concern about the support needed for the early careers teacher had been alleviated as this was funded by the Department for Education. She noted that this new member of staff was on a one year contract.
	She noted that they were awaiting the EHCP for the high needs child to find out the plans for this child's future schooling. As previously mentioned the contingency funding to be applied for, if granted, would cover some of the extra costs incurred.
	She also reported that the new TA for Early Years had already started in school and this was working well and had also helped with the current high level of staff absences.
	Mrs Williamson thanked Mrs Griffith for all the work she had done to plan staffing.

	iii) Car Park extension updates It was noted that the first quote received was for £30K, others were being sought.
	Mr Aherne enquired if any permissions were needed to carry out the work. It was confirmed that there were none needed.
	Mrs Poulter was asked to enquire if there would be sufficient capital funds available to carry out this work.
	Mrs Boaler noted that Mr Fettes was approaching the Sunningdale Park developers to see if they might be able to support the work in any way.
	iv) Adventure Playground updates Mrs Poulter noted that she was awaiting a third quote, once this had been received she would approach the parent who had generously pledged to support this project.
	Revd Hutchinson reminded school that Holy Trinity Church would also be able to support this project.
	767/21f Other Financial Matters **i) Pupil Premium, Sports Premium and Recovery Premium** Mrs Griffith noted that all these reports were being prepared for the end of the academic year.
	She noted that Government had talked about the Recovery Premium continuing but had not confirmed any details yet.
	Mrs Poulter confirmed that two waves of funding had been received and this had been spent on two experienced teachers delivering targeted interventions across the school.
	Mrs Griffith noted that they were also investigating a pupil well-being package as the children have missed our on ELSA support recently due to staff absence.
	She noted that she was hopeful that the additional teacher supporting KS2 would be able to continue.
	She noted that school had also bought into the Fischer Family Trust Lightening Squad to support children individually with a daily reading programme, however they had been unable to

	supply a suitable teacher so it was hoped that this would be able to go ahead next term.
	ii) SEN Budget It was noted that funding is only received after the EHCP assessment has been completed and however long this takes funds are not backdated, hence applying for the contingency funding was essential. It was hoped that a positive response would be received by September.
	iii) Disposal of Assets Mrs Griffith reported that the laptops no longer in use had been disposed of and the PCs in the research hub had been replaced with refurbished laptops so that this room could be reconfigured.
	She noted that going forward once the double class leaves there will be a spare classroom next to the Headteacher's office and they were considering ways to use this – perhaps a computer hub or a science lab.
	768/21f Governance **i) Governor Visits** It was noted that visits had taken place on Maths (Mrs Boaler), English (Mrs Williamson) and that Mrs Boaler would write up the recent School Council visit to church as a report.
	Mrs Boaler noted that Governors had maintained a presence in the playground at pick up time to raise awareness of the Parent Governor vacancy.
	ii) Governor Training Needs Mr Aherne noted that he would like to attend the new Governor training course in September on Monitoring Year to Date Figures details of which had been circulated recently. Mrs Poulter also expressed interest in attending. **Action: Clerk to book BA/WP on training**
	It was noted that Mr Fettes and Mrs Williamson had started the two part face-to-face training course on Safer Recruitment.
	iii) Feedback from SAC Committee Details of SACC feedback had been circulated with the agenda. They thanked F&RC for reviewing staffing needs and enabling the Assistant Heads to have extra leadership time

	going forward. They asked F&RC to monitor the costs associated with supporting the SEND child in year 5 and they asked F&RC to consider a Caretaker contingency plan to cover.
	Mr Aherne noted that all this was in hand.
	Mrs Poulter noted that the Caretaker wished to return to work in September but that it was dependent on being assessed fit to work. This would be monitored.
	iv) Triangulation back to SAC Committee Contingency funding being sought for SEND child in Year 5 and caretaker provision under continuous review as medical treatment for Mrs Hill progresses.
	769/21f Policies **i) Lettings Policy** **ii) Allergy and Anaphylaxis Procedures Policy** These policies had been circulated to the Committee on 28th April and comments requested by 7th May. These were now presented with amendments incorporated. All were in agreement that they should go forward to the Full Governing Board for ratification.
	Mr Aherne enquired as to the current hourly rate for use of the school, Mrs Poulter confirmed that it was £20 per hour. Currently the only hirer was Stagecoach, as Magpies had a reciprocal arrangement to provide curriculum sport support in exchange for use of the site.
	770/21f Health and Safety Nothing to report since the last meeting.
	771/21f Safeguarding, Child Protection and Prevent Mrs Griffith noted that there was currently one child on Child Protection and a number of other children were receiving other support.
	She noted that it was believed that cases would increase next term. Currently school had 4 DSLs and she noted that she wished to ensure that this number was maintained going forward.
	She reported that she was currently undertaking the LA safeguarding audit and the Safeguarding Governors, Mr Grover and Revd Hutchinson, would need to review this.

	Mrs Boaler suggested that this also be shared with Ms Ogunbawo due to her wealth of experience in this area.
	Mrs Boaler asked if there had been any feedback following the most recent safeguarding incident. Mrs Griffith reported that the site had been checked for security and all exits had high level release buttons. No further actions were required by the school.
	772/21f Impacts as a result of this meeting • 3 year budget plan approved • 2 policies approved • Investigating use of capital funds for car park extension • Progressing with adventure playground • Training scheduled • Application to be made to the contingency fund.
	773/21f Any other business Mrs Poulter noted that they were currently surveying the trees for OPM.
	774/21f Date of Next Meeting The date of the next meeting would be set at the September Admin meeting of the Full Governing Board.
	Mr Aherne thanked everyone for their contributions.
10.22 am	