

**Holy Trinity CE Primary School, Sunningdale
Finance and Resources Committee
AGENDA**

**Thursday 1st July 2021 at 9.30 am
via Microsoft Teams**

*** papers uploaded to website**

1. Welcome
2. Apologies for absence
3. Declaration of business interests
4. Agree minutes of the last meeting held on 6th May 2021 *
5. Matters arising – ***please see table attached on page 2***
6. Budget Update
 - i. 3-year Budget Plan
 - ii. Staffing for 2021/22
 - iii. Car Park extension updates
 - iv. Adventure Playground updates
7. Other Financial Matters:
 - i. Pupil Premium
 - ii. Sports Premium
 - iii. Recovery Premium
 - iv. SEN Budget and spend
 - v. Other sources of income/wish list
 - vi. Disposal of assets
8. Governance
 - i. Governor Visits
 - ii. Governor Training Needs
 - i. New course: Monitoring Year to Date figures 23 September 2021
 - iii. Feedback from SAC Committee (***see page 3 from SACC meeting held 22/6/2021***)
 - iv. Triangulation back to SAC Committee
9. Policies *
 - a) ***Circulated 28th April comments requested by 7th May***
 - i. Lettings Policy
 - ii. Allergy and Anaphylaxis Procedures Policy
10. Health and Safety
11. Safeguarding, Child Protection and Prevent
12. Impacts as a result of this meeting
13. Any other business
14. Date of Next Meeting – to be set at September 2021 FGB Admin meeting

**Summary of Action Points from 4th March 2021 F&R meeting
carried forward at short budget meeting on 6th May to 1st July F&R meeting**

Action	Name	Status
720/20f Other Financial Matters / d) Other sources of income Arrange to add wishing tree requests to school newsletter	JG	On-going
721/20f Governance / c) Feedback from SAC Committee meeting Approach Hope Trust re funding for Pastoral Hub	WP	On-going – awaiting reply
735/20f Governance / a) Governor Visits Conduct visit on risk assessments for sporting and weekend clubs	TF	On-going
740/20f Any Other Business / a) Roofing Seek quotes to upgrade school roof	WP	On-going
747/21f Budget Update / a) Budget Comparison Amend heading E28 to show inclusion of SLAs	WP	Completed
747/21f Budget Update / a) Budget Comparison Approach PTA for a copy of their finance report	PG/AW	Completed
747/21f Budget Update / c) Staffing for 2020/21 To discuss possibility of another bulge year with Ben Wright at RBWM	JG/AB	Completed
747/21f Budget Update / d) Car Park Extension Updates Seek 2 more quotes for car park extension with aim for work to be done over Summer holidays	WP	On-going
747/21f Budget Update / e) Adventure Playground Updates Circulate quotes for KS2 playground development after Easter	WP/JG	On-going
747/21f Budget Update / e) Adventure Playground Updates Investigate if funds would be available from School House Trust for KS2 playground development	JH	Completed
747/21f Budget Update / f) Technology Needs Forward details to Governors re leasing staff laptops	WP	Completed
747/21f Budget Update / f) Technology Needs Include £3K pa in budget for leasing staff laptops	WP	Completed
747/21f Budget Update / f) Technology Needs Investigate security marking of new staff laptops	WP	On-going
749/21f Governance / b) Governor Training Needs Share slides from Entrust/DfE training sessions	AB	Completed
753/21f Any Other Business / c) Kitchen Deep Clean Obtain quote from catering company for kitchen deep clean	WP	On-going
753/21f Any Other Business / e) Parent Contact Details Remind PTA/Class reps on communication protocol.	JG/AW	Completed
753/21f Any Other Business / f) Bank Signatories Chase up school credit card	WP	On-going

Summary of Action Points from 6th May 2021 F&R meeting

Action	Name	Status
758/21f Draft Budget 2021/2022 Draft letter to Borough for approval at 18 May FGB	JG/AB/BA/WP	On-going

Feedback for F&RC from SAC Committee meeting held on 22 June 2021

To thank F&RC for reviewing staffing needs and enabling Assistant Heads to have extra leadership time going forward.

To ask F&RC to monitor the costs associated with supporting the SEND child in year 5.

To ask F&RC to consider Caretaker cover contingency plan.

FINANCE AND RESOURCES COMMITTEE

This Committee has delegated responsibility for:

1. Managing the School's financial affairs within the annual budget approved by the Governing Board.
2. Ensuring financial probity, best value and efficiency.
3. Benchmarking financial information.
4. Recruiting staff, monitoring teaching quality and monitoring staff development.
5. Through its Pay Panel considering and determining the pay and conditions of the teaching and non-teaching Staff.
6. Overseeing the Headteacher's Performance Management.
7. Ensuring proper care and maintenance of all aspects of the School site and buildings.
8. Reporting decisions and activities to the Governing Board each term.

GOVERNORS' AGREED PRIORITIES AND PLANS 2020/2021

1. To be an inspirational place of learning where:
2. we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
3. staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
4. the school provides facilities that enables an **optimum learning environment**.
5. the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.

TERM	YEAR	KEY DEVELOPMENT FOCUS AREA
Term 1 Autumn 1 2020	CORE SUBJECTS: to continue to deliver excellent learning opportunities that result in high standards of attainment. Introduce ' The Write Stuff ' approach to writing across the school. PSHE: To further develop relationships with peers BEHAVIOUR: To inform pupils about anti-bullying including allergy awareness. To support pupils with their understanding of how to keep safe and healthy. E SAFETY: To ensure pupils know how to keep themselves safe on-line. PHYSICAL & MENTAL HEALTH: To focus on pupil and staff wellbeing. To improve sport & PE provision. To work towards achieving the ' Healthy Schools ' award LIFE SKILLS: To provide opportunities for pupils to develop their life skills, including mindfulness DIVERSITY: To plan opportunities and activities that provide exposure to diversity for all our pupils	School re-opening: To ensure gaps in learning due to school closure are identified and a fit for purpose curriculum is devised. Identify any pupils in need of additional catch-up teaching and plan appropriate delivery. Impact will show effect of school closure on pupil attainment and wellbeing is closely monitored and addressed as necessary.
Term 2 Autumn 2 2020		Relationships and Sex Education: To make preparations for the new RSE curriculum. Impact will show parents are aware of the planned changes to the RSE curriculum. Policy will be in place and Staff will feel prepared to deliver the curriculum from Spring 2021.
Term 3 Spring 1 2021		Science: To further develop teaching and learning in science. Impact will show scientific investigations across the school allow opportunities for pupils to follow lines of enquiry. Impact of CPD will show teachers are more confident to deliver high quality science sessions. Pupils scientific knowledge and vocabulary will be secure and progressive throughout the school.
Term 4 Spring 2 2021		Art: To further develop teaching and learning in art. Impact will show art across the school allow opportunities for pupils to develop skills and experience a wide range of media. Impact of CPD will show teachers are more confident to deliver high quality art sessions. Progression of art skills across the school will be evident.
Term 5 Summer 1 2021		DT: To further develop teaching and learning in Design Technology. Impact will show Design Technology is planned and delivered systematically in all classes and is evident in display. Pupils will experience a variety of opportunities to design, make and evaluate products and feel proud of their achievements.
Term 6 Summer 2 2021		Curriculum Review: To review our creative curriculum. Impact will show topic based learning is enabling pupils to develop knowledge, practise skills and enhance life skills. Opportunities to build on diversity and inclusion are maximised to engage all pupils.