



HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 12 December 2024 at 9:30 am
via Teams

Present: Mr B Aherne (Chair), Mrs C Barnes, Mr T Fettes, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, 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

	964/24f Welcome Mr Aherne welcomed Governors to the meeting.
	965/24f Apologies for Absence No apologies had been received, all were present.
	966/24f Declaration of Business Interests None declared.
	967/24f Minutes of the Last Meeting <i>The minutes of the last meeting</i> held on 17 October 2024 had been distributed with the agenda, these were agreed as a true record of the meeting and would be signed.
	968/24f Matters Arising <i>A table listing the action points from the last meeting</i> had been distributed with the agenda. Both items had been completed.
	Mr Aherne enquired about plans for staff to be able to have a Christmas lunch. Mrs Griffith noted that whilst the children were having their Christmas lunches, overseen by herself and Mrs Poulter, the staff would be having their own Christmas lunch.
	969/24f Budget Update i) 8 month review The 8 month Budget Comparison Report had been distributed via email prior to the meeting.
	Mrs Poulter confirmed that there was nothing unexpected in the report and Mr Aherne noted that the projected deficit was going in the right direction.

'I know there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

	ii) SFVS The draft SFVS had been circulated with the agenda. Mrs Poulter noted that this document needed to be populated with the 9 month financial report so would be prepared for distribution to FGB ahead of their meeting to review and approve this on 16 January. Action: BA/WP circulate SFVS to FGB
	970/24f Any Other Urgent Business i) Boiler It was noted that the new boiler had been installed, however only half the school had heating. A serious water leak had also been detected. The Diocese would be investigating the leak but no date was as yet confirmed. Mr Fettes requested that Mrs Poulter chase the Diocese urgently to get this matter actioned. Action: WP chase Diocese re leak/boiler issue
	Mr Holt enquired about who would be financially responsible, Mrs Poulter noted that the Diocese would be with school required to contribute 10%.
	Mrs Poulter noted that school were investigating the possibility of submitting an insurance claim.
	ii) Car Park No progress reported.
	iii) Financial Audit Report It was noted that the written report had not yet been received. Mrs Griffith reported that they had received verbal feedback and nothing of significance had been recommended. Mr Fettes noted that the advisor had acknowledged that decisive action had been taken by the school (redundancies) and therefore had no particular concerns.
	971/24f Any Other Business Details of the income received from parents for extra curricular trips had been circulated. Generally it was noted that this had started well, however it was noted that Reception income was down and reinforced the need to explain Parent Pay to this group.
	Mrs Griffith noted that an Autumn term initiative to explain Parent Pay was planned. Mrs Williamson suggested that a video would be most helpful.
	Mr Fettes suggested that school do a targeted prompt to Reception Parents including information about how to log into Parent Pay. Action: JG/WP email Reception Parents reminder re extra curricular payment and how to log into Parent Pay
	972/24f Date of Next Meetings Date of next meeting: 9.30 am Thursday 13 March 2025 (11 Month review)
	Meeting concluded 9.50