HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 17 October 2024 at 9:00 am

Present: Mr B Aherne (Chair), Mr T Fettes, Mrs J Griffith, Mr N Holt, Mrs A Williamson.

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

Not Present: Mrs C Barnes, Revd J Hutchinson,

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

	947/24f Welcome Mr Aherne welcomed Governors to the meeting.
	948/24f Apologies for Absence Apologies were received and accepted from Mrs Barnes and Revd Hutchinson.
	949/24f Declaration of Business Interests None declared.
	950/24f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 4 July 2024 had been distributed with the agenda, these were agreed as a true record of the meeting and would be signed.
	951/24f Matters Arising ***A table listing the action points from the last meeting*** had been distributed with the agenda. It was noted that the majority of items had been completed and on going matters would be covered by the current agenda.
	952/24f Budget Update ***i)*** **6 month review** The ***6 month Budget Comparison Report*** had been distributed via email prior to the meeting.
	It was noted that costs associated with the redundancies were presented in line E08 Indirect Employee Expenses rather than E03 Education Support Staff.
	Governors sought confirmation that there were no additional costs to come through with regard to the redundancies. Mrs Poulter confirmed that this was the case.

	It was noted that the current projected deficit should reduce further once funding from the Diocese for installation of the boiler had been received.
	Mrs Griffith noted that the new system was much more flexible, enabling it to be switched on or off more easily. Going forward the difference in running costs between oil and gas would be examined.
	ii) **SRMA (School Resource Management Advisors) review** It was noted that Sukwinder Bassi (representing DfE) would be visiting school next week to review financial matters. Two reports would be produced; one for the Borough and one for DfE.
	953/24f Extra Curricular Provision Costs It was noted that 31% of KS1 and 57% of KS2 had already paid their contributions towards extra curricular costs. In addition £1,135 had been donated towards the Governor's IT Fund and £1,485 of other contributions had been received.
	No protests about the request for payments had been received through school or direct to the Governors.
	It was suggested that once accurate costs of the pupil laptops needed had been ascertained then a thermometer showing percentage of total achieved should be included in the newsletter and those who had contributed to date should be thanked.
	Mr Aherne enquired how the IT support from TSI was panning out. Mrs Griffith noted that it was challenging and not the level of service previously provided. A recent meeting had taken place and since then the service had improved. All 5 primary schools in the cluster were in a similar boat with their annual contract running until January.
	954/24f Decarbonisation Working Party It was noted that the new boiler had been installed.
	The windows in the school hall would be covered by decarbonisation funds.
	Mrs Griffith enquired if there was a time limit to spend the funds. Mrs Poulter confirmed that there was no indication that they would require the funds to be returned.
	955/24f Renewal of 99-year lease Mrs Poulter noted that a quote was still awaited.
	956/24f Other Financial Matters **i) Staffing Going Forward** Mrs Griffith noted that the reduced staffing situation was challenging with TA support having to be allocated to pupil need with those with similar needs in different classes being grouped together.
	Currently the situation was even more challenging due to staff sickness absences.
	She noted that as soon as the finances permitted she would like to request one additional support staff member.
	She reported that a Lunchtime Controller had been recruited and would be a suitable candidate to step up into a TA role when the school found itself in a position to fund this.
	It was noted that this year's census had been conducted so there would not be any imminent additional funding.

	Mrs Poulter noted that the Government grant to cover the teacher pay increase had implied it would cover the full increase however it would actually leave a shortfall. School had budgeted for a 4% increase, a 5.5% had been agreed; grant is 2%.
	Mrs Griffith noted that all were mindful of staff wellbeing currently and she would be investigating Christmas social lunch options for staff.
	ii) Boiler Repair Updates It was noted that the boiler was working, however the recent power outage had blown the control board, fortunately it was possible to manually override this. It was noted that the radiators in Year 6 and the office areas had proved to be not fit for purpose and were still not working. Mrs Poulter noted that the control board was being replaced that week and once done could be signed off by the Diocese who would also examine the non-functioning radiators.
	iii) Capital Fund – Car park/fencing/ICT It was noted that there was currently £35K in the Capital Fund plus £15K ring fenced for decarbonisation projects.
	Mrs Poulter noted that the security gates would be updated as part of the car park resurfacing work and tree stump removal. Three quotes were being sought and it was hoped that work could start next year.
	Mr Holt enquired about PTA funds. Mrs Griffith noted that there was now a full PTA Committee in place and a positive working relationship had been established with school. PTA would be focusing on refurbishment of the library, not just books, but also the whole environment. She noted that they were also fully funding the running track and work on this would commence on 18 November.
	Mr Holt enquired if the PTA had indicated if they would match fund the sum raised by parents for IT. Mrs Griffith noted that a parent who works in IT was reviewing the quote school had received to upgrade internet provision. Options were being explored for internet provision and phone lines.
	Mrs Griffith noted that main issue for staff was the unreliable and slow internet which directly affected teaching and staff stress levels as it's not fit for purpose.
	Mrs Griffith asked if the Committee would be agree to receive details of the quote and options for upgrading the internet/phones and providing filtering and monitoring via email and agree it this way. This was agreed. **Action: JG share quote for internet/phone upgrade with F&RC for approval via email**
	iv) Technology – teacher laptop lease renewal New staff laptops had been provided on a 3 year lease.
	v) Schedule of future maintenance requirements and financial implications It was noted that as the PTA would be covering the library refurbishment. In addition, the area that needed focus was the corridor, stairs by the hall and the school hall itself (including flooring).
	Mrs Williamson suggested that a wish list of books the school wanted should be published as many parents would like to support school in this way. Mr Holt noted that PreSchool now had a book drop off/exchange cupboard outside their front door. It was suggested a similar set up could be repeated at school.
	vi) Sports Premium Report ***The Sports Premium Report for September 2023 to July 2024*** had been circulated with the agenda.

	Mrs Williamson noted that 87% achieving the national swimming requirement was impressive. Mrs Griffith noted that those that had not met this were offered funding for an intensive course but most did not take this up.
	957/24f Governance **i) Governor Visits** It was noted that details of visits to take place this year had been discussed at the SACC meeting and would be circulated. **Action: Clerk circulate reminder list of visits for current year**
	ii) Governor Training Needs No specific training needs were identified.
	iii) Feedback from SAC Committee The following recommendations had been forwarded from the 15 October SAC Committee: - SACC request that internet provision across the school be given the highest priority. -SACC request that increasing support staff be given priority as soon as the budget permits and that the legalities of this following redundancies be fully investigated.
	iv) Triangulation back to SAC Committee The Committee had agreed these priorities.
	958/24f Policies a) Four policies had been circulated to the Committee on 24 September and comments requested by 10 October: • Early Career Teacher Policy • Whistleblowing Policy • Equality Policy • Health and Safety: Accident and Incident Procedures
	b) Two policies had been circulated to the Committee on 8 October and comments requested to be brought to this meeting: • Visitors Into School Policy • Volunteers Into School Policy
	Mr Aherne noted he felt uncomfortable making volunteers cover the cost of their DBS checks. Mrs Griffith suggested alternative wording and this was agreed.
	All the policies were agreed for presentation to FGB for ratification.
	959/24f Health and Safety Nothing to report.
	960/24f Safeguarding, Child Protection and Prevent Mrs Griffith noted there was one looked after child and a small number of children had been referred for Early Help. There were no CIN or child protection cases. She reported that all staff had done their annual safeguarding training via the National College.
	961/24f Any Other Business Mrs Griffith noted that the PTA Christmas Fair was taking place on 23 November and Governors were being asked to organise the bar.
	962/24f Impacts as a result of this meeting • Budget reviewed

	• Recognition of good position of deficit compared to where it had been • Visit from DfE scheduled • Internet/phone needs being reviewed • Future staffing need discussed • Boiler replacement completed • Car park resurfacing and fencing repair quotes being sought • Pupils ICT renewal costs to be investigated • PTA Library refurbishment discussed • Other refurbishment areas identified • Future Governor visits discussed • Sports Premium Report received • 6 policies approved
	963/24f Date of Next Meetings Date of next meeting: 9.30 am Thursday 12 December (8 month review and draft SFVS – via Teams)
	Meeting concluded 10.15