



HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 3 July 2025 at 9:30 am

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

Via Teams: Mrs A Williamson

Not Present: Mrs J Griffith, Revd J Hutchinson,

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

	995/25f Welcome Mr Aherne welcomed Governors to the meeting.
	996/25f Apologies for Absence Apologies were received and accepted from Mrs Griffith and Rev Hutchinson.
	997/25f Declaration of Business Interests None declared.
	998/25f Minutes of the Last Meeting The minutes of the last two meetings held on 13 March and 6 March were agreed as a true record of the meetings and would be signed.
	999/25f Matters Arising A table listing the action points from the last two meetings had been distributed with the agenda, it was noted that items were completed or would be covered by the current agenda.
	1000/25f Budget Update a) 3 month review The 3 month budget comparison had been distributed prior to the meeting.
	Mr Aherne noted that there were some gaps in the figures presented and this was due to the Borough not having uploaded the relevant figures. He noted that it appeared that expenditure was on track. Mrs Poulter confirmed that there were no major surprises and monitoring would continue to keep expenditure as low as possible.

	b) SMRA review Mrs Poulter noted that as recommended, curriculum resources would be monitored closely.
	1001/25f Extracurricular provision costs – update on parental contributions Mrs Poulter noted that it was easier to get parents to contribute when something such as trip was going on and that some classes were better at paying than others.
	Mr Fettes suggested that parents should continue to be regularly reminded, it was suggested that teachers could include this in their class news as well as in the school newsletter.
	Mr Holt offered to send another letter to parents in September and remind parents that the school can see who has or has not paid and encourage them to speak to the school office if there is an issue.
	Mrs Williamson suggested that parents should be provided with more detail about what the payments cover such as activities that take place in school, not just external trips.
	1002/25f Decarbonisation Working Party Mr Fettes noted that the lighting in the hall was now at the end of its life, it had failed in places and was not energy efficient. An understanding of the costs of replacing it with LED lighting and the possibility of grants that could be applied for was being investigated. Additionally, the hall needed redecoration and new flooring. Action: WP explore LED lighting quotes and explore grant availability
	1003/25f Renewal of 99-year lease Mrs Poulter noted that they had still not received a direct response from Savills, however school had been visited recently (with no prior appointment) by surveyors.
	1004/25f Other Financial Matters a) Staffing going forward Mrs Barnes noted that the current maternity cover for Year 2 was leaving at the end of the term, however a very experienced teacher had been recruited to cover two further terms.
	She noted that Mrs Hill was likely to retire next year and school would need to understand what the church intended to do with the housing currently provided, as this property belongs to them.
	b) Review Financial Benchmarking A link to the Government website providing financial benchmarking data for Holy Trinity School had been circulated. Mr Aherne noted that this provided a comparison on spend in different areas with other schools. It was noted that the data was collated by DfE from the figures provided by schools and one could not be certain that there was a direct like for like comparison in each area for example Holy Trinity includes school trips within the figure for educational supplies whilst other schools might not.
	c) Capital Fund Mrs Poulter noted that updated quotes on the car park refurbishment were awaited. Mr Aherne enquired if there was a timescale in which the fund needed to be spent. Mrs Poulter noted that this was usually 3 years, however the Borough was aware that school intended to spend it as soon as a contractor had been secured for the car park and it would therefore not be a problem that more than 3 years had elapsed. Action: WP progress car park refurbishment using Capital Fund

	1005/25f Governance a) Governor Visits Mr Aherne and Mr Gingell had conducted an RE visit recently and Mr Fettes a Science visit, reports were being produced.
	b) Governor Training Needs Three online training courses provided by the Oxford Board of Education had been flagged up to Governors: Tuesday 7 October 7-8 pm: Guide to SIAMS Tuesday 25 November 7-8 pm: Guide to Religious Education Monday 1 December 7-8 pm: Guide to Collective Worship and Spiritual Flourishing.
	c) Feedback from SAC Committee At their meeting on 24 June the SAC Committee requested the F&R Committee continue to consider increasing TA support as soon as this becomes financially possible.
	They had also requested that training be funded as soon as possible for the Early Years staff in speech and language, phonics and paediatric first aid.
	d) Triangulation back to SAC Committee It was noted that unfortunately the funding received from the EHCPs awarded was not sufficient to cover the employment of a full-time TA. Other options were being explored by school.
	Regarding the training requests it was noted that costs were being explored to see if these could be covered.
	1006/25f Policies The Safer Recruitment Policy had been circulated on 23 April, and comments requested by 2 June. No comments had been received and the policy was therefore approved for presentation to the Full Board at their next meeting.
	1007/25f Health and Safety Mrs Barnes noted that an accident with a child walking on a slide had resulted in a fractured wrist, no others were involved. This had been reported to RIDDOR who had requested that staff on duty provide a report.
	1008/25f Safeguarding, Child Protection and Prevent Mrs Barnes reported that two children were on Child in Need plans.
	She reported that school had received a concerned email from a parent who had observed an adult taking photographs of children at the school fair, school had contacted the individual concerned.
	1009/25f Any Other Business a) Handyman Mrs Poulter reported that Mrs Griffith had found a handyman who would be available to do a range of tasks during the school holidays. The rate was £30 per hour or £200 daily. This was agreed and a list of tasks would be drawn up. Action: JG/WP draw up list for handyman

	b) Church use of the school hall Mrs Barnes noted that a formal agreement would need to be drawn up for the church use of the school hall. Action: JG/WP draw up agreement for church use of the school hall
	c) Use of car park Mrs Poulter reported that a request to use the school car park for an event being organised at Broomhall Park Recreation Ground had been received, school had turned this down as the car park was currently not fit for purpose.
	1010/25f Impacts as a result of this meeting • 3 month budget comparison had been reviewed and was on track • Extracurricular activity costs discussed, parents to be reminded • Decarbonisation, lighting quotes to be sought and grants to be explored • 99 year lease discussed • Staffing reviewed • Financial benchmarking reviewed • Car park refurbishment to be progressed, updated quotes sought • Governor training discussed • Feedback from SACC discussed • 1 policy reviewed and agreed • Handyman agreed • Agreement for church use of school hall to be drawn up
	1011/25f Date of Next Meetings The date of the next meeting will be set at the September FGB Admin meeting.
	Meeting concluded 10:13