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HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

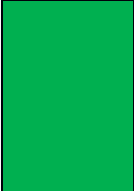
**Minutes from meeting held on 21 October 2021 at 1 pm
via Microsoft Teams**

Present: Mr B Aherne (Chair), Mr T Fettes
Mrs J Griffith, Revd J Hutchinson, Mrs J Steel

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

Not Present: Miss A Prince, Mrs A Williamson

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

	775/21f Welcome Mr Aherne welcomed Governors to the meeting and Mrs Steel to her first meeting.
	776/21f Apologies for Absence Apologies had been received from Miss Prince and Mrs Williamson.
	777/21f Declaration of Business Interests None declared.
	778/21f Minutes of the Last Meeting <i>The minutes of the last meeting</i> held on 1 July via Microsoft Teams had been distributed with the agenda. These were agreed as a true record of the meeting.

	779/21f Matters Arising <i>A table listing a summary of the action points from the last meeting</i> had been distributed with the agenda. All items had been completed.
	Mr Aherne requested an update on the caretaker situation. Mrs Griffith confirmed that Mrs Hill was now back full time in her role and that the cleaning regime was covered. However Mr Hill was not able to return to support her to cover some of the caretaking tasks. Mrs Poulter noted that her friends were currently supporting her and assisting with some of these tasks.
	It was noted that the decoration of the hall, which would require a contractor due to the hall height, was being deferred into next year's budget.
	780/21f Draft Update i) 3-year Budget Plan <i>A budget comparison paper had been distributed prior to the meeting.</i>
	Mr Aherne noted that the paper showed a year end carry forward projection of £6K, whilst a year ago the potential deficit was anticipated at £30K. He extended congratulations to Mrs Griffith and Mrs Pouter.
	Mrs Griffith noted that E14 Cleaning and Caretaking was well over budget due to the cleaning required.
	She also noted that they were investigating new contractors to replace the current grounds maintenance provider as they were not satisfied with the current service provided.
	She also noted that renovating the area outside the Hall on Church Road would be put into next year's budget.
	Mr Aherne noted that the Committee were happy that the budget was on track.
	ii) School Roof Mrs Poulter noted that £65K of work was needed to restore the roof. She noted that the Diocese had a School Condition Allocations budget and an application was being submitted to access this funding, the deadline was 3 December.
	She noted that the Borough would not provide support for this as Holy Trinity was a church school. If the application to the Diocese was unsuccessful it was noted that a plan would need to be put together to cover it from the school budget over the next few years.

	iii) Car Park extension updates Mr Aherne noted that this work was planned to take place during the Easter holidays.
	Mrs Poulter noted that a preliminary quote had been received for £30K and other quotes were awaited. She noted that this would be funded from the school's Church of England's deposit fund and as of April 2022 there would be approx. £28K available. She noted that if necessary it was possible to borrow from the next year's allocation which would be an additional £7K.
	Mr Fettes noted that he would follow up discussions with the local developers of the Sunningdale Park site to see if any support might be forthcoming.
	iv) Adventure Playground updates Mrs Poulter reported that a third quote was expected. It was noted that this would be funded by the PTA, a generous donation from a parent and some funds pledged from Holy Trinity Church.
	781/21f Other Financial Matters i) Pupil Premium and Recovery Premium Mrs Griffith noted that Pupil Premium had been merged with Recovery Premium which had previously been called Covid Catch Up.
	She noted that last term they had been able to fund additional support of 3 mornings in KS2 and 2 mornings in EYFS & KS1 as funding had been based on the total number of children. However this year the funding would be based on 70% of the Pupil Premium numbers so for Holy Trinity 14 pupils. Details of exactly how the funding is used also need to be submitted.
	Mrs Griffith noted disappointment that they would not be able to continue with the extra support they had previously put in place.
	She noted that the current Year 1 cohort had missed out most with their nursery, transition and social development affected and so it was important to put in place support for this group. The proposed plan would cost approx. £4K. It was important that this involved quality teaching. The support lined up was flexible and was able to start after half term.
	The Committee agreed that this should go ahead and Mrs Poulter would provide further details via email for sign off. Action: WP circulate details of Year 1 support for approval
	Mrs Steel enquired about support available for other year groups.

	Mrs Griffith noted that KS2 did have a tutor in place. She was confident that as there were two Year 6 classes any support could be covered within this set up and in Year 2 any gaps could be plugged within the class environment.
	She noted that Holy Trinity were fortunate as the identified gaps were few and far between compared to other schools and the school had very supportive and engaged parents. She noted that gaps were constantly being monitored in all groups of children.
	ii) Sports Premium Mrs Griffith noted that both the Sports Premium and Pupil Premium reports needed to be submitted by 31 December and both would be shared with the Full Governing Board.
	iii) SEN Budget Mrs Griffith congratulated Mrs Poulter on successfully receiving funding from the Borough's Contingency Fund to cover additional support for the child now in Year 6.
	It was noted that two children would be moving on at the end of the year so the SEN income would reduce going forward.
	iv) Other sources of income/wish list Mrs Griffith noted that parents were very generous in responding to wish list requests.
	It was noted that School had lost Stagecoach as a hirer from the beginning of this school year. Mrs Poulter reported that they were considering charging other clubs for use of the school grounds from April 2022.
	Mr Fettes asked for an update on Breakfast Club. Mrs Poulter noted that the uptake was low as parents had not returned to commuting to work.
	v) Disposal of Assets Mrs Poulter reported that 8 monitors, 8 keyboards, 8 towers and 1 laptop had been disposed of.
	vi) Catering Contract Mrs Poulter reminded Governors that originally the 5 cluster schools had broken away from the Borough provider and taken on the current caterers.
	Mrs Poulter reported that only Holy Trinity and St Francis were happy with the service provided by the company. It was proposed that the school's contract be renewed for another 3 years and then be reviewed.

	She noted that during lockdown the Government had continued to provide funding which Holy Trinity had passed onto the caterer even though the children were not in school. However other schools had not done this and had retained the money for their own use.
	Revd Hutchinson enquired how many children had the meals. Mrs Poulter noted that it was usually 120-130 rising to 190-200 on a Friday.
	Mr Aherne noted that the Committee agreed that the contract with the current contractor continue for 3 years.
	vii) Covid additional cleaning Mrs Griffith noted the Local Authority had issued updated guidance on 20 October that after half term schools should return to bubbles and additional cleaning be reinstated.
	It was noted that Mr Hill had been doing this additional cleaning previously and as he was not able to resume Mrs Griffith, Mrs Poulter and Mrs Lawson would of necessity take this on.
	Mr Fettes requested that they must flag up if they were not coping with this.
	782/21f Governance i) Governor Visits Mr Fettes noted that it was unlikely that these would resume in person in the foreseeable future.
	Mrs Griffith noted that it would be possible for Governors to have virtual catch ups with the subject leaders.
	It was noted that all Health and Safety and COVRA Committee documentation should be checked as school would be reverting back to the model previously put into place.
	ii) Governor Training Needs Mr Aherne noted that he and Mrs Poulter had attended training on Monitoring Year to Date Figures. Mrs Steel had attending online Pupil Premium Governance training.
	Mrs Poulter noted that she would be attending training on 4 November on SFVS and she would update Mr Fettes and Mr Aherne.
	iii) Feedback from SAC Committee Details of SACC feedback from their meeting on 19 October had been circulated via email. They had congratulated the Committee on successfully receiving funding from the Contingency Committee Fund to cover support for

	the pupil now in year 6. They requested contingency funding be put in place to enable school to employ a supply teacher to cover any staff absences. They had asked the Committee to consider options to cover the enhanced cleaning role/maintenance issues that had previously been provided by Mr Hill.
	iv) Triangulation back to SAC Committee Mr Aherne noted that all the items raised by SACC would be addressed.
	783/21f Policies i) Pupil Premium Policy ii) Early Career Teachers Policy iii) Visitors into School Policy iv) Volunteers into School Policy v) Whistleblowing Policy These policies had been circulated to the Committee via email on 22 September and comments requested by 4 October. All were in agreement that they should go forward to the Full Governing Board for ratification.
	784/21f Health and Safety Mrs Poulter noted that an engineer was attending that day to repair the lock on the side gate. There were no other issues.
	785/21f Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were currently no children on Child Protection or Child in Need, however there were a number of children receiving early support.
	786/21f Any other business i) Tree Survey Mrs Poulter noted that approx. £3K of work needed to be carried out immediately and this would be covered within on-going maintenance.
	Mrs Griffith noted that they would be planting more trees to mark the Queen's Jubilee.
	ii) Maternity Cover Mrs Griffith noted that a TA would be going on maternity leave at the end of November and an advertisement to source a replacement was going out after half term.
	iii) Teacher Pay Awards Mrs Poulter noted that the awards had been agreed but that none of the school's staff were affected. She noted that the support staff pay award had not yet been agreed.

	787/21f Impacts as a result of this meeting • Budget reviewed to ensure maximising financial position • Car park development strategy agreed • Agreed to apply to Diocese for funding of roof repair • Quotes on adventure playground being sought • Catering contract extended for 3 years • 5 policies agreed • Funding for tutoring for Year 1 catch up agreed.
	788/21f Date of Next Meeting 9.30 am Thursday 3 March 2022.
14.02	Mr Aherne thanked everyone for their contributions.