



HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 9th December 2025 at 9:30 am
via Teams

Present: Mr B Aherne (Chair), Mrs C Barnes, Mrs J Griffith, Mr N Holt, Revd J Hutchinson, Mr J Sharland, Mrs J Steel.

Not Present: 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 SDP progress, financial decisions, learning and teaching, pupil outcomes

	1031/25f Welcome Mr Aherne welcomed Governors to the meeting.
	1032/25f Apologies for Absence Apologies were received from Mrs Williamson.
	1033/25f Declaration of Business Interests None declared.
	1034/25f Minutes of the Last Meeting It was agreed that the minutes of the last meeting held on 9 November would be carried forward for review and agreement at the next meeting in March. Action: Clerk carry forward minutes of last meeting to next meeting
	1035/25f Minutes of the Last Meeting It was agreed that the matters arising from the last meeting held on 9 November would be carried forward for review at the next meeting in March. Action: Clerk carry forward all matters arising to next meeting
	1036/25f Budget Update a) 8 month review The 8 month budget comparison had been distributed prior to the meeting.

	Mr Aherne noted that the projected deficit had increased to £37k as Top Up funding was lower than expected due to pupils with associated income moving on. He also noted that under supplies and services curriculum costs were up £8k and that this included school trips.
	He reported that the Borough were not concerned about the school's financial situation and that this deficit equated to 2.89% of annual budget.
	He asked if Governors were happy to accept the presented figures, they were in agreement and he extended the Board's thanks to Mrs Poulter.
	b) Schools Financial Value Standard The draft SFVS had been distributed prior to the meeting.
	No questions or comments were raised on the information presented.
	Mrs Poulter reminded Governors that the Department for Education had not yet released the latest version of the submission form and that the document circulated was using the template from last year which schools had been advised to use. It was therefore subject to change. She noted that once the final document was released, she would update it and recirculate it to the Committee. Action: WP circulate updated SFVS once DfE template released
	1037/25f Any Other Business a) Caretaker Role and Property Mr Aherne reported that he had met with Mrs Poulter to discuss this. Until a way forward had been agreed it was not possible to build a cost benefit analysis.
	He reported that Mrs Poulter had met with a local estate agent who had indicated a commercial rent on the property could be in the order of £1,500 pcm.
	He noted that employing a caretaker would cost around £25k pa.
	He suggested it was felt it would be better to appoint contract cleaners at estimated £2,100 pcm which would include all cleaning products and equipment. Currently these supplies cost school £3.5k pa.
	It was suggested that the contracted alarm monitoring company could take on the role of keyholder. Questions were asked about what their response time would be and this would be investigated.
	It was noted that the current arrangement with the Handyman would continue at a rate of £30/hour.
	The issue of salting the playground was raised and who would do this going forward as it was currently carried out by the caretaker. It was suggested that Sunningdale Council be approached to see if John Rose might be able to take this on. Action: WP to see if Sunningdale Council/John Rose could assist with playground salting
	Other gaps identified were clearing up after the school fairs and it was suggested that the PTA could help cover this.
	The only other gap identified was opening the grounds up to give access to half term and holiday clubs and locking up after they had departed.

	Mr Aherne asked if Governors were in agreement that the school should not have a live in caretaker going forward. This was agreed.
	It was also agreed that the possibility of Mrs Hill remaining in the property would be explored. She would need to discuss this with Holy Trinity Church. Action: HT church to discuss with Mrs Hill
	b) Car Park resurfacing and gate repair Mrs Poulter noted that she was still awaiting more quotes.
	c) Window Replacement Mrs Poulter noted that the Diocese required three quotes, it had not been possible to find a third so she would be raising this with the Diocese.
	d) Staff Christmas Gifts Mrs Griffith thanked the church for facilitating Christmas gifts for the staff.
	1038/25f Date of Next Meeting 9.30 am Thursday 12 March (11 month review)
	Meeting concluded 10:20