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HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE
FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 4 May at 9.30 am

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

Via Teams: Mrs J Steel

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

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

	803/22f Welcome Mr Aherne welcomed Governors to the meeting.
	804/22f Apologies for Absence Apologies were received and accepted from Miss Prince.
	805/22f Declaration of Business Interests None declared.
	806/22f Minutes of the Last Meeting <i>The minutes of the last meeting</i> held on 3 March had been distributed with the agenda. These were agreed as a true record of the meeting and signed.
	807/22f Matters Arising <i>A table listing action points from the last meeting</i> had been distributed with the agenda and, as this meeting was a short meeting to focus on the budget, all items would be carried forward to the next full F&R meeting on 30 June. However it was noted that all items had already been completed.

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

	808/22f Draft Budget 2022/23 and 3 year budget projection Papers setting out the 2022/23 budget and a budget assumptions document had been circulated prior to the meeting.
	Mr Aherne noted that the figures showed a health carry forward of £50K and that school was in a good solid and healthy carry forward state.
	Mrs Poulter added that the figures were in line with expectations.
	Mrs Griffith noted that half term was the deadline for notification from staff if they intended to move on at the end of term and her expectation was that they would maintain stable staffing for the next year.
	Mrs Williamson thanked Mrs Poulter for her work on the figures and asked what the expectations were for the year ahead. Mrs Poulter noted that they were currently working on the 3 year budget which would be circulated as soon as it was ready. She noted that the deadline for submission of this to the Borough was 30 May. Action: WP circulate 3 year budget once finalised
	Mr Fettes enquired about the impact of rising energy costs and supply issues. Mrs Griffith and Mrs Poulter noted that the school's oil reservoir was currently being kept topped up.
	Mrs Poulter flagged up that there were likely to be knock on increases in paper costs so consideration needed to be given to reducing usage where practicable.
	Discussion took place about the use of google forms, parent pay etc as a way of reducing the need for paper medical consent forms. It was noted that whatever system was used it was essential to ensure that all data was secure.
	Mrs Steel asked why the figure for teacher salaries remained the same for next year despite there being one less teacher. Mrs Griffith noted that this was due to salary increases and contingencies which had been factored in.
	Mrs Steel asked for confirmation that the £1,200 for Write Stuff training agreed at the last FGB meeting had been included within the training budget. It was confirmed that this was included.
	Mrs Griffith noted that under Sports Premium they had erred on the side of caution and only included the figure that had been confirmed, it was hoped that additional funds would be received but until this was confirmed they would not be added into the budget.
	Mrs Griffith confirmed that Pupil Premium numbers would drop dramatically at the end of the year and this was likely to impact the recover premium available to school, so this had not been included in the budget either.
	Mr Aherne asked Governors if they would accept the budget as presented. All were in agreement. Mr Aherne thanked Mrs Poulter for all her work on this.

	809/22f Any Other Business i) Car Park Refurbishment/Extension Mrs Poulter noted that a verbal second quote of £100K had been provided for the extension and refurbishment of the staff car park! The company that had done previous work for school had quoted £27K for refurbishing the existing area and £20K for the extension.
	Mrs Poulter would complete the application form seeking funding for this project from Sunningdale Parish Council. It was noted that any shortfall would be met from the Capital Fund which currently stood at approx. £30K.
	ii) Roof maintenance Mrs Poulter noted that they were hopeful that the Diocese would fund all the necessary work, confirmation was awaited.
	iii) KS2 Adventure Playground Mrs Poulter noted that work on this project would commence on 11 July.
	iv) Income Generation Mrs Griffith noted that from September all clubs would be charged for use of the school grounds, currently no charges were made. It was noted that they had taken a new enquiry from a weekend skateboard club that might be interested in hiring the premises.
	Mrs Williamson suggested that school could advertise the availability of hire of the site for weekend activities.
	v) Breakfast Club It was noted that 31 responses had been received to the parent survey which equated to the users of the Club, all wanted the Club to remain open and following the survey they had noticed an increase in uptake. Consideration would be given to increasing the fees in September.
	810/22f Date of Next Meeting 9.30 am Thursday 30 June
9.55	Mr Aherne thanked everyone for their contributions and closed the meeting.