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**HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE**

**FINANCE AND RESOURCES COMMITTEE**

**Minutes from meeting held on 3 March at 9 am**

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

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

| Key |                    |                                                                                                           |
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|     | <b>Support</b>     | To support decisions and enquiries, staff welfare, sharing and clarification of key information, training |
|     | <b>Operational</b> | Action towards improvement, impact and success, monitoring                                                |
|     | <b>Strategic</b>   | Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements, |
|     | <b>Challenge</b>   | To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes |

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|  | <b>789/22f Welcome</b><br>Mr Aherne welcomed Governors to the meeting.                                                                                                                                                               |
|  | <b>790/22f Apologies for Absence</b><br>All members were present.                                                                                                                                                                    |
|  | <b>791/22f Declaration of Business Interests</b><br>None declared.                                                                                                                                                                   |
|  | <b>792/22f Minutes of the Last Meeting</b><br><b>The minutes of the last meeting</b> held on 21 October 2021 via Microsoft Teams had been distributed with the agenda. These were agreed as a true record of the meeting and signed. |
|  | <b>793/22f Matters Arising</b><br><b>A table listing action points from the last meeting</b> had been distributed with the agenda and the only item was covered by the current agenda.                                               |

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|  | <p><b>794/22f Budget Update</b></p> <p><b>i) 3-year Budget Plan</b></p> <p>It was noted that the budget had been submitted to the Borough.</p>                                                                                                                                                                                            |
|  | <p>Mr Aherne requested that a new section be added to the Governor's Zone where the latest budget paper should be saved for ease of reference.</p> <p><b>Action: Clerk to set up Budget section within Governor's Zone</b></p>                                                                                                            |
|  | <p><b>ii) Indicative Budget</b></p> <p>The latest <b>Budget Comparison paper</b> had been distributed prior to the meeting.</p>                                                                                                                                                                                                           |
|  | <p>Mr Aherne noted that the bottom line showed a £24K carry forward which was much improved on the £4.8K predicted at the last meeting.</p>                                                                                                                                                                                               |
|  | <p>Mrs Poulter noted that they had just received confirmation that the support staff pay rise had been agreed and this had not been reflected in the figures presented.</p>                                                                                                                                                               |
|  | <p>Mrs Steel enquired about the SAC Committee request for continued KS1 catch up support and Mrs Griffith confirmed that this would be put through the supply staff line.</p>                                                                                                                                                             |
|  | <p><b>iii) SFVS</b></p> <p>It was noted that this had been submitted.</p>                                                                                                                                                                                                                                                                 |
|  | <p><b>iv) School Roof</b></p> <p>Mrs Poulter noted that they had applied for a grant from the Diocese to cover the works. The Diocese had confirmed they would be attending to conduct a survey in March but indicated that this did not automatically mean that the work would be eligible.</p>                                          |
|  | <p>She also noted that the Diocese would be conducting a decarbonisation survey.</p>                                                                                                                                                                                                                                                      |
|  | <p><b>v) Car Park Extension updates</b></p> <p>Mrs Poulter noted that a second quote was currently awaited. She also noted that the Parish Clerk had provided a form so that an application for funding towards this work could be made to the Parish Council. The intention was to have the work conducted over the Summer holidays.</p> |
|  | <p><b>vi) Adventure Playground updates</b></p> <p>It was noted that three quotes had been received. The preferred option providing a more challenging layout was around £30K. Two parents plus the PTA have pledged the funding to cover the work. It was noted that there would be a 12 week lead time once the go ahead was given.</p>  |

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|  | <p><b>vii) Gas/Electric Price Rises</b><br/>Mrs Poulter noted that they had been advised to include within the budget a 25% increase for electricity, 40% for gas and 5% for water and this had been done.</p>                                                                                               |
|  | <p><b>795/22f Other Financial Matters</b><br/> <b>i) Pupil Premium Statement (including Recovery Premium)</b><br/> Mrs Griffith noted that this had been approved by the 31 December deadline and was available online. She noted that this was now required annually and was in a new statutory format.</p> |
|  | <p><b>ii) Sports Premium</b><br/> Mrs Griffith noted that this year's funding had been allocated to cover swimming for years 5 and 6 who had missed out on this whilst in years 3 and 4 due to the pandemic.</p>                                                                                             |
|  | <p>She noted that next year they would like to consider using Sports Premium funding towards an all weather track around the field.</p>                                                                                                                                                                      |
|  | <p><b>iii) SEN Budget and Spend</b><br/> Mrs Griffith noted that there were currently 5 children with EHCP as one child had left at the end of the Autumn term. She noted that SEN funding was retrospectively applied.</p>                                                                                  |
|  | <p>She also noted that there was one child not on roll and school had received an undertaking from the Borough that the costs for tutors for this child would be provided.</p>                                                                                                                               |
|  | <p><b>iv) Disposal of Assets</b><br/> There were no disposals to report.</p>                                                                                                                                                                                                                                 |
|  | <p><b>v) Service Level Agreement with LA</b><br/> Mrs Poulter noted that the LA price list had not yet arrived, but they were aware that some services might be increasing by 10%.</p>                                                                                                                       |
|  | <p>It was noted that the SLA covered bursar support, HR, educational psychologist, building services, catering etc. Mrs Griffith noted that it would be difficult to cut this back any further as they had previously reduced it to items of necessity.</p>                                                  |
|  | <p>Discussion took place on the pros and cons of Academy status and it was agreed that at present there would be no obvious benefits for the pupils.</p>                                                                                                                                                     |

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|       | <p><b>vi) Breakfast Club</b></p> <p>Mrs Poulter noted that 2 members of staff were required to operate this, current take up had reduced during the pandemic and there were currently a maximum of 15 children.</p>                                                                                                                                                                                                             |
|       | <p>Mr Fettes suggested that parents should be consulted to assess the need for this service as going forward more people were likely to be required to return to their offices. There was a suggestion that provision might be reduced to three days – Tuesday to Thursday.</p> <p><b>Action: JG issue survey via newsletter to parents to assess need for Breakfast Club</b></p>                                               |
|       | <p><b>vii) Grounds Maintenance</b></p> <p>It was noted that school were not satisfied with the current provision. Mrs Poulter noted that a quote was awaited from an alternative company. It was agreed that this should be accepted if considered value for money.</p>                                                                                                                                                         |
|       | <p>It was noted that tree work was being undertaken over the Easter break.</p>                                                                                                                                                                                                                                                                                                                                                  |
|       | <p><b>viii) The Write Stuff Funding</b></p> <p>Miss Prince reported that the next step to take the Write Stuff further within school was for all teachers to attend a training session run by TWS. Mrs Williamson noted that she had seen that the TWS was being used in all classes with various degrees of comfort and that this training would be of great benefit and additionally be an investment in staff wellbeing.</p> |
|       | <p>Miss Prince noted that it was proposed that this would be conducted during an inset day and the cost would be £1,200. It was agreed that this should be set up and conducted during the next academic year.</p>                                                                                                                                                                                                              |
|       | <p>Mrs Steel enquired if support could be put online to help support parents.</p>                                                                                                                                                                                                                                                                                                                                               |
| 10.30 | <p>Miss Prince left the meeting</p>                                                                                                                                                                                                                                                                                                                                                                                             |
|       | <p><b>ix) SIMMS/Arbor</b></p> <p>Mrs Poulter noted that they were currently investigating and testing moving to Arbor from SIMMS. It was noted that Charters School currently used Arbor.</p>                                                                                                                                                                                                                                   |
|       | <p>Mrs Griffith noted that migration of data would take up to 12 weeks and it was hoped that it would be in place for September.</p>                                                                                                                                                                                                                                                                                            |
|       | <p>Mrs Williamson flagged up that with GDPR in mind the security of all data should be checked.</p>                                                                                                                                                                                                                                                                                                                             |

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|  | <p><b>x) Caretaking</b><br/>Mrs Griffith noted that Mr Hill would be unable to resume the caretaking role. Mrs Hill was carrying out the cleaning role. She also noted that there was a need to start thinking about succession planning.</p>                                                              |
|  | <p>She noted that the caretaking duties were currently being carried out by friends of Mrs Hill and so there was a need to formalise this and take on someone to carry out the caretaking duties on an ad hoc basis.</p>                                                                                   |
|  | <p>Revd Hutchinson noted that Holy Trinity Church PCC had agreed to fund the refurbishment of the Hills' bathroom into a wet room from the Church's School House Trust Fund.</p>                                                                                                                           |
|  | <p><b>xii) Cottage Lease</b><br/>It was noted that the lease was an agreement between the school and Holy Trinity Church and that the house was currently tied to the caretaking/cleaning role.</p>                                                                                                        |
|  | <p><b>xii) ELSA Provision</b><br/>Mrs Griffith noted that there was more need for ELSA cover especially as the current provider had reduced her hours.</p>                                                                                                                                                 |
|  | <p><b>796/22f Governance</b><br/><b>i) Governor Visits</b><br/>Mrs Steel noted that she had conducted a visit on Computing and the report would be circulated in due course.</p> <p style="text-align: right;"><b>Action: JS produce report on recent Computing visit</b></p>                              |
|  | <p>Mrs Griffith noted that Mrs Steel had trialled the updated report form which included the prompts to focus on Ofsted areas of interest.</p>                                                                                                                                                             |
|  | <p><b>ii) Governor Training Needs</b><br/>Mr Aherne noted the Governor workshop to look at vision for the curriculum would be held on 28 March.</p>                                                                                                                                                        |
|  | <p>Mr Fettes noted that he would be attending training on the Chair's Role on 9 March.</p>                                                                                                                                                                                                                 |
|  | <p><b>iii) Feedback from SAC Committee</b><br/>Feedback from their meeting on 8 February had been circulated with the agenda. They had requested funding be put in place to continue KS1 catch up sessions and requested time be factored in for Subject Leaders CPD to be able to fulfil their roles.</p> |

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|  | <p><b>iv) Triangulation back to SAC Committee</b></p> <p>Mrs Griffith noted that the first request would be happening at no additional cost, this had however been impacted recently by staff absences. The second request required the Leadership Team to enable Subject Leaders to have time to do this and this had been discussed and agreed.</p>                                                                                                                                                                                                                                                                  |
|  | <p><b>797/22f Policies</b></p> <p>a) Charging and Remissions Policy<br/> b) Managing Staff Sickness and Absence Policy<br/> c) Staff Capability Policy<br/> d) Pay Policy<br/> e) Finance Policy<br/> f) Teacher Appraisal Policy<br/> g) Disposals Policy<br/> h) Safer Recruitment Policy<br/> i) Freedom of Information Policy<br/> j) Staff Code of Conduct Policy and Guidelines</p> <p>These policies had been circulated to the Committee via email on 2 December and comments requested by 10 January. All were in agreement that they should now go forward to the Full Governing Board for ratification.</p> |
|  | <p><b>798/22f Health and Safety</b></p> <p>Mr Fettes noted that he would be conducting a Health and Safety visit next week. It was noted that no problems had arisen as a result of the recent storms.</p>                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | <p><b>799/22f Safeguarding, Child Protection and Prevent</b></p> <p>Mrs Griffith noted that there were currently 3 children on Child in Need, and there was nothing else to report in this area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <p><b>800/22f Any Other Business</b></p> <p><b>i) PreSchool</b></p> <p>Mrs Griffith noted that PreSchool were investigating alternative premises and had enquired to see if it might be possible to build something on the school grounds.</p>                                                                                                                                                                                                                                                                                                                                                                         |
|  | <p>The Clerk declared that there might be a potential conflict of interest as she was also an employee of the Parish Council working for the Village Hall.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <p>Mrs Griffith agreed to set up a Working Party of Governors to take this discussion forward.</p> <p><b>Action: JG set up Working Party to discuss PreSchool enquiry</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|       | <b>801/22f Impacts as a result of this meeting</b> <ul style="list-style-type: none"> <li>• Budget reviewed and found to be in a solid financial situation</li> <li>• 10 policies agreed</li> <li>• KS2 playground proposals discussed</li> <li>• Breakfast Club consultation to go ahead</li> <li>• Grounds maintenance change to go ahead</li> <li>• Funding for TWS training agreed</li> <li>• All weather track to be investigated</li> </ul> |
|       | <b>802/22f Date of Next Meeting</b><br>9.30 am Wednesday 4 May (short budget meeting).                                                                                                                                                                                                                                                                                                                                                            |
| 11.00 | Mr Aherne thanked everyone for their contributions.                                                                                                                                                                                                                                                                                                                                                                                               |