

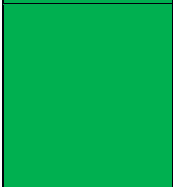
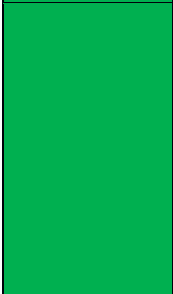
HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE
FINANCE AND RESOURCES COMMITTEE

**Minutes from meeting held on 6 May 2021 at 9.30 am
via Microsoft Teams**

Present: Mr B Aherne (Chair), Mrs A Boaler,
Mrs J Griffith, Mr P Grover, Revd J Hutchinson,
Miss A Prince, Mrs A Williamson

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

	753/21f Welcome Mr Aherne welcomed Governors to the meeting.
	754/21f Apologies for Absence No apologies received
	755/21f Declaration of Business Interests None declared.
	756/21f Minutes of the Last Meeting <i>The minutes of the last meeting</i> held on 4 March via Microsoft Teams had been distributed with the agenda. These were agreed as a true record of the meeting.
	757/21f Matters Arising <i>A table listing a summary of the action points from 4 March meeting</i> had been distributed with the agenda. It was noted that these would all be reviewed at the next full meeting on 1 July as the current meeting was a short meeting focusing on budget approval. Action: review action points arising from 4 March meeting at 1 July meeting

	758/21f Draft Budget 2021/202 <i>A budget assumptions paper had been distributed on 5 May.</i> Mr Aherne thanked Mrs Poulter for preparing the paper.
	Mrs Poulter noted that the budget needed to be submitted to the Borough by 21 May.
	Mr Aherne noted that the largest expenditure was on teaching staff which he had calculated as being 81% of total. He had done research and the recommendation was that this would normally be 85-90% so school were within guidance.
	Mrs Poulter confirmed that there had been an increase in support staff costs as two children required one-to-one support, otherwise all other areas were as expected. She noted that curriculum expenditure would increase compared to last year as children were now back in school.
	It was agreed that the school should write to the Borough noting that the requirement to provide one-to-one support would force the school not to be able to operate within a balanced budget. This would be drafted for approval at the 18 May Full Governing Board budget meeting. Action: JG/AB/BA/WP draft letter to Borough for approval at 18 May FGB
	On the 3 year projection it was agreed that school should submit a realistic deficit budget along with the letter to the Borough with the knowledge that they would reject it and request a balanced budget be resubmitted. It was noted that it was important to put this marker down to the Borough.
	The budget paper was agreed as presented.
	759/21f Date of Next Meeting 9.30 am 1 st July
10 am	