HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 29 June 2023 at 9.30 am
Via Teams

Present:	Mr T Fettes, Mrs J Griffith, Mrs J Steel (Chair), Mrs A Williamson
Not Present:	Mr B Aherne, Revd J Hutchinson
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 SDIP progress, financial decisions, learning and teaching, pupil outcomes

	865/23f Welcome Mrs Steel welcomed Governors to the meeting.
	866/23f Apologies for Absence Apologies had been received from Revd Hutchinson and Mr Aherne, these were accepted.
	867/23f Declaration of Business Interests None declared.
	868/23f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 4 May 2023 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	869/23f Matters Arising ***A table listing the action points from the last meeting*** had been distributed with the agenda. A number of matters were on-going and would be covered by the current agenda.
	870/23f Budget Update ***The budget comparison document*** had been distributed with the agenda along with an example of the ***new budget monitoring and forecasting spreadsheet***. Mrs Poulter noted that this spreadsheet was the document the Borough wanted schools to use in future, she noted that she had only just completed training on this and further work was needed to check what figures needed to be entered as it currently showed a deficit budget which was incorrect.

	Mrs Steele noted that two items on the comparison document were out of line with initial budget projections, namely the insurance claim for Mrs Griffith's absence and the grounds maintenance for urgent work that needed to be done to remove a tree. Otherwise the budget was inline and on track.
	i) School Roof Mrs Poulter noted that work would commence on 24 July and that school's contribution towards the cost would be £6K, the rest being provided by the grant from the Diocese.
	It was raised that work was additionally required on the insulation and ducts and this was quoted at £5,374 plus VAT and could be done at the same time as the roof work. The committee were asked if they were happy for this work to go ahead as this would need to be funded from the Capital Fund as would not be covered by the grant. All were in agreement.
	ii) Car Park Extension update Mrs Poulter noted that the contractors had been told that the funding was now in place and she awaited to hear back when the work could be scheduled, it was noted however that it was unlikely to be able to be done during the forthcoming summer holidays.
	Mr Fettes noted that it should be a priority to provide the Parish Council with a pro-forma to enable release of the funds to school. **Action: WP to issue Parish Council with pro-forma re car park funding**
	iii) Boiler Repair Mrs Poulter noted that it had transpired that the Borough would not in fact fund the boiler replacement, as school was a Voluntary Aided school supported by the Diocese, there had apparently been confusion at the Borough with another Holy Trinity School (Cookham). She noted that a conversation had since taken place with the Diocese who confirmed that they would provide for this and this might be done during next Summer holidays. They had also indicated that if there were any problems with the heating over this winter school should be in touch and they should be able to step in and assist. **Action: WP to seek forms required to progress Boiler replacement via Diocese**
	871/23f Decarbonisation Working Party Mrs Poulter noted that replacing all lighting with LEDs had been on the Borough's schedule and she would now need to double check if this still stood. **Action: WP to check if Borough will still fund lighting replacements**
	Quotations for replacement of windows had been circulated to the Committee.
	Mrs Steele enquired where funds for this work would be sourced from. Mrs Poulter noted that there was currently £15K provided for decarbonisation work and she would check to see if further funds might be available. **Action: WP to check if additional decarbonisation funds would be available**
	It was noted that the Borough favoured aluminium over uPVC frames, however the quotes for this had come in at double the price. Mr Fettes noted that as both types of frames would likely use the same inner units and as these inner units were more likely to be the time limiting factor then he could not see the benefit of aluminium over uPVC.
	Mr Fettes noted that remedial work would also need to be budgeted in as once the windows were replaced there would need to be redecoration around the frames etc.

	872/23f Renewal of 99-year lease Mrs Poulter noted that work was on-going, the current lease with St John's College Cambridge for ownership of a strip of land across the playing field was due for renewal in 2027. **Action: WP to investigate renewal of the lease with St John's College**
	Mrs Griffith noted that any future plans for development on the field area would be on hold until the lease had successfully been extended.
	873/23f Other Financial Matters **i) SEN Budget and spend** Mrs Griffith noted that funds received would reduce next year as some Year 6 children in receipt would be moving on. She flagged up that several high needs children might be joining school in September without funding in place and school would need to make provision for them.
	ii) Purchase Card Mrs Poulter noted that this would be used from September and enabled school to order items without using staff personal credit cards which was not good practice and which were not eligible for VAT exemption either.
	iii) Club Lettings Mrs Poulter noted that all was on track, all had rebooked for September. It was noted that Magpies would only be offering two after school sessions going forward on Monday and Thursday. It was suggested that dodgeball should not be scheduled on a Thursday as this clashed with football training.
	iv) SIMMS/Arbor Mrs Griffith noted that Arbor was now being used successfully, however school were still paying for SIMMS until the end of the existing contract in 2 years. Arbor had agreed not to charge school until they were out of contract with SIMMS.
	v) ELSA Provision Mrs Griffith noted that school would still be funding the additional Number 22 child counselling service to support this area of work.
	vi) Disposal of Assets Mrs Poulter noted that nothing had been disposed of this term, however an older server and some laptops would be disposed of next term. Mrs Williamson checked the process for GDPR and Mrs Poulter reassured the committee that the Borough would ensure all data was wiped and they would be disposed of safely.
	vii)Technology rolling replacement/updates Mrs Poulter noted that the 4 new interactive panels were in school and awaiting installation.
	Mrs Griffith reported that school would be losing their regular ICT support from Charters at the end of term, as the person who had provided this was leaving Charters and they had been unable to replace him. Instead school had been offered remote support on a termly contract. It was noted that all the local primary schools would be in the same situation and it was suggested that they should see if another secondary school might be able to offer the service. **Action: JG discuss ICT support for primary schools at cluster**
	It was noted that replacement of IPads was on-going.

	viii) Furniture Requirements Noted currently not aware of any needs. Mrs Griffith noted that a future need would be for a revamp of the library.
	ix) Hall Refurbishment Mrs Poulter noted that a quote for £7K had been received to repair and repaint the hall. It was agreed that decisions regarding the windows and lighting should be made and then perhaps consider doing the hall redecoration at the same time.
	874/23f Governance **i) Governor Visits** Mr Fettes noted that he was in contact regularly with Mrs Poulter re the boiler, roof, car park etc.
	ii) Governor Training No current training needs were identified.
	iii) Feedback from SAC Committee The SAC Committee had met on 20 June and had asked F&RC to: a) ensure funds were available to top up the Recovery Premium, if needed, b) be aware that investment might be required to support the Early Years and Year 2 phonics and Early Reading Curriculum.
	Mrs Griffith noted that school currently topped up the Recovery Premium in order to employ one qualified teacher in KS2 for half a day per week and another teacher for two mornings a week in KS1 and wished to continue to do this even if Recovery Premium was not forthcoming. The Committee agreed that this should continue and it was confirmed that this provision was already in the budget.
	Mrs Griffith noted that school had already funded the resources for Reception and Year 1 and would like to extend this to Year 2 once the resources were available. She noted that it might possibly cost 1 to 1.5K. The Committee were happy to approve this.
	iv) Triangulation back to SAC Committee F&R would be informed that both requests had their full agreement. Additionally, Mrs Griffith noted that SACC should be alerted that an eye needed to be kept on SEN and associated staffing needs which would not become clear until September.
	875/23f Policies **i) Lettings Policy** The policy had been circulated to the Committee on 19 June and comments had been requested by 28 June.
	It was noted that the policy mentioned payment required by cheque and that this should be updated to payment via BACS.
	Mrs Griffith noted that Mr Aherne had asked if mention should be made within this policy of the lease and it was agreed that this was not relevant to this policy.
	The policy was therefore approved for presentation to the FGB for ratification.
	876/23f Health and Safety No issues to report.
	877/23f Safeguarding Child Protection and Prevent Mrs Griffith noted that the electronic record keeping was proving extremely successful.

	She also reported that there were several safeguarding issues ongoing at present.
	878/23f Any Other Business Mr Fettes thanked Mrs Steele for stepping into the Chair's role in Mr Aherne's absence.
	879/23f Impacts as a result of this meeting • Budget reviewed, largely on track • Roof and car park schemes ongoing • Boiler replacement postponed • Information on window replacements received • ICT support issue discussed • SEN budget to be monitored in September • SACC requests received and approved • Lettings policy agreed
	880/23f Date of Next Meeting Date of next meeting to be set at September FGB Admin meeting.