HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 28 June at 9.30 am

Present:	Mr B Aherne (Chair), Mrs J Griffith, Revd J Hutchinson, Mrs J Steel,
Via Teams:	Mrs A Williamson
Not Present:	Mr T Fettes, Miss A Prince, Mrs W Poulter (Bursar)
In Attendance:	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

	811/22f Welcome Mr Aherne welcomed Governors to the meeting.
	812/22f Apologies for Absence Apologies were received and accepted from Mr Fettes, Mrs Poulter and Miss Prince.
	813/22f Declaration of Business Interests None declared.
	814/22f Minutes of the Last Meeting ***The minutes of the last meeting*** held on 4 May had been distributed with the agenda. These were agreed as a true record of the meeting and signed.
	815/22f Matters Arising ***A table listing the action point from the last meeting*** had been distributed with the agenda. It was noted that this had been completed.
	816/22f Budget Update ***The budget comparison spreadsheet*** had been circulated with the agenda.
	Mr Aherne noted that although it showed the year end carry forward at £12K there was an additional line higher up "predicted c/forward" of £75K, so at present actual carry forward predicted at £87K. It was agreed that the school was currently in a healthy position.

	i) School Roof It was reported that the cost to the Diocese for the repairs was estimated at £90K of which school would be expected to meet 10% ie £9K. Agreement from Governors was needed to go ahead with this. Agreement was given.
	ii) Car Park extension updates Mrs Griffith noted that documentation applying for funding for this project had been submitted to the Parish Council and a response was awaited.
	iii) Adventure Playground updates Mrs Griffith noted that work would start on 11 July and estimated to take 10 days.
	817/22f Decarbonisation Report ***A copy of the Heat Carbonisation Site Report produced by Inspired Efficiency*** had been circulated with the agenda.
	It was agreed that this should be shared with the rest of the Governing Board. **Action: Circulate Heat Carbonisation Site Report to FGB**
	It was noted that there were some immediate actions that could be implemented to make energy savings at low cost to the school.
	Mrs Griffith suggested that a Working Party be set up to work with Mrs Poulter to identify actions from the report. It was suggested that Mr Fettes and Mrs Steel take this forward with Mrs Poulter. **Action: TF/JS/WP form Working Party to identify actions from Heat Carbonisation Report**
	818/22f Other Financial Matters **i) SEN Budget and spend** Mrs Griffith noted that SEN income would decrease next year as the number of children on EHCP would reduce. She noted that high needs top up would continue in particular one to one support was required for one child.
	She reported that the Green Paper on SEND was pushing for inclusivity within mainstream schools. She noted that the Borough had consulted the school with regard to two children with EHCP, school had confirmed that they would not be able to meet the needs of the children. Awaiting decision by LA in regard to their placement.
	ii) Club Lettings Mrs Griffith noted that currently clubs were not charged to use the school premises. Magpies get free use out of school hours in exchange for the free provision of sports for the school and this would continue. However it is suggested that other clubs should be charged a fee. This was agreed.
	iii) SIMMS/Arbor Mrs Griffith noted that there was a breakout clause in SIMMS which enabled school to now pay annually. Meanwhile Arbor was being provided free for the first year. The aim being that by October half term the transition to Arbor would be complete.

	iv) ELSA Provision Mrs Griffith noted the need for more ELSA cover. Currently Mrs Titre was able to provide 4 mornings a week. She noted that it would be helpful to increase this if they could find someone suitably qualified. It was agreed that ELSA provision should be increased. **Action: JG investigate increasing ELSA provision**
	v) Disposal of Assets None noted.
	vi) Technology rolling replacement/updates Mrs Griffith requested that the £12K additional carry forward identified earlier be invested in the replacement of the classroom whiteboards on a rolling programme with smart interactive whiteboards. It was agreed that quotes be sought and brought back to the Committee. **Action: JG/WP seek quotes for upgrading whiteboards**
	vii) Furniture requirements Mrs Griffith noted that next year there would be a spare classroom and it was planned that this be transformed into a breakout room/group working room and therefore would require some new furniture. She also noted that there were some furniture needs throughout the school particularly within KS1. **Action: JG/WP investigate furniture requirements**
	viii) Hall refurbishment Mrs Griffith noted that the hall and the research hub had not been redecorated. Mr Hill had completed redecoration of the rest of the school before becoming unwell. It was noted that the hall required specialist equipment due to its height. She noted that a parent contact might be willing to provide a quote. **Action: JG/WP investigate costs of hall redecoration**
	819/22f Governance **i) Governor Visits** It was noted that recent visit reports were available on the website.
	ii) Governor Training Needs Mrs Griffith noted that the Local Authority would be providing in school Safeguarding training on 13 September at 3.30 pm and all Governors were invited to attend. **Action: All Governors invited to attend Safeguarding training on 13 September**
	Mr Aherne noted that he and Mrs Boaler had attended the Oxford Diocese training for Governors on Academisation, this would be discussed further at the Full Governing Board meeting on 5 July.
	Mr Aherne and Mr Fettes were booked in for online training with RBWM Bursar Support on budget monitoring and forecasting on 6 July.

	iii) Feedback from SAC Committee The SACC meeting had taken place the previous day and they had requested that the F&R Committee continue to top up funding for required catch-up sessions. Mrs Griffith noted that they would not know how much Recovery Premium funding they would receive until September when a figure could then be put against this top up need. She noted that once funding was agreed she already had teachers available who could step in.
	iv) Triangulation back to SAC Committee It was confirmed that the catch up support would be funded as required.
	820/22f Policies The Lettings Policy had been circulated to the Committee on 4 May and comments had been requested by 8 June. A final version had been circulated for approval. This was agreed for ratification at the Full Governing Board meeting on 5 July.
	821/22f Health and Safety It was noted that Mr Fettes had confirmed prior to the meeting that there was nothing to report.
	822/22f Safeguarding, Child Protection and Prevent Mrs Griffith noted one child was on Child in Need and there were no incidents to report.
	823/22f Any Other Business No matters were raised.
	824/22f Impacts as a result of this meeting • School in a sound financial position • Car park funding application submitted • Playground work starting 11 July • Agreed to fund £9K (10%) of roof repair work • Agreed to charge clubs other than Magpies • Working party set up to examine Heat Carbonisation report • Agreed to investigate ELSA support increase • Agreed to whiteboard upgrade • Investigate costs of hall refurbishment • Training confirmed
	825/22f Date of Next Meeting Next meeting date to be set at the September 2022 FGB Admin meeting.
10.35	Mr Aherne thanked everyone for their contributions and closed the meeting.