HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 4 July 2024 at 9:00 am

Present: Mrs J Steel (Chair), Mrs C Barnes, Mr T Fettes, Mr N Holt

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

Not Present: Mr B Aherne, Mrs J Griffith, Revd J Hutchinson, Mrs A Williamson

Key		
(yellow)	**Support**	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
(red)	**Operational**	Action towards improvement, impact and success, monitoring
(green)	**Strategic**	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
(purple)	**Challenge**	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	930/24f Welcome Mrs Steel welcomed Governors to the meeting.
	931/24f Apologies for Absence Apologies were received and accepted from Mr Aherne, Mrs Griffith, Revd Hutchinson and Mrs Williamson.
(green)	**932/24f Declaration of Business Interests** None declared.
(green)	**933/24f Minutes of the Last Meeting** ***The minutes of the last meeting*** held on 2 May 2024 had been distributed with the agenda, these were agreed as a true record of the meeting and would be signed.
(green)	**934/24f Matters Arising** It had been agreed at the 2 May meeting that all actions arising from the 14 March should be carried forward to this meeting.
(green)	***A table listing the action points from the last two meetings*** had been distributed with the agenda. It was noted that the majority of items had been completed and one would be discussed later in the meeting.
(green)	**935/24f Budget Update** ***i)*** **3 month review** The ***3 month Budget Comparison Report*** had been distributed via email prior to the meeting.
(purple)	Mr Holt enquired about the projected deficit and Mrs Poulter confirmed that the Borough had not as yet agreed to the budget as presented which had been submitted. Work continued on the assumption that it would be agreed.

	She reported that the energy line was high as it included the new gas meter and pipeline costs which would be reimbursed by the Diocese.
	She noted that the Borough had required demonstration of the measures being put in place to reduce the deficit, and this had been set out in the school's business plan. She also noted that other schools were in a similar deficit budget situation.
	Mrs Steel thanked Mrs Poulter and asked if there were any other questions. None were raised.
	***ii)* SRMA (School Resource Management Advisors) review** Mrs Poulter reported that the person appointed by SRMA will review the budget situation, the main focus would be on staffing. A meeting would then take place in September with school to which Bursar Support would also be invited.
	936/24f Extra Curricular Provision Costs A paper setting out a review of the current costs and proposed solutions had been circulated to all Governors on 12 June.
	Mrs Steel thanked Mr Holt for all the investigations and work he and carried out to present this review.
	The suggestion was that going forward there would be a single termly payment request from parents (not including swimming or residential trips) and this would be linked to completion of the medical consent and next of kin form in order to reduce the admin burden on the school office and to encourage a higher uptake than currently and therefore enable school be able to continue to offer the current wide range of extra curricular activities.
	It was stressed that school must ensure that any families with financial difficulties continue to be supported. Mrs Poulter confirmed that she would ensure this happened.
	It was suggested that an option could be included so that those parents who wished to could pay an additional donation.
	Mr Holt reported that a letter to parents would be drafted and circulated for approval to the whole Governing Board. **Action: NH draft letter to parents for discussion at July FGB meeting**
	Mr Holt suggested that this letter should also set out the need to create a fund to update the pupils IT hardware as some parents might like to contribute towards this. It was hoped that the PTA might wish to match fund any parental contributions.
	It was agreed that the pros and cons of purchasing pupil iPads or similar would be compared against lease costs. **Action: WP investigate costs of purchase v lease for pupil iPad replacement**
	It was noted that the staff laptops were leased and were due for replacement this September.
	It was noted that the PTA were currently fund raising for a running track, costs for this were believed to be approx. £30K.
	Mr Holt suggested that there was likely to be expertise within the school community to assist with reviewing the current IT and Wi-Fi provision.

	Mrs Steel suggested that school should ensure that there was a pool of parents who could support the school on trips etc especially as the number of TA staff had been reduced.
	Mr Fettes suggested that the PTA be given sight of the final letter once approved by the Board, before it was shared with parents. **Action: TF share content of parent letter with PTA following FGB approval**
	Mrs Barnes noted that at the Meet the Teacher meetings she would be asking KS1 parents to provide their own pencil cases next term. Mr Holt suggested that £5 could be added to the Reception and Year 1 figures so that school could provide these resources. The Committee were all in agreement to this.
	937/24f Decarbonisation Working Party It was noted that the new boiler had been installed.
	It was agreed that the report would be reviewed and objectives checked. **Action: TF review Decarbonisation Report objectives**
	Mr Holt left the meeting at 10:05
	938/24f Renewal of 99-year lease Mrs Poulter noted that Savills had not as yet responded. **Action: WP chase Savills re lease renewal**
	939/24f Other Financial Matters **i) Staffing Going Forward** It was noted that 3 offers from TAs to take voluntary redundancy had been received and these had been accepted and that a member of the teaching was also leaving.
	Mrs Poulter noted that they would like to employ one lunchtime supervisor which would cost £3K for the rest of this year (£5.5K for a whole year). This was approved by the Committee.
	An advert would be placed in the school newsletter. **Action: WP place advert for lunchtime supervisor in school newsletter**
	ii) Boiler Repair Mrs Poulter noted that the Diocese were funding this with a 10% contribution from school.
	Mr Fettes noted that there had been a minor set back as the Borough's road management application process required a 3 month notice period, discussions were ongoing.
	iii) Capital Fund – Car park/fencing Mrs Poulter noted that the car park required resurfacing, a tree root removed and some repairs to the fencing, costs would be investigated. **Action: WP investigate costs resurfacing car park, removal of tree root and fence repairs**
	iv) Technology – teacher laptop lease renewal It was noted that Mrs Poulter was in discussion with the company.

	v) Schedule of future maintenance requirements and financial implications It was noted that the school hall windows needed replacing as identified in the decarbonisation report and this would cost approx. £15K. It was agreed that a total refurbishment to included redecoration of the hall and new flooring should be costed. **Action: WP investigate total costs of hall refurbishment**
	vi) Possible Governor Fund It was agreed that this item should be removed from future agendas as this had been shelved due to deficit budget situation.
	940/24f Governance **i) Governor Visits** Mrs Steel noted that she would be conducting a Geography visit and Mr Fettes noted that he would write up has Science visit. **Action JSt conduct Geography visit and TF write up Science visit**
	It was also agreed that Mrs Steel would conduct the EYFS visit next term. **Action: JSt conduct EYFS visit next term**
	ii) Governor Training Needs The Clerk was requested to flag up future Safer Recruitment training courses and review which Governors had previously done this training. **Action: Clerk investigate Safer Recruitment training**
	iii) Feedback from SAC Committee The following recommendations had been forwarded from the SAC Committee: -SACC recommend that F&RC consider approving the employment of one lunchtime controller from September. -SACC endorse the paper circulated by Mr Holt on 12 June and do not wish to see any extra curricular provision cutback but wish to expand payment options for parents.
	iv) Triangulation back to SAC Committee It was noted that both issues raised by SACC had been discussed and agreed within the current meeting.
	941/24f Policies The following policies had been circulated to the Committee on 29 April and comments requested by 25 June: a) Medical Conditions Policy b) Allergy and Anaphylaxis Procedures Policy c) Lettings Policy d) Safer Recruitment Policy
	All were agreed and would be presented to ratification at next week's Full Governing Board meeting.
	942/24f Health and Safety A window had been broken in the hall and would be fixed. No other matters were raised.
	943/24f Safeguarding, Child Protection and Prevent No issues were raised.

	944/24f Any Other Business No matters were raised.
	945/24f Impacts as a result of this meeting • Budget received • Extra curricular costs reviewed • Letter being drafted to parents • Appointment of lunch time supervisor agreed • Boiler replacement and gas connection ongoing • Decarbonisation report objectives to be reviewed • Car park resurfacing and fencing repair to be costed • ICT renewal costs to be investigated • Hall refurbishment to be costed • Governor visits agreed • Safer recruitment training needs identified • 4 policies approved
	946/24f Date of Next Meetings Dates of future meetings to be agreed at FGB Admin meeting in September.
	Meeting concluded 10.27