Brimpton Church of England Primary School
Minutes of Meeting Finance & (BGB90) Wednesday 22nd April 2026, 5pm

Present: Brenda Harding (Chairman), Heidi Davies (Headteacher), Zoe Baker, Angela Hancock, Gemma McCrae Revd. Jane Manley, Susan Moore, Gayle Bonner (Clerk)

1.	**Welcome & Opening Prayer**
	This meeting was combined with the Finance meeting. The Finance Officer was in attendance to give her update at the start of the meeting and will then take leave. The Governors also welcomed AH, Associate Member of the Finance Committee. The meeting began with a prayer conducted by JM.
2.	**Apologies for Absence**
	There were apologies from GH, the meeting was quorate.
3.	**Matters to be raised under Other Business**
4.	**Declarations of Interest in items on the agenda**
5.	**Budget Monitoring**
	As a member of staff, ZB departed the meeting at this point and will rejoin after the Finance discussion. AB distributed the P9 budget monitoring reports: Fund 01 Main School Budget Fund 08 PPG Budget Fund 99 After School Clubs Fund 13 Sports Premium Fund 76 Capital Budget
6.	**Benchmarking**
	Benchmarking report March 2026 Thanks to AH for producing the report along with comparison charts below showing the expenditure per pupil locally (smaller set) and Nationally (larger set). The benchmarking report is based on 2024-25 financial data sourced using the DfE Financial Benchmarking and Insights Tool. A comparison set of both National and local schools were used to compare with Brimpton School's financial data. This School was benchmarked Nationally using comparable pupil numbers, FSM and SEND criteria. The local comparative set was based on school size and similar SEN and FSM proportions within the local authorities of West Berkshire, Reading, Hampshire as a minimum set of 10 is required by the benchmarking tool. Both locally and Nationally, Brimpton is higher than average in teaching costs and Administrative staff costs and lower than average on buildings maintenance, supply teacher costs, educational support staff and catering. Nationally energy costs are in line with similar schools however locally, these appear higher would

	could be as a result of an oil leak. A water leak in 2025 also put us highest out of all comparators for water consumption.
7.	**SFVS & Skills Matrix**
	AB confirmed that the SFVS had been submitted as per the deadline of 31st March 2026. A copy of the final submission was distributed to the Governors for reference. AB provided both the Governor and Staff skills matrix for reference.
8.	**Finance Policies**
	The following policies were distributed in advance of the meeting for review: • School Fund • Anti-Fraud • Anti-Money laundering • Bribery Act • WB model Paternity leave • WB model Shared Paternity Leave • WB model Whistleblowing AB was thanked and took leave.
9.	**Governing Body vacancies**
	Vacancies 1x Co-Opted 1X LA Governor 1X Parent Governor The clerk wrote to parents to ask for nominations. GM agreed to check in on the parent group to drum up interest.
10.	**Roles & Responsibilities**
11.	**Approval of Minutes of Meetings**
	Approval of minutes BGB89 4th February 2026 – The minutes were reviewed and agreed as a true record of the meeting. **Matters Arising:** **Actions:** **BGB85** 3.1 GB to note the social media policy for the next meeting agenda – awaiting policy as WB are still doing an update following the new KCSIE, **Open** **BGB86** 7.1 GB to distribute the scheme of delegation for review - pending, **Open** 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution - ongoing, **Open.** **BGB89** 6.1 GM to check if the parent group are aware of the parent Governor vacancy 11.1 GB to note the deferred policies on the next meeting agenda – on agenda, **Closed.** 13.1 GM to make contact with SV regarding the H&S role
12.	**Headteacher Update**
	School Development Plan update Governors in School Days

13.	**Church School Matters**
14.	**Policies**
	The following policies were distributed in advance of the meeting for review: Attendance Exclusions SEND Medical Conditions Model Health & Safety
15.	**Health & Safety/Premises Update**
16.	**Travel Plan**
17.	**Safeguarding Update**
18.	**Communication & Marketing**
19.	**FOBS**
20.	**AOB**
21.	**Date of next meetings** Finance Committee meeting, 10th June 2026, 4pm BGB91 10th June 2026 5pm
	ACTIONS SUMMARY
	BGB85 3.1 GB to note the social media policy for the next meeting agenda **BGB86** 7.1 GB to distribute the scheme of delegation for review 14.1 The Governors agreed to reach out to their various contacts to try again to find a parking solution **BGB89** 6.1 GM to check if the parent group are aware of the parent Governor vacancy 13.1 GM to make contact with SV regarding the H&S role

Meeting closed at pm.

Signed…….. Date……..

How have we fulfilled out strategic purpose in this meeting?

How have we demonstrated our commitment to our Christian Vision?