



Aston Rowant C+E Primary School
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*Headteacher: Mrs Helen
France*

Full Governing Board - Meeting Minutes

Finance - Capital Projects

Date of Meeting: 15 December 2025

Location

Teams 19h00

Attendance

Matt Parker (Minutes)
Tom Sowerby (Chair of Governors)
Helen France (Head)
Gill Tyler
Ben Wilson
Abi Tindall
Rev Jacky Barr

Apologies

Zoe Batt
Caroline Isabelle
Alexi Olsen

Distribution

Full Governing Board
Martin Pounce (Clerk)
Eva French (Finance Officer)

1. Agenda

To review and discuss the school's capital projects budget surplus and to approve spend on the new library building. (Finance Report dated 5th December 2025 distributed in advance). P9 is approaching where the school must be commenting on budget surplus plans.

2. Minutes

- Explanation of current budget position with planned use of surplus detailed – all understood.
- Agreement to hold funds back for future planned projects where costs are estimated:
 - o Fire alarm (in action, cost fixed);
 - o Cladding (estimate cost, ODBE quotes being chased for, works expected summer '26);
 - o Sewerage pump (good-estimate cost, expected March/Apr '26);
 - o Toilets refurb (estimate cost, planned summer '27).
- Understanding that the school has been reminded not to run at a surplus with risks identified including potential re-distribution of funding to other schools should the budget not be allocated sufficiently. – Ringfencing is not a given.

- Library Project:
 - The Board commend and thank the exceptional commitment of Laura Purse who is contributing substantial time and effort coordinating multiple successful grant applications and PTA fundraising to generate the significant amount required (£52k target).
 - Approx £8.5k deficit at present.
 - A contribution of £5k from the school is agreed in recognition of the asset that will be an invaluable multi-use space (reading, literacy, SEND break-out, music, etc). This demonstrates commitment to invest in these areas. (HF notes the library addition will also free-up corridor space in the old school building for folding desks and further break-out space).
 - It is noted that tithing 10% (of total project cost) reflects good Christian practice.
 - It is agreed to hold a further £5k contingency to be made available to the project should further grants or fundraising not be achieved.
 - Note taken that if the contingency fund is paid (or loaned) and further funds are generated or granted that the PTA will repay the amount to the school.

3. Approvals

The board agree to contribute the funds as detailed above and refer to Eva French to make the necessary comments and actions.