



Rednal Hill Junior School Governing Body

Minutes of Governors' Staffing and Finance Committee held on Thursday 21st March 2019 at 5:00pm

Present:

- Robert Jones (Headteacher)
- Mark Eaves-Seeley (parent governor and Chair of Governors)
- Charlotte Bull (parent governor) **Chair**
- Eleanor Taylor (parent governor)
- Faye Tilley (staff governor)

- By invitation: Ms Rebecca McAnulty (DHT)
 Ms Fay Tilley (DHT)
 Ms Karen Baker (SBM)

- Observers: Dawn Rottenbury
 Graham Knight

In attendance: Mrs Janice Moorhouse (clerk)

1.	<p>Apologies for absence Apologies for absence received from Ms Judy Kimberley Schools Financial Services.</p>	Action
2.	<p>Declaration of changes to personal/pecuniary interests No changes declared</p>	
3.	<p>Minutes of the previous meeting held on Thursday 18th October 2018 Date of next meeting to be amended to read 'Thursday 21st March 2019'. With this amendment, the minutes of the meeting were agreed as a true and accurate record.</p>	
4.	<p>Minutes signed and given to the HT The minutes were signed by the Chair and handed to the HT for filing in school.</p>	
5.	<p>Matters arising.</p> <ul style="list-style-type: none"> • Chair of Governors to follow up with Mrs Hughes <p>Chair of Governors reported Mrs Hughes had resigned from her role as governor due to pressure of work.</p> <p>ACTION: to be reported at the FGB meeting on Thursday 11th April.</p> <ul style="list-style-type: none"> • Governors skills matrix <p>HT reported gaps identified in HR and property/estate management. In relation to HR, the school had bought into the services of a private company. In relation to property management, governors agreed professional advice was obtainable from the SBM, the BSM and the HT.</p> <ul style="list-style-type: none"> • Disposal certificate: no issues • Year 3 baseline swimming figures <p>HT reported figures for one Year 3 class.</p> <p><u>Baseline:</u> Swim competently, confidently and proficiently over a distance of at least 25meters: 0 Use a range of strokes effectively: 8 Perform safe self-rescue in different water based situations: 0 Could not swim at all/would not get into the water: 0</p> <p><u>After 12 weeks:</u> Swim competently, confidently and proficiently over a distance of at least 25meters: 9</p>	C of G

	<p>Use a range of strokes effectively: 21 Perform safe self-rescue in different water based situations: 9 Could not swim at all/would not get into the water: 0</p> <ul style="list-style-type: none"> • Pecuniary interest forms: completed • Performance management process: Chair reported PM process completed • Pay policy amendments: action completed. <p>ACTION: Chair to send decisions on discretionary powers to the SBM for insertion in the policy.</p> <ul style="list-style-type: none"> • Pupil premium governor meeting with HT: HT reported the meeting had taken place. ACTION: Report at FGB meeting on 11th April • Governors financial skills matrix: completed and circulated before the meeting 	<p>Chair/SBM Pupil premium governor/HT</p>
6.	<p>Finance reports</p> <ul style="list-style-type: none"> • Second monitoring report: report dated 17th January 2019 circulated before the meeting (not reported/discussed) • DRAFT carry forward balance as of 31st March '19. <p>SBM reported a predicted carry forward balance of 91½k (less than 8% of the total SBS)</p> <ul style="list-style-type: none"> • Three year strategic plan: not presented or discussed. <p>SBM reported there was a small surplus in Year 3.</p> <ul style="list-style-type: none"> • Budget plan 2019/20 <p>SBM circulated the DRAFT budget plan 2019/20 at the meeting. Section 251 notification of SBS: £1,605,792. Estimated revenue funding: £1,933,406 Noted: figure included pupil premium grant, PE grant, teacher's pay grant and teachers' pension grant.</p> <p>Governors noted the financial impact that would be made if the pay and pension grants were not available.</p> <p>Total estimated income: £2,041,406. Total estimated expenditure: £2,020,843.</p> <p>SBM reported the staff costs reflected the changes in school.</p> <p>ACTION: a full 2019/20 budget plan 2019/20 to be circulated to all governors before the FGB meeting on 11th April.</p> <ul style="list-style-type: none"> • School Financial Values Standard (circulated before the meeting) <p>Noted: Asset Register and Inventory require updating. ACTION: for approval at the FGB meeting on 11th April.</p> <ul style="list-style-type: none"> • Statement of Internal Control <p>Statement from 1st April '18 to 31st March '19 circulated before the meeting. Systems were adequate and effective except for: staff pecuniary interest forms required updating and Asset Register/Inventory to be reviewed and updated. An updated Asset Register was presented at the meeting and signed by the Chair of Governors.</p> <p>ACTION: for approval at the FGB meeting on 11th April.</p> <ul style="list-style-type: none"> • Financial benchmarking for 2017/18 comparing the school characteristics with three other schools in areas such as staff expenditure, energy expenditure and expenditure on energy, water, rates, insurance and catering. 	<p>Chair/SBM Chair/SBM Chair/SBM</p>
7.	<p>Photocopying and printing contract (relevant information circulated before the meeting) SBM presented details of the four quotations that had been obtained. The school currently leasing: One colour printer in the SEN office One B&W printer in the SBM office One B&W and one colour MFD in the photocopier room One B&W MFD desktop in the office. The quotes were to replace the two printers with an updated version and the B&W MFD with an up to date colour MFD.</p>	

	<p><u>Quotes per quarter; rental plus usage:</u> Capita: £1,978.56 Midshire: £1,981.23 MCL Kyocera:£1,665.63 Altodigital: £1,913.21. Governors agreed to give a three year contract to MCL Kyocera. The cost of the three year contract estimated at c.£20k The new machines to be delivered and installed during the Easter holiday.</p>	
8.	<p>Personnel update (confidential item).</p> <ul style="list-style-type: none"> • TA maternity leave – closing date for applications for temporary cover 15th March. HT reported interviews to be held on Monday 25th March. • English Lead: HT reported the member of staff to be on leave in the near future. • Year 5 TA: HT reported the member of staff had returned FT to school • Science Lead TLR3 <p>Governor queried staffing costs as a percentage of the overall budget HT: approximately 76%.</p> <p>Before and After School Club: SBM reported the club had made a profit of £20k in the '18/'19 financial year. Currently, staffing was at a minimum number with approximately 40 children attending.</p>	
9.	<p>Policies No policies for review</p>	
14.	<p>Any Other Business</p> <ul style="list-style-type: none"> • LA financial monitoring forms <p>ACTION: forms to be circulated before the FGB meeting</p> <p><u>Date of next meeting:</u> Thursday 20th June 2019 5pm</p> <p>The meeting closed at 6.15pm</p>	SBM