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. **Apologies for absence**
   Apologies for absence received from Ms Judy Kimberley Schools Financial Services.

2. **Declaration of changes to personal/pecuniary interests**
   No changes declared

3. **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.

4. **Minutes signed and given to the HT**
   The minutes were signed by the Chair and handed to the HT for filing in school.

5. **Matters arising.**
   - Chair of Governors to follow up with Mrs Hughes
     Chair of Governors reported Mrs Hughes had resigned from her role as governor due to pressure of work.
     **ACTION:** to be reported at the FGB meeting on Thursday 11th April.
     - Governors skills matrix
     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.
     - Disposal certificate: no issues
     - Year 3 baseline swimming figures
     HT reported figures for one Year 3 class.
     **Baseline:**
     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
     **After 12 weeks:**
     Swim competently, confidently and proficiently over a distance of at least 25meters: 9
| 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 |
| - Pecuniary interest forms: completed |
| - Performance management process: Chair reported PM process completed |
| - Pay policy amendments: action completed. |

**ACTION:** Chair to send decisions on discretionary powers to the SBM for insertion in the policy.

- 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

### 6. Finance reports

- Second monitoring report: report dated 17th January 2019 circulated before the meeting (not reported/discussed)
- DRAFT carry forward balance as of 31st March ’19. SBM reported a predicted carry forward balance of 91½k (less than 8% of the total SBS)
- Three year strategic plan: not presented or discussed.

SBM reported there was a small surplus in Year 3.

- Budget plan 2019/20
- SBM circulated the DRAFT budget plan 2019/20 at the meeting.

**ACTION:** a full 2019/20 budget plan 2019/20 to be circulated to all governors before the FGB meeting on 11th April.

  - School Financial Values Standard (circulated before the meeting)

**ACTION:** for approval at the FGB meeting on 11th April.

- Statement of Internal Control
  - 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.

**ACTION:** for approval at the FGB meeting on 11th April.

- 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.

### 7. Photocopying and printing contract (relevant infromation 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.
Quotes per quarter; rental plus usage:
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.

8. **Personnel update (confidential item).**

- 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

**Governor queried staffing costs as a percentage of the overall budget**
HT: approximately 76%.

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.

9. **Policies**
No policies for review

14. **Any Other Business**
- LA financial monitoring forms
**ACTION: forms to be circulated before the FGB meeting**

Date of next meeting: Thursday 20th June 2019 5pm

The meeting closed at 6.15pm