Rednal Hill Junior School Governing Body  
Minutes of Governors’ Staffing and Finance Committee held on Thursday 20th June 2019 at 5:00pm  

**Present:**  
Robert Jones (Headteacher)  
Mark Eaves-Seeley (parent governor and Chair of Governors)  
Charlotte Bull (parent governor) **Chair**  
Faye Tilley (staff governor)  
Dr Graham Knight (LA governor)  
Ms Angela Boulton (parent governor)  

By invitation: Ms Karen Baker (SBM)  

In attendance: Mrs Janice Moorhouse (clerk)  

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| 1. **Apologies for absence**  
Apologies for absence received and accepted from Eleanor Taylor (parent governor) and Dawn Rottenbury (co-opted governor) | Action |
| 2. **Declaration of changes to personal/pecuniary interests**  
No changes declared |   |
| 3. **Minutes of the previous meeting** held on Thursday 21st March 2019  
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.**  
Governors’ financial skills matrix: to be reported at the FGB meeting on Thursday 11th April.  
HT reported completed by all the appropriate governors.  
Chair to send decisions on discretionary powers to SBM for insertion in the Pay Policy  
Action completed  
Pupil premium feedback: deferred to autumn 2019 curriculum and standards committee meeting.  
2019/20 Budget Plan to be circulated to all governors before the FGB meeting on 11th April:  
Action completed  
For approval at FGB meeting 11th April: statement of internal control: approved  
financial benchmarking: action completed |   |
| 6. **Finance reports**  
- Schools Financial Services 2018/19 year end report (circulated before the meeting)  
School budget share carry forward balance: £106,828.  
In year deficit of £-35,287. This amount utilised from the 2017/18 carry forward balance of £142,115.  
Capital carry forward balance: £13,361 surplus.  
SBM reported this had been added to dual funding for windows.  
The balance is 5.99% of total funding excluding the carry forward surplus.  
Healthy Pupil fund carry forward as of 31st March ’19: £3,826.  
SBM reported this to be spent on the garden area.  
Chair of Governors suggested building on the work of the infant School and developing a |   |
Forest School.
HT reported that, from September, Forest School to run in Year 3.

Devolved capital allocation: £7,724

Virement schedule noted and signed by the Chair of Finance and Chair of Governing Body.
Orders>10K: annotated list noted and signed by the Chair of Finance and Chair of Governing Body.
- Carry forward balance at 31st March and use of surplus balance.
Surplus balance £106,828.
Refurbishment works: redecoration of upstairs corridor: HT proposed and governors agreed the refurbishment of the stairwell to be included in the redecoration programme.
IT: HT reported hard drives to be upgraded to solid state drivers on laptops and PCs.
Staffing: HT proposed committing £13,500 to the staffing budget for one extra post and other staffing changes.
Governors agreed.
Governors approved the carry forward balance at 31st March and use of surplus balance as presented.
Noted: remaining uncommitted balance: £49,772.
- School fund account: verbal update
SBM reported a separate bank account for unofficial funds was now in use. The account to be audited annually on an academic year basis.
**ACTION: agenda item for autumn term meeting**
- Review of before and after school club fees: based on the current financial position of the club, the SBM proposed no change to be made to the fee structure.
Governors agreed
Current fee structure: £6 per day for the before school club and £8 per day for the after school club. Fees last increased in March ’17 and staffing had been reduced. A new person to be recruited for three afternoons a week. The school to be involved in the interview process.

<p>| 7. | Personnel update (confidential item). | HT/SBM |</p>
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<td>No policies for review</td>
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<th>14. Any Other Business</th>
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<td>Date of next meeting: to be arranged</td>
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<td>The meeting closed at 6.20pm</td>
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