

**MINUTES OF THE MEETING OF THE
MAYVILLE SCHOOL AUDIT & RESOURCES COMMITTEE
HELD ON WEDNESDAY 27 JUNE 2018 AT 5.00 PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair)

Trustees

Ms Lorraine Barella
Mr Rasheed Dauda
Mr Walter Harding
Ms Carnett Russell
Mrs Ann Smart

Clerk to the Governors: Mrs Gillian Barton

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Date of next meeting: tbc 2/10/2018 @ 6:30pm.	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 The Chair said apologies had been received from Mr Alex Opoku-Boateng.
- 1.3 The meeting was quorate with six governors present.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

- 3.1 Governors received the minutes of the Audit & Resources Committee meeting held on 21 March 2018 and **agreed** these to be an accurate record of the meeting, subject to amendment of a typo in 6.1 (new data protection policy). Governors also received the Confidential minutes of the Audit & Resources Committee meeting held on 21 March 2018 and **agreed** these to be an accurate record of the meeting. The Chair signed a copy of both sets of minutes and these were retained by the school. ✓

3.2 Matters arising:

Minute 6.1: Ms Barella clarified the school would hold data for a maximum of seven years if the child started in reception; not seven years after a pupil leaves the school, all files are transferred to the new school when a pupil leaves.

Confidential minutes: Ms Barella said the school had received a letter from Shan Pinna-Griffiths confirming the headteacher's remuneration. The school had a letter from the consultant, as this was suggested by the school's legal advisers, for a paper trail and the head teachers new contract is now in place. The Trust's auditors (Buzzacotts) came to the school yesterday to check that the school was on track with

Chair's Initials:

its end of year procedures and any management recommendations had been dealt with. The Head Teachers contract and letter from Mrs Pinna-Griffiths were inspected

Q: What did the audit cover?

A: The audit had covered Payroll procedures, purchases and authorisations of purchases, income received and accounting systems. There were two minor observations: 1. Year- end close down (only items from 2017-2018 to be shown), this is being dealt with by PS Financials as there was a gliche on the schools software. 2. The posting of petty cash. This has been remedied by creating a journal on PS Financials.

Q: What were the procedures for the school leadership pay scale?

A: Legal advice for the Headteachers pay was sought as historically there was not a paper trail. The Headteacher falls within an ISR, paperwork had been found but never ratified by the full governing body. It had been decided that a full business case would be drawn up to document the leaders pay and then ratified. The pay policy had been approved by the Committee last October, when the ISR had been uplifted. The legal advisers and accountants have now assured us that we have all the procedures in place.

Q: What was the problem with the Headteachers contract?

A: Waltham Forest HR had lost the Headteachers contract, previously all Leaders contracts were held at the Town Hall.

Q: Is the school now compliant on contracts for all staff?

A: Yes, completely confident the school is compliant.

Q: What had happened about the premises issues in 5.1 and 5.2?

A: Nothing had been done on the air conditioning as it was not a priority. The priority was to demolish / remove the hut building, which was a health and safety risk. The hut had been erected by the borough as a temporary structure and did not have planning permission. It had been offered to various companies but there were no takers. The school had been quoted £26k for removal and making good the land, which could be done through a Capital Grant. NPS had quoted but when submitted to the ESFA for a capital grant, it was not approved. The school receives less money year on year, despite the increase in pupil numbers. Utility costs for the new building has increased utility costs by a third.

Q: What would happen to upstairs classrooms during a heatwave?

A: There were portable air conditioning units and fans and more fans had been ordered. Installation of air conditioning would cost £20k plus electricity and service charges. It was a big outlay for a few days per year. Air conditioning would be on the School Development Plan (SDP) for September.

There was also a problem with the sky windows which leaked during heavy rain but were very expensive to fix and the boys' toilets were a priority. These had been included in a schedule of repair work for the Summer.

4. FINANCE

4.1 Final budget plan inc Outturn report

Ms Barella referred to the May 18 Finance report, (for comparison with April 17). She said there were now 70 pupils in nursery (28 in April 17) and 440 pupils on roll (356 in April 17). The marketing strategy was working.

Q: How was this evaluated?

A: Direct marketing postcards were sent to 1100 local families with 2-year olds. The list had been obtained from the Early Years manager at Waltham Forest. School adverts are now in Leytonstone station. Parents were asked by the receptionist how they heard about the school and a log of answers are kept, this is to enable us to concentrate on the most effective marketing.

Total income was £2,341,077. The Budget was £2,167,692, less than the previous year when there were fewer children. Teachers' pay, National Insurance and insurance costs had all increased. Money from central government was not more per pupil. The variance was £173k in May. Money was received from fee paying places in the nursery and from early years funding. There was a need to expand the early years to take advantage of the financing. There were two more statemented children and the school had applied for extra funds.

Q: What was the allocation to the nursery?

A: £107k from Early Years. In 2017 this accounted for 50% of the variance; now it represented approximately 80%.

Q: What is the capacity in the nursery?

A: There are 45 children enrolled in the morning and 40 on the afternoon, including full-time children (some 3-year olds stay from 8am to 6pm). The marketing postcards targeted Early Years Pupil Premium children. The school accepted childcare vouchers and was flexible on hours, but the nursery was not at capacity. At present 43 children were enrolled in reception for September, but the Pupil Admission Number (PAN) was 60. A class teacher and a nursery nurse are needed for each reception class, there is scope for the nursery to expand.

Q: What is the ideal child to maximise income?

A: Pupil Premium children, but the numbers were paid via the census.

Q: If parents were not entitled to extra benefits, how did this work?

A: The school received more from the local authority (£5.26 per hour) than it was charging (£4.50 per hour) and was able to subsidise places. The school undercut other nurseries to be competitive but would need to increase fees by 10p per hour in September.

Q: If the school was looking at commercial rates, was it ethical to charge professional parents more?

A: No, there could not be a two-tier system of charging.

There had been 60 children in reception but there were now 55. The school had been a three-form entry, but the PAN had been reduced. A letter had been received from the local authority saying pupil numbers in all schools would drop and suggested schools should consider mixed age classes where needed.

Expenditure on staffing was slightly over budget, reducing the surplus as expected, but teaching resources were £23k under budget.

Q: What did *occupancy* cover?

A: A new CCTV system had been installed during the Easter holidays and had already proved worthwhile. The cameras had captured a parent stealing scooters. She had refused to return or pay for the scooters, had been abusive to staff in front of children and had threatened the headteacher with physical assault. Arrangements