

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL GOVERNING BODY  
HELD ON THURSDAY 18 OCTOBER 2018  
AT 6:30PM  
AT THE SCHOOL**

Present: Mr Walter Harding (Chair) Trustee

**Trustees**

Ms Lorraine Barella  
Ms Beverley Komorowska  
Mrs Ann Smart  
Mr Rasheed Dauda  
Mr Josh Self  
Mrs Chindo Singh

Clerk to the Governors: Ella Coulson

**Summary of agreements and actions:**

| <b>Minute reference</b> | <b>Formal agreements and/or actions identified</b>   | <b>Named person(s) for action(s) identified</b> | <b>Completion date</b> |
|-------------------------|--|---|------------------------|
| 2                       | Declarations of Interest forms to be sent to governors absent from this meeting.   | Governor Services                               | 1 week                 |
| 3                       | Ms Beverley Komorowska was agreed as the Accounting Officer.<br>Election of Mr Walter Harding as Chair and Mr Rasheed Dauda as Vice Chair of Governors | Governor Services                               | 1 week                 |
| 9                       | The school will be issuing an invitation to Mr Kilgallon and will extend a warm welcome  | Ms Komorowska                                   | ASAP                   |
| 9.2                     | Trustees agreed the Probation Period of six months as set out in the Statement of Main Terms and Conditions of Employment.                             |   |                        |
| 13.2                    | AGREED Terms of Reference  | Trustees  |                        |
| 14.2                    | AGREED The School Complaints Policy has been ratified by Trustees.   |   |                        |
| 14.3                    | AGREED The Academies Financial Handbook has been ratified by Trustees.   |   |                        |
| 14.4                    | AGREED The Financial Regulations Policy has been ratified by Trustees.   |   |                        |
| 14.5                    | AGREED The Statement of Internal Control has been ratified by Trustees.  |   |                        |

|       |   |                      |                                |
|-------|---|----------------------|--------------------------------|
| 14.6  | AGREED The Business Continuity Plan has been ratified by Trustees.  |                      |                                |
| 14.7  | AGREED The Tackling Extremism and Radicalisation policy has been ratified by Trustees.<br>A folder of policies to be given to staff | Trustees             | ASAP                           |
| 14.8  | AGREED The Online Safety Policy has been ratified by Trustees.  |                      |                                |
| 14.9  | AGREED The Whistleblowing Policy has been ratified by Trustees.   |                      |                                |
| 14.10 | AGREED The Safeguarding Policy has been ratified by Trustees.   |                      |                                |
| 14.11 | AGREED The Intimate Care Policy has been ratified by Trustees.  |                      |                                |
| 14.12 | AGREED The Risk Management Plan   |                      |                                |
| 14.13 | AGREED The Disciplinary Policy and procedure has been ratified by Trustees.   |                      |                                |
| 14.14 | AGREED The Model Pay Policy has been ratified by Trustees.  |                      |                                |
| 14.15 | Action: A folder of policies to be available for all staff, located in the staffroom  | BK                   | Immediately                    |
| 15.1  | Examine the Borough Policy on Sex Education and discuss in the Curriculum Committee   | Curriculum Committee | 20 <sup>th</sup> November 2018 |
| 15.2  | To review Behaviour Policy for the whole school community and understand the reporting mechanisms.                                  | BK                   | ASAP                           |
|       | Date of next meeting: 4 December 2018   | All /GS              | Immediate                      |

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Alex Opoku-Boateng.
- 1.3 The Clerk confirmed that the meeting was quorate with 7 Trustees present.

## 2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the clerk for processing.

Mr Alex Opoku-Boateng was not present and is therefore required to complete and return pecuniary interest forms.

**Action: Governor Services and Governors**

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

## 3. APPOINTMENT OF OFFICERS

- 3.1 To Elect an Accounting Officer  
Ms Beverley Komorowska was elected as the Accounting Officer.

3.2 Election of Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Chair of Governors. Mrs Chindho Singh proposed that Mr Walter Harding be elected as Chair of Governors for the 2018/2019 academic year, this was seconded by Mrs Ann Smart. With no other nominations and no objections Mr Walter Harding was duly elected as Chair.

3.3 Election of Vice-Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of Governors. Mr Walter Harding proposed that Mr Rasheed Dauda be elected as Vice Chair of Governors for the 2018/2019 academic year, this was seconded by Ms Lorraine Barello. With no other nominations and no objections Mr Rasheed Dauda was duly elected as Vice Chair.

**4. MEMBERSHIP**

4.1 The clerk confirmed that there is currently 1 trustee vacancy. All other vacancies are now filled. One new Parent Trustee (Mrs Jane Money) and one Staff Trustee (Mr Ale Rasul) have been appointed.

4.2 The clerk confirmed that the DBS checks have been completed by all Trustees and details are held by Governor Services.

**5. MINUTES**

5.1 Trustees received the minutes of the meeting held on 27 June 2018 and agreed these to be an accurate record of the meeting. Mr Walter Harding signed a copy of the minutes and these were retained by the school for filing.

**5.2 Matters arising**

There were none.

5.3 Trustees received the minutes of the Audit and Resources Committee meeting held on 27 June.

**5.4 Matters Arising**

There were none.

**6. INTERIM HEADTEACHER'S REPORT**

Please see attached report

**Staffing Update**

The new teachers are making progress.

Q: Was there anybody suitable to be promoted to the position of Assistant Headteacher?

A: No, due to the fact that ten teachers left the school in the Summer.

Q: Is there a programme to build teachers' skills?

A: Yes, a training programme has now been put in place to develop all staff.

Q: Knowing that we have new staff in the school I just wanted to understand that there was a process in place for teachers that are here to keep them growing to make sure they have the opportunity for development?

A: All staff will be developed, using in-house training, professional external training courses and mentoring.

Ms Varndell leaves Mayville on 2<sup>nd</sup> November 2018. We would like to thank her for all her hard work and dedication. Ms Varndell was the DSL and also the SEND and Assessment Co-ordinator and will leave a big hole in our school community.

## **7. GENERAL DATA PROTECTION REGULATION (GDPR ) UPDATE**

7.1 Ms Lorraine Barella and Ms De La Cuesta are attending a GDPR for Schools Course on 27<sup>th</sup> November 2018.

A member of staff has emailed the COG stating that her private details had been shared with the LADO during the investigation. The police investigation takes preference over GDPR.

7.2 A FOI request has been received. This was requested by a teacher on capability.

## **8. GOVERNING BOARD CODE OF CONDUCT**

Trustees all completed the code of conduct forms and handed them back to the clerk for processing.

## **9. CHAIR'S ACTION**

### **9.1 Safeguarding Update**

The Safeguarding Review has now been completed. The LADO report was handed out at the meeting. Recommendations were made by Mr Nick Pratt. The next meeting will discuss how to implement these recommendations.

The school have commissioned a Governance Review. The School has now received the draft report.

The investigation is almost complete, and the report is now being prepared.

The school is having to chase LADO for regular updates.

Safeguarding training has been completed for the whole school.

The DSL training has been completed by Ms Lorraine Barella and Beverley Komorowska. Mr Walter Harding will be on the next training programme.

The Ofsted report is pending. The Local Authority called the school requesting information from the Ofsted visit. However, the school was given strict instructions not to share information until the report was received. Ofsted was contacted and gave permission to share information. Ms Komorowska confirmed the Ofsted findings with Mr Kilgallon. The school will be issuing an invitation and will extend a warm welcome to Mr Kilgallon.

### **Q: When is the report due?**

A: Will be 14-19 days, half term is not counted.

The Interim Head's Rolling Contract is two months and the Trustees agree to roll over.

**9.2 Teaching Staff Contracts**

With reference to our previous discussion on using Browne Jacobson's contract templates, please refer to point 5 of the 'Statement of main terms and conditions of employment' that was presented on 21 March 2018, outlining the first six months of employment being a probationary period. During the probationary period, employment may be terminated at any time giving one week notice by either party. This contract will apply to all new staff commencing employment on 1<sup>st</sup> September 2018.

**AGREED: Trustees agreed the probation period of six months as set out in the Statement of Main Terms and Conditions of Employment.**

**10 GOVERNORS' TRAINING**

- 10.1 All Trustees attended the inset day.
- 10.2 Three Trustees will be attending the Safer Recruitment training in December.
- 10.3 Walter Harding is attending the DSL training.
- 10.4 Trustees completed the safeguarding session with Mr Nick Pratt.

**11. SKILLS ANALYSIS**

These are attached to these minutes.

**12. ANNUAL CYCLE**

Annual Cycle has been set for this academic year.

**13. GOVERNING BOARD COMMITTEES**

**13.1 Membership of Committees**

As attached publication of Trustee Data.

**Headteacher's Performance Management Committee**

Mr Harding, Mr Dauda and Dr Smart.

**13.2 Terms of Reference**

Governors have agreed the Terms of Reference

### 13.3 **Link Governors**

Training – Mr R Dauda  
SEND – Dr A Smart  
Safeguarding/Looked After Children – Mr J Selfe  
Literacy - Mr J Selfe  
Numeracy – Mr J Selfe  
Health and Safety – Mr W Harding  
School Website – Ms C Singh  
Behaviour & Attendance - Dr A Smart  
Pupil Premium – Ms C Singh  
P.E. – Mr R Dauda

## 14. **SCHOOL POLICIES**

### 14.1 **Policy Review Cycle**

- 14.2 School Complaints Policy: The policy was ratified in the emergency meeting. It has been ratified and Mr Nick Pratt has seen the policy.  
AGREED: The School Complaint's policy has been ratified by Trustees.
- 14.3 Academy Financial Handbook: Trustees all have the handbook and the changes to the Academy Handbook have been added in.  
AGREED: The Academy Financial Handbook has been ratified by Trustees.
- 14.4 Financial Regulations explains the delegated authority of every transaction.  
AGREED: The Financial Regulations has been ratified by Trustees.
- 14.5 Statement of Internal Control has been signed by Mrs Chindho Singh. All updates are completed. All transactions exceeding £20,000 need to be reported to the ESFA  
AGREED: The Statement of Internal Control has been ratified by Trustees.
- 14.6 Business Continuity Plan has changes in staffing and has been ratified by Trustees.  
Walter Harding signed the Business Continuity Plan.  
AGREED: The Business Continuity Plan has been ratified by Trustees.
- 14.7 Tackling Extremism and Radicalisation Policy was updated a while ago with new the visitor policy and pictures taken.  
AGREED: The Tackling Extremism and Radicalisation policy has been ratified by Trustees.
- 14.8 Online Safety Policy was sent out as part of safeguarding.  
AGREED: The Online Safety Policy has been ratified by Trustees.
- 14.9 Whistleblowing Policy was sent out and is a standalone policy to safeguarding. All staff need to understand Whistle Blowing.  
AGREED: The Whistleblowing Policy has been ratified by Trustees.
- 14.10 Safeguarding Policy has been updated. Mr Nick Pratt has been asked to become a member. He is in a brilliant position to keep the school on track.  
AGREED: The Safeguarding Policy has been ratified by Trustees.
- 14.11 Intimate Care Policy is important because the school looks after 2-year olds.  
AGREED: The Intimate Care Policy has been ratified by Trustees.
- 14.12 AGREED: The Risk Management Plan has been ratified by Trustees.
- 14.12 **Risk Management Plan**  
Due to the current situation, the Risk Register has been updated.  
Failure to meet the school's objectives has increased this to a Medium Risk

The school was due to start an advertising campaign in November. This will be put on hold for the time being. The school analysed all the data from the marketing strategy and advertising at stations was seen as the most effective. Applications will be monitored and a budget has been allocated for advertising.

The school is in consultation with the Borough's Early Year Co-ordinators and we are offering places to 2 year old children eligible for Early Years Pupil Premium. The staffing ratio for 2 year olds is higher than for 3 year olds, therefore, due consideration must be given.

Mums and Tots Group is picking up momentum.

The greatest risk to the Academy is lower pupil numbers due to demographic changes.

14.13 AGREED: The Disciplinary Policy and Procedure has been ratified by Trustees.

14.14 AGREED: The Model Pay Policy has been ratified by Trustees.

The model pay policy states for an Assistant Head Teacher, the ISR is Leadership Point 8-12 and for a Deputy Head Teacher it is 13-17.

**14.15 Action: A folder of policies to be available for all staff, located in the staffroom**

Q: Will one of the new Assistant Heads be DSL?

A: Yes, she is DSL trained.

Q: Was it difficult to recruit Assistant Heads?

A: Yes, there were a number of applications, but not of high quality. Three were shortlisted and two of those were appointed.

**15. SAFEGUARDING LINK VISIT REPORT – Mr Josh Selfe**

Mr Pratt gave a format for reports and Mr Selfe will send electronically to be circulated.

Mr Selfe provided a detailed Safeguarding report. He has met with the safeguarding lead and reminded Trustees to read the safeguarding review for Trustees in order that Trustees improve their understanding of Safeguarding. Mr Selfe stated that there are great examples in the school where safeguarding has excelled. Areas that were particularly strong were FGM awareness and where the school showed above average awareness relating to two 2 incidents where girls of age were due to go on holiday to a country where this is known to happen. Teachers showed a detailed understanding in both cases had been trained in FGM instantly recognising that the child could be at risk. The Local Authority became involved, and parents were called in for a meeting and asked their intention. Literature was shared with them and they were notified of the dangers. Due to the level of training at the school, the teachers felt comfortable and well informed to deal with this. One of the children had an older family member in another local college. The DSL was notified and this facilitated a multi-agency approach.

Q: Did the children go on holiday?

A: Yes, they went.

The school uses a colour coded system to highlight Safeguarding risks. Yellow signifies weekly check-ups and green signifies monthly check ups. After my Internal Safeguarding Audit, it was possible to see that safeguarding is high on the staff agenda.

Mr Pratt explained that if pupils do not meet the threshold for Early Help, but the school feels there is a risk, the school is able to implement its own Early Help strategy.

After the Safeguarding Audit, an area that needs addressing is Sex Education. It has been confirmed that in the last couple of years, pupils did not receive Sex Education. An issue had been raised last year regarding appropriate sanitary wear and it has been confirmed that the school has enough sanitary towels for every girl in years 5 and 6.

Ms Komorowska stated that sex education should be taught in Years 5 and 6. The school can use a very sensitive approach to this and invite parents for feedback. When sexual intercourse is discussed, parental permission is required. Sex Education is statutory.

**Action: Examine the Borough Policy and discuss in the Curriculum Committee.**

Q: Was Sex Education stopped?

A: I would need to confirm this, but was made aware there had been a problem with Years 5 and 6 girls using inappropriate sanitary wear. The Business Manager worked with a student Social Worker to address the issue. At this point, sanitary towels were ordered and a presentation was planned, but no time had been set aside for this presentation.

Trustees agreed for the sanitary towels programme to be reinstated.

Josh was told by the school welfare officer that in year 6, 60% of the children are overweight.

The LA is implementing change by limiting fast food outlets and encouraging sports activities.

The school offers a healthy and balanced lunch in the Canteen each day

Q: How will the DSL be covered until January?

A: Two student social workers will be working with a new SENDCo.

The Trustee's Surgery date is on 6<sup>th</sup> November 2018.

## 15.2 Reporting Mechanisms for the School Community

Q: It is possible to do something to ensure the children are aware of the Behaviour Policy, so they can let someone know if they think they are being punished unreasonably?



A: As part of PHSE, children understand reporting mechanisms and there are now posters all around the school. The children do understand that you do not report this to the person who is punishing you.

Whether it is children, teaching assistants or teachers, they need to be clear about the consequences, what is right and what is wrong and ensure it is consistent across the school. The interim headteacher is reviewing the Behaviour Policy and it will focus on the positive. The policy needs to be clear to teachers, supply teachers and children and needs to be reviewed and relaunched.

**Action: To review Behaviour Policy and the whole school community understand reporting mechanisms.**

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

16.1 Date of next meeting

4 December at 6:30PM.

16.2 Agenda items:

Safeguarding Recommendations

**17. ANY OTHER BUSINESS**

17.1 Walter Harding thanked Ms Barella for her continued hard work in very challenging circumstances throughout the Summer Holidays to prepare the School for the beginning of term. Mr Harding also thanked Ms Barella for continuing on with this hard work.

17.2 The Trustees thanked Ms Barella.

17.3 Ms Komorowska said that Ms Barella and Mr Harding have been a tower of strength and thanked them both.

The meeting closed at 21:45PM.

Chair: ..... (print)

..... (sign)

Date: .....

|                   |
|-------------------|
| Chair's Initials: |
|-------------------|