

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD  
HELD ON 3 DECEMBER 2018 AT 6.45PM AT THE SCHOOL**

**Present:** Mr Walter Harding (Chair), Trustee  
 Mr Alex Opoku-Boateng, Parent Trustee  
 Ms Jane Money, Parent Trustee  
 Mr Rasheed Dauda, Trustee  
 Mrs Chindo Singh, Trustee  
 Mr Josh Selfe, Trustee  
 Ms Beverley Komorowska, Interim Head Teacher  
 Ms Lorraine Barella, Staff Trustee and School Business Manager

Clerk to the Trustees: Mrs Debbie Ladds

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.2	Email Trustees the name of the new nutrition and healthy eating project.	SBM	2 weeks
4.2.3	Review the healthy eating rules for packed lunches and ensure it is being implemented, reinforce rules via the newsletter and text parents to prompt them to read the article, report back to a future meeting.	School	22 January 2019
4.2.4	Ms Money to resend email to the SBM for action.	Ms Money, SBM	2 weeks
5.1	Report on looked after children funding at the next meeting.	IHT/SBM	22 January 2019
5.10	Present updated SDP at the next meeting.	IHT, Governor Services	22 January 2019
5.13	Clarify what should be reported to Trustees related to Safeguarding to ensure appropriate reports going forward.	IHT	22 January 2019
5.14	Send IHT reports in advance of meetings.	IHT	22 January 2019
6.2.7	SBM to discuss Service received with Governor Services.	SBM	2 weeks
7.1	Trustees to compete and return the skills	Trustees	4 weeks

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	audit to the SBM if they had not completed the skills audit in May.		
8.1.1.	Circulate the Safeguarding Link report to Trustees.	Mr Selfe	2 weeks
8.1.2	Ensure Sex and Relationship Education Policy is on the website and ensure Trustee contact details are consistent, using one central email address.	SBM	2 weeks
9.2.1	Provide the school targets at the next meeting.	IHT	22 January 2019
10.3	Trustees approved and ratified the Annual Report and Financial Statements and the Letter of Representation.	School	Immediate
13.1.1	Complete a health and safety walk around the school next week.	Mr Harding	w/c 10 December 2018
13.2.2	Review the annual trip to Euro Disney and report to Trustees with recommendations.	IHT	22 January 2019
15.1.1	Trustees agreed the Health and Safety Policy.	School	Immediate
15.2.1	Trustees agreed the Behaviour Policy.	School	Immediate
15.2.1.3	Advertise the new Behaviour Policy in the newsletter, on the website and send texts to parents about it.	School	ASAP
16.1.1	Date of next meeting: 22 January 2019.	All	Immediate
16.1.2	Mr Dauda presented his apologies for the next meeting.	Governor Services	22 January 2019
17.1.2	New Chair of the Curriculum Committee needed.	Trustees	June 2019
17.1.3	Update the Terms of Reference of the Curriculum Committee.	School	Immediate
17.1.4	Circulate Curriculum report to Trustees.	Mr Selfe	2 weeks
17.2.1	Mr Dauda as Vice-Chair to action anything that is needed from 22 December to 15 January.	Mr Dauda	22 December 2018 to 15 January 2019

**1 WELCOME AND APOLOGIES FOR ABSENCE**


- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies were received and accepted from Mrs Ann Smart and from Mr Ale Rasul the new Staff Trustee.
- 1.3 The Chair confirmed that the meeting was quorate.
- 1.4 There were no items of any other business or confidential items notified.

**2 DECLARATIONS OF INTEREST**

- 2.1 Register of Business Interests
- 2.1.1 Mr Opoku-Boateng completed and returned his Pecuniary Interest form.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**3 MEMBERSHIP**

- 3.1 The Clerk confirmed there were no vacancies for Trustees although the meeting confirmed there was a vacancy for one Member of the Urbis Academy Trust.

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- 3.2 DBS checks had been completed by all Trustees, details were held by Governor Services.

#### 4 MINUTES

- 4.1 Trustees received the minutes of the meeting held on 18 October 2018 and agreed them to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school for filing.

#### 4.2 Matters Arising

- 4.2.1 Item 15.2 Reporting Mechanisms: It was reported that the link now worked on the school website and when clicked on, it took you through to Mayville support. Emails were being monitored, one email had been received and the parent had been met; the issue had been resolved.

- 4.2.2 Item 15 Safeguarding: Ms Money reminded Trustees that they had a conversation about nutrition and healthy eating and asked what actions had been taken. Ms Barella as the School Business Manager (SBM) said the school was working more closely with the Local Authority to educate young people about eating junk food, they had joined a project to support this and the Welfare Officer offered cookery lessons.

**Action: SBM to email Trustees the name of the new nutrition and healthy eating project.**

- 4.2.3 Trustees discussed the issue of peer pressure in the school dining hall as there was some reported evidence that the healthy eating rules were not being followed for packed lunches. Children were bringing in chocolate, cakes, fizzy drinks etc. The Chair agreed that this would be reviewed as the rules should be followed. He agreed this would be reported back at a future meeting. The Interim Headteacher (IHT) confirmed a member of the leadership team would be in the dining hall from January onwards. It was also agreed to put something in the newsletter and send texts to parents.

**Action: Review the healthy eating rules for packed lunches and ensure it is being implemented, reinforce rules via the newsletter and text parents to prompt them to read the article, report back to a future meeting.**

- 4.2.4 Ms Money indicated she had not received a response to an email she sent in for the attention of the IHT, who had not received it. Ms Money agreed to resend it to the SBM for action.

**Action: Ms Money to resend email to the SBM for action.**

- 4.2.5 There were no other matters arising apart from those items already on the agenda.

#### 4.3 Audit and Resources Committee, 18 October 2018

- 4.3.1 The minutes of the Audit and Resources Committee were noted.

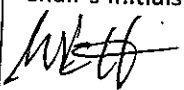
#### 5 INTERIM HEADTEACHER'S REPORT

- 5.1 The Interim Headteacher presented her report to Trustees. This included:

- 409 pupils were on role, though one pupil was leaving soon.
- Attendance was at 96.5%, the target was 96%.
- Looked after children funding will be reported at the next meeting.

**Action: Report on looked after children funding at the next meeting.**

- Five children were on Education, Health and Care (EHC) plans and three more were in progress.

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- 111 pupils were eligible for Pupil Premium, details of expenditure was reported.
- 5.2 Trustees asked questions about the new Nurture Room and the IHT explained the aim was to re-engage children in a nurturing environment. Trustees noted that if funding was available this support would be helpful across the school, not just for Pupil Premium.
- 5.3 Trustees asked about the approach the school took to knife crime, drugs and gangs. It was explained there was a lot of work with partners including community police to ensure children were safe, this included providing breakfast clubs and after school clubs, use of CCTV around the school and support to children if they witnessed say, domestic violence.
- 5.4 In response to a question it was explained that the school was using the Sutton Trust to measure cost effectiveness of different projects, although it could not measure the impact of Teaching Assistants (TAs) effectively. The school now have graduate TAs who work within the classroom so children don't miss out.
- 5.5 Trustees focused on the performance and standards data presented especially related to Maths and Literacy. The IHT explained the school would be using Third Space Learning Maths Programme which was online with tutor support to help children make accelerated progress as a high percentage were not on track / at the expected level in Year 6.
- 5.6 It was recognised that the school was closing the gap between PP and non PP pupils which was good, and services were being provided even though the budget had reduced.
- 5.7 Please see confidential minutes.
- 5.8 The IHT highlighted that Ofsted had picked up on reading attainment and that was now a focus for the School Development Plan (SDP). The school was going to use Destination Reader from January 2019 and was also focusing on supporting parents to support reading at home; especially helping children understand. There would be PTA workshops to support parents. Teachers were being trained and the new Assistant Heads starting in January would support the process.
- 5.9 The Sports Premium was reported and it was noted that the Curriculum Committee had agreed to discuss PE at their next meeting. Children would feedback via the PE Council.
- 5.10 The IHT would be reviewing and updating the SDP and planned to present it at the next meeting. It would be a working document which developed during the year, in this way the new Assistant Heads would contribute too. The Chair explained that Trustees would also be doing more in terms of talking with Subject Leads.
- Action: Present updated SDP at the next meeting.**
- 5.11 The IHT said she was talking with Buxton School about partnership work to share good practice and learn. This would be in the SDP.
- 5.12 The IHT reported on the quality of teaching: 29% was outstanding, 50% good and 21% required improvement. Support was in place to move all towards outstanding and the IHT expected to see progress by Spring 1 when the next observations were

due. The Training and Learning Consultant was working with staff to improve impact and this was being monitored.

- 5.13 In terms of Safeguarding the IHT did not provide a report and explained she was going to identify what should be reported to Trustees to ensure appropriate reports going forward.

**Action: IHT to clarify what should be reported to Trustees related to Safeguarding to ensure appropriate reports going forward.**

- 5.14 Trustees requested that IHT reports be sent in advance of meetings, this was agreed. The Chair thanked the IHT for her verbal report.

**Action: Send IHT reports in advance of meetings.**

## 6 CHAIR'S ACTION

### 6.1 Urgent Action

- 6.1.1 Please see confidential minutes.

### 6.2 Independent Governance Review

- 6.2.2 The Chair confirmed the actions from the Independent Safeguarding Review had been actioned.

- 6.2.3 The actions from the Independent Governance Review were underway. The SBM reported on the actions which included Trustees being more strategic and questioning of the Senior Leadership Team (SLT). For example drill down into the detail, hold staff accountable for what's happening, be critical friends and ask questions, be evidence based, visit the school. Mrs Singh asked how as volunteers they could visit, once a term to follow up on a particular interest to give depth and greater understanding. To use Trustee intellect to question and challenge. The SBM encouraged Trustees to ask the questions staff wouldn't necessarily want them to ask.

- 6.2.4 In terms of membership, the SBM explained that:

- Members who did not attend and engage for six months could be dismissed.
- A new Member had been appointed with a safeguarding background.
- They were looking for a new Chair of the Members Committee as it was no longer best practice for the Chair of the Members Committee to also be the Chair of the Trust.
- The SBM would be resigning as a Trustee but would attend meetings as the SBM to reflect best practice as now identified. A new Trustee with financial/accountancy background was required.
- It had been suggested a Headteacher be appointed.

- 6.2.5 The risk register was being condensed and would be reported at every Trustee meeting.

- 6.2.6 Monthly management accounts now included commentary. This had been beneficial at the earlier Audit and Resources Committee.

- 6.2.7 A new Clerk (Mrs Ladds) was appointed by Governor Services to support the school and the SBM indicated she would be reviewing and tendering Clerking Services in January because the review indicated that the school required a service as an Academy and it was unclear if Governor Services provided that. It would be good to

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*MGA*

get a comparison. The Clerk suggested the SBM speak to the Head of Governor Services about any concerns as the Service did support Academies.

**Action: SBM to discuss Service received with Governor Services.**

## 7 FEEDBACK ON SKILLS AUDIT

7.1 Trustees agreed to compete and return the skills audit to the SBM if they had not completed the skills audit in May.

**Action: Trustees to compete and return the skills audit to the SBM if they had not completed the skills audit in May.**

## 8 LINK TRUSTEE REPORTS

### 8.1 Safeguarding Link

8.1.1 Mr Selfe presented his report as the Safeguarding Link and agreed to circulate it to Trustees.

**Action: Circulate the Safeguarding Link report to Trustees.**

8.1.2 Mr Selfe made particular reference to:

- He reviewed safeguarding complaints that were not sufficient for LADO to action.
- His visit to school included meeting Year 6 pupils, most of whom felt safe at school.
- One person was not acting appropriately in terms of reporting and speaking to children which had been actioned.
- Staff and children knew how to report any issues.
- There was a new electronic system which had higher accountability and proper follow up.
- Safer recruitment processes were working – inappropriate references had been questioned.
- Behaviour policy had been updated to ensure consistency of behaviour management strategies (see item 15.2).
- Not all policies were on the website (Sex and Relationship Education Policy) and Trustee contact details needed to be consistent, using one central email address.

**Action: Ensure Sex and Relationship Education Policy is on the website and ensure Trustee contact details are consistent, using one central email address.**

### 8.2 Trustee Training

8.2.1 Mr Selfe noted that three Trustees were attending Safer Recruitment Training on 13 December 2018.

## 9 STANDARDS AND TARGET SETTING

### 9.1 Standards

9.1.1 This item was covered in item 5.

### 9.2 Target Setting

9.2.1 It was noted that targets had been set in the early autumn term. It was agreed to provide the targets to Trustees at the next meeting.

**Action: Provide the school targets at the next meeting.**

## 10 FINANCIAL AUDIT REPORT

10.1 The SBM explained there was a financial audit each term. She directed Trustees to the main audit report from the Auditors which had been presented to the Resources and Audit Committee that afternoon. In terms of a few items of detail the SBM explained the school had recently changed the school credit card procedure so that those ordering goods were not those making payment and in addition a purchase

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order would be required before payment was made. The Chair of Trustees would check payments monthly. This tightened the procedure and corrected a weakness. There had also been £6,007 cleaned up in the finance system due to a posting error.

- 10.2 Mrs Singh as Chair of the Resources and Audit Committees explained that it was important to recognise that in the opinion of the Auditor the Financial Statement Opinion was clean. The financial statements gave a true and fair view and had been properly prepared in accordance with the Academies Accounts Direction 2017 to 2018 issued by the ESFA, and Companies Act requirements. In addition the Regularity Assurance Conclusion was clean. All funds had been applied for the purposes for which they were received.
- 10.3 Trustees approved and ratified the Annual Report and Financial Statements which had been signed by Mr Harding as the Chair of Trustees and Interim Headteacher (IHT). Trustees approved and ratified the Letter of Representation which was signed by Mr Harding.

**Action: Trustees approved and ratified the Annual Report and Financial Statements and the Letter of Representation.**

- 10.4 In terms of the management accounts the SBM noted that staffing costs had increased from 70% to 78% due to increased salary costs, the carry forward was £295,386 and the in-year deficit was £32,957 at present.

## 11 PUBLICATION OF GOVERNOR INFORMATION

### 11.1 School Website Review

- 11.1.1 This had been covered at a previous meeting and the SBM said staff were working to keep it updated.

### 11.2 Governing Board Publication of Information

- 11.2.1 The information was on the Urbis Academy website.

### 11.3 Attendance 2017-2018

- 11.3.1 This had been completed.

### 11.4 Declaration of Interest 2017-2018 and 2018-2019

- 11.4.1 This had been completed.

### 11.5 Membership

- 11.5.1 This had been reported in item 6.2.4.

## 12 PERFORMANCE MANAGEMENT REVIEWS

### 12.1 Progress of Staff Reviews

- 12.1.1 This had been reported in item 5.

### 12.2 Headteacher Performance Report and Recommendations

- 12.2.1 This had been actioned.

## 13 HEALTH AND SAFETY AT SCHOOL

### 13.1 Link Trustee report

- 13.1.1 The Chair would be doing a health and safety walk around the school next week as the Link Trustee.

**Action: Mr Harding to complete a health and safety walk around the school next week.**

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13.2 Educational Visits

13.2.1 The IHT explained that alongside the usual school visits the RE leader was looking at introducing visits to places of worship each year to help children understand different faiths. This was supported by Trustees.

13.2.2 Trustees discussed the annual trip to Euro Disney and agreed it should be reviewed to ensure it was educational, to confirm the purpose of the visit and to identify if the purpose could be better met through a different trip. The report should also include costs, numbers of children who attend, and the mix of children who attend.

**Action: Review the annual trip to Euro Disney and report to Trustees with recommendations.**

14 **RISK MANAGEMENT STRATEGY**

14.1 Risk Register

14.1.1 This had been reported in item 6.2.5.

15 **SCHOOL POLICIES**

15.1 Health and Safety Policy

15.1.1 Trustees agreed the Health and Safety Policy.

**Action: Trustees agreed the Health and Safety Policy.**

15.2 Behaviour Policy

15.2.1 The IHT explained this was a new policy which linked closely to safeguarding. It was simplified and outlined what bullying was to ensure there was a consistent definition. Trustees agreed the Policy and noted it was a working document which they could feedback on.

**Action: Trustees agreed the Behaviour Policy.**

15.2.2 The IHT said implementation was to begin on Monday, staff had been trained and teachers were introducing it to the children.

15.2.1.1 Q: Where have the mechanisms come from?

A: From working in outstanding schools. It is simple to follow so teachers understand it and everything is there.

15.2.1.2 Q: Have you had feedback from teachers?

A: Not yet as they have not implemented it. Even if children make a mistake they have the opportunity to change their behaviour.

15.2.1.3 Q: Can you encourage parents to read it?

A: Yes, it can go in the newsletter, on the website and we can send texts.

**Action: Advertise the new Behaviour Policy in the newsletter, on the website and send texts to parents about it.**

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

16.1 Future meeting dates

16.1.1 The dates were clarified and agreed as below:

**Spring Term 2019**

Audit and Resources Committee	Tuesday 22 January 2019	5pm
Governing Board	Tuesday 22 January 2019	6.30pm
Audit and Resources Committee	Tuesday 19 March 2019	5pm
Governing Board	Tuesday 19 March 2019	6.30pm
Curriculum Committee	Tuesday 26 March 2019	6pm

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**Summer Term 2019**

Curriculum Committee	Tuesday 11 June 2019	6pm
Audit and Resources Committee	Tuesday 25 June 2019	5pm
Governing Board	Tuesday 25 June 2019	6.30pm

**Action: Date of next meeting: 22 January 2019.**

16.1.2 Mr Dauda presented his apologies for the next meeting.

**Action: Mr Dauda presented his apologies for the next meeting.**

16.2 Agenda items for the next meeting

- Welcome and apologies for absence
- Declarations of interest
- Minutes and matters arising from the last meeting held on 3 December 2018
- Healthy Eating update
- Looked After Children funding
- Updated School Development Plan
- Safeguarding report for Trustees
- Interim Headteacher Report
- Risk register
- School targets

*See school compliance calendar*

Date and agenda items for the next meeting  
Any other business

16.3 Governors' Briefings will be held at 6.30pm – 8pm (Refreshments from 6pm) at Waltham Forest Town Hall (Council Chamber), Forest Road, E17 4JF on Monday 11 February 2019 and Wednesday 8 May 2019.

**17 ANY OTHER BUSINESS**

17.1 Curriculum Committee

17.1.1 Mr Selfe noted the Committee had not been on the agenda but there had been a recent meeting. He and Mr Dauda noted that it would be helpful to have another Trustee on the Committee to ensure all meetings were quorate. It was noted that Mr Ale Rasul would probably join the Curriculum Committee.

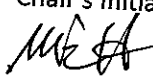
17.1.2 Mr Selfe noted he was leaving in June 2019 due to work commitments and indicated a new Chair of the Curriculum Committee would be needed.

**Action: New Chair of the Curriculum Committee needed by June 2019.**

17.1.3 Mr Selfe explained that the Terms of Reference of the Curriculum Committee needed to be updated. Namely:

- Clerking Arrangements: The Clerk to the Governors shall take the minutes of each Curriculum Committee meeting. The minutes of the Curriculum Committee meeting shall be submitted to the Headteacher and the Chair of the Committee within five working days of the meeting.
- Meetings: As required to effectively carry out duties but at least 1 per term. To be arranged by the full governing Board/to be arranged by committee members through Chair of the committee (optional). All meetings to be minuted for reporting back to the full governing Board.

These changes were agreed.

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**Action: Update the Terms of Reference of the Curriculum Committee.**

17.1.4 Mr Selfe agreed to circulate his Curriculum report to Trustees.

**Action: Mr Selfe to circulate his Curriculum report to Trustees.**

17.2 Chair's Action

17.2.1 The Chair reported that he was unavailable from 22 December 2018 to 15 January 2019 and requested Mr Dauda as Vice-Chair to action anything that was needed in that timeline. Mr Dauda agreed.

**Action: Mr Dauda as Vice-Chair to action anything that was needed from 22 December to 15 January.**

The meeting closed at 9.45pm.

Chair: WE Hardinge (print)

WE HARDINGE (sign)

Date: WE Hardinge 22/01/2019

Chair's Initials:  
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