

**MINUTES OF THE MEETING OF THE
AUDIT AND RESOURCES COMMITTEE OF THE MAYVILLE PRIMARY SCHOOL
(ACADEMY) TRUSTEE BOARD
HELD ON 22 JANUARY 2019 AT 5PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair), Trustee
Mr Alex Opoku-Boateng, Parent Trustee
Mrs Ann Smart, Trustee
Mr Walter Harding, 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
3.2.1	SBM to provide each Trustee with their school email details by telephone.	SBM	4 weeks
5.2	Update the names of staff in the Staff Monthly Profile spreadsheet.	SBM	4 weeks
8.3	Add a risk covering press exposure / inappropriate media coverage to the Risk Register.	SBM	4 weeks
10.1.1	To note: Date of next meeting: 26 March 2019.	All	Immediate

1 WELCOME AND APOLOGIES FOR ABSENCE

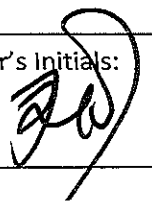
- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies were received and accepted from Mr Rasheed Dauda.
- 1.3 The Chair confirmed that the meeting was quorate.

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 Trustees received the minutes and confidential minutes of the meeting held on 3 December 2018 and agreed both sets of minutes to be an accurate record of the meeting. The Chair signed a copy of the minutes and confidential minutes and these were retained by the school for filing.



3.2 Matters Arising

3.2.1 Item: 6.5.6: The School Business Manager (SBM) confirmed she needed to provide each Trustee with their school email details by telephone.

Action: SBM to provide each Trustee with their school email details by telephone.

Mr Alex Opoku-Boateng arrived at 5.05pm.

3.2.2 Please see the confidential minutes.

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

4 GDPR

4.1 The SBM highlighted the changes to the Data Protection Officer (DPO) report and explained there was a new Assistant DPO, Ms Kerry Day. The SBM was still monitoring to ensure staff did not use each other's' log in; she was also providing ongoing GDPR training for staff, there were posters around the school and a termly newsletter to keep it fresh. She had started the audit and had an action plan.

4.2 Please see the confidential minutes.

5 FINANCE

5.1 The SBM reported that income was as expected. She explained that Nursery funding was paid to the school in arrears due to funding being paid on receipt of returns. Nursery numbers had increased from 59 in December to 64 in January so staff costs had also increased. Overall there were now 415 children in the school, though some year groups were low, e.g. Year 4 had 41 children and Reception had 44 children.

5.2 In terms of expenditure to December:

- Teaching costs were over budget by 7% (due to the ongoing HR situation), costs would also increase when the new Assistant Headteachers were added in January. The SBM provided Trustees with a breakdown of staff costs. Trustees asked the SBM to update the names of staff in the Staff Monthly Profile spreadsheet.

Action: Update the names of staff in the Staff Monthly Profile spreadsheet.

- Other support costs were higher due to additional Nursery staff but that would be claimed and repaid in due course.
- Recruitment costs – had been researched and the school planned to use the Government Framework which capped costs at 8%. The school was short of two teachers at present, for Year 6 and Year 1.

5.3 The SBM reported that total expenditure for the year to date was £872,236.

5.4 In response to questions the SBM explained that Other Teaching Resources included music tuition, swimming charges, wildlife teacher and consultancy / professional charges for education. Governance included HR and Legal Services, Governor Services/Clerking, Accountancy. The SBM reported other spend was on track. She had a contingency, e.g. for boiler and hot water maintenance.

5.5 Please see the confidential minutes.

5.6 The predicted outturn was a deficit of -£73,089, though there was a bring-forward of £328,343 leaving a predicted £255,254 at year end, which was above the £100,000 reserves figure.

5.7 The SBM had included the November 2018 Management Report Outturn for Trustees and the October 2017 Outturn so comparisons could be made. For example staffing costs were 73% in October 2017, were about 80% now and likely to rise to 83/84% due to new staffing costs.

5.8 Mr Harding reported that the Department for Education had offered the school a loan with interest, which was possible in exceptional circumstances, but it was not needed.

6 PREMISES UPDATE

6.1 The SBM reported that the Surveyors had visited and there would be a report provided but there was nothing to report yet.

6.2 The main asset was the building, the insured value was £13,856,000, though as a charity this amount was depreciated by 5% each year in the accounts, even though the price of the property might have risen.

7 PERSONNEL UPDATE

7.1 The Interim Headteacher (IHT) confirmed there were two teacher vacancies which she was recruiting to, for Year 1 and Year 6. The review of staffing structure was in her report to the full Board of Trustees meeting.

8 ASSET MANAGEMENT – RISK REGISTER

8.1 The SBM explained she had updated and condensed the risk register based on feedback from the Governance Review. She had also reviewed the grading and included a register of risk assessments.

8.2 The school had sufficient salt in case of cold weather and had a process in place to inform parents if the school would be closed.

8.3 The SBM highlighted the main risks to Trustees. Mrs Smart asked if there was a risk covering press exposure / inappropriate media coverage and following a discussion it was confirmed the school would:

- agree a statement with the solicitors, Local Authority Designated Officer (LADO), police (as appropriate)
- use the London Borough of Waltham Forest Communications Team
- ensure staff used the statement when responding to all enquiries.

It was agreed to add this to the risk register.

Action: Add a risk covering press exposure / inappropriate media coverage to the Risk Register.

Ms Barella was asked to leave the meeting at 6.09pm.

9 ANY OTHER BUSINESS

9.1 Please see the confidential minutes.

Ms Barella re-joined the meeting at 6.18pm.

9.2 Please see the confidential minutes.


10 DATE OF NEXT MEETING

10.1 Future meeting date

10.1.1 The next meeting of the Audit and Resources Committee was confirmed as 19 March 2019.

Note post meeting: the March date changed the next day to 26 March 2019.

Action: Date of next meeting: 26 March 2019.



10.2 Agenda items for the next meeting

Welcome and apologies for absence

Declarations of interest

Minutes and matters arising from the last meeting held on 22 January 2019

Finance

Premises Update (standing item)

Personnel Update (standing item)

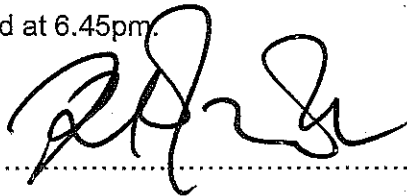
See school compliance calendar

Date and agenda items for the next meeting

Any other business

The meeting closed at 6.45pm.

Chair:



(print)

Rashid Dauda
Deputy Chair.

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RASHID DAUDA

(sign)

Date:

26 / 03 / 2019

Chair's initials:

