

**MINUTES OF THE MEETING OF THE
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD
HELD ON 22 JANUARY 2019 AT 6.48PM AT THE SCHOOL**

- Present:**
- Mr Walter Harding (Chair), Trustee
 - Mr Alex Opoku-Boateng, Parent Trustee
 - Ms Jane Money, Parent Trustee
 - Mrs Ann Smart, Trustee
 - Mrs Chindo Singh, Trustee
 - Mr Josh Selfe, Trustee
 - Mr Ale Rasul, Staff 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
4.2.1	Progress renewal of DBS for Mrs Smart.	SBM	4 weeks
5.7	If Trustee meetings are timed appropriately, send IHT report to Trustees a week before the meeting.	IHT	Immediate and ongoing
6.1.2	Get a report from a tree surgeon on the large tree near the Nursery to reduce the risk.	SBM	4 weeks
6.1.3	Arrange the removal of the toilet in the single disabled toilet and block it off.	SBM	Spring term
6.2	Provide the H&S audit report form to the next Trustee meeting.	SBM	26 March 2019
7.2	Link Trustees for Literacy and Maths to visit the school and send in a written report for the next Curriculum Committee meeting.	Link Trustees for Literacy and Maths	Before 26 March 2019
9.1	Add Trustees' Training to the next agenda.	Governor Services	26 March 2019
10.1.2	Continue to promote healthy packed lunches in the newsletter.	IHT	Ongoing
10.3.1	Add School Development Plan to the next agenda.	Governor Services	26 March 2019

Chair's Initials:

W.H.

10.3.1	Provide Trustees with the updated School Development Plan at the next meeting.	IHT	26 March 2019
10.5.1	Trustees re-read the Risk Register to focus minds on risks that affect the school and actions to be taken.	All	Immediate
10.6.1	Include school targets on the agenda for the next meeting, linked to the School Development Plan.	Governor Services	26 March 2019
13.1	Email the updated Sex Education and Relationships Policy to Trustees for feedback by email or telephone.	SBM Trustees	2 days
13.1	Add Sex Education and Relationships Policy to the next agenda.	Governor Services	26 March 2019
14.1.1	Date of next meeting: 26 March 2019.	All	Immediate
14.1.1	Confirm summer term Trustee meeting dates at the next meeting.	Trustees	26 March 2019

1 WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting, especially Mr Ale Rasul who was attending his first meeting.
- 1.2 Apologies were received and accepted from Mr Rasheed Dauda.
- 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 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.

4 MINUTES

- 4.1 Trustees received the minutes and confidential minutes of the meeting held on 3 December 2018 and agreed them 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.

4.2 Matters Arising

- 4.2.1 Mrs Smart confirmed her DBS was due for renewal in February 2019.

Action: School Business Manager (SBM) to progress renewal of DBS for Mrs Smart.

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

4.3 Audit and Resources Committee, 3 December 2018

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

4.4 Curriculum Committee, 20 November 2018

- 4.4.1 The minutes of the Curriculum Committee were noted.

5 INTERIM HEADTEACHER'S REPORT

- 5.1 The Interim Headteacher (IHT) presented her report to Trustees. This included:
 - Attendance was at 96.5%, the target was 96%.

Chair's Initials:



- Persistent absence was higher than last year but due in part to pupils moving out of the area but not yet being removed from the school roll.
- There were 408 pupils on roll in December and 415 on roll in January; five were new in Nursery and two in Year 5.
- Since September 14 children had left and 14 children had joined.
- Staff were targeting punctuality with pupils and parents.
- The one Looked After Child (LAC) is moving to a school in Hackney, Ms Nicola Quince, a new Assistant Headteacher was now the designated teacher for LAC.
- Seven pupils had Education, Health and Care (EHC) plans.
- 111 pupils were eligible for the Pupil Premium Grant; the current allocation was £146,520.

5.2 Achievement and Standards data

- 5.2.1 The IHT ran through the achievement and standards data by year group showing the percentage of pupils achieving age related expectations at the end of the autumn term. Data for Special Educational Needs (SEN), Pupil Premium and gender was also provided.
- 5.2.2 The IHT highlighted the differences between teacher assessment and test results explaining that this was due to teachers using a new reporting system, Target Tracker, and not being completely familiar with the scoring system. She explained there had now been a series of pupil progress reviews, there was support from the Assistant Headteachers and data should be more reliable going forward. The test results were more accurate in the tables presented and showed most year groups had made progress during the autumn term. The IHT had expected more scores to be at 60% across the assessments and agreed it was something she was focusing on. Trustees would receive a spring 2019 report which would show if the systems training and various interventions had impact.
- 5.2.3 In terms of actions to support pupils, the team were focusing on Year 3 and Year 4 where literacy scores had reduced from Autumn 1 to Autumn 2. It needed to be investigated as the results did not seem right. Interventions were in place, lessons had been observed. Year 5 literacy also needed accelerated learning to enable pupils to reach 80% at the end of the summer term.
- 5.3 The IHT reported that both Assistant Headteachers had completed their induction and were focusing on the assessment cycle of pupil progress reviews, provision map/interventions, planning and book scrutiny, lesson observations and learning walks.
- 5.4 There had been a change to staffing with one teacher leaving, another was due to leave soon and a new teacher was starting in Nursery. There were vacancies in Year 1 and Year 6. The IHT confirmed she was recruiting and looking for suitably qualified and experienced agency teachers who would stay until July 2019. It was regrettable there had been changes and she was doing her best to mitigate any negative effect on pupil education. The school was attending recruitment fayres and looking to appoint permanent staff for September 2019. It was possible that agency staff might become permanent staff in due course.
- 5.4.1 Q: Is Ms Turner here until the end of the year?
A: Yes.
- 5.4.2 Q: Were exit interviews completed?

A: No; as they were both agency staff the process was different. Their contract was with the agency not the school.

5.4.3 Q: Are we not able to recruit permanent staff?

A: Any good teacher gives notice, so wouldn't start until April. We have advertised.

5.4.4 Q: How many teaching staff are agency staff at present?

A: Three others, making four in total.

Q: This leaves us more vulnerable if they don't have a notice period similar to permanent staff.

A: Yes.

5.4.5 Q: What are the arrangements for Year 6?

A: Mr Ale is teaching Maths across both classes, the two Assistant Headteachers are teaching Literacy and Ms Shah is covering the non-Literacy and Maths teaching. She is experienced to do this.

5.5 The IHT reported on the quality of teaching, explaining that the staff who required improvement were being supported with progress reviews, mentoring, learning walks and improvement should be seen soon. Those graded as good were being supported to move to outstanding. CPD training had continued including Workshops for Raise and Prevent. Case studies, reporting processes and how to bring issues out in the classroom had been explored. Mr Ale confirmed the training and been informative and very good. For Special Educational Needs and Disabilities (SEND), individual care plans had been updated and introduced to staff to make them easier. Middle leaders had been encouraged to start the National Professional Qualification for Middle Leaders (NPQML) at the September 2019 intake which the Chair confirmed would be very good for the individuals and the school.

5.6 There had been three safeguarding referrals made last term, and two this term. There had been no exclusions. The IHT shared the list of events planned by the Friends of Mayville (FoM), the PTA.

5.7 Mr Selfe asked if Trustees could receive the IHT report a week before the meeting, especially when there was data to analyse. The IHT explained the data for this report had not been produced until Friday, but in future, if the meetings were timed appropriately this would be possible.

Action: If Trustee meetings are timed appropriately, send IHT report to Trustees a week before the meeting.

6 CHAIR'S ACTION

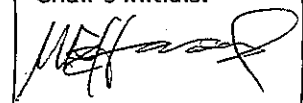
6.1 Health and Safety

6.1.1 The Chair reported back on his Health and Safety (H&S) check on 18 January 2019 which he completed with the Caretaker. Most things were fine though some of the safety guards on doors needed to be replaced as they were wearing off and there were holes in the imitation grass which were filled with sand.

6.1.2 The Chair noted that there was concern about the large tree near the Nursery due to the pigeons roosting there. Their droppings fell onto the playground which had been roped off but was designated for the Nursery. This was a health concern for the children. It was agreed that a tree surgeon should be asked to provide a report and recommendations.

Action: Get a report from a tree surgeon on the large tree near the Nursery to reduce the risk.

Chair's Initials:



6.1.3 The Chair reported that security cameras and lights were working; there were no reports of major issues, nurses had dealt with any health issues with children. The H&S of the school was in good condition, all equipment was certified. It was noted that the kitchen was not getting hot water as two valves were not working and the SBM had called the plumber out. There was a single, disabled toilet which was being used for storage (the toilet was being regularly flushed) as it was not suitable for use as a disabled toilet so Trustees asked the SBM to arrange the removal of the toilet and to block it off.

Action: SBM to arrange the removal of the toilet in the single disabled toilet and block it off.

6.2 The SBM confirmed there was H&S induction for all staff planned next week. She was creating an H&S audit report form which will be provided to the next Trustee meeting.

Action: Provide the H&S audit report form to the next Trustee meeting.

6.3 The Chair confirmed there were no other actions to report to the meeting.

7 LINK TRUSTEE REPORTS

7.1 Safeguarding Link

7.1.1 Mr Selfe shared his reports as the Safeguarding Link with Trustees. He explained he had visited the school on 19 December and saw the behaviour policy in operation. It had been adapted for each class and was well received by the children. He had met the Designated Safeguarding Lead (DSL) the IHT, and he confirmed that in all cases the proper process had been followed. On 17 January he met the new DSL, Ms Sanghera who had started in January. She had already progressed cases and was building the safeguarding culture in school.

7.2 There were no other Link Trustee reports. Mr Selfe encouraged Link Trustees for Literacy and Maths to visit the school and send in a written report for the next Curriculum Committee meeting.

Action: Link Trustees for Literacy and Maths to visit the school and send in a written report for the next Curriculum Committee meeting.

8 FINANCIAL REPORT

8.1 The SBM reported a very stable financial position. She had actioned items from the audit which included amending the credit card process. Mrs Singh as Chair of the Resources and Audit Committee confirmed the Committee had reviewed the financial data carefully and the figures were comfortable. All costs were closely monitored by the SBM and the Committee.

8.2 The SBM confirmed the annual forecast:

- Total income forecast: £2,420,147
- Total expenditure forecast: £2,493,236
- Deficit forecast: £73,089
- Carry forward 2018: £328,343
- Anticipated carry forward 2019: £255,254

8.3 Staffing costs were 80% of the general grant, but likely to rise to 84% by April. Additional staffing costs had been budgeted until 30 April 2019.

8.4 Trustees noted the report and the figures provided.

Chair's Initials:

9 **TRUSTEES' TRAINING**

9.1 There was no update on Trustees' training at the meeting and the Link Trustee was not present.

Action: Add Trustees' Training to the next agenda.

10 **SCHOOL ITEMS**

10.1 Healthy Eating Update

10.1.1 The SBM reported progress. She was on the Superzones steering group which was targeting the local Chicken and Chip shop to not use hydrogenated fatty acids and she would report on progress in due course. Secondly, the Red Box project was about supporting girls' personal hygiene and the school was targeting girls in Years 5 and 6.

10.1.2 In response to the issue of packed lunches, the IHT had done an assembly about healthy eating, teachers had spoken to their classes about it, there had been information in the newsletter and the IHT went to the dining hall every day for a week to loudly praise the children with healthy packed lunches and ask about unhealthy packed lunch items. There had been a shift in attitude and behaviour. Ms Money confirmed she had also noticed this shift. Trustees were pleased with this progress and it was agreed to continue to promote healthy packed lunches in the newsletter.

Action: Continue to promote healthy packed lunches in the newsletter.

10.1.3 It was noted that children do not always eat their school dinners and were then hungry later in the afternoon. It was agreed that staff needed to monitor and encourage children to eat a bit more. Staff could also eat with the children, show them how to use cutlery and model good behaviour. It was suggested there could be a food competition to encourage children to taste, savour and write about healthy food.

10.2 Looked After Children Funding

10.2.1 This was included in the IHT report.

10.3 School Development Plan

10.3.1 The IHT confirmed that the new Assistant Headteachers were contributing to this and that Trustees will receive a copy by the next meeting.

Action: Add School Development Plan to the next agenda.

Action: Provide Trustees with the updated School Development Plan at the next meeting.

10.4 Safeguarding Report for Trustees

10.4.1 This had been covered earlier in the meeting.

10.5 Risk Register

10.5.1 The SBM confirmed the Risk Register provided to Trustees had been condensed and updated following feedback from the Governance Review. She reported that the Audit and Resources Committee had recently asked for a risk to be added covering press exposure / inappropriate media coverage. The Chair asked all Trustees to re-read the Risk Register as it was focused minds on risks that affect the school and actions to be taken.

Action: Trustees re-read the Risk Register to focus minds on risks that affect the school and actions to be taken.

10.6 School Targets

Chair's Initials:



10.6.1 Trustees asked for school targets to be on the agenda for the next meeting, linked to the School Development Plan.

Action: Include school targets on the agenda for the next meeting, linked to the School Development Plan.

11 STAFFING PLAN

11.1 This was included in the IHT report.

12 TO RECEIVE ANALYSE SCHOOL PERFORMANCE (ASP) DATA

12.1 This was included in the IHT report.

13 SEX EDUCATION AND RELATIONSHIPS POLICY

13.1 The IHT said the policy had been updated but not circulated to Trustees. It was agreed the SBM would email it to Trustees for feedback by email or telephone, the next meeting would then agree the policy.

Action: SBM to email the updated Sex Education and Relationships Policy to Trustees for feedback by email or telephone.

Action: Add Sex Education and Relationships Policy to the next agenda.

14 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1 Future meeting dates

14.1.1 The dates were agreed at the meeting. It was noted that the June dates might change due to Trustee availability. The summer term dates would be confirmed at the next meeting.

Note post meeting: the March dates changed the next day. The table below contains the revised dates.

Spring Term 2019

Audit and Resources Committee	Tuesday 26 March 2019	5pm
Governing Board	Tuesday 26 March 2019	6.30pm
Curriculum Committee	To be confirmed	6pm

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: 26 March 2019.

Action: Confirm summer term Trustee meeting dates at the next meeting.

14.2 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

Interim Headteacher Report

School Development Plan and School Targets

H&S audit report form


Trustee's Training

Sex Education and Relationships Policy

See school compliance calendar

Date and agenda items for the next meeting

Any other business

Chair's Initials:


14.3 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.

14.4 The SBM confirmed she had met with Ms Donna Miller, the Governor Services Manager to discuss the service provided as the Governance Review had highlighted concerns. Ms Miller and the SBM had gone through everything to ensure there was a good service for the school as an Academy, there was the new Clerk in place and the SBM had looked at costs. The SBM confirmed she was not planning to change at present but to retain Governor Services.

15 ANY OTHER BUSINESS

15.1 There were no items of any other business.

The meeting closed at 8.27pm.

Chair: W. HARDING (print)

[Signature] (sign)

Date: 26/03/2019

Chair's Initials: