

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD  
HELD ON 26 MARCH 2019 AT 6.37PM AT THE SCHOOL**

**Present:** Mr Walter Harding (Chair), Trustee  
 Ms Jane Money, Parent Trustee  
 Mrs Ann Smart, Trustee  
 Mr Rasheed Dauda, 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
3.1	Governor Services to see if they can recommend a new Trustee with an accounting background for the school to consider.	Governor Services	4 weeks
5.1.3	Check if pupils should know the name of the Designated Safeguarding Lead.	IHT Mr Selfe	4 weeks
5.6	Report racist, homophobic and extremist incidents in future.	IHT	Future meetings
7.2.2	Review the use of an on-line safety / incidents log and incidents involving mobile devices to identify how the school should manage this.	IHT	4 weeks
7.2.3	Ensure Policies on the website are up-to-date and accurate.	IHT	4 weeks
7.2.5	Mr Dauda to be the Safeguarding Lead Trustee when Mr Selfe leaves.	School Governor Services	June 2019
9.1.1	Mrs Smart to be the Equalities Link Trustee.	School Governor Services	Immediate
9.1.3	The Sex Education and Relationships Policy was agreed and adopted.	School	Immediate
9.2.1	The FGM Policy was agreed and adopted.	School	Immediate
9.3.1	The Marking and Feedback Policy was agreed and adopted.	School	Immediate

Chair's Initials:

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10.2	The School Improvement Plan 2018-2020 was agreed and adopted.	School	Immediate
11.1	Add the Teaching and Learning Policy to the next agenda.	Governor Services	25 June 2019
13.1.2	Make an informed and rounded decision with regards to the future of the tree.	Chair IHT	As required
	Date of next meeting: 25 June 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 Mrs Chindo Singh and Mr Alex Opoku-Boateng.
- 1.3 The Clerk confirmed that the meeting was quorate.
- 1.4 There were no items of any other business or confidential items notified.

**2 DECLARATIONS OF INTEREST**

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 School Business Manager (SBM) would stand down as a Trustee once a new Trustee with an accounting background had been appointed and Mr Selfe was leaving at the end of June. The SBM asked if Governor Services could recommend a new Trustee with an accounting background for the school to consider.


**Action: Governor Services to see if they can recommend a new Trustee with an accounting background for the school to consider.**

**4 MINUTES**

- 4.1 Trustees received the minutes of the meeting held on 22 January 2019 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. The Chair thanked the Clerk for the accuracy of the minutes and said this was appreciated.
- 4.2 Matters Arising
  - 4.2.1 Please see the confidential minutes.
  - 4.2.2 Please see the confidential minutes.
  - 4.2.3 Please see the confidential minutes.
  - 4.2.4 There were no other matters arising apart from those items already on the agenda.
- 4.3 Audit and Resources Committee, 22 January 2019
  - 4.3.1 The minutes of the Audit and Resources Committee were agreed at the Audit and Resources Committee.

**5 INTERIM HEADTEACHER'S REPORT**

- 5.1 Pupil's Voice
  - 5.1.1 The Interim Headteacher (IHT) explained she had invited the Chair to meet with a random cross section of pupils to see what they thought about their learning and if they felt safe at school.

Chair's Initials: 
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- 5.1.2 The Chair explained he had selected three pupils per class and met them in Year groups of six pupils. He had used age-appropriate questions and found:
- Responses were similar across the Year groups.
  - All agreed strongly they knew adults they could go to if they had any worries.
  - There was one Teacher whom children were getting used to; and the Teacher was getting used to the school.
  - Some pupils were worried about what to do when Teachers dealt with bullying lightly and the bullying carried on. He told them to report it again, to another adult.
  - There was very little bullying in school.
  - Pupils were happy with their learning and happy they were being pushed and given challenging work.

- 5.1.3 In response to a question from Mr Selfe, the Chair explained that pupils did not know the name of the new Designated Safeguarding Lead (DSL) but they knew adults they could go to. Mr Selfe explained they knew the name of the previous DSL. The IHT and Mr Selfe agreed to check if this was a requirement.

**Action: Check if pupils should know the name of the Designated Safeguarding Lead.**

- 5.2 The Interim Headteacher (IHT) presented her report to Trustees and explained there would be a more detailed report at the next meeting. She highlighted:
- Attendance was at 96.4%, the target was 96%.
  - 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 and chickenpox amongst 20 pupils.
  - There were 428 pupils on roll in February 2018 and 416 in February 2019 but more children were joining Nursery after Easter.
  - Staff were targeting lateness with pupils and parents.
  - The one Looked After Child (LAC) transferred to a school in Hackney. Eight pupils had Education, Health and Care (EHC) plans and two were being completed. One pupil was being transferred to a support school and one child had been taken out of the country following a Multi-Agency Safeguarding Hub (MASH) referral.
  - Details of the Pupil Premium Grant are on the school website and there were no changes.
- 5.3 One of the Assistant Headteachers was leaving at the end of the Spring term. The IHT explained she would not be replaced yet but recruitment would start soon for a permanent replacement indicating a start date of September or earlier. There was a new Literacy Teacher in Year 6 who was settling in. The Designated Safeguarding Lead would be Ms Nicola Quince, Assistant Headteacher who had received relevant training.
- 5.4 The IHT reported that three teachers were 'outstanding', 10 were 'good' and one 'requires improvement' (a Newly Qualified Teacher). The target was for five teachers to be 'outstanding' and nine to be 'good'.
- 5.5 There had been six safeguarding referrals this academic year, but only one this term. There had been two exclusions in Year 6 related to an incident involving scissors. The incident and its' aftermath had been managed effectively including with parents. The pupils involved had received mentoring to offer support. The police conducted their annual workshop on knife crime and gangs

- 5.6 Trustees asked if reports on racist, homophobic and extremist incidents could be reported in future and the IHT agreed. A file is kept in the main office and no incidences had been reported.

**Action: IHT to report racist, homophobic and extremist incidents in future.**

- 5.7 Councillor Williams, the Cabinet Member for Children and Young People is visiting the school on 30 April. Linzi Roberts-Egan, Deputy Chief Executive and David Kilgallon, Director of Learning are visiting on 20 May. Trustees are invited to attend.

- 5.8 Friends of Mayville were planning a range of events including a Father's day 'dads v kids' football match which the local police have agreed to join. The summer fete will be linked to the Waltham Forest Schools Superzone Pilot Project. This was a pilot which Councillor Williams was also very interested in and an update on the project was provided to Trustees. The IHT explained stakeholders were in the process of identifying and agreeing actions; the next meeting was on 3 April.

## 6 CHAIR'S ACTION

- 6.1 The Chair reported taking no other action except that already mentioned.

## 7 LINK TRUSTEE REPORTS

### 7.1 Trustees' Training

Mr Dauda reported that he and the Chair had recently attended Safer Recruitment training which had been very useful and informative.

*The SBM left at 7.49pm.*

### 7.2 Safeguarding Link

- 7.2.1 Mr Selfe shared his report with Trustees. He agreed to distribute it to all Trustees. He encouraged everyone to read the Safeguarding Audit and reported good progress had been made. There were a few areas for training including FGM, Child Sexual Exploitation and peer on peer bullying. The school was looking into new safeguarding software. He had recently met the DSL and reviewed files. All files were well organised.

- 7.2.2 Mr Selfe requested to see the on-line safety / incidents log; there had not been any breaches. An area of development would be safe usage of their own mobile phones.

**Action: Review the use of an on-line safety / incidents log and incidents involving mobile devices to identify how the school should manage this.**

- 7.2.3 Mr Selfe said he had reviewed some policies on the school website and the Medical Policy needed updating as did the Positive Handling Policy. The IHT agreed to look into this.

**Action: IHT to ensure Policies on the website are up-to-date and accurate.**

- 7.2.4 Mr Selfe reported the Red Box campaign on period poverty had been successful and engaged 100% of girls in Years 5 and 6. He also reported that Sex and Relationship Education was scheduled for Year 6 once the SATs had finished and the school planned to do it in Year 5 in the future. All staff meetings commence with a safeguarding case study 'what would you do ...' and this promotes a safeguarding culture being in place.

- 7.2.5 Mr Selfe is leaving in June to take a post in Yorkshire and asked who he should handover to. Mr Dauda agreed to become the Safeguarding Lead Trustee. Everyone wished Mr Selfe and his family well for the future.

**Action: Mr Dauda to be the Safeguarding Lead Trustee when Mr Selfe leaves.**

7.3 There were no other Link Trustee reports.

## 8 TRUSTEES' TRAINING

8.1 This item was covered in item 7.1 above.

## 9 SCHOOL ITEMS

### 9.1 Sex Education and Relationships Policy

9.1.1 The IHT explained the Policy would change again in 2020 as Government were looking to make changes to the curriculum so there would be an update next year.

9.1.2 Following discussion it was noted:

- The Assistant Headteacher responsible for pastoral care was the PSHE co-ordinator.
- The IHT was awaiting advice on the approach to take for education about LGBT.
- Mrs Smart agreed to be the Equalities Link Trustee.

**Action: Mrs Smart to be the Equalities Link Trustee.**

- Ms Money indicated 'the importance of marriage for family life' was not relevant to all parents and asked if had to be included. The Chair and IHT explained that the definition on page 2 was the DfE definition and as such could not be amended and had to be included. They thought this definition might be updated when the Government reviewed the policy next year and agreed that 'relationships' could be a more appropriate word than 'marriage'.

9.1.3 The Sex Education and Relationships Policy was agreed and adopted.

**Action: The Sex Education and Relationships Policy was agreed and adopted.**

### 9.2 FGM Policy

9.2.1 The FGM Policy was agreed and adopted.

**Action: The FGM Policy was agreed and adopted.**

### 9.3 Marking and Feedback Policy

9.3.1 The Marking and Feedback Policy was agreed and adopted.

**Action: The Marking and Feedback Policy was agreed and adopted.**

## 10 SCHOOL DEVELOPMENT PLAN AND SCHOOL TARGETS

10.1 The School Improvement Plan was discussed by Trustees and the IHT was praised. She explained it had been a very useful process and helped all staff understand what was needed. It was based on the targets set by Ofsted and was divided into five areas:

1. Effectiveness of Leadership and Management
2. Quality of Teaching, Learning and Assessment
3. Outcomes for Pupils
4. Personal Development, Behaviour and Welfare
5. Effectiveness of Early Years

10.2 A typing error was identified in the footer which the IHT agreed to correct and the School Improvement Plan 2018-2020 was agreed and adopted.

**Action: The School Improvement Plan 2018-2020 was agreed and adopted.**

## 11 TEACHING AND LEARNING REVIEW

11.1 The IHT explained she would be looking at the Teaching and Learning Policy next term and asked for it to be on the next agenda.

**Action: Add the Teaching and Learning Policy to the next agenda.**

- 11.2 The IHT reported that she will be attending training on the Ofsted framework paying particular attention to the outstanding criteria.

## 12 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

### 12.1 Future meeting dates

- 12.1.1 The date of the next meeting was confirmed as 25 June 2019.

#### **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: 25 June 2019.**

### 12.2 Agenda items for the next meeting

Welcome and apologies for absence  
Declarations of interest  
Minutes and matters arising from the last meeting held on 26 March 2019  
Interim Headteacher Report  
Teaching and Learning Policy  
Link Trustee Reports  
Trustees' Training

*See school compliance calendar*

Date and agenda items for the next meeting  
Any other business

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

## 13 ANY OTHER BUSINESS

### 13.1 Premises Update

- 13.1.1 Mr Dauda reported that he had been involved in discussions with a developer who planned to build flats adjacent to the school and had served a party wall notice on the school. Mr Dauda said the school would get some say on when they do the work. He will keep Trustees updated.

- 13.1.2 The Chair and IHT reported that CDs had been placed in the tree near the Nursery which were scaring away the pigeons, at the suggestion of a tree surgeon. The tree had been blocked off so children were not near any of the pigeon droppings. Ms Money asked for an informed and rounded decision to be made with regards to the future of the tree, for example considering air quality, replacement foliage etc. which the Chair and IHT agreed to.

**Action: Make an informed and rounded decision with regards to the future of the tree.**

*Mr Rasul left the meeting at 8.50pm.*

- 13.1.3 The Chair and IHT explained the disabled toilet was used for storage and would be closed and sealed in the summer holidays.

Chair's Initials:

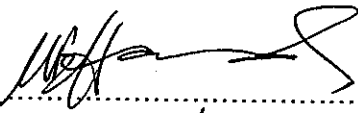


13.2 Financial update

13.2.1 In the absence of the SBM, the Clerk reported that the SBM had highlighted the following to the recent Audit and Resources Committee:

- Total income was £2,470,043.
- Income was higher than expected due to the Foundation Stage having more pupils, though staffing costs were higher too. The variance was showing as £98,658.
- Staff costs were over budget and now stood at 80% of the total income, as predicted.
- There was a deficit of £165,460 at present.
- Total expenditure for the year to date was £2,585,266 which was 111%.
- The predicted outturn was a deficit of -£115,222k, leaving a predicted £213,121 at year end.
- All works would be delayed for the foreseeable future.
- The deficit this time last year was £30,317.

The meeting closed at 8.54pm.

Chair:  ..... (print)  
KLE HARDING ..... (sign)  
Date: 25/6/19 .....

Chair's Initials:  
