

**MINUTES OF THE MEETING OF THE
AUDIT AND RESOURCES COMMITTEE OF THE
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD
HELD ON 26 MARCH 2019 AT 5.21PM AT THE SCHOOL**

Present: Mr Rasheed Dauda (Chair), 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
4.6	Seek clarification on holding staff records and wording to add to the Workforce Policy.	SBM	25 June 2019
10.1.1	Date of next meeting: 25 June 2019.	All	Immediate

1 WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 In the absence of the Chair of the Committee Mrs Singh, Mr Dauda as Vice-Chair agreed to chair the meeting. He 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 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 22 January 2019 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

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

4 GDPR

- 4.1 The School Business Manager (SBM) explained that she and the Assistant DPO, Ms Kerry Day had attended certified GDPR training which was useful to ensure correct procedures were carried out.

- 4.2 Please see the confidential minutes.

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Chair's Initials:

CS

- 4.3 The SBM confirmed there was no longer a limit to the amount of time to be spent providing information for Subject Access Requests (SARs). GDPR was as important as Safeguarding and GDPR case studies were being shared with staff along with questions and answers to test their knowledge.
- 4.4 The Interim Headteacher (IHT) reported that Safeguarding case studies were shared at staff meetings.
- 4.5 The Chair explained he and Mr Harding had recently attended a Safer Recruitment session which was very useful and explained how GDPR affected DBS checks.
- 4.6 Trustees had a discussion about the length of time to retain staff records as the SBM explained there were records dating back 30 years. It was recognised some staff asked for references years after they left the school, but the information provided needed to be limited to dates they worked at the school. The SBM suggested a statement be added to the Workforce Policy at some stage indicating staff records would only be held for five years. It was agreed to seek clarification on this before making any changes.

Action: Seek clarification on holding staff records and wording to add to the Workforce Policy.

5 FINANCE

- 5.1 The SBM provided salary details as requested at the last meeting and Trustees handed back the papers after the meeting.
- 5.2 The SBM highlighted:
- 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.
- 5.3 Please see the confidential minutes.

6 PREMISES UPDATE

- 6.1 The SBM proposed to report on the disabled toilet and the tree in the Nursery area at the full Trustee meeting so there was no update at this meeting.

7 PERSONNEL UPDATE

- 7.1 The IHT provided an update and to date no teaching staff had reported their intention not to return in September. The intention was to only have permanent members of staff for September 2019.
- 7.2 Please see the confidential minutes.

