

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL ACADEMY TRUST BOARD  
HELD ON 25 JUNE 2019 AT 6.40PM AT THE SCHOOL**

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

Clerk to the Governors: Ms Yvonne Smith

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3	AGREED decision to remove member from Board	All to note	Action taken
6	Trustee ratified the Chair's action – union facilities payment was agreed	All to note	Action taken
7	SG Link report for autumn agenda		Autumn
9.1	The School Visits Policy adopted.	All to note	To note
9.2	The Teaching and Learning Policy to be agreed at next meeting, agenda item Teaching and Learning Assessment	School/GS	Autumn
9.3	Recording to be agreed at next meeting, agenda item	School/GS	Autumn
11	Annual Governance Statement completed circulated for autumn	School/GS	Autumn
12.4	School to research guidance on cross dressing/transgender issues with a view to formulating policy for autumn.	School/GS	Autumn
14	Full audit of website, to report autumn	School/GS	Autumn
15	Appraisal cycle completed end of October, to report to autumn	School/GS	Autumn
16	Autumn agenda item- Self-evaluation	GS	Autumn
17.1	WH to update members and GS on possible new member	WH/GS	As advised

Chair's Initials:



17.2	Updated Link member list circulated for next agenda	School/GS	Autumn
------	---	-----------	--------

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 There were no apologies for absence.
- 1.3 The Clerk confirmed that the meeting was quorate with 7 members present.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. TRUST BOARD MEMBERSHIP**

- 3.1 LB reported that a decision had been taken to remove a member from the Members committee as he had repeatedly not submitted his pecuniary interest form, which was a requirement for all Trustees and Members under the terms of The Academies Financial Handbook. The Board endorsed this decision. The Trustee had been sent 1 verbal reminder and 3 written reminders. Therefore, advice had been sought from the schools solicitors. The Member had, in fact, now resigned. He had indicated he would be complaining about the school.
  - All members were asked to complete the Pecuniary Interest form on 25/04/2019
  - Reminder that the form had not been submitted 26/04/2019
  - Reminder sent with another copy of the form 30/04/2019
  - Further reminder with a copy of the form on 7/05/2019, with a request for the form to be returned by the 14/05/2019, stating that "You have still not returned the form. Therefore, the matter will be referred to the Board of Trustees for them to consider a recommendation for you to be removed from office as a Member".

**AGREED**

The Trustee agreed the decision to remove the member. To note

**4. MINUTES**

- 4.1 Governors received the minutes of the meeting held on 26 March 2019 and agreed these to be an accurate record. The Chair signed a copy of the minutes and these were retained by the school.

**5. INTERIM HEAD REPORT**

- 5.1 BK gave her report to the Board.

5.2 Attendance

Current attendance was 96.1%. Persistent absence (where attendance was lower than 90%) was at a lower rate than last year. Meetings were arranged with parents where this was the case.

5.3 Numbers on roll

The numbers were 440, now 411. This year there were 24 new arrivals during the year with 4 allocated from WF. From September 2019 there would be a full intake of children, which was the first time this had happened.


5.4 Disadvantaged pupils

There were no looked after children (LAC). There were two brothers whose grandmother was their legal guardian. The school received funding for extra help for them. There were 8 children with EHC plans and two were being completed. Pupil premium had not changed.

5.5 Staffing

- 5.5.1 The Assistant HT had passed her 6-month probationary period and was an asset to the school.

- 5.5.2 New experienced teachers for Y1 and Y5 were starting from September 2019.

Chair's Initials: 
--

- 5.5.3 A French/Spanish teacher was starting in autumn, this was because when the Latin programme was quality-assured, the quality of the teaching was very poor.
- 5.5.4 A decision had been taken to end the contract with Elite Sports and this was about quality assurance and value for money. School would like to have offered one of the coaches a FT job. However, due to the nature of the Elite Sports contract, the school would have to have paid Elite 50% of the annual salary, which would be £17,500 on top of the salary, which was not affordable.
- 5.5.5 Music lessons. These had also been quality assured. The only lesson which was adequate was ukulele. The school had met the music coordinator from WF and were changing the offer.
- 5.5.6 Due to the low pupil numbers in the present year's 3 – 46 pupils and year 4 – 39 pupils, it has been decided for September 2019 to have 1 year 4 Class and 1 year 5 class and a mixed class for years 4 and 5.
- 5.5.7 A valued learning mentor, Alex, was relocating to Birmingham as he had found it too expensive to raise a family in London. He would be missed and unfortunately would not be replaced currently due to the finances.
- 5.7 Names of classes would be changed from numbers to authors as the focus was on reading.

Q: How does this work?

A: Each class would have an author's name. They had chosen the names, chosen by the teachers appropriate to that year group and they would read and research the books. It would be, for example, Y1 and then the name of the author.

Q: Could you repeat the situation regarding the sports coach?

A: The service was too expensive, costing over £5,000 - £5,500 per month and we were not getting value for money. BK is interviewing two possible sports coaches next week. If the school employs its own sports coach as an unqualified teacher, there is a saving in excess on £35,000.

Q: Will these changes take place for next September?

A: Yes.

### 5.8 Safeguarding

- 5.8.1 The school now ran an online SG portal to record incidences and MASH referrals - CPOMS. The school previously kept SG paper copies of incidences. However, this was not thought to be secure. The SG lead had responsibility for inputting into the system and ensuring all matters were recorded and followed up.
- 5.8.2 RD was now the Link Trustee for SG. He would report to the Governors and would ensure procedures were followed.

Q: Was there a time limit to implement the new system/policy?

A: RD was brining himself up to speed on the role. He would meet with Nicola, Designated Safeguarding Lead DSL regularly to compile a report to be brought to Trustee meetings. He would challenge the DSL and then the Trustees would challenge him

5.8.3 There had been a previous issue regarding SG, where the school had completed the SG reporting of incidents- which were successive logs of zero incidents. This had gone into the SG Hub at WF but the WF did not examine this and question it and it was not picked up. CPOMS would help to ensure this did not happen again.

5.8.4 There had been 8 SG referrals. RD attended the last SG meeting with Nicola and Josh, the previous SG Link. Nicola had gone through the incidences with the Link Trustee.

- 5.8.5 Nick was now a member of the Trust and he was giving the school advice on SG. RD noted if there was anything, he felt they should discuss, he would bring this to their attention. RD noted that, partly, the previous issue had been the Board not realising how to challenge the information reported. Now the Board knew it was not normal to have zero SG incidences. CS noted that this procedure had been focussed on during the Governance Review. LB noted that on CPOMS they could input everything, and they were doing everything in their power to ensure the previous situation would not happen again. BK noted that some of the cases were active and ongoing, so the incidences listed may not be a new referral; the cases could be existing cases.
- 5.8.6 David Kilgallon, Director of Learning had visited the school on 20 May. He had met with Josh Selfe, WH and RD.
- 5.8.7 A meeting had been held with a consultant from NACE; a charity dealing with more able children and this was to address an Ofsted recommendation.
- 5.8.8 BK and WH had visited the principal of Norlington School to strengthen their relationship. The principal would return the visit to Mayville on 11 July.
- 5.8.9 The Summer Fete was held in June, linked to WF Superzone Pilot Project. There were 4 areas on bikes to encourage parents and children to bring their bikes along for servicing and to encourage riding bikes and being active.
- 5.8.10 The school were working with Leyton Sports Fair, where there would be a section on nutrition, healthy food and air quality. There would be less sweets and healthy alternative foods, but there would still be ice cream, but this would be a healthy option. It was noted that the school Superzone was trying to change fast food, so they were trying to encourage the children to eat more healthily.
- 5.8.11 On 6 July school leavers would act in productions, with songs from musicals. Graduation assemblies were on 16 July.
- 5.8.12 There would be no summer school this year due to finances. However, links to other summer schools would be sent to parents.
- 5.8.13 Visits from EY staff to children in their own homes, who due to start school had already been started as they had to visit 60 children.

Q: Is this normal?

A: Yes. Nearly all schools would do this. The risk assessment on this stated that there were 2 members of staff per visit. It was checked whether there were any animals or pets before the visit. The EY lead checked the risk assessment. The EY lead made the visits with one of the office staff or the welfare officer.

## 6. CHAIR'S ACTION

6.2 The school received a letter from David Kilgallon inviting contributions to the union's facilities time fund. The amount came to £1.300, equivalent to £2.72 per child. It was part of the TUPE agreement the school had signed and therefore the payment would continue. This meant the school could use the union in dealing with internal matters. It was noted if there was a stronger link with the union, the previous issues with staff may have been picked up earlier. It was noted that Steve White would no longer be the branch representative. The facilities time covered the union secretary to come to the school and talk to the members. Also, the school union representative for the school was paid from this fund to attend meetings. The payment was agreed.

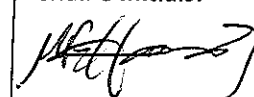
6.3 The Chair had also been dealing with the investigations.

### **ACTION**

**Trustee ratified the Chair's action – union facilities payment was agreed**

**To note**

Chair's Initials:



**7. LINK TRUSTEES REPORT**

RD reported he had taken over as SG Link and attended the meeting with Josh and Nicola. RD had received the report and he was reading this and would bring this to the next meeting.

**ACTION**

**SG Link report for autumn agenda**

**GS**

**8. OFSTED FRAMEWORK**

It was reported that the new Ofsted framework focussed on curriculum design. It was more about the quality of education rather than performance data. The school needed a mission statement. Robert Singh would come to next meeting and elaborate on what the role of the Trustees regarding this. The T&L policy and statement recording needed to all link together with the assessment.

**9. SCHOOL POLICIES**

9.1 The School Visits Policy was considered. This could be reviewed this next year. Agreement of the policy was proposed and seconded and adopted. A signed copy was retained by the school.

9.2 The Teaching and Learning Policy to be agreed at next meeting.

9.3 Teaching and Learning Assessment Recording to be agreed at next meeting.

**ACTION**

9.1 **The School Visits Policy adopted.**

**All to note**

9.2 **The Teaching and Learning Policy to be agreed at next meeting, agenda item**

**GS**

9.3 **Teaching and Learning Assessment Recording to be agreed at next meeting, agenda item**

**GS**

**10. TRUSTEES' TRAINING**

WH and others, including SENDCo and BK attended the DSL level 3 training on 24 May and were now accredited as fully trained. It was comprehensive training and all who attended found it challenging and illuminating. This had been a result of an invite from Marcus, one of the Board members.

**11. ANNUAL GOVERNANCE STATEMENT**

To be completed and circulated for the autumn meeting.

**ACTION**

**AGS completed, autumn agenda item**

**School/GS**

**12. RELATIONSHIPS, EDUCATION, RELATIONSHIPS AND SEZ EDUCATION AND HEALTH EDUCATION**

12.1 Parents had been invited in to see the draft programme. Two parents had attended, and the school would offer the session again. The parents could currently opt out of the relationship part of programme. However, it would be statutory from next year.

12.2 AOB was Link Governor and had submitted questions to BK.

12.3 The programme had been piloted in several other cities. WF would be giving feedback on the boroughs which had piloted this.

12.4 LB noted that other schools had dealt with pupils cross dressing. The school had not experienced this but felt a plan regarding using toilets etc should be considered. BK noted that this often became an issue when a boy dressed as a girl. It was agreed that the school needed something in place and to be proactive rather than reactive. BK proposed that they look at how schools dealt with this.

**ACTION**

**12.4 School to research guidance on cross dressing/transgender issues with a view to formulating policy for next autumn.**

**School**

Chair's Initials:



**13. SCHOOL TERM DATES**

The WF term dates, which had been circulated were agreed and adopted.

**ACTION**

**WF term dates agreed**

**To note**

**14. WEBSITE**

BD had conducted a full audit of the website. There were some items missing and this had now been updated. In the autumn term, there would be a full audit to be sent to Trustees.

**ACTION**

**Autumn term 2019, full audit of website  
Agenda meeting, autumn term 2019**

**School  
GS**

**15. APPRAISAL CYCLE**

This needed to be completed by the end of October 2019.

**ACTION**

**Agenda, autumn term 2019**

**GS**

**16. UPDATE ON SELF EVALUATION**

BK noted that it would be helpful to use the data for KS1 and 2 in the self-evaluation of the school. KS1 and phonics threshold came out next week. KS2 results would be out on 9 July.

**ACTION**

**Autumn agenda item- Self-evaluation**

**GS**

Q: There were some discrepancies in the figures last time

A: The reason for the discrepancy was that the previous staff member was using different guidance on Expected Standard for children, which was higher than the government Expected Standard.

**17. THANKS AND DEPARTURE**

17.1 Ms J Money was relocating, and this would be her last meeting as a Trustee. She was thanked for her work on the Board and wished the best of luck.

17.2 WH may have a contact who would be interested in joining the Board. He will contact them and update members.

17.2 Updated list of Link members to be circulated with autumn agenda to fill vacancies.

17.3 LB was thanked for all her work and for attending the meeting.

**ACTION**

**17.1 WH to update members and GS on possible new member**

**WH**

**17.2 Updated Link member list circulated for next agenda**

**GS**

The meeting closed at 20.20

Chair: WALTER HARDING (print)

[Signature] (sign)

Date: 8/10/2019

Chair's Initials:  
[Signature]