

**MINUTES OF THE AUDIT AND RESOURCES COMMITTEE MEETING OF THE
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD
HELD ON 8 OCTOBER 2019 AT 5.10PM AT THE SCHOOL**

Present: Mrs Chindo Singh (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
2.2	Trustees not at meeting to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.	Mr Rasheed Dauda and Mr Alex Opoku-Boateng.	Next meeting
3.1.1	Mrs Singh was elected as Chair of the Audit and Resources Committee for the academic year 2019/2020.	Governor Services	Immediate
3.2.1	Check to see if Mr Dauda is happy to continue to be Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.	Mrs Singh	Next meeting
6.1	Terms of Reference agreed.	School	Immediate
7.2.1	Inform Governor Services that Trustees need documents at least a week in advance and Mrs Singh and Mrs Smart had not received them by email.	Governor Services	Immediate
7.2.4	Policies agreed by Trustees: <ul style="list-style-type: none"> • Trustee Allowances and Expenses • Budget Monitoring • Review of the Risk Register • Review Links With Other Committees • Statement of Internal Controls • Donation Policy and Procedure • Declaration of Interest and Gifts and Hospitality • Tackling Extremism and Radicalisation • Financial Regulations • Academies Financial Handbook 2019 • Business Continuity Plan • Violence and Aggression • Accounting Policies 	School	Immediate

Chair's Initials:
 CJ

	<ul style="list-style-type: none"> • Anti-Fraud and Corruption • Capital and Revenue Reserves • Write Off / Asset Disposal • Whistleblowing Policy 		
8.1.1	Asset Register agreed and signed by the Chair of Trustees.	School	Immediate
8.2.1	Provide a session on Good Estate Management for Schools at the next meeting based on needs identified via the self-assessment tool.	SBM Governor Services	Next meeting
8.2.1	Complete the Good Estate Management for Schools: organisational self-assessment tool from the ESFA and return to the SBM.	SBM Mr Dauda, Mr Opoku-Boateng	4 weeks
9.2.2	Pay Policy Agreed.	School	Immediate
9.2.2	Complaints Policy agreed.	School	Immediate
11.1.1	Check auditors can make 10 December 2019. If so, next meeting is 10 December 2019.	SBM / 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 Apologies were not received and therefore not accepted from Mr Alex Opoku-Boateng.
- 1.4 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.
- 2.2 Trustees present at the meeting completed the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees and returned them to the Clerk to forward to Governor Services.

Action: Trustees not at meeting to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.

3 ELECTION OF CHAIR AND VICE CHAIR

3.1 Election of Chair for the academic year 2019/2020

- 3.1.1 The Clerk invited nominations for Chair. Mrs Smart proposed Mrs Singh be elected Chair of the Audit and Resources Committee for the academic year 2019/2020. This was seconded by Mr Harding. With no other nominations and no objections Mrs Singh was duly elected as Chair.

3.2 Election of Vice-Chair for the academic year 2019/2020

- 3.2.1 The Clerk invited nominations for Vice-Chair. Mr Harding proposed Mr Dauda be elected Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020. This was seconded by Mrs Singh. With no other nominations and no objections Mr Dauda was duly elected as Vice-Chair in his absence and the Chair agreed to check to see if he was happy to continue to be Vice-Chair.

Action: Check to see if Mr Dauda is happy to continue to be Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.

Chair's Initials:

4 MINUTES

4.1 Trustees received the minutes and confidential minutes of the meeting held on 25 June 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.

4.2 Matters Arising

4.2.1 Please see confidential minutes.

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

5 GDPR

5.1 The School Business Manager (SBM) provided an update on progress since the last meeting.

6 REVIEW TERMS OF REFERENCE

6.1 The SBM explained the Terms of Reference had been updated based on changes in the Academy's Handbook. Trustees agreed the revised document which was signed by the Chair of Trustees and retained by the school.

Action: Terms of Reference agreed.

6.2 Trustees noted that the ESFA needed to approve expenditure exceeding £20k before Trustees approved it. The SBM explained the Regional Commissioner received school financial data and there had been no one-off high spend that needed approval. This included the legal costs which had all been reported to the Regional Commissioner.

7 FINANCE

7.1 Management Accounts

7.1.1 The SBM highlighted:

- Total income was as expected at £2,453,153.
- Total expenditure was £2,554,630.
- As of May 2019 the predicted deficit was -£210,784k but it was likely to be -£101,477k as a number of services had been cancelled or amended and an Assistant Head post had been vacant for a few months. However there was still a focus on quality teaching and giving children the best education possible.
- Utility costs had levelled off to £12k.
- The Trust was in a much better position than previously reported.
- The August outturn indicated reserves of £226k.

7.1.2 The Interim Head Teacher explained that Rock Steady are providing music lessons and are more cost effective as they organise children in bands and they are providing a free day so we pay for 140 children but they work with 280 children.

7.1.3 The SBM provided Benchmarking data to Trustees based on 2018 data. Which for example, showed the school was in the lowest 10% of comparable schools for teaching staff costs. There was a pupil recruitment campaign running and numbers were very positive for September, with 58/60 Reception places being filled. She explained that a combined Year4/5 class had enabled savings on a teaching post from September 2019. Admin costs showed the school was in the highest 10% of similar school but the service provided was very comprehensive and the office was always open and busy. Parent surveys evidenced that the service provided was good.

- 7.1.4 Q: When might children start losing out if budgets are reduced further?
A: We would know when budgets were set and decisions were made on staffing, services and activities. The redevelopment of the outside space had been put on hold until the finances are clearer related to the HR investigations.
Q: Is there anything critical on that list?
A: No. All Health and Safety work is completed and if it is critical to the children's development it is also carried out.

7.2 Policies

- 7.2.1 Trustees asked Governor Services to note that they needed policies at least a week in advance to have time to read them and that the Chair and Mrs Smart had not received them by email, the SBM had to email them on Friday. The policies had been sent to Governor Services on the 27 September.

Action: Inform Governor Services that Trustees need documents at least a week in advance and Mrs Singh and Mrs Smart had not received them by email.

- 7.2.2 Mrs Smart noted how the role of the Clerk was described in the Academies Financial Handbook and asked how it worked at the school. The Clerk explained that LBWF divide the role between the central team in Governor Services and the people who attend meetings as the Clerk. At Mayville the SBM also took on some of the clerking duties in terms of supporting Trustees. Both liaised with the SBM between meetings. The Clerk confirmed she would advise and raise issues if anything came up during Trustee meetings. She indicated that Trustees were challenging and did read material and ask questions. She encouraged Trustees to triangulate data – what was reported, what they saw when they visited school and what they pick up elsewhere to ensure what they were being told was accurate.

- 7.2.3 The SBM and IHT explained a recent scenario whereby the SBM had questioned angry and urgent email requests from the IHT to make a £9k payment during the school holidays. The emails turned out to be fraudulent as the IHT's emails had been hacked. This situation had been resolved and demonstrated the importance of verifying information.

- 7.2.4 Trustees approved the following policies, some of which were signed by the Chair of Trustees, the IHT and one by the Chair of this Committee. All were retained by the school.

- Trustee Allowances and Expenses
- Budget Monitoring
- Review of the Risk Register, signed by the IHT
- Review Links With Other Committees
- Statement of Internal Controls, signed by the Chair of Trustees, the IHT and Chair of this Committee
- Donation Policy and Procedure
- Declaration of Interest and Gifts and Hospitality, signed by the Chair of Trustees
- Tackling Extremism and Radicalisation, signed by the Chair of Trustees
- Financial Regulations, signed by the Chair of Trustees
- Academies Financial Handbook 2019, signed by the Chair of Trustees
- Business Continuity Plan, signed by the Chair of Trustees and the IHT (correct spelling of name initialled)
- Violence and Aggression
- Accounting Policies, signed by the Chair of Trustees and the IHT
- Anti-Fraud and Corruption, signed by the Chair of Trustees and the IHT
- Capital and Revenue Reserves, signed by the Chair of Trustees and the IHT

- Write Off / Asset Disposal, signed by the Chair of Trustees
- Whistleblowing Policy

Action: Policies agreed by Trustees.

8 PREMISES UPDATE

8.1 Asset Management Plan and school capacity review / Asset Register

- 8.1.1 In response to a question the SBM noted that IT was written off when it was 3 years old. The asset register was agreed, signed by the Chair of Trustees and retained by the school.

Action: Asset Register agreed and signed by the Chair of Trustees.

8.2 Premises Audit

- 8.2.1 The SBM provided Trustees with a new document, Good Estate Management for Schools: organisational self-assessment tool from the ESFA. She explained it would help her provide information to Trustees at future meetings. Trustees present completed the form, returned it to the SBM and she agreed to provide a session at the next meeting based on what was needed. Trustees asked particularly for an overview as they often dealt with specific request but would appreciate an overview.

Action: Provide a session on Good Estate Management for Schools at the next meeting based on needs identified via the self-assessment tool.

Action: Trustees not at the meeting to complete the Good Estate Management for Schools: organisational self-assessment tool from the ESFA and return to the SBM.

9 PERSONNEL UPDATE

9.1 Staff Performance Reviews

- 9.1.1 The IHT confirmed teaching staff reviews were underway. Administrative staff reviews took place in April.

- 9.1.2 One Year 4 teacher had resigned due to personal circumstances and the school would be recruiting for January 2020.

9.2 Policy Review to include Teachers' Pay and Complaints

- 9.2.1 The Teachers' Pay Policy was in line with the agreed framework, although the Policy was not provided at the meeting. It was explained that pay would be backdated to September 2019. Trustees asked how pay rises were funded if not all the funding came from Government. It was included in budgets. Although the document was not provided, Trustees agreed the Policy based on what was presented.

Action: Pay Policy Agreed.

- 9.2.2 The Complaints Policy was agreed.

Action: Complaints Policy agreed.

10 ANY OTHER BUSINESS

- 10.1 There were no items of Any Other Business.

11 DATE OF NEXT MEETING

11.1 Future meeting date

- 11.1.1 The next meeting of the Audit and Resources Committee was due to be on 3 December but the Chair could not attend, so it was agreed to move it to 10 December if the auditors could make that date.

Action: Check auditors can make 10 December 2019. If so, next meeting is 10 December 2019.

Autumn Term 2019

11.2 Agenda items for the next meeting

Welcome and apologies for absence

Declarations of interest

Minutes and matters arising from the last meeting held on 8 October 2019

Confirm Vice-Chair of Committee

Finance

Auditors – Annual Report and Accounts

Premises Update (standing item)

Good Estate Management for Schools

Personnel Update (standing item)

See school compliance calendar

Date and agenda items for the next meeting

Any other business

The meeting closed at 7.25pm.

Chair: Chinda Singh (print)

Chinda Singh (sign)

Date: 10/12/2019