

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD  
HELD ON 8 OCTOBER 2019 AT 7.27PM AT THE SCHOOL**

**Present:** Mr Walter Harding (Chair), Trustee  
Mrs Ann Smart, Trustee  
Mrs Chindo Singh, 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
1.4	Rev Bridget De Mello had recently resigned as Trustee and Mr Ale Rasul had recently resigned as Staff Trustee.	Governor Services	Immediate
4.1.1	Mr Harding was elected as Chair.	Governor Services	Immediate
4.2.1	Check to see if Mr Dauda is happy to continue to be Vice-Chair of the Board for the academic year 2019/2020.	Mr Harding	Next meeting
5.1	Advise Chair of potential candidates / 'speed dating' session with potential candidates.	Governor Services Mr Harding	Immediate
5.1	Arrange Staff Trustee and Parent Trustee recruitment.	IHT and SBM	Immediate
13.1	Send generic Trustee Board Annual Cycle to the SBM so it could be personalised for the school.	Governor Services and SBM	2 weeks
14.1.1	The Chair, Mr Dauda and Mrs Smart would form the Headteachers Performance Management committee (not to meet on a Thursday). Other committees remain 'as is'.	Governor Services All	Immediate
14.2.1	Terms of Reference for the two Committees were ratified.	School	Immediate
14.3.1	Mrs Smart confirmed she was link Trustee for attendance and behaviour and RSE. Mrs Singh confirmed she would be link Trustee for Pupil Premium.	Governor Services and School	Immediate
14.3.1	Add Link Trustee allocation to the next agenda.	Governor Services	Next meeting

Chair's Initials:

*WHA*

15	Trustees agreed or ratified the following policies: <ul style="list-style-type: none"> <li>• School Complaints Policy</li> <li>• Safeguarding Policy</li> <li>• Teaching and Learning Policy</li> <li>• Online Safety Policy</li> <li>• SEND Policy</li> <li>• Trustee Allowances and Expenses</li> <li>• Budget Monitoring</li> <li>• Review of the Risk Register</li> <li>• Review Links With Other Committees</li> <li>• Statement of Internal Controls</li> <li>• Donation Policy and Procedure</li> <li>• Declaration of Interest and Gifts and Hospitality</li> <li>• Tackling Extremism and Radicalisation</li> <li>• Financial Regulations</li> <li>• Academies Financial Handbook 2019</li> <li>• Business Continuity Plan</li> <li>• Violence and Aggression</li> <li>• Accounting Policies</li> <li>• Anti-Fraud and Corruption</li> <li>• Capital and Revenue Reserves</li> <li>• Write Off / Asset Disposal</li> <li>• Whistleblowing Policy</li> <li>• Asset Register</li> </ul>	School	Immediate
17.1.1	Check auditors can make 10 December 2019. If so, next meeting is 10 December 2019.	SBM All	Immediate
17.2	Invite Member to brief Trustees on the new Ofsted changes and approach to schools	School	Next meeting
17.3	<u>Agenda items for the next meeting</u> Welcome and apologies for absence Declarations of interest Minutes and matters arising from the last meeting held on 8 October 2019 Appointment of Vice-Chair Interim Headteacher Report RSE implications Briefing on the new Ofsted changes and approach to schools Link Trustee Allocation and Reports Trustees' Training <i>See school compliance calendar</i> Date and agenda items for the next meeting Any other business	Governor Services, School	Next meeting

## 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.

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Chair's Initials:
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- 1.4 The Interim Head Teacher (IHT) explained that Rev Bridget De Mello had recently resigned as Trustee due to personal circumstances and Mr Ale Rasul had recently resigned as Staff Trustee.
- 1.5 The Chair confirmed that the meeting was quorate.

## 2 DECLARATIONS OF INTEREST

### 2.1 Register of Business Interests

- 2.1.1 Trustees present had completed the Annual Declaration of Pecuniary and Personal Interests form at the earlier Audit and Resources Committee meeting.

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

## 3 TRUSTEE BOARD CODE OF CONDUCT

- 3.1 Trustees present had reviewed and completed the Code of Conduct for School Trustees at the earlier Audit and Resources Committee meeting.

## 4 APPOINTMENT OF OFFICERS

### 4.1 Election of Chair for the academic year 2019/2020

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

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

- 4.2.1 The Clerk invited nominations for Vice-Chair. Mr Harding proposed Mr Dauda be elected Vice-Chair of Board for the academic year 2019/2020. This was seconded by Mrs Smart. 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 Board for the academic year 2019/2020.**

## 5 MEMBERSHIP

- 5.1 Given the recent resignations it was agreed to recruit a Staff Trustee, a Parent Trustee and a General Trustee. The Chair asked to be informed about candidates known to Governor Services and to attend a 'speed dating' session with potential candidates. It was indicated that an accountant would be useful so the School Business Manager (SBM) could step down from being a Trustee.

**Action: Governor Services to advise Chair of potential candidates / 'speed dating' session with potential candidates.**

**Action: IHT and SBM arrange Staff Trustee and Parent Trustee recruitment.**

## 6 MINUTES

- 6.1 Trustees received the minutes of the meeting held on 25 June 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.

### 6.2 Matters Arising

- 6.2.1 Please see confidential minutes.

Chair's Initials:



6.3 Chair's Annual Report

6.3.1 The Chair handed round his annual report which would be used on the website and sent to parents and asked for feedback. Trustees thought the report was clear and positive and thanked the Chair. Minor corrections were passed to the SBM to make before publishing on the website and using in the newsletter.

6.4 Audit and Resources Committee, 25 June 2019

6.3.1 The minutes of the Audit and Resources Committee were agreed at the Audit and Resources Committee.

6.4 Curriculum Committee, 24 September 2019

6.4.1 Due to a lack of Trustees being able to attend, the Curriculum Committee meeting had been postponed.

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

**7 INTERIM HEADTEACHER'S REPORT**

7.1 The IHT presented her detailed end of year report to Trustees. Trustees thanked her for the details provided and the summaries for each section. The IHT highlighted:

- School roll in July 2019 was 406 and for September 2019 was 400.
- Attendance was at 96.3% against a target of 96%.
- The CPOMs data system had been introduced for safeguarding meaning all data was in one place and up-to-date.
- 75 pupils were on the SEN register, 8 (2 pending) had EHC plans. This figure was likely to rise as recently LA admissions are referring more SEND children to our school, even though we have been told there is no available Speech and Language Therapist to address the needs of these children.

7.2 Q: Do we have the skill set to provide the services needed for pupils with EHC plans?  
A: Yes and no. Yes but that depends on the individual child's need. Some children's needs are so great that a Special School would provide a better service. No to the extent that a Speech and Language Therapist is required in the assessment and review of EHCPs but the service has not been available since April 2019 and we have been advised to look at the private sector.

7.3 The Pupil Premium (PP) Grant has been reduced due to less families claiming for FSMs. The grant spend had been evaluated to identify what was most effective – Saturday and Easter school for Years 6 and 2, plus the Graduate Learning Support. The Nurture room had not worked so well due to staff long term illness and the space had now been repurposed. In terms of results, PP pupils had achieved significantly better in comparison to national averages. The school needed to work on more PP pupils achieving the higher standard, though they were doing just as well or better than non-PP pupils at the school. The school was investing in good quality first teaching and using the PP grant for more enrichment activities.

7.4 Q: Is the PP grant being used effectively or has the teaching standard improved?  
A: Again it's a bit of both. The data presented is a reflection of the end of KS2 however the grant caters for pupil premium children across the whole school. Yes the quality of teaching has improved across the school but we had also invested in targeted intervention and 1 to 1 support that prove to be effective. This year, as I mentioned previously, we are targeting more enrichment activities such as developing the Science Garden, resourcing the KS1 and 2 multi-sensory rooms and provide the additional funds required to contract a Speech and Language Therapist.

- 7.5 Q: What about the new French teacher? Are they better qualified than the previous Latin Teacher?  
A: Yes. She is a qualified Teacher who is French and who had previously worked in a private independent school.
- 7.6 Q: Is there 1:1 work?  
A: Yes, with the learning mentor and EP.
- 7.7 The IHT explained the Sports grant was now paying for Yoga for children in Years 2 to 5, plus extra swimming lessons. Very few children could swim and we have established a partnership with the LA and Leisure Centre (as part of the Superzone project), that offered free swim to children under 16 years so the school was promoting that with families in the local community.
- 7.8 The IHT had received the School Monitoring Letter from David Kilgallon, Director of Learning and System Leadership, indicating the school had been given a Green rating due to the Good Ofsted inspection and improvements in key progress measures, standards and outcomes. Trustees were pleased to hear this.
- 7.9 The IHT drew the Trustees attention to the Summary Headlines for 2019 from the School Information Dashboard. In particular she highlighted:
- EAL is high at 68.6%
  - EYFS GLD results significantly higher than both Waltham Forest (WF) and national average
  - Phonics slightly higher than national but dropped 1% below WF
  - KS1 achieved significantly higher attainment for both the expected and higher standard than both WF and national in all areas. Improvement in the number of children achieving greater depth is noteworthy; 44% reading, 32% writing, 37% Maths and 21% combined.
  - Maths was good at KS1 but also for KS2 where 54% achieved greater depth which is significantly higher than Waltham Forest and National averages.
  - KS2 also achieved significantly higher attainment for expected standard level than both WF and national in all areas, however, at the higher standard we fell below WF and national for both reading and writing. This remains to be a major focus in the School Improvement Plan.
  - The progress for reading (4.2) and writing (3.6) was significantly better than Waltham Forest 1.1 and 1.2. The progress was excellent for Maths, at 7.0 it was significantly higher than WF 1.6.
- 7.10 We have subject leads for all subjects, with the exception of Music and PE, though it was hoped this would be rectified soon with future recruitments. To promote reading, we have assigned all classes with author's names (these authors' works will be studied at some point during the year). Staff training continued and we are investing in developing our Middle Leaders; all besides one have been accepted on a NPQML/NPQSL accredited training course.
- 7.11 The school will be providing national online safety training for children, staff and parents. We thought it was necessary to buy into this package because we were receiving an alarming number of incidences of children encountering negative and potentially dangerous experiences online.
- 7.12 Trustees were provided with the SIP, for information.

**8 CHAIR'S ACTION**

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

**9 TRUSTEES' TRAINING**

9.1 The Chair encouraged Trustees to participate in training provided by Governor Services especially related to safeguarding and finance.

**10 KEEPING CHILDREN SAFE IN EDUCATION**

10.1 This had been covered in the IHTs report.

**11 SCHOOL ITEMS**

11.1 School Website

11.1.1 The SBM was part way through checking the compliance of the websites. Urbis Academy Trust was up to date and she had a few things to check on the school website.

11.2 Appraisal Cycle

11.2.1 This had started and should be complete for teachers by the end of October. Support staff and the SBM happen by April.

11.3 Update on Self Evaluation

11.3.1 This had been completed at the last meeting.

**12 SKILLS ANALYSIS**

12.1 This had been completed and Trustees awaited feedback.

**13 TRUSTEE BOARD ANNUAL CYCLE**

13.1 The SBM asked for the generic annual cycle to be emailed to her so she could update for the school. For example, most policies were agreed each autumn.

**Action: Send generic Trustee Board Annual Cycle to the SBM so it could be personalised for the school.**

**14 TRUSTEE BOARD COMMITTEES**

14.1 Membership of Committees

14.1.1 It was agreed that:

- The Trustee / Staff Discipline committees would be convened as required from the pool of Trustees.
- The Chair, Mr Dauda and Mrs Smart would form the Headteachers Performance Management committee (not to meet on a Thursday).
- The Curriculum Committee needed more Trustees and maybe a new Trustee, once appointed would join.
- The Audit and Resources Committee was fine as is.

**Action: The Chair, Mr Dauda and Mrs Smart would form the Headteachers Performance Management committee (not to meet on a Thursday). Other committees remain 'as is'.**

14.2 To Review Committees' Terms of Reference

14.2.1 The Terms of Reference for the two Committees were ratified.

**Action: Terms of Reference for the two Committees were ratified.**

14.3 Link Trustees

14.3.1 It was agreed this would be on the next agenda when hopefully more Trustees would be in attendance. Mrs Smart confirmed she was link Trustee for attendance and behaviour and RSE. Mrs Singh confirmed she would be link Trustee for Pupil Premium.

**Action: Mrs Smart confirmed she was link Trustee for attendance and behaviour and RSE. Mrs Singh confirmed she would be link Trustee for Pupil Premium.**

**Action: Add Link Trustee allocation to the next agenda.**

15 **SCHOOL POLICIES**

15.1 Policy Review Cycle

15.1.1 Trustees noted the Policies had been agreed at the meetings today.

15.2 School Complaints Policy

15.2.1 Trustees agreed the School Complaints Policy.

15.3 Safeguarding Policy

15.3.1 Trustees agreed the Safeguarding Policy.

15.4 Teaching and Learning Policy

15.4.1 Trustees agreed the Teaching and Learning Policy.

15.5 Online Safety Policy

15.5.1 Trustees agreed the Online Safety Policy.

15.6 SEND Policy

15.6.1 Trustees agreed the SEND Policy.

15.6.2 Regarding the SEND Policy, the IHT referred to a section within the policy and explained that some SEND pupils, from out of Borough or new arrivals from another country, were not referred to us with an EHC plan and therefore our school had no resources to support them. The Policy specified capacity: no more than four children with complex special needs per class. They needed 1:1 support that can only be offered only once the EHCP was in place and funding was provided.

15.6.3 Q: In your experience are you turning pupils with complex needs away or admitting them with the plans (and funding) coming later?

A: This depends on our capacity, some of our classes are either full or there are already many children with special needs. Unfortunately for parents their children will not be considered for a special school if they do not have an EHCP.

Q: How do you resolve it?


A: We admit as many children that we have the capacity to support.

Q: That's why I raised it, what is the solution?

A: We have to explain class size, other pupils requiring support etc. but it can still be rejected by the LA.

A: Chair: And if the school rejected a child the school would be fined and taken to task. As a rule, schools don't turn children away. They take the children and bear the costs, or the whole class suffers.

Chair's Initials:



15.7 All Audit and Resources Policies

15.7.1 Trustees ratified the following policies agreed and signed by the Chair of Trustees, IHT and Chair of the Audit and Resources Committee at the recent Audit and Resources Committee:

- 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
- Anti-Fraud and Corruption
- Capital and Revenue Reserves
- Write Off / Asset Disposal
- Whistleblowing Policy
- Asset Register

16 **LINK TRUSTEE REPORTS**

16.1 No link Trustee reports were provided.

17 **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

17.1 Future meeting dates

17.1.1 The next meeting was due to be on 3 December but Mrs Singh could not attend the Audit and Resources meeting on that date, so it was agreed to move both meetings 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**

<b>Curriculum Committee</b>	<b>Audit &amp; Resources /Trustees' Meeting</b>
19 November 2019	10 December 2019 (if suits auditors)

**Spring Term 2020**

<b>Curriculum Committee</b>	<b>Audit &amp; Resources /Trustees' Meeting</b>
	4 February 2020
17 March 2020	31 March 2020

**Summer Term 2020**

<b>Curriculum Committee</b>	<b>Audit &amp; Resources /Trustees' Meeting</b>
9 June 2020	30 June 2020

17.2 A Member had offered to brief Trustees on the new Ofsted changes and approach to schools at the next meeting. This was agreed.

**Action: Invite Member to brief Trustees on the new Ofsted changes and approach to schools.**



- 17.3 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  
Appointment of Vice-Chair  
Interim Headteacher Report  
RSE implications  
Briefing on the new Ofsted changes and approach to schools  
Link Trustee Allocation and Reports  
Trustees' Training

*See school compliance calendar*

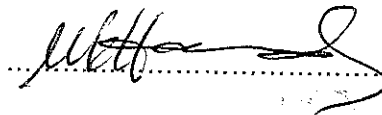
Date and agenda items for the next meeting  
Any other business

**18 ANY OTHER BUSINESS**

- 18.1 There was no other business.

The meeting closed at 9.23pm.

Chair: M E HARDING (print)

 (sign)

Date: 10/12/2019

Chair's Initials:  
