

**MINUTES OF A MEETING OF THE MAYVILLE PRIMARY SCHOOL
AUDIT AND RESOURCES COMMITTEE/TRUSTEES MEETING
HELD ON THURSDAY 21 MAY 2020 AT 4.00 P.M. REMOTELY (VIA ZOOM)**

Present: Mrs Chindo Singh (Chair)-Trustee (CS)

Interim Head Teacher

Ms Beverley Konorowska (BK)

Parent Trustees

Mr Alex Opoku-Boateng (AO-B)

Ms Childiebere Nwa (CN) Laura Smith

Staff Trustee

Mrs Lorraine Barella (LB)

Ms Hannah Roberts (HR)

Trustees

Mr Rasheed Dauda (RD)

Mr Walter Harding (WH)

Mrs Ann Smart (AS)

Clerk to the Trustees: Mrs Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.4.	Estate Management and Neighbourhood Building Development: Agenda items for next meeting.	Governor Services	Next meeting
3.2.3.	Skills Audit: Governor Services to e-circulate	Governor Services	As soon as possible
3.5.	Intent Statement: Agenda item for next meeting	Governor Services	Next meeting
3.6.	National Online Safeguarding Link for Trustees: Governor Services to resend link to governors	Governor Services	As soon as possible
5.2.4.	Revised 2020/2021 Budget: CS/LB to liaise prior to submission to the EFSA.	CS/LB	Ongoing
6.3.4.	Insurance Liability re Reopening: LB to contact RPA to ask.	LB	As soon as possible
6.3.5.	Union Concerns re Reopening: Hannah R to email LB risk assessment to NEU to review.	LB/HR	As soon as possible
6.3.6.	Monitoring of Health and Safety Checklist: LB and CN.	LB/CN	Ongoing

Chair's Initials:

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 9 governors present.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Following Agenda Items

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

3. MINUTES

3.1. Minutes of Meetings Held on 25 June 2019 and 11 February 2020

These were received and agreed to be an accurate record of the meeting. Copies will be signed in due course for retention by the School.

AUDIT AND RESOURCES:

3.2. Matters Arising

3.2.1. Repairs to Fence

These are ongoing.

3.2.2. Preparation of Paper re Office Hours

This is ongoing.

3.2.3. Charging and Letting Policies

These are unchanged with school lettings managed by Strictly Education Ltd.

3.2.4. Estate Management and Neighbourhood Building Development

ACTION: Agenda items for next meeting.

3.2.5. Asset Management Plan

This has been circulated.

TRUSTEE:

3.3. Skills Audit

ACTION: Governor Services to e-circulate please.

3.4. Relationships and Sex Education

Carry forward action.

3.5. Intent Statement

ACTION: Agenda item for next meeting.

3.6. National Online Safeguarding Link to Trustees

ACTION: Governor Services to resend link to Trustees.

3.7. Local Authority Service Level Agreements re Technical/HR/Legal Advice

These have been bought back.

4. GENERAL DATA PROTECTION REGULATION

LB reported that there had been a recent staff training session re log-ins.

5. FINANCE

5.1. Internal Controls Report

LB reported that a full audit had recently been conducted for the period 01/04/2019 to 31/12/2019 with no weakness identified. The end of year certificate for teachers' pensions was submitted by the deadline of 31/05/2020.

5.2. Budget Forecast Finance Report 2020-2021

5.2.1. LB reported that a budget deficit of £54,000 is predicted for this year due to a number of factors including no nursery fees since before lockdown, high needs 'clawback' and £13,000 re British Council ring fenced for a Kenya trip which is likely to go ahead as 18 months hence.

5.2.2. Teaching costs are £103,510 over budget due to protracted disciplinary and HR investigations, high recruitment and agency costs and high support staff costs due to children needing 1:1 support.

5.2.3. Admin support costs are over budget due to governance, investigation, audit and governance costs.

5.2.4. In order to control the budget deficit every payment is monitored carefully with only necessary expenses met. Invoices are held until they are due. Unfortunately, other budget pressures have included 2 long term sickness absences and reduced student numbers. Pupil premium funding income is expected to increase following lockdown with £15 per week per eligible child now sent fortnightly by e-vouchers (reimbursement expected). Every effort will be made to protect curriculum provision for the children however.

Q. What areas of expenditure are being reduced? **A.** Extras. A difficult 9 months is expected but the HR investigations finish that will reduce expenditure. Costs of legal action also need to be factored in.

Trustees **AGREED** that LB needs to control all expenditure carefully given that there are no reserves. Only items essential for safety should be purchased, it being noted that the school playground is in need of urgent work. A staff restructure will be considered including redundancies if necessary and expenditure on staffing minimised over the next year.

Q. What are the consequences for the Trust of going into deficit? **A.** The Education Funding and Skills Agency could be contacted for a loan but that would be repayable so will be avoided if possible. The School has no overdraft facility, it is better to monitor outgoings closely. There have been no Nursery fees due to lockdown and this is likely to continue until September. Classes could be amalgamated where numbers are low e.g. year 5.

Q. Regarding the prediction of recover in year 3 of the forward projection is that predicated on the assumption of a rising roll and is that realistic? **A.** It assumes that staffing costs fall and that less experienced and cheaper teachers are recruited as teachers leave. Two vacancies are to be filled by recruitment of a TeachFirst teacher on an unqualified teacher contract and of a teacher on MPS1. Any comments/queries may be emailed to LB.

Q. To BK are you alright with the recruitment of a TeachFirst unqualified teacher? **A.** They have interviewed well but not yet in the classroom. TeachFirst is a reputable teacher trainer and there is significant training given in the first year. Contractually, TeachFirst teachers have to stay for two years but it is likely to be difficult for teachers to leave at present regardless.

LB noted that the budget will be revised prior to submission to the EFSA. Due to the predicted deficit, senior leaders will not be recruited until HR issues have been resolved. Nursery income may exceed budget but there is, as yet, no guidance regarding reimbursement of free school meal costs. Any grants for which the School is eligible will be applied for. The sports pitch could be let following lockdown.
ACTION: CS/LB to liaise re revised budget.

6. HEAD TEACHER'S REPORT-BK

6.1. Prior E-Circulation of Documents

- Plan for school to reopen on 1 June 2020 following risk assessment.
- Report re safeguarding and well-being to monitor the most vulnerable not in school and the well-being of staff and children.
- Summary of online learning.
- Detail re learning, curriculum and assessment for Early Years to Year 6.
- Information provided to staff including re well-being and mental health support. (Counselling services provided).

6.2. Safeguarding

6.2.1. Reference was made to the computerised CPOMS allowing for communication and report of any developments, alerting all members of the safeguarding team.

The School has been closed since late March to the majority of children but parents of vulnerable children and key workers have been contacted to see if they intended to send their children back to School shortly. Initially, there were 6 attendees only, reducing to 3.

6.2.2. Food parcels have been provided for vulnerable families by the Felix Project and Magic Breakfast delivered by school staff if families are isolating. Google Classroom has been set up with log in information provided and weekly work packs provided for children where requested by families. There has been weekly phone contact for well being checks including re medical conditions.

Q. Re well-being are you satisfied that the School has done all it can to maintain contact with families? **A.** Yes, think we've done all we can. Calls have been welcomed and parents are grateful for the advice given. There are issues are non-responded so multi agency or social work referrals are made where necessary. All children with Education and Health Care plans and children otherwise considered to be vulnerable have been contacted with this logged on CPOMS. We believe we are doing all we can including sharing of surplus food locally.

Q. Any feedback from parent governors? **A.** Yes, parents generally say that the School is supportive and reassuring in its communication with parents and that Google classroom has been supportive. There is a focus on mental health and parents want children to return, are impressed by the Mayville approach. Some parents are under more pressure but there have been no complaints about the school. Teachers and support staff are commended.

6.2.3. **Q.** The School is doing well to support but why are the numbers engaging re teaching so low? **A.** The problem with google classroom is that we can only get numbers from children who submit work or comment although other children may be accessing work. So, it's hard to gauge how many are going on google classroom. From the phone calls made, we have to consider how much pressure we should put children under to submit work. Unless we provide all children with laptops or I pads we can't insist that children access google classroom given that we don't know the family situation or circumstances. DK's letter shares the sentiment that well-being and mental welfare is paramount with a focus on quality rather than quantity of work submitted.

Q. Has every child had a supportive call? **A.** These were initially targeted at vulnerable and key worker children. NEU guidance was that teachers shouldn't live stream or ring home. Communication was initially by google classroom but teachers are now encouraged to make phone calls to make children feel that they still belong to the Mayville family. At Mayville expectations have been manageable re hours worked but there is concern about security. As people have become used to remote learning there is less anxiety and more success. There was initial excitement about google classroom so disappointment when just text was shown. Videos and connection with teachers have been well received. For older children formal education is more pressing when work needs to be marked.

6.2.4 **Q.** Key Stage 1 and Early Years have improved. Any idea how Key Stage 2 plan to increase engagement and interaction, feedback on learning and assessment? **A.** There is information in the 2nd report including interactive things e.g. singing and music. There is daily feedback and work is uploaded and marked then returned to the children without undue risk. Parents can email or scan work over. Key Stage 2 has been just as interactive as Key Stage 1 with a good response by teachers to online teaching. All year groups are working hard and admin staff are following up queries. There have been no complaints re feedback or work provided with positive feedback from governors and parents in a difficult situation.

Q. Can we review assessment? **A.** We need work to assess but also to know that it's been done independently so assessment is based on spring term work.

Q. How does Mayville compare to other schools? **A.** DK guidance is to base assessment on the spring term. Some schools are just providing packs, others work online via Google classroom and emails. Some schools have better technology but finance is a limitation for us as we have just one technician from Strictly Education who has helped us but it's a difficult transition from classroom to online learning. I pads are limited. There is more focus on safeguarding and reopening of schools.

C. That approach is agreed. Parents are unlikely to respond well to the pressure of formal assessment which could harm the process of trying to come back together.

6.2.5. **Q.** Have all children been contacted, no 'lost' children? **A.** All teachers have been asked to contact all children and the School will pay the costs. Two mobile phones have been purchased for school use. Teachers have been told to let the senior team know who has not been contacted. All free school meals families have been contacted by the school business manager by email and text. We plan to have Zoom meetings or phone calls regarding pupil reports which will be sent out nearer to the end of term.

6.3. Plan to Reopen and Risk Assessments

6.3.1. Documents have been e-circulated. Several meetings have been held locally e.g. small group head teacher meetings with the LBWF Director of Learning and Head of Traded Services to gather information about schools reopening plans. The only input was that the LA will provide signage re social distancing.

6.3.2. LB has completed a thorough risk assessment which has been e-circulated to governors. Pictures have been taken and locations advised to the local authority. It was a very long risk assessment, concluding that children are not expected to 'social distance'.

There will be a Power point presentation to staff to encourage discussion of risks. Posters will be displayed re hand washing but there have been no child deaths from COVID19 but some scepticism by governors and parents who are not convinced by government assessment of the risks.

Q. How are members of staff protected? **A.** The Local Authority says that PPE is not necessary but Mayville will supply PPE if it's wanted. We can't guarantee anything only measure and mitigate the risks. The risk assessment is thorough. We can't stay shut forever until/unless there's a vaccine. The majority of parents are not assured that schools are safe but numbers may rise as the weeks go on if infection and death rates do not change. Am just not sure that now is the right time. There is concern about the year groups that have been chosen, the risks can be minimised by short days and looking to see if plans are effective in practice. There is a potential problem where staff and children need to travel in by public transport so a later start will help. The risk assessments have been accepted by staff. There is a need to maintain close contact with staff and parents in this situation.

6.3.3. **Q.** What about insurance liability? **A.** For maintained schools the Local Authority has asked schools to do risk assessments and then the local authority will accept liability. Academies have to take liability but we are fully insured. A legal action would have to prove that the School had failed in its duties. By reopening we are complying with the law so if a risk assessment is done that is a good defence.

6.3.4. **Q.** Do we need to refer to the insurers? **A.** Our RPA insurance is government backed. Risk assessments can't guarantee against human behaviour so a generic answer is likely.
ACTION: LB to email RPA and ask them.

6.3.5. Concern was expressed about mixed messaging from government, the local authority and trade unions.
ACTION: Hannah R to email details of LB risk assessment to NEU to review.

6.3.6. **Q.** Re a phased return, do staff feel safe and confident? Will there be INSET to support them? **A.** Teachers are vulnerable re communicable diseases so we need to consider how best to make things safer in practice for everyone. There is grouped staff training on the 1st, 2nd and 3rd of June for early years/admins, Key Stage 1 and Key Stage 2 respectively. Training is part of it but we need to check that it is being followed.
ACTION: LB checklist (including local authority checklist) to be monitored by LB and a governor. (CN available).

7. **PREMISES UPDATE**

No work is planned due to lack of funding. A leaky boiler in lockdown was dealt with as urgent.

8. **PERSONNEL UPDATE**

Minuted as confidential under separate cover.

9. **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

9.1 Date and Time of Next Meeting

9.2 Agenda Items

- Estate Management
- Neighbourhood Building Development
- Intent Statement

10. ANY OTHER BUSINESS

The meeting closed at
(Clerk left the meeting at 6.30 p.m.).

Chair: (print)

..... (sign)

Date:

Chair's Initials:
