

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD  
HELD ON 11 FEBRUARY 2020 AT 5.53PM AT THE SCHOOL**

**Present:** Mr Walter Harding (Chair), Trustee  
Mrs Chindo Singh, Trustee  
Mr Rasheed Dauda, Trustee  
Mr Alex Opoku-Boateng, Parent Trustee  
Ms Laura Smith, Parent Trustee  
Ms Hannah Roberts, Staff Trustee  
Ms Beverley Komorowska, Interim Head Teacher  
Ms Lorraine Barella, Staff Trustee and School Business Manager

Clerk to the Trustees: Mrs Debbie Ladds

**Also present:** Mr Terry James, School Effectiveness Adviser, for items 1, 2, 3, 4 and 6.

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
2.1.1	Ms Smith to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.	Ms Smith	2 weeks
4.2/6.3	Meet the new teacher who has a lead on PE and Health and Fitness.	Mr Dauda, SBM	After half term
4.2/8.3	Trustees to complete skills audit once form received from SBM (from Governor Services).	Trustees, SBM, Governor Services	8 weeks
4.2/9.1.3	Involve Mrs Smart in the RSE work.	IHT, Mrs Smart	Ongoing
4.2/11.1	Add Intent Statement to the next agenda.	Governor Services, IHT	31 March 2020
4.2/12.1.3	Send the National Online Safeguarding Training link to Trustees. Trustees to complete the course.	Mr Dauda, Trustees	4 weeks
4.2/12.1.4	Provide details of the Refugee Safeguarding Course to Mr Dauda.	Mrs Smart	4 weeks
4.2/13.2.1	Add 2019/2020 Targets to the next agenda.	Governor Services	31 March 2020
4.4.1	Agree the Curriculum Committee minutes from 19 November 2019 at the next meeting.	Governor Services	31 March 2020
6.1	Continue with Local Authority for technical HR/legal advice.	SBM	Immediate and ongoing

8.1.1	Trustees ratified the following policies which had been circulated in advance: <ul style="list-style-type: none"> <li>• Breakfast Club and After School Club Policy</li> <li>• More Able Policy</li> <li>• Educational Visits Policy</li> <li>• Complaints Procedure</li> <li>• Physical Restraint – Incident Report Form</li> <li>• Induction for the Newly Qualified Teachers (NQTs)</li> <li>• Homework Policy</li> <li>• Safer Recruitment and Selection Policy 2020</li> <li>• Whistleblowing Policy 2020</li> <li>• Staff and Visitors Code of Conduct</li> </ul>	School	Immediate
9.1.1	Next meeting is on 31 March 2020.	Governor Services All	Immediate
9.2	<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 11 February 2020 Curriculum Committee minutes from 19 November 2019 Interim Headteacher Report Intent Statement 2019/2020 Targets <i>See school compliance calendar</i> Date and agenda items for the next meeting Any other business	Governor Services	31 March 2020
10.1.1	Arrange Link Trustee visits: Mr Dauda to visit the Reading Lead and Writing Lead, with Mr Harding, Mr Dauda to visit the PE Co-ordinator. Mr Opoku-Boateng asked to visit the Maths Lead.	SBM, Mr Dauda, Mr Harding, Mr Opoku-Boateng	After half term
10.1.2	Ms Smith to consider being the SEND Link Trustee and the Early Years Link Trustee.	Ms Smith	4 weeks
10.1.3	Ms Smith is on the Audit and Resources Committee.	Governor Services	Immediate
10.1.4	Ms Roberts is on the Curriculum Committee and is the Deputy rather than Mr Harding.	Governor Services	Immediate

## 1 WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting, especially Ms Smith and individuals introduced themselves.
- 1.2 Apologies were received and accepted from Mrs Ann Smart.
- 1.3 The Chair confirmed that the meeting was quorate.

## 2 DECLARATIONS OF INTEREST

- 2.1 Register of Business Interests
- 2.1.1 Ms Smith will be completing the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees and return them to the School Business Manager (SBM).

**Action: Ms Smith to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.**

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

**3 MEMBERSHIP**

3.1 The Chair explained a new Member had been appointed, Mr Elroy Claxton who had a background as a defence lawyer.

3.2 The School Business Manager (SBM) confirmed they were still looking for another General Trustee, preferably with a financial background. The person mentioned at the previous meeting had not progressed their interest in being a Trustee.

**4 MINUTES**

4.1 Trustees received the minutes and confidential minutes of the meeting held on 10 December 2019 and agreed them 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

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Status update</b>
2.1.1	Mr Dauda, Mr Opoku-Boateng and Ms Roberts to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.	Complete
3.1.1	Mr Dauda elected as Vice-Chair of the Board for the academic year 2019/2020.	Complete
5.4.1	Prompt Ms Saleh to send her PowerPoint slides to Trustees.	Complete
6.3	Meet the new teacher who has a lead on PE and Health and Fitness.	Date to be arranged via SBM
8.2	Share dates of future courses with Trustees.	Trustees have booklet of dates/courses
8.3	Add Trustee Skills Audit to the agenda for the next meeting.	Trustees to complete skills audit once form received from SBM (from Governor Services)
9.1.3	Involve Mrs Smart in the RSE work.	Mrs Smart was not in attendance
10.1	Send Governor Services the Trustee Board Annual Cycle to use to plan future agendas.	SBM explained all policies were reviewed in the autumn term so needed removing from agendas if spread throughout the year.
11.1	Add Intent Statement to the next agenda.	Next meeting
11.3	Ask Mr Singh if he could provide a session on the new Ofsted Framework.	Provided by Mr James at this meeting.
11.3	Ask Governor Services if a session on the new Ofsted Framework could be	Provided by Mr James at this meeting.

	provided if Mr Singh is unavailable.	
12.1.2	Contact Mr Pratt for support in getting action from Social Services.	Mr Dauda is due to meet DSL soon. He had not contacted Mr Pratt.
12.1.3	Send the National Online Safeguarding Training link to Trustees. Trustees to complete the course.	Mr Dauda to send the link to Trustees.
12.1.4	Provide details of the Refugee Safeguarding Course to Mr Dauda.	Mrs Smart was not present at the meeting.
13.2.1	Add 2019/2020 Targets to the next agenda.	This will be on the next agenda given the Ofsted training on this agenda.
14.1.1	Next meeting is 11 February 2020.	Complete

4.3 Audit and Resources Committee, 10 December 2019

4.3.1 The minutes of the Audit and Resources Committee were noted and had been agreed at the Audit and Resources Committee.

4.4 Curriculum Committee

4.4.1 There had not been a Curriculum Committee meeting since the last meeting of the Trustee Board. The minutes of the 19 November 2019 meeting were not received at the meeting.

**Action: Agree the Curriculum Committee minutes from 19 November 2019 at the next meeting.**

*Note: Item 8, Trustees' Training Ofsted was taken at this point so the minutes have been recorded in that order, rather than the order on the agenda.*

**5 TRUSTEES' TRAINING OFSTED**

5.1 Mr Terry James, School Effectiveness Adviser provided a detailed training session for Trustees on the new Ofsted Framework. Trustees received detailed handouts.

**6 CHAIR'S ACTION**

6.1 The Chair explained he had given consent to engage the Local Authority (LA) for technical HR/legal advice as promptness of actions had been an issue with Browne Jacobson LLP. The school was now in a stronger position and getting better performance from Browne Jacobson. Trustees supported that action and agreed to continue with LA support.

**Action: Continue with Local Authority for technical HR/legal advice.**

**7 LINK TRUSTEE REPORTS: SAFEGUARDING**

7.1 The Link Trustee for Safeguarding provided an update based on his recent meeting with the Designated Safeguarding Lead (DSL) and his visit to the school:

- There was nothing significant to report.
- CPOMS was working well, and there was an increased volume of comments to respond to from staff.
- Online and face-to-face training had been provided.
- There had been 5 MASH referrals since January; none of which were significant enough to report to the Board. The school was dealing with them.
- There had been an incident in late 2019 related to a parent who had gone to the newspapers about the action of the school. The school had followed appropriate policies and had not responded to the journalist.

- There had been a serious allegation made about a member of staff which the IHT was investigating in conjunction with the Local Authority Designated Officer (LADO).

7.2 Trustees noted the following reports from staff:

- Safeguarding Report dated 07 February 2020; the essence was reflected in the report from the Link Trustee for Safeguarding.
- Behaviour Report dated 07 February 2020.
- SEND Information Update, dated February 2020.
- Attendance report for Trustees, dated 07 February 2020.

## 8 SCHOOL ITEMS

### 8.1 To Ratify Policies

8.1.1 Trustees ratified the following policies which had been circulated in advance:

- Breakfast Club and After School Club Policy
- More Able Policy
- Educational Visits Policy
- Complaints Procedure
- Physical Restraint – Incident Report Form
- Induction for the Newly Qualified Teachers (NQTs)
- Homework Policy
- Safer Recruitment and Selection Policy 2020
- Whistleblowing Policy 2020
- Staff and Visitors Code of Conduct

## 9 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

### 9.1 Future meeting dates

9.1.1 The next meeting will be on 31 March 2020.

**Action: Next meeting is on 31 March 2020.**

#### **Spring Term 2020**

<b>Curriculum Committee</b>	<b>Audit &amp; Resources /Trustees' Meeting</b>
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

### 9.2 Agenda items for the next meeting

Welcome and apologies for absence

Declarations of interest

Minutes and matters arising from the last meeting held on 11 February 2020

Curriculum Committee minutes from 19 November 2019

Interim Headteacher Report

Intent Statement

2019/2020 Targets

*See school compliance calendar*

Date and agenda items for the next meeting

Any other business

## 10 ANY OTHER BUSINESS

10.1 Link Trustee Visits to the school

10.1.1. The SBM offered to liaise between Trustees and relevant staff to agree Link Trustee Visit dates to the school after half term. Mr Dauda asked to visit the Reading Lead and Writing Lead, with Mr Harding, Mr Dauda to visit the PE Co-ordinator. Mr Opoku-Boateng asked to visit the Maths Lead.

**Action: Arrange Link Trustee visits: Mr Dauda to visit the Reading Lead and Writing Lead, with Mr Harding, Mr Dauda to visit the PE Co-ordinator. Mr Opoku-Boateng asked to visit the Maths Lead.**

10.1.2 Ms Smith was asked to consider being the SEND Link Trustee and the Early Years Link Trustee. It was c

**Action: Ms Smith to consider being the SEND Link Trustee and the Early Years Link Trustee.**

10.1.3 Ms Smith had joined the Audit and Resources Committee. But could also attend the Curriculum Committee if she wished.

**Action: Ms Smith is on the Audit and Resources Committee.**

10.1.4 It was also noted that Ms Roberts had joined the Curriculum Committee and would become the Deputy rather than Mr Harding.

**Action: Ms Roberts is on the Curriculum Committee and is the Deputy rather than Mr Harding.**

The meeting closed at 8.42pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
-------------------