

**MINUTES OF THE AUDIT AND RESOURCES COMMITTEE MEETING OF THE
MAYVILLE PRIMARY SCHOOL (ACADEMY) TRUSTEE BOARD
HELD ON 11 FEBRUARY 2020 AT 5PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair), Trustee
 Mr Walter Harding, Trustee
 Mr Rasheed Dauda, Trustee
 Mr Alex Opoku-Boateng, Parent Trustee
 Ms Laura Smith, Parent 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	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
3.2/4.5.1	Contract the contractor to investigate ways to secure the main doors.	SBM	Immediate
3.2/6.1.3	Coat racks to be secured to the wall.	School	Immediate
3.2/6.3.2	Check repair to fence is appropriate.	Mr Dauda	4 weeks
5.1.3	Provide a paper on 'Office Hours' at the next meeting, including examples of what other schools did and enquiries taken to identify any patterns.	SBM, Interim Headteacher	31 March 2020
5.3.1	Add Charging and Lettings Policy to the next agenda if it was not agreed in the autumn term.	SBM, Governor Services	31 March 2020
6.1.1	Add Good Estate Management for Schools to the next agenda.	Governor Services	31 March 2020
6.2.1	Add Neighbourhood Building Development to the next agenda.	Governor Services	31 March 2020
6.3.1	Add Asset Management Plan / Buildings Report to the next agenda.	Governor Services	31 March 2020
6.4.1	Add consideration of the budget and plans for the coming year to the next agenda (under finance).	Governor Services	31 March 2020
6.5.1	Add Premises update to the next agenda.	Governor Services	31 March 2020
9.1.1	Next meeting is 31 March 2020.	Governor Services, All	Immediate

9.2	<p><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 Finance Consideration of the budget and plans for the coming year to the next agenda Office Hours Premises Update (standing item) Charging and Lettings Policy (if it was not agreed in the autumn term) Good Estate Management for Schools Neighbourhood Building Development Asset Management Plan / Buildings Report Personnel Update (standing item) <i>See school compliance calendar</i> Date and agenda items for the next meeting Any other business</p>	Governor Services	31 March 2020
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1 WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting. The Chair explained this would be a short meeting as there was Ofsted training for Trustees later in the evening so the Trust Board would be meeting at about 5.30pm.
- 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 There were no declarations made pertaining to any of the agenda items for this meeting.
- 2.2 Ms Smith agreed to complete 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.

3 MINUTES

- 3.1 Trustees received the minutes and confidential minutes of the meeting held on 10 December 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.

3.2 Matters Arising

Minute reference	Formal agreements and/or actions	Status update
2.2	Mr Dauda and Mr Opoku-Boateng agreed to complete the Annual Declaration of Pecuniary and Personal Interests form and the Code of Conduct for School Trustees.	Complete
3.2.1	Mr Dauda was elected as Vice-Chair of the Audit and Resources Committee for the academic year 2019/2020.	Complete

Chair's Initials:

4.1.3	Annual Report and Accounts and Letter of Representation agreed and signed by Mr Harding as Chair of the Board and the IHT.	Complete
4.5.1	Add Scheme of Delegation to the next meeting.	Complete
6.1.3	Contract the contractor to investigate ways to secure the main doors.	No update provided
6.1.3	Coat racks to be secured to the wall.	No update provided
6.1.4	Accessibility Plan ratified by Trustees.	Complete
6.2.1	Add Good Estate Management for Schools to the next agenda.	Complete
	Premises Management Policy agreed.	Complete
6.3.2	Check repair to fence is appropriate.	No update provided
6.3.2	Add Update on neighbouring building development to the next agenda.	Complete
7.1.1	Trustees adopted the Model Pay Policy.	Complete
9.1.1	Next meeting is 11 February 2020.	Complete

- 3.3 It was noted that the action in the confidential minutes had been completed. The school had engaged the Local Authority to provide HR advice. The cost for the year would be £4,500.

Note: Mr Dauda arrived at 5.15pm.

4 **GDPR**

- 4.1 There had been further staff training, otherwise there was nothing to report under this item.

5 **FINANCE**

5.1 Budget Monitoring including Premium Funding

- 5.1.1 The SBM provided a cash flow to Trustees and talked through the financial report to 31/12/19. She highlighted:

- There was a £33,555 positive variance on income, particularly due to additional high needs funding.
- Staff costs were over budget due to long term sickness of several teaching and support staff.
- Governance expenses were over budget due to the investigation.
- There was £266,754 cash in bank.
- There was no major expenditure at present, though a wellbeing room for staff was being created and all Health and Safety and key educational requirements were being maintained, for example some new computers had been purchased.
- There had been a grant to cover the increased salary and pension costs but this did not completely cover the additional costs.

- 5.1.2 The SBM provided an updated Delegated Authority Listing 2020 showing recent changes to authorisations since 2018. This included everything over £5k coming to a Committee until reserves were back over £180k. The discretionary payments had also been removed. It was confirmed this would not demotivate staff and staff retention was now better. They were offered subsidised accommodation and Inner London Weighting, even though the school was in Outer London.

- 5.1.3 The SBM explained it might be necessary to review Office Hours to provide time for that team to focus on their key work. For example, closing the office to enquiries from 12-2pm. Trustees asked for a paper at the next meeting, including examples of what other schools did and enquiries taken to identify any patterns.

Action: Provide a paper on 'Office Hours' at the next meeting, including examples of what other schools did and enquiries taken to identify any patterns.

5.2 Review Recommendations from other Committees

- 5.2.1 There was nothing reported.

5.3 Policy review to include: Charging and Lettings

- 5.3.1 This item was not discussed.

Action: Add Charging and Lettings Policy to the next agenda if it was not agreed in the autumn term.

6 PREMISES UPDATE

6.1 Good Estate Management for Schools

- 6.1.1 This item was deferred until the next meeting.

Action: Add Good Estate Management for Schools to the next agenda.

6.2 Neighbourhood Building Development

- 6.2.1 This item was deferred until the next meeting.

Action: Add Neighbourhood Building Development to the next agenda.

6.3 Asset Management Plan / Buildings Report

- 6.3.1 This item was deferred until the next meeting.

Action: Add Asset Management Plan / Buildings Report to the next agenda.

6.4 First consideration of the budget and plans for the coming year

- 6.4.1 This item was deferred until the next meeting.

Action: Add consideration of the budget and plans for the coming year to the next agenda.

6.5 Premises update

- 6.5.1 This item was deferred until the next meeting.

Action: Add Premises update to the next agenda.

7 PERSONNEL UPDATE

7.1 Policy Review: Data Protection (2 yearly) and FOI Publication Scheme

- 7.1.1 The SBM confirmed this should not be on the agenda as Policies had been agreed in the autumn for use during the academic year. FOI had been covered under item 4.

7.2 Review Staff Structure

- 7.2.1 The Interim Headteacher (IHT) explained there would be a change of teacher in Year 2 as a member of staff had left. There was an experienced agency teacher covering the class. The IHT was interviewing for a replacement agency teacher to July and was holding a meeting with parents to explain and reassure them. The Chair of Trustees would attend. This was the class who had three teachers during Year 1 so she was keen to provide consistent teaching but could not guarantee any teacher would stay. The IHT confirmed the quality of teaching and learning had not dropped, the Year 2 results were still very good. The Chair of Trustees confirmed the exit interview showed the school had done everything they could to support the teacher.

8 ANY OTHER BUSINESS

8.1 There were no items of Any Other Business.

9 DATE OF NEXT MEETING

9.1 Future meeting date

9.1.1 The next meeting of the Audit and Resources Committee would be on 31 March 2020.

Action: Next meeting is on 31 March 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
- Finance
- Consideration of the budget and plans for the coming year to the next agenda
- Office Hours
- Premises Update (standing item)
- Charging and Lettings Policy (if it was not agreed in the autumn term)
- Good Estate Management for Schools
- Neighbourhood Building Development
- Asset Management Plan / Buildings Report
- Personnel Update (standing item)

See school compliance calendar

- Date and agenda items for the next meeting
- Any other business

The meeting closed at 5.46pm.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
