

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL (ACADEMY) AUDIT AND RESOURCES COMMITTEE  
AND TRUSTEE BOARD  
HELD ON 14 JULY 2020 AT 3.45PM BY VIDEO CONFERENCE CALL**

**Present:** Mrs Chindo Singh (Chair), Trustee  
 Mr Walter Harding, Trustee  
 Mr Rasheed Dauda, Trustee  
 Mrs Ann Smart, 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

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.1.2	Get quotes for temporary measures to stop the leaks on the top floor.	SBM	2020 summer holidays
6.3.3	Visit school to check risk assessment actions were being recorded and actioned.	Ms Smith with SBM	By 16 July 2020 and in September 2020
6.3.4	Send the updated risk assessment to Trustees.	SBM	15 July 2020
7.4	Bring proposal for the nature garden to the next meeting. Add to agenda.	IHT, Governor Services	October 2020
8.1.1	Trustees ratified the Bereavement Policy.	School	Immediate
8.1.2	Update the Wellbeing Policy and add Wellbeing Policy to the October meeting agenda.	IHT, Governor Services	October 2020
8.1.3	Write a PPE Policy and add PPE Policy to the October meeting agenda.	SBM, Governor Services	October 2020
8.2.1	Add Review of staff attendance to the October agenda.	IHT, Governor	October 2020

		Services	
9.3.1	Send Governor Services the correct list of emails for Trustees.	SBM	2 weeks
10.1	Circulate proposed meeting dates to Trustees.	SBM	2 weeks
10.1	Trustees to consider if Audit and Resources and the Full Board should be split to inform date setting.	Trustees	4 weeks
10.2.1	<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 14 July 2020 Financial update Interim Head Teacher Report Nature garden proposal Wellbeing Policy PPE Policy Review of staff attendance <i>See school compliance calendar</i> Date and agenda items for the next meeting Any other business	Governor Services	October 2020

**1 WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 There were no apologies for absence, though Mr Dauda joined the meeting a bit later.
- 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.

**3 MINUTES**

- 3.1 Trustees received the minutes and confidential minutes of the meeting held on 21 May 2020 and agreed them to be an accurate record of the meeting. The Chair will sign a copy of the minutes and confidential minutes when she next attends school and these will be retained by the school for filing.

*Mr Dauda joined the meeting at 3.59pm.*

3.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Status update
3.2.4	Estate Management and Neighbourhood Building Development: Agenda items for next meeting.	Deferred until a future meeting
3.2.3	Skills Audit: Governor Services to e-circulate	No update provided at meeting
3.5	Intent Statement: Agenda item for next meeting	Deferred until a future meeting
3.6	National Online Safeguarding Link	No update provided at

	for Trustees: Governor Services to resend link to governors	meeting
5.2.4	Revised 2020/2021 Budget: CS/LB to liaise prior to submission to the EFSA.	No update provided at meeting
6.3.4	Insurance Liability re Reopening: LB to contact RPA to ask.	No update provided at meeting
6.3.5	Union Concerns re Reopening: Hannah R to email LB risk assessment to NEU to review.	No update provided at meeting
6.3.6	Monitoring of Health and Safety Checklist: LB and LS.	Ongoing

### 3.3 Confidential Minutes Matters Arising

3.3.1 Please see the confidential minutes for this meeting.

### 3.4 Recruitment Process

3.4.1 Please see the confidential minutes for this meeting.

## 4 **GDPR (Standing item)**

4.1 There was nothing to report under this item.

## 5 **FINANCE**

### 5.1 Management Accounts for May 2020 and Cash Flow Forecast

5.1.1 The SBM highlighted for 2019/20 total outturn predictions were:

- £2,302,383 total income
- £2,514,169 total expenditure
- £211,787 in-year deficit
- £20,213 surplus to carry forward

5.1.2 The SBM had applied for reimbursements for some Covid-19 expenditure and had also reviewed general contracts. The cash flow forecast showed that payroll should reduce from July 2020 due to the conclusion of the HR matters. Some contracts had been renegotiated including for the photocopier and with Strictly Education Facilities. There was some expected income during the summer holidays due to another school hiring some of the facilities. Reimbursements were due for free school meals provided.

5.1.3 Trustees did not have any questions and said the reports were clearly presented.

### 5.2 Updated Budget Forecast

5.2.1 The budget showed total revenue expenditure of £2,285,155 and a potential in-year surplus target of £63,549.

5.2.2 The Chair asked if the HR outcome made a difference to the budget and the SBM explained the budget was from September 2020 and a decision was due on the HR matter tomorrow.

5.2.3 The cash in the bank today was £285,656 and in April it had been £218,469.

5.2.4 Reserves had not been retained at £180,000 but with careful management the reserves could be built back up to that amount by February 2021.

- 5.2.5 Trustees congratulated and thanked staff on making savings and careful management of expenditure.

## **6 PREMISES UPDATE (Standing item)**

### **6.1 To note schedule of works**

- 6.1.1 The SBM provided a verbal report on recent actions, including the marking out of lines and the completion of minor maintenance tasks. Some tasks were to be carried out over the summer holidays. Further work would need to be completed once reserves were built back up. For example repairing a playground was a priority.

- 6.1.2 Mr Harding asked if the leaks on the top floor from the windows could be fixed but the SBM explained it was an expensive job (£77k quoted a few years ago). As a temporary measure the windows had been resealed and the walls painted. It was not a slip hazard as it dripped onto the carpet if it rained, a risk assessment had been carried out. The SBM agreed to get quotes to see if anything else could be done as a temporary measure during the summer holidays.

**Action: Get quotes for temporary measures to stop the leaks on the top floor.**

### **6.2 Health and Safety Audit Report**

- 6.2.1 An audit report was not provided but the SBM explained that in terms of health and Safety everything remained the same.

### **6.3 Updated Risk Assessment**

- 6.3.1 The SBM explained the risk assessment was updated regularly, it was an ongoing working document. It included the Health and Safety risk assessment from the Local Authority (LA) and Public Health England updates were incorporated. All staff received the updated document with changes highlighted. It would be updated again for September when children return to school.

- 6.3.2 The SBM said signage had not been received from the LA so the school had provided signs. There were hygiene stations in the school and masks would be collected at school. It was important to provide information to pupils, parents and staff and embed new procedures.

- 6.3.3 Ms Smith confirmed she was happy to be the Trustee to check that actions were being completed and agreed to attend school before the end of term on Thursday and in September.

**Action: Visit school to check risk assessment actions were being recorded and actioned.**

- 6.3.4 The SBM agreed to send the updated risk assessment to Trustees tomorrow.

**Action: Send the updated risk assessment to Trustees tomorrow.**

## **7 HEAD TEACHERS REPORT**

- 7.1 The IHT highlighted key aspects of her report that had been sent to Trustees:

- Admissions had fallen to 389 pupils, it had been 438 in 2017/18. This was due to local population changes.
- Nursery would be 33 children in September but there was capacity for 60. It was noted by Trustees that some parents needed care before 9am and after 330pm.
- There was a focus on recruitment and she planned to survey parents to gain their views.

- In terms of attendance, the highest number in school recently had been 75 pupils. All Year 6 were being encouraged to attend on the last day of term for a celebration / farewell.
- There were weekly calls to parents of vulnerable children and those with EHC Plans if they were not in school to see how they were. Other pupils were not being called regularly.
- Safeguarding training had been provided to staff and will roll over into autumn term.
- Referrals and incidences recorded on CPOMS were lower as staff were not seeing pupils so not recording the same number of incidents as previously. Though when staff called home and identified concerns, these were logged. In response to questions the IHT noted some cases were picked up online in Google classroom, via police or maybe a child came into school dirty and hungry. Each one was followed up and logged. Details could be provided to Mr Dauda if requested as the link Trustee.
- Future actions included updating KCSIE, and more training for staff on mental health support. Safeguarding practice would be reviewed and safer recruitment added to safeguarding practice.

7.2 The IHT ran through staffing changes. Mr Harding had completed one exit interview and the staff member had been very positive about the school and their experience. New teachers were now on the website. Phase leaders would have two Year groups as the school planned to manage bubbles in Year groups.

7.3 Trustees asked how the mixed Year group had worked and the IHT explained that teachers differentiate lessons anyway and for example, pupils were grouped for ability for Maths and English.

7.4 The SIP will be updated over the summer to take account of the Covid-19 situation and priorities for the school. Gaps in children's learning need to be addressed by summer 2021. A proposal for the nature garden will be brought to the next meeting as outdoor learning will be key.

**Action: Bring proposal for the nature garden to the next meeting. Add to agenda.**

7.5 The IHT ran through the action points related to reopening the school, for example:

- Following Public Health advice
- Providing advice to parents on what to expect (face masks, mandatory attendance, booking breakfast or after school clubs in advance etc.)
- Curriculum focus and assessment
- Mental health and wellbeing advice
- Contingency plans for a local outbreak

7.6 Trustees thanked the IHT for her end of summer term report, safeguarding report and SEND report.

## **8 PERSONNEL UPDATE (Standing item)**

### **8.1 Policy Review**

8.1.1 Trustees ratified the Bereavement Policy.

**Action: Trustees ratified the Bereavement Policy.**

8.1.2 The IHT noted that the Wellbeing Policy needed to be updated with mental health advice. It will come to the October meeting for ratification.

**Action: Update the Wellbeing Policy and add Wellbeing Policy to the October meeting agenda.**

8.1.3 The IHT confirmed the school needed a PPE Policy as some parents would ask for clarification. The SBM agreed to write one based on the information that was in the risk assessment.

**Action: Write a PPE Policy and add PPE Policy to the October meeting agenda.**

8.2 Review staff attendance

8.2.1 This was deferred until the autumn given it was not currently recorded in the usual way. The IHT reported no absences had been reported, though four staff had shielded and staff were on a rota to attend school.

**Action: Add Review of staff attendance to the October agenda.**

**9 ANY OTHER BUSINESS**

9.1 Recruitment report

9.1.1 Please see the confidential minutes for this meeting.

9.2 SEND Update

9.2.1 Ms Smith as lead trustee provided a verbal update on her meeting with the SENDCo highlighting challenges and issues:

- There was a high level of need across the school; approximately 25% of children had additional needs. There was high need in current Reception.
- Some referrals had not been progressed due to lockdown.
- The school was trying to get a weekly speech and language specialist in school but there was a shortage of people in that role. Currently it was fortnightly and not sufficient for the number of pupils. The specialist had been budgeted for.
- There was no third Assistant Head Teacher responsible for learning and assessment.
- There needed to be a focus on mental health and wellbeing, including for staff. People don't know what they will be coming back to in September.
- Several staff were involved in this work, Ms Smith had asked for a chart.
- Ms Smith will stay in touch with this work.

9.2.2 Ms Smith was thanked for her report.

9.3 Emails from Governor Services

9.3.1 Some Trustees reported that they had not received minutes or agenda for the meeting and reported they did not use their school email but their personal email. They did receive papers from the SBM and IHT. Governor Services to be asked to use the same emails for Trustees and used by the SBM and IHT.

**Action: Send Governor Services the correct list of emails for Trustees.**

**10 DATE OF NEXT MEETINGS AND AGENDA ITEMS**

10.1 The SBM will circulate proposed dates to Trustees as prepared by Governor Services. Trustees to consider if Audit and Resources and the Full Board should be split to inform date setting.

**Action: Circulate proposed meeting dates to Trustees.**

**Action: Trustees to consider if Audit and Resources and the Full Board should be split to inform date setting.**

10.2 Agenda items

10.2.1 Agenda items for the next meeting

- Welcome and apologies for absence
- Declarations of interest
- Minutes and matters arising from the last meeting held on 14 July 2020
- Financial update
- Interim Head Teacher Report
- Nature garden proposal
- Wellbeing Policy
- PPE Policy
- Review of staff attendance

*See school compliance calendar*

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

10.3 Thanks

10.3.1 The Chair thanked everyone for their contributions to the meeting.

The meeting closed at 6.28pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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