

**MINUTES OF A MEETING OF THE
MAYVILLE PRIMARY SCHOOL TRUST BOARD
HELD ON TUESDAY 13 OCTOBER 2020 AT 6.45 P.M. VIRTUALLY VIA ZOOM**

Present: Mr Walter Harding (Chair)-Trustee

Trustee Attendees:

Mr Alex Opoku-Boateng
Ms Beverley Komorowska-Interim Head Teacher
Ms Hannah Roberts
Mr Rasheed Dauda
Mrs Chindo Singh
Mrs Ann Smart

Clerk to the Governors: 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
7.11	COVID19: (i)BK to contact Public Health England and LBWF for advice and guidance if necessary. (ii)Addition to business continuity plan to be drafted by BK re SLT absences. (iii)BK/WH/RD to consider a sickness absence.	BK	Ongoing
7.13.	School Improvement Plan/OFSTED Priorities: BK/AS to arrange visit re assessment.	BK/AS	Ongoing
	Trustees ratified the following Policies See below	School	Immediate
15	Date and Time of Next Meeting: Wednesday 9 December 2020-6.30 pm. (to follow Audit and Risk Committee meeting).	All to note/ Governor Services to action	09-12-2020
16.1	Trustees' Email Addresses: BK to investigate use of LGFL email addresses.	BK	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All present were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mrs Lorraine Barella and Ms Laura Smith.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 7 trustees present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were none.

Chair's Initials:



3. DECLARATIONS OF INTEREST

3.1 Annual Declarations of Business/Personal and Pecuniary Interests
Governors are reminded to confirm these on GovernorHub/via email.

3.2 Declarations re Current Agenda Items
There were no declarations made pertaining to any of the agenda items for this meeting.

4. ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE ACADEMIC YEAR 2020/2021

4.1 Election of Chair of the Trust Board for the Academic Year 2020/2021
The Clerk welcomed nominations for this position. Mr Walter Harding was elected unanimously (proposed by Mrs Chindo Singh and seconded by Mr Rasheed Dauda).

4.2 Election of Vice-Chair of the Trust Board for the Academic Year 2020/2021
The Clerk welcomed nominations for this position. Mr Rasheed Dauda was elected unanimously (Proposed by Mr Walter Harding and seconded by Mrs Ann Smart).

5. MEMBERSHIP OF THE TRUST BOARD

5.1. Trustee Membership
There are currently no vacancies, but a further trustee nomination may be proposed.

5.2. Disclosure and Barring Service Checks
It was noted that Hannah Roberts holds an enhanced DBS check related to her employment with a check outstanding for Ms Laura Smith.
No terms of office will end this calendar year.

6. MINUTES

6.1. Minutes of the Last Meeting Held on 14 July 2020
These were received and accepted as an accurate record of the meeting with no matters arising not covered elsewhere on the agenda.

POLICY RATIFICATION-POLICIES PRIOR E-CIRCULATED AS ADDENDUM TO AGENDA

Policy Ratification

These were ratified as follows: Health and Safety policy, health and safety audit, school business continuity plan, code of conduct, pecuniary interests, Data Protection Officer report, trustees allowances and expenses, risk assessment, statement of internal controls, donation policy, declaration of interest policy, tackling extremism and radicalisation policy, Academies Financial Handbook, financial regulations policy, violence and aggression policy, whistleblowing policy, asset register, complaints procedure, risk management strategy, anti-fraud and corruption policy, delegated authority, mental health policy, collecting pupils from school policy, special educational needs coordinator policy, safeguarding policy

7. INTERIM HEAD TEACHER'S REPORT

This was prior e-circulated and screen shared in the meeting.

7.1. Re-Opening of School for Autumn Term

BK reported that there were a number of key foci including:

- Creation of a safe environment (risk assessments completed including hand washing, 'catch it and bin it, additional hygiene measures).
- Promotion of staff and pupil mental health and well-being.
- Re-engaging learners with learning.
- Identifying gaps and setting targets.
- Prioritising the curriculum.

Q. How did you identify these priorities? A. From a number of sources including a Waltham Forest head teachers' conference.

Q. How are you promoting and funding mental health and well-being? A. We have a qualified mental head lead (AHT inclusion) as this is a major issue following children being in isolation. A lot of providers offer training which also supports teacher mental health and well-being.

It was **AGREED** to ratify the mental health and well-being policy.

Q. What about re-engaging with learners, parents and staff? A. Staff were anxious to return. During the first week the children settled back in then in the second week baseline assessment started to get children back onto age related expectations.

Q. What's involved with the Michael Chiles approach to assessment? A. It takes account of assessment via target tracker including key skills and knowledge needed with children given time to reflect on their learning needs. Ideally, we need to access their prior learning which is likely to be considerable. There will be formative assessment ½ termly to move children forward. Pupil progress reviews will identify children in need of extra support to return them to age related expectations.

7.2. Key Performance Indicators

These were noted.

7.3. Admissions

These have reduced in number to 371 but with 48 new pupils admitted since September. A number of year 6 last year left leaving the School with low numbers for Years 5 and 6 (combined class) and there are also less children in early years and reception. However, children are joining continuously, and low numbers are a common LBWF problem.

7.4. Attendance

This was noted with an increase in attendance above 90%. However, this may drop when the flu season starts. Parents have been advised how to tell the difference between flu, colds and COVID19.

7.5. Safeguarding Report

This was noted including for vulnerable children (5 Child Protection plans, 1 Child in Need, 2 Early Help referrals, 0 Looked After Children, 1 child under special guardianship).

Referrals and Incidents: 31 emotional and 21 physical incidents.

7.6. Special Educational Needs

A report was noted including re the SEND budget request for a nature garden and multi-sensory equipment.

Q. Is this enough to cover what's needed? A. No. It 's the minimum with expenditure on SEN being reduced.

7.7. Exclusions

There have been no permanent or fixed term exclusions but a number of children found it hard to settle (especially SEN children with 19 disruptive incidents reported).
Q. What has helped? **A.** Work on mental health, pastoral health, getting to know the teacher first... children are now calmer and back into routines which teachers have worked hard to establish. Children do have reflection time in the morning to draw or write about their feelings.

7.8. Pupil Funding Grants

An analysis of the £117,015 expended in 2020-2021 was noted.

BK reported re use of some funding to replace and upgrade technology to promote remote and independent learning. The School is also applying for government grants for loan of laptops and ipads in support of disadvantaged families if they have internet connection.

(This was endorsed by trustees as essential expenditure).

Q. Are you ensuring that teachers are acquiring the IT skills needed to deliver lessons to homes? **A.** Yes, Mr A is leading on remote education supporting teachers re target tracker and google classroom. Feedback can be given to children via google documents or year group emails.

7.9. Health and Safety

This noted:

-Use of computer alerts to the Head Teacher re possible inappropriate computer use.

-BK noted that government guidance is to keep windows and doors open during the day but temperatures are now dropping with no response to a request for guidance on this as yet.

-Fire drills have been reorganised to keep children in bubbles.

-Pest control have been hired to control/remove/eradicate foxes around school.

-Risk Assessment: This has been updated at section 4.0 with trustee visits by appointment only please.

7.10. Staffing

This was noted including a departure at Christmas, maternity leaves, vacancies for 2 early years' nursery nurses and learning support assistants. There are 3 TeachFirst trainee teachers (1 being supported) and vacancies for two midday assistants for 10 hours weekly. Provision of hot meals continues but year groups need to be separated and supervised adequately.

Q. Effect on budget? **A.** Can't manage without. We need to be highly organised but reduced playtime have had some side effects.

3 temporary grade learning support assistants have been recruited to years 1, 2 and 4 with a management change to 2 phase leaders for Key Stage 2.

7.11. COVID19

There have been 5 staff periods of self-isolation with 1 positive COVID test (DFE helpline advice contacted for guidance as to whether teachers stay self-isolated until symptoms have gone).

The meeting noted that OFSTED inspection will be suspended this term and that there is a proposal to postpone assessment. A contingency plan is needed if a number of senior leaders need to self-isolate simultaneously.

WH referred here to possible remote participation or appointment of an experienced agency leader. BK reported also that the school business manager is on sickness absence leave and is difficult to replace. Strictly Education have been contacted but no cover is available.

ACTION:

-BK to contact LBWF/Public Health England for advice and guidance.

- Addition to Business Continuity Plan to be drafted.
- WH/RD/BK to consider SBM absence.

7.12. School Performance and Standards Summary

This was noted for maths, reading and grammar including percentages for each year group below age related expectations for tests for years 1 and 2. A significant number are below).

7.13. School Improvement Plan/OFSTED Priorities

These were noted including re:

- Staff induction, mentors for trainees, middle leader training.
- Teaching, learning and assessment are consistently effective across the school (BK/AS to arrange visit).
- Challenge of most able pupils: Use of NACE framework (National Association for Able Children in Education), gifted and talented lead, partnership with Forest Independent School, participation in LBWF 'more able' workshops in maths, English and science.

Next steps include to revise the School Improvement Plan, develop a policy for high quality remote education, revamp school website, address gaps in pupils' learning, funding for renovation of Early Years' playground/outdoor area and nature garden and update of Business Continuity Plan.

7.14. Report on Well-Being

A summary was received. Most children feel happy but with concerns re COVID reflecting parental concern.

7.15. Staff and Parent Well-Being Surveys

These will be shared with the next meeting.

8. CHAIR'S ACTIONS

These were reported re:

- Discontinuation of services of Browne Jacobson.
- Advert for Head Teacher post.

9. ALTERNATIVE MEETING ATTENDANCE OPTIONS

The agenda proforma was reviewed it being **AGREED** as follows:

- Yes to telephone conference calls.
- Yes to video conference calling.
- No to proxy voting.
- No to voting in advance of the meeting.

10. KEEPING CHILDREN SAFE IN EDUCATION

Governors are asked to go online and read at least section 1 of this document which relates to the role and responsibilities of the Governing Body.

11. GOVERNING BODY SKILLS ANALYSIS

ACTION: Agreed to defer to next meeting.

12. TRUSTEE ANNUAL CYCLE OF BUSINESS

This has been sent to the interim head teacher and chair of trustees for support in agenda setting.

14. GOVERNING BOARD COMMITTEES

- 14.1 Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:
Governor Discipline Committee: Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.
Staff Discipline, Staff Grievance and Dismissal Appeals: Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.
Curriculum and Head Teacher's Performance Management:
ACTION: WH/BK to consider.

Finance/Pay/Audi and Risk: All trustees.

- 14.2 Committee Terms of Reference
Committees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary. Governors duly noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

- 14.3 Link Governor Responsibilities
ACTION: Chair to advise to next meeting.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 15.1 Date and Time of Next Meeting
Wednesday 9 December 2020 from 4.30 pm. (Finance, Audit, Risk and Resources Committee followed by Board of Trustees).

- 15.2 Draft Agenda Items:
- Welcome and apologies for absence
 - Declarations of interest
 - Membership
 - Minutes and matters arising from the last meeting held on 13-10-2020
 - Interim Head Teachers' Report-may include
 - Update re staff and parent well-being survey:
 - Trustee Code of Conduct
 - Review of GB skills analysis
 - Link Governor Responsibilities
 - Themed audit reports
 - Publication of governor information.
 - Health and Safety
 - Head Teacher Performance Management Review

16. ANY OTHER BUSINESS

- 16.1. Governors' Email Addresses
ACTION: BK to investigate use of LGFL email addresses for all governors.

The meeting closed at 6.30 p.m.

Chair: ALE HARDING..... (print)

[Signature]..... (sign)

Date:

Chair's Initials: