

**MINUTES OF A MEETING OF THE MAYVILLE PRIMARY SCHOOL TRUST BOARD  
AUDIT AND RISK COMMITTEE  
HELD ON TUESDAY 13 OCTOBER 2020 AT 5.30 P.M. VIRTUALLY VIA ZOOM**

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

**Attendees:**

Mrs Ann Smart (AS)  
Mr Rasheed Dauda (RD)  
Mr Alex Opoku-Boateng (AO-B)  
Ms Beverley Komoorowska (Interim Head Teacher) (BK)  
Mr Walter Harding (WH)  
Mrs Hannah Roberts-Staff Governor (HR)

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
5	Minutes of Last Meeting: Chair to arrange to sign please.	CS	As soon as possible
8.2	Future Policy Ratification: BK to prioritise so that no more than 5/6 policies presented per meeting.	BK	Ongoing
10.1	Premises-Non-Closure of Front Gate: Quote to be provided to next meeting	BK/LB	09-12-2020
12	Date and Time of Next Meeting (amended-please note!): Wednesday 9 December 2020-4.30 p.m.-Virtual. Draft agenda items per minute	All trustees + Governor Services to note/action	09-12-2020

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3 Quorum

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

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

There were none.

**3. DECLARATIONS OF INTEREST**

3.1 Declarations of Interest re Current Agenda Items

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Chair's Initials:



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

**4. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR**

**4.1. Election of Chair of Committee for the Academic Year 2020/2021**

The Clerk welcomed nominations for the position of chair of the committee. Mrs Chindo Singh was elected unanimously. (Proposed by Mrs Ann Smart and seconded by Mr Alex Opoku-Boateng.

**4.2. Election of Vice Chair of Committee for the Academic Year 2020/2021**

The Clerk welcomed nominations for the position of vice chair of the committee. Mr Rasheed Dauda was elected unanimously. (Proposed by Mr Walter Harding and seconded by Mr Alex Opoku-Boateng.

**5. MINUTES**

**5.1. Minutes of the Last Meeting Held on 14 July 2020**

These were received and accepted with no matters arising not considered elsewhere on the agenda. A copy will be signed in due course for retention by the School.

**6. GENERAL DATA PROTECTION REPORT**

BK noted that this is updated annually and that there is a need to ensure that there are limited teacher log in details for supply teachers. Amendment – The Data Protection Officer sends a report to the Trustees at all meetings. GDPR is a standing item on the agenda.

**7. REVIEW OF TERMS OF REFERENCE OF COMMITTEE-PRIOR E-CIRCULATED WITH AGENDA**

It was unanimously **AGREED** to readopt these unchanged.

**8. POLICY RATIFICATION-POLICIES PRIOR E-CIRCULATED AS ADDENDUM TO AGENDA**

**8.1. 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.

**8.2. Future Policy Ratification**

The manageability of the above list was discussed it being **AGREED** as follows:

**ACTION:** BK to review policies and prioritise so that no more than 5/6 are presented per meeting.

**8.3. Budget Monitoring-Mayville School Finance Report to 31/08/2020 Month 12**

**8.3.1.** This report was received and considered in detail noting an amended in year deficit (funded from brought forward balances from 2019/2020) of £176,483. This outcome compared to a budgeted surplus of £11,000 so is a cause for concern. It is expected

that financial sustainability can be restored in 2021 following resolution of outstanding HR matters.

8.3.2. It was noted that the figures reflect the current COVID19 context, are difficult to quantify and subject to change. BK stated that she had been kept informed as the deficit had risen as HR investigations proceeded. These are expected to be resolved by April 2021.

8.3.3. **Q.** Do we need stringent savings or continue with normal expenditure?

**A.** BK reported that closure in the summer term had generated savings and the need was **AGREED** to minimise the in-year deficit. However, certain expenditures cannot be avoided in the current situation and it can be difficult to predict how Mayville will be affected.

**Revenue Income:**

This is £4,000 over budget including COVID 'catch-up' grant at £80 per child (£28,642 payable in 3 instalments). Pupil premium and sports funding grants have been received. The school has received £28,764 for extra expenses incurred by COVID-19

**Revenue Expenditure:**

Staffing costs were £151,000 over budget (likely to relate to HR investigations). Pupil numbers are down so there is a need to increase income and make savings. Trainee teachers have been appointed on an unqualified pay scale to reduce outgoings. No external supply cover is bought in for absences of less than a week.

**Q.** How much is due to ongoing double payments on teachers and falling numbers?

**A.** We have 1 mixed age year group. The maximum number per class is 30 children but can only reduce the number of classes when numbers are under 20. It is difficult to reduce staff numbers but one member of staff is returning to their home country. Am trying to avoid having staff leaving mid-year in order to give the children maximum consistency and avoid parental complaints.

**Q.** Agency costs? **A.** Supply cover has been put in to cover a teacher with a positive test result. There is also agency support in Nursery for two year olds for whom the staffing ratio is 1:4. The work is skilled and involves intimate care. No permanent early years staff have been appointed but we are trying to expand numbers. The School needs experienced staff familiar with safeguarding as the early years children are the most vulnerable in the school.

Costs re HR/governance and legal costs were noted as relating to ongoing HR investigations. (It was stated that Employment Tribunal costs will be covered by insurance). Catering costs are £20,000 over budget with a change of service provider ongoing which should generate a saving. The services of Browne Jacobson are to be discontinued with LBWF engaged.

8.3.4. Risks and Opportunities

These were noted with the end of year financial report.

-Re Nursery places hours have increased to cover 7.30 a.m. to 6pm. In the current climate parents like to look around but cannot do so at present. However, two and three year old numbers have risen, (26 maximum at present).

-Falling pupil numbers were noted to be due to demographics and a widespread problem in LBWF with a number of schools reducing their predicted number to admit.

-Parents in temporary housing: This is beyond the control of the School.

**9. OTHER FINANCE DOCUMENTATION**

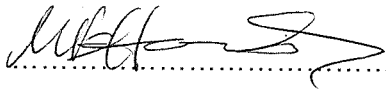
9.1. Review of the Risk Register

A separate dynamic RA was completed due to COVID 19. A narrative summary has been attached to the budget monitoring report.

- 9.2. Review Progress Against School Development Plan  
BK reported that this has been amended to reflect 6 month absence from school. The SDP includes reference to support and extension activities for more able children.
- 9.3. Links with Other Committees  
These were noted re curriculum.
- 10. PREMISES UPDATE**
- 10.1. BK reported that there has been difficulty regarding the front entrance gate not closing properly with the cost of repair significant.  
**ACTION:** Carry forward to next meeting for quote to be provided by LB.
- 11. PERSONNEL UPDATE**
- 11.1. Teachers' Pay  
This has been increased by 2.75% with effect from 1 September 2020. All teachers should receive an incremental pay rise as performance management review was not possible last year due to COVID19 situation.
- 11.2. Teachers' Pay Appraisal  
This will be completed by 23/10/2020. **Q.** Any government help with pay increases?  
**A.** LB advises that the teachers' pay and pensions grant has now been received so subsidising the payments due.
- 11.3. Staff Performance Reviews  
Teachers and children have been organised to stay in their learning 'bubbles' so observations have been difficult but reviews will be resumed in Autumn 2. (They were avoided in Autumn 1 to allow children to settle and there was no performance management at the end of last year).
- 12. DATE AND TIME OF NEXT MEETING**
- 12.1 Date and Time of Next Meeting  
Wednesday 9 December 2020 (amended)-4.30 p.m.
- 12.2 Agenda Items:  
-Welcome and apologies for absence.  
-Declarations of interest.  
-Minutes and matters arising from the last meeting held on 13 October 2020.  
-GDPR (Standing Item).  
-**Finance:** Budget monitoring @ Month 3 2020/2021.  
Review progress against School Development Plan  
Review links with other committees  
-**Premises:** Premises update.  
-**Personnel:** Personnel update.  
-Any other business.  
-Date and time of next meeting.
- 13. ANY OTHER BUSINESS**  
There was none.

The meeting closed at 6.45 p.m.

Chair: W.F. HARDING (print)

 (sign)

Date: 9/12/2020