

**MINUTES OF THE VIRTUAL MEETING OF THE  
MAYVILLE PRIMARY SCHOOL ACADEMY TRUST BOARD  
HELD ON WEDNESDAY, 3 FEBRUARY 2021  
AT 5.43 P.M.  
VIA ZOOM**

**Present:** Mr Walter Harding, (Chair) Trustee  
Mrs Chindo Singh, Trustee  
Mr Rasheed Dauda, Trustee  
Mrs Ann Smart, Trustee  
Ms Hannah Roberts, Trustee  
Mr Alex Opoku-Boateng  
Ms Laura Smith, Trustee  
Ms Beverley Komorowska, Interim Head Teacher (voting)

Clerk to the Trustees: Mrs Julie Cornelius

**To note: All action points recorded within the minutes, will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.**

**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>
1.5.1	To seek clarification, via the Trust, regarding which members of staff are precluded from becoming Board Trustees.	Human Resources	Immediate
2.1	To contact Governor Services regarding completion of a Declaration of personal and pecuniary interest	Laura Smith	Immediate
3.2	To provide the school office and Governor Services with her current DBS number.	Laura Smith	Immediate
4.1	To sign a copy of the minutes of the Trust Board meeting held on 9 December 2020.	Chair	04.02.2021
4.2 'Matters arising'	To sign a copy of the minutes of the meeting held on 13 October 2020.	Chair	04.02.2021
4.2 'Matters arising'	School Improvement Plan/OFSTED Priorities: To liaise with the Interim Head Teacher, to arrange a visit regarding assessment.	Interim Head Teacher/ Laura Smith	To be confirmed, dependent upon COVID restrictions.
4.2 'Matters arising'	To forward to Governor Services, details of training attended.	Laura Smith	Immediate
4.2 'Matters arising'	To provide the Board with information as to what is required in respect of the annual effectiveness report.	Governor Services	Prior to next meeting.

4.2 'Matters arising'	To liaise with Governor Services regarding publication of Trustee information on the school website.	Interim Head Teacher	Immediate
4.2 'Matters arising'	To e-mail Trustees the estimate for the front gate.	Interim Head Teacher	Immediate
4.2 'Matters arising'	To e-mail to Trustees, the School Complaints Policy.	Interim Head Teacher	Prior to the next meeting.
5.8	To verify that calls to the parents of those children who are logging on to Google classroom are taking place fortnightly.	Interim Head Teacher	Immediate
5.8	To look into a separate 'Worry Form' for parents and children.	Interim Head Teacher	Immediate
6.3	To e-mail the Chair with the two lowest quotes received for the provision of support for the DSLs (Designated Safeguarding Leads).	Interim Head Teacher	Immediate
10.2	To forward to Trustees, details of INSET days.	Interim Head Teacher	Immediate
11.3	To contact the Interim Head Teacher to arrange a date to inspect the damp in the school house.	Rasheed Dauda	Immediate
13.1	To review the future term of office for Trustees whose term of office is due to end in March this year and report back to Trustees.	Chair	Immediate
13.2	To chase up the Annual Cycle of business.	Chair	Immediate
20.	To provide feedback to the Chair regarding the Interim Head Teacher's attendance at the next meeting which will also be attended by the new Head Teacher.	Trustees	Immediate
20.	To update the Interim Head Teacher regarding her attendance at the next meeting.	Chair	As soon as possible.
20.1	<b>Date of next meeting:</b> Wednesday, 31 March 2021	All /GS	Immediate
20.2	<b>Agenda items:</b> 1. To receive the minutes of the Audit & Risk Committee meeting held on 3 February 2021. 2. Analysis of Trustee training needs based on the skills audit. 3. To approve the school's term dates. 4. Annual cycle of business 5. Review Trustee strategic plan/self evaluation 6. Trustees' Effectiveness Report (SEA)	All/GS	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 All were welcomed to the meeting.

1.2 Apologies were received and accepted from Mrs Lorraine Barella, Trustee.

1.3 Apologies for absence not accepted

There were no Trustees to whom this was applicable.

1.4 Quorum

The meeting was quorate with eight Trustees in attendance; five Trustees constitute a quorum.

1.5 Notice of Any Other Business/Confidential items

1.5.1 The Chair referred to submission 16 in the new Academies Financial Handbook 2020, which specifies that no senior members of staff, in particular, members of the SLT (Senior Leadership Team), should be a member of the Board.

In response to a Trustee asking if this referred to all school staff or just senior members of staff, the Chair was unsure.

It was suggested that Hannah Roberts, Staff Trustee leaves the meeting but Trustees discussed this and **agreed** that until there was clarity regarding this, Hannah should remain at the meeting.

**Action: Human Resources**

**2. DECLARATIONS OF INTEREST**

2.1 Register of Business Interests - Trustees are required to complete Pecuniary Interest forms

Laura Smith will contact Governor Services regarding completion of this via Governor Hub.

**Action: Laura Smith**

2.2 Trustees to declare any interests they may have in any of the following agenda items

There were no Declarations of Interest.

**3. MEMBERSHIP**

3.1 Clerk to confirm Trustees membership – noting current vacancies

Referring to the information appearing on the agenda and received from Governor Services, the Clerk confirmed there were no Trustee vacancies.

3.2 Clerk to confirm that DBS checks have been completed by all Trustees and details are held on file by Governor Services

The Clerk referred to information appearing on the agenda confirming that Laura Smith does not have a current DBS on file. Laura confirmed that she now has a valid DBS and the Clerk requested that Laura provides the school office and Governor Services with her DBS number.

**Action: Laura Smith**

**4. MINUTES**

4.1 To receive the minutes of the Trust Board meeting held on 9 December 2020

Trustees received the minutes of the Trust Board meeting and **agreed** these to be a true and accurate record.

**Action: Chair**

4.2 Matters arising

An action status update is provided below.

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Action status update
2.1	To check that the Declaration of Personal and Pecuniary Interest has been completed.	Hannah Roberts/ Laura Smith	<b>Completed by Hannah Roberts</b> C/forward for Laura Smith; this is recorded as an action in minute 2.1 above.
3.2	To confirm with Governor Services, that a valid DBS is held for Hannah Roberts.	School office	<b>Completed</b>
3.2	To update Governor Services, once DBS clearance is obtained.	Laura Smith	C/forward – Laura has a DBS but needs to inform the school office and Governor Services. This is recorded as an action in minute 2.1 above.
4.1	To sign a copy of the minutes of the meeting held on 13 October 2020.	Chair	C/forward
4.2 'Matters arising' Minute 7.11	To make an addition to the Business Continuity Plan regarding SLT (Senior Leadership Team) absences.	Interim Head Teacher	<b>Completed</b> This was a request following a member of the Senior Leadership Team (SLT) contracting

			COVID.
4.2 'Matters arising' Minute 7.13	School Improvement Plan/OFSTED Priorities: To liaise with the Interim Head Teacher, to arrange a visit regarding assessment.	Interim Head Teacher/ Laura Smith	C/forward due to lockdown.
4.5.8	Following discussion regarding the Breakfast and After School Club provision, to e-mail parents to outline what had been agreed by Trustees.	Interim Head Teacher	<b>Completed</b> See below for additional information.
5.1.4	To send to Trustees, the Safeguarding audit report completed by the LADO.	Interim Head Teacher	<b>Completed</b>
11.	In respect of the skills audit, to request from Governor Services, a log of Governor training.	Chair	<b>Completed and circulated to Trustees.</b> See below for additional information.
12.6.3	To provide an update on staff morale and how teachers are managing the gaps between children.	Laura Smith	<b>Completed</b> See below for additional information.
14.	To provide the Board with information as to what is required in respect of the annual effectiveness report.	Governor Services	C/forward
15.	To e-mail to Trustees, the current Terms of Reference for both the Curriculum and the Audit & Risk Committees.	Chair	<b>Completed</b>
16.	To liaise regarding publication of Trustee information on the school website.	Interim Head Teacher/ Governor Services	C/forward
18.1	To provide Trustees with an update regarding the broken fence at the back of the school.	Rasheed Dauda	<b>Completed</b> See below for additional information.
18.1	To feed back to the Board regarding the front gate.	Interim Head Teacher	<b>Completed</b> See below for additional information.
19.2	To e-mail to Trustees, the School Complaints Policy.	Interim Head Teacher	C/forward See below for further information.

**Minute 4.5.8:** There was only one child attending After School Club and given the circumstances, the parents agreed that their child would not attend. It was agreed at the last meeting that this provision would not be open unless requests were received from parents.

**Q. Following the re-opening (according to current Government guidelines) of schools on 8 March, has the school decided how it will move forward with this?**

**A.** The Interim Head Teacher said this provision is not closed and every week parents are asked if they want their children to attend but currently, parents are keeping their children at home. This provision will not run unless there are more than two children attending. Parents will be sent a further reminder regarding the After School Club, once schools re-open on 8 March.

**Minute 11.:** Laura has completed some training which does not appear on the skills audit  
**Action:** Laura Smith

**Minute 12.6.3:** Hannah said all staff are working extremely hard to ensure remote learning continues efficiently and effectively. Morale generally is low but there is a lot of supervision and well-being support in place. Staff know where they can seek help if needed. The entire lockdown situation has been difficult and remote learning this time around, has doubled.

**Minute 18.1:** Rasheed chased up the developers who confirmed that the fence has been repaired. The Interim Head Teacher has seen the repair work and is happy with this.

**Minute 18.1:** The Interim Head Teacher had referred to the front gate at the recent Audit and Risk Committee meeting. She will forward the estimate received and will update the Business Plan, with regard to when the school wishes to proceed with this work.

**Action: Interim Head Teacher**

**Minute 19.2:** The Interim Head Teacher said Trustees had agreed that only six policies would be presented for ratification at each meeting and therefore the School Complaints policy was not e-mailed to Trustees.

**Action: Interim Head Teacher**

4.3 To receive the minutes of the Audit & Risk Committee meeting held on 9 December 2020 and the Curriculum Committee meeting held on 17 November 2020

Trustees received the minutes noted above.

**Agenda item: To receive the minutes of the Audit & Risk Committee meeting held on 3 February 2021.**

4.4 Matters arising

There were no matters arising.

## **5. INTERIM HEAD TEACHER'S REPORT**

Trustees had received the Interim Head Teacher's report – Spring 1 2020-2021. Trustees confirmed they had read the report which contained the following information: COVID-19 update; Attendance and admissions; Safeguarding policy and practice; Mental health and well-being; SEND; Remote learning.

The Interim Head Teacher asked if Trustees had any questions.

- 5.1 A Trustee wished to thank the Interim Head Teacher for her report, which she said was both helpful and clear.
- 5.2 A Parent Trustee said she was really happy with how the school has approached things and she continues to feel that Mayville is correctly prioritising the mental well-being of children. Staff are both supportive and kind.
- 5.3 A Trustee said it was helpful to read the LADO/Safeguarding report which drew attention to Government safeguarding guidance.

The Interim Head Teacher said it was good to receive feedback from Trustees.

- 5.4 The Nursery was closed in the first week after Christmas because many Early Years staff were self-isolating. After the first week, some staff came out of isolation and it was decided that with the exception of two year olds, it was safe to open the Nursery. The reason for the decision regarding two year olds was mainly because the staff to pupil ratio is 1:4 for this age group and therefore more intimate care and more adults are required. The situation is being continually reviewed.

**Q. If parents are trying to get their young children into school, do we dissuade them because of the closures or do we promise them to look into this?**

**A.** A Staff Trustee said currently there are no requests for two year olds and therefore this is not an issue at the moment. This will need to be reviewed when the school re-opens as these children are part of Mayville and are part of remote learning.

- 5.5 The current Government guidance for Primary schools is that all staff are now tested bi-weekly, using a lateral flow device; this provides a result within 30 minutes. This is optional and staff are not obliged to participate although the school advises in favour of this as some staff may be asymptomatic.

**Q. What has been the response from staff?**

**A.** The majority of staff are taking part. Staff will inform the school of the test result but will also log the result on the DfE (Department for Education) website. The Interim Head Teacher believes the Government wants to monitor this in relation to the planned re-opening of schools in March. To-date, tests completed on staff have been negative.

- 5.6 Safeguarding audit report

The Interim Head Teacher discussed the audit and the action plan.

Trustees' attention was drawn to the action plan which is based on the LADO's audit. The auditors will return to review the actions to be undertaken.

Trustees should keep up-to-date with safeguarding training.

Overall the visit was positive. The school had received a yellow rating because of on-going HR issues and that there is an Interim Head Teacher in post.

The school's approach to safeguarding procedures is addressed through training and ensuring that staff are continually updated.

5.7 SEND

Children's mental health day was discussed.

The Interim Head Teacher wished to thank Ann for the offer of supervision, which has been greatly appreciated by all staff that have participated. Ann currently facilitates these sessions, which comprise two 30 minute slots, every Monday morning.

The resource 'A Place to think' enables staff to meet up with other professionals and to share their experiences and any concerns they have.

5.8 Remote learning

At the last meeting, Trustees had requested an update on remote learning. Information was provided in the Interim Head Teacher's report and the following was noted.

Google classroom is now being used for Years 5 and 6. The Interim Head Teacher shared with Trustees, the table within her report, showing the number of children logging on to Google classroom. The main concern is Year 3 and Year 3 teachers are calling the parents of children who are not logging on. Many parents do not have a computer and are using their mobile phones. As we move into week four, this is improving.

**Q. How much support do you receive from parents when checking in with them?**

**A.** The figures are generally higher for children who are more independent. It is children in the middle school, i.e. Years 2 and 3 who need more support.

**Q. Is there a direct correlation with signing the on-line register and completing work?**

**A.** Yes, especially with Year 3 children. Initially children were logging on but not signing the on-line register; parents are now receiving guidance in relation to this. A parent Trustee said if these children are now completing work this is good. In response, the Interim Head Teacher said this is solely to record who is on-line.

Training and resources

Training and resources are in place for teachers. 34 Chrome books have been received, with the intention that these are distributed to Pupil Premium children and those children on FSM (Free School Meals) and/or an EHCP (Education and Health Care Plan). If there are any children within these groups who are currently attending school, they will not receive a laptop.

Policies

All schools should have a Remote Learning policy and the associated guidance uploaded to their school website. The Remote Learning policy needs to be ratified and this will be actioned later in the meeting.

A Parent Trustee said they had not received a well-being call every week and perhaps this was because the family are engaging. The Interim Head Teacher said staff will target calls towards children who are not logging on to Google classroom; this is a safeguarding strategy. For those children who are accessing Google classroom, parents should be receiving a call at least every fortnight; the Interim



Head Teacher said she would follow this up. The Parent Trustee wanted to make it clear that this was not a complaint.

**Action: Interim Head Teacher**

A Parent Trustee referred to the 'Worry Form' on Google classroom. In response, the Interim Head Teacher said this has been really popular and parents have used this to express their concerns. Staff are trying to prioritise the children who are the most vulnerable and staff may need to take other steps to address this; perhaps a separate parent and child 'Worry Form' would assist with this.

**Action: Interim Head Teacher**

## 6. SCHOOL SAFEGUARDING REPORT

### 6.1 Number of referrals

The number of referrals was reported in the Interim Head Teacher's report, which Trustees confirmed they had read.

### 6.2 Workforce capacity

**Q. Are there any problems with workforce capacity?**

**A.** No, there is a full workforce.

### 6.3 LADO referrals

There are no LADO referrals.

There is a strong recommendation that DSLs (Designated Safeguarding Leads) are offered supervision. As this is safeguarding related, this would be different to the supervision that Ann kindly offers to staff. In respect of this supervision, quotes have been received from an Educational Psychologist and from an external company. The Chair said it would be beneficial to further explore this.

**Action: Interim Head Teacher**

**Q. Is there a local support network accessible to Designated Safeguarding Leads?**

**A.** There is a Forum but this is different to supervision.

## 7. CHAIR'S ACTION

The Chair to report on any urgent action(s) taken since the last meeting

There is nothing to report.

## 8. LINK TRUSTEE REPORTS

Trustees to receive a report from the Safeguarding Link Trustee (standing item)

Rasheed, as Safeguarding Link Trustee, said there was nothing to report. Due to COVID restrictions, he was currently unable to visit the school.

The Interim Head Teacher said on 1 November 2020, a safeguarding audit was carried out by the LADO and the report which followed, confirmed that the SCR (Single Central Record) was up-to-date and well maintained. Kerry, a member of the school staff, checks all DBS records and ensures these are kept up-to-date.

[The Chair temporarily left the meeting at 18.56; this was due to technical issues. The Vice-Chair, Rasheed, chaired the meeting. The meeting remained quorate.]

**9. TRUSTEES' TRAINING**

- 9.1 The Training Trustee to analyse training needs based on the results of the Trust Board skills' audit (if applicable)

**Deferred agenda item: Analysis of Trustee training needs based on the skills audit.**

- 9.2 Training Link Trustee to report on courses attended by Trustees for the term  
Alex has attended PREVENT training.  
Laura attended safeguarding against radicalisation training.

- 9.3 Trustees to identify any additional training requirements  
Laura, as a relatively new Trustee will liaise with Governor Services in respect of safeguarding training. Ann will also do this.

Chindo suggested that all Trustees should review their training needs and that currently training is taking place virtually via Zoom, which generally, makes this more accessible.

The Vice-Chair requested Alex to monitor this with Trustees and to give them a gentle nudge of encouragement to review and to book onto relevant courses.

- 9.4 Training Trustee to feedback to Governor Services  
Alex will do this, as appropriate.

**10. SCHOOL TERM DATES 2021-2022**

- 10.1 To approve the school's term dates  
**Deferred agenda item: To approve the school's term dates.**

- 10.2 To agree the schools 2021/2022 INSET Dates  
**Action: Interim Head Teacher**

**11. SCHOOL ITEMS**

- 11.1 SEND Update  
This was reported on in the Interim Head Teacher's report, received by all Trustees in advance of the meeting. This is similar to the update provided in December 2020, with few changes.

- 11.2 Safeguarding Audit Report– Safeguarding Action plan; Supervision  
This was included in the Interim Head Teacher's report.

- 11.3 Health and Safety – Letting  
The Interim Head Teacher said this was discussed at the recent Audit & Risk Committee meeting and the health and safety concern relates to the damp in the school house. Rasheed, in his role as a Surveyor, has agreed to inspect the premises.  
**Action: Rasheed Dauda**

- 11.4 Waltham Forest School monitoring letter – Rating  
This was reported on earlier in the meeting and where the Interim Head Teacher had explained the three areas that were noted and how these are already being addressed.

- 11.5 School Complaints Policy – to review the policy  
This was discussed earlier in the meeting.

**12. REMOTE LEARNING**

To report on the school approach to remote learning in response to revised statutory requirements

This was covered in the Interim Head Teacher's report.

**13. TRUSTEE ANNUAL CYCLE**

Trustees to consider and agree an annual cycle of business for the academic year

- 13.1 Rasheed took this opportunity to refer to the end (31/03/2021) of the term of office for six of the current Trustees. Trustees discussed the length of the term of office should these Trustees wish to remain on the Board. Chindo said last year there was a one year extension. It was suggested that at the next meeting, Trustees give consideration to if they wish to serve a further term as a Trustee and if so, for what period they wish to commit.

**Action: Chair**

[Following technical difficulties, the Chair returned to the meeting at 19.17.]

The Chair was updated regarding discussion in minute 13.1 and agreed to action this.

13.2 Annual cycle of business

The Chair agreed to follow this up.

**Action: Chair**

**Deferred agenda item: Annual cycle of business**

**14. REVIEW TRUSTEE STRATEGIC PLAN/SELF EVALUATION**

This needs clarification.

**Deferred agenda item: Review Trustee strategic plan/self evaluation**

**15. TRUSTEES' EFFECTIVENESS REPORT (SEA)**

To receive the report from the School Effectiveness Adviser

The Chair said the report had not yet been received. The Interim Head Teacher confirmed she had received a monitoring report letter on 21/01/2021 which confirmed the school is rated amber but is usually rated green.

**Deferred agenda item: Trustees' Effectiveness Report (SEA)**

**16. COMMITTEE TERMS OF REFERENCE**

To approve committees' Terms of Reference

1. Curriculum
2. Audit & Risk

Trustees **approved and agreed** the Terms of Reference for the Curriculum and Audit & Risk committees.

ITEMS FOR INFORMATION:

**17. OFSTED ACTION PLAN PROGRESS**

The Interim Head Teacher said it is difficult to assess if pupils are making progress until they return to school. With regard to teaching and learning, the focus has been on training and remote learning and in this respect, this has been addressed. Inductions have taken place for new staff and the development of leaders has been a focus.

The Chair referred to a meeting he had recently attended at which Head Teachers were present and that the general consensus, in terms of the reliability of assessment, was that it was difficult to validate things in the absence of exams.

**18. DRAFT DEVELOPMENT PLAN (SEF, SDP ETC)**

18.1 The SDP was sent to Trustees at the last meeting.

18.2 The SEF was discussed with the School Effectiveness Adviser and the focus, as it was previously, was to develop remote learning.

**19. STAFFING PLAN**

Trustees raised no comments regarding the Staffing Plan.

The Chair said children are being taught either remotely or in school.

**Q. Are there any staffing changes?**

A. The Interim Head Teacher said once we know what will happen on 8 March which is the planned date for the re-opening of schools nationally, we will consider if this should be a phased return. This remains unclear until the guidance is known.

**20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

The Interim Head Teacher referred to the date of the next meeting and suggested Trustees may wish to invite the new Head Teacher and that if preferred, she would not attend. This is something for Trustees to decide. In response, the Chair requested that Trustees provide feedback in respect of this and that he would then update the Interim Head Teacher.

**Action: Trustees**

**Action: Chair**

20.1 Dates of future meetings

Curriculum Committee

Audit & Resources /Trustees' Meeting

Wednesday, 10 March 2021(New date)

Wednesday, 31 March 2021

Summer 2021

**Curriculum Committee**

Wednesday, 9 June 2021

**Audit & Resources /Trustees' Meeting**

Wednesday, 30 June 2021

20.2 Agenda items for the next meeting

1. To receive the minutes of the Audit & Risk Committee meeting held on 3 February 2021.
2. Analysis of Trustee training needs based on the skills audit.
3. To approve the school's term dates.
4. Annual cycle of business
5. Review Trustee strategic plan/self evaluation
6. Trustees' Effectiveness Report (SEA)

**21. ANY OTHER BUSINESS**

The Interim Head Teacher wished to say thank you to all Trustees and saying that it had been a pleasure to work with everyone over the past couple of years.

Spring term 2021

She wished everyone good luck and expressed her gratitude for the support she had received.

The Chair expressed, on behalf of everyone, his thanks to the Interim Head Teacher, for holding the fort and for the dedication and spirit she had shown.

The meeting closed at 7.35 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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