

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL AUDIT & RESOURCES COMMITTEE  
HELD ON 15 MARCH 2017 AT 5.15 PM AT THE SCHOOL**

Present: **Directors**  
 Ms Chindo Singh (Chair)  
 Mr Walter Harding  
 Dr Ann Smart  
 Ms Carnett Russell (Head Teacher)  
 Ms Lorraine Barella (School Business Manager)

Clerk to the Governors: Lynne Troughton

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s)	Completion date
3.2	To discuss with Wilmott Dixon remedial works to electrical sockets and coat hooks to make safe	SBM	Immediately
8	Accessibility Plan and Policy for GB agenda	Clerk	Immediately
10.	Next meeting 12 July 2017 at 5.15pm	Governor Services	Agenda

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Chindo Singh welcomed those present.
- 1.2 Apologies for absence were received from Rasheed Dauda. His apologies were accepted.
- 1.3 The meeting was quorate with 5 of a possible 7 members present.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations of interest in agenda items.

**3. MINUTES**

3.1 Minutes of the meeting held on 14 December 2017

**AGREED** That the minutes be confirmed as a correct record, subject to the amendment of paragraph 5.2.4 delete "is permitted" and substitute "can apply"; and the insertion "of teaching performance, attainment and progress" in paragraph 8.2 after "outstanding".  
 The chair signed the minutes.

3.2 Matters arising

**Item 7.1** Premises – new build: The school business manager reported that the remedial works to the new building would be completed in six months, as the contractor wanted to wait for the building to settle then carry out all work at the same time. The chair of governors raised that the electrical socket defects were a health and safety matter and could not wait. Similarly, the misplaced coat hooks. The trees growing out of the roof had been removed in half-term by B&J Builders.

Chair of Governors  
 Initials:

- Item 5.2** Nursery: The head teacher updated members that when the committee last met, there were 6 full-time and 19 part-time children in nursery. There are now 6 full-time and 24 part-time. Several children left, and others joined, resulting in an overall increase in nursery take up, so the school's publicity campaign has been cost effective. However the borough continues to move families out of the borough. In total, 55 children have left the school since September 2016 and 49 have joined. The demographic changes are visible: there are no longer large families bringing 3 or 4 children to the school: the intake now is more likely to be of one-child families. From September children will be entitled to 30 hours free nursery. The publicity campaign includes advertisements at both Leytonstone and Leyton stations. Governors asked how the cost benefit of the nursery provision was shown on the budget report? The school business manager responded that this would be evidenced in the next census, as this determines the school's funding.

#### **4. BUDGET MONITORING REPORT**

- 4.1 The school business manager explained that the school is currently funded for 383 children but has only 358 on roll. The next census is in May and unless additional children are enrolled, the EFA will claw back the funds. The school still has an adequate level of reserves but is spending carefully as those funds will quickly deplete if the number of children on roll does not level out or improve.
- 4.2 Governors asked how much is likely to be clawed back and whether other schools advertised? The school business manager responded that the school would have to return £3,482 per pupil and there are 84 reception, and 99 year 1 vacancies in the immediate vicinity. The projected growth in pupil numbers has not materialized. Two schools are full and having been oversubscribed and filled with first choice applications. If parents choosing those schools name Mayville as their second preference they would be allocated to Mayville.
- 4.3 This year, the number of parents naming Mayville as first choice was higher than another school, but a neighbouring school that had an outstanding Ofsted, was oversubscribed. This school also manages a separate nursery, which acts as a feeder to the primary school.
- 4.4 Income is £68,831 above budget. An anticipated clawback has been hopefully offset by an increase in early years numbers.
- 4.5 Teaching costs are slightly below budget and include two agency staff, although support staff costs are higher as some duties previously carried out by former teaching staff are now carried out by them.
- 4.6 Governors asked about the impact of the apprenticeship levy? The school business manager responded that only employers with a payroll budget of more than £3 million are affected. The school business manager has signed up to show an interest in the scheme, because of the duty to do so, but unless the school is offered someone it really needs, any placement will not be accepted.
- 4.7 Governors asked what the teaching FTE establishment is? The school business manager confirmed it had been budgeted at an FTE of 21 but at present the FTE is 16 because the school is employing 3 agency teachers.
- 4.8 Agency fees had been paid for the recruitment of 5 staff, totaling £22,613. Whereas this was slightly over budget, with a £106k underspend on teaching staff, the budget for staffing is still within expected levels.

- 4.9 Marketing costs are more than originally budgeted for but will be offset by increasing the number of pupils in the school.
- 4.10 Premises costs seem high but less has been spent on maintenance. The school had to increase CCTV coverage because of the new building, although the borough has agreed to reimburse the school for that cost.
- 4.11 The cleaning costs have increased due to the expansion but the cleaning contract has been renegotiated to achieve a saving of £680 a month. Utility bills have also increased due to the new building.
- 4.12 £169,000 was brought forward on 1 September and the projected outturn carry forward is £327,570.
- 4.13 A senior leader is returning in April and the final salaries spend is predicted to be 72.4% of the overall expenditure. Ultimately, losing children will result in losing staff.
- 4.14 Governors asked how the new funding formula would affect the school? The school business manager responded that the school's allocation would suffer, especially the pupil premium and education support grants.

**5. PUPIL PREMIUM GRANT EXPENDITURE**

**5.1 Benchmarking Report**

The school business manager circulated this report (filed with the governors' minutes), which compared Mayville to 4 of its closest schools. Mayville has the highest number of FSM children however KS2 SATs results were the highest, particularly in respect of the percentage of children attaining the higher level. The progress scores in reading and maths were considerably higher than the other schools and the national average.

<b>KS 2 SATs results 2016</b>	<b>National</b>	<b>Newport</b>	<b>Davies Lane</b>	<b>Down-sell</b>	<b>George Tom</b>	<b>Mayville</b>
England all schools	53%	71%	71%	39%	33%	74%
%age of pupils achieving at higher level		6%	4%	3%	0%	18%
Average score in reading	103	103	103	98	101	104
Average score in maths	103	108	106	98	101	111

**School Progress Scores**

	<b>National</b>	<b>Waltham Forest</b>	<b>Newport</b>	<b>Davies Lane</b>	<b>Down-sell</b>	<b>George Tom</b>	<b>Mayville</b>
Reading		0.8	+4.1	-1.7	-2.5	-1.9	+4.2
Writing		+2.7	+4	+0.9	+5.9	-4.9	+7.2
Maths		+2.2	+7.6	+2	-1.4	-2.2	+10.7

**5.2 Pupil Premium Grant Expenditure Report**

- 5.2.1 The school business manager provided a report (filed with the governors' minutes) on grant expenditure: There are 390 pupils on roll of whom 137 are eligible for pupil premium. The whole budget is £180,840. The report listed the interventions.
- 5.2.2 The table displaying attainment and progress compared to national averages, showed that Mayville compared positively with, or exceeded, the national averages:

Attainment	Pupil Premium	National Average	Non Pupil Premium	National Average
Combined Maths, Reading and Writing at Expected Standard - %	59	60	74	53
Percentage of pupils reaching higher level	14	7	18	5
Attainment in Reading KS2	103	104	104	103
Attainment in Maths KS2	110	104	111	103
Progress				
Progress in Reading	2.72	0.3	4.20	
Progress in Writing	5.6	0.1	7.20	
Progress in Maths	10.0	0.2	10.70	

- 5.2.3 Governors asked what support was given to parents? The head teacher responded that just this morning there had been a workshop for parents on how to support their children in phonics. Pupil premium children are also given school uniform, where parents cannot afford it. The PPG is used for school trips so that all children can attend regardless of their parents' financial circumstances.
- 5.2.4 The pupil premium tracker will be reintroduced so that children's progress can be reported more accurately for effectiveness of interventions.

**6. OVERVIEW OF KS2 RESULTS**

KS2 results compared to schools in the vicinity were reported in 5.1. A separate report showing the school's results compared to both borough and national results was also given to governors and is filed with the minutes.

**7. SPORTS PREMIUM GRANT EXPENDITURE**

- 7.1 The school business manager circulated the report, which is filed with the governors' minutes, presenting a breakdown of expenditure, totaling £15,355 (grant received £9,540) and the impact the grant has had on sporting activity in the school.
- 7.2 The sports co-ordinator has set up a Council to make decisions about how to spend the funds: boys chose football; girls chose netball, and they purchased cups for awards.
- 7.3 *typo* Governors asked whether the school had considered setting up Brownies and Scouts? The head teacher explained that the school engaged pupils in Police Cadets together with pupils from Norlington and George Tomlinson. They now have their uniforms and everything is organized by the police.
- 7.4 Governors asked whether the school was Bronze or Silver in the healthy schools award? The head teacher responded that currently the school qualified for the Bronze award, but all the evidence for the Silver award is in place and the school is applying for that.
- 7.5 For PE, the school is aiming for level 2. This relates to the level of sports activities children do in the course of a week. Ann Smart gave feedback on the healthy school data from the governors' briefing.
- 7.6 The head teacher added that the level 2 evidence has been in place for some time however there had been no staff member to progress the application. The work completed to date more than qualifies for the Silver award and the school will use the award in its advertising.

**8. ACCESSIBILITY PLAN AND POLICY**

The plan was noted and was referred for approval to the governing body.

**9. BRITISH VALUES AND EXTREMISM AUDIT AND RISK ASSESSMENT**

- 9.1 The school business manager introduced the assessment. It includes an audit, risk assessment and action plan. She advised governors that it would have a major part in the next Ofsted inspection.
- 9.2 The head teacher clarified that WRAP (Workshop to Raise Awareness of Prevent) was part of the "Prevent" strategy. The training emphasised the importance of being open and logging what is said, in order to identify any trends. There is a reporting flow chart attached to the school's policy. The most important part of the training is that any disclosures should not be glossed over but brought out in the open. The principles fit closely with the rights respecting schools agenda. On the back page of the assessment is what the school does to prepare children for life in the UK: it is the school's "British Values Statement".
- 9.3 The school business manager explained how she had developed a fasting policy in response to a comment made by a child who said they were "fasting". However when the school spoke to the parents, they had not said this to the child.
- 9.4 The next training is on 2 May at 4 – 5.30pm and is being delivered by the local authority. All governors are welcome to attend.
- 9.5 "Not in my name" are also attending to deliver an assembly.
- 9.6 "Being and belonging" has been delivered to years 5 and 6.
- 9.7 The head teacher reassured governors that there had been no real concerns for a couple of years.
- 9.8 Governors asked what happened to information that was logged? The school business manager responded that the school would contact the local authority and report any concerns to the lead Prevent officer, Sean Thompson.
- 9.9 Governors asked what feedback there had been from parents? The school business manager responded that to date there had been no complaints from parents. The 4 basic values of Mutual Respect, Democracy, Rule of Law and Individual Liberty are utilised in the "Golden Rules". Some parents object to their children visiting other places of worship, other than their own, by not giving permission for the trip. There is nothing the school can do about this however there are people within the school community who advise the school on managing the issues.
- 9.10 The chair of governors added that the school simply needs to be clear about what it delivers. The school business manager added that children learn about all religions as part of the national curriculum.
- 9.11 The chair of governors and head teacher signed the risk assessment and governors noted that the school was deemed "low risk".

**AGREED** That the British values and extremism audit and risk assessment be noted.

**10. DATE OF NEXT MEETING**

Next meeting: 12 July 2017

**11. CONFIDENTIAL ITEMS**

- 11.1 Performance Management Review  
See confidential minutes.

The meeting ended at 7.20

Chair: .....(sign)

..... (name) .....(date)

