

**MINUTES OF THE MEETING OF THE
MAYVILLE SCHOOL GOVERNING BODY
HELD ON 25 JANUARY 2017 AT 5:30 PM AT THE SCHOOL**

Present: **Directors**
 Mr Walter Harding (Chair)
 Mr Josh Selfe
 Mr Alex Opoku-Boateng
 Dr Ann Smart
 Ms Becky Wylie
 Ms Carnett Russell (Head Teacher)
 Ms Lorraine Barella (School Business Manager)

Clerk to the Governors: Lynne Troughton

Also present: Ms Victoria Ekubia (pupil clerk)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s)	Completion date
2.1	Clerk to send pecuniary interests form to Rasheed Dauda	Governor Services	Immediate
4.2	Resources Committee minutes to be sent to all governors	Governor Services	Immediate
11.4	Safeguarding training link to be sent to all governors	School bus. manager	Immediate
11.5	Clerk to give feedback on Prevent training to governor services	Clerk	Immediate
12	ICT Policy	Governor services	GB agenda item
13	School development plan/self-evaluation	Governor services	GB agenda item
21	Date of next meeting: 15 March 2017; committees on 29 March 2017.	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Walter Harding welcomed those present.
- 1.2 Apologies for absence were received from Rasheed Dauda and Chindo Singh. Their apologies were accepted.
- 1.3 The meeting was quorate with 7 of a possible 9 members present.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary interest forms
 Alex Opoku-Boateng and Josh Selfe completed pecuniary interest forms and returned them to the clerk to be recorded and returned to the school. One form is outstanding and will be sent by post.
- 2.2 There were no declarations of interest in agenda items.

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3. GOVERNING BODY

- 3.1 The clerk advised that there were no vacancies on the governing body
- 3.2 The clerk confirmed that all governors have signed the Code of Conduct.
- 3.3 The school business manager confirmed that EduBase has been updated.

4. MINUTES

4.1 Minutes of the meeting held on 5 October 2016

AGREED That the minutes be confirmed as a correct record subject to amending paragraph 6.7, line 5, to read "is unlikely to ever".

4.2 Matters arising

All actions have been completed.

4.3 Resources Committee 14 December 2016

4.3.1 The minutes of the meeting were circulated.

4.3.2 The current projected carry forward is £187,683, of which £106,000 was carried forward from the last financial year.

4.3.3 A VAT refund owed by the local authority was finally paid back.

4.3.4 The school remains in a strong financial position.

4.3.5 Governors asked why there had been so many audits? The school business manager explained that because of the academy status, the accounts are heavily scrutinized. The EFA had visited almost immediately and gave the school full assurance. When the accountant Buzzacott was appointed, they also visited to do assurance on policies and procedures. Most recently, the EFA decided against their original plan to allow the academy to produce 18 months' accounts and required the school to produce accounts up to the end of August. The cost of doing this was £8,540 however the DfE will refund most of that to the school.

4.3.6 The school business manager has sent the Buzzacott audit framework to governors for information. Their process is rigorous.

4.3.7 The committee had also discussed the risks to the nursery and following the meeting, the school launched an advertising campaign to recruit pupils which resulted in 9 additional children joining in the first two weeks of term. Parents are booking places for up to a year ahead. The pricing schedule was set comparing 5 other full time nurseries. The school is expecting £31,000 from places paid for by parents which, combined with the grant, will pay for a nursery teacher. The additional cost for a full time place per child (paid by the parent) is £1,300. The full time children are settling in well.

4.3.8 The advertising has included a double-page spread in 'Education Matters' and six weeks in the Waltham Forest Guardian. a free local newspaper.

5. STORING, PROCESSING AND TRANSMITTING CARDHOLDER INFORMATION SECURELY

5.1 The school business manager explained that there is now a card reader payment machine at the front desk to enable parents to make cashless payments. The procedures for use are now embedded.

5.2 The machine stores card numbers in the memory card. The policy requires that the machine is passworded so that nobody can access this information. The machine is locked away at night. Only two named staff know the password.

5.3 The head teacher holds no security information. Three people hold the safe key but these are not the school business manager or head teacher. This ensures that there is always someone else involved in the security processes.

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6. FINANCIAL DATA SECURITY BREACH PROCESS

- 6.1 All financial data is securely held in locked cupboards at night. The financial package is passworded so nobody can access the financial information.
- 6.2 The accounts will be published on the Companies House website.

7. CONSULTATION ON REDUCING PUPIL ADMISSION NUMBER

- 7.1 The school business manager reported that the consultation is complete and the school now seeks governors' approval to proceed with submitting the business case to the EFA.
 - 7.2 The parent consultation meetings held on 10 November 2016 were overwhelmingly in favour of reducing the PAN back to 60.
 - 7.3 The local authority confirmed that in the local area there were 84 reception vacancies and 154 year 6 vacancies. In the school, there had been 437 children on roll in 2011: there are now 355. If there has been a surge in the birth rate, the local schools are not affected by it. The school has agreed to take a bulge year if the local authority has sufficient children to send. However, if the school was to retain the current PAN, by 2020 it would be facing a £500,000 deficit.
 - 7.4 The consultation was sent to all stakeholders on 1 November 2016 and formally closed on 16 December 2016. The stakeholders included all head teachers in the borough, Members of Parliament, parents, teachers, and the local community, as well as the local authority.
 - 7.5 The support for reducing the PAN was 100%. The local authority prepared a business case appealing against the schools reducing the PAN: the contents have been noted.
 - 7.6 In the school, there are vacancies in every year group. All year groups have a significant number of vacancies.
 - 7.7 Although it is hoped that the advertising campaign will result in many of the vacancies being taken up, the position remains that even filling 60 places is unlikely in the medium to long term. The negative reputation the school inherited still persists. It is hoped that the advertising campaign will raise awareness of the school's excellent results.
 - 7.8 The campaign will restart around the admissions times. The strategy is to create a nursery provision where the transition to the infant school will be seamless.
- AGREED** That the outcome of the consultation to reduce the pupil admission number be noted, and that the reduction to the pupil admission number to 60, be approved.

8. HEAD TEACHER'S REPORT

- 8.1 The head teacher's report had been circulated and is filed with the governors' minutes. It contained a detailed breakdown in the roll, which governors noted had fallen.
- 8.2 The next census is in May: if there are not more children on roll, the school will be subject to a funding claw-back.
- 8.3 Governors asked what would happen if a year group became oversubscribed? The head teacher responded that she would manage this with mixed age classes. The census number was 385 but numbers are fluctuating all the time.
- 8.4 Governors asked whether, in view of the fact most year groups had an average of 45 children, it was feasible to reduce the PAN to 45? The head teacher was not in favour of this option but would consider it for a small number of year groups if finances made it necessary.
- 8.5 The head teacher drew attention to the basic skills quality mark that had been awarded: information was sent to governors. When first awarded this had come

- about as a result of pupil progress work with parents. The school has to reapply for the quality mark every three years.
- 8.6 The Rights Respecting Schools assessor is attending on 24 February to conduct the assessment. Governors should be aware that Ofsted inspectors might ask them about this. The head teacher gave governors a copy of the Unicef booklet on the UN convention on the rights of the child. The programme is implemented by focusing on one right each week for the school work. There is a child's version of the booklet. The programme has been led by the nursery teacher. She has given 3 presentations at staff meetings and at the Monday morning briefing.
- 8.7 The University of the First Age (UFA) is being embedded. Each One Teach One is part of the programme where children do the teaching. They have to apply for the post to teach, prepare a lesson plan with learning objectives. They do peer tutoring with 4 or 5 per group. Governors are welcome to attend the school to observe. The EOTO is now in place from years 1 to 6. Teachers develop the children to apply. The quality assessor observed the programme and asked them how they went about it. They gave very descriptive responses that showed they understood the principles of teaching. They do "green pen marking", have d learning objectives, and success criteria in their books. The programme forms a large part of Friday afternoons.
- 8.8 Governors asked whether the programme affected other areas of the curriculum? The head teacher confirmed it did not: the sessions are relatively short but in any case, children learn better from slightly older children because they share a common perspective, so the benefits outweigh any loss.
- 8.9 Governors asked how the pupil premium funding of £180,840 is currently spent. The head teacher responded that all qualifying children receive free additional provision. This includes ballet, and football for girls, on Saturdays and whole class music (not only for those who can afford it). Each year group learns a different instrument every year, for example, violin and guitar.
- 8.10 The head teacher's performance management review was completed on 15 December 2016.

9. CHAIR'S ACTION

- 9.1 The chair has taken no chair's action on behalf of the governing body.
- 9.2 The school business manager informed governors that the educational service grant has been removed by government. The school is being asked to contribute £6,984 to the local authority from its direct grant instead. The facilities offered include, for example, support for two looked after children and the "virtual school". It is not compulsory for the school to contribute but it would be a goodwill gesture to the authority. Despite the issues with the local authority the academy does not wish to sever all the relationships with the local authority and the sum requested is quite modest. It means the school will not become totally isolated from the borough.
- AGREED** That the school enters into the partnership agreement with the local authority at a cost of £6,984.
- 9.3 The chair signed the agreement.

10. THE SKILLS ANALYSIS

- 10.1 The clerk circulated the analysis and drew governors' attention to some of the weaker areas, although in general terms the skills on the governing body were relatively strong.
- 10.2 Ann Smart is booked on finance training: unfortunately the first part of the course was cancelled due to a loss of water supply at the town hall on the night of the first session. A new date is being arranged.

11. LINK GOVERNORS/TRAINING

- 11.1 Walter Harding reported that safeguarding was strong in the school. The site services officer is vigilant about all aspects of safety and safeguarding. The chair had inspected all the required certificates and paperwork, for example, for water testing. There have been no incidents in the school.
- 11.2 The head teacher reminded governors that safeguarding training needs to be refreshed.
- 11.3 Ann Smart reported that she has completed Child Protection and Prevent training.
- 11.4 The safeguarding training can be completed online.
- 11.5 Walter Harding reported disappointment with "Prevent" training he had attended 18 months ago: he felt the trainer capitulated to participant pressure. The head teacher reported that year 5 and 6 children had completed a 6 week course about the impact of social media: the school may repeat it and extend it downward in the school. It was about "being and belonging" and went down very well with children and parents.
- 11.6 Ann Smart reported she had made an unannounced behaviour and attendance link governor visit on Monday. The head teacher had invited her in December to visit and review the school's policies and procedures on how children are followed up, and how lateness is dealt with. On her visit she found that behaviour was very good. She will email a brief report on the visit to the school and copy the training governor Rasheed Dauda into the email.

12. POLICIES

The head teacher reported that the ICT policy will be updated and sent to governors before the next meeting.

13. SCHOOL DEVELOPMENT PLAN/SELF-EVALUATION

The head teacher informed governors that the school development plan and self-evaluation have been sent to them; she has updated it and will resend it for review at the next meeting.

14. STAFFING PLAN

- 14.1 The head teacher circulated a staffing report.
- 14.2 With much regret she reported that Miss May has left. The travelling became too much for her.
- 14.3 She advertised for a deputy and assistant head. Becky Wylie, having left, applied and is now returning as assistant head. Ms Varndell has also been appointed as assistant head. There having been no suitable candidate for the deputy position, she will readvertise for a deputy at a future date.
- 14.4 Governors were very pleased to welcome Becky Wylie back to the school.

15. APPRENTICESHIP LEVY

The school business manager reported that the school has applied for an apprentice. The apprentice post could be in a variety of areas. The school will look at who is put forward before placing them.

16. HEALTH AND SAFETY AT SCHOOL

- 16.1 The health and safety report was submitted.
- 16.2 Educational Visits
The Paris trip has been booked and a trip to the Norfolk centre will also take place in September.

17. DATES AND AGENDA ITEMS FOR THE NEXT MEETING

- 17.1 The next meeting will be on 15 March 2017 at 5.30pm.
- 17.2 The committees will meet on 29 March 2017.
- 17.3 The timing of the committee meetings will change: the resources committee will be in future held at 4.45pm; the curriculum committee will in future be at 6pm.
- 17.4 Ann Smart and Becky Wylie will attend the governors' briefing on 1 March 2017.

The meeting ended at 7.40pm

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
