

**MINUTES OF THE MEETING OF THE  
MAYVILLE SCHOOL GOVERNING BODY  
HELD ON 29 MARCH 2017  
AT 17:30PM  
AT THE SCHOOL**

Present: Mr Walter Harding (Chair) Trustee

**Trustees**

Mr Rasheed Dauda  
Mr Alex Opoku-Boateng  
Ms Carnett Russell  
Mr Josh Selfe  
Mrs Chindo Singh  
Mrs Ann Smart  
Ms Becky Wylie

Clerk to the Governors: Ella Coulson

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Governor Services to check if they have received Mr Rasheed Dauda's pecuniary interest form.	Governor Services	ASAP
4.2	To sign off the amended minutes from the 25 January at the next Governing body.	Walter Harding	Next GB
10.4	Ms Carnett Russell to send the web link to governors for the online anti-radicalisation training course.	Carnett Russell	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms Lorraine Barella.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 governors present.
- 1.4 There was no notice of Any Other Business/Confidential items.

**2. DECLARATIONS OF INTEREST**

- 2.1 **Action: Governor Services to check if they have received Mr Rasheed Dauda's pecuniary interest form.**
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. GOVERNING BODY**

- 3.1 Clerk to confirm Governing Body membership  
The clerk confirmed that there were currently no vacancies.
- 3.2 Governor's Code of Conduct  
Governors confirmed that they have all signed the code of conduct.

Chair's Initials:

**4. MINUTES**

4.1 Governors received the minutes of the governing body meeting held on 25 January 2017 and agreed these to be an accurate record of the meeting once the agreed changes have been made.

4.2 **Action: To sign off the amended minutes from the 25 January at the next Governing body.**

**4.3 Matters arising:**

4.4 Minute 12: The ICT policy is still being updated.

4.5 Minute 8.7: Each Teach One has been introduced in years 5 and 6. Year 5 and 6 children support the other children in the school and in their own class. Between 1:30 and 1:45 each day the children are supporting and teaching each other. Children learn better from their own peers. The children write out their lesson plan, learning objectives, success criteria and discuss how they can improve. The Each Teach One strategy is in place and is developing well. Governors were invited to visit the school and see the strategy in action.

**5. HEADTEACHER'S REPORT**

5.1 Ms Carnett Russell looked at the Ofsted criteria and will be basing her headteachers report on the headings. She will report on achievements and standards, effectiveness of leadership and management and quality of teaching and behaviour. The intention will be to look back on the headteacher reports and develop on them.

5.2 Q: Does Mayville meet the outstanding criteria now?

A: Yes the schools data is outstanding. Children leave with an additional qualification. All the children in year 5 passed their public speaking examination level 1 which is an additional qualification on top of their SATS.

5.3 Looked After Children

5.4 Q: Where does Mayville stand against the national average?

A: The national average is low so Mayville is very high however it was much higher a few years ago. Mayville initially inherited the higher number and the SENCO before were putting children on as SEN. If a child was a bit below they would go on the SEN register. Mayville looked at the criteria and the children on the register and worked to compile an exit plan to get them off the SEN register. The school looked at quality of work, spoke to parents and gave teachers strategies in order to remove them from the register. The government has changed the criteria for SEN. In the past if a child had 'behaviour issues' they would be put down as SEN but now they look at the underlining cause of behaviour. The criterion is much more refined and specific. The teaching and learning and ethos at Mayville has improved.

5.5 Q: When the intake changes, will Mayville expect to see a change in the figures?

A: No because the school will still see SEN. The school cannot refuse to take a child. Some schools have an assessment process where children are interviewed.

5.6 Q: Will Mayville manage without the funding?

A: Mayville receive a certain amount of money for pupil premium and SEN. If there is a child that poses any difficulties that in which will result in the school having to spend extra money then the school will fill out an EHC plan for the extra funding which is £6000. There is one child taught in nursery who is autistic. She is from, Eastern Europe and was in a hospital. She is performing like a 12-18 month~~year~~ old. She needs personal care on a daily basis which costs £125 per day.

5.7 Q: Can the school ask the local authority to fund the personal care cost?

A: The EHC plan has been put in place in the interim and the school are waiting for the Local Authority to respond.

5.8 Q: Parents have the right to have their child in a different school if their need is so high, will there be a better place for that child?

A: Yes Mayville cannot keep the child, her needs are so severe and there will not be any movement with her. However the parents can say that they would like their child to stay at Mayville, however they understand that she cannot. Ms Carnett Russell took the dad to the year 1 class to show where his child should be and informed him that his child will stay in nursery because she will not cope in year 1. He knows she cannot go into mainstream and wants her to go to a special school.

5.9 Q: How is the child?

A: The child has no sense of what is happening around her. She communicates through Romanian songs and she is now able to sing the songs that she has been listening to in the school. She can say her name in English and joins in with some of the songs in nursery. Her assessment has been completed and fast tracked. She will be transferred to a special school. She is severely autistic but no behaviour issues; she is a lovely wonderful little girl.

5.10 Q: There is a child being taught in year 5, however is a year 6 child. Please can you explain the reasons for this?

A: This child came to Mayville 4 years ago and has 3 other siblings in the school. The Mother had all of them home-schooled and when the child was in year 6 he was not sent to secondary school. The child therefore came back in year 6 and it was evident that he had not made any improvements since he left in year 2. He could not cope with the homework and the parent complained. The mother has advised Mayville that she will be home schooling the children again from September.

5.11 Q: Is there <sup>2</sup> home schooling standard that has to be met?

A: Parents have the right to home school their child. The details are sent to the EWO to make them aware, they then make a visit and it is then completely out of the hands of the school.

5.12 Pupil Premium

5.13 Q: The drop in pupil numbers | dropping the income, is the current state sustainable?

A: No it is not sustainable, Mayville still need the similar amount of staff even when there is a cut in pupil premium. They have taken on teaching assistants part time. One teaching assistant and one ICT assistant is leaving. There are 2 learning

mentors, one is full time and one is part time and the other half is paid through pupil premium.

5.14 Q: Has the staffing budget been ring-fenced?

A: The school are looking to cut down Sian and Gerard's work, so it will not be as regular.

5.15 Q: How will Mayville maintain the standards?

A: Ms Carnett Russell will be taking on part of Gerard's role in house. Mayville will not be in any deficit budget. Ms Carnett Russell has asked Gerard to come in to a class for half an hour to carry out the observation. He will not be observing outstanding teachers. He will be observing the areas of concern.

5.16 Achievement and Standards

5.17 There is a glitch with the new system, the data will be sent to governors after the Easter holidays.

5.18 Q: What are the iPad learning packages?

A: Children can go on the iPad to learn grammar, punctuation and maths. The Children enjoy learning through using the iPad.

5.19 Q: Is the 100% programme still in operation?

A: Yes the school are still identifying the groups of children and are putting in the action plan. Those children are then targeted by the class teachers. At the moment it's still Caribbean boys and Pakistani boys.

5.20 Effectiveness of Leadership and Management

5.21 Ms Carnett Russell sent the report to the governors prior to the meeting. She reiterated that there have been changes to both the staff structure and the curriculum which governors have had sight of.

5.22 Q: What are the drawbacks that are holding back the desired progress?

A: There is the leadership in terms of the leadership team and the leadership in terms of the teachers who have leadership roles. A member of the leadership team has left. There are some teachers who are fulfilling their role however there are a couple who are not. Those have been spoken to and things are improving. There are a lot of NQT and teachers who are new to the role. By September Mayville will have a few more teachers with the experience who can then have the responsibility.

5.23 Q: Is there any concern about how the financial position could impact on the standards?

A: Existing staff including are taking on more roles. Other schools have been given more areas of responsibility. Miss Roberts has taken on "rights respect" in school on a voluntary basis, all teachers have to take on an area voluntary for a term at least and then apply for a role.

5.24 Q: Is a decision made to double up on subjects?

A: Yes, Maths and English are doubled up. English consists of the reading, writing, grammar, curriculum, core and library. One person will be in charge but there will be extra support.

5.25 Q: How did the rights respect in school assessment go?

A: The school passed.

5.26 Q: Is Mayville preparing to take on another school?

A: It all depends on the type of school Mayville will take over which will determine what support Mayville can offer. It is about retaining the right quality of staff at Mayville first.

5.27 Quality of Teaching

5.28 Q: The year 5 class now has a supply teacher, has there been any repercussions?

A: The permanent teacher in that class became pregnant and left on maternity leave. The long term supply has been in the school since last October and is familiar with the class. The class is being monitored. A permanent member of staff is the lead and monitoring the work.

5.29 Q: Is there a budget for professional development?

A: The IT computing and P.E leadership is free. The school pay for NQT and the 'read write ink' which Mayville strongly believe that every member of staff should be read writing trained. The foundation stage is free. The foundation stage leader is on a course to become more familiar with children with autism which has been funded by the school at a cost of £50.

5.30 Behaviour and Safety

5.31 A mini Ofsted was carried out at the school on Wednesday 29 March in order to see if the school are following the correct procedures at the foundation stage. They looked at Mayville's bank account, finance, safeguarding, health and safety level 2 certificates. They came in with the names of 4 children and asked to see their files. They looked for the parental declaration form, birth certificate and proof of address. They asked to see the British values, recruitment, CRB, single central record, allocation of the 15 hours and the staff disqualification declaration.

5.32 Q: What is considered an acceptable proof of address?

A: A utility bill or statement.

5.33 Q: What is the staff disqualification declaration?

A: It is about association, teachers need to declare if they live in a household with somebody that may have gone to prison for child abuse.

5.34 Q: Is there a list of offences?

A: They would be criminal offences relating to child abuse/violence.

5.35 Q: How often are CRB's renewed?

A: Every 3 years.

**6. UPDATE ON PUPIL ADMISSIONS**

6.1 Admissions have been a real issue for Mayville. 5 years ago they had 489 on roll and they now have 387. Mayville has lost 100 children within the last 5 years. Parents are choosing to send their children to outstanding schools.

6.2 Pupil admissions are still an area of focus. Ms Carnett Russell has contacted the Local Authority and has spoken with the highways department to discuss the signposting of Mayville School. There are 2 signs on Leytonstone High Road for Davies Lane. The highways department have recognised that Mayville School is in a cul-de-sac and therefore there should be a sign for the school on the high road.

6.3 The advert is in the newspaper and is in both Leyton and Leytonstone station.

6.4 There are 3 children transferring from George Tomlinson and are starting after Easter.

6.5 Q: How many children would Mayville expect to lose?

A: For example if 55 children started in September then on average the school would expect 5 children to leave. However there have been 49 children who have left Mayville which is a high number.

6.6 The attendance at Mayville is good. There has been a steady rise in attendance to 96.4%.

6.7 Q: What is the marker and does Mayville do anything in addition to tackle attendance?

A: If a child is not in school the parent is called within the first hour. Mayville lay down the expectation and ask for the reason for the non-attendance. If the reason is a doctors, hospital or dentist appointment then a medical certificate/doctors note/Dentist appointment card is required. Mayville School have a "late gate" where once a month the EWO is on the gate to address the reasons for lateness.

6.8 Q: Are any awards given for those with the highest attendance?

A: Yes the school award trophies for the class with the highest attendance and punctuality every week. It is publicly announced and the school publish their attendance every single week in every newsletter and on the website.

6.9 Q: Is there an update on the new times for Mayville?

A: The times will be reviewed next term. Mayville School was promised to be funded for a 3 form entry school and the funding is now not there. The new times will be trialled for the year; however the intention is to go back to 3:30.

**7. SCHOOL DEVELOPMENT PLAN**

7.1 The good level of development has been pushed to 90% which is not going to be achievable. Nursery can hold 30 in the morning and 30 in the afternoon. They teach phonics and reading. Reception children are taught in groups and there is a rotation of teaching them. There is an extra nursery nurse to support.

7.2 All of the NQT's with the exception of one have been graded as good. One has been graded as required improvement but has made big improvements.

- 7.3 This term there has been a big improvement in the quality of teaching in KS1. The teaching in KS1 is rated as good.
- 7.4 The phase leader system is designed to raise standards and hold people to account. The intention is to have a spare room as a teacher's health and wellbeing room.
- 7.5 Q: Could the children fundraise for the health and wellbeing room?  
A: Yes they could, the children are we are currently fundraising for the science dome.

## 8. SCHOOL POLICIES

- 8.1 All policies have been ratified by governors.

## 9. CHAIRS ACTION

- 9.1 Mr Walter Harding participated in a disciplinary action which has since settled down.

## 10. SKILLS ANALYSIS AND GOVERNORS' TRAINING

- 10.1 Mrs Ann Smart has been to finance 2 and 3 training, governors briefing and has booked onto the link governor training.
- 10.2 Mr Walter Harding Walter and Ms Becky Wylie attended the governance training.
- 10.3 The anti-radicalisation course was sent out to governors. Governors were advised that they all need to attend the training on the 20 April 2017 or complete the online training.
- 10.4 **Action: Ms Carnett Russell to send the web link to governors for the online anti-radicalisation training course.**

## 11. HEALTH AND SAFETY AT THE SCHOOL

- 11.1 There has been one incident at Mayville where an ambulance was called.
- 11.2 Ms Carnett Russell is speaking with Children Social Care for them to deliver a training session to the school about children who are being privately fostered.
- 11.3 Mr Walter Harding reported that the children are well behaved and it is clear to see how the children develop through the school.
- 11.4 The cameras in Mayville are working and have since been mounted so they have a 360° view.
- 11.5 The caretaker's certificates are all up to date. There has been a query with the new build electrics, the caretaker is aware and the issue has been raised with the builders.
- 11.6 A light sensor is being installed in the canopy.
- 11.7 There is a residential visit to Disneyland Paris. 30 children will be in attendance and all procedures are being followed.

## 13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 13.1 Date of next meeting  
Wednesday 28 June 2017 at 5:30PM.
- 13.2 Mrs Ann Smart sent her apologies for the Governing Body on the 28 June and the Resources committee on the 12 July.
- 13.3 Agenda items:  
Link Governor Reports

The meeting closed at 21:00

Spring Term 2017

Chair: ..... (print)

..... (sign)

Date: .....



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**Trustees**

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- Mr Josh Selfe
- Mrs Chindo Singh
- Mrs Ann Smart
- Ms Becky Wylie

Clerk to the Governors: Ella Coulson

**14. MANAGEMENT REVIEW OUTCOME**

- 14.1 Mr Walter Harding reported that the Resources Committee are in agreement in offering the Headteacher 2 points, (£4.5k) as recommended by the school adviser, following her performance review in December. The Governing Body agreed to the recommendation.
- 14.2 Ms Carnett Russell thanked the governing body for the outcome.

The meeting closed at 21:00

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:

