

**MINUTES OF THE MEETING OF THE
MAYVILLE PRIMARY SCHOOL AUDIT AND RESOURCES COMMITTEE
HELD ON WEDNESDAY 12 JULY 2017 AT 5PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair) Trustee

Trustees

Mr Walter Harding
Ms Carnett Russell
Ms Lorraine Barella
Mr Rasheed Dauda

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
3.1	Ms Lorraine Barella to send the amended confidential minutes of the audit and resources committee meeting held on 15 March 2017.	Trustee	ASAP ✓
4.2.12	Ms Lorraine Barella to chase up the capital purchases for the phone in the hallway and the canopy.	Trustee	Next Cttee
4.2.29	Ms Lorraine Barella at the next committee meeting.	Trustee	Next Cttee
4.2.31	Mrs Chindo Singh agreed for Mr Walter Harding to attend the school when all of the quotes have been received on behalf of all of the governors.	Trustee	ASAP
5.3	Progress report on the outcome of the audit at the next committee meeting.	Trustee	Next Cttee
5.3	The new Financial Regulations to be reviewed and sent to governors in September.	Trustee	September
8.1	Date of the next committee meeting to be confirmed by Ms Lorraine Barella.	Trustee	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 Mrs Ann Smart.
- 1.3 No apologies were received from Mr Alex Opoku-Boateng and therefore these were not accepted.
- 1.3 The Clerk confirmed that the meeting was quorate with 5 trustees present.
- 1.4 There was no notice of any other business or confidential items.

2. DECLARATIONS OF INTEREST

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

Chair's Initials:

CS

3. MINUTES

- 3.1 Governors received the minutes of the audit and resources committee meeting held on 15 March 2017 and agreed these to be an accurate record of the meeting. Mrs Chindo Singh signed a copy of the minutes and these were retained by the school.
ACTION: Ms Lorraine Barella to send the amended confidential minutes of the audit and resources committee meeting held on 15 March 2017.

4. FINANCIAL BUDGET PLAN INCLUDING OUTTURN REPORT (INCLUDING PUPIL PREMIUM)

4.1 OUTTURN REPORT

- 4.1.1 The academy should have an in year surplus of £92,250 which is more than the school budgeted for. The estimated carry forward is £265,250. £169,000 was carried forward from last year. The school can only carry forward 12%.
- 4.1.2 Mayville is looking to have a lot of work done in the summer holidays.
- 4.1.3 The school have 404 children on roll and they should get more money from the census instead of a claw back next year.
- 4.1.4 The staffing costs are predicted at 75%.
- 4.1.5 There is a short fall of pupil premium of £1870 that has not yet come through this year. The other income is on track.

4.2 EXPENDITURE REPORT

- 4.2.1 The staff teaching needs to be looked at with agency staff.
- 4.2.3 Support costs were higher than predicted and the teaching costs were slightly lower but both still within budget.
- 4.2.4 The recruitment costs have come to more than predicted at £14,813 because it is much harder to recruit.
- 4.2.5 Mayville was over budget on marketing due to the pupil numbers and the big market campaign. The school has budgeted more for marketing next year so this can be continued.
- 4.2.6 Q: Have statistics been created for the marketing campaign?
A: The school had 19 part time children in nursery and they now have 40 which consist of 33 part time and 7 full time. The school are carrying out a mail shot through every door and will be offering the 30 hours free childcare.
- 4.2.7 Q: Is the 30 hours free childcare funded?
A: Yes from the government. The family has to earn less than £100,000 combined. London Borough of Waltham Forest are now funding from the term after their third birthday.
- 4.2.8 Q: If Mayville took 2 year olds who would fund them?
A: The parents would have to fund this.
- 4.2.9 Q: Is the staffing ratio different for 2 year olds?
A: For 2 year olds the ratio is 1 adult to 3 children, nursery it is 1 adult to 13 children, Mayville's ratio is 1 adult to 10 children. Mayville are hoping to take more nursery children to then fill up the reception.
- 4.2.10 Mayville was over budget on school trips but they have used pupil premium money to contribute. Special rates were given for pupil premium children to go to Paris.

4.2.27 The school are looking to put a play gym in. The school receive £9,795 for the PE grant. Ms Lorraine Barella has 4 quotes which vary so much in both price and equipment.

4.2.28 Q: How is the Play Gym risk assessed?

A: The floor is all cushioned. The children will not be on it for a long period of time in order to exert themselves. All of the parks have the gym equipment which is owned by the local authority. A clause will be put up and cleared with the insurers. There will be a risk assessment.

4.2.29 Q: Will a member of staff supervise?

A: Not necessarily, the wooden structure has been there for a few years and there have been rare incidents. The company will come in and do a full risk assessment. They say it is safe to use. The risk assessment covers the school that the equipment is safe and has been checked and they come once a year. The play gym is a way of getting children interested in exercising from an early age. A daily report of the midday assistants and yearly report are carried out. The rota is easily accessible and the equipment is checked every year and there is a certificate to show that the school take due care. It is one thing to show that the school is tackling obesity. The school will take the PE grant money and use the capital grant money for the rest. The capital grant is £8,849.

ACTION: Ms Lorraine ~~Sampels~~ to investigate all quotes and present at the next committee meeting.

Barella

4.2.30 Q: Can we top up the budget to cover the costs?

A: £25,000 has been budgeted for.

4.2.31 **AGREED** Governors agreed for the school to continue with the Play Gym project. The school explained why they need the play gym and how it meets all the regulations.

CHAIRS ACTION: Mrs Chindo Singh agreed for Mr Walter Harding to attend the school when all of the quotes have been received on behalf of all of the governors.

4.2.32 **AGREED** Governors agreed and approved the budget.

5. **AUDIT REPORT**

5.1 Mayville had an audit and the recommendations were the school needed tighter procedures. All the recommendations have been completed.

5.2 Strictly Education was not fully compliant. Two qualified accountants have come to the school in order to catch up.

5.3 Q: What is the schools level of confidence?

A: Buzzcott's have a number of people who they can recommend and have worked in academies and know the financial system. The audit has been a learning curve especially because the accounting for academies is so different. Academies are new and there are different regulations especially for charities. If the school is paying a professional fee they expect to be told if they are not compliant. The auditor is very good. Ms Lorraine Barella is being audited once a term.

- 4.2.11 Premises and cleaning bills were much higher due to the expansion.
- 4.2.12 The capital purchases showed that the school spent £4000. This is for all the new phones in the expansion which the school is now being reimbursed for.
ACTION: Ms Lorraine Barella to chase up the phone in the hallway and the canopy.
- 4.2.13 The nursery has 40 children including 7 full time children. The marketing campaign has definitely worked.
- 4.2.14 Q: Are the rental costs for the residential included?
A: The accounts are up to the 30 April 2017 so at the next committee the incoming figures for the residential will be shown.
- 4.2.15 Q: How is the school dealing with the additional costs of the expansion?
A: The budget is very tight, however if the school uses the current year 1 classrooms for the extensions of the nursery and the nursery fills with more places then eventually it will be worthwhile. Without the expansion the school could not use the two rooms to make the nursery bigger.
- 4.2.16 Q: Is there any progress on the uptake of hiring the room?
A: It has been converted into a residential for teachers. It has been converted into a 3 bedroom flat and there is already one tenant. The school need to get someone else in to balance it out. The rent is £500 a month for a room. Local authority says it is a school house; therefore it comes under the same service tenancy agreement and is covered by the academies insurance. On the day the teacher leaves he will have to move out. The money is taken out of the salary monthly. The risk assessment has been carried out on the residential. The hut will be looked at in the future to be demolished.
- 4.2.17 The AWPU is £113,916 down from last year. This is due to the drop in pupil numbers. If the school can keep over 400 pupils they will get the money back.
- 4.2.18 Deprivation is slipping every year and they have now changed the codes.
- 4.2.19 The growth funding is back in but has gone down to £39,800 for the extra reception class.
- 4.2.20 The UFSM is slightly lower compared to last year at £41,515.
- 4.2.21 The budget is less so the school will not be able to have as many children.
- 4.2.22 Mayville have allowed for air conditioning which has been budgeted for Year 3 and 4 where the windows only open slightly. £30,000 has been budgeted for the air conditioning.
- 4.2.23 Ms Carnett Russell would like new software in the school, so £25,000 has been budgeted for new laptops.
- 4.2.24 The school are aiming to decrease the Curriculum support services down to £80,000. £12,000 was spent on music services and the same will be spent this year. A recorder teacher will be coming in. The children learn to play to recorder in year 2, violin in year 3, ukulele in year 4 and the guitar in year 5.
- 4.2.25 The audit fees will not be less than £10,000. Last year the EFA paid for the first audit.
- 4.2.26 The school have an in year surplus of £12,122.

ACTION: Progress report on the outcome of the audit at the next committee meeting.

ACTION: The new Financial Regulations to be reviewed and sent to governors in September.

6. GOVERNOR ALLOWANCES

6.1 The governor allowances were ratified on the 14 December 2016.

7. POLICIES

7.1 UPDATED PATERNITY POLICY

7.1.1 There is a new paternity procedure in place. It was originally 2 weeks paid if the member of staff has been at the school for more than a year. It is now 1 week full pay then 1 week statutory paternity pay. This has been agreed by the unions.

7.1.2 **AGREED** Governors agreed for the paternity policy to be sent to the full governing body for ratification.

7.1.3 **AGREED** Governors agreed for the appraisal model policy to be sent to the full governing body for ratification.

7.1.4 **AGREED** Governors agreed for the induction policy to be sent to the full governing body for ratification.

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

8.1 Date of next meeting

ACTION: To be confirmed by Ms Lorraine Barella.

8.2 Agenda items:

Audit Progress Report

Play gym

Financial Regulations

The meeting closed at 18:30PM

Chair: *CHINOO SINGH* (print)

..... *Chh Singh* (sign)

Date: *4/10/2017*

Chair's Initials:
C.S

