

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL AUDIT AND RESOURCES COMMITTEE  
HELD ON WEDNESDAY 4 OCTOBER 2017 AT 5PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair) Trustee

**Trustees**

Mr Walter Harding

Ms Carnett Russell

Ms Lorraine Barella

Mr Alex Opoku-Boateng

Mrs Ann Smart

Mr Rasheed Dauda (arrived at 17.35)

Clerk to the Governors: Ms Gill Hand

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Governor Services to note the election of Mrs Chindo Singh as Chair of the Audit and Resources Committee.	GS	ASAP
6.1.3	School to review possibility of increasing nursery offer until 6.30pm to support working parents	LB	ASAP
7.1	Risk Management Plan, Asset Management Plan and Stock as of September 2017 report to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification	LB	4/10/2017
8.2	Staffing Update to be removed as an agenda item from future Audit & Resources Committees	School	Ongoing
8.3	Student Attendance and Behaviour Update to be removed as an agenda item from future Audit & Resources Committees	School	Ongoing
9.1	Adopted policies to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification	LB	4 October 2017
10.3	Revised Financial Regulations document to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification	LB	4 October 2017
11.1	Date of next meeting: Wednesday 6 December 2017 at 5pm at the school.		
12.2	Clerk to ask Governor Services manager to contact school to discuss current governor support offer	Clerk	Immediately

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 No apologies were required to be received as all expected Trustees were present at the meeting.
- 1.3 The Clerk confirmed that the meeting was quorate with 6 trustees present at the beginning of the meeting.
- 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.

**3. ELECTION OF CHAIR**

**3.1 Election of Chair for the academic year 2017/2018**

The Clerk welcomed nominations for the position of Chair of the Audit & Resources Committee. Ms Carnett Russell proposed that Mrs Chindo Singh be elected as Chair for the 2017/2018 academic year, this was seconded by all trustee's present. With no other nominations and no objections Ms Chindo Singh was duly elected as Chair.

**ACTION:** Governor Services to note the election of Mrs Chindo Singh as Chair of the Audit and Resources Committee.

**4. MINUTES**

- 4.1 Governors received the minutes of the Audit and Resources Committee meeting held on Wednesday 12 July 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.

**4.2 Matters Arising**

- 4.2.1 4.2.12 – The two canopies have been removed by the contractors but new ones have not been installed as per the original agreement. Ms Barella continues to pursue this and will update trustees as appropriate at future meetings.
- 4.2.29 – note name in action point should read Lorraine Barella not Lorraine Samuels

**5. TERMS OF REFERENCE**

Ms Barella advised that the Terms of Reference had been circulated electronically before the meeting. In essence, these remained the same as last year other than minor updates to ensure they contained updated links to the new Academy Financial Handbook.

Governors were in agreement with adopting the revised Terms of Reference which were duly signed by the Chair and retained by the school.

**6. FINANCE**

**6.1 Mid Year Monitoring Budget Report including Pupil Premium**

- 6.1.1 Ms Barella tabled a comprehensive Finance Report alongside a written commentary to aid trustees to review the figures.
- 6.1.3 It was noted that as of 31 August 2017 the school had a £172,330 in year surplus (£156,280 greater than the previous budgeted surplus) and an estimated carry forward of £341,330. This placed the school in a strong financial position moving forward.

6.1.4 Nursery Marketing

The school had overspent on the planned budget for this area due to a marketing campaign to increase student numbers. This had proved to have a positive impact and the nursery currently had:

- 30 students in the morning session
- 14 students in the afternoon session
- Including 8 full time children

The current overall capacity was noted as 45 students but the headteacher has advised the LA that the school is willing to offer up to 60 places to meet local need.

The current nursery offer is 8-6pm.

**ACTION-** School to review possibility of increasing nursery offer until 6.30pm to support working parents

6.1.5 Free Child Care Registration

The school had registered for Free Child Care Offer as of 4 September 2017.

**Mr Rasheed Dauda joined the meeting at 17.35.**

6.1.6 Pupil Premium

Ms Barella tabled a comprehensive Pupil Premium (PP) report and the following key points were noted:

Number of pupils and pupil premium grant (PPG) received 2017/2018	
Total number of pupils on roll	373
Total number of pupils eligible for PPG	131
Amount of PPG received per pupil	£1,320
Ever 6 pupils	£107,667.30
Total amount of PPG received	£172,920

Trustees were also advised that in 2016/17, the PP Grant had been £180,840.

The school was using the PP Grant to improve student opportunities and trustees were provided with outline information on how the grant had been spent.

Q- What were the benefits of increasing the TA hours?

A- This allowed an increased amount of time for TAs to engage with PP students and increased their opportunities to learn throughout the school day.

Q- Was there any evidence of the impact of how the PP was being spent?

A – Overall data showed that PP pupils were performing at above expected national averages including the area of greater depth.

Combined Maths, Reading and Writing results for Pupil Premium student was 85% against a national average of 61%. Greater depth results were 27% against a national average of 9%.

6.2 Consider impact of GB decisions on Spending

Trustees were updated that teacher recruitment continued to be an issue and that the school was focussing on employing outstanding teachers whilst also continuing to develop in house staff. This had a cost implication that trustees needed to be aware of.

The headteacher informed Trustees of her decision to remodel the student class structure within the school which had resulted in a saving of approximately £150k.

The school continued to be willing to accept bulge classes in future which attracted additional funding but not for more than 2 years as this long term funding implications for the school.

Trustees were advised that the school's projected 5 year Budget Plan indicated that the school would remain financially stable even with the proposed changes to the Fairer Funding Formula. However, this security but could be impacted on by student numbers in both the main school and nursery.

7. **PREMISES UPDATE**

7.1 Asset Management – Risk Register and Asset Management Plan

Information pertaining to this item had been electronically circulated prior to the meeting.

It was noted that both reports were reviewed annually and that during the recent review, minor amendments had been made to ensure they remained fit for purpose and compliant with regulations.

Trustees thanks Ms Barella for her work in this area and agreed that the updated Risk Management Strategy, Risk Plan and Stock as of September 2017 should be adopted and brought to the next Full Governing Body for ratification.

**ACTION:** Risk Management Plan, Asset Management Plan and Stock as of September 2017 report to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification

8. **PERSONNEL UPDATE**

8.1 Performance Reviews

It was noted that the performance reviews for the SMT scheduled for the weeks beginning 2 October 2017 and 9 October 2017.

8.2 Staffing Update

Trustees agreed that this item was usually covered comprehensively within the Headteacher's Report presented at the Full Governing Body meeting so did not also need to be discussed at this meeting.

**ACTION:** Staffing Update to be removed as an agenda item from future Audit & Resources Committees

8.3 Student Attendance and Behaviour

Trustees agreed that this item was covered comprehensively within the Headteacher's Report presented at the Full Governing Body meeting so did not also need to be discussed at this meeting.

**ACTION:** Student Attendance and Behaviour update to be removed as an agenda item from future Audit & Resources Committees

9. **POLICIES**

9.1 Several policies had been reviewed and e-circulated to Trustees prior to the meeting for information. Trustees agree the following policies should be adopted and brought to the next Full Governing Board for ratification:

Extremism and Radicalisation  
Financial Regulations  
Health & Safety Policy  
Statement of Internal Control  
Whistleblowing  
Complaints  
Business Continuity Plan  
Model Pay  
Delegated Authority Listing

The Chair signed copies of each policy and they were retained by the school.

**ACTION:** Adopted policies to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification

10 **SCHOOL ITEMS**

10.1 Audit Progress Report

Ms Barella advised that there would be an external finance audit by Buzzacott Chartered Accountants on 10 and 11 November 2017.

10.2 Play Gym

Three quotes had been obtained for the provision and installation of the Play Gym. Following discussions with other schools, which had highlighted potential issues with 2 of the providers, and due to the school's specific requirements, it had been decided to award the project to Playground Project Ltd.

As the quote from this company had not been the cheapest, Ms Barella had completed a waiver form outlining the reasons for the decision and was bringing the matter to this committee for information.

Q – How will the school ensure adequate supervision of the equipment and ensure numbers are not oversubscribed?

A – All staff will receive information on how to monitor the equipment effectively and the area will be supervised in line with usual playground procedures.

The headteacher and Chair signed the waiver and this was retained by the school.

10.3 Financial Regulations

The above document had been electronically circulated prior to the meeting. Trustees were advised that terms of reference had been reviewed to ensure that they were compliant with the revised Academies Financial Handbook 2017.

Trustees agree that the revised Financial Regulations should be adopted and brought to the next Full Governing Board for ratification. The Chair signed a copy of the document which was retained by the school.

**ACTION:** Revised Financial Regulations document to be presented to next Full Governing Body Meeting on 4 October 2017 for ratification

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

11.1 Date of next meeting

Wednesday 6 December 2017 at 5pm at the school. Trustees to note that this would be a one item agenda specifically focussing on budget ratification.

11.2 Agenda items:

Budget Ratification

12. **ANY OTHER BUSINESS**

12.1 Legal Services Support

School wish to review the current legal services support they receive with a view to commissioning a new provider. Ms Barella had carried out a small review and compared three companies namely Peninsula, Browne and Jacobson and LBWF Legal Services (current provider)

12.1.1 Service Offer

The following was noted:

Peninsula quote to offer just HR legal advice - £3950

Browne & Jacobson quote to offer HR and educational legal advice - £3040

LBWF Legal Services quote to offer HR and educational legal advice - £8166.86

In addition, the Browne and Jacobson quote offered unlimited school support and a guaranteed 1 hour response to queries.

12.1.2 Recommendation

School recommending to trustees to consider commissioning Browne & Jacobson for legal services.

Trustees agreed with this recommendation as the current LBWF legal services cover was not meeting the school's requirements.

12.2. Circulation of Paperwork

Trustees had raised concern during the meeting that they had not had hard copies of some documentation and it was agreed that this would be raised with Governor Services.

The Clerk advised she would contact Governor Services for guidance as to whether they usually provided trustees with hard copies of all e-circulated documents.

It was agreed that in future, the school would provide governors with hard copies of all circulated documents other than agenda and minutes. These would continue to be circulated by Governor Services.

**ACTION:** Clerk to ask Governor Services Manager to contact school to discuss current governor support offer

The meeting closed at 7.26PM

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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