

**MINUTES OF THE MEETING OF THE  
MAYVILLE PRIMARY SCHOOL GOVERNING BODY  
HELD ON WEDNESDAY 4 OCTOBER 2017 AT 7.40PM AT THE SCHOOL**

Present: Mr Walter Harding (Chair) - Trustee

**Trustees**

- Mrs Chindo Singh
- Ms Carnett Russell
- Ms Lorraine Barella
- Mr Alex Opoku-Boateng
- Mrs Ann Smart
- Mr Rasheed Dauda (Vice Chair)

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
2.1	School to forward electronic copies of personal and pecuniary interest forms to Governor Services for their files	School	1 week
2.1	Governor Services to forward Pecuniary Interest Form to Mr Josh Selfe for completion and return	Governor Services	1 week
3.1	Governor Services to note election of Mr Walter Harding as Chair of Governors	Governor Services	1 week
3.2	Governor Services to note election of Mr Rasheed Dauda as Vice Chair of Governors	Governor Services	1 week
4.2	School to advise Governor Services of name and contact details of new staff governor once the ballot had been held to ensure they were invited to the next meeting.		ASAP
4.4	School to send up to date list of Trustee DBS details including date of checks to Governor Services for their files	LB	1 week
5.2.1	Clerk to ask Governor Services to contact school to advise whether Governor Dashboard is still available and if so, how it can be accessed	Governor Services	ASAP
5.2.2	Clerk to discuss school's concerns over minute administrative accuracies with Governor Services	Clerk	Immediately
6.4	School to obtain legal advice on the possibility of staff repaying for school sponsored training if they leave within 1 year of obtaining the qualification	School	Asap

Chair's Initials:

6.5.1	School to explore all possibilities to positively address the child's behaviour issues and to ensure staff and student health and safety is maintained	School	Asap
6.5.1	School to take legal advice with regards to health & safety issues re spitting on staff and students	School	Asap
6.5.4	All governors to complete the online safeguarding programme which included CP, Anti-radicalisation and E-Safety.	Governors	ASAP
6.5.7	Headteacher to pass on Chair of Governors thanks to staff on the successfully implementation of the Each One Teach One Programme in school.	Headteacher	ASAP
7.1	School to forward electronic copies of GB Code of Conduct forms to Governor Services for their files	School	Asap
7.1	Governor Services to forward GB Code of Conduct Mr Josh Seife for completion and return.	School	Asap
10.1	Governor Services to add Alternative Meeting Attendance Options to next agenda	Governor Services	Next mtg
11.1	Ms Barella to recirculate the e-version of the Skills Analysis Audit to all governors	LB	ASAP
11.1	Governor Services to complete the Skills Analysis Audit sent electronically and to return to Governor Services.	Governors	ASAP
13.1	Governors to book training direct with Governor Services and update Mr Rasheed Dauda of the courses attended so this could be recorded on in-house training spreadsheet.	Governors	ASAP
14.6	Ms Barella to send details of Curriculum Committee membership to governors and Governor Services	LB	ASAP
14.7.3	Governors agreed that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.	Governors	Completed
19.1	Updated Health & Safety Report/ Action Plan Agreed	School	Completed
19.2	Ms Barella to lead on engaging contractors to resolving the drainage issue and to report back to governors at the next meeting on potential works required	LB	Ongoing
20.1	Ms Barella to circulate revised meeting dates to governors and Governor Services to include an extra meeting 06 December 2017 @ 5pm.	LB/Governor Services	ASAP
	Risk Register, Asset Management Plan and Stock Certificate Agreed	LB	

**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 Josh Selfe.
- 1.3 The Clerk confirmed that the meeting was quorate with 7 governors present.
- 1.4 There were no notices of Any Other Business or Confidential items

**2. DECLARATIONS OF INTEREST**

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and these were retained by the school.

Mr Josh Selfe was not present and was therefore required to complete and return pecuniary interest forms.

**ACTION:** School to forward electronic copies of personal and pecuniary interest forms to Governor Services for their files

**ACTION:** Governor Services to forward Pecuniary Interest Form to Mr Josh Selfe for completion and return.

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

**3. ELECTION OF OFFICERS**

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

The Clerk welcomed nominations for the position of Chair of Governors. Mrs Chindo Singh proposed that Mr Walter Harding be elected as Chair of Governors for the 2017/2018 academic year; this was unanimously seconded by all other Governors present. With no other nominations and no objections Mr Walter Harding was duly elected as Chair.

**ACTION:** Governor Services to note election of Mr Walter Harding as Chair of Governors

**3.2 Election of Vice-Chair for the academic year 2017/2018**

The Clerk welcomed nominations for the position of Vice Chair of Governors. Mr Alex Opoku-Boateng proposed that Mr Rasheed Dauda be elected as Vice Chair of Governors for the 2017/2018 academic year, this was unanimously seconded by all other Governors present. With no other nominations and no objections Mr Rasheed Dauda was duly elected as Vice Chair.

**ACTION:** Governor Services to note election of Mr Rasheed Dauda as Vice Chair of Governors

**4. GOVERNING BODY**

- 4.1 The clerk confirmed that there was currently 1 vacancy and that no Governors were due to come to the end of their term of office this academic year.
- 4.2 Governors were advised that 3 members of staff at the school, all of whom were not within the SMT, had expressed an interest in becoming a governor and that the school would be organising a ballot shortly.

**ACTION:** School to advise Governor Services of name and contact details of new staff governor once the ballot had been held to ensure they were invited to the next meeting.

- 4.3 To consider disqualification due to non-attendance  
The clerk advised that no governors are eligible for disqualification due to non-attendance.

- 4.4 The school confirmed that all governors had had DBS checks completed and the details of these were recorded at the school.

**ACTION:** School to send up to date list of governor DBS details including date of checks to Governor Services for their files

## 5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 12 July 2017 and agreed these to be an accurate record of the meeting. Mr Walter Harding signed a copy of the minutes and these were retained by the school for filing.

### 5.2 Matters arising:

- 5.2.1 Minute 6.2.11 – Ms Russell had been unable to circulate the governor's dashboard as she had been unable to access the date.

**ACTION:** Clerk to ask Governor Services to contact school to advise whether Governor Dashboard is still available and if so, how it can be accessed

- 5.2.2 Minute accuracy – some concern was raised over inaccuracies in the numbering of minutes and action points. However, it was generally accepted that the content of the minutes was accurate hence why they had been signed off by the Chair. Governors also appeared to have different versions of the minutes which caused confusion.

**ACTION:** Clerk to discuss school's concerns over minute administrative accuracies with Governor Services

### 5.3 Minutes/Reports from Committees

The Audit and Resources Committee had met on 12 July 2017 and the minutes of this meeting had been circulated to all Governors. These minutes had been agreed as an accurate record of the meeting and signed off by the Chair at the Audit and Resources Committee meeting on 4 October 2017.

## 6. HEADTEACHER'S REPORT

### 6.1 OFSTED

The headteacher advised Governors that due to the school's conversion to an academy in April 2016, it was anticipated then that there would be an OFSTED inspection within 18 months. The period of 18 months has now passed and therefore the school is in preparation for an imminent OFSTED inspection.

This inspection would be a Section 5 inspection taking place over two days at the school and governors would be required to be part in the inspection.

- 6.2 The headteacher tabled a comprehensive Headteacher's Report at the meeting and highlighted key areas including:

### 6.3 Admissions

The school has a number of student vacancies and was proactively working on a marketing campaign to raise ongoing school roll numbers. The school was also not accepting nursery vouchers from a range of companies

Chair's Initials:



Q – Was this campaign working?

A – Yes. It appeared to be doing so as the school had a growing roll since July 2017

Q – Can the school push the nursery placements anymore?

A – The school is proactively advertising the nursery offer as by filling the places, this will generate further income for the school and help aid future roll stability

#### 6.4 Staffing

Four new members of staff, two of which are NQTs, had started at the school in the Autumn Term and there were currently 2 supply members of staff employed in the Foundation Stage, KS1 and KS2.

The school is investing in developing inhouse staff into outstanding teachers. To support this all NQTs were being enrolled in the Education 101 Diploma programme whose aim was to develop outstanding teachers. The cost of the course was £3800 for 4 places and this included one day INSET.

Q – Would it not be cheaper to deliver the programme to all staff via INSET?

A – No as INSET training would not allow teachers to develop the ongoing tools they obtained as part of the Diploma programme. Also, the programme was delivered in school so there was no additional cost to cover supply staff if teachers were absent to attend the course.

Q – Is the course cost effective if the staff then choose to leave?

A – The school believes that it is essential to invest in people to support them to become good/outstanding teachers. It is possible that they may leave but that is a chance that must be taken.

Q – Do staff have to pay back the cost of the course if they leave shortly after completion?

A – There is currently no expectation that they would have to pay back the course fees and potentially this is not something the school could enforce.

**ACTION:** School to obtain legal advice on the possibility of staff repaying for school sponsored training if they leave within 1 year of obtaining the qualification

#### 6.5 Behaviour and Safety

##### 6.5.1 Exclusions

Two students had received fixed term exclusions (FTE) for violent and disruptive behaviour this academic term.

One of the FTE had been for repeated inappropriate behaviour including incidents of spitting at staff and students. The child had other behaviour issues as well and it was noted that other agencies were already engaging with the family.

Governors were concerned about the health & safety implications of this ongoing spitting and asked the school to obtain further advice on this area.

**ACTION:** School to explore all possibilities to positively address the child's behaviour issues and to ensure staff and student health and safety is maintained

**ACTION:** School to take legal advice with regards to health & safety issues re spitting on staff and students

Second child: Portrays violent and extreme behaviour most of the day. Educational Psychologist (EP) reviewed him in July (twice). EP consulted for further advice.

Governors advised that the Safeguarding of other pupils is a priority. This needs addressing. EP's advice – a Solution Circle was offered to support the school.

Q – Is it usual for the school to exclude students?

A - No. It is rare for the school to fixed term exclude children as generally behaviour in the school is outstanding. Both exclusions had been for unprecedented, violent behaviour.

6.5.2 Bullying

The school has very few reported incidents of bullying and should this occur, it is dealt with through the Behaviour Policy.

6.5.3 Racism

The school has had no reported incidents of racism this term.

6.5.4 Training

All staff had completed the online safeguarding programme which included CP, Anti-radicalisation and E-Safety.

**ACTION:** All governors to complete the online safeguarding programme which included CP, Anti-radicalisation and E-Safety.

6.5.5 Attendance

Attendance for the last academic year was noted as 96.4% and to date attendance for the current academic year is 97.4%. Both these figures are above the national average.

6.5.6 Pastoral Care

The school continues to offer an elevated level of pastoral care including Learning Mentors working with key focus students on their behaviour and additional support via out of hours clubs.

6.5.7 Teaching & Learning (T&L)

Teachers continue to have high student expectations and this was evidenced through the recent book scrutiny and the quality of work being produced and the use of the school's marking policy.

Q – What is a marking policy?

A – There is a clear policy in place for staff to follow to ensure uniformity of how books are marked across the school. This includes teachers marking the books and writing comments, students responding to the comments to show their understanding and then staff reviewing and signing the area off.

Q – What measures are used to assess the impact of the high staff expectations around T&L?

A – A range of processes are used to identify impact including reviews, observations, book scrutiny. Where it is identified that additional support is required, closer scrutiny is provided and then support is adjusted as impact is further assessed.

6.5.8 Extra-Curricular Activities

There are a wide range of activities available and one of these, the Each to Teach Programme, was recently observed by the Chair of Governors.

The Chair updated that during his visit the students were engaged, confident, working interactively and supportively teaching each other. He asked the head to pass on his congratulations to staff as the Each to Teach Programme as it was obvious that this practice was embedded in the school.

**ACTION:** Headteacher to pass on Chair of Governors thanks to staff on the successfully implementation of the Each to Teach Programme in school.

Governors were advised that students were due to take part in a Work Week beginning 18 October 2017 and this gave them opportunity to learn about the working world. This was organised by an external company and there were planned visits to The Scene cinema in Walthamstow and the Bank of England.

**6.5.9 Leadership & Management**

The school has now established a Children's School Leadership Team with representatives from Reception through to Year 6. This team mirrored the staff management structure and had replaced the previous School Council.

**6.5.10 School Partnerships**

The head advised that the school is working with two schools:  
Princess May School, Hackney – Moderation of writing  
St Mary's Teaching School, LBWF – NQT support

**6.5.11 LAC**

There are currently 2 LAC enrolled at the school both of whom are making accelerated progress.

Q – Does the school have a designated teacher for LAC?

A – Yes, The SENCO

Q – Are LAC students entitled to Pupil Premium?

A - Yes and the school has claimed the additional funding available

**6.5.12 Student Achievement & Standards**

**2016/17 Early Years**

GLD	79%	(national average 71%)
Phonics screening	90%	(national average 81%)

**2016/17 KS1**

Reading	77%	(national average 76%)
Writing	84%	(national average 68%)
Maths	86%	(national average 75%)
Combined	72%	(national average 64%)

**Greater Depth**

Reading	19%	(national average 25%)
Writing	14%	(national average 16%)
Maths	21%	(national average 21%)
Combined	7%	(national average 11%)

**2016/17 Y6 Results**

Reading	89%	(national average 71%)
Writing	96%	(national average 76%)
Maths	100%	(national average 75%)
SPaG	98%	(national average 77%)
Combined	87%	(national average 61%)

**Greater Depth**

Reading	29%	(national average 25%)
Writing	44%	(national average 18%)
Maths	56%	(national average 23%)
SPaG	67%	(national average 31%)
Combined	20%	(national average 9%)

Q – What is the reason for the deficit in the KS1 greater depth figures?

A - The results had been affected by the fact that one student had started the school in May 2016 and twin boys started in June 2016 also. Although they had not taken the tests, they did count within the school's overall figures. This had disproportionately affected the overall result.

The school had carried out a benchmarking exercise removing these children from the percentage formula and it could be noted then that the KS1 results were above national expectations in all three subjects. However, the greater depth figures remained below as shown. The other issue is that the four children who got Greater Depth in Early Years did not get Greater Depth in all subjects at the end of KS1. Not all the children who were in year 2 had come from Reception. The Head Teacher showed that 39 children who should now be in Year 3 had already left the school in less than 3 years. Within the current Year 4, 47 pupils who should be in our current year 4 have already left. 52 children who would currently be with Year 5 have already left the school and 69 children who would be with our current Year 6 have left the school also. In the case of Years 5 and 6, more children have left those Year Groups than are currently on role. Also, most of our children come to the school with English as an additional language. The school puts in lots of strategies to deal with this, for example, Saturday School, morning and afternoon boosters. In most cases, this is very effective, but if the children do not speak English at home, taking the children to Greater Depth takes longer and is not always obtainable during KS1.

**Greater Depth Results**

Reading	19%	(national average 25%)
Writing	14%	(national average 16%)
Maths	21%	(national average 21%)
Combined	7%	(national average 11%)

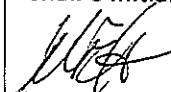
Q – Do we know the reasons for the KS1 weaknesses?

A – High mobility. Two experienced Teachers are now working in Year 2. Saturday School and extra support is now being given to this year group to aid progress.

Q – Do our students start at the national average expected level?

A – Many students start at below national average in the nursery and reception phase for a range of reasons. This often affects their progress as they move through KS1 but by the time they enter the top end of the school, they had made considerable progress and caught up with national expectations.

Chair's Initials:





6.5.13 Pupil Premium

Governors were advised of the following Pupil Premium information:

<b>Number of pupils and pupil premium grant (PPG) received 2017/2018</b>	
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
<b>Total amount of PPG received</b>	<b>£172,920</b>

7. **GOVERNING BODY CODE OF CONDUCT**

7.1 The clerk issued all governors present with copies of the Code of Conduct form. All those governors present completed these forms and they were retained by the school.

Mr Josh Selfe was not present and was therefore required to complete and return a Code of Conduct form.

**ACTION:** School to forward electronic copies of completed GB Code of Conduct form to Governor Services for their files

**ACTION:** Governor Services to forward GB Code of Conduct Mr Josh Selfe for completion and return.

8. **CHAIR'S ACTION**

8.1 There were no Chair's Actions to report since the last governing body meeting.

9. **SCHOOL'S ITEMS**

9.1 Ratification of Policies

Governors unanimously agreed the ratification of the following policies which had all been adopted by the Audit & Resources Committee on 4 October 2017:

Extremism and Radicalisation

Financial Regulations

Health & Safety

Statement of Internal Control

Whistleblowing

Complaints

Business Continuity Plan

Model Pay

Delegated Authority Listing

Allegations against Staff

Online Safety including Acceptable User Agreement

Risk Management Plan, Asset Management Plan and Stock Certificate

Chair's initials:

**10. ALTERNATIVE MEETING ATTENDANCE OPTIONS**

- 10.1 This item was deferred to the next meeting as further time was required to discuss the item fully.

**ACTION:** Governor Services to add Alternative Meeting Attendance Options to next agenda

**11. SKILLS ANALYSIS**

- 11.1 Governors were reminded to complete the Skills Analysis Audit sent electronically and to return to Governor Services.

**ACTION:** Ms Barella to recirculate the e-version of the Skills Analysis Audit to all governors

**ACTION:** Governors to complete the Skills Audit sent electronically and to return to Governor Services.

**12. GOVERNING BODY ANNUAL CYCLE**

- 12.1 Governors acknowledged receipt of the annual cycle from Governor Services.

**13. GOVERNORS' TRAINING**

- 13.1 Governors confirmed receipt of the Governor Services Training Programme and were advised by the Chair to book courses direct if they wished to do so and then send confirmation to Mr Rasheed Dauda so that this could be recorded on the in house governor training spreadsheet.

**ACTION:** Governors to book training direct with Governor Services and update Mr Rasheed Dauda of the courses attended so this could be recorded on in-house training spreadsheet.

**14. GOVERNING BODY COMMITTEES**

- 14.1 Governors considered the establishment of subcommittees and unanimously agreed to the following committee structures and memberships

- 14.2 Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

- 14.3 Staff Discipline, Staff Grievance and Dismissal Appeals  
Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

- 14.4 Headteacher's Performance Management  
Governors agreed that all eligible governors form a pool for the purpose of the Headteacher's Performance Management. It was duly noted that no staff members would be called upon to form a part of this panel

- 14.5 Audit & Resources Committee

Mrs Chindo Singh (Chair)  
Mr Walter Harding  
Ms Carnett Russell  
Ms Lorraine Barella  
Mr Alex Opoku-Boateng  
Mrs Ann Smart  
Mr Rasheed Dauda



14.6 Curriculum Committee

**ACTION:** Ms Barella to send details of Curriculum Committee membership to governors and Governor Services

14.7 Governors to review Committee Terms of Reference

14.7.1 Audit & Resources Committee

It was noted that the Audit & Resources Committee had met on 4 October 2017 and reviewed their Terms of Reference and governors agreed the adoption of the revised Terms of Reference.

14.7.2 Subcommittees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary.

14.7.3 Governors noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

**ACTION:** Governors agreed that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

14.8 Link Governors

As there was no information available at the meeting to review this area, it was agreed that it would be confirmed outside of the meeting.

**ACTION:** Ms Barella to send details of all Link Governors to Clerk so that it could be recorded at Governor Services

15. **STANDARDS AND TARGET SETTING**

15.1 Governors were advised that a combined teaching target of 85% teachers had been set for all teachers for 2017/18.

16. **FINANCIAL AUDIT REPORT**

16.1 It was noted that there would be an external finance audit by Buzzacott Chartered Accountants on 10 and 11 November 2017. The outcomes of this Audit would be considered at the next Audit and Resources Committee on 6 December 2017.

17. **PUBLICATION OF GOVERNOR INFORMATION**

17.1 School website review

The headteacher confirmed that a review of the school website had been completed and that the website was compliant with all statutory requirements.

17.2 Governing Body publication of information

The Clerk reminded governors that Governor Services would be providing the school/School Business Manager with copies of the governors register of interests, publication of governor data and a copy of the board's meeting attendance history for publication on the school's website.

18. **PERFORMANCE MANAGEMENT REVIEWS**

18.1 All members of the School Leadership Team have received performance management training and whole school performance management meetings will be cascaded throughout the school starting on 12 October 2017.

**19. HEALTH AND SAFETY AT SCHOOL**

**19.1 Governors to receive a report from the Health and Safety Link Governor**

Governors were advised that the Health & Safety Report is currently under review and once completed, an updated Action Plan will be prepared and shared with Governors.

**ACTION:** Updated Health & Safety Report and Action Plan agreed.

**19.2** The school had identified an issue with drainage in the boy's toilets and this was being addressed. It was anticipated that this may involve major repair works .

**ACTION:** Ms Barella to lead on engaging contractors to resolving the drainage issue and to report back to governors at the next meeting on potential works required

**19.3 Educational Visits**

The 2016/17 student residential to Norfolk had been a success and the headteacher requested permission from governors to book a residential at the same venue for 2017/18.

Governors agreed with the 2017/18 residential trip taking place subject to usual risk assessment checks.

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

**20.1 Date of next meeting**

The meeting schedule previously circulated to governors had been subject to some change and it was agreed that Ms Barella would circulate updated information to governors for their information.

**ACTION:** Ms Barella to circulate revised committee meeting dates to governors and Governor Services

**20.2 Agenda items:**

- Alternative Meeting Attendance Options
- Financial Audit Update
- Review the Academy Trusts Individual School Range

The meeting closed at 10.30

Chair: WALTER HARDWIC ..... (print)

[Signature] ..... (sign)

Date: 24/1/18 .....

Chair's Initials: