

**MINUTES OF THE MEETING OF THE  
MAYVILLE SCHOOL AUDIT & RESOURCES COMMITTEE  
HELD ON WEDNESDAY 21 MARCH 2018 AT 5PM AT THE SCHOOL**

Present: Mr Rasheed Dauda (Chair) Trustee

**Trustees**

Ms Lorraine Barella  
Mr Walter Harding  
Mr Alex Opoku-Boateng  
Ms Carnett Russell  
Mrs Ann Smart  
Mrs Chindo Singh

Clerk to the Governors: Ella Coulson

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Clerk welcomed all those present to the meeting.
- 1.2 The Clerk confirmed that the meeting was quorate with 7 governors present.
- 1.3 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. MINUTES**

- 3.1 Governors received the minutes of the Audit & Resources Committee meeting held on 24 January 2018 and agreed these to be an accurate record of the meeting. Mr Rasheed Dauda signed a copy of the minutes and these were retained by the school.

**3.2 Matters Arising**

Q: What does the total income of £2,223,434 include?

A: This is the total of all income received.

**4. FINANCE – OUTTURN REPORT**

- 4.1 The total income is £2,223,434 which is 9% over the budgeted income. There is extra income coming in to the school. The school is now £56,000 over budget. The school received an extra £10,000 for the PE Grant. Lettings and club income is a further £29,000. The figure also includes sale of school uniforms and payments for trips.

- 4.2 The school have received an additional £2000 for a looked after child.

Q: Is the looked after income from Haringey?

A: No, it is from the London Borough of Hackney.

- 4.3 The school have a £7,000 excess because of the nursery income. The school is £55,742 over what they expected.

Q: In the budget report, what does the section 'other external' contain?

A: That section contains the money coming in from outside for trips and evenings where parents have paid.

Q: Does this budget show an upward trajectory?

A: It shows £42,000 more than we expected from the budget. The school has now caught up on pupil numbers. They have received £6,000 more in uniform income, £7,000 from the nursery and £8,000 more for lettings.

- 4.4 The main school expenditure is staffing.

- 4.5 Ms Lorraine Barella presented the staff salary report.

Chair's Initials:

CJ

- Q: Is the private health insurance included?  
A: No this is just the total for all salaries; the private health insurance comes out of a different budget. The health insurance is cost coded to staff wellbeing.
- 4.6 The pension accounts for a large proportion of the salaries. The final column called total includes the local government pension scheme and the teacher's pension scheme
- 4.7 The main expenditure is staffing and the report shows the total expenditure with overtime accounted for. The School has gone over budget by 8% to what was predicted but that includes the Latin teacher.
- 4.8 Teacher's salaries have gone up by 2%. The lower paid support staff will get a higher percentage increase in April, exact amounts are unknown at the moment.  
Q: Is the budget on balance?  
A: Yes, in August the expenses go down and by the time the school gets to year end it will balance out.
- 4.9 The catering expense is 9% over due to extra children. The nursery children are having dinners. If the children are eligible for free school meals it takes 3 months to claw the money back. The catering department had to make a larger national insurance contribution which is charged straight back to the school.
- 4.10 There is £6000 left for marketing. The school is full up in KS1, therefore the school will aim to invest in some marketing in May/June time. The school will put a big advert in Leytonstone station as it has previously worked very well.
- 4.11 The school is having a new floor laid outside by the new school hall.  
Q: How much will the flooring cost?  
A: Just under £2,000. It is Amtico and has a 20-year guarantee.
- 4.12 The capital expense has been split out using the PE grant. There is an outturn on capital variance of £21,745.
- 4.13 The school has an in-year deficit of £30,317 a bring forward figure of £341,330 and a predicted carry forward figure of £311,013.  
Q: How much is the school allowed to carry forward?  
A: 12% of the GAG.
- 4.14 The school budgeted at 73% for staffing. At present the figure is showing at 76%, this will balance out as the academic year progresses.  
Q: How long will the Latin programme run for?  
A: The children started this term and are being reviewed at the end of the academic year. The children are learning grammar through their Latin. They are learning a language but learning the structure of grammar which the government have included in the test. The government say that children need to learn a modern foreign language or Latin. Most of the children know a second language already so the Latin will help them to learn English. When they go to secondary school they will have a better foundation.  
Q: What is the cost for the Latin teacher against a modern second language?  
A: Teachers used to teach it themselves, but the school have recruited a Latin teacher. The Latin teacher is at the school for 2 days for £24,000 a year. It gives teachers time to be out of class to catch up on planning therefore it will save the school recruiting another teacher.  
Q: Has there been any feedback on the Latin?  
A: The children are more active and speaking Latin. The Children would have the opportunity to go to Cambridge or Oxford University to go to their classics department at the end of year 6 in the programme. The current year 3 will take a Latin exam that only private school pupils take in year 6.
- 4.15 The school has had its audit and been given full assurance.  
Q: How often is the school audited?  
A: Termly. Buzzacott's specialise in academy accounting. This ensures that Mayville is compliant.

Q: Does the school pay every time they come in?

A: Yes, it is approximately £1,000 every time they carry out an audit.

**5. PREMISES**

5.1 The site service officers have a list of everything that needs to be done in the school holidays. A Company called Playdowns are coming in the second week of the half term to sand down and repaint the train on the right-hand side of the Early Years playground.

5.2 All works are to be completed in the Easter holidays.

Q: Is there any news on the air conditioning?

A: The school have received a quote for the upstairs classrooms. It is £20,000 plus additional maintenance.

Q: Will it be needed in the new extension?

A: No, the new building has efficient heat controlling.

**6. PERSONNEL**

6.1 Data Protection *new*

The School will only be keeping data for 7 years. All families have now signed a consent form. The ~~new~~ data protection policy is on the website and will be in new starter packs and emailed electronically to parents.

Lorraine Barella will be attended a GDPR training course. The school will not be paying an external company but will be managing the data protection in house.

As soon as a member of staff leaves they go on the leaver side. If they ask for all their details to be removed the school must action this.

When children leave, their files go off to the new school. Child protection documents must be hand delivered to the next school.

6.2 Staff Training

Lorraine Barella has spoken to the legal team, regarding staff training. We will not be adding a paragraph into the existing contracts, but will ask all staff members to sign an agreement that if they leave within two years of completion of training, they will need to reimburse the school 100% of the cost of the training.

The school had made a conditional offer to a teacher, unfortunately the references were poor and the offer of employment was revoked. The school's safer recruitment policy is that two good references must be received.

Q: Does the recruitment cost?

A: No because they did not start.

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

7.1 Date of next meeting

27 June 2018 at 5PM

The meeting closed at 18:45

Chair: *Ching Sing* ..... (print)

*Ching Sing* ..... (sign)

Date: *27/6/2018* .....

Chair's Initials:  
*CJ*