

**MINUTES OF A MEETING OF THE
MAYVILLE ACADEMY TRUST BOARD
HELD ON WEDNESDAY 10 DECEMBER 2025 AT 5.30 P.M. AT THE SCHOOL AND
VIRTUALLY**

Present: Nathan Hinchliffe(Chair)-Trustee
Sharon Parson-Head Teacher and Trustee
Polly Kersys-Hull-Trustee
Lucie Collins-Chair (part) and Trustee
Rasheed Duada-Trustee

Also in Attendance: Lorraine Barella, Academy Business Manager

Clerk: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3	DBS and Annual Declaration of Interest Checks: ABM to email annual Declarations of Interest to all for completion and return. Forward DBM check number for PK-H on receipt to Governor Services.	ABM	As soon as possible
4.2.2	GB Self Evaluation Questionnaire: HT/NH to consider.	HT/NH to consider	Ongoing
4.2.4	SEND Information Report: ABM to circulate.	ABM	Ongoing
8	School Improvement Plan: Agenda item for next meeting.	School/ Governor Services	Next meeting
9	School Term Dates 2027/8: HT to seek feedback from HT locally re 2 week October half term holiday	HT	Next meeting
16	Dates and Times of Future Meetings: Noted per minute. FS to diarise and send meeting links.	School/FS. GS to note.	Ongoing
17	Areas of Responsibility Spreadsheet: FS to amend per minute.	FS	Ongoing

1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting. Apologies for absence were received from Alex Opoku-Boateng, Jade Bacon. The meeting was quorate with 5 trustees present.
2. **DECLARATIONS OF INTEREST:** There were no declarations of interest in any of the following agenda items.
3. **TRUSTEE MEMBERSHIP:**
 - 3.1. Trustees: Trustees should read the Academy Trust Handbook Part 1 relating to their general duties and responsibilities, extended to Parts 2-4 for members of the audit and risk committee.
 - 3.2. Vacancies: There are no current vacancies.

3.3. Disclosure and Barring Service Checks: This is ongoing for Polly Kersys-Hull, details for other trustees are held by the School.

ACTIONS: ABM to email annual Declarations of Interest to all for completion and return. Forward DBS check number for PKH on receipt to Governor Services.

3.4. GIAS Checks: This is updated as needed.

3.5. Trustee Diversity: This was noted with the Trustee considered to diverse and representative of the local community which it serves.

4. **MINUTES:**

4.1. Minutes of the Last Meeting Held on 08 October 2025: These were received and accepted, considered signed, a copy to be retained on GovernorHub and by the Academy.

4.2. Matters Arising:

4.2.1. Declarations of Interest: To be circulated.

4.2.2. Trustee Self Evaluation Questionnaire:

ACTION: HT/NH to consider.

4.2.3. Alternative Resourced Provision: A steering group has been established.

4.2.4. SEND Information Report:

ACTION: ABM to circulate.

4.2.5. Keeping Children Safe in Education Training: This was included in start of year training.

4.2.6. Skills Analysis: Trustees to complete.

4.2.7. Committee Memberships: Details are on the School website.

4.2.8. Learning Walk: This has been done.

4.2.9. Safeguarding Policy and Audit: This was agreed on 10/10/2025.

5. **HEAD TEACHER'S REPORT-CIRCULATED:**

5.1. Target Setting:

Q. When will this be done? **A.** In January following recent assessments.

Q. The report gives the impression of a generally stable school? **A.** Yes.

5.2. Parental Query: This was managed by the school and the issue resolved via CPOMS.

5.3. Community Work: Discussion noted that a school assembly had been followed by a meeting with councillors and MPS to discuss how to clean up the local area and keep it safe. This had been followed by swift activity to tidy up the area which was beneficial. The meeting agreed the need for investment locally and to address issues of concern e.g. the park, underpass to Cathall Road and condition of the mini park. The children involved were a credit to the School.

Q. Did you engage with the housing association regarding site maintenance?

A. Yes. Peabody Housing Association and parks department are involved with an invitation extended to meet with residents at a supported housing complex.

- 5.4. **Extended Resource Provision:** HT reported regarding a meeting at Hawkswood concerning a possible social and emotional mental health needs provision on site at Mayville Academy.
Q. Have they asked you to submit costs? **A.** Not yet but that has been discussed in School regarding the resources needed to run an effective and fully resourced provision with effect from September 2026. It was **AGREED** that any proposal needs to be resourced adequately and provide an effective service in support of the educational provision made by the School.
6. **CHAIR'S ACTION:** This noted that the recent head teacher's performance management review went well with recommendations made about a pay award.
7. **FINANCIAL RISK REGISTER:**
- 7.1. ABM noted the addition of items relating to falling pupil rolls and maintenance of the School as a 'going concern' in the context of the current in year deficit.
- 7.2. The October management accounts noted comparative figures with an estimated year end carry forward deficit of £47,000 but noting that further grants and rental income may be received. The financial situation is stable at present.
- 7.3. Premises costs: These have increased including utilities costs.
- 7.4. Staffing: Total costs have fallen but on costs have increased e.g. national insurance and pension costs.
Q. Have predictions been made for costs next year? **A.** Yes from January 2026. The budget forecast is for 3 years in advance with a deficit recovery plan forecast for the school to 2027/8.
- 7.5. There is no contingency plan because there is no financial leeway. Cash at bank includes capital funding which supports cash flow and detailed monthly reports are made to the DFE. The recent audit noted the financial deficit but no other system weaknesses were reported. The School has minimal staffing to run the school efficiently and safely given the level of social, cultural and mental health needs. This is a national issue.
- 7.6. **Q.** Has any further DFE advice been given regarding deficit reduction? **A.** A School Resourced Management Audit was undertaken but no significant Recommendations were made. The principal underlying reasons for the deficit were the reducing roll and low birth rates. Staff support hours have been selectively reduced to avoid redundancy. The DFE offered a loan but that would have to be repaid. New IT will be funded on a 2 year loan repayment basis.
- 7.7. **Q.** Would an Alternative Resourced Provision bring in additional income to top up the budget? **A.** Additional funding would have to be spent on the ARP provision but our children would benefit from accessing that therapeutic space. Assurances have been given that it would not adversely affect the school financially and would allow a pilot for places to be offered to out-borough placements. Specialist SEN staffing would need to be advertised at inner London rates.
8. **SCHOOL IMPROVEMENT PLAN:**
ACTION: Agenda item for next meeting.

9. **SCHOOL TERM DATES 2027/8:** These were noted with a consultation currently ongoing for a 2 week October half term holiday.
ACTION: HT to seek feedback from head teachers locally for next agenda.
10. **LINK TRUSTEE REPORTS:**
- 10.1. Safeguarding: Adam Grace/Carol Frederick and Janice Bryden to visit.
- 10.2. Health and Safety: Rasheed Daouda visit believing that the School is currently safe for both staff and children. Discussion indicated that a CCTV upgrade externally would be beneficial.
11. **STANDARDS AND TARGET SETTING:** HT report indicated that Key Stage 2 has been done, remainder next term.
12. **ANNUAL EFFECTIVENESS REPORT:** This was noted as non-statutory.
13. **THEMED AUDIT REPORTS:** This identified nothing additional to that to be reported to the audit and risk committee on 12/12/2025.
14. **PUBLICATION OF TRUSTEE INFORMATION:** This is up to date.
15. **PERFORMANCE MANAGEMENT REVIEWS:** These have been completed for both the Head Teacher and staff and pay rises implemented.
16. **DATES AND TIMES OF FUTURE MEETINGS:**
- Spring Term:**
Curriculum: 04/03/2026-4pm.
Audit + Risk: 11/03/2026-4.30 p.m.
Trust Board: 11/03/2026-5.30 p.m.
- Summer Term:**
Curriculum: 01/07/2026-4pm.
Audit + Risk: 08/07/2026-4.30 p.m.
Trust Board: 08/07/2026-5.30 p.m.
- Governor Briefings:** 11/02/2026; 20/05/2026-6pm-Virtual.
ACTION: FS to diarise and send meeting links.
17. **ANY OTHER BUSINESS:**
- 17.1. Areas of Responsibility Spreadsheet: This will be updated by FS.
(RD: Add to health and safety, curriculum).
Website: Polly Kersys-Hull.
Audit and Risk: Caitlin Farrow.

The meeting closed at 6.45 p.m.

