



MAYFIELD PRIMARY SCHOOL GOVERNING BODY MINUTES

Tuesday 19th January 2016

6.30pm

The Staff Room

Present: Judith Greenwood (Chair)
Jaspaul Hill (Head)

Paula Ayliffe	Bridget Somekh
Laurie Coppersmith	Sarah Stepney
Mary Cullen	Robert Thompson
David Hargreaves	Jim Thorpe
Faruk Kara	Joanna Walker
Chris Richardson	Mary Wheeler
Joanne Sharpington	

In Attendance: Ann Trenchard (Camclerk)

The meeting began at 6.30pm and was quorate.

1	<p>Apologies</p> <p>Apologies were accepted from Zareen Islam, Kate Stalker and Alison Cox.</p> <p>Apologies in advance for leaving early were also accepted from Laurie Coppersmith (7.45pm), Chris Richardson (7.55pm), Jo Sharpington (7.30pm), Jo Walker (8.15pm) and Mary Wheeler (8.15pm).</p> <p>Ann Trenchard was introduced as the new clerk.</p> <p>It was noted that the meeting was Chris Richardson's last as a member of the governing body, and he was thanked for his efforts over his term.</p>	
2	<p>Declaration of pecuniary interests</p> <p>None.</p>	

<p>3</p>	<p>Minutes of previous meetings</p> <ul style="list-style-type: none"> - 21/9/15 <p>The minutes had been previously circulated for review. Governors agreed that the minutes represented a true and accurate record, and the minutes were signed by the chair.</p> <ul style="list-style-type: none"> - 11/11/15 <p>The minutes had been previously circulated for review. The safeguarding item was discussed and the minutes were amended to reflect that a governor expressed concerns over the national Prevent strategy. Page numbers were also added. The minutes will be signed by the chair at the next FGB on 9th March.</p>	<p>Clerk to amend the minutes.</p>
<p>4</p>	<p>Matters arising</p> <ul style="list-style-type: none"> - 21/9/15 <p>A meeting took place at Chesterton on 21/12/2015 after Parent Council raised concerns about early setting of children etc. The Headteacher of Chesterton discussed testing and transition to secondary school and the parents expressed their thanks to us for arranging the meeting. A Year 5 parent will circulate her notes to those who could not attend.</p> <p>The task of checking whether the GB code of conduct and the standing orders have been altered was transferred from Kate to Judith.</p> <p>Governor's training for the next two FGBs were confirmed:</p> <ul style="list-style-type: none"> 9th March – Evaluating Governing Body Effectiveness. 7th June – The Strategic Role of GB in Using Performance Data but with Particular Focus on Assessment without Levels, Age Related Expectations and Mastery. <p>Judith had addressed the issue of parental rudeness to staff by sending a letter out to parents.</p> <p>The link governor for DT has spoken with the subject leader who is delighted that children are interested in cookery but raised concerns about whether or not there is space in the school's curriculum for more. Sarah reported that the school has introduced The Mayfield Bake Off which will enable more extra curricular cooking to take place.</p>	<p>Action Judith</p>

	<p>The Darwin Green Secondary project has gone to Chesterton Community College. The topic is returned to in item 9.</p> <p>Jim has arranged training with Governor Services</p> <ul style="list-style-type: none"> - 11/11/15 <p>The need to check that Pecuniary Interest forms had been completed by all Governors was noted. Vacancy for Eng' link gov was resolved by noting that Zareen has been appointed to the committee.</p>	<p>Action: Clerk</p>
<p>5</p>	<p>Governor Issues</p> <ul style="list-style-type: none"> - Gov Vacancies: <p>The governors discussed current vacancies: 2 parent, 1 co-opted. Kate will organise an election for parent governors. Bridget had approached a potential co-opted governor but they were unable to undertake the role. It was suggested that parent governors could be moved to the co-opted list if there were sufficient interested parents. A governor suggested using google groups to advertise the need to fill these posts.</p> <ul style="list-style-type: none"> - Committee vacancies: <p>It was reported that the vacancy on the Performance and Assessment committee had been filled by Zareen Islam. It was decided that the vacancy on the Premises and Pupil Wellbeing committee would be filled by one of the new appointees.</p> <ul style="list-style-type: none"> - Report from Termly briefing and next attendee <p>It was reported that Judith and Jim had signed up for the next termly briefing.</p>	<p>Action: Judith</p>
<p>6</p>	<p>Governor training</p> <p>See item 4. Judith has signed up to the next session on Safer Recruitment. Jim reported that he was keeping a record of the training courses each governor had completed, including training provided in-house. The value of keeping track of governor expertise was noted.</p>	<p>Action: Jim</p> <p>ALL to</p>

	<p>Mary Cullen has expressed an interest in attending the Attendance training.</p> <p>Bridget has been to Head teachers Performance Review training.</p> <p>Jo Walker has completed the Child Protection Governor training.</p>	<p>email Jim what training they have completed.</p>
<p>7</p>	<p>Headteacher's Report</p> <p>The Head noted the unusually large number of children that have joined the school so far this year. It was noted that the current number of EAL pupils (160) was the highest that the school has ever had, and that the number of SEND pupils had also increased. The head acknowledged the difficulties regarding transport from the county in relation to a recent admission.</p> <p>A governor asked for clarification about the admissions situation for SEN children. The head reported that the school was seeking support from other avenues. A governor asked for clarification regarding statements and EHCs. Jas clarified that there is a 2 year transition period built into the legislation that introduced EHCs.</p> <p>The Head acknowledged the staffing changes that were starting to take place. A governor asked about whether the time demands on staff would be addressed as a result of the additional appointments. The Head clarified that the issue was being looked into, and that a decision would be dependent on finances as budgets for next year will be frozen, and it was unclear at this stage how much extra money would be gained from sources such as the pupil premium. It was noted that the school will be compelled to dip into its reserves.</p> <p>A governor raised a question about the job descriptions of the newly appointed grounds people. The Head clarified that there is a clear demarcation of duties between appointees and also the caretaker.</p> <p>The Head reported that the school has not had any Prevent related incidents, but advice had been sought on one occasion. It was not an event that needed to be registered, but it was reassuring to have the service available.</p> <p>Prejudice related incidents have not been reported so far this year, as the topic of how language is used is being explored with pupils. The GB recognised that the school's pupils come from a wide range of cultures where using particular terms may not necessarily be seen as insulting or derogatory.</p>	<p>David will speak to Cllr John Hipkins about the availability of medical support.</p>

	<p>A governor asked about bullying related incidents. The Head did not have any figures at the meeting but offered to circulate this information after the meeting.</p> <p>A governor asked about the second bullet point in the report discussing staffing, and the Head clarified what actions the school had undertaken. A governor voiced their frustration at the DBS check delays and asked whether a complaint could be raised, noting that the County had been forced, at the school's request, to intervene in one instance. Schools are unable to follow-up on DBS checks for 90 days.</p> <p>A governor asked about whether it was possible to complain about an incident at another school where visiting parents were excluded from watching their own children play football.</p>	Action:Jas
8	<p>Reports</p> <ul style="list-style-type: none"> - Finance <p>The committee has not met since the last GB. The budget build is on the 9th March – all interested parties welcome. A review with our caterers regarding uptake and other issues has taken place. This this issue is also addressed in Parent Questionnaire.</p> <ul style="list-style-type: none"> - Personnel <p>Meeting due on the 25/1/2016</p> <ul style="list-style-type: none"> - P&A <p>Met 25/11/2015. It was noted that KS2's result were particularly strong - meeting or exceeding national averages in all areas - most certainly in Cambridgeshire, and surpassing the school's last 2-3 KS2 cohorts. It was noted that KS1's results were more mixed, with writing being highlighted as an area for work. The mitigating factors were discussed. A governor asked about those children's demographic backgrounds and it was clarified that there was a mixture of backgrounds, and a high turnover in the year group. KIT report actions had all been followed up in a constructive manner. A governor asked about this year's cohort and how confident the Head felt. The Head and the P&A Chair noted that the new assessment framework makes comparisons of performance between years difficult. The</p>	David to circulate the P&A minutes.

	<p>Head acknowledged that teachers were acclimatising to the changing expectations – aided by moderating with teachers from two other schools. Sarah indicated that further training on Classroom Monitor was being provided to assist teachers further.</p> <p>The P&A committee considered what practical support the GB could offer staff. Proposals have been sent to the Finance committee for further discussion.</p> <p>Governors congratulated school on KS2 results.</p> <p>A governor asked whether we have a PPF link governor. It was noted that Mary C had been appointed to that post.</p> <p>- P&PW</p> <p>Met 14/1/2016</p> <p>Noted that identification of the PPF governor answered questions raised during the P&PW committee’s meeting about how outcomes and impact of the PPF’s use in school were being measured.</p> <p>The website was acknowledged as a starting point to communicate the fund’s impact. The Head suggested that anonymised case studies (maximum of two) that the Deputy Head has prepared could also be used to look at outcomes. It was noted that the PPF topic has also come up in P&A committee meetings as the additional support hours in maths and English are being partly funded by PPF although the hours are not exclusively for PP children.</p> <p>Jas noted that a full inspection is due from next term. Jas indicated that information will be coming out to the GB, including the updated SEF. It was suggested that this will be compiled at the next FGB in March.</p> <p>The committee agreed the Y6 Questionnaire and kept it the same to enable year on year comparisons. Anti-bullying discussion on hold till the next meeting. Lock-down drills discussed. No guidance from county yet, still waiting, no desire to frighten the children.</p> <p>First aid policy – discussed later.</p> <p>Attendance reviewed.</p> <p>Scheduled the core values visit.</p> <p>Discussed progress of bus project with its “Alice in Wonderland” theme.</p> <p>Proposals for the infant playground have gone to the Finance Committee.</p> <p>- SDP Update</p> <p>See item 4.</p>	<p>David and Mary C to liaise to arrange a meeting about PP outcomes.</p>
9	Update on New Schools Challenge	

	<p>It was reported that the school did not want to go down the academy route unless it was to do so as a result of sponsoring Darwin Green.</p> <p>It was noted that the school's staff does not have strong feelings in favour, and the GB did not see the benefit of doing so. The Head acknowledged a general consensus among head teachers that all schools will eventually be forced to become academies.</p> <p>The possibility of forming a multi-academy trust with other schools has been raised and is being considered as it would make it easier to share staff.</p> <p>Darwin Green's primary school project has not yet been released for sponsorship, the school plans to watch and wait. (Chesterton got the secondary).</p> <p>It was acknowledged that the bidding process moves very quickly when sponsorship opportunities arise.</p> <p>A governor asked for clarification regarding 1 day inspections. The Head clarified that the new Ofsted inspection framework means that "good" schools get 1 day HMI inspections rather than a full Ofsted. If inspections indicate a school may be more or less than good a 2 day inspection would be triggered.</p>	
10	<p>Data Summary (P&A)</p> <p>Covered under item 5.</p>	
11	<p>Parent Council Review</p> <p>It was generally agreed that the Parent Council has been both active and useful, but it may have had a detrimental effect on MAPS's work (Mayfield Association of Parents and Staff) as parents normally involved in MAPS are on Parent Council instead. Parent Council have acknowledged this as an issue and Sarah confirmed that it was an item that would reappear on their next agenda – at last meeting there was no resolution.</p> <p>A governor asked if the Parent Council had reviewed its terms of reference. Sarah was unable to answer immediately, but acknowledged that a review of the Parent Council's effectiveness after a 2 year period had been envisioned at its conception, and that slight adjustments had been made last year.</p> <p>A governor suggested that the two could be amalgamated, with the key duties of each being attended to. Another way forward is to keep the MAPS umbrella, as the insurance is already there, enabling groups of parents to go off and organise activities for the pupils' benefit.</p> <p>The governors recognised and praised the valuable contributions of both groups, as well as the potential</p>	<p>Action: Sarah</p>

	benefits of a collaborative approach between the two, where one rallies volunteers for the other.	
12	<p>Changes to Histon Road and access to Warwick Road</p> <p>The sets of changes proposed in the City Deal were discussed, as were their potential impacts on the school. Governors considered whether or not to raise points in the consultation as a school. It was decided that the changes were unlikely to affect volume of traffic around the school and therefore no protest should be made in that regard.</p> <p>It was noted that there were existing parking issues at the school, with the local PCSO getting involved and parking tickets being issued. It was also noted that parents tended to stop in the middle of Warwick road to collect or drop off children.</p>	
13	<p>Safeguarding changes</p> <p>All related policies will go to personnel committee. A governor asked for clarification about entry to the school. The Head confirmed that no parents were being allowed into the school during the day unless for football matches, assemblies, and afterschool clubs. The Head and staff are coming up with a list of ambiguous scenarios and risk assessments involving parental and visitor entry into the school for the Personnel Committee to consider.</p> <p>It was acknowledged that the proposed safeguarding changes raised questions about the school's current "Open Grounds" policy.</p> <p>Visitors must otherwise be accompanied when children are on site. Governors acknowledged that the list of scenarios was lengthy.</p> <p>The County Council is currently auditing every school's safeguarding policies and measures. The Head reported that Mayfield has requested an audit.</p>	
14	<p>Policies</p> <p>- Pay</p> <p>It was reported that the finalised pay policy had been sent out to staff for consultation. They had had until last Friday (16/1/2016) to respond.</p> <p>It was noted that no responses had been received from members of staff.</p>	

	<p>The main changes to the existing policy were outlined:</p> <ul style="list-style-type: none"> - All the statutory changes had been implemented. - The committee opted to increase all pay ranges' minimum and maximum figures by 1%, except for the Head teacher. - In the interests of fairness it was decided that the policy should allow for discretionary payments to be made to staff. - Support staff aged 25 and above would be entitled to the national minimum wage from April. <p>A governor asked whether it was possible for the Head's salary to also be increased by 1% for fairness, regardless of performance, so that <u>all</u> would get that 1% cost of living increase. It was agreed that the Personnel Committee would consider this point the next time they met (1/2/2016).</p> <p>The policy was unanimously ratified.</p> <ul style="list-style-type: none"> - First Aid <p>Background to the introduction of this policy was discussed. Previously First Aid had been a part of the school's Health and Safety policy, but it was felt that an additional policy was necessary following a complaint to the school.</p> <p>The governors discussed the matter of responsibility within the policy, with the Head expressing concern about how much the head is accountable for and this could lead to confusion about who the lead is in different aspects.</p> <p>It was accepted that ultimate accountability rested with the Head, but that elements could perhaps be delegated. It was decided that the policy should be piloted for a year and then reviewed. It was suggested that delegation of responsibilities ought to be outlined in the next version.</p> <p>The financial implications of this policy's introduction were noted, and will be raised as part of the budget setting process as some aspects cannot currently be fulfilled.</p> <p>The policy was unanimously ratified.</p>	<p>Action: Personnel Committee</p>
<p>15</p>	<p>AOB</p> <ul style="list-style-type: none"> - News from the GB <p>Chris was thanked for his service.</p> <p>The governors congratulated the school on its place in league tables and its impressive KS2 results.</p> <p>The governors were keen that parents share their views via the Parent Questionnaire.</p> <ul style="list-style-type: none"> - Parent consultation on consultation <p>Child voice at parent consultation: no difference to</p>	<p>Jas to send copy of</p>

	<p>numbers of children attending. School has made it clear that Yrs4-6 should be there. The Head fed back that teachers had indicated that the majority of Y6 children were present at parent teacher consultations, and that teachers had commented favourably on their presence. Teachers were involving children in a broad range of ways. It was noted that children's attendance at parent consultations varies from class to class. The topic will be fed back to the Parent Council (for further discussion.)</p> <p>A governor asked for clarification of what ASPs are. The Head clarified that these have replaced will replace IEPS.</p> <p>- Parent Questionnaire</p> <p>The Parent Questionnaire went live today (19/1/2016), The Head indicated that the school would notify and encourage parents to complete it the day after (20/1/2016). The Governors voiced their support of the questionnaire and also urged parents to complete it.</p>	<p>summaries to Sarah.</p>
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The meeting concluded at 8.20pm.

The next FGB will be on 9th March.

Signed.....

Dated.....