

## MAYFIELD PRIMARY SCHOOL

### Meeting of Full Governing Body Monday 21<sup>st</sup> September 2015 at 6.00pm in the Staff Room

**Present:** Judith Greenwood (Chair) (JG), Jas Hill (Head) (JH), Paula Ayliffe (PA), Laurie Coppersmith (LC), Mary Cullen (MC), Alison Cox (AC), David Hargreaves (DH), Faruk Kara (FK), Chris Richardson (CR), Jo Sharpington (JS), Bridget Somekh (BS), Kate Stalker (KS), Sarah Stepney (SS), Rob Thompson (RT), Jim Thorpe (JT), Joanne Walker (JW), Mary Wheeler (MW).

Ann Abineri (Camclerk)

#### 1. Apologies

All Governors present

#### 2. Declaration of Pecuniary Interests

There were no declarations of pecuniary interest relating to any items on the agenda.

The Clerk advised that new DfE guidance had come in regarding the publishing of the Register of Pecuniary Interests on the School Website and she would advise on this when full information available.

#### 3. Minutes of Previous Meeting

Minutes of 9<sup>th</sup> June 2015 agreed and signed as a true record.

Minutes of 30<sup>th</sup> April 2015 agreed and signed as a true record.

#### 4. Matters arising from Minutes 9<sup>th</sup> June:

Exit interviews: BS repeated that this has been discussed by the Personnel Committee and BS will meet with the Headteacher to review these.

Data: JH reported that this is still unconfirmed.

Parking arrangements in Warwick Road have not been confirmed.

#### 5. Governor Issues

- Antony Rix (Parent Governor) has resigned. It was noted that this creates a second Parent Governor vacancy.
- It was proposed that staff members Sarah Stepney and Kate Stalker become Co-opted Governors. Both Co-options were unanimously agreed.

**Action: Clerk to inform Governor Services**

- Register of Pecuniary Interests: see item 2.
- GB Code of Conduct: this had been circulated prior to the meeting. It was agreed that the Governing Body expects Governors to continue to follow this. The date will be updated.

**Action: Kate Vadhia**

- Standing Orders

These had been circulated for review.

It was noted that Kate Vadhia's name needs to be replaced with 'Camclerk' throughout.

**Action: Kate Vadhia**

Discussion took place regarding item relating to Regs. 20, 22, 23 which states that 'All Governors should be notified of the committee agendas.' It was agreed that the Clerk should circulate all FGB and Committee Agendas to all Governors. A Governor asked whether this could raise confidentiality issues but it was confirmed that agendas do not contain confidential information. The Standing Orders confirm that Governors who wish to attend meetings of committees of which they are not members should contact the Chair and be aware that they may be asked to leave the meeting during confidential items.

- Committee ToR  
No amendments reported by Committee Chairs. Approved unanimously.
- Committee & Link Governor lists  
BS reported that PA has left Personnel committee and SS and KS have joined, Rachel Moulds has been welcomed to the Personnel Committee as an Observer.

There is a vacancy for the Link Governor for English (who also has a place on the P & A committee). Those with potential interest were invited to approach DH for more information.

HTPM Review Panel: succession planning for this was considered. DH and BS agreed to join this and access training.

Equality and Pupil Premium and EAL: MC  
Assessment: DH  
Hearing Impaired Unit: MW  
High ability pupils: MW  
SMSC: JS  
RE: KS

A short discussion took place on the role of Link Governors. The role involves making contact with staff and being available to staff although the exact amount of contact can differ.

- GB dates  
Discussion of committees on Mondays. It was agreed that committee chairs will agree dates with their own committees.
- GB vacancies
  - Parent governor x 2  
Vacancies to be circulated via Google groups.
  - Co-opted governors x 1  
BS suggested a possible applicant and was asked to approach her.

Other matters raised: Wed 7<sup>th</sup> Oct Curriculum meeting.  
Governors invited to attend.

## 6. **Governor Training**

The Link Governor for training reminded Governors to let him know when they have attended training.  
New Governors to attend Induction Training.

In-house training session will be booked for the summer term.  
Agreement of topic to go on the next GB meeting Agenda.

**Action: Chair/Clerk**

## **7. Headteacher's Report**

This was circulated prior to the meeting. JH outlined the key points and invited questions.

A Governor asked about the specialist reading teacher and JA confirmed who has filled this role.

### Interventions

A Governor asked if any benchmarks are available and JH explained that there are not at present – information on levels still awaited.

A Governor asked if the interventions in this report included EAL and Gifted and Talented and JH explained it did not and that it is a complex picture.

A Governor asked about identifying the needs of children and JH explained this builds on existing competence but that the whole school picture is a new way of drawing all the information together. PA reported that positive feedback has already been received from parents of the children. A Governor commented on the experience of the teaching staff and how well NQTs were carrying this out.

A Governor asked about the role of TAS and JH explained that TAs play key roles.

A Governor asked if the example report was typical of year groups throughout the school and JH explained it varies.

JH explained that interventions are on an 8 week cycle and will be reviewed.

### Admissions

KS explained that EAL groups are being developed to support the needs of children. A Governor asked if the impact of a new local free school is known. JH and PA explained that, some children nearer that school have left to attend. Governors commented that the situation may change once the new school is established and when it expands. It was agreed to continue to monitor this.

### Attendance

A Governor asked JH to confirm that a member of staff is responsible for monitoring attendance and this was confirmed.

A Governor asked about the acronym ROL and Jas confirmed this stands for Raiseonline.

The Chair offered thanks to the Head and staff involved in supporting specific children's needs.

### Prejudice Related Incident report (PRIDE)

A Governor queried an increase in the number of reports and JH explained it may be due to different reporting under new title, A Governor asked about the nature of the incidents and JH gave a general explanation.

### Special Needs

JH reported on a change in terminology. The school still has a high level of children with Statements.

Incidents involving parental rudeness to staff  
Governors asked JH whether there was a common theme or pattern. Jas explained that issues vary and that she was monitoring the situation closely and supporting staff. Governors expressed concern and it was acknowledged that pressures upon families may affect interactions. It was felt that some situations could be averted by ensuring increased information was available, such as information provided to parents of Year 6 by local schools.

**Action: JG to write to Chesterton.**

It was also agreed that this matter could be addressed in the Parent Questionnaire. **Action: RT.**

A short discussion took place on Governor representation at Parent Council and it was generally felt that the current representation is working but will be monitored.

A Governor asked about Bullying Incident reporting and JH confirmed that these records are kept. Action: JH to include this in her future Head's reports.

A Governor asked about the timetabling of Golden time and JH explained this had been as a result of timetabling and was going well.

XX and FK left the meeting at 7.30 pm.

#### **8. Child Protection audit 2014-15**

Safeguarding and Child Protection Policy.

A Governor asked about the updating of CP training for Governors. It was agreed this could be considered for whole GB training. JH confirmed that in addition to training every three years, new staff received training as part of their induction.

A Governor asked about expectations of Governors level of knowledge about child protection and JH confirmed that the information and contact details that Governors require are in the Policy.

A Governor asked about the Prevent training and JH confirmed that training is being cascaded within school and will be cascaded to Governors in due course.

This policy was ratified unanimously.

#### **9. Reports from Committees**

- Finance  
LC reported that the Statement of Internal Control has been reviewed. The system for recording this has been reviewed and has been tightened up.
- Best Value Statement: No questions. This was ratified by those present.

## Personnel

BS reported that a meeting of this committee took place on 14.9.15. It had been agreed to circulate the Work life Balance questionnaire this term, following review of this by KS and SS. BS explained that the Personnel committee felt that it was important to ensure the data gathered is thoroughly reviewed.

BS reported that the committee had reviewed the sections of the SDP for which it has responsibility.

## P&A

DH reported that the sections of the SDP were reviewed in the July meeting.

Committee members had also attended the School Improvement Partner (SIP) meeting. The Chair confirmed that positive feedback has been received from the SIP.

- P&PW

Children had expressed an interest in cooking.

**Action: BS to look into this as DT Link Gov.**

Space audit took place. This found that some areas of school still to be tidied. JH explained that improvements continue to take place.

- SDP Update

JH reported that she has updated Year 2 of the Plan and will circulate this to Committee Chairs.

## 10. New Schools Challenge – do we start again?

The Chair explained that if we wish to apply to be considered as Multi Academy Trust there are actions to be taken. Some local schools are bidding in the current round. The general consensus was that we should proceed in principle.

## 11. Policies

- Pay Policy

Annex 7 amendment required: 'affect' to effect. SS pointed out that Personnel committee had agreed an amendment.

It was stressed that this Policy relates to pay decisions from last year. This was ratified.

- Performance Management for Support Staff

This was ratified by those present.

## 12. Any Other Business

- News from the GB

It was agreed to share information on forthcoming Parent Governor Elections and vacancy for a Co-opted Governor.

To confirm that school is revisiting the possibility of sponsoring Darwin Green School

Thanks to be expressed for Governors who have left the GB.

- Focus of next meeting: Governing Body effectiveness and preparation for Ofsted.

**Action: JT to contact Governor Services.**

Meeting closed: 8.15pm.