

MAYFIELD PRIMARY SCHOOL

Meeting of Full Governing Body
Thursday 4th May 2017 at 6.00pm in the Staff Room

Attendees :-

Judith Greenwood (Chair)
Jas Hill (Head Teacher)
Jim Thorpe
Alison Cox
Bridget Somekh
Kate Stalker
Mary Wheater (from 6.30pm)

Kate Vadhia (Clerk)
Paula Ayliffe
Sarah Stepney
Jo Sharpington
Jane McHugh
Avi Bhangaonkar

Action

1. APOLOGIES FOR ABSENCE

Apologies were accepted from Petroc Mackenzie-Williams, Anna Chaudhri and Zareen Islam.

No apologies were received from David Hargreaves and Rob Thompson.

2. DECLARATION OF INTERESTS

None.

3. MINUTES OF PREVIOUS MEETINGS

17 January 2017 – agreed as correct and signed.

15 March 2017 – agreed as correct and signed.

4. MATTERS ARISING

17 March 2017

- The KiT report was circulated but David and Zareen had not drafted the letter to parents.
- P&A had not yet produced a one page summary.
- Anna had scrutinised the SCR as part of her safeguarding governor role.

9 November 2016

- No governors had expressed interest in becoming Chair of Finance so Judith to continue.
- No outstanding matters arising.

5. OFSTED UPDATE

The report had not yet been released although it was expected imminently, and therefore the GB were unable to discuss the inspection.

6. MAT UPDATE

Action

Judith and Jas updated the GB on progress with the MAT. Five schools are on board (Mayfield, The Spinney, The Grove, Bassingbourn and Fulbourn) and there have been many meetings; chairs and vice chairs to discuss governance, SLTs to discuss vision and strategies, and a steering group of chairs and heads. Work is being carried out on the schemes of delegation, the equality impact assessment and due diligence among other discussions.

Rae suggested, and the other schools have agreed, to appoint an external project manager to lead the process. The chosen consultant is Jo Spencer from Schools Choice and she will be supported by Anne Fischer, also of Schools Choice.

Q: How will this be paid for?

A: It will be paid from the extra funding received for the academisation process once the MAT is set up.

Five potential trust directors have been identified and there will also be a trust director from each school so long as all skills are covered - Anna will be applying to be the Mayfield director. Rae to meet with each of them.

Due diligence will be carried out via an auditor visit to each school to talk with the SBMs and other leaders.

The trustees are to shadow from when they are appointed to ensure a smooth handover as they will take over immediately on MAT sign-off.

Legal advice: The Spinney are keen to appoint Stone King who are very experienced in this area. Mayfield consulted with Stone King when previously considering academy conversion. Bassingbourn are keen to use their own solicitor who they have a close relationship with. It is unclear whether it's best for each school to have their own solicitor or to have one solicitor working for the MAT; the best way forward to be determined.

Overall the meetings are very positive and there is a good working relationship. All schools recognise it will take a year or two to set up the MAT and get settled. Lots of work is being done although at this stage there is not yet much to see. The current aim is to convert in January 2018 at the earliest with consultation during the summer term.

GB agreed to check at the next meeting that the workload was not proving too onerous and/or escalating unnecessarily. Judith and Jas suggested that when the process is further on Sarah, Paula and other governors will be able to deputise for Jas and Judith.

Q: Are the meetings minuted?

A: There are either formal minutes or notes and these are to be made available to all governors in a dropbox – Judith to circulate the details.

Judith

	<u>Action</u>
<p>7. <u>GOVERNOR ISSUES</u></p> <p>MEG – Zareen had resigned from MEG. She was replaced by Jane.</p>	
<p>Mary Cullen had resigned – Judith to write a letter of thanks. Kate to run a parent governor election – Judith to rewrite the covering letter.</p>	Kate/ Judith
<p>8. <u>GOVERNOR TRAINING</u></p> <p>Kate to re-circulate the dates for the governor briefing.</p>	Kate
<p>9. <u>HEADTEACHER'S REPORT</u></p>	
<p>The previously circulated report was taken as read.</p> <ul style="list-style-type: none"> • There were three significant staff issues last term which caused emotional strain for both the governors and staff who dealt with them. • Two new teachers have been appointed for September 2017 – one an NQT and the other an experienced teacher relocating from London. • Richard Mennear is leaving at half term. Lucy Carlson will cover his class for two weeks and two days until Florence returns from maternity leave. Florence will be full time until the end of the academic year when she will then reduce to 0.6. • Jas has been dealing with various agencies in relation to a child offered a place on a mid-year transfer. Jas has noticed that lots of agencies have an involvement with the child but none had given any support to the proposed school move. The child requires a 1:1 TA but does not have a EHCP and Mayfield has no capacity to provide TA hours. The case has now been referred to the Fair Access Panel and Jas has complained about how it's been dealt with to date. • It was noted that fewer children are arriving from abroad which could be due to several reasons including Brexit and the University Primary. • Some parents have been unhappy with the attendance letters which have been sent home. Jas and admin staff to review the wording and how and to whom the letters are sent.. • eFSM numbers are rising. • Jas noted that the EAL table in her report was out of date as all the EAL children have now been assessed. Jas to send a revised table to the GB. 	Jas/Kate
<p>10. <u>REPORTS FROM COMMITTEES</u></p>	
<p>It was agreed that the committees are to review their one page summaries once a year</p>	Chairs of Cmmtts
<p>Finance – the previously circulated budget and accompanying notes were taken as read. The budget shows a projected outturn of £406 at the end of March 2018. No redundancies are necessary this financial year but there is no spare money including money to support any new pupils who require 1:1 support.</p> <p>A higher percentage of funding is going towards staff costs due to increases in NI and pension contributions in the past few years. A contributions of £5,700 to be made to the new apprenticeship levy as</p>	

Action

the school is included as part of Cambridgeshire County Council's payroll, taking Mayfield over the £3m payroll threshold. Kate to report regularly on budget position throughout the year.
The school will require some carryforward to balance the budget next year unless funding improves. The GB voted unanimously to approve

the budget. Jas read out some other heads' responses to the funding crisis – all schools are struggling but we are in a relatively good position this year.

P&A – the scheduled P&A meeting was cancelled due to Ofsted. The document to be discussed has been circulated for information.

Personnel – at their January meeting the committee reviewed the work being carried out in school in relation to the effectiveness of TAs and were assured that good progress was being made by Surge and Ann.

The committee carried out a link visit focused on subject leaders last term and the results will be discussed at their next meeting before being circulated to the full GB. Bridget thanked the staff involved for their help.

Policy reviews are up to date and Bridget noted that the latest Code of Conduct had significant changes.

Bridget to write a letter to accompany the leavers' questionnaire.

Bridget

P&PW –the committee's link visit later this term will focus on the use of outdoor spaces; to suggest a date after their next meeting.

Alison

GEWP – no meetings.

11. **PARENT COUNCIL UPDATE**

Sarah updated the GB on the last PC meeting, the minutes of which will be published soon. It was noted that the GB should review the remit of the PC periodically – Kate to put on September agenda.

Kate

12. **PTA UPDATE**

Q: Has the Parent Council affected PTA membership?

A: Yes and they acknowledge that fact.

Q: Should the school have greater expectations from parents around participation in the PTA?

A: More helpers are coming forward but nobody is willing to be on the committee. Look at ways to encourage participation – maybe a social evening in a pub.

The PTA summer fair will take place on Thursday 6th July with a seaside theme.

The GB thanked those governors and parents who have stepped up to the PTA.

13. **ANY OTHER BUSINESS**

Action

Catering – the initial period of the Aspens contract ends on 31 August 2017. Jas, Judith and Kate had met with Aspens and the school has been offered a good package if it commits to Aspens for a further three years:

- Nil cost for three years
- Lunch price fixed for 2017/18 academic year
- £6k capital investment
- £3k investment in online app to allow parents to book and pay for meals including making menu choices. This would reduce food waste and prevent menu choices running out. If no menu choice entered the meal would default to the main menu item.

After some discussion the GB unanimously voted to continue with Aspens for a further three years

Subject of next GB meeting – Ofsted report and MAT update.

News from the GB: At their meeting on 4th May the GB:

- set the budget and just about managed to balance it for this financial year but if anything unexpected arises the school will face financial difficulties. Many schools in Cambridgeshire are running at a deficit and financial projections suggest a significant shortfall in real terms funding.
- will be looking to recruit new governors soon – please do consider taking on this role.
- would like to thank the parents and governors who have stepped up to help the PTA. The money raised by the PTA is the only way the school can afford extras such as the den building equipment which has just been ordered. More people are desperately required – YOUR CHILD'S SCHOOL NEEDS YOU!

The meeting closed at 8.05pm