

MAYFIELD PRIMARY SCHOOL

Meeting of Full Governing Body
Tuesday 17th January 2017 at 6.00pm in the Staff Room

Attendees :-

Judith Greenwood (Chair)	Mary Cullen
Kate Vadhia (Clerk)	Mary Wheeler
Jas Hill (Head Teacher)	Paula Ayliffe
Jim Thorpe	Sarah Stepney
Alison Cox	Zareen Islam (from 6.30pm)
Jo Sharpington	Bridget Somekh
Kate Stalker	Anna Chaudhri
David Hargreaves	Avi Bhangaonkar
Petroc Mackenzie-Williams	

1. APOLOGIES FOR ABSENCE

Apologies were accepted from Rob Thompson.

2. MINUTES OF PREVIOUS MEETINGS

19 September 2016 – agreed as correct and signed.

9 November 2016 – agreed as correct and signed.

3. MATTERS ARISING

19 September 2016

- David had spoken with Cllr Hipkins but he was unable to help.
- P&A carried out a link visit by attending the Keeping in Touch (KiT) meeting with Margaret Leverett in November and taking part in a learning walk. Jas to circulate the KiT report to all governors.
- David/Zareen to write a letter to parents based on headlines from the KiT; to liaise with Jas.
- David/Zareen to produce a one page P&A summary.
- Jo and Sarah to carry out a check on the SCR this term.

9 November 2016

- No outstanding matters arising.

4. GOVERNOR ISSUES

Pecuniary Interests - there were no declarations of pecuniary interest relating to any items on the agenda.

Election of Vice-Chair – Laurie’s resignation from the GB had created a vacancy for Vice-Chair. David was unanimously elected. The whole GB acknowledged Laurie’s significant contribution; Judith to write a letter of thanks.

Judith welcomed Jane McHugh, a former teacher at Mayfield, who was attending as an observer with a view to joining the GB.

Action

Jas

David/
Zareen
D&Z
Jo/Sarah

Judith

5. **GOVERNOR TRAINING**

Jo and Mary W had attended the autumn term governors' briefing and had circulated notes. This term Judith and Mary C to attend.

The GB deferred discussion of an in-house training session until later in the meeting (ie dependant on the outcome of the MAT discussion).

Action

Judith/
Mary C

6. **HEADTEACHER'S REPORT**

The previously circulated report was taken as read.

- CPD – some staff members are undertaking big course commitments. There has been a resultant loss of some leadership time but some of the activities are also income generating. Another teacher has been accepted for an MA next academic year.
- Admission numbers are down on January 2016. A number of children have returned abroad with fewer arriving from overseas.
- One external exclusion and one more racist incident had occurred since the report was written and circulated.
- Mayfield has just been approached to take a managed move pupil in to Y2. Jas has refused as there are already a number of pupils with high needs in that year group in particular and the school in general. The application will now go to panel.
- EAL – all the children have now been assessed for language proficiency with the following results: 10 new to English; 17 early acquisition; 48 developing competence; 36 competent and 49 fluent. It is expected that the funding model for EAL will change but this has not yet been announced.

7. **PUPIL PREMIUM REVIEW**

The previously circulated report was taken as read. Sarah has since updated it following a visit from Margaret which focussed on Pupil Premium (PP); the revised report to be put onto the school website and circulated to the GB.

Q: Is the school seeing an impact from its work with PP pupils?

A: Definitely. Due to very small numbers of PP pupils and the very different circumstances of each of them it is difficult to use statistical analysis/represent graphically. However there is a lot of case study evidence. The school is working to raise the aspirations and expectations of parents.

The next group the government want to focus on are Just About Managing (JAM) families. Mayfield looks at the progress and achievement of every child regularly as a matter of course; JAM are already being focused on by default.

8. **SPORTS PREMIUM REVIEW**

The previously circulated report was taken as read.

The sports premium has had a very positive impact although it is not without its issues eg events with other schools are sometimes rearranged at very short notice.

9. **SAFEGUARDING REPORT**

The previously circulated report from Anna was taken as read.

Anna offered to run in-house training for governors before a GB meeting to ensure the GB are compliant with their training requirements. Kate to give a list of previous governor training completed.

Action

Anna

Kate V

10. **MATS**

The answers to the additional MEG questions together with the MEG paper had been previously circulated and were taken as read.

Judith briefly summarised the issues around joining a MAT as set out in the MEG report.

Vote: Do we wish to progress with joining a MAT?

Result: unanimously in favour.

Judith then spoke about the two MAT options being considered. CIT, as a horizontal MAT, would offer more support across the school. They are more innovative about attracting money and are very proactive. Another primary is in talks about joining CIT. The Spinney is one of the top primary schools in the country in terms of results and has been for several years. There would be no lead primary and therefore autonomy. CIT also offers a strong group of members which MEG felt would reduce the risk of over-reliance on one CEO. Mayfield staff were energised and excited about the opportunities presented by CIT. It was also felt by MEG that being part of a supportive MAT would be of benefit when recruiting future leaders.

Vote: Do we enter more in depth discussion with CIT or CET?

Result: 15 for CIT; 1 for CET

Although Mayfield will not be talking to CET about joining a MAT at this time it was agreed that the positive relationship between Mayfield and Chesterton should be maintained and built on. Ties will still be strong as Mayfield will continue to be a feeder school; it was felt that any improvements to Mayfield from joining a MAT would be of benefit to Chesterton too. CB4 Aspire will continue

Q: What costs are involved in joining a MAT?

A: The costs will be mainly legal fees and a £25k grant is given towards this once the papers are signed.

The GB noted the need to be mindful of indirect costs in terms of the redirection of staff time during the negotiations and conversion process.

Once Mayfield is further along in the talks with CIT a decision will be made about the process of consultation with parents and staff.

Judith to draft a letter to Lucy Scott and send to Jas. Also a letter to Rae Snape. Judith to then draft a letter to parents and staff making it clear that there will be a consultation before anything is agreed; at this stage Mayfield is not committed but is investigating further. Governors were reminded to maintain confidentiality until The Spinney and Chesterton had been informed.

Judith

All

The GB discussed next steps. MEG to meet to articulate Mayfield's non-negotiables and open discussions with CIT. It is understood that the other primary school considering CIT is ahead of Mayfield in the process. Mayfield is happy to work with them.

Q: Will Mayfield have an equal relationship with other schools within CIT?

A: Yes; Rae Snape will become CEO but there will not be a lead primary.

11. **REPORTS FROM COMMITTEES**

P&A – the KiT to be circulated. 2016 SATs were quite challenging to interpret. Improvement is required around maths. No systemic issue between boys and girls had been identified. The analysis and rigour with which the school looked at individual pupils and groups and put plans in place had been noted. Lots of information is available from SLT on the progress of disadvantaged pupils. This is best presented as case studies rather than statistically. Big focus on parental engagement. Following the learning walk the committee felt very positive about the engagement of pupils with their learning. Marking was good and there was a great atmosphere.

Personnel - at their last meeting the committee had reviewed the impact on staff of the large numbers of SEN pupils coupled with budget shortages in a wide ranging discussion around the issues. The school aimed to make the most effective use of the resources available and avoid inefficiencies and very positive work had been carried out by SLT to achieve this. Personnel to monitor.

The committee had agreed Safer Recruitment training to be valid for 3 years.

The committee is up-to-date on all policies and staff are being notified via the newsletter of any updates.

P&PW – met last week, the main discussion being about Class Charts which is now being used by all teachers. SLT have a rota for the supervision of pupils missing some of their lunchtime play. In the worst week there were 17 pupils; some days there are none. There are some repeat offenders; they are investigated by the team leader and trends are being looked at. SLT and the SENCo monitor SEND, exclusions and prejudice related incidents.

Q: Is it a deterrent?

A: In general yes although some children have been investigating how the system works and what the thresholds are! The system is personal and restorative rather than a straight punishment.

The committee's link visit in the summer will focus on the use of outdoor spaces.

Finance - The committee to meet next week. Will need to elect a new chair.

12. **SDP**

The latest version of the SDP had been previously circulated and was taken as read. It comprises the third year of a three year plan. Data

	<u>Action</u>
and targets are clearly presented at the front. A one page summary of priorities has been sent to all staff. There is more detailed focus on monitoring, evaluation and impact.	
Committees to update their sections and relay to full GB at the next business meeting.	Chairs of Cmmmts
13. <u>ANY OTHER BUSINESS</u>	
Governor Training – agreed a focus on either MATs or good to outstanding governance. Possibility of inviting the governors of other MAT schools to share the training; the training is due in the summer term so will be further along in MAT discussions by then. Decision deferred until May meeting.	Jim/Kate
News from the GB – none as Judith’s letter will cover.	
Zareen had attended a training session for governors on mental health and wellbeing and will circulate the presentation. Ofsted are being encouraged to look at how mental health and wellbeing is dealt with in each school as a whole.	Zareen
The next North West Forum meeting is on Monday 30 th January, 6.30 to 8.00pm at St Luke’s Church Centre.	
The next strategy meeting to focus on maths mastery – Jo Harbour to be invited to speak.	Jas
The meeting closed at 7.55pm	