

# MAYFIELD PRIMARY SCHOOL

## Meeting of Full Governing Body Monday September 19<sup>th</sup> 2016 at 6.15pm in the Staff Room

### Attendees :-

Judith Greenwood (Chair)	Faruk Kara (until 7.25pm)
Kate Vadhia (Clerk)	Laurie Coppersmith (until 8.30pm)
Jas Hill (Head Teacher)	Paula Ayliffe
Jim Thorpe	Sarah Stepney (until 8.00pm)
Alison Cox	Zareen Islam
Jo Sharpington	Bridget Somekh
Kate Stalker	Anna Chaudhri

	<u>Action</u>
<p>1. <b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were accepted from Mary Cullen and Mary Wheeler. No apologies were received from Rob Thompson and David Hargreaves.</p>	
<p>2. <b><u>PECUNIARY INTERESTS</u></b></p> <p>There were no declarations of pecuniary interest relating to any items on the agenda.</p>	
<p>3. <b><u>MINUTES OF PREVIOUS MEETINGS</u></b></p> <p>28 April 2016 – agreed as correct and signed.</p> <p>7 June 2016 – agreed as correct and signed.</p>	
<p>4. <b><u>MATTERS ARISING</u></b></p> <p><b>28 April 2016</b></p> <ul style="list-style-type: none"><li>• Kate to check if David had spoken with Cllr Hipkins.</li><li>• Jas and Judith had met with County re SEND funding. Whilst they were sympathetic their message was that no extra money is available.</li><li>• P&amp;A did not carry out a link visit during the summer term.</li><li>• Judith wrote to parents following the SATs results. A more detailed letter will be sent once the RAISEonline data is released.</li><li>• Draft Salary Committee terms of reference had been circulated to the GB prior to the meeting.</li><li>• Kate to forward the paper from the P&amp;PW core values visit to the full GB.</li><li>• MAPS update – a relaunch meeting to be held in early October. MAPS organised by Paula, Jo and Alison had held a very successful Mad Hatter’s Tea Party in the summer and a group of parents had run an excellent school disco under the MAPS umbrella.</li></ul> <p><b>7 June 2016</b></p> <ul style="list-style-type: none"><li>• The P&amp;A to produce a one page summary of their work.</li><li>• Kate to create a visit file for governors.</li></ul>	<p>Kate</p> <p>David David/ Judith/Jas</p> <p>Kate</p> <p>David Kate</p>

5. <b><u>GOVERNOR ISSUES</u></b>	<b><u>Action</u></b>
<p><b>Register of Pecuniary Interests</b> – the file was circulated for governors to check and update their entry.</p>	
<p><b>GB Code of Conduct</b> – the GB approved the code of conduct with no amendments.</p>	
<p><b>Committee Terms of Reference</b> – every committee had reviewed their ToR and the document was approved by the GB.</p>	
<p><b>Committee &amp; Link Governor Lists</b> - the current lists were circulated and governors were asked to check their roles. Kate to ask David and Rob about which will link to science and which to computing. It was noted the link governor for art is vacant – this will be filled once new governors are in post. Anna was unanimously appointed the link governor for child protection/safeguarding.</p>	Kate
<p><b>GB Dates</b> – the GB agreed the dates for full GB and committee meetings for the academic year.</p>	
<p><b>Governor Expenses Policy</b> – the policy was reviewed. There were no changes. Kate to send to all new governors and make reference to it in election notices.</p>	Kate
<p><b>GB Vacancies</b></p>	
<ul style="list-style-type: none"> <li>• There are two parent governor vacancies - Kate to start the parent governor election process once all Reception children have started.</li> </ul>	Kate
<ul style="list-style-type: none"> <li>• There is one co-opted vacancy.</li> </ul>	
<ul style="list-style-type: none"> <li>• Faruk’s term of office ends in November.</li> </ul>	
<ul style="list-style-type: none"> <li>• Alison’s term of office on the Head Teacher Performance Management committee is ending and therefore a new member is required. The new member will spend the first year observing. This is a very important committee and anybody interested should contact Kate. Kate to circulate the list of training dates to the full GB.</li> </ul>	All Kate
<p><b>Appointment of Associate Governor to P&amp;PW</b> – the GB unanimously voted to appoint Surge Dhanda as an associate governor on P&amp;PW.</p>	
<p><b>Standing Orders</b> – the GB reviewed and agreed the standing orders. Kate to check if an associate member of a committee can clerk the full GB. The right hand column to be retitled to avoid confusion.</p>	Kate
<p><b>Attendance at Governor Briefings</b> – it was agreed that one or two governors would attend each termly briefing and report back to the full GB. Jo and Mary W are booked onto autumn term briefing.</p>	
<p><b>Future of P&amp;A</b> – a concern arising from the summer term training session was that governors not on P&amp;A were not sufficiently confident of their understanding of data. Consequently several governors attended the last P&amp;A meeting as observers and found this very useful. Part of P&amp;A’s role is to make the rest of the GB aware of the data and also to get information out to parents and this is not always happening as the chair is extremely busy. Zareen agreed to ensure this happens in future.</p>	Zareen
<p><b>Delegation to Salary Committee/ToR</b> – the Salary Committee had reviewed their new draft terms of reference and made some amendments:</p>	
<ul style="list-style-type: none"> <li>• Remove 1.2</li> </ul>	
<ul style="list-style-type: none"> <li>• Remove 7.5</li> </ul>	
<ul style="list-style-type: none"> <li>• Change wording in 7.7 from “take account of advice” to “accepting advice”</li> </ul>	

- Reword 7.8 to “Ensure that the Head and the School Business Manager are kept informed of an decisions made. This will enable the Head to keep staff informed of decisions and the school can action any pay changes for individuals.”

The GB voted unanimously to adopt the terms of reference.

6. **GOVERNOR TRAINING**

Governors Services have introduced a £300 charge for governing body training sessions. The GB to discuss a possible training session for the summer term at their January meeting.

Jim/Kate

7. **HEADTEACHER’S REPORT**

The report was taken as read.

- Twelve Y6 peer mediators currently being trained and will run lunchtime surgeries to resolve disputes. The mediators will follow a script and will refer any problems which are too big for them to a member of staff. Sarah explained that she had seen the scheme in action in another school where it was working really well. Some mediators will be on the playground to signpost the service. The panel of 2 on duty will be in the library under the supervision of the librarian.
- New requirements for the October census necessitate the assessment of 160 EAL children be carried out and recorded on SIMS before October 6<sup>th</sup>. This was notified late in the summer term.
- Pippa Joyce is undertaking an MA, Surge Dhanda is studying for the SENCo National Award and Jo Harbour continues her maths mastery training. Mayfield is also hoping a member of staff will be appointed as a leader of education through the Kite Teaching School Alliance.
- There are delays in Admissions at County processing applications for new pupils. A shortage of places at city schools means that siblings are being split between schools.
- It was noted that attendance dipped last year – P&PW to look at this in more detail.
- Prejudice related incidents refer to prejudice against all the protected characteristics, not just racism.
- The GB discussed the recording and reporting of bullying, challenging the school as to whether systems were sufficiently effective. Jas explained that following previous discussions at GB and in P&PW, a new system, Class Charts, is being introduced to ensure that information is a) passed on and b) pupils and behaviour can be tracked over time. This will make it easier to identify persistent problems. The system can be used by teachers, and TAs to record incidents throughout the day, including their location. Parents are already being informed of any lost lunchtime and internal exclusions. P&PW to discuss bullying and how it is recorded and dealt with in more detail, including a review of the behaviour policy.
- The pressure on staff and resources due to increasing SEN needs to be discussed at the next Personnel meeting.

Kate

**Child Protection**

- Audit – the previously circulated audit was taken as read. There were no issues arising.
- Safeguarding and Child Protection Policy – the GB reviewed and discussed the previously circulated policy. It as noted that wrt 2.4.1 Jas had been appointed as stated in 2.2. Anna to be named in 2.4. 6.2 - Jas to add in a list of names of staff who have completed safer recruitment training. Five governors are due to be trained in November. The policy was unanimously adopted.
- As the new child protection/safeguarding link governor Anna to meet with Jas to review safeguarding following which she will report back to the full GB.
- Jo and Sarah to carry out another check of the SCR.

Anna/Jas  
Jo/Sarah

**8. REPORTS FROM COMMITTEES**

**Finance**

- The Statement of Internal Control was approved by the GB.
- The Best Value Statement was approved by the GB.
- Changes to employer NI contributions have had a major impact on the school budget and the situation is expected to worsen next year due to the delay in the introduction of fairer funding. Finance will be monitoring the situation closely. Cost savings, particular in relation to staffing (eg the Assistant Head covering NQT time) have already been made.

**Personnel**

- Surge and Ann Nicholls attended the last meeting and an interesting discussion about monitoring TAs took place. Surge and Ann are tackling the issue of communication between teachers and TAs. An audit has been carried out. Communication has improved but is not consistent and there is a plan to move things forward. Personnel to review progress at their spring meeting.

• The committee was on schedule with the review of policies.  
**P&A** – met at the end of the summer term. Several governors attended as observers which they found very useful.

**P&PW** – have not met yet this term.

**SDP Update** – Jas, following a recommendation by Margaret Leverett, is changing the format of the SDP to focus on attainment and achievement. The current SDP is entering its third year of three.

**9. MULTI ACADEMY TRUSTS**

The Mayfield Evolution Group (MEG) are exploring options for joining a MAT – currently there are two main ones; one lead by Chesterton and the other by The Spinney. Both have held general meetings with local schools – Jas has attended two meetings at Chesterton and one at The Spinney. Further meetings are scheduled. Chesterton have acknowledged the primary schools' timescales and have slowed down slightly to take account of this. Both schools are happy to talk to governors, staff and parents.

After some discussion it was agreed that Mayfield has to continue to progress the MAT agenda and needs to be clear about the benefits of each option. Judith recommended some useful articles in Governing Matters magazine – Kate is arranging a login for each governor.

The GB agreed that parents and staff should have the opportunity to attend presentations from both MATS before the GB makes a decision about the preferred choice. Formal consultation would then be required. MEG to arrange presentations to the GB as a first step to gaining a deeper understanding.

MEG

10. **OVERVIEW OF INTERVENTIONS**

Jas took the GB through her review of pupil interventions in the 2015/16 academic year.

- 193 targeted interventions took place during the year.
- Pupils made progress although they did not all meet their end of year expectations (EYE).
- 18% achieved secure in the EYE and 30% achieved developing plus (almost secure).
- Progress was good with some exceptions.
- The intervention programme was late in starting due to the appointment of two new staff.
- Some baseline assessments were found ineffective and were changed.
- Children who did not meet EYE last year will still be working towards the EYE of their new year group but their new teacher has been made aware of what is required to meet last year's EYE.
- Interventions led by class-based TAs need clear timetabling to ensure the intervention happens.
- Moving forward there is a need for greater clarity between SEN/interventions/EAL to ensure all needs are met.

11. **ANY OTHER BUSINESS**

The GB decided on the following news items for the staff and parents newsletters:

At their meeting on 19<sup>th</sup> September the GB reviewed interventions during the last academic year. The GB is actively investigating options for Multi Academy Trusts and will keep parents and staff informed. We are very keen to welcome new parent governors – details of an election will be coming soon.

The next strategy meeting to focus on data.

The meeting closed at 8.40pm