

MAYFIELD PRIMARY SCHOOL

Meeting of Full Governing Body Thursday 28 April 2016 at 6.00pm in the Staff Room

Attendees :-

Jas Hill (Head)	Kate Vadhia (Clerk)
Laurie Coppersmith (Vice Chair)	Sarah Stepney
Faruk Kara	Jim Thorpe
Alison Cox	Kate Stalker
Mary Cullen	Mary Wheeler
Bridget Somekh	Jo Sharpington
Paula Ayliffe	Matt James
Anna Chaudhri (observer)	

1. APOLOGIES FOR ABSENCE

Apologies were accepted from Jo Walker, Judith Greenwood, David Hargreaves, Zareen Islam and Rob Thompson.

Laurie chaired the meeting in Judith's absence.

2. PECUNIARY INTERESTS

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

3. MINUTES OF PREVIOUS MEETINGS

19 January 2016 – the minutes were approved and signed.

9 March 2016 – approved and signed.

4. MATTERS ARISING

19 January 2016

- The then clerk was going to amend the minutes of the meeting on 11 November 2015 – Kate to check if this was done. Kate to also check if changes were made to the Code of Conduct and Standing Orders as per point 4.
- Kate to chase up missing pecuniary interest forms.
- A parent governor election had been held and Matt James had been elected. This left one parent governor vacancy – Kate to hold an election in September.
- Did David speak with Councillor Hipkins? Kate to remind him. Since that meeting Jas has written to Keith Grimwade with an analysis of our spending on SEND pupils last year which was much higher than the notional funding. Judith is to follow up.
- Parent Council are carrying out a self-review. Sarah to ask for a timescale for this.
- Bridget asked for clarification about whether the 1% pay rise for the head had been referred to Personnel. This remained unclear but the matter had now been dealt with by the Salary committee – see report from Salary Committee at item
- Jas to send the summary of the parental consultation on consultations to Sarah.

Action

Kate
Kate

Kate

Kate

Kate/
David

Judith

Sarah

Jas

Action

9 March 16

- No matters arising.

5. GOVERNOR ISSUES

The GB welcomed the new parent governor, Matt James. The meeting was also attended by Anna Chaudhri who had expressed interest in becoming a governor via the LA.

Succession planning – Judith’s three year term of office as Chair ends in July. All governors were invited to self-nominate – nominations to Kate before the next full GB meeting.

All

GEWP vacancy – Alison agreed to fill the vacancy left by Chris Richardson.

Link governors – Kate circulated the link governor list as she had noticed some governors had a number of links leaving no vacancies for the new governors. Governors were reminded that they should contact their subject leader to check progress against the annual plan and to find out what actions they have been carrying out in their leadership time.

All

The GB also discussed the link governor visits. Personnel’s was replaced by the work/life balance questionnaire in the autumn term; P&PW had recently completed a visit focussed on core values. This left P&A to arrange a visit for the summer term – Kate to remind them.

Kate

6. GOVERNOR TRAINING

No issues.

7. HEADTEACHER’S REPORT

The previously circulated report was taken as read.

The school has recently carried out a self-audit of how bullying is dealt with and as a consequence is looking at a system to improve the communication.

The school is currently funding £6k for each of 14 EHCP (Education, Health and Care Plan) pupils. Sometimes the school has to fully fund support until a EHCP comes through. A EHCP child has recently applied to move to Mayfield into a year group which already has a significant number of SEND pupils. There are difficulties arising with the number of adults in some classroom as well as conflicts between differing needs eg amplification for hearing impaired children can trigger sensory difficulties for ASD children. There have been problems with START, the Statutory Assessment and Resources Team, at County in particular around times given to the school to respond to admission applications and lack of communication. Judith to follow this up with Keith Grimwade.

Judith

At least 22 pupils started at Mayfield with no English, not including in Reception. Jas to check the exact number.

Jas

8. REPORTS FROM COMMITTEES

Action

Finance – the minutes of the January and March meetings had been previously circulated and there were no issues arising.

Budget 2016/17 – Finance had approved the budget at their meeting in March. The budget was showing a deficit of just over £60k but the total carryforward from last financial year was £92,894, of which £17,307 is previously allocated, leaving £75,587.

It was noted that staff costs had risen significantly due to pension/NI changes.

Personnel and Finance had agreed the following spending proposals for next year:

- Extra first aid admin time (£2,662)
- SENCo support in Foundation Stage (£2,882)
- Increase of maths intervention teacher from 0.4 to 0.6 (original plan was for 0.6) and the retention of the unqualified teacher who covers both maths and EAL. (£5,607 and £5,185 respectively).
- £6k to be reserved against the arrival of a new statemented pupil

Jas and Kate had found some further savings resulting in a budget surplus of £1,989 to be kept in reserve.

The GB voted unanimously to adopt the budget.

P&A – at the last meeting the committee had heard from the Foundation Stage, Maths and English leads about the new assessment tools, Tapestry and Classroom Monitor. The committee had updated their areas of the SDP – Kate has asked David to forward the changes to her.

Kate/
David

David was to write a letter to parents about assessment before the parent/teacher consultation meetings but this had not happened – Kate to remind David. P&A to write to parents after the July SATs results. SATS week is w/c 9 May and 14 adults will be required to invigilate. Jo offered to help if required. The governors briefly discussed the planned national day of protest against Y2 and Y6 SATs on 3 May.

Kate/
David

Jo S

Personnel – the committee have discussed the results of the work/life balance questionnaire and are keeping a record of the resulting actions to enable reflection in the next questionnaire in two years' time. They had checked their sections of SDP and amended accordingly. Personnel had expressed concern over the increasing amount of time taken by the management of staff and the burden this placed on both admin time and the line managers.

The governor/staff breakfast was a great success.

The committee is up to date with its policies but is waiting for clarification of the salary and HTPM terms of reference which need reviewing. This was referred to GEWP; Kate to find models.

Judith/
Kate

All members of staff left the meeting while the GB considered proposals from the Salary Committee. All proposals were agreed.

P&PW – the committee carried out a link governor visit focussed on core values during the spring term. The draft report had been sent to Jas for discussion and feedback by SLT – once it is finalised to be circulated to all governors.

Jo/Jas

Action

The GB discussed the progress of the bus project. The inside has been stripped out and decorated and the carpet and flooring will be installed in May. Books have been purchased. The Perse School are interested in painting the outside as an outreach project. No further major costs are expected although it was noted that the school will take on the running costs. The bus was intended to be a MAPS project but due to issues within MAPS (discussed later on the agenda) the school had taken over.

GEWP – the working party will discuss the results of the recent parent questionnaire and bring them to the next GB business meeting. The main outcomes will be communicated to parents as soon as possible.

GEWP

The Governing Body Effectiveness Audit has been released – GEWP to complete this at their next meeting.

GEWP

9. **MAPS**

There is only one parent and one member of staff on the MAPS committee at the moment and no parents are willing/able to join despite several recruitment attempts by the school, although there are parents who are keen to organise events. Over the past few years the school has taken over the running of several events previously organised by MAPS. There are currently no plans for a summer fair. The Parent Council remit is different from MAPS (discussion forum for school issues; social and fundraising) and so there is no overlap of interests. MAPS is in serious danger of being closed. After some discussion Jo and Alison volunteered to become trustees of MAPS and become signatories on the bank account. This will enable MAPS to renew their insurance in order to cover the school disco in July. Interested parents can then apply to the committee to run an event. MAPS to consider a change of name to PTA from September. Paula, Jo and Alison to meet together with the MAPS treasurer.

Paula/Jo/
Alison

10. **PARENT COUNCIL**

No matters to report.

11. **ACADEMIES**

The GB discussed the recent government announcement that all schools are expected to become academies by 2020. There is a climate of fear in many schools about forced conversion. Mayfield needs to reconsider its position, especially in the light of the focus on multi-academy trusts rather than stand-alone academies.

Mayfield has received an approach from Chesterton Community College and would like to have preliminary discussions with both them and other equivalent schools in the area. Similarity of values was agreed to be essential. Mayfield need not join with a secondary but could be part of a group of primaries. It was agreed that Mayfield needs to be proactive and therefore the working party (MEG = Mayfield Evolution Group), comprising Jas, Jo S, Kate, Sarah, Laurie and Jim to meet.

Jas/Jo S/
Sarah/
Laurie/Jim/
Kate

8. **ANY OTHER BUSINESS**

Action

The focus of the next meeting to be a training session on “The Strategic Role of the Governing Body in Using Performance Data but with a particular focus on assessment without levels, age related expectations and “mastery”.

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

At their meeting on 28th April the GB:

- Approved the budget for 2016-17 which is very tight this year compared to previous years.
- Discussed the recently completed work/life balance audit and have made recommendations.
- Were very sad that MAPS is likely to be closed down due to a lack of parents volunteering to be on the committee.
- Discussed academies in the light of recent government announcements and set up a working party.

The meeting closed at 7.40pm