

MAYFIELD PRIMARY SCHOOL

Meeting of Governing Body Tuesday 16 January 2018 at 6.15pm in the Staff Room

Attendees :-

Judith Greenwood (Chair)
Alison Cox (to 6.30pm)
Anna Chaudhri
Sarah Stepney
Jim Thorpe
Kate Vadhia (Clerk)
Jake Holt
Jo Sharpington

Kate Jones
Zareen Islam (to 6.50pm)
Petroc Mackenzie-Williams
Mary Wheeler
Paula Ayliffe
Jas Hill (Head)
Jane McHugh
Avi Bhangaonkar

		<u>Action</u>
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were accepted Bridget Somekh.</p> <p>No apologies had been received from David Hargreaves.</p>	
2.	<p><u>MINUTES & MATTERS ARISING</u></p> <p>25 September 2017 – the minutes were agreed and signed.</p> <ul style="list-style-type: none"> • No parent governors had been elected so there were still two parent governor vacancies. • A member of staff will be attending a County e-safety course later in the term. • The letter re SATs had not be written and it was now felt to be too late. <p>8 November 2017 – the minutes were agreed and signed.</p> <ul style="list-style-type: none"> • Judith had clarified that one elected parent governor is a minimum requirement on a local governing body (LGB) and that the wording is being changed to reflect this. • Anna had run a child protection training session before the meeting; governors who had been unable to attend would have the opportunity to join a staff training session at a later day. 	All
3.	<p><u>GOVERNOR ISSUES</u></p> <p>The governors unanimously voted to re appoint Judith Greenwood as a local authority governor.</p> <p>The governors unanimously voted to co-opt Jake Holt on to the governing body.</p> <p>Alison Cox volunteered to be the Eco link governor – a requirement for the silver Eco-Schools Award.</p> <p>Kate to recirculate the pecuniary interests file at the next meeting for governors to check and update.</p> <p>Judith expressed disappointment that a governor had been handing out anti-academy leaflets to parents outside the school, especially when formal consultation meetings were scheduled to happen soon. The governor felt action was necessary as the school's letter to parents didn't address the points raised in the leaflet. The governor suggested that parents have a vote on whether or Mayfield goes ahead with the MAT; Judith clarified that it was a governing body decision.</p>	Kate

	<p>The GB may require an extra meeting for the final MAT vote. The next regular GB meeting is after the end of the consultation period so will be devoted to discussing the MAT in depth but the schools will not yet be in a position to make the final decision. Kate to doodle poll re next meeting date with options for immediately before and immediately after Easter.</p> <p>The GB discussed the protocol for the final MAT vote and agreed in favour of a show of hands rather than a secret ballot.</p> <p>Alison left the meeting (6.30pm)</p>	<p>Action</p> <p>Kate</p>
4.	<p><u>GOVERNOR TRAINING</u></p> <p>There were no governor training issues.</p> <p>One or two governors to attend the termly briefing – volunteers to let Jim and Kate know.</p>	All
5.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The GB considered the previously circulated report.</p> <ul style="list-style-type: none"> • The number of free school meal (FSM) pupils had fallen quite steeply due to families moving away. Staff are very diligent about checking ever-FSM entitlement ie Pupil Premium. • Foundation Stage pupil numbers are down – this is due to it being a very small year group locally. • Attendance is good. • There were no bullying issues to report. The GB reminded Jas to include bullying as a section in future reports. 	Jas/Kate
6.	<p><u>PUPIL PREMIUM REVIEW</u></p> <p>The GB considered the previously circulated report which is also available publically on the school website.</p> <p>Sarah explained that actual funding this year will be higher than budgeted so the report will be updated to reflect this.</p> <p>The school should see an improvement in PP results this year but there is a really mixed picture between year groups. 100% of Y1 PP pupils are currently on track to pass the phonics test but it was acknowledged that this could change very quickly with pupil mobility.</p> <p>The school is working on building resilience and increasing aspirations which will both have ongoing benefits. A programme has been running in Reception and Y1 to engage parents and this has worked really well; the children have been excited about it and the school has built relationships with parents.</p> <p>Mayfield is on the Regional Schools Commissioner's radar in relation to PP results and is therefore required to work with other schools in order to improve. Fact finding visits to London schools are being planned.</p>	
7.	<p><u>SPORTS PREMIUM REVIEW</u></p> <p>The GB considered the previously circulated report which is also available publically on the school website.</p>	

	The school is currently working on case studies to illustrate the impact the funding is having on pupils.	Action
8.	<p><u>MAT UPDATE</u></p> <p>Jas circulated a snapshot update on the MAT.</p> <p>The results of the staff survey have been used both in setting the HT recruitment programme and in the MAT work. Kate J had met with TAs to discuss the MAT.</p> <p>Zareen left the meeting (6.49pm)</p> <p>The steering group are arranging for outside professionals to advise on due diligence. Q: will they look into the finances of the individual schools and the MAT as a whole? A: yes, each school and the MAT so potentially there could be dual outcomes ie it could be good for the MAT but bad for one or more individual schools. Land issues (as yet unknown) could potentially slow down the process. All due diligence findings to go to the Shadow Trust Board (STB) for consideration.</p> <p>Two parent consultation meetings are being held in early February. Staff are meeting together with the staff from Fulbourn and The Spinney on 25th January. This is to discuss how to work together and is not the TUPE meeting which will happen later. Anna and Rae will be at the parent meetings to answer questions. Parents and staff have been asked to submit questions beforehand with lots of reminders in newsletters so it was hoped most questions could be answered at the meetings but if necessary questions will be researched and answers given later. To date there have been two responses from staff and none from parents. Staff questions to be raised at the TUPE meeting as EPM will be there to give expert answers.</p> <p>The directors have held the first meeting of the STB and have also met with the members. Dates for the board meetings have been set for the rest of this academic year. A director with personnel expertise attended the last steering group meeting to advise on TUPE, along with a representative from EPM. Anna will be a good representative for the Mayfield perspective on the STB which contains representatives from each school as well as external people. Liability for the MAT will lie with the trust board; they won't want to take on a project which is not financially sound.</p> <p>Q: Will Mayfield always have a representative on the trust board? A: As one of the three founder schools we will always have the opportunity if we wish to.</p> <p>The members are completely separate from any of the schools and can therefore give totally impartial oversight.</p> <p>The MAT may need to employ consultants to advise in specific areas but Mayfield already employs some consultants eg for premises and curriculum. It will take a few years to align systems across the MAT.</p> <p>Judith clarified that the budget top slice would be 3% of 4/12ths of general funding income from May to August with a view to increasing it to 5% from September. A governor expressed concern about how this will affect Mayfield's budget. It was acknowledged that in order for the MAT to be successful more school would be needed in the long term in addition to savings made from group purchasing. Budgets will be created by each individual school approved by the board. Rae has put in a bid for a £100k start up grant; a decision is awaited.</p>	

	Judith invited all governors to contact her and/or share any issues they have.	Action
9.	<p><u>HEADTEACHER RECRUITMENT UPDATE</u></p> <p>The recruitment panel have been very active. The position is currently being advertised and all the recruitment admin is being handled by EPM. There has been a steady stream of candidates visiting the school. The panel are currently putting the interview programme and tasks together.</p> <p>Anna left the meeting (7.23pm).</p> <p>Judith invited all governors to have lunch with and chat to the candidates on Wednesday 31st – details to be circulated. If any governors have any input/feedback in relation to any of the candidates please let the recruitment panel know.</p>	Judith All
10.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>P&A – minutes of the recent meeting had been circulated.</p> <p>Personnel – meeting in a couple of weeks.</p> <p>P&PW – met recently. Reviewed and tweaked the food policy. Discussed anti-bullying work within school and heard about the very successful anti-bullying week work on ‘All different; all equal’ including the striking jigsaw displays. Class Charts is provides very useful data and and team leaders have more time this year to focus on behaviour.</p> <p>Finance – the GB unanimously agreed the Best Value Statement and the Statemen of Internal Control which were then both signed off. The carryforward is looking much healthier than it was when the budget was set.</p>	
11.	<p><u>SDP</u></p> <p>The new SDP had been circulated to the GB and the latest version made available on the website. Committees to familiarise themselves with it and review progress against their priority areas at each meeting.</p>	Chairs of Cmmtts
12.	<p><u>ANY OTHER BUSINESS</u></p> <p>Judith reminded all governors of the GB Code of Conduct and the expectation that governors will act as a collective group with collective responsibility for decisions. No governors had discussed any concerns with Jas and Judith after their invitation to do so at the last meeting. Judith also stated that she and Jas had not approved the leaflet and it was distributed in spite of their feedback. If there are questions at the consultation meetings they will be responded to. All governors are welcome to attend the consultation meetings.</p> <p>It was also clarified that the other school mentioned in the leaflet was facing forced academisation and was therefore in a completely different set of circumstances to Mayfield. The MAT has absolutely no intention of removing parental involvement. There has been a deliberate government policy to erode the support available to schools from local authorities meaning that successful schools in particular are left to fend for themselves; they have to support each other instead.</p> <p>News from the Governing Body</p> <ul style="list-style-type: none"> • Welcomed Jake Holt as a new co-opted governor. 	

	<ul style="list-style-type: none"> • Were updated on the headteacher recruitment process. The job is currently being advertised and interviews will be held at the end of this month with the outcome being announced in early February. • Discussed the due diligence process for the proposed Multi Academy Trust (MAT). The GB is looking forward to meeting parents and staff and the upcoming consultation meetings and request that parents, staff and other stakeholders send questions to mat@mayfield.cambs.sch.uk preferably before the meetings but definitely before the consultation deadline of 19th February. The GB will be making the final decision at the end of this term. • The GB are looking for governors, particularly those who can bring some finance experience. This is a very exciting time to be a governor as there are some far-reaching decisions to be made about Multi-Academy Trusts. No previous experience of school governance is necessary and training is available. The governors are a very welcoming and friendly bunch. If you are interested or know someone who is, please contact Kate Vadhia at kvadhia@mayfield.cambs.sch.uk or via the school office. 	<p><u>Action</u></p>
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The meeting closed at 7.53pm.