

MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Thursday 2nd May 2019 at 6.00pm in the Staff Room**

Attendees :-

Judith Greenwood (Chair)
Alison Cox
Poppy Garrod
Sarah Stepney (Head)
Jim Thorpe
Kate Vadhia (Clerk)
Jake Holt
Avi Bhangaonkar

Jane McHugh
Petroc Mackenzie-Williams
Anthony Rayner
Mary Wheeler
Paula Ayliffe (Head)
Chenghui Ma
Clare Bartlet
Ed Davison

		<u>Action</u>
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were accepted from David Hargreaves and Anna Chaudhri.</p>	
2.	<p><u>NEW GOVERNORS</u></p> <p>Clare Barlet was unanimously co-opted onto the GB.</p> <p>The governors welcomed Luís Faria who was observing the meeting as a potential parent governor.</p>	
3.	<p><u>PECUNIARY INTERESTS</u></p> <p>No pecuniary interests were declared.</p>	
4.	<p><u>MINUTES & MATTERS ARISING</u></p> <p>15 January 2019 – the minutes were agreed and signed.</p> <ul style="list-style-type: none"> • Kate had sent the latest version of the NGA Code of Conduct to Judith for allocation to committee. • Governors were reminded to read Keeping Children Safe in Education Part 2 on Pindigo. • Kate to remind Anna about the data protection policy. • Kate obtaining two more quotes for the football pitch before looking at funding options. <p>6 March 2019 – the minutes were agreed and signed.</p> <ul style="list-style-type: none"> • Personnel to look at the workload toolkit. 	<p>Judith</p> <p>All</p> <p>Kate/Anna</p> <p>Kate</p> <p>Anna</p>
5.	<p><u>GOVERNOR ISSUES</u></p> <p>Judith’s term of office as Chair expires in June. The GB unanimously voted that she stay on as Chair until the new academic year when she will step down as Chair but remain a governor.</p> <p>There will be an election for the new Chair at the September GB meeting – self nominations to Kate ahead of the meeting.</p>	<p>All</p>

6.	<p><u>GOVERNOR TRAINING</u></p> <p>Anna to attend the next Governor Briefing.</p> <p>Governors were reminded to tell Jim if they booked on a course so that he could update his central record.</p> <p>Governors considered a full GB training session on the new Ofsted Framework in November; need to find the right trainer.</p>	Action
7.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The previously circulated report was taken as read. Paula and Sarah explained that they were trying to include more narrative about what's happening in school.</p> <ul style="list-style-type: none"> • Sarah and Paula explained Spirals of Enquiry and Out and About for the benefit of new governors. Both initiatives are very exciting and support the broad and deep curriculum which is the basis for the new Ofsted Framework. Jas did not bow to pressure to focus solely on maths and English and consequently Mayfield has always kept the foundation subjects (subjects other than English, maths and science) as high profile. Building on this it was hoped that in the future Mayfield will see better results from happy, engaged children. • Mayfield is hosting a Learning Without Limits conference in June. • Other schools are very interested in Mayfield's model of headship. • The latest version of the SDP has been uploaded to the school's website. • A cap on admissions into Y1 and Y4 has been agreed with County due to high levels of SEN in those year groups. • Next year's Reception intake figures are high. Mayfield is fortunate in this as there are not many children in that cohort in the neighbourhood. • Higher numbers of pupils have arrived from abroad compared to recent years and consequently the two EAL TAs are kept very busy. • There are increasing numbers of Pupil Premium pupils. • There are rising numbers of SEN pupils. Seven are in the Hearing Support Centre. County support is declining; they wish to do more but don't have the funding. <p>Q: How does this compare to other local schools? A: The University Primary School and Shirley both have similar levels of SEN to us.</p> <ul style="list-style-type: none"> • The Education Welfare Officer had visited earlier in the week and was very pleased with the improvement in attendance and reduced number of late pupils. She still thinks our authorised absence level is high but this is partly due to an authorised two week holiday for a Service family and two part-time pupils. • Exclusions – there are three pupils with repeated exclusions. One child accounts for the majority but Paula and Sarah were happy that support was in place and things were now moving in the right direction. Internal exclusions are logged when a child is taken out of the classroom to calm down, usually for about an hour. • We still carry out the EAL baseline test for our own information, even though this is no longer required by the government. 	

8.	<p><u>PARENT QUESTIONNAIRE</u></p> <p>The results of the questionnaire had been previously circulated. Judith had received a further ten completed questionnaires in the meantime, making a total of 71. Judith to update the results. Judith to draft a letter to parents for review by GEWP.</p> <p>Major points arising:</p> <ul style="list-style-type: none"> • There is definitely an appetite amongst parents for more information about e-safety. The school will try to include useful information fortnightly or weekly in the newsletter ie a link or a tip and also to run parent sessions around specific areas of concern. The Heads clarified that mobile phones brought to school are put into a drawer – pupils are not allowed to use them on the premises. <p>Q: Are there any cases of cyberbullying? A: Yes, involving children from other schools including secondaries. Some incidents have been quite serious and have involved the police.</p> <p>Q: If the cyberbullying is happening outside school how do the school decide whether or not to get involved? A: The school has to be involved as it impacts the children while they are at Mayfield eg they get upset at school.</p> <p>Q: Is there a particular platform associated with cyberbullying? A: It is always changing. Setting up fake accounts for other people on Instagram is common.</p> <ul style="list-style-type: none"> • Sarah and Paula explained that the language used in cyberbullying is pretty disgusting and also they have noticed children being involved at a younger age. The issue is very difficult to tackle the school has to keep talking with the pupils about it and also keep the curriculum up to date. It was noted that the questionnaire contained lots of positive comments about how bullying had been dealt with. • On reflection Q2 should not have used the term ‘targets’ as this has now been replaced in school by ‘next steps’. • It was noted that the last round of parent-teacher consultations had the lowest turnout for a long time. Parents feel that if everything is fine they don’t need to come. The school does do everything in its power to make sure everybody is covered eventually. It is important to let parents know that the teachers learn a lot from meeting them rather than it being a one-way process. • Some parents feel there is too much communication. • The school needs to give parents more information about Spirals Weeks as some parents don’t really understand it. • There needs to be some communication about the marking policy. Teachers are encouraged to give brief written comments together with more verbal feedback. Homework is marked with a tick and an initial – need to explain this to parents. 	<p>Action</p> <p>Judith Judith</p>
9.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>Resources –the GB considered the previously circulated budget and notes. £98k of the £125k carryforward to be used to balance the budget which will leave reserves of £27k. It was noted that the carryforward is decreasing year on year due to a reduction in real-terms funding. Mayfield spends more on staffing than many other schools due to the high numbers of SEN pupils.</p>	

	<p>Kate left the meeting while proposals for next year's staffing changes were discussed and approved.</p> <p>Q: Why are the forecast costs over three years static? A: The funding situation and pupil numbers are too uncertain to make forecasting for three years worthwhile and County don't suggest that schools do so.</p> <p>The budget was unanimously adopted.</p> <p>PWL – minutes of the recent meeting had been circulated together with the data report. Overall it was good news.</p> <p>Personnel – the previously circulated Management of Sickness Absence Policy was unanimously approved. The committee will be carrying out a link visit this term on the effectiveness of CPD.</p>	Action
10.	<p><u>PARENT COUNCIL UPDATE</u></p> <p>As the Parent Council had not met since last academic year the Heads felt it was time for to reformat things, maybe with a termly drop in with the Heads, SBM and maybe one or two parent governors. Some classes do still have parent reps and the school is keen for this to continue. It was noted that teachers are definitely perceived as more approachable than they were five or six years ago when the Parent Council was formed.</p>	
11.	<p><u>PTA UPDATE</u></p> <p>The PTA is thriving, and has some very enthusiastic volunteers on board. Recent and future events include a film night, fun run, the summer fair and Bags2School and the PTA have donated over £3k for works to the swimming pool and paid for the whole school to attend the ArtScapers day in Eddington.</p>	
12.	<p><u>ANY OTHER BUSINESS</u></p> <p>The subjects to be discussed at the next meeting:</p> <ul style="list-style-type: none"> • The Personnel link visit report. • Paula and Sarah to give the presentation they are making at the House of Commons in May to the GB. <p>It was noted that residents parking may be introduced on Windsor Road and may impact parking around the school.</p> <p>The Histon Road Residents' Association is running a project 'Histon Road Remembered' to create an oral history of the road. Anyone can come along to the meetings to share their memories.</p> <p>News from the GB:</p> <ul style="list-style-type: none"> • The GB welcomed a new governor, Clare Bartlet • Discussed responses to the recent parent questionnaire; there will be feedback to parents shortly • Approved the budget for 2019-20 • Thanked the PTA for their recent fundraising efforts. 	

The meeting closed at 8.10pm.