



**Meeting of the Full Governing Body  
Monday 12<sup>th</sup> January 2021 at 6.00pm via Zoom**

**Attendees :-**

Anna Chaudhri (Chair)  
Sarah Stepney (Head)  
Paula Ayliffe (Head)  
Judith Greenwood  
Halina Konopacka  
Clare Bartlet  
Jane McHugh  
Ann Nicholls

Louise O’Gorman (Clerk)  
Jo Sharpington  
Gerard Newnham  
Joel Dixon  
Alison Cox  
Anthony Rayner  
Andrew Monteath  
Richard Kerridge

1.	<b><u>APOLOGIES FOR ABSENCE</u></b>	<b><u>Action</u></b>
	<p>Apologies for absence were received from Jake.</p> <p>No apologies were received from Avi.</p>	
2.	<b><u>DECLARATIONS OF INTERESTS</u></b>	
	<p>There were no interests to declare.</p>	
3.	<b><u>WELCOME TO NEW GOVERNORS</u></b>	
	<p>Two new Governors were introduced to the GB.</p> <p>Andrew Monteath will be a parent governor and will join the Resources Committee. He and his family moved to Cambridge in the summer. His children are in Rec and Y3. Anthony had recommended parent governance to him. Andrew has a background in business and works as an analyst in real estate. With keen interests in sport, he hopes to support sports development in school.</p> <p>Richard Kerridge was introduced to us by the Local Authority and will join us as a co-opted governor. He will join the PWL committee. Richard lives in Cambridge and works at the exam board. Has been a teacher both in a state school and the private sector, undertaking a variety of roles.</p> <p>All the GB introduced themselves briefly.</p> <p>The governors unanimously elected the governors via the chat function.</p>	

4.	<p><b><u>MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING</u></b></p> <p>The minutes of the meeting of 4.11.21 were discussed.</p> <p>Safeguarding training will be looked into as it has not been completed by all governors. Louise will re-send the link to the GB. Sarah needs to be informed when the training is completed.</p> <p>One governor felt that the recent turnover of parent governors was not reflected in the minutes. The GB agreed to add the following sentences to Point 6:  <i>One of the reasons for reviewing and improving induction training was the recent rapid turnover of parent governors on the GB. It is hoped that a better induction process will enable parent governors to understand and perform their role better.</i></p> <p>Anna will amend the minutes as detailed and bring a signed copy of the minutes into school</p>	<p>Louise</p> <p>Anna/ Louise</p> <p>Anna</p>
5.	<p><b><u>HEADTEACHER REPORT AND UPDATE TO THE SDP</u></b></p> <p>The Headteacher report had been distributed in the week before the meeting and was discussed as follows:</p> <ul style="list-style-type: none"> <li>• Surge Dhanda will be standing in as Deputy Head during Sarah’s further period of shielding.</li> <li>• The situation with Covid-19 cases in school: some members of staff contracted the virus over the Christmas break.</li> <li>• Inset Day – Teacher training involved further training in Seesaw and Tapestry. The TAs met on Zoom for training on for new outdoor equipment that the school has received and activities related to it.</li> <li>• The Local Authority has been very supportive of the school, answering questions very promptly, so that parents and pupils can be kept informed. This was particularly necessary after the sudden government announcement of closure on the first day of this term.</li> <li>• Seesaw is working well throughout the school for home learning. Families feel well connected. There are very few children who are still not engaging fully with the remote learning programme.</li> <li>• A limit of 15 has been put on bubbles with spaces prioritised for vulnerable children and those on an EHCP.</li> <li>• One member of staff had tested positive following a randomly selected test although she showed no symptoms. That bubble (Y6) was immediately closed for children and 2 members of staff.</li> <li>• Laptops are being loaned out to children that need them. Another 16 have been received from the government and some parents have donated equipment to the school.</li> <li>• Children are being allocated up to 4 hours of work a day via Seesaw. Timetables have been set to guide parents, but the school understands how difficult home-learning can be for a family with more than one child, who may be sharing equipment, and also working from home.</li> </ul> <p>Q. How did the staff contract Covid?  A. There was a case in Year 1 two weeks before the end of term when we were not aware of the new strain of the virus and how it is easier to contract. Tighter restrictions are now being followed in school.</p> <p>Q How are Free School meals being dealt with?</p>	

	<p>A. Vouchers are being issued for families on FSM. The school is currently paying for these and will be able to claim the money back afterwards. Food packages are the alternative option but we believe that vouchers are welcomed more by FSM families.</p> <p>The latest risk assessment will be sent out to the governors.</p> <p>Q. Can you comment on the higher numbers of exclusions?</p> <p>A. These are children that are struggling with the bubble rules and restrictions and it was agreed that if rules are consistently broken an exclusion will be made. Plans have been made to assist these children, most of whom have a learning plan and are receiving some sort of SEN support. Three exclusions followed a single incident involving 3 Year 6 pupils 'letting off steam.'</p> <p>Q. Numbers on roll in the current Reception and Year 1 classes are low. Is there a reason for this?</p> <p>A. Cambridge is an expensive place to live. Families with younger children are buying or renting outside of the city and in the new developments. We are not the only school affected by this and these lower figures are projected for the next few years.</p>	
6.	<p><b><u>HEADTEACHERS' PERFORMANCE MANAGEMENT (HTPM)</u></b></p> <p>This was completed last term.</p> <p>The salaries committee need to meet and Anna will be in touch with them about this. (Anna, Jane)</p> <p>The HTPM committee works on a 3 year cycle. Every year a member leaves and a new person joins the committee. This year Gerard will join and Anna, having completed her 3 years, will leave. Jane will step up to position 1 in the committee.</p>	
7.	<p><b><u>PARENT SURVEY 2021</u></b></p> <p>Anna asked for views as to when to conduct the annual parent survey and the GB discussed when the most appropriate time to complete the survey would be.</p> <p>It was agreed that with restrictions in school as they are at the moment, it would be difficult for parents to comment accurately. The survey will therefore be delayed until next year, and the item discussed again in January 2022. (Louise to record for a future agenda).</p> <p>Feedback from parents is considered particularly valuable at present and a survey concerning current issues will be completed as with the last lockdown. It is also important that we are able to show evidence of parental opinion on the school's performance during the pandemic, should OFSTED announce an inspection.</p>	
8.	<p><b><u>SAFEGUARDING REPORT</u></b></p> <p>Alison will be meeting with the Heads to discuss safeguarding in school. Original plans for the meeting were put on hold because of the lockdown.</p> <p>A safeguarding audit will be completed later in the week.</p> <p>This item will be added to agenda for next meeting.</p>	Louise

9.	<p><b><u>INDUCTION FOR NEW GOVERNORS</u></b></p> <p>The new induction leaflet has been put together by Louise using the wording provided by Anna and agreed to at the last meeting. Amendments by governors had been sent to the GB previous to the meeting. No points were disputed.</p> <p>Some typos have been noticed. These will be sent to Louise for amendment.</p> <p>Governors were happy with the layout of the leaflet and it is ready for immediate use. Its layout could be redesigned with illustrations at a later date, if anyone would like to volunteer good IT/marketing skills.</p>	Jo, Louise
10.	<p><b><u>GOVERNOR TRAINING AND BRIEFINGS</u></b></p> <p>A list of courses and briefings for this term was sent out by Louise earlier in the month. All courses are continuing to take place virtually. Governors are encouraged to attend briefings and any courses they feel are relevant to their respective roles. Some have been in touch with Louise to notify her of courses they have booked.</p>	
11.	<p><b><u>FOLLOW UP TO THE PRESENTATION ON CPD</u></b></p> <p>The Powerpoint from the presentation on CPD completed at the last meeting was sent to the governors. No queries came about from it and the governors are happy with the CPD processes in the school.</p> <p>The Heads are working with Leeds Beckett University to improve staff CPD in school now and beyond the current restrictions.</p> <p>(Gerard left the meeting)</p>	
	<p><b><u>GOVERNOR TRAINING FOCUS: SUBJECT REPORT – MATHEMATICS</u></b></p> <p>Jo Caisova joined the meeting and introduced the Governors to Emil.</p> <p>Jo is the Maths subject leader (currently on maternity leave). She discussed with the Governors the style of maths teaching taking place in school.</p> <p>At Mayfield we want children to gain a real understanding of maths and we have adopted the Maths Mastery approach, a national incentive which has been yielding good results. National trends in both maths and science show a steady improvement in mathematical capability and this is reflected at Mayfield. Two main features of the Mastery approach are the use of practical examples within the classroom and children discussing maths, using appropriate vocabulary.</p> <p>The five main ideas behind Maths Mastery are:</p> <p>Representation and structure Parents are encouraged to engage with their children to help them understand the mathematical concepts that are being discussed at school.</p> <p>Fluency What children need to understand in order to achieve competency in basic mathematical functions and calculation methods.</p>	

<p>Mathematical thinking and reasoning This makes children reflect on how they know mathematical facts and how they can apply them: 'I know that <math>3 \times 5 = 15</math> but how do I know it, how can I explain it and once I know it, how can I apply it to other calculations?' It has been noticed by the teachers at Mayfield that the children are more articulate in explaining mathematical thinking; we have clear evidence of this.</p> <p>Variation This is conceptualising and seeing all the aspects of a mathematical question. Children should be able to say both what a thing is and what it is not; how it differs from other related things (eg geometric shapes).</p> <p>Coherence This is where children are building on prior learning.</p> <p>Jo commented that Maths Mastery may not be the easiest way to teach maths but the school staff have agreed that it is the best way. In catering for all learners, there is a lot of whole-class teaching but interventions are made for those who need a little extra help, eg pre-teaching sessions, to ensure familiarity with a concept or key piece of vocabulary. In a drive to get rid of the 'I can't do maths' perception, the style of teaching is enabling children to re-assess their status within the class; the interventions are designed to assign competence to the least confident learners. For the more rapid learners, greater depth is provided through targeted and structured questioning; related problems are discussed with a greater number of unknowns. Topics are assigned more time and then developed in subsequent years.</p> <p>Maths clubs are set up which the children enjoy attending.</p> <p>Lesson chats allow staff to share lesson ideas and new teachers to understand the Mayfield approach. The staff are planning collaboratively, maintaining the focus on mathematical vocabulary, taking and writing about maths.</p> <p>We thank Jo Caisova for her presentation and all the work she and her team have been doing to drive forward standards in maths at Mayfield.</p>	
<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The governors would like to thank all the staff for their continued hard work and congratulate them on a smooth transition to the online learning. Everyone's efforts are appreciated.</p> <p>Anna will complete News from the Governors which will be distribute to parents and staff.</p>	<p>Anna</p>

The meeting closed at 7.50pm

The next meeting of the Full Governing Body is scheduled for **Wednesday 3<sup>rd</sup> March**

**Acronymns**

- CPD – Continuing Professional Development
- GB – Governing Body
- FSM – Free School Meals
- HTPM – Headteacher Performance Management