



MAYFIELD PRIMARY SCHOOL

**Meeting of the Full Governing Body
Monday 21st September 2020 at 6.00pm via Zoom**

Attendees :-

Anna Chaudhri (Chair)
Sarah Stepney (Head)
Judith Greenwood
Halina Konopacka
Clare Bartlet
Poppy Garrod

Louise O’Gorman (Clerk)
Jo Sharpington
Poppy Garrod
Anne-Laure
Gerard Newnham

1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Anthony Rayner, Paula Ayliffe, and Alison Cox, and Jake Holt sent their apologies which were accepted.</p> <p>No apologies were received from Avi Bhangaonkar.</p>	Action
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>There were no interests to declare.</p>	
3.	<p><u>WELCOME TO NEW GOVERNORS</u></p> <p>Anna introduced and gave some background details of Gerard Newnham, before the GB unanimously voted to elect him as a co-opted governor.</p> <p>Gerard lives locally and was introduced to the school through Sarah Stepney. He had expressed an interest in joining the GB and has extensive experience of school governance. He has a background in healthcare administration at a very senior level and, after a conversation with Anna, has agreed to join the Personnel Committee.</p> <p>Louise will arrange the new welcome pack for Gerard. Gerard was able to attend the remainder of the meeting.</p>	Louise
4.	<p><u>MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING</u></p> <p>The minutes of the meeting of 20.7.20 and 11.8.20 were agreed and signed off.</p> <p>Anna will bring a signed copy of the minutes into school.</p> <p>SDP aims have been adapted to include data. There were no other matters arising.</p>	Anna

<p>5.</p>	<p><u>GOVERNOR ISSUES</u></p> <p>Register of Pecuniary Interests As we are unable to distribute the Declaration of Interest forms for everyone to check and sign, Louise will scan the forms individually and email them for everyone to check and return with their approval for this academic year.</p> <p>Committee and Salaries Terms of Reference There had been no changes to the committee ToR from previous years. Committees had already agreed on the terms for the following year and the salaries committee had no queries.</p> <p>Committee and Link Governor Lists The committee list will be updated with the necessary changes and distributed to the GB. Link Governor roles have not yet been amended and no link visit has yet been planned, as we feel that the main priority at present is staff welfare.</p> <p>The GB agreed that they should remain available to staff should anyone wish to contact a governor and talk about the current conditions.</p> <p>Governor Expenses Policy This was agreed with no changes.</p> <p>GB Vacancies Jim Thorpe has resigned as a co-opted governor. This leaves a vacancy on the Resources Committee of which Jim was Chair. Anna asked for anyone interested in taking on the role to speak to Louise. She is happy to chair the Resources Committee until a new Chair is found.</p> <p>Luis Faria has stepped down as a Parent Governor Poppy Garrod has stepped down as a Staff Governor, but will still be attending meetings in her role as English Lead, and to report on Pupil Premium.</p> <p>(Jane McHugh joined the meeting.)</p> <p>The election notice has gone out for new Parent Governors and for Staff Governors.</p> <p>Standing Orders Anna went through the Standing Orders for the GB and emphasised the importance of being quorate.</p> <p>There was discussion over remote attendance at governor meetings. It was agreed that we should continue to meet on Zoom in the immediate future and that the wording should be changed slightly to include 'with previous approval'. Once we are able to resume meetings in person, it will be important that governors attend in person.</p> <p>Minutes need to be added to the school website. Currently we do not put them up though they have been available at the office for anyone asking to see them. No one has asked. The GB was happy that the minutes should be put on the website but careful redaction of names and details may be needed in some circumstances. Moreover, confidential minutes, should they be needed, would be kept separately and not made public. With those amendments the standing order was agreed. Louise will make the necessary changes</p>	<p>Louise</p> <p>Louise</p> <p>Louise</p>
-----------	---	---

	<p><u>SEN UPDATE</u> Item brought forward.</p> <p>Surge was unable to write a review for the SEN due to commitments in school, so Sarah gave an overview.</p> <ul style="list-style-type: none"> • There are currently 19 EHCPs in school, and 52 on the SEN support register. • HSC and the SEN room have swapped over in order to support children better in our existing accommodation. • 2 children are on a part-time timetable. • 3 children are in the process of application for an EHCP <p>The GB asked for a report to be written for the next meeting.</p> <p>Q. If a child is being home educated are they taken off roll? A. We are not able to just take someone off the school roll; there is due process and the child will still appear on our records. The TAs that would usually work with such a child would be re-allocated.</p> <p>One child who has an EHCP and is not coming into school because of shielding, is being provided with remote learning.</p> <p>More parents have returned to school from lockdown asking for the school to diagnose their child for specific needs. The school has a process to go through, whereby adequate data and information must be collected prior to any referral for diagnosis. A high level of need usually needs to be evidenced over a period.</p> <p>(Halina left the meeting)</p>	Surge
6	<p><u>GOVERNOR TRAINING</u></p> <p>Attendance at Governor Briefings 4 Governors have signed up to attend briefings in the near future.</p> <p>Louise will keep a note of the training which governors complete.</p> <p>Governor Induction The current induction being advertised is 7 hours long which governors are unable to complete. There is some training offered outside Cambridge that is shorter. Currently all the training is online. New governors should be provided with details but we also need to tighten our induction processes for new governors. Anna will present a proposal to the next meeting of the GB.</p>	Louise Louise Anna
7.	<p><u>HEADTEACHERS' REPORT</u></p> <p>The report was previously distributed to the GB and was shared on screen.</p> <ul style="list-style-type: none"> • New members of staff were introduced. • Surge is continuing to act as Deputy Head until the end of October, in Paula's absence. • Some teachers have taken on extra responsibility to relieve the management at this time. • The children in school are happy to be back and have been great at staying in their bubbles, and adapting to new routines. • Baseline assessments are being completed, and data is due to be with Sarah for Friday. 	

	<ul style="list-style-type: none"> • Seesaw is still being used for the completion and uploading of homework and is a good back-up should the school have to provide remote learning again this year. • The protocol on home learning has been sent home to parents so that they are prepared should the need arise. • Most children have returned to school now. Few parents have elected to home educate. A breakdown of this was included in the report. • Some clubs have restarted after school. This helps with rental income. Some have decided to not come in until after Christmas. • There has been some discussion with the Local Authority on extending the SEN room, to provide more nurture space. • Covid-19 testing for education staff has been obtained at two centres around Cambridge; this provision is funded by the LA until early October in the first instance. The school was given 10 testing kits for staff or families that do not have the means to get to a testing centre. • A 7th core value has been added for this term - Positivity. <p>Q. Where do we stand with supply staff currently? A. The school has 2 members of staff who recently left the school but are able to undertake supply work if need be.</p> <p>Q. What exclusions have there been? A. Some children are starting to struggle with the new adaptations. One exclusion was a new child. The other two, even in normal circumstances, are regular visitors to the Heads' office. The main reason for their absence is that we cannot have this type of behaviour when we are trying to maintain bubbles and social distancing. A session is classed as a morning or afternoon. It was felt that the conditions are contributing to some behavioural problems; staff do not have any flexibility in the way they deal with breach of the safety guidelines.</p> <p>Anna thanked Sarah for her report and commended her for her work.</p> <p>Anna asked the staff how they have felt, coming back to school from lockdown. A significant issue is that parents are not able call in to speak to the teacher at the end of the day; many small matters are dealt with every day in this way under normal circumstances but much more email communication is required at present.</p> <p>Staff are enjoying being back in school. The bubble system is felt to be working well.</p>	
8.	<p><u>SAFEGUARDING</u></p> <p>Safeguarding and Child Protection Policy This policy was updated in the Summer, with references to school closure in the event of lockdown.</p> <p>The GB were happy to take on the policy with the new amendments.</p> <p>Anna mentioned some difficulties with policies on Pindigo; there are several policies for governors to read and they are available on Pindigo. Governors are asked to do the reading and direct any problems of access to Kate.</p> <p>Sarah is going to provide the GB with a link to the Basic Safeguarding training which she is organising via zoom for all staff.</p>	Sarah
9.	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>Personnel</p>	

	<p>We are still waiting for final sign-off from the government of the latest round of Teachers' Pay. It is going to Parliament this week and should then take effect from 12th October.</p> <p>Once information is received, the policy will be updated and emailed out to the GB for it to be agreed via email; the next GB is not until November and it was felt that this is too long a time to wait to settle this important matter.</p>	Sarah/Louise
11.	<p><u>ANY OTHER BUSINESS</u></p> <p>Anna approved the new style school website, which is now mobile phone friendly, and is really eye catching.</p> <p>News from the GB will be written by Anna and distributed by Louise.</p> <p>Louise will add to the Parent Newsletter a note on the clubs after school.</p> <p>Training focus for the next meeting. What makes good CPD?</p>	<p>Anna, Louise</p> <p>Louise</p>

The meeting closed at 7.45pm.

The next meeting of the Full Governing Body is scheduled for **Wednesday 4th November at 6pm via Zoom.**

Acronyms

ToR – Terms of Reference

GB – Governing Body

SEN(D) – Special Educational Needs (Department)

EHCP – Education and Health Care Plan

TA – Teaching Assistant